



**Mackenzie County**

# **REGULAR COUNCIL MEETING AGENDA**

**APRIL 27, 2016**

**10:00 A.M.**

**COUNCIL CHAMBERS  
FORT VERMILION, AB**



# STRATEGIC PRIORITIES CHART

## COUNCIL PRIORITIES (Council/CAO)

NOW	ADVOCACY
1. <b>RATEPAYER ENGAGEMENT</b> 2. <b>REGIONAL RELATIONSHIPS</b> 3. <b>FISCAL RESPONSIBILITY</b> 4. <b>POTABLE WATER: Availability &amp; Infrastructure</b> 5. <b>CAMPGROUNDS: Expansion and New Boat Docks</b> 6. <b>RECREATION CENTRES &amp; ARENA UPGRADES</b> 7. <b>MASTER FLOOD CONTROL PLAN &amp; FLOOD CONTROL SYSTEMS</b> 8. <b>TRANSPORTATION DEVELOPMENT</b> 9. <b>ECONOMIC DEVELOPMENT</b> 10. <b>INDUSTRY RELATIONS</b>	<input type="checkbox"/> <i>Provincial Government Relationships</i> <input type="checkbox"/> <i>Land Use</i> <input type="checkbox"/> <i>Health Services</i> <input type="checkbox"/> <i>La Crete Postal Service</i> <input type="checkbox"/> <i>Transportation Development</i>

## OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Joulia)		ECONOMIC DEVELOPMENT (Joulia/Byron)	
1. <b>RATEPAYER ENGAGEMENT – Business Plan</b>	May	1. <b>ECONOMIC DEVELOPMENT – Establish Action Plan</b>	April
2. <b>REGIONAL RELATIONSHIPS</b>	June	2. <b>TRANSPORTATION DEVELOPMENT – Meet Ministers (P5/Zama, RBLK/Hwy 58)</b>	April
3. <b>FISCAL RESPONSIBILITY – non-traditional municipal revenue streams</b>		3. <b>INDUSTRY RELATIONS – Meet Industry Partners</b>	
<input type="checkbox"/> <i>Canada Post – La Crete</i>	April	<input type="checkbox"/> _____	
<input type="checkbox"/> <i>La Crete Library – ATB Building - Assessment</i>	May	<input type="checkbox"/> _____	
<input type="checkbox"/> <i>AUPE Negotiations – internal review of the agreement</i>			
COMMUNITY SERVICES (Ron)		AGRICULTURAL SERVICES (Grant)	
1. <b>CAMPGROUNDS – Identify expansion areas &amp; establish policy</b>	June	1. <b>MASTER FLOOD CONTROL PLAN – Completion of Plan</b>	April
2. <b>RECREATION CENTRES &amp; ARENA UPGRADES – Assessment</b>	June	2. Emergency Livestock Response Plan	October
3. <b>COR Certificate – Self Audit</b>	July	3. _____	
<input type="checkbox"/> Dock expansion plan for campgrounds		<input type="checkbox"/> County Ag Fair & Tradeshow Planning	
<input type="checkbox"/> _____		<input type="checkbox"/> Easements for Existing Drainage Channel	
PLANNING & DEVELOPMENT (Byron)		LEGISLATIVE SERVICES (Carol)	
1. Infrastructure Master Plans	April	1. <b>RATEPAYER ENGAGEMENT – Citizen Engagement Survey</b>	June
2. LC & FV Design Guide	Sept	2. Website Update	June
3. _____		3. Filing/Records Management Procedures	June
<input type="checkbox"/> Land Use Framework		<input type="checkbox"/> Human Resource Policy Review	
<input type="checkbox"/> LC & FV Airports – Infrastructure Review		<input type="checkbox"/> Communication Plan	
FINANCE (Mark)		PUBLIC WORKS* (Ron/Len)	
1. <b>FISCAL RESPONSIBILITY – Mill Rate Discussion &amp; Policy</b>	June	1. Inspection Procedure for New Roads	May
2. <i>AUPE Negotiations (calculations)</i>	June	2. Road Use Agreement Template Update	April
3. Multi-year capital plan		3. Finalize Meander River Gravel Pit Transfer	Aug
<input type="checkbox"/> _____		<input type="checkbox"/> Hamlet 3 Year Upgrading Plan – Review & Update	
<input type="checkbox"/> _____		<input type="checkbox"/> Engineering Services Procurement RFP	April
ENVIRONMENTAL (Fred)			
1. <b>POTABLE WATER – Comprehensive Water Study</b>	June	Codes:	
2. Hamlet Easement Strategy	July	<b>BOLD CAPITALS</b> – Council NOW Priorities	
3. FV Frozen Services Plan	Sept	CAPITALS – Council NEXT Priorities	
<input type="checkbox"/> _____		<i>Italics</i> – Advocacy	
<input type="checkbox"/> _____		Regular Title Case – Operational Strategies	
		* See Monthly Capital Projects Progress Report	

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday April 27, 2016  
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 12, 2016 Regular Council Meeting	7
		b) Minutes of the April 26, 2016 Committee of the Whole Meeting	21
<b>DELEGATIONS:</b>	4.	a) Wilde & Company Audited Financial Statement Presentation (Conference Call 11:00 a.m.)	
		b) Mackenzie Housing Management Board – Barb Spurgeon (2:00 p.m.)	
		c)	
		d)	
<b>COUNCIL COMMITTEE REPORTS:</b>	5.	a) Council Committee Reports (verbal)	
		b) Finance Committee Meeting Minutes	23
		c) Municipal Planning Commission Meeting Minutes	29
		d) Tompkins Crossing Meeting Minutes	51
		e)	
		f)	

<b>GENERAL REPORTS:</b>	6.	a)		
<b>TENDERS: (2:30 p.m.)</b>	7.	a)	2016 Regravelling Program (1:00 p.m.)	55
		b)	Rural Potable Water Infrastructure Contract 2 (2:00 p.m.)	57
		c)	La Crete Sanitary Sewer Rehabilitation (2:00 p.m.)	59
		d)		
		e)		
<b>PUBLIC HEARINGS:</b>	8.		None	
<b>ADMINISTRATION:</b>	9.	a)	Policy FIN025 Purchasing Authority Directive and Tendering Process Policy	61
		b)	Service Capacity Review	73
		c)	Creation of a Central Agency to Prepare Industrial Assessments	83
		d)	Appointment of Member-at-Large	95
		e)	<b>Blue Hills Ratepayers Meeting (ADDITION)</b>	
		f)		
		g)		
<b>AGRICULTURE SERVICES:</b>	10.	a)		
<b>COMMUNITY SERVICES:</b>	11.	a)		
		b)		
		c)		
<b>FINANCE:</b>	12.	a)	Bylaw 1026-16 - 2016 Tax Rate Bylaw	99

**(11:00 a.m.)**

- |    |  |     |
|----|--|-----|
| b) | 2016 Budget  | 107 |
| c) | 2015 Audited Financial Statement and Financial Information Return (DRAFTS) | 141 |
| d) |  |     |
| e) |  |     |

**OPERATIONS:  
(3:00 p.m.)**

- |     |    |   |     |
|-----|----|---|-----|
| 13. | a) | Policy PW039 – Rural Road, Access Construction and Surface Water Management | 155 |
|     | b) | Policy PW040 Hamlet Utility Corridors and Back Alleys                       | 183 |
|     | c) | Policy PW041 Backslope Policy   | 191 |
|     | d) | Snow Plow Truck Replacement   | 197 |
|     | e) | Utility Tractor Purchase - Zama   | 201 |
|     | f) | Unit #2350 – Fire Damaged Toolcat Replacement                               | 211 |
|     | g) |   |     |
|     | h) |   |     |

**PLANNING &  
DEVELOPMENT:**

- |     |    |  |  |
|-----|----|--|--|
| 14. | a) |  |  |
|     | b) |  |  |

**UTILITIES:**

- |     |    |  |  |
|-----|----|--|--|
| 15. | a) |  |  |
|     | b) |  |  |

**INFORMATION /  
CORRESPONDENCE:**

- |     |    |                            |     |
|-----|----|----------------------------|-----|
| 16. | a) | Information/Correspondence | 235 |
|-----|----|----------------------------|-----|

**IN CAMERA  
SESSION:**

- |     |    |                           |  |
|-----|----|---------------------------|--|
| 17. | a) | Legal                     |  |
|     | b) | Labour                    |  |
|     |    | • Council Self-Evaluation |  |

- CAO Self Evaluation
- **AUPE Negotiations (ADDITION)**

c) Land

**NOTICE OF MOTION:** 18. Notices of Motion

**NEXT MEETING  
DATES:**

19. a) Regular Council Meeting  
Tuesday, May 10, 2016  
10:00 a.m.  
Fort Vermilion Council Chambers
- b) Committee of the Whole Meeting  
Tuesday, May 24, 2016  
10:00 a.m.  
Fort Vermilion Council Chambers
- c) Regular Council Meeting  
Wednesday, May 25, 2016  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:** 20. a) Adjournment



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 27, 2016</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the April 12, 2016 Regular Council Meeting</b>

**BACKGROUND / PROPOSAL:**

Minutes of the April 12, 2016, Regular Council Meeting are attached.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

Approved Council Meetings minutes are posted on the County website.

**RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

That the minutes of the April 12, 2016, Regular Council Meeting be adopted as presented.

Author: C. Simpson Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, April 12, 2016  
10:00 a.m.**

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

**PRESENT:**

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve (left the meeting at 5:33 p.m.)
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
John W. Driedger	Councillor
Eric Jorgensen	Councillor (arrived at 10:02 a.m.)
Josh Knelsen	Councillor
Lisa Wardley	Councillor

**REGRETS:**

**ADMINISTRATION:**

Joulia Whittleton	Chief Administrative Officer
Ron Pelensky	Director of Community Services & Operations
Byron Peters	Director of Planning & Development
Len Racher	Director of Facilities & Operations (South)
Peng Tian	Director of Finance
Fred Wiebe	Manager of Utilities
Mark Schonken	Aggregate & Special Projects Coordinator
Carol Gabriel	Director of Legislative & Support Services
Carrie Simpson	Recording Secretary

**ALSO PRESENT:** Members of the public and media.

Minutes of the Regular Council meeting for Mackenzie County held on April 12, 2016 in the Fort Vermilion Council Chambers.

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

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

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

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\_\_\_\_\_



**MOTION 16-04-248**      **MOVED** by Deputy Reeve Sarapuk

That the agenda be approved with the following additions:

4. a) Dr. Gordon McIntosh, Facilitator, Local Government Leadership Institute – 4:00 p.m. (CAO Evaluation – In Camera)

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES:**      **3. a) Minutes of the March 23, 2016 Regular Council Meeting**

**MOTION 16-04-249**      **MOVED** by Councillor Driedger

That the minutes of the March 23, 2016 Regular Council Meeting be adopted as presented.

**CARRIED**

**OPERATIONS:**      **13. d) Mackenzie Regional Waste Management Commission – Hours of Operation**

Councillor Jorgensen joined the meeting at 10:02 a.m.

**MOTION 16-04-250**      **MOVED** by Councillor Derksen

That a letter of support be sent for the concerns brought forward by Jake's Disposal regarding the changes to the hours of operation at the Mackenzie Regional Waste Commission Management.

**CARRIED**

**COUNCIL COMMITTEE REPORTS:**      **5. a) Council Committee Reports (Verbal)**

**MOTION 16-04-251**      **MOVED** by Deputy Reeve Sarapuk

That the Council Committee verbal reports be received for information.

**CARRIED**

**5. b) Public Works Committee Meeting Minutes**

**MOTION 16-04-252**      **MOVED** by Councillor Bateman

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

That the Public Works Committee unapproved meeting minutes of March 22, 2016 be received for information.

**CARRIED**

**5. c) Agricultural Service Board Meeting Minutes**

**MOTION 16-04-253**      **MOVED** by Councillor Driedger

That the Agricultural Service Board unapproved meeting minutes of April 5, 2016 be received for information.

**CARRIED**

**GENERAL REPORTS: 6. a) CAO Report**

**MOTION 16-04-254**      **MOVED** by Councillor Jorgensen

That Council acknowledges and appreciates all of the hard work that staff put into achieving the Certificate of Recognition (COR)

**CARRIED**

**MOTION 16-04-255**      **MOVED** by Deputy Reeve Sarapuk

That the CAO Report for March 2016 be received for information.

**CARRIED**

**TENDERS: 7. a) None**

**PUBLIC HEARINGS: 8. a) None**

**ADMINISTRATION: 9. a) Assessment Services**

**MOTION 16-04-256**      **MOVED** by Councillor Jorgensen

Requires 2/3

That administration be authorized to extend the contract with Alliance Assessment Consultants Ltd. for the provision of assessment services (2018-2022 taxation years), subject to a review of the out clause in the existing agreement.

**CARRIED**

**9. b) 2016 Ratepayer Meetings**

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

**MOTION 16-04-257**      **MOVED** by Councillor Driedger

That the 2016 annual ratepayer meetings be held as follows:

- Rocky Lane/High Level Rural – Monday, June 13, 2016
- Fort Vermilion – Tuesday, June 14, 2016
- La Crete – Wednesday, June 15, 2016
- Zama – Thursday, June 16, 2016
- Tompkins Landing – Monday, June 20, 2016

**CARRIED**

**MOTION 16-04-258**      **MOVED** by Councillor Knelsen

That the 2016 ratepayer meeting agenda be amended as discussed.

**CARRIED**

Reeve Neufeld recessed the meeting at 10:55 a.m. and reconvened the meeting at 11:08 a.m.

**9. c) Conference Call – Rick Pollard, Stakeholder Relations Manager (Office of the Premier)**

**MOTION 16-04-259**      **MOVED** by Councillor Jorgensen

That the following topics be addressed during the conference call scheduled with Rick Pollard, Stakeholder Relations Manager (Office of the Premier), on April 13, 2016:

- Carbon Tax
- Unemployment rates/destruction of our oil and gas industry
- Well Abandonment Program
- Capital Investment in Infrastructure
- Farm & Ranch Workplace Regulation Consultations
- Non-collectible tax from oil and gas industry
- Agricultural Land Expansion
- Diversification in Agriculture Research
- Bill C-246 Modernizing Animal Protections Act
- Federal and Provincial regulation relationship

**CARRIED**

**9. d) National Public Works Week Proclamation (May 15-21,**

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

**2016)**

**MOTION 16-04-260**      **MOVED** by Deputy Reeve Sarapuk

That Mackenzie County Council supports and recognizes the National Public Works Week by acknowledging and proclaiming the week of May 15-21, 2016, as Public Works Week in Mackenzie County.

**CARRIED**

**AGRICULTURE  
SERVICES:**

**10. a) Genetically Engineered/Roundup Ready Alfalfa**

**MOTION 16-04-261**      **MOVED** by Councillor Bateman

That Mackenzie County encourages the County to be a Roundup Ready Alfalfa free zone and that the Agricultural Service Board and Mackenzie Applied Research Association be encouraged to educate the local farming community regarding the associated risks and benefits.

**CARRIED**

**COMMUNITY  
SERVICES:**

**11. a) Northwest Alberta Regional Resource Sharing  
Agreement**

**MOTION 16-04-262**      **MOVED** by Deputy Reeve Sarapuk

That Mackenzie County participates in the Northwest Alberta Regional Resource Initiative and that administration be authorized to sign the Northwest Alberta Regional Resource Sharing Agreement.

**CARRIED**

Reeve Neufeld recessed the meeting at 12:06 p.m. and reconvened the meeting at 1:00 p.m.

**FINANCE:**

**12. a) Bylaw 1025-16 Fee Schedule Bylaw**

**MOTION 16-04-263**      **MOVED** by Councillor Knelsen  
Requires 2/3

That first reading be given to Bylaw 1025-16 being the Fee Schedule Bylaw for Mackenzie County.

**CARRIED**

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

**MOTION 16-04-264**

Requires 2/3

**MOVED** by Councillor Braun

That second reading be given to Bylaw 1025-16 being the Fee Schedule Bylaw for Mackenzie County.

**CARRIED**

**MOTION 16-04-265**

Requires Unanimous

**MOVED** by Councillor Wardley

That consideration be given to go to third reading of Bylaw 1025-16 being the Fee Schedule Bylaw for Mackenzie County at this meeting.

**CARRIED UNANIMOUSLY**

**MOTION 16-04-266**

Requires 2/3

**MOVED** by Councillor Jorgensen

That third reading be given to Bylaw 1025-16 being the Fee Schedule Bylaw for Mackenzie County.

**CARRIED**

**12. b) 2016 Budget & 2016 Municipal Tax Rates**

**MOTION 16-04-267**

**MOVED** by Councillor Wardley

That the Old Bay House not be funded in the 2016 Budget.

**CARRIED**

**MOTION 16-04-268**

Requires 2/3

**MOVED** by Councillor Braun

That administration be authorized to incorporate the new budget requests in the final 2016 budget with the following amendments:

- Reduce Peace Officer wage by 50 %
- Remove the Old Bay House funding

**CARRIED**

**MOTION 16-04-269**

Requires 2/3

**MOVED** by Councillor Wardley

That administration drafts the 2016 tax rate bylaw for the April 27, 2016 Council meeting with the following municipal mill rates:

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

Assessment class	Mill rate	Minimum tax
Residential	7.508	\$200.00
Farmland	8.508	\$35.00
Non-Residential	11.903	\$400.00

Reeve Neufeld recessed the meeting at 2:28 p.m. and reconvened the meeting at 2:40 p.m.

**DEFEATED**

**MOTION 16-04-270**  
 Requires 2/3

**MOVED** by Councillor Driedger

That administration drafts the 2016 tax rate bylaw for the April 27, 2016 Council meeting with a reduction of 3 % for residential municipal rates with the additional \$166,253 in funding coming from the General Operating Reserve:

Assessment class	Mill rate	Minimum tax
Residential	7.283	\$200.00
Farmland	8.508	\$35.00
Non-Residential	11.903	\$400.00

**MOTION 16-04-271**  
 Requires 2/3

**MOVED** by Councillor Jorgensen

That Motion 16-04-270 be AMENDED to remove the minimum tax on farmland with \$35,922 funding coming from the General Operating Reserve.

Councillor Driedger requested a recorded vote.

In Favor

Councillor Derksen  
 Councillor Jorgensen  
 Reeve Neufeld  
 Deputy Reeve Sarapuk  
 Councillor Bateman

Opposed

Councillor Braun  
 Councillor Wardley  
 Councillor Driedger  
 Councillor Knelsen

**DEFEATED**

**MOTION 16-04-270**  
 Requires 2/3

**MOVED** by Councillor Driedger

That administration drafts the 2016 tax rate bylaw for the April 27, 2016 Council meeting with a reduction of 3 % for residential municipal rates and with the additional \$166,253 in funding

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

coming from the General Operating Reserve:

Assessment class	Mill rate	Minimum tax
Residential	7.283	\$200.00
Farmland	8.508	\$35.00
Non-Residential	11.903	\$400.00

Councillor Driedger requested a recorded vote.

In Favor

Councillor Derksen  
 Councillor Driedger  
 Reeve Neufeld  
 Deputy Reeve Sarapuk  
 Councillor Knelsen  
 Councillor Braun

Opposed

Councillor Bateman  
 Councillor Wardley  
 Councillor Jorgensen

**CARRIED**

**OPERATIONS:**

**13. a) Bylaw 1024-16 Road Closure West Side of NW 11-106-12-W5M for Access Request**

**MOTION 16-04-272**

**MOVED** by Councillor Driedger

That first reading be given to Bylaw 1024-16 being a Road Closure Bylaw to Close a Portion of Government Road Allowance adjoining the west boundary of NW 11-106-12-W5M for the purpose of consolidation, subject to public hearing input.

**CARRIED**

**13. b) Policy PW039 – Rural Road, Access Construction and Surface Water Management**

**MOTION 16-04-273**

**MOVED** by Councillor Wardley

That Policy PW039 – Rural Road, Access Construction and Surface Water Management be AMENDED as presented.

**DEFEATED**

Councillor Driedger and Councillor Jorgensen stepped out of the meeting at 3:43 p.m.

**13. c) Oil Recycling Buildings**

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

**MOTION 16-04-274**      **MOVED** by Councillor Braun

That administration be authorized to proceed with the oil recycling facility projects for La Crete and Fort Vermilion, subject to funding as per the revised and approved 2016 Budget.

**CARRIED**

Councillor Driedger and Councillor Jorgensen rejoined the meeting at 3:45 p.m.

**PLANNING &  
DEVELOPMENT:**

**14. a) Bylaw 1021-16 Land Use Bylaw Amendment to Rezone Plan 142 5001, Block 3, Lot 5 & 6 from Hamlet Country Residential District 1 "HRC1" to Public/Institutional "P" (La Crete)**

**MOTION 16-04-275**      **MOVED** by Councillor Bateman

That third reading be given to Bylaw 1021-16 being the rezoning of Plan 142 5001, Block 3, Lot 5 & 6 from Hamlet Country Residential District 1 "HRC1" to Public/Institutional "P" to allow for a church.

**CARRIED**

**14. b) North Point Oversizing Payment**

**MOTION 16-04-276**      **MOVED** by Councillor Braun  
Requires 2/3

That administration negotiate the cost difference with the developers for the oversizing of the North Point watermain.

**CARRIED**

**14. c) Zama Crown Land Procurement**

**MOTION 16-04-277**      **MOVED** by Deputy Reeve Sarapuk

That the Zama Crown Land Procurement be TABLED until the April 27, 2016 Council Meeting

**CARRIED**

**UTILITIES:**      **15. a) Boyer River Truckfill**

**MOTION 16-04-278**      **MOVED** by Councillor Bateman

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That administration provide operational aid to the Beaver First Nations, upon their agreement, in assessing the issue of the Boyer River Truckfill and providing operational assistance in getting their water plant fully functional.

**CARRIED**

Reeve Neufeld recessed the meeting at 4:19 p.m. and reconvened the meeting at 4:26 p.m.

**DELEGATIONS:**

**4. a) Dr. Gordon McIntosh, Facilitator, Local Government Leadership Institute – 4:00 p.m. (CAO Evaluation – In Camera)**

**IN-CAMERA SESSION:**

**17. In-Camera Session**

**MOTION 16-04-279**

**MOVED** by Councillor Bateman

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 4:26 p.m.

17. a) Legal

17. b) Labour

- AUPE Negotiations
- Organizational Chart
- CAO Evaluation

17. c) Land

- Land Negotiation

Deputy Reeve Sarapuk left the meeting at 5:33 p.m.

**MOTION 16-04-280**

**MOVED** by Councillor Driedger

That Council move out of camera at 5:43 p.m.

**CARRIED**

**17. b) Labour – CAO Evaluation**

**MOTION 16-04-281**

**MOVED** by Councillor Bateman

That the presentation provided by Dr. Gordon McIntosh, Facilitator, Local Government Leadership Institute regarding the

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

CAO evaluation be received for information.

**CARRIED**

**17. b) Labour – AUPE Negotiations**

**MOTION 16-04-282**      **MOVED** by Councillor Braun

That the AUPE negotiations update be received for information.

**CARRIED**

**17. b) Labour – Organizational Chart**

**MOTION 16-04-283**      **MOVED** by Councillor Jorgensen

That the Organizational Chart be amended by reclassifying the Manager of Utilities to the Directors of Utilities and that the Directors' pay grid be amended as discussed.

**CARRIED**

**17. c) Land – Land Negotiation**

**MOTION 16-04-284**      **MOVED** by Councillor Braun

That administration be authorized to move forward with the recommended road alternative to bridge BF78103 as depicted on the sketch, to negotiate the land purchase from NE36-104-14W5M up to a value of \$15,000, and be authorized to enter into the funding agreement with Alberta Transportation for \$50,000 towards the forced road construction.

**CARRIED**

**NOTICE OF MOTION:**      **18. a) None**

**INFORMATION/  
CORRESPONDENCE:**      **16. a) Information/Correspondence**

**MOTION 16-04-285**      **MOVED** by Councillor Wardley

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

**CARRIED**

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

**NEXT MEETING  
DATES:**

19. a) Committee of the Whole Meeting  
Tuesday, April 26, 2016  
10:00 a.m.  
Fort Vermilion Council Chambers
- c) Regular Council Meeting  
Wednesday, April 27, 2016  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**

**20. a) Adjournment**

**MOTION 16-04-286**

**MOVED** by Councillor Jorgensen

That the council meeting be adjourned at 5:54 p.m.

**CARRIED**

These minutes will be presented to Council for approval on April 27, 2016.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer

UNAPPROVED





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 27, 2016</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Meeting Minutes of the April 26, 2016 Committee of the Whole Meeting</b>

### **BACKGROUND / PROPOSAL:**

Minutes of the April 26, 2016 Committee of the Whole Meeting will be distributed to Council at the April 27, 2016 Regular Council Meeting

### **OPTIONS & BENEFITS:**

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

### **SUSTAINABILITY PLAN:**

### **COMMUNICATION:**

Approved Council Meetings are posted on the County website.

### **RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

That the minutes of the April 26, 2016 Committee of the Whole Meeting be adopted as presented.

Author: C. Simpson Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_





Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 27, 2016</b>
<b>Presented By:</b>	<b>Peng Tian, Director of Finance</b>
<b>Title:</b>	<b>Finance Committee Meeting Minutes</b>

### **BACKGROUND / PROPOSAL:**

The unapproved minutes of the April 8, 2016 Finance Committee meeting are attached.

### **OPTIONS & BENEFITS:**

N/A

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

N/A

### **SUSTAINABILITY PLAN:**

N/A

### **COMMUNICATION:**

Finance Committee minutes are posted on DocuShare.

### **RECOMMENDED ACTION:**

That the Finance Committee unapproved meeting minutes of April 8, 2016 be received for information.

**Author:** C. Robinson      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**MACKENZIE COUNTY  
FINANCE COMMITTEE MEETING**

**April 08, 2016  
9:00 a.m.**

**Fort Vermilion Corporate Office  
Fort Vermilion, Alberta**

**PRESENT:** Jacquie Bateman Councillor  
Peter F. Braun Councillor  
Lisa Wardley Councillor  
Josh Knelsen Councillor  
Bill Neufeld Reeve, ex-officio

**ADMINISTRATION:** Joulia Whittleton Chief Administrative Officer  
Mark Schonken External Consultant (9:05 a.m.)  
Elizabeth Nyakahuma Finance Officer / Recording Secretary  
Carlee Robinson Finance Clerk (9:10 a.m.)

**ABSENT:** Peng Tian Director of Finance

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

Peter Braun, Chair called the meeting to order at 9:00 a.m.

**2. a) Adoption of Agenda**

**MOTION FC-16-04-72 MOVED** by Councillor Knelsen

That the agenda be approved with the following addition:

8. a) 2016 Budget

**CARRIED**

**MINUTES FROM PREVIOUS MEETING: 3. a) Minutes of the November 26, 2015 Committee Meeting**

**MOTION FC-16-04-73 MOVED** by Councillor Wardley

That the minutes of the November 26, 2015 Finance Committee meeting be approved as presented.

**CARRIED**



**BUSINESS ARISING  
FROM PREVIOUS  
MINUTES:**

4. a) None

**DELEGATIONS:**

5. a) None

**BUSINESS:**

6. a) **Emergent Request – Fort Vermilion Recreation Board**

**MOTION FC-16-04-74**

**MOVED** by Councillor Bateman

That the Fort Vermilion Recreation Board be reimbursed for the first request totaling \$3,030.70 and that administration clarify the second request with the recreational board.

**CARRIED**

6. b) **Assessment Services**

**MOTION FC-16-04-75**

**MOVED** by Councillor Knelsen

That the proposed five year extension from Alliance Assessment Consultants be recommended to Council.

**CARRIED**

6. c) **Councillors' Expense Claims**

**MOTION FC-16-04-76**

**MOVED** by Councillor Knelsen

That the October 2015 to January 2016 Councillors' expense claims be received for information.

**CARRIED**

6. d) **MasterCard Statements**

**MOTION FC-16-04-77**

**MOVED** by Councillor Wardley

That the MasterCard statements for November 2015 to March 2016 be received for information.

**CARRIED**

**6. e) Quarterly Fuel Report**

**MOTION FC-16-04-78**

**MOVED** by Councillor Neufeld

That the quarterly fuel usage report for quarter 4 of 2015 be accepted for information.

**CARRIED**

**6. f) Cheque Lists**

**MOTION FC-16-04-79**

**MOVED** by Councillor Wardley

That the cheque lists for November 21, 2015 – April 04, 2016 be received for information.

**CARRIED**

**6. g) CAO Expense Claim**

**MOTION FC-16-04-80**

**MOVED** by Councillor Bateman

That the CAO expense claim be approved.

**CARRIED**

**IN CAMERA:**

**7. a) None**

**ADDITIONS TO  
AGENDA:**

**8. a) 2016 Budget**

Chair Braun recessed the meeting at 10:22 a.m. and reconvened the meeting at 10:25 a.m.

**MOTION FC-16-04-81**

**MOVED** by Councillor Knelsen

That the 2016 budget be received for information.

**CARRIED**

**MOTION FC-16-04-82**

**9. a) Next meeting date**

May 24, 2016 at 2:00 p.m.  
Fort Vermilion Corporate Office

**10. a) Adjournment**

**MOTION FC-16-04-83**     **MOVED** by Councillor Wardley

That the Finance Committee meeting be adjourned at 11:25 a.m.

**CARRIED**

These minutes were approved by the Finance Committee on \_\_\_\_\_, 2016.

\_\_\_\_\_  
Peter Braun  
Chair, Councillor

\_\_\_\_\_  
Joulia Whittleton  
Chief Administrative Officer

DRAFT





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 27, 2016</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Municipal Planning Commission Meeting Minutes</b>

## **BACKGROUND / PROPOSAL:**

The unapproved minutes of the April 7, 2016 and April 21, 2016 Municipal Planning Commission meetings are attached.

## **OPTIONS & BENEFITS:**

N/A

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

N/A

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION:**

N/A

## **RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

Author: M. Friesen Reviewed by: \_\_\_\_\_ CAO: JW

That the Municipal Planning Commission unapproved meeting minutes of April 7, 2016 and April 21, 2016 be received for information.

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

**MACKENZIE COUNTY  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
La Crete, AB**

**Thursday, April 7, 2016 @ 10:00 a.m.**

**PRESENT:** John W. Driedger Chair, Councilor, MPC Member  
Erick Carter Vice Chair, MPC Member  
Jacquie Bateman Councilor, MPC Member  
Jack Eccles MPC Member  
Beth Kappelar MPC Member

**ADMINISTRATION:** Liane Lambert Planner  
Caitlin Smith Development Officer  
Morgan Friesen Administrative Assistant/Recording Secretary  
Julia Whittleton CAO

**MOTION**

**1. Call to Order**

John W. Driedger called the meeting to order at 10:00 a.m.

**2. Adoption of Agenda**

**MPC-16-04-043**

**MOVED** by Beth Kappelar

That the agenda be adopted as presented.

**CARRIED**

**3. Minutes**

**a) Adoption of Minutes**

**MPC-16-0-044**

**MOVED** by Erick Carter

That the minutes of the March 18, 2016 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

**b) Business Arising from Previous Minutes**

**4. DEVELOPMENT**

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\_\_\_\_\_

a) None.

5. **SUBDIVISION**

d) **001-SUB-16 Siemens Contracting  
(La Crete Rural)  
NW 5-106-15-W5M**

**MPC-16-04-045**

**MOVED** Jacquie Bateman

That Subdivision Application 01-SUB-16 in the name of Siemens Contracting on NW 5-106-15-W5M be APPROVED with the following conditions:

1. This approval is for an **8 lot** subdivision, 21.1 acres (8.54 hectares) in size.
2. Applicant/developer shall enter into and abide with a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration,
  - b) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality,
  - c) Construction of an access to each lot created by the subdivision to County standards at the developers' expense,
  - d) Negotiations for easements as required by the utility companies. The developer shall be responsible for any line relocation or correction costs that occur as a result of this development. All utility lanes must be accessible. All public utility lanes shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes shall be excavated or landscaped to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes shall be to engineered plans and completed prior to the installation of utilities,

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- e) Provision of utilities (power, gas, telephone, etc.)  
Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the Municipality. Written confirmation of the completed utility installation is required to be submitted to the County by each utility company prior to registration of the subdivision,
- f) Provision of municipal infrastructure (roads, drainage, landscaping) to municipal standards and in accordance with engineered plans,
- g) The developer shall provide the municipality with a site drainage and surface water management plan that outlines the following:
  - I. Drainage of internal road system.
  - II. Erosion prevention systems, as required
  - III. Direction of site drainage
- h) The developer shall provide the municipality with engineered road plans, storm water management plans and utility plans for review and approval prior to construction and registration of the subdivision,
- i) Engineered sign package;
- j) All areas of the subdivision not developed by walkways, driveway or parking aprons shall be grassed and landscaped for prevention of erosion, to the satisfaction of the Development Authority,
- k) All sewage disposals systems shall conform to the Alberta Private Sewage Treatment and Disposal Regulations for rural development.
- l) Connection to the Rural Water line shall follow requirements of the Water & Sewer Bylaw (Trickle System), with the installation of a water hydrant installed in accordance to the current municipal standards at the entrance to the subdivision off 94<sup>th</sup> Ave.

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- m) A written request from the developer shall be submitted to Council should the developer desire to connect to the Hamlet of La Crete's Municipal Infrastructure.
  
- n) Should the Developer obtain permission from Council to connect to the Municipal Infrastructure, the Municipal Planning Commission recommended the following conditions, unless otherwise determined by council.
  - I. The developer shall install an E/One pressurized sewer system or one of equal capabilities in which the wastewater shall be pumped under pressure to Mackenzie County's existing infrastructure.
  
  - II. The developer shall be fully responsible for the installation and construction of a low pressure main sewer line connecting the proposed subdivision to the existing municipal wastewater line. This line shall be constructed to the current municipal standards and connected at a location designated by the County. This line will be allowed until such time that the proposed sewer system for the SE 8-106-15-W5M is constructed; at which time this line would need to discharge into the SE 8-106-15-W5M collection system at the developer/landowner's cost. This Development Agreement shall be registered on all the lots by means of a caveat.
  
  - III. Service Connection Fees as established by Council.
  
- o) An assessment, prepared by a qualified person,

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of surface or subsurface characteristics of the land that is to be subdivided including susceptibility to potential for any flooding, slumping or subsidence or erosion of the land, the depth of the water table and suitability for any proposed on-site sewage disposal system,

- p) A report, prepared by a qualified person, respecting the intended method of providing sewage disposal facilities to each lot in the proposed subdivision, including the suitability and viability of that method,
- q) Provision of utilities (power, gas, telephone, etc.) to each lot. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "C" hereto attached. Written confirmation of the completed utility installation is required to be submitted to the County by each utility company prior to registration of the subdivision,
- r) Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities,
- s) Provision of an agreement with the adjacent landowners for utility lanes/lots if required,
- t) Provision of municipal reserve in the form of money in lieu of land, land, or a combination of both. Specific amount to be based on 10% of the market value of the subject land and on the current market value. The current market value

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for this property is \$5,470.45 per acre. Municipal reserve is charged at 10%, which is \$547.04 per subdivided acre. **27.43 acres times \$547.04 equals \$15,000.00.**

- u) The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667 (1) (a).
- v) Security, in the form of an irrevocable letter of credit, in the amount of 25% of subsurface and surface infrastructure construction cost must be submitted to the County prior to installation and construction of any permanent infrastructure. Security amounts required in accordance with Mackenzie County's Multi-Lot/Urban Subdivision Construction and Registration Policy No, DEV003.

**CARRIED**

**6. MISCELLANEOUS ITEMS**

**a) Land Use Bylaw – Panhandles/Flag Lots**

**MPC-16-04-046**

**MOVED** by Jack Eccles

That the Municipal Planning Commission's recommendation to Council is for the approval of Bylaw 10xx-16 being a Land Use Bylaw amendment to add a definition and interpretation for PANHANDLE/FLAG LOT and ROAD ACCESS as amended.

**CARRIED**

b) Action List

For information.

**7. IN CAMERA**

a) None

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**8. MEETING DATES**

- ❖ April 21, 2016 at 10:00 a.m. in Fort Vermilion
- ❖ May 6, 2016 at 10:00 a.m. in La Crete
- ❖ May 19, 2016 at 10:00 a.m. in Fort Vermilion

**9. ADJOURNMENT**

**MPC-16-04-047**

**MOVED** by Erick Carter

That the Municipal Planning Commission Meeting be adjourned at 10:43 a.m.

**CARRIED**

These minutes were adopted this 21<sup>st</sup> day of April, 2016.

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John W. Driedger, Chair

**MACKENZIE COUNTY  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
Fort Vermilion, AB**

**Thursday, April 21, 2016 @ 10:00 a.m.**

**PRESENT:** John W. Driedger Chair, Councilor, MPC Member  
Erick Carter Vice Chair, MPC Member  
Jacquie Bateman Councilor, MPC Member  
Jack Eccles MPC Member (via teleconference)  
Beth Kappelar MPC Member

**ADMINISTRATION:** Byron Peters Director of Planning and Development  
Liane Lambert Planner  
Morgan Friesen Administrative Assistant/Recording Secretary

**MEMBERS OF PUBLIC:** Benny Wiebe  
Irene van der Kloet

**MOTION** 1. **Call to Order**

John W. Driedger called the meeting to order at 10:01 a.m.

2. **Adoption of Agenda**

**MPC-16-04-048** **MOVED** by Erick Carter

That the agenda be adopted as presented.

**CARRIED**

3. **Minutes**

a) **Adoption of Minutes**

**MPC-16-04-049** **MOVED** by Beth Kappelar

That the minutes of the April 7, 2016 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

b) **Business Arising from Previous Minutes**

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**4. DEVELOPMENT**

- a) 037-DP-16 Wilbe Ventures  
Dwelling – Single Family Garage – Attached with  
Setback Variance in “HR1A” (La Crete)  
Plan 152 0254, Block 05, Lot 11**

**MPC-16-04-050**

**MOVED** by Beth Kappelar

That Development Permit 037-DP-16 on Plan 152 0254, Block 05, Lot 11 in the name of Wilbe Ventures be APPROVED with the following conditions:

Failure to comply with one or more of the attached conditions shall render this permit Null and Void:

1. A **25% Setback Variance** for the Dwelling – Single Family with Garage – Attached is hereby granted. The Dwelling – Single Family with Garage – Attached shall be 9.5 meters (31.25 feet) from the front (Northwest) property line.
2. **Minimum building setbacks for the side and rear yards are:**
  - a) **1.5 meters (5 feet) side (Northeast) yard;**
  - b) **1.5 meters (5 feet) rear (Southeast) yard;**
  - c) **3 meters (10 feet) side (Southwest) yard, from the property lines.**
3. The house shall face 103<sup>rd</sup> Street with the driveway located on the Northeast side of the lot to match the adjacent lot.
4. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
5. Where the lowest opening of the house is 25 feet from the front property line it is required to be at a minimum 4% grade above the curb level. Where the lowest opening of the house is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.
6. Building to be connected to the Municipal water and sewer

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system and the cost of connection fees will be borne by the owner.

7. The Municipality has assigned the following address to the noted property (**8906 – 103<sup>rd</sup> Street**). You are required to display the address (**8906**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.

8. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. *“One parking space, including the driveway area, shall occupy 300 square feet.”*

9. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Road/Maintenance Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers’ expense.

10. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.

11. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

12. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

**b) 039-DP-16 Coalition for Far Northwest Alberta  
Brighter Futures Society  
Fence in “HR1” (Fort Vermilion)  
Plan 892 1752, Block 06, Lot 16**

**MPC-16-04-051**

**MOVED** by Beth Kappelar

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That Development Permit 039-DP-16 on Plan 892 1752, Block 06, Lot 16 in the name of Coalition for Far Northwest Alberta Brighter Futures Society be APPROVED with the following conditions:

Failure to comply with one or more of the attached conditions shall render this permit Null and Void:

**1. Approval of a fence with height variance as noted in condition 2a).**

**2. Maximum height of fence:**

**a) 1.8 meters (6 feet) for the FRONT YARD facing 43<sup>rd</sup> Street,**

**b) and up to 6 feet for the remaining yards.**

**3. Fence setback from the Front Yard facing 43<sup>rd</sup> Street shall be 5 meters (16 feet) from the property line.**

4. The fence shall not adversely affect the view of vehicular and pedestrian traffic.

5. The fence shall not encroach onto adjacent properties.

6. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.

7. This permit may be revoked at any time if, in the opinion of the Development Officer, the proposed development has become detrimental, unsightly or otherwise incompatible with the amenities of the neighbourhood.

8. This permit approval is subject to an access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.

9. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.

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10. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.

12. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

- c) 049-DP-16 5904 NWT Ltd. o/a Blackstone Homes  
Manufactured Home – Single Wide in “HCC1” (Fort  
Vermilion)  
Plan 842 0527, Block 01, Lot 16**

**MPC-16-04-052**

**MOVED** by Jacquie Bateman

That Development Permit 049-DP-16 on Plan 842 0527, Block 01, Lot 16 in the name of 5904 NWT Ltd. o/a Blackstone Homes be APPROVED with the following conditions:

Failure to comply with one or more of the attached conditions shall render this permit Null and Void:

**1. Minimum building setbacks are:**

- a) 7.6 meters (25 meters) front (South) yard;**
- b) 1.5 meters (5 feet) side (East & West) yards; and**
- c) 2.4 meters (8 feet) rear (North) yard; from the property lines.**

**2. The Manufactured Home – Single Wide shall meet all Alberta Safety Code requirements for Residential Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**

3. The architecture, construction materials and appearance of ancillary buildings and other structures shall compliment the

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natural features and character of the site to the satisfaction of the Development Authority.

**4. Where the lowest opening of the house is 25 feet from the front property line it is required to be at a minimum 4% grade above the curb level. Where the lowest opening of the house is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.**

5. The undercarriage of the Manufactured Home – Single Wide shall be screened from view by skirting or such other means satisfactory to the Development Authority.

6. The Municipality has assigned the following address to the noted property **4704 – 49<sup>th</sup> Avenue**. You are required to display the address (**4704**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.

7. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. *“One parking space, including the driveway area, shall occupy 300 square feet.”*

8. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner.

9. No construction or development is allowed on right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility right-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility rights-of-way.

10. This permit approval is subject to an access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.

11. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

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12. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

**d) 051-DP-16 Jeremiah Giesbrecht  
Shop with Setback Variance in "A" (Savage Prairie)  
Plan 132 5240, Block 01, Lot 1**

**MPC-16-04-053**

**MOVED** by Beth Kappelar

That Development Permit 051-DP-16 on Plan 132 5240, Block 01, Lot 01 (Pt of NW 26-104-14-W5M) in the name of Jeremiah Giesbrecht be APPROVED with the following conditions:

Failure to comply with one or more of the attached conditions shall render this permit Null and Void:

1. A **29 foot Setback Variance** for the Shop is hereby granted. The Shop shall be 32.31 meters (106 feet) from the front (Northwest) property line.
2. Minimum building setbacks from any other property lines 15.24 meters (50 feet).
3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
4. **The Shop is approved for personal use only and no commercial activity is permitted in this building. If the developer/landowner/occupant or other person or persons intend to use the Shop for commercial or industrial uses, a new development permit is required prior to the commencement of the commercial or industrial use.**
5. The Shop shall not be used as a dwelling.
6. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
7. **This permit approval is subject to the access to the**

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

**property being constructed to County standards.**  
**PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.**

8. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
9. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
10. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

**5. SUBDIVISION**

- d) a) **08-SUB-13 John Krahn  
(La Crete Rural)  
SW 27-106-15-W5M**

**MPC-16-04-054**

**MOVED** by Jacquie Bateman

That administration waive the time extension fee for Subdivision Application 08-SUB-16 in the name of John Krahn on Part of SW 27-106-15-W5M.

**CARRIED**

**MPC-16-04-055**

**MOVED** by Beth Kappelar

That a time extension be GRANTED to Subdivision Application 08-SUB-13 in the name of John Krahn, on Part of SW 27-106-15-W5M. The time extension will expire on May 7, 2017.

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**CARRIED**

**b) 38-SUB-15 Abe & Barb Dyck  
(La Crete Rural)  
SE 11-107-14-W5M**

**MPC-16-04-056**

**MOVED** by Erick Carter

That the revised drawing for Subdivision Application 38-SUB-15 in the name of Abe & Barb Dyck on SE 11-107-14-W5M be APPROVED.

**CARRIED**

**c) 07-SUB-16 Donald Doerksen  
(Spruce Road)  
NW 7-107-12-W5M**

**MPC-16-04-057**

**MOVED** by Jacquie Bateman

That Subdivision Application 07-SUB-16 in the name of Donald Doerksen on NW 7-107-12-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** single lot subdivision, 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b) Provision of access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
  - c) Enter into a Road Acquisition agreement for the westerly 5.18 meters of the NW 7-107-12-W5M that is required for future road widening.
  - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.

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**e) Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**

f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.

g) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.

h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.

**i) Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

**CARRIED**

**d) 10-SUB-16 Alpine Builders Ltd.  
(La Crete)  
Plan 162 0091, Block 7, Lot 5**

**MPC-16-04-058**

**MOVED** by Jacquie Bateman

That the condominium plan 10-SUB-16 on Plan 162 0091, Block 7, Lot 5 in the name of Alpine Builders Ltd. be APPROVED.

**CARRIED**

**6. MISCELLANEOUS ITEMS**

**a) Bylaw 10xx-16  
Land Use Bylaw Amendment to Rezone Part of  
NE 11-106-15-W5M from Agricultural "A" to La Crete  
Highway Commercial District "HC2" (La Crete Rural)**

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

**MPC-16-04-059**

**MOVED** by Beth Kappelar

That the Municipal Planning Commission's recommendation to Council is for the approval of Bylaw 10xx-16 being the rezoning of Part of NE 11-106-15-W5M from Agricultural "A" to La Crete Highway Commercial District "HC2" for commercial development.

**CARRIED**

- b) Bylaw 10XX-16  
Land Use Bylaw Amendment to amend the Variance Authority in the Urban Fringe "UF" district**

**MPC-16-04-060**

**MOVED** by Jack Eccles

That the Municipal Planning Commission recommend to Council to amend the Land Use Bylaw to add regulation to Section 5.5.6, subject to public hearing input.

**CARRIED**

- c) Bylaw 10xx-16  
Land Use Bylaw Amendment to Rezone Plan 132 4101, Block 02, Lot 01 from Rural Light Industrial 1 "RI1" to Rural General Industrial 2 "RI2" (La Crete Rural)**

**MPC-16-04-061**

**MOVED** by Erick Carter

That the Municipal Planning Commission's recommendation to Council is for the approval of Bylaw 10xx-16 being the rezoning of Plan 132 4101, Block 02, Lot 01 from Rural Light Industrial "RI1" to Rural General Industrial "RI2" to allow for a Contractor's Business/Yard.

**CARRIED**

John W. Driedger recessed at 10:50 a.m. and reconvened at 10:56 a.m.

- d) Bylaw 10xx-16 (Handout)  
Land Use Bylaw Amendment to Rezone Part of NW 16-104-16-W5M from Agricultural "A" to Rural County Residential District 3 "RC3" (La Crete Rural)**

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



**MPC-16-04-062**

**MOVED** by Jacquie Bateman

That the Municipal Planning Commission's recommendation to Council is for the refusal of Bylaw 10xx-16 being the rezoning of Part of NW 16-104-15-W5M from Agricultural "A" to Rural Country Residential 3 "RC3" to allow for the development of multiple residential lots in the rural area.

**CARRIED**

- e) **Bylaw 10xx-16 (Handout)  
Land Use Bylaw Amendment to Rezone Part of SW 8-106-15-W5M from Agricultural "A" to Rural Country Residential District 3 "RC3" (La Crete Rural)**

**MPC-16-04-063**

**MOVED** by Jacquie Bateman

That the Municipal Planning Commission's recommendation to Council is for the approval of Bylaw 10xx-16 being the rezoning of Part of SW 8-106-15-W5M from Agricultural "A" to Rural Country Residential 3 "RC3" to allow for the development of multiple residential lots in the rural area.

**CARRIED**

- f) Action List

For information.

**7. IN CAMERA**

- a) None

**8. MEETING DATES**

- ❖ May 6, 2016 at 10:00 a.m. in La Crete
- ❖ May 19, 2016 at 10:00 a.m. in Fort Vermilion
- ❖ June 8, 2016 at 10:00 a.m. in La Crete
- ❖ June 23, 2016 at 10:00 a.m. in Fort Vermilion

**9. ADJOURNMENT**

**MPC-16-04-064**

**MOVED** by Beth Kappelar

That the Municipal Planning Commission Meeting be adjourned at 11:04 a.m.

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\_\_\_\_\_

**CARRIED**

These minutes were adopted this 6<sup>th</sup> day of May, 2016.

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John W. Driedger, Chair

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Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 27, 2016</b>
<b>Presented By:</b>	<b>Len Racher, Director of Facilities &amp; Operations (South)</b>
<b>Title:</b>	<b>Tompkins Crossing Committee Meeting Minutes</b>

## BACKGROUND / PROPOSAL:

The unapproved minutes of the April 8, 2016 Tompkins Crossing meeting are attached.

## OPTIONS & BENEFITS:

## COSTS & SOURCE OF FUNDING:

## SUSTAINABILITY PLAN:

## COMMUNICATION:

## RECOMMENDED ACTION:

- Simple Majority
  Requires 2/3
  Requires Unanimous

That the Tompkins Crossing Committee unapproved meeting minutes of April 8, 2016 be received for information.

Author: S Wheeler Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**MACKENZIE COUNTY  
Tompkins Crossing Committee  
April 8, 2016 1:00 p.m.  
La Crete Conference Room**

- PRESENT:** Bill Neufeld Reeve  
Josh Knelsen Councillor  
John W. Driedger Councillor  
Peter Braun Councillor
- ADMINISTRATION:** Joulia Whittleton CAO  
Len Racher Director of Facilities & Operations  
(South)  
Dave Fehr Public Works Supervisor (South)  
Sylvia Wheeler Public Works Admin Officer /  
Recording Secretary  
Madison Dyck Public Works Admin Assistant
- ALSO PRESENT:** Rommel Directo Alberta Transportation  
Mae Stewart Alberta Transportation  
Paul Catt Alberta Transportation  
James Estay Alberta Transportation  
Philip Krahn Sub-Contractor
- CALL TO ORDER:** **1. a) Call to Order**  
Chair Knelsen called the meeting to order at 12:40 p.m.
- AGENDA:** **2. a) Adoption of Agenda**
- MOTION TC-16-04-001** **MOVED** by Councillor Driedger  
That the agenda be adopted as presented.  
**CARRIED**
- MINUTES:** **3. a) Adoption of Minutes from December 2, 2015**
- MOTION TC-16-04-002** **MOVED** by Councillor Braun  
That the minutes from December 2, 2015 be adopted as  
presented.  
**CARRIED**
- NEW BUSINESS:** **4. c) Draft Contract with Alberta Transportation**
- 
-







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 27, 2016</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services and Operations (North)</b>
<b>Title:</b>	<b>Tender – Contract for 2016 Regravelling Program (1:00 p.m.)</b>

## **BACKGROUND / PROPOSAL:**

As per the 2016 approved operating budget administration prepared and advertised the 2016 Regravelling Program Tender, with a closing date of 1:00 PM on April 27, 2016.

## **OPTIONS & BENEFITS:**

### **Option 1:**

That the 2016 Regravelling Program Tender be awarded to the lowest qualified bidder of each schedule.

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

### **Funding:**

To be funded from the approved 2016 operating budget of \$760,472.

*Contract allows quantities to be adjusted to fit within budget.*

## **SUSTAINABILITY PLAN:**

N/A

Author: R. Pelensky Reviewed by: \_\_\_\_\_ CAO: JW

**COMMUNICATION:**

The 2016 Regravelling Program tender was advertised in the Echo Pioneer, Big Deal Bulletin and the County website.

Administration will notify all proponents of Councils decision.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2016 Regravelling Program tenders be opened.

Simple Majority       Requires 2/3       Requires Unanimous

That the 2016 Regravelling Program Tender be awarded to the lowest qualified bidder of each schedule.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: JW





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 27, 2016</b>
<b>Presented By:</b>	<b>Fred Wiebe, Director of Utilities</b>
<b>Title:</b>	<b>Tender – Rural Potable Water Infrastructure Contract 2 – Waterline</b>

## **BACKGROUND / PROPOSAL:**

MPE Siemens has advertised the Rural Potable Water Infrastructure Contract 2 – Waterline with the tender opening at 2:00 p.m. at the Regular Council Meeting on April 27, 2016.

## **OPTIONS & BENEFITS:**

N/A

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

To be funded from the approved 2016 Capital Budget, which is \$5,260,041.

## **SUSTAINABILITY PLAN:**

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

## **COMMUNICATION:**

The project was publicly advertised on Alberta Purchasing Connection website. Letters have been sent to adjacent landowners informing them of the project. Contractors were informed at a pre-tender meeting that contract award would be delayed until contract 3 tenders were opened.

Author: F. Wiebe Reviewed by: \_\_\_\_\_ CAO: JW

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Rural Potable Water Infrastructure Contract 2 - Waterline tenders be opened.

Simple Majority       Requires 2/3       Requires Unanimous

That the Rural Potable Water Infrastructure Contract 2 – Waterline not be awarded until after the tenders for Contract 3 – Truckfills are opened.

Author: F.Wiebe      Reviewed by: \_\_\_\_\_      CAO: JW



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 27, 2016</b>
<b>Presented By:</b>	<b>Fred Wiebe, Director of Utilities</b>
<b>Title:</b>	<b>Tender – La Crete Sanitary Sewer Rehabilitation (2:00 p.m.)</b>

**BACKGROUND / PROPOSAL:**

The Sanitary Sewer Main Rehabilitation project is located on 96th Avenue & Lane; 100th to 102nd Street. This project will replace an old clay pipe that is experiencing extreme root intrusion on a sewer main that has a portion that is currently located in the backyard of private properties. This improvement will replace and relocate the sewer main into our road right of way for proper access for maintenance and repairs.

The La Crete Sanitary Sewer Rehabilitation project was budgeted for and tendered in 2015 with tenders coming in much higher than estimated. Council approved an increase to the 2016 budget to proceed with the project.

WSP has designed and prepared the La Crete Sanitary Sewermain Rehabilitation, and we advertised with a closing date of 4:00 p.m. on April 26, 2016. The tender opening will be at 2:00 p.m. at the Regular Council Meeting on April 27, 2016.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

To be funded from the approved 2016 capital budget 6-42-30-05, which is \$804,000.

**SUSTAINABILITY PLAN:**

Author: F. Wiebe Reviewed by: \_\_\_\_\_ CAO: JW

Goal C3 of the sustainability plan refers to the County continuing to provide high quality utility services that meet quality standards and that are stable and reliable.

**COMMUNICATION:**

The project was publicly advertised on Alberta Purchasing Connection website.

Contractor needs to provide 48 hours notification to residents prior to construction commencement.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the La Crete Sanitary Sewer Improvements tenders be opened.

Simple Majority       Requires 2/3       Requires Unanimous

That the La Crete Sanitary Sewer Improvements contract be awarded to the lowest qualified bidder.

Author: F.Wiebe      Reviewed by: \_\_\_\_\_      CAO: JW



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 27, 2016</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Policy FIN025 Purchasing Authority Directive and Tendering Process Policy</b>

## BACKGROUND / PROPOSAL:

Council established FIN025 Purchasing Authority Directive and Tendering Process Policy (attached).

## OPTIONS & BENEFITS:

Council discussed the current process for opening the tenders. As the result, a request was made to bring forward the Policy that guides this process.

Purchase Scale	Minimum Approval Level on Invoice for Budgeted Expenditures	Tender Requirement	Council Approval Requirement
Up to \$500	Leadhand or Controller via written authorization from an appropriate Director	Phone quotes or catalog pricing are encouraged to compare prices	No
>\$500 to \$5,000	Leadhand or Controller via written authorization from an appropriate Director and Directors	Phone quotes or catalog pricing for price comparison is required	No
>\$5,000 to \$10,000	Directors	Three written quotations	No
>\$10,000 to \$74,999 for goods and materials; and >\$10,000 to \$199,999 for construction projects	Directors and CAO	Three written quotations	No
\$75,000 and up for goods and materials; and \$200,000 and up for construction projects	Directors and CAO	Open advertised tenders or proposal as approved by Council and as per New West Partnership Trade Agreement (NWPTA)	Yes (tender contract to be signed by CAO and Reeve)

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: JW

Council also discussed the past practice of opening the tenders at some committee meetings. As well, council discussed administration bringing forward tenders to council meetings for opening that are below the thresholds identified in the current policy.

Council has an option to request that administration limits the tenders opening at council meetings to those as defined in the above schedule and discontinue the past practice of opening some tenders at a committee meeting.

Council has an option to change the policy and direct administration to bring all tenders that procured through public advertising (excludes quotes for miscellaneous day-to-day acquisitions) to council for opening.

Council has an option to authorize a committee to open certain tenders through the existing terms of references for the respective committee.

Administration briefly discussed this topic and would like to note that some requests for proposals for services (mostly for professional services) are assessed on a matrix system; opening these at the council meetings is redundant, and including a price in the council meeting minutes is redundant as the price is one of the evaluation criteria, but not the final deciding factor. Therefore, these should be open and assessed by administration prior to a council meeting, and brought to the council meeting for awarding.

**COSTS & SOURCE OF FUNDING:**

NA

**SUSTAINABILITY PLAN:**

NA

**COMMUNICATION:**

NA

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: JW

## Mackenzie County

<b>Title</b>	<b>Purchasing Authority Directive and Tendering Process</b>	<b>Policy No:</b>	<b>FIN025</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 209 and 248 (1) and Part 5</b>
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<b>Purpose</b> <ul style="list-style-type: none"><li>• To provide Council and municipal employees with a clear understanding of purchasing authority, what that purchasing authority is, and the process in which the municipality is committed to an expenditure, and approval for payment of such an expenditure.</li><li>• To establish a policy for the tendering for the supply of goods and services and the subsequent opening and award of contracts.</li></ul>
---

### Policy Statement, Definitions and General Guidelines

#### 1. Policy Statement

Policy will provide guidelines for the purchase of goods and services and for the tendering process.

#### 2. Definitions

**Recurring expenditure:**

- For the purpose of this policy, “Recurring” expenditures shall include items such as utilities, telephone, lease payments, contract payments, payroll or items as identified by the Chief Administrative Officer (examples of non-recurring expenditure: traveling, training & education).

**Tender:**

- For the purpose of this policy, “tender” means an invitation to tender, bid, quotations and requests for proposals.

**Bidder:**

- For the purpose of this policy, “bidder” means a person, groups of persons, corporation or agency that submits a tender for the supply of goods and/or services to the municipality.

**Local Supplier:**

- For the purpose of this policy, “local supplier” means a business located within the Mackenzie County including Towns of High Level and Rainbow Lake.

**Council:**

- For the purpose of this policy, “Council” means Council as whole.

**Designated Officer:**

- For the purpose of this policy, “Designated Officer” means an individual or individuals as described in the MGA.

**COR:**

- The Certificate of Recognition (COR) in safety is issued to employers who develop and implement health and safety programs that meet established standards. COR is an essential component of WCB's Partners in Injury (PIR) program. Certificates for the Alberta construction industry are issued by the Alberta Construction Safety Association and are co-signed by Alberta Human Resources and Employment.

**SECOR**

- Small employer COR. Specifically designated for organizations with 10 employees or less.

**3. Responsibilities**

**Chief Administrative Officer (CAO) and/or Designated Officer will:**

- a) Provide requisition forms and procedures to support the implementation of this policy.
- b) Reserve the right to remove or amend the purchasing authority for any staff position of the municipality.

**Chief Administrative Officer (CAO) and/or Designated Officer and the Reeve and/or Deputy Reeve will:**

- c) Be the signatories required on all contract and agreement documents for purchases approved by Council.

**Director of Finance will:**

- d) Provide procedures for the processing of invoices and statements.
- e) Provide procedures for the recording of purchases into inventory.
- f) Provide procedures for the recording of capital assets additions.
- g) Provide the capital budget projects codes annually and as required.
- h) Provide capital and operating income statements at no less than monthly frequency and reasonably upon request to the department heads for their review to supplement spending monitoring.

**CAO, Directors and Managers will:**

- i) Ensure that all tendering and purchasing complies with this policy.
- j) Ensure the proper coding of their departmental invoices to operating and capital codes.



- k) Review the monthly capital and operating income statements and provide comments for the monthly variance report prepared for Council by the Finance Department.

#### **4. Purchasing from Local Suppliers**

Council recognizes that it is in the best interest of the region to encourage local supply of required goods and services and is therefore committed to purchasing, where permitted, from the local suppliers where costs and quality are competitive and comparable, considering travel time, specifications and investment in local communities.

#### **Purchasing Authority**

#### **5. List of positions authorized to commit expenditures on behalf of the municipality with the maximum amounts those positions are authorized to commit:**

	As approved by Budget
a) Chief Administrative Officer	
Director of Finance	\$10,000
Director of Community Services & Operations (North)	\$10,000
Director of Facilities & Operations (South)	\$10,000
Director of Planning & Development	\$10,000
Manager of Legislative and Support Services	\$10,000
Utilities Manager	\$10,000
Zama Site Manager	\$10,000
Agricultural Field Man	\$10,000

#### b) Delegated Expenditure Authority:

Other municipal employees may make purchases under a written authorization of their respective directors, providing these expenditures have been approved in the current budget and they are not exceeding the maximum allowable commitment amounts for the respective department head positions. All written authorizations are to be approved (prior) by the CAO or by the Designated Officer. The Finance Department will receive the original approved written authorizations, and will maintain an up to date list of delegated expenditure authorities.

## **6. Spending Authority in a Disaster Situation**

- a) In a disaster situation, defined by the Chief Administrative Officer or the Director of Disaster Services, authority is granted to spend up to \$50,000 without the need to tender on the sole authority of the Chief Administrative Officer or the Director of Disaster Services. During the disaster, spending in excess of \$50,000 is to be approved by Reeve or Deputy Reeve, or in absence of both, any Councillor, and the Chief Administrative Officer or the Director of Disaster Services without the need to tender.

## **7. Regulations**

Notwithstanding the above authorizations, the following regulations shall apply:

- a) No expenditure or total of such expenditures shall exceed the approved budget amount of each general ledger code without prior authorization of the CAO or Council.
- b) Where a required purchase exceeds the authority noted above, approval of such purchase shall be obtained from the CAO or Council prior to the commitment of the purchase. Approval is deemed to be given when the CAO signs and dates the purchase order requiring approval.
- c) It shall be the responsibility of each individual preparing a purchase order to know the estimated amount and not to exceed his/her limit or budget; the individual requesting approval must identify available funds for the required expenditure.
- d) It shall be the responsibility of each department head to assure that an invoice is coded to the correct general ledger code. At no time is an expenditure to be coded to another department/function to which it does not belong.
- e) Where expenditures are recurring the CAO shall review and approve such expenditures for payment. Should a department head request that recurring expenditures are required and approved by him/her prior to payment, that department head shall advise the CAO in writing of such requests identifying what recurring expenditures he/she wishes to review.

## **8. Tendering Process and Proposal Call Process**

- a) Tenders shall be requested from not less than the number of sources listed below, all tender documents to be retained for a period of not less than two years and copies to be submitted to the Finance Department. In addition, the following criteria shall be used for determining if Council decision is required in awarding a tender:

Purchase Scale	Minimum Approval Level on Invoice for Budgeted Expenditures	Tender Requirement	Council Approval Requirement
Up to \$500	Leadhand or Controller via written authorization from an appropriate Director	Phone quotes or catalog pricing are encouraged to compare prices	No
>\$500 to \$5,000	Leadhand or Controller via written authorization from an appropriate Director and Directors	Phone quotes or catalog pricing for price comparison is required	No
>\$5,000 to \$10,000	Directors	Three written quotations	No
>\$10,000 to \$74,999 for goods and materials; and  >\$10,000 to \$199,999 for construction projects	Directors and CAO	Three written quotations	No
\$75,000 and up for goods and materials; and \$200,000 and up for construction projects	Directors and CAO	Open advertised tenders or proposal as approved by Council and as per New West Partnership Trade Agreement (NWPTA)	Yes (tender contract to be signed by CAO and Reeve)

- b) Where tenders are received that do not comply with Section 8(a), or where three (3) tenders cannot be obtained, the tenders received will be accepted provided that:
- i. Tenders or quotes have been requested from local suppliers of the goods or services required for goods and materials under \$74,999 and for construction projects under \$199,999,
  - ii. Tenders received which are believed to reflect a fair market price based on the conditions of the request for quotes, and
  - iii. The successful bidder is capable of providing the goods or services as per the conditions of the request for tender or quote.
- c) Where the nature of the services required does not provide for public the competition necessary for the tendering process, Council may by resolution, or the CAO in writing, provide for special tendering and award processes. Examples of these are invitational tenders, legal, architectural and engineering services, accommodations.
- d) No tenders are required when group-purchasing programs are utilized (AAMD&C and AUMA group purchases), but periodic price check must be

conducted.

- e) Standing quotations may be obtained and used to satisfy the requirements in Section 8(a) for the time period the vendor agrees to honour the quotation.

## **9. Request for Tender Process (excludes quotes)**

- a) Sealed tenders shall be processed in the following manner:
  - i. Sealed tenders to be received marked in the specified manner prior to the designated tender closing. Each tender must be time and date stamped upon receipt and must be kept confidential in a secure place.
  - ii. The sealed tender will be considered invalid if opened prior to the public opening, or if the contents are disclosed to any municipal staff member prior to the public opening.
  - iii. The tender opening shall be held at the Fort Vermilion Corporate office in a presence of CAO or designated officer or Council and be recorded using a Tender Document Form.
  - iv. A summary of the tender opening shall be included in the council meeting minutes.
- b) Withdrawal of a sealed or written tender will only be accepted prior to deadline for receipt of tenders. The request to withdraw the tender must be received in writing.

## **10. Information to Bidder**

- a) Each request for a sealed tender shall provide a clearly defined description of the goods or services required by the municipality, and shall include a statement that the terms of this policy shall apply to each tender.
- b) If additional information is developed during the request for sealed or written tenders, due to meetings, questions raised, or changes in specifications, this information shall be forwarded in writing to all bidders.
- c) Where telephone quotations or written quotes are requested, staff shall ensure that the same information and deadline is given to each person quoting.
- d) No information regarding tenders or bidders will be released until a tender has been closed. Details of a specific tender are not to be disclosed in accordance with the Freedom of Information and Protection of Privacy Act. The name of a bidder, the date of a tender, the unit or lump sum price may be disclosed.

## **11. Security, Bonding and Other Requirements**

- a) Prior to awarding of the contract, all security, insurance, and if required naming the Municipality as an additional insured, and Workers Compensation Board requirements as required at the closing time of the tender, shall be in place.

- b) A bid deposit will be forfeited to the municipality if the successful bidder fails to accept the award of tender within 15 days after award of tender.
- c) A Performance Bond or equitable security is required and the successful bidder shall submit it to the municipality following the award of tender, within the time specified, and the municipality shall retain the Performance Bond until the terms of the tender are complete. The Performance Bond will be forfeited to the municipality if the successful bidder fails to comply with the terms and conditions of the award.

A Performance Bond must be obtained for all projects per the following threshold:

Road Infrastructure Projects	Water/Sewer Infrastructure (underground construction)	Buildings
\$200,000 and up	\$75,000 and up	\$100,000 and up

- d) All security and bonding documents shall be held in a safe at the Fort Vermilion Corporate Office.
- e) A contractor shall be required to have COR/SECOR certification for all municipal works whereby the contractor is considered “the prime contractor” as per the Occupational Health and Safety Act.

For the municipal works whereby a contractor is not considered “the prime contractor” as per the Occupational Health and Safety Act, preference may be given to the contractors that hold COR/SECOR and consideration may be given to contractors that are not certified. When engaging a non-certified contractor, the County will follow the applicable safety orientation procedures as required under the Occupational Health and Safety Act for the respective projects/works and/or internal safety policies and procedures.

The following guidelines shall apply:

**COR/SECOR required:**

- When the County can transfer prime responsibility for a project to a Contractor as defined in OH&S Act;
- When the project is considered high hazard (i.e. blasting) and no internal expertise exists (no task specific procedure/safe work practice to guide and/or a hazards assessment cannot be adequately achieved due to lack of internal expertise relative to the task)

**COR/SECOR may not be required:**

- Consulting services;
- Services received from contractors/suppliers on their premises;

- Equipment paid hourly from the County hired equipment list (companies with COR/SECOR receive 80% per for road builders rate, non-certified contractors received 70% road builders rate, see PW018 Hiring of Private Equipment Policy);
- Certified trades services.

**The COR/SECOR exemption may be granted to a contractor under the following conditions (all must be satisfied):**

- The County is the sole employer of the contractor for the duration of the contract's term.
- There are no employees working for the holder of the contract with the County (although an occasional substitute is permitted but must be granted by the County on a case by case basis).
- The individual's services under a contract are limited to labour services, and no or limited specialized equipment provided under the contract.

All current contracts (prior to December 21, 2015) are grandfathered until their expiry.

- f) Administration will maintain an approved list of contractors.

## 12. Analysis of Tenders

- a) The following factors, presented without any priority, may be used to evaluate all bids received:
- i. **Price**, based on the same FOB location, same currency including goods and services tax, and with discounts applied.
  - ii. **Record** of a bidder's previous performance on quality, experience, service, delivery and safety.
  - iii. **Ability** of the bidder to meet the requirements of the tender regarding quality, specifications, delivery and service.
  - iv. **Standardization** of goods to reduce inventory and future costs.
  - v. **Bulk Purchasing**, through larger quantities, cumulative quantities or bulk packaging.
  - vi. **Life Cycle Costs** of goods or services.
- b) The municipality reserves the right to reject any and all tenders for any cause, to award tenders based on conditions other than price, or to reject all tenders without cause.
- c) The municipality shall not accept tenders, quotations or the supply of services

from contractors or suppliers of services who have initiated litigation against the municipality, for a period of one year after the litigation is resolved.

### 13. Contingency Allowances

- a) Contingency allowances may only be spent to meet the costs of unexpected site conditions, which prevent the contractor from meeting the project specifications as approved by Council.
- b) Contingency allowances and unspent project funds may only be applied to changes in project specifications and approved by CAO or designated officer or Council.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	11-Dec-07	07-12-1120
<b>Amended</b>	09-Dec-08	08-12-979
<b>Amended</b>	30-Mar-11	11-03-278
<b>Amended</b>	12-Dec-11	11-12-970
<b>Amended</b>	09-Oct-12	12-10-650
<b>Amended</b>	30-Jan-15	15-01-058
<b>Amended</b>	22-Jun-15	15-06-463
<b>Amended</b>	21-Dec-15	15-12-970







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 27, 2016</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Service Capacity Review</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County Council discussed a possibility of undertaking a service capacity review for Mackenzie County. This steamed from Council's discussion regarding falling municipal tax revenues (due to a decline in oil & gas industry activities), current service levels, and efficiencies within our municipality during their self-evaluation process on April 13, 2016.

## **OPTIONS & BENEFITS:**

What is service capacity review?

All municipalities experience service challenges. These challenges could be due to changes in local government trends, community factors, organizational conditions, etc.

A municipality may undertake a service capacity review to:

- Improve services;
- Reduce costs;
- Improve revenues;
- Maintain existing service levels in the face of competing priorities or decreasing revenues;
- Meet new or increased demand from citizens for services.

A service capacity review would focus on setting priorities and making choices, and where possible, reducing cost of delivery while maintaining, or improving services and service levels.

Through the process, the following questions may be asked:

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: JW

- Do we really need the service?
- What do citizens expect of the service and what outcomes does council want for the service?
- Does our current performance meet expectations?
- Are our activities logical and leading to the desired outcomes?
- How is the demand for services being managed?
- What are the full cost and benefits of the service?
- How can benefits and outputs of the service be increased?
- How can number and cost of inputs be decreased?
- What are the alternative ways to provide the service?
- How can the service change best be communicated, managed and implemented?

As discussed by Dr. Gordon McIntosh, there are multiple approaches to service capacities reviews.

It could be done as a very detailed review, with substantial financial analysis. This type of a review is usually done by a firm with capacity to undertake complex financial calculations and analysis. This review may or may not include a public survey or consultation. The main purpose may be to assess the costs, compare to some benchmarks and make recommendations for efficiencies. It can be very comprehensive, including assessments of population growth, present and planned capacity of public facilities, and adequacy of public services, including infrastructure needs or deficiencies. It can look at financial ability to provide services; accountability for community needs; and any other matter Council may identify relative to efficient and effective service delivery. This type of a review could range in cost between, \$75,000 to \$250,000, depending on its scope. Upon formulation of purpose by council, administration could draft a request for proposal for council review and perusal.

It could be done internally by Council and staff, with some facilitation from an outside expert. In order for this to work, there must be organizational willingness to undertake the service capacity review. In this case, the service inventory (external and internal services) will be done by staff; service expectations, success indicators, adjustments and strategies will be done by council and staff together.

Before selecting a type of a review, the purpose of this review must be formulated by Council. The success of the review will depend on how well Council's expectations and desired deliverables (end-product) are defined. It is understood that Council's desire is to undertake this review prior to 2017 budget preparation by staff.

Dr. Gordon McIntosh provided a proposal to facilitate a "rapid" Service Capacity Review. Please review the attached document. The cost is stated at approximately \$10,000 including travel and lodging costs. Perhaps Council wishes to peruse this option and request a detailed review if deemed necessary in 2017 (and budget for it).

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: JW

Please note, regardless of the selected option, the review will be time consuming for staff, therefore the busy summer season may not be the best time for the review. Regardless, administration and staff will proceed as directed by Council as always.

**COSTS & SOURCE OF FUNDING:**

There is no funding identified in the 2016 budget for this initiative. If this review is a priority for Council, Council has an option of amending the budget by taking funds from the General Operating Reserve.

**SUSTAINABILITY PLAN:**

It is advisable for any municipality to periodically assess the services, methods of provisions, their effectiveness and efficiencies. While our ever-changing environment forces us into making changes on daily basis as we reassess, innovate, reevaluate the municipal policies, etc., this County has not done a comprehensive service capacity review in the past.

**COMMUNICATION:**

Council's decision will be communicated to staff.

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

Council must define purpose, expectations and desired deliverables for the service capacity review, as well as amend the budget for this undertaking.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: JW



Via E-mail: [jwhittleton@mackenziecounty.com](mailto:jwhittleton@mackenziecounty.com)

April 16 , 2016

Joulia Whittleton, CAO  
Mackenzie County

Dear Mrs J. Whittleton

**RE: SERVICE CAPACITY REVIEW WORKSHOP PROPOSAL**

I have enclosed a proposal to facilitate a 'rapid' Service Capacity Review as basis for functional and staff alignment, service adjustments and service capacity enhancement (see attachment 1).

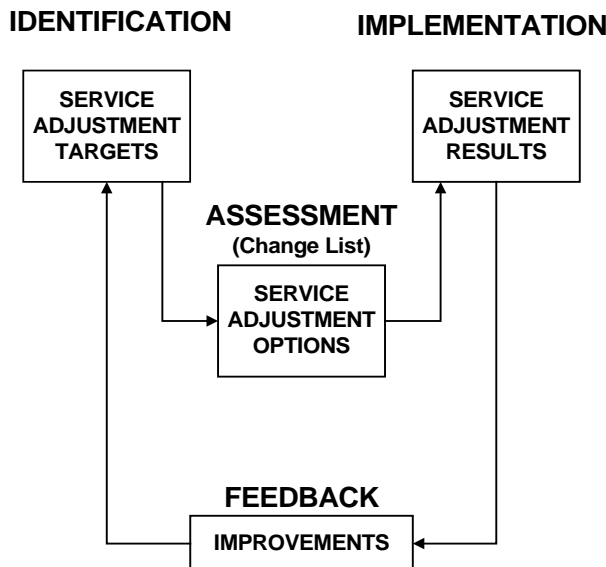
A service capacity review ensures the organizational capacity is consistent with aims to effectively and efficiently meet organizational aims and community needs by:

- Establishing **essential, important and discretionary** services
- Assessing **organizational capacity** for existing services and new priorities
- Seeking ways to **reconcile limited resources** with demands.
- Identifying possibilities for new **revenue sources**
- Adjusting **service production** to meet changing needs and maximize efficiency
- Reviewing the **functional structure and staff levels** of the organization
- Identify specific areas for **further examination** and/or comparative analysis

The **elements** of a service capacity review are (See attachment 2 & Display below):

- Prepare an **inventory** of services
- Develop and apply service **criteria**
- Identify **target services** for potential adjustment
- Develop strategies to achieve desired **service adjustment results**
- Monitor outcomes and continue to seek ongoing **service improvements**

**SERVICES REVIEW PROCESS**



The **key deliverables** of a service review are:

- A **Service Policy** with criteria for essential, important or discretionary services
- A **Service Adjustment Strategies** that includes the elimination or addition of services
- A **Service Improvement Plan** of specific actions to retain or enhance services
- An **Ongoing Service Review** process linked to the annual budget process

My successful **Canada-wide experience** (Attachments 3 & 4 profile and References) of conducting over 950 workshops for local governments provides you with assurance that you will receive maximum end-use value from your organizational investment. Attention is provided to both the process and outcomes to ensure that the Workshop is both enjoyable and productive. I understand the value of your organization's time and commitment to the success of this Workshop initiative and I offer you the following regarding your recommendation of my services for this project:

- extensive consulting and direct work experience in the area of **service reviews**
- a **successful background** in facilitating workshops for over 120,000 civic officials
- a focus on **current realities** so your initiative favourably impact day-to-day activities
- a recognized expertise in **strategic thinking** and **solution seeking processes**
- **34 years managerial and consulting experience** in all aspects of local government
- **"hands-on" learning experiences** along with hand-out reference materials
- practical tools to **maximize participant involvement** and follow-up
- **Workshop documentation** for follow-up action by your organization

My fees for facilitation are \$2,250.00 per day and \$950.00 for technical work such as report preparation. The costs for proposed services (subject to client adjustments) are as follows:

- **Workshop Facilitation** with Council & staff (2 days) and staff (1 day) **\$6,750**
- **Report** up to **\$1,150**

The client is required to provide the facility and equipment for the Workshop (s) and to copy the participant package provided. I am confident that you and your organization would realize value for the service review initiative through my services.

Yours truly,

Gordon A. McIntosh – PhD, CLGM  
President, Local Government Leadership (LGL) Institute

Attachments: 1. – Service Review Chart; 2. – Agenda; 3 – Profile; and 4 – References

# SERVICE CAPACITY REVIEW WORKSHOP

**Date:**

**Location:**

**Facilitator:** Gordon A. McIntosh - PhD, CLGM

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## **PROPOSED ACTIVITIES** (subject to group confirmation)

### **1.0 GETTING STARTED**

- |    |   |                     |
|----|---|---------------------|
| 1. | <b>Context for Workshop “<i>The Capacity Box</i>”</b> | <i>Presentation</i> |
| 2. | <b>Proposed Workshop Activities &amp; Outcomes</b>    | <i>Presentation</i> |
| 3. | <b>Participants’ Aims</b>                             | <i>Round Table</i>  |
| 3. | <b>Confirm Agenda</b>                                 | <i>Plenary</i>      |

### **2.0 ASSESSING OUR SERVICES**

- |    |  |                   |
|----|--|-------------------|
| 1. | <b>Confirm Service Inventory</b>                                 | <i>Plenary</i>    |
| 2. | <b>Establish Essential Service Criteria</b>                      | <i>Plenary</i>    |
| 3. | <b>Apply Service Criteria</b>                                    | <i>Sub Groups</i> |
| 4. | <b>Confirm Essential, Discretionary &amp; Important Services</b> | <i>Plenary</i>    |

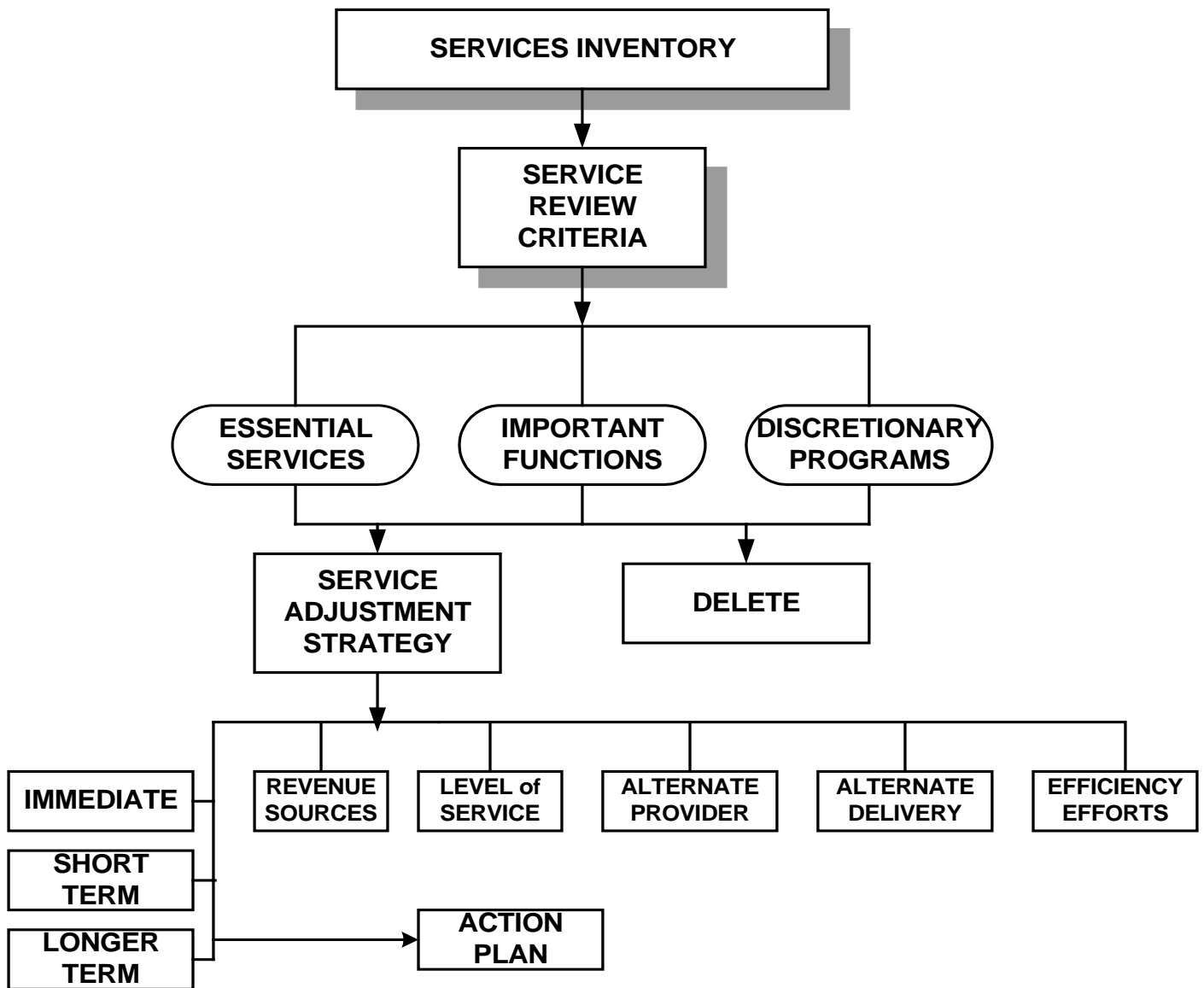
### **3.0 DEVELOPING ADJUSTMENT STRATEGIES**

- |    |  |                     |
|----|--|---------------------|
| 1. | <b>Review Adjustment Strategy Continuum</b>  | <i>Presentation</i> |
| 2. | <b>Identify Service Adjustment Targets</b>   | <i>Plenary</i>      |
| 3. | <b>Develop Strategies and Apply Criteria</b> | <i>Sub Groups</i>   |
| 4. | <b>Establish Target Strategies</b>           | <i>Plenary</i>      |

### **4.0 ESTABLISHING THE ACTION PLAN**

- |    |                                       |                     |
|----|---------------------------------------|---------------------|
| 1. | <b>Action Planning for Results</b>    | <i>Presentation</i> |
| 2. | <b>Immediate Targets</b>              | <i>Plenary</i>      |
| 3. | <b>Service Adjustment Action Plan</b> | <i>Plenary</i>      |
| 4. | <b>Workshop Follow-up Action Plan</b> | <i>Presentation</i> |

# SERVICE REVIEW MODEL





## PROFILE FOR GORDON A. MCINTOSH

Gordon has 36 years of local government management, educator and consultancy roles. As President of the Local Government Leadership (LGL) Institute, he provides governance development, strategic facilitation and leadership training services. He has conducted 1,200 workshops involving 140,000 elected and appointed officials on topics such as:

- **Strategic Priorities** – establishing short term action plans & systems
- **Effective Governance** – improving decision making and role clarity
- **Service Capacity** – determining essential and discretionary services
- **Leadership Development** – developing competencies for organizational success
- **Team Building** – facilitating shared values and success indicators
- **Cooperative Relations** – nurturing rural, urban and aboriginal shared services.

Gordon received the Professional Award of Excellence and served as President of the Local Government Management Association in BC. His managerial positions included corporate, human service and community development functions of local government. As the Islands Trust Executive Director, he worked with a 26 member Council serving the 470 Gulf Islands in the Georgia Basin.

His Doctoral program at the University of Victoria focused on local government leadership competencies. His graduate and advanced studies were in public administration and local government. Current faculty roles include the Universities of York, Alberta, Victoria, and Royal Roads as well as the Tanzanian Public Service College.

Gordon has developed twenty-five core modules for conference sessions, executive workshops and customized programs. He has delivered programs for local, First Nation, Métis and regional governments as well as municipal associations in every region of Canada as well as Palestine, Caribbean, Sri Lanka, Africa and Philippines. Session alumni comment that his sessions are fast paced, interactive, humorous and practical with high satisfaction ratings.

He was raised in Ottawa where he received athletic awards for water polo. Gordon enjoys cycling and gardening. He is married to Diane and they enjoy spending time at their Saturna Island cottage.

10245 TSAYKUM ROAD, NORTH SAANICH, BC, CANADA V8L 0A2  
TEL.: (250) 655-7455 OR EMAIL: [gmcintosh@lglinstitute.com](mailto:gmcintosh@lglinstitute.com)



**GORDON MCINTOSH PhD, CLGM**

10245 Tsaykum Road, North Saanich, BC V8L 0A2  
(250) 655-7455 & [gmcintosh@lqlinstitute.com](mailto:gmcintosh@lqlinstitute.com)

**SERVICE CAPACITY REVIEW CLIENTS****CITY OF WHITEHORSE, YUKON**

Robert Fendrick, Director of Cooperate Services (867) 668-8612 & Mayor Bev Buckway  
Focus: *Service Capacity Review, Strategic Plan, Governance Success and Priority Setting.*

**CITY of DAWSON CREEK, BC**

Jim Chute, CAO (250) 784-3613 & Mayor Mike Bernier  
Focus: *Core Service Review and Priority Setting*

**CITY of PENTICTON, BC**

Leo den Boer, Former City Manager (250) 490-2407 and Former Mayor Jake Kimberly  
Focus: *Core Service Review, Staffing strategy, Governance Success and Priority Setting*

**NISGA' A LISIMS FIRST NATION**

Edward Allen, Former CEO (250) 633-3001 and Former President Joseph Gosnell  
Focus: *Priority Setting, Core Service Review, Strategic Planning Process, Governance Principles, Roles & Responsibilities and Team Building*

**CITY OF WILLIAMS LAKE, BC**

Alberto DeFeo, Former CAO (250) 392-1775 and Former Mayor Scott Nelson  
Focus: *Service Capacity Review, priority Setting, Governance Success, Leadership Development and Roles & Responsibilities*

**THOMPSON-NICOLA REGIONAL DISTRICT, BC**

Suhkbinder Gill, CAO (250) 377-7055 & Chair Randy Murray  
Focus: *Core Service Review, Priority Setting and Staffing Strategy*

**VILLAGE of KASLO, BC**

Rae Sawyer, Clerk (250) 954-4650 and Former Mayor Jim Holland  
Focus: *Service Capacity Review and Priority Setting*

**TOWN of WINDSOR, NOVA SCOTIA**

Louis Coutinho, CAO (902) 798-6675 and Former Mayor Ann Allen  
Focus: *Service Capacity Review, Regional Cooperation and Priority Setting*

**NORFOLK COUNTY, ON**

Keith Robicheau, County Manager (519) 426-5870  
Focus: *Core Service Review and Staffing Strategy*

**REGIONAL DISTRICT of SKEENA - QUEEN CHARLOTTE, BC**

John Holland, Former Administrator (604) 483-3231 & Chair Barry Pages  
Focus: *Core Service Review, Priority Setting and Staffing Strategy*

**CITY of VICTORIA, BC**

Janice Schmidt, Manager of Corporate Planning (250) 483-3231 & Mayor Dean Fortin  
Focus: *Core Service Review, Priority Setting and Governance Success Indicators*





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 27, 2016</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Creation of a Centralized Authority for the Preparation of Industrial Assessment</b>

## **BACKGROUND / PROPOSAL:**

Municipal Affairs has been considering creating a centralized assessment agency responsible for the preparation of the assessments of industrial property located in all municipalities.

## **OPTIONS & BENEFITS:**

Alberta Assessors' Association was requested to comment on this proposed Municipal Government Act amendment. CAOs received this information through the Alberta Rural Municipal Administrators Association (ARMAA) network. Please review the attached information.

The message from ARMAA President is as follows:

*“Our board is appointed to a number of committees which allows us to remain abreast of any emergent issues. I am writing this email to our members as a result of what I believe is an emergent issue. During the MGA review process and round table meetings, there appears to have been a consensus from those meetings that a ‘centralized authority’ should conduct all industrial assessments. There was no consensus whether that authority should be Provincial or an independent organization.”*

I spoke to our assessor on this subject. Here are his comments:

*“I believe it is in the best interests of the County your local assessor looks after it. Detailed construction costs have gone missing through the years all across the province so any suggestions of changing the system or recreating them is impossible. Knowledge and courses are available for both parties and the audit system can still monitor those not performing properly.”*

**Author:** \_\_\_\_\_ **Reviewed by:** \_\_\_\_\_ **CAO:** JW

A number of municipalities have now sent letters against establishing a central authority for the preparation of the assessments of industrial property located in all municipalities.

**COSTS & SOURCE OF FUNDING:**

If this central authority is created, the costs of providing this service will likely be distributed to the municipalities in a similar manner as for the linear assessment.

**SUSTAINABILITY PLAN:**

NA

**COMMUNICATION:**

NA

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Mackenzie County sends a letter to Municipal Affairs against creation of a centralized authority for the preparation of industrial assessment.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: JW



## Alberta Assessors' Association

10555 - 172 Street, Edmonton, AB T5S 1P1  
Telephone: 780-483-4222 Fax: 780-487-7505

membership@assessor.ab.ca  
www.assessor.ab.ca

March 1, 2016

Honourable Danielle Larivee  
Minister of Municipal Affairs  
#204 Legislature Building  
10800 97 Avenue  
Edmonton, AB T5K 2B6

Dear Minister Larivee

**RE: CREATION OF A CENTRALIZED AUTHORITY FOR THE PREPARATION OF INDUSTRIAL ASSESSMENTS**

### **STAKEHOLDER ADVISORY COMMITTEE CONSULTATION REPORT**

On behalf of the Alberta Assessors' Association, I am enclosing the Association's recommendations in response to the December 16, 2015 Discussion Document provided to the Stakeholder Advisory Committee ("SAC") members.

We have shared, by copy of this letter, the enclosed report with the other members of the SAC so that there can be an informed discussion at the March 23, 2016 SAC meeting. We look forward to receiving the submissions of other stakeholders, in advance of the March 23, 2016 meeting, so that the Association's SAC representatives can review those submissions and be prepared for the meeting.

The December 16, 2015 Discussion Document suggests that the creation of a centralized authority to prepare industrial assessments is an issue on which there is consensus among stakeholders. We would appreciate receiving some further background on the source of the consensus in advance of the March 23, 2016, SAC meeting.

The Association has completed a careful analysis of this issue, and does not support the creation of a central agency to prepare industrial assessments on behalf of municipalities.

We do recognize that stakeholders (including the Association) have identified a number of problems that should be addressed. To that end, we offer three options to consider 'who' should prepare the assessment. However, it is the Association's view that the problems identified by stakeholders are best resolved by changes to the legislation, and the creation of an Assessment Commissioner, not by creating a centralized authority to prepare industrial assessments.

We are proposing substantive and detailed suggestions to improve the clarity of the legislation, and therefore improve the consistency of its application which would ensure continued correct and equitable assessments province wide.

.../2



Honourable Danielle Larivee, Minister of Municipal Affairs  
**CREATION OF A CENTRALIZED AUTHORITY FOR  
THE PREPARATION OF INDUSTRIAL ASSESSMENTS**  
Page 2

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The Association's recommended approach is as follows:

- (a) Municipalities would retain responsibility to prepare the assessments for all property in the municipality (except for linear property);
- (b) The position of an Assessment Commissioner would be created, with a mandate to be responsible for training assessors and industry representatives;
- (c) The Assessment Commissioner would be supported by an Advisory Board, with Advisory Board representatives appointed by municipal organizations, the Association and industry;
- (d) The creation of an Industrial Composite Assessment Review Board ("ICARB") with appointments by municipal organizations, and with the Presiding Officer for a hearing panel to be from the Municipal Government Board;
- (e) Enhanced training for ICARB members, and case management authority for the ICARB;
- (f) Amendments to the *Municipal Government Act*, the *Construction Cost Reporting Guide*, and the *Machinery & Equipment Minister's Guidelines* to clarify definitions, clarify terminology, update age life tables, update the depreciation tables; and
- (g) Amend the *Machinery & Equipment Minister's Guidelines* to implement the well site equipment standardization report that was completed in 2012 with extensive stakeholder consultation.

In coming to this recommendation, the Association considered the most cost effective way to solve the problems identified while achieving the objectives found in the MGA, including local autonomy and the encouragement of regionalized service delivery. We considered the goals expressed by all stakeholders and evaluated the Association's recommendation against whether the goals would be realized.

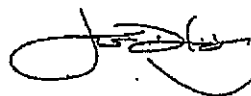
We are confident the solution we are proposing, on behalf of our membership of property assessors, will provide optimal benefit.

We would like to thank you for providing the Association with an opportunity to meaningfully participate in the consultation process, and would be happy to provide further clarification if that would assist you.

Sincerely,



Lawrence Buchart  
President



John Lindsay  
President-Elect

Enc.

- cc. Honourable Deron Bilous, Minister of Economic Development and Trade
- cc. Honourable Joe Ceci, President of Treasury Board and Minister of Finance
- cc. Mr. Brad Pickering, Deputy Minister
- cc. Ms. Meryl Whittaker, Assistant Deputy Minister
- cc. Mr. Steve White, Executive Director Assessment Services Branch
- cc. all Stakeholder Advisory Committee members



## EXECUTIVE SUMMARY

### CREATION OF A CENTRAL AGENCY TO PREPARE INDUSTRIAL ASSESSMENTS

#### ALBERTA ASSESSORS' ASSOCIATION – REPORT TO THE STAKEHOLDER ADVISORY COMMITTEE

#### IN PREPARATION FOR THE MARCH 23, 2016 MEETING

**BACKGROUND:** The Stakeholders were asked to address the questions in the December 16, 2015 Discussion Document (a copy of which is attached). Those questions related to changing the *Municipal Government Act* (“MGA”), by creating a centralized assessment agency responsible for the preparation of the assessments of industrial property located in all municipalities.

Specifically the SAC was asked to address the following questions:

1. *What are the outcomes that centralization of industrial property assessment should aim to achieve?*
2. *What would be the best way to make a centralized assessment body transparent to stakeholders?*
3. *What are the pros and cons of different organizational models for centralized assessment (ie. Within Municipal Affairs vs an independent organization?)*

The Discussion Document leaves the impression this issue was a consensus item among stakeholders during the MGA review consultation.

### RECOMMENDATION OF THE ALBERTA ASSESSORS' ASSOCIATION

The Association recommends that municipalities maintain responsibility for preparing the assessments of all property within the municipality (with the exception of linear property), along with the following legislative changes:

- The creation of an Assessment Commissioner with a mandate to provide ongoing training for assessors and industry representatives [please see Appendix E];



- The creation of an Advisory Board to the Commissioner [please see Appendix E];
- The creation of an Industrial Composite Assessment Review Board (or ICARB), [please see Appendix E];
- Amendments to the *Municipal Government Act*, *Construction Cost Reporting Guide* ("CCRG"), and *Machinery and Equipment Minister's Guidelines* to clarify definitions, clarify terminology, update anticipated age lives, update the assessment year modifier, and update depreciation tables [please see Appendix D]; and
- Amend the *Machinery and Equipment Minister's Guidelines* to implement the well site standardization study completed in 2012. This will promote consistency, cost efficiencies, and allow local assessors to focus their expertise on property assessed using the CCRG [please see Appendix D].

**FACTORS CONSIDERED:** In coming to its recommendation above, the Association weighed:

- (i) whether there was consensus among stakeholders;
- (ii) the MGA objective to recognize local autonomy, and the goal of municipalities to maintain that autonomy;
- (iii) whether there were benefits to regionalization and if so, how could those be achieved in a cost effective manner;
- (iv) the goals of all stakeholders, including industry, especially the desire for greater consistency in the preparation of industrial assessments, and the desire for additional training;
- (v) the problems identified in the December 16, 2015 Discussion Document;
- (vi) the Code of Conduct which binds Association members;
- (vii) the most cost effective and timely option to maintain the local investment in resources needed to prepare assessments, while achieving the goals and addressing the problems identified;
- (viii) the municipalities' need to obtain timely and responsive information from the assessment department for annual and long term budgeting; and
- (ix) the requirement of some municipalities to retain assessors with knowledge of industrial assessments to annually audit the assessment prepared by a central agency, and from time to time file a complaint against their own assessment.





**ANALYSIS SUMMARY:** In the course of preparing a response to this issue, a number of significant questions arose:

- (a) **Was there consensus among municipalities and municipal organizations that a new agency should be created to prepare industrial assessments?**

The Association understands that industry supports industrial assessment prepared by a central agency. However, the Association has not seen the same position advanced by a majority of municipalities, or the municipal organizations like AAMD&C or AUMA.

- (b) **What types of properties are included in the term “industrial property”?**

The term ‘industrial property’ is not defined in the legislation, or in the Discussion Document. This term could include an entire spectrum of properties assessed by the local assessor, from a tank at a wellsite, to a gas plant, a high throughput grain elevator; a chemical plant and an upgrader [please see Appendix B]. We are proceeding on the assumption that all of these types of properties would be assessed by a centralized authority.

- (c) **Are the problems identified in the Discussion Document a priority for the majority of stakeholders?**

Having regard for the objectives of the *Municipal Government Act* and stakeholder goals, the Association agrees that finding solutions for the problems identified would support the majority of legislative and stakeholder goals. [please see Appendix C]

- (d) **Would the creation of a centralized authority to prepare industrial assessments, solve the problems identified in the Discussion Document?**

The Association is of the view that changing ‘WHO’ assesses industrial property by creating a centralized authority will not solve the problems identified, and would be costly. It would result in the loss of local knowledge about industrial properties, the loss of local autonomy, and require municipalities to audit the preparation of assessments by a central authority.

The problems identified in the Discussion Document need to be solved by a combination of approaches including, changes to legislation and the creation of an Assessment Commissioner with a mandate to provide ongoing training [please see Appendices D, E and F].



(e) **What would be the most cost effective and timely manner to address the problems identified in the Discussion Document?**

The problems would need to be solved through a combination of methods, including, changes to legislation, the creation of an Assessment Commissioner, and the creation of a dedicated Industrial Composite Assessment Review Board ("ICARB"). There is a perceived lack of consistency in the interpretation and application of the legislation regarding the assessment of industrial property. The Association agrees that there are a large number of areas where the wording of the legislation would benefit from clarification. Clarification of the legislation, coupled with training on the legislation, would address the perceived lack of consistency.

The CCRG and the *Machinery and Equipment Minister's Guidelines*, were initially written as guidelines - not regulations. Legislative drafting conventions have not been used, and this has led to uncertainty in the interpretation. Both of these regulations were written many years ago. They have not kept pace with modern construction methods, and were written prior to the scope of the large mega-projects. Consistency in the interpretation and application of the CCRG and the *Minister's Guidelines* would improve if these legislative changes were made.

The anticipated age lives and depreciation tables in the *Machinery and Equipment Minister's Guidelines* were initially developed for use in the 1984 Assessment Manual. As a result these tables are over 30 years old, and have not been updated.

The Association believes that its members, the representatives of property owners, and assessment review board members, would benefit from ongoing training. [please see Appendices D, E, and F]

Stakeholders devoted considerable effort in 2012, along with industry and Municipal Affairs, to the development of standardized groupings of well site equipment. The aim was to have regulated rates developed for use in assessing these groupings. Implementing these changes would create efficiencies and promote consistency. The Association recommends that the standardized groupings be implemented to support local assessors and industry. The implementation of standardized grouping with regulated rates would improve consistency. We estimate that approximately 70 – 80 % of the industrial accounts on the assessment roll in most municipalities, would be affected by this standardization. Under the existing valuation standard, there is a high administrative burden on industry and assessors to maintain this inventory. Moving to standardized groupings of well site equipment would lessen this administrative burden on assessors and industry. If time and cost savings are achieved it would allow local assessors to focus their expertise on the preparation of assessments for property assessed using reported costs and the CCRG.



There is a perception sometimes expressed by industry representatives, that municipal assessors are pressured to make assessment decisions to achieve a tax outcome. The Association's members are bound by the Association's Code of Conduct and Professional Standards, and can be subject to a disciplinary action by the Association if there has been a breach of the Code of Conduct. The Code of Conduct, the oversight by the Assessment Commissioner and the provincial audit unit, will ensure that assessments are prepared in accordance with the legislation.

## **CONCLUSION**

The Association has considered its recommendation from the approach of finding solutions to the problems identified in the Discussion Document. We do not support the idea that moving to a centralized assessment authority will, on balance, solve the identified problems. Moving to a centralized authority will be costly and require a large investment in the creation of new computer systems, and resourcing the central authority with assessors and other experts. In the current economic times, this initiative does not seem a wise expenditure. There are other less costly, and more effective options, to address the problems identified.

Indeed moving to a central assessment authority would create new problems as municipalities would be required to closely scrutinize the assessments prepared by a central authority for correctness and equity. If the assessment is prepared by a central authority, then from time to time a municipality will file a complaint against their own assessment, or a municipality might seek to become an intervenor in a complaint filed by a property owner. The Discussion Document has not considered the role that the municipality would play if there was a central assessment authority preparing the industrial assessment for the municipality.

For some municipalities industrial properties form a large percentage of their assessment base. Municipalities rely heavily on the local assessor to prepare the assessment roll to meet both the timing requirements of the MGA, and the municipality's own timing requirements. For example, some municipalities send their assessment notices in early January, and others send a combined assessment and tax notice later in the spring. This flexibility would be much more difficult to accommodate with a central authority.

Municipalities rely on the local assessor to provide them with timely and responsive information to meet current municipal requirements for long term budgeting, and tax projections. The Association is concerned that these necessary reporting requirements have not been considered in the discussion of a centralized authority.



The Discussion Document posed 3 questions:

1. *What are the outcomes that centralization of industrial property assessment should aim to achieve?*
2. *What would be the best way to make a centralized assessment body transparent to stakeholders?*
3. *What are the pros and cons of different organizational models for centralized assessment (ie. Within Municipal Affairs vs an independent organization?)*

The outcomes which any proposed changes should hope to achieve include:

- Clarification of the legislation;
- Updating the regulated rates and depreciation tables;
- Creation of the position of the Assessment Commissioner;
- Increased training for assessors, industry representatives and board members; and
- Implement the standardized well site groupings to create efficiencies and promote consistency.

Transparency in the preparation of assessments (whether prepared by a municipality or a central body) is achieved by:

- Separating assessment policy from tax policy;
- Clarification of the legislation;
- Updating regulated rates;
- Updating depreciation tables, along with explanations to explain the updates; and
- Creation of the role of the Assessment Commissioner with a mandate to work with assessors and industry representatives to find solutions to problems like expectations around s. 295 requests and responses to s. 299 requests.

We have addressed the pros and cons of different organizational models in Appendix D.

The Association also considered the creation of a central agency under the control of municipalities, with the creation of the Assessment Commissioner, the Advisory Board and the ICARB.



We felt that the two critical elements to achieve the identified goals were:

- (i) changes to legislation; and
- (ii) the creation of the Assessment Commissioner and ICARB.

For this reason, the Association is of the view that the benefits of regionalization (with the lowest cost) could be achieved by the keeping the assessments prepared locally with oversight and training by the Commissioner and by implementing the changes to the legislation identified in this report. This is a sustainable model which would be cost effective, and promote consistency. The creation of the ICARB is effectively a regionalized board, and part of the mandate of the Assessment Commissioner would be to work toward common understandings and practices.

We look forward to developing a solution to the problems identified in the December 16, 2015 Discussion Document with the SAC.

We invite other stakeholders to contact the Association through the following email address: [comments@assessor.ab.ca](mailto:comments@assessor.ab.ca).

#### **Alberta Assessor's Association – March 1, 2016**

Lawrence Buchart – President, and John Lindsay - President Elect

Stakeholder Advisory Committee Representatives

Karen Burnand, Rural Director, and Brian Lutz, Urban Director







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 27, 2016</b>
<b>Presented By:</b>	<b>Carol Gabriel, Director of Legislative &amp; Support Services</b>
<b>Title:</b>	<b>Appointment of Members-at-Large</b>

## **BACKGROUND / PROPOSAL:**

Member-at-Large appointments are made annually to internal council committees and boards.

Insufficient applications were received for the following Committee and were re-advertised with a closing date of March 11, 2016.

The following application was received as a late submission and is attached.

### Land Stewardship Committee

- Ernie Dyck

## **OPTIONS & BENEFITS:**

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

Member-at-Large honorariums and expenses are paid from the operating budget.

## **SUSTAINABILITY PLAN:**

N/A

Author: C. Simpson Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**COMMUNICATION:**

Member at Large appointed to Council Committees are notified in writing of their appointment.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Ernie Dyck be appointed as a Member at Large to the Land Stewardship Committee for a one year term.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_



**Mackenzie County  
BOARD & COMMITTEE "MEMBER-AT-LARGE"  
APPLICATION FORM**

Board/Committee: Land Stewardship

(Please complete a separate application form for each Board/Committee you are applying.)

**Applicant Information:**

Name of Applicant: Ernie W Dyck

Mailing Address: P.O Box 1060

Civic/Legal Address: \_\_\_\_\_

City: La Crete Phone (Daytime): \_\_\_\_\_

Postal Code: T0H 2H0 Phone (Cell): 7808219445

Fax: \_\_\_\_\_

Email: spike87@yahoo.ca

Occupation: Farmer

Are you 18 years of age or older?  Yes  No

Length of residence in Mackenzie County? 28 Your Ward # 5

Citizenship:  Canadian  Other – Please Specify \_\_\_\_\_

Relevant volunteer and/or employment experience:

Farmer

Ag Service Board member at large

What skills/interests/experience will you bring to this board/committee?

Farmer

Holistic Management

Mackenzie County  
Box 640, 4511-46 Avenue  
Fort Vermilion, AB T0H 1N0



Phone: (780) 927-3718  
Fax: (780) 927-4266  
Email: [office@mackenziecounty.com](mailto:office@mackenziecounty.com)  
[www.mackenziecounty.com](http://www.mackenziecounty.com)

Why are you interested in applying for a Member-at-Large Appointment with this board/committee?

Looking for ways to make the county more sustainable through better land/eco-system management

**References:**

Name: Lyndon Krahn


Phone: 7808418956

Email: lkrahn@telus.net

Name: Ken Wiebe

Phone: 7809261653

Email: frontierseedcleaning@gmail.com

Signature: 

Date: March 12 2016

Submit completed form to:

MACKENZIE COUNTY  
Attn: Carol Gabriel, Director of Legislative Services  
Box 640  
4511-46 Avenue  
Fort Vermilion, AB  
T0H 1N0  
Fax: (780) 927-4266  
Email: [cgabriel@mackenziecounty.com](mailto:cgabriel@mackenziecounty.com)

For more information please call (780) 927-3718.

*The personal information provided by you is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act.*





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 27, 2016</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Bylaw 1026-16 - 2016 Tax Rate Bylaw</b>

**BACKGROUND / PROPOSAL:**

According to the *Municipal Government Act* Division 2, each Council must set the tax rates and pass a property tax bylaw annually, subsequent to the budget approval for that year.

**OPTIONS & BENEFITS:**

The attached Bylaw outlines the estimated operating revenues, estimated municipal expenses, repayment of principal debt, the estimated amount to be raised by general municipal taxation towards the 2016 capital expenditures, the estimated amount for future financial plans (contributions to reserves per the established policies).

Please review the attached bylaw.

The Bylaw includes rates for requisitions from Alberta School Foundation Fund (school) and Mackenzie Housing Management Board (senior’s lodge). The 2016 and 2015 requisitions before any adjustments for municipal over/under collections were as follows:

	2016	2015	\$ change	% change
School	6,836,582	6,635,781	200,801	3.03%
Seniors’ lodge	852,083	788,108	63,975	8.12%

**Author:** Peng Tian      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

## Alberta Learning – School Requisitions

1. 2015 over/under collection is included in the school total, below. The amounts for school requisition purposes are as follows:

School requisition (base amount)	\$6,836,582
2015 under collections	<u>\$29,698</u>
<b>Total 2016 School</b>	<b><u>\$6,866,280</u></b>

## Seniors' Lodge

2. The Seniors' lodge requisition is based on the Mackenzie Housing Management Board's proposed 2016 budget, adjusted for prior year's over/under-requisition.

Senior's lodge - Operating	\$442,083.00
Senior's lodge - Capital	\$410,000.00
2015 under collections	<u>\$2,944.00</u>
<b>Total 2016 Seniors' Lodge</b>	<b><u>\$855,027.00</u></b>

## Municipal, School & Senior's Lodge combined rates comparison

1. The following table is a summary of the changes in the combined tax rates (including lodge requisition for capital) by category:

	2016	2015	\$ Change	% Change
Residential	9.9811	10.0140	-0.0329	-0.33%
Farmland	11.2061	11.0140	0.1921	1.74%
Non-residential	16.3268	15.7830	0.5438	3.45%

Review property tax rates:

### 2016 (excluding requisition for capital)

	Municipal	School	Seniors	Total
Residential	7.283	2.3514	0.1796	9.8140
Farmland	8.508	2.3514	0.1796	11.0390
Non-residential	11.903	4.0771	0.1796	16.1597

### 2016 (including requisition for capital)

	Municipal	School	Seniors	Total
Residential	7.283	2.3514	0.3467	9.9811
Farmland	8.508	2.3514	0.3467	11.2061
Non-residential	11.903	4.0771	0.3467	16.3268

Author: Peng Tian Reviewed by: \_\_\_\_\_ CAO: JW

**2015 (excluding requisition for capital)**

	Municipal	School	Seniors	Total
Residential	7.508	2.201	0.1470	9.8560
Farmland	8.508	2.201	0.1470	10.8560
Non-residential	11.903	3.575	0.1470	15.6250

**2015 (including requisition for capital)**

	Municipal	School	Seniors	Total
Residential	7.508	2.201	0.3050	10.0140
Farmland	8.508	2.201	0.3050	11.0140
Non-residential	11.903	3.575	0.3050	15.7830

The Municipality experienced a 3.68% decrease in taxable assessment.

4. The 2016 Tax Rate Bylaw includes \$200 minimum for the Residential properties and \$400 minimum for the Non-Residential properties.

**COSTS & SOURCE OF FUNDING:**

2016 Operating Budget

**SUSTAINABILITY PLAN:**

Municipal taxation revenue is the major revenue source to fund the municipal operations and projects.

**COMMUNICATION:**

2016 Budget is publicly available and the budget highlights will be provided at the ratepayers meetings in May and June 2016 by council and administration.

Author: Peng Tian Reviewed by: \_\_\_\_\_ CAO: JW

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

**Motion 1:**

That first reading be given to Bylaw 1026-16 being the 2016 Tax Rate bylaw for Mackenzie County.

Simple Majority       Requires 2/3       Requires Unanimous

**Motion 2:**

That second reading be given to Bylaw 1026-16 being the 2016 Tax Rate bylaw for Mackenzie County.

Simple Majority       Requires 2/3       Requires Unanimous

**Motion 3:**

That consideration be given to go to third reading of Bylaw 1026-16 being the 2016 Tax Rate bylaw for Mackenzie County.

Simple Majority       Requires 2/3       Requires Unanimous

**Motion 4:**

That third reading be given to Bylaw 1026-16 being the 2016 Tax Rate bylaw for Mackenzie County.

Author: Peng Tian      Reviewed by: \_\_\_\_\_      CAO: JW

**BYLAW NO. 1026-16**  
**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 2016 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 27, 2016; and

**WHEREAS**, the estimated municipal operating revenues from all sources other than property taxation total \$8,570,853; and

**WHEREAS**, the estimated municipal expenses (excluding non-cash items) and including requisitions set out in the annual budget for the Mackenzie County for 2016 total \$37,077,384, with \$1,437,232 to be funded from prior year's surplus; and the balance of \$26,093,529 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 \$1,578,512 and

**WHEREAS**, the estimated amount required for current year capital expenditures to be raised by general municipal taxation is \$3,012,583; and

**WHEREAS**, the estimated amount required for future financial plans to be raised by municipal taxation is \$3,487,225; and

**THEREFORE**, the total amount to be raised by general municipal taxation is \$33,814,836; and

**WHEREAS**, the requisitions are:

**Alberta School Foundation Fund Requisition:**

	<b>Base</b>	<b>Over/Under Levy</b>	<b>Total</b>
Residential and Farmland	\$1,800,060	\$31,131	\$1,831,191
Non-Residential	\$5,028,902	\$-3,258	\$5,025,644
Total	\$6,828,962	\$27,873	\$6,856,835

**Opted Out School Board:**

	<b>Base</b>	<b>Over/Under Levy</b>	<b>Total</b>
Residential and Farmland	\$5,223	\$181	\$5,404
Non-Residential	\$2,397	\$1,644	\$4,041
<b>Total</b>	<b>\$7,620</b>	<b>\$1,825</b>	<b>\$9,445</b>

<b>Total School Requisitions</b>	<b>\$6,836,582</b>	<b>\$29,698</b>	<b>\$6,866,280</b>
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**Lodge Requisition:**

	<b>Base</b>	<b>Over/Under Levy</b>	<b>Total</b>
Lodge Requisition - Operating	\$442,083	\$824	\$442,907
Lodge Requisition – Capital *	\$410,000	\$2,120	\$412,120
<b>Total Lodge Requisitions</b>	<b>\$852,083</b>	<b>\$2,944</b>	<b>\$855,027</b>

\*subject to the Town of High Level and the Town of Rainbow Lake agreeing to the capital requisition.

**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 expenses, expenditures 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 for school requisition and municipal purposes as shown on the assessment roll is:

**Assessment:**

Residential	\$739,731,630
Farmland	\$44,327,560
Non-Residential	\$1,287,695,810
Machinery & Equipment	\$394,460,400
<b>Total</b>	<b>\$2,466,215,400</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 the Mackenzie County:

<b>General Municipal</b>	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Rate</b>
Residential	\$5,387,465	\$739,731,630	0.007283
Farmland	\$377,139	\$44,327,560	0.008508
Non-Residential	\$15,327,443	\$1,287,695,810	0.011903
Machinery & Equipment	\$4,695,262	\$394,460,400	0.011903
<b>Total</b>	<b>\$25,787,310</b>	<b>\$2,466,215,400</b>	
Revenue estimated due to the established minimums	\$306,219		
<b>Total General Municipal</b>	<b>\$26,093,529</b>	<b>\$2,466,215,400</b>	

**Notwithstanding the foregoing, the minimum tax for:**

Residential shall be **\$200** (two hundred dollars)  
 Non-residential shall be **\$400** (four hundred dollars)  
 Farmland shall be **\$35** (thirty-five dollars)

	<b>Tax Levy</b>	<b>Taxable Assessment</b>	<b>Tax Rate</b>
<b>Alberta School Foundation Fund:</b>			
Residential and Farmland	\$1,831,435	\$778,885,890	0.0023514
Non-Residential	\$5,028,873	\$1,233,435,870	0.0040771

<b>Opted Out School:</b>			
Residential and Farmland	\$5,160	\$2,194,410	0.0023514
Non-Residential	\$813	\$199,310	0.0040771

<b>Exempt:</b>			
Machinery & Equipment 100%	0	\$394,460,400	0.0000000
GIPO Properties		\$7,074,460	0.0000000
Electric Power Generation 100%	0	\$49,965,060	0.0000000

<b>Total ASFF</b>	<b>\$6,866,280</b>	<b>\$2,466,215,400</b>	
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Lodge Requisition - Operating	\$442,907	\$2,466,215,400	0.0001796
Lodge Requisition - Capital	\$412,120	\$2,466,215,400	0.0001671
<b>Total Lodge Requisition</b>	<b>\$855,027</b>	<b>\$2,466,215,400</b>	<b>0.0003467</b>

<b>Grand Total</b>	<b>\$33,814,836</b>
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2. That this bylaw shall take effect on the date of the third and final reading.

READ a first time this            day of            .  
 READ a second time this            day of            .  
 READ a third time and finally passed this            day of            .

---

Bill Neufeld  
 Reeve

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Joulia Whittleton  
 Chief Administrative Officer



Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 27, 2016</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>2016 Budget</b>

### **BACKGROUND / PROPOSAL:**

Council approved 2016 Budget at their December 21, 2015 council meeting.

### **OPTIONS & BENEFITS:**

The attached final budget incorporates the changes approved at April 12, 2016 meeting, school and seniors requisitions, and reflects the final assessment and municipal tax rates as per Council's motion at April 12, 2016 meeting.

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

NA

### **SUSTAINABILITY PLAN:**

NA

### **COMMUNICATION:**

The budget will be communicated via the County's social media and copies will be available to citizens at our offices.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: JW

**RECOMMENDED ACTION:**

**Motion 1:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2016 Budget be approved as presented.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO:     JW

# 2016 BUDGET OPERATING & CAPITAL

Approved April 27, 2016



**Mackenzie County**

## Contents:

1. Operating Budget pg. 1
2. Capital Budget (TCA) pg. 7
3. Assessment and Tax Revenues pg. 11
4. Cash Flow Requirement pg. 13
5. Grants to Not-for-Profit Organizations pg. 22

# Operating Budget

MACKENZIE COUNTY  
 STATEMENT OF OPERATIONS - 2016 BUDGET (including depreciation of capital assets)

	2013 Actual	2014 Actual	2015 Actual	2015 Budget	2016 Budget	\$ Variance	% Variance
<b>OPERATIONAL REVENUES</b>							
Property taxes	31,120,528	33,960,244	35,309,093	35,424,395	33,921,049	(1,503,346)	-4.24%
School requisitions	6,222,152	6,306,111	6,635,781	6,535,310	6,836,582	301,272	4.61%
Lodge requisitions	392,262	490,719	788,108	783,885	852,083	68,198	8.70%
Net property taxes	24,506,114	27,163,414	27,885,204	28,105,200	26,232,384	(1,872,816)	
User fees and sales of goods	3,232,396	4,317,992	4,619,126	4,558,590	4,594,216	35,626	0.78%
Government transfers	1,821,615	1,867,856	1,501,319	1,353,602	1,302,914	(50,688)	-3.74%
Investment income (operating)	377,428	422,686	500,870	350,000	360,000	10,000	2.86%
Penalties and costs on taxes	240,452	444,838	1,057,962	250,000	1,288,413	1,038,413	415.37%
Licenses, permits and fines	404,159	527,160	539,489	383,800	448,000	64,200	16.73%
Rentals	107,152	124,928	140,117	77,831	80,455	2,624	3.37%
Insurance proceeds	16,236	25,603	329,409	-	-		
Development levies	156,593	112,359	47,870	-	-		
Municipal reserve revenue	110,066	60,132	92,428	50,000	50,000	-	0.00%
Sale of non-TCA equipment	-	76,982	8,061	-	-		
Other	617,888	482,106	501,684	347,425	308,000	(39,425)	-11.35%
<b>Total operating revenues</b>	<b>31,590,099</b>	<b>35,626,055</b>	<b>37,223,541</b>	<b>35,476,448</b>	<b>34,664,382</b>	<b>(812,066)</b>	
<b>OPERATIONAL EXPENSES</b>							
Legislative	617,724	616,185	543,500	781,734	796,640	14,906	1.91%
Administration	3,325,795	4,502,402	4,955,429	4,059,751	5,674,653	1,614,902	39.78%
Grants to other governments	1,786,210	1,711,647	1,927,281	2,317,400	1,805,000	(512,400)	-22.11%
Protective services	1,264,879	1,608,343	1,406,990	1,808,679	1,864,996	56,317	3.11%
Transportation	12,941,082	16,084,363	16,128,251	18,918,919	18,428,976	(489,943)	-2.59%
Water, sewer, solid waste disposal	4,557,490	4,846,137	4,793,168	4,888,386	4,925,216	36,830	0.75%
Public health and welfare (FCSS)	611,618	693,797	639,256	721,841	781,053	59,212	8.20%
Planning, development	943,560	1,054,417	1,072,553	1,116,749	1,296,071	179,322	16.06%
Agriculture and Veterinary	1,132,801	1,315,747	1,397,583	1,652,736	1,343,446	(309,290)	-18.71%
Recreation and culture	1,762,047	2,009,584	2,268,946	2,200,034	2,308,449	108,415	4.93%
Non-TCA projects	592,124	379,279	1,092,265	2,094,122	1,569,288	(524,834)	-25.06%
<b>Total operating expenses</b>	<b>29,535,331</b>	<b>34,821,902</b>	<b>36,225,223</b>	<b>40,560,351</b>	<b>40,793,788</b>	<b>233,437</b>	
<b>Excess (deficiency) before other</b>	<b>2,054,768</b>	<b>804,153</b>	<b>998,318</b>	<b>(5,083,903)</b>	<b>(6,129,406)</b>	<b>(1,045,503)</b>	
<b>CAPITAL REVENUES</b>							
Government transfers for capital	4,954,981	8,481,362	5,102,465	14,231,923	12,635,212	(1,596,711)	-11.22%
Other revenue for capital	207,455	1,401,131	733,150	628,800	787,495	158,695	25.24%
Proceeds from sale of TCA assets	1,523	553,000	528,614	525,403	492,932	(32,471)	-6.18%
	5,163,959	10,435,494	6,364,229	15,386,126	13,915,639	(1,470,487)	
<b>EXCESS (DEFICIENCY) - PSAB Model</b>	<b>7,218,728</b>	<b>11,239,647</b>	<b>7,362,547</b>	<b>10,302,223</b>	<b>7,786,233</b>	<b>(2,515,990)</b>	
<b>Convert to local government model</b>							
Remove non-cash transactions	7,471,124	8,244,062	9,541,342	10,452,577	10,629,659	177,082	1.69%
Remove revenue for capital projects	(5,163,959)	(10,435,493)	(6,364,229)	(15,386,126)	(13,915,639)	1,470,487	-9.56%
Long term debt principal	1,826,572	2,090,929	1,669,369	1,669,369	1,578,512	(90,857)	-5.44%
Transfers to/from reserves or for capital	7,699,321	6,907,287	-	3,699,305	2,921,741	(777,564)	-21.02%
<b>EXCESS (DEFICIENCY) - LG Model</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	



Mackenzie County  
2016 Operating Budget

	2013 Actual	2014 Actual	2015 Actual	2015 Budget	2016 Budget	\$ Variance Budget	% Variance
<b>OPERATING REVENUES</b>							
100-Taxation	30,860,986	33,718,682	34,974,510	35,153,924	33,782,194	(1,371,730)	-3.90%
990-Over/under tax collections	10,836	(113,435)	137,336	-	(32,642)	(32,642)	
124-Frontage	248,706	354,997	197,247	270,471	171,497	(98,974)	-36.59%
Less:	-	-	-	-	-	-	
747-School requisition	6,222,152	6,306,111	6,635,781	6,535,310	6,836,582	301,272	4.61%
750-Lodge requisition	392,262	490,719	788,108	783,885	852,083	68,198	8.70%
Net property taxes	<u>24,506,113</u>	<u>27,163,414</u>	<u>27,885,204</u>	<u>28,105,200</u>	<u>26,232,384</u>	<u>(1,872,816)</u>	
261-Ice Bridge	-	-	95,530	-	140,000	140,000	
420-Sales of goods and services	372,681	732,369	693,522	623,595	590,395	(33,200)	-5.32%
421-Sale of water - metered	2,158,057	2,715,197	3,006,884	3,011,440	3,093,285	81,845	2.72%
422-Sale of water - bulk	701,657	870,425	918,721	923,555	910,536	(13,019)	-1.41%
424-Sale of land	46,859	45,956	1	-	-	-	
510-Penalties on taxes	240,452	444,838	1,057,962	250,000	1,288,413	1,038,413	415.37%
511-Penalties of AR and utilities	41,766	49,657	61,483	40,000	48,000	8,000	20.00%
520-Licenses and permits	22,484	49,296	49,879	32,800	36,000	3,200	9.76%
521-Offsite levy	156,593	112,359	47,870	-	-	-	
522-Municipal reserve revenue	110,066	60,132	92,428	50,000	50,000	-	0.00%
526-Safety code permits	308,789	369,776	342,366	275,000	325,000	50,000	18.18%
525-Subdivision fees	44,674	55,162	55,156	30,000	35,000	5,000	16.67%
530-Fines	15,221	38,974	78,310	36,000	39,000	3,000	8.33%
531-Safety code fees	12,993	13,952	13,777	10,000	13,000	3,000	30.00%
550-Interest revenue	402,125	533,261	548,519	350,000	360,000	10,000	2.86%
551-Market value changes	(24,697)	(110,574)	(47,649)	-	-	-	
560-Rental and lease revenue	107,152	124,927	140,118	77,831	80,455	2,624	3.37%
570-Insurance proceeds	16,236	25,603	329,409	-	-	-	
592-Well drilling revenue	147,804	103,826	11,114	50,000	20,000	(30,000)	-60.00%
597-Other revenue	282,095	165,028	206,704	159,000	3,500	(155,500)	-97.80%
598-Community aggregate levy	97,889	92,623	101,272	75,000	70,000	(5,000)	-6.67%
630-Sale of non-TCA equipment	-	76,982	8,062	-	-	-	
790-Tradeshaw Revenues	1,475	25,016	25,580	23,425	26,500	3,075	13.13%
840-Provincial grants	1,821,614	1,867,857	1,501,318	1,353,602	1,302,914	(50,688)	-3.74%
890-Gain (Loss) Penny Rounding	-	-	1	-	-	-	
990-Over/under tax collections	-	-	-	-	-	-	
<b>TOTAL REVENUE</b>	<u>31,590,099</u>	<u>35,626,055</u>	<u>37,223,541</u>	<u>35,476,448</u>	<u>34,664,382</u>	<u>(812,066)</u>	
<b>OPERATING EXPENSES</b>							
110-Wages and salaries	5,645,161	5,810,098	6,354,973	6,630,578	7,168,699	538,121	8.12%
132-Benefits	1,017,601	1,107,370	1,255,906	1,414,901	1,514,850	99,949	7.06%
136-WCB contributions	63,139	39,501	40,547	38,833	51,743	12,910	33.24%
142-Recruiting	-	10,306	12,848	20,000	20,000	-	0.00%
150-Isolation cost	43,798	66,439	66,993	78,000	72,000	(6,000)	-7.69%
151-Honoraria	515,231	571,863	478,774	602,250	648,900	46,650	7.75%
211-Travel and subsistence	317,291	288,543	265,578	396,920	405,635	8,715	2.20%
212-Promotional expense	102,704	100,672	77,983	82,500	82,500	-	0.00%
214-Memberships & conference fees	78,290	99,553	107,460	137,618	143,321	5,703	4.14%
215-Freight	111,900	117,871	107,164	134,640	141,460	6,820	5.07%
216-Postage	44,113	52,064	44,344	45,800	43,150	(2,650)	-5.79%
217-Telephone	140,049	128,212	124,467	131,454	123,640	(7,814)	-5.94%
221-Advertising	40,296	43,806	36,405	63,850	63,220	(630)	-0.99%
223-Subscriptions and publications	6,227	7,254	6,878	12,245	12,738	493	4.03%
231-Audit fee	64,125	116,650	75,950	72,000	76,000	4,000	5.56%
232-Legal fee	75,109	50,814	68,527	73,000	60,500	(12,500)	-17.12%
233-Engineering consulting	99,267	122,247	240,054	256,500	166,000	(90,500)	-35.28%
235-Professional fee	1,420,979	1,535,391	1,669,025	1,721,364	1,805,514	84,150	4.89%
236-Enhanced policing fee	257,812	265,408	153,400	297,200	297,200	-	0.00%
239-Training and education	53,302	157,584	96,483	165,273	163,329	(1,944)	-1.18%
242-Computer programming	47,267	78,337	78,633	98,428	108,681	10,253	10.42%
251-Repair & maintenance - bridges	35,702	26,536	205,079	838,500	602,000	(236,500)	-28.21%
252-Repair & maintenance - buildings	134,595	150,823	151,352	158,320	195,820	37,500	23.69%
253-Repair & maintenance - equipment	332,207	339,439	421,486	379,870	369,800	(10,070)	-2.65%
255-Repair & maintenance - vehicles	67,877	79,639	64,432	85,800	81,900	(3,900)	-4.55%
258-Contract graders	182,425	144,000	104,461	150,840	150,840	-	0.00%
259-Repair & maintenance - structural	1,543,401	1,636,879	1,596,984	1,780,370	1,588,193	(192,177)	-10.79%
261-Ice bridge construction	144,054	79,564	77,703	120,000	120,000	-	0.00%
262-Rental - building and land	23,443	30,085	29,340	32,210	29,812	(2,398)	-7.44%
263-Rental - vehicle and equipment	55,572	56,286	56,773	60,045	81,695	21,650	36.06%
266-Communications	73,018	93,612	97,814	109,892	117,638	7,746	7.05%

Mackenzie County  
2016 Operating Budget

	2013 Actual	2014 Actual	2015 Actual	2015 Budget	2016 Budget	\$ Variance Budget	% Variance
271-Licenses and permits	10,171	4,119	1,290	8,300	8,568	268	3.23%
272-Damage claims	27,916	285	-	5,000	5,000	-	0.00%
273-Taxes	817	-	-	1,000	-	(1,000)	-100.00%
274-Insurance	271,727	279,949	313,112	298,960	298,960	-	0.00%
342-Assessor fees	261,782	260,117	264,623	263,000	263,000	-	0.00%
290-Election cost	14,282	-	-	5,000	5,000	-	0.00%
511-Goods and supplies	761,848	786,447	861,048	893,803	905,094	11,291	1.26%
521-Fuel and oil	944,697	920,643	740,479	905,350	1,017,070	111,720	12.34%
531-Chemicals and salt	233,129	204,158	268,567	319,100	328,700	9,600	3.01%
532-Dust control	458,750	698,227	568,170	694,018	728,405	34,387	4.95%
533-Grader blades	119,161	123,534	149,959	137,500	137,500	-	0.00%
534-Gravel (apply; supply and apply)	806,073	2,767,176	1,612,430	2,369,955	1,617,378	(752,577)	-31.75%
535-Gravel reclamation cost	26,529	132,375	29,792	-	-	-	-
543-Natural gas	106,150	132,864	87,911	122,966	113,877	(9,089)	-7.39%
544-Electrical power	692,902	597,385	689,859	846,392	679,037	(167,355)	-19.77%
710-Grants to local governments	1,786,210	1,711,647	1,927,281	2,317,400	1,805,000	(512,400)	-22.11%
735-Grants to other organizations	1,745,667	2,020,466	2,068,118	1,925,012	2,080,245	155,233	8.06%
810-Interest and service charges	17,865	39,831	29,536	36,000	27,000	(9,000)	-25.00%
831-Interest - long term debt	396,044	687,928	614,288	621,195	562,323	(58,872)	-9.48%
921-Bad debt expense	(3,301)	2,697	4,324	4,500	3,800	(700)	-15.56%
922-Tax cancellation/write-off	32,222	1,402,310	1,190,753	50,000	1,502,106	1,452,106	2904.21%
970-Other expenses	-	-	2,260	-	-	-	-
992-Cost of land sold	25,486	19,557	-	-	-	-	-
993-NBV value of disposed TCA	7,000	771,676	834,784	315,993	880,169	564,176	178.54%
994-Change in inventory	250,883	(779,765)	(216,403)	1,197,655	580,324	(617,331)	-51.54%
995-Depreciation of TCA	7,213,241	8,252,151	8,922,961	8,938,929	9,169,166	230,237	2.58%
<b>TOTAL</b>	<b>28,943,206</b>	<b>34,442,623</b>	<b>35,132,958</b>	<b>38,466,229</b>	<b>39,224,500</b>	<b>758,271</b>	
Non-TCA projects	592,124	379,279	1,092,265	2,094,122	1,569,288	(524,834)	-25.06%
<b>TOTAL EXPENSES</b>	<b>29,535,331</b>	<b>34,821,902</b>	<b>36,225,223</b>	<b>40,560,351</b>	<b>40,793,788</b>	<b>233,437</b>	
<b>EXCESS (DEFICIENCY)</b>	<b>2,054,768</b>	<b>804,153</b>	<b>998,318</b>	<b>(5,083,903)</b>	<b>(6,129,406)</b>	<b>(1,045,503)</b>	
<b>OTHER</b>							
840-Provincial transfers for capital	4,954,981	8,481,362	5,102,465	14,231,923	12,635,212	(1,596,711)	-11.22%
575-Contributed TCA	150,000	1,401,132	718,363	298,800	323,020	24,220	
597-Other capital revenue	57,455	-	14,787	330,000	464,475	134,475	40.75%
630-Proceeds of sold TCA asset	1,523	553,000	528,614	525,403	492,932	(32,471)	-6.18%
	<b>5,163,959</b>	<b>10,435,494</b>	<b>6,364,229</b>	<b>15,386,126</b>	<b>13,915,639</b>	<b>(1,470,487)</b>	
<b>EXCESS (DEFICIENCY) - PS MODEL</b>	<b>7,218,728</b>	<b>11,239,647</b>	<b>7,362,547</b>	<b>10,302,223</b>	<b>7,786,233</b>	<b>(2,515,990)</b>	
<b>CONVERT TO LG INCOME STATEMENT</b>							
Remove non-cash transactions							
993-NBV value of disposed TCA	7,000	771,676	834,784	315,993	880,169	564,176	178.54%
994-Change in inventory	250,883	(779,765)	(216,403)	1,197,655	580,324	(617,331)	-51.54%
995-Amortization of TCA	7,213,241	8,252,151	8,922,961	8,938,929	9,169,166	230,237	2.58%
Remove TCA revenues							
Total of OTHER per above	(5,163,959)	(10,435,494)	(6,364,229)	(15,386,126)	(13,915,639)	1,470,487	
Add LTD principle paid							
832-Principle Payments	1,826,572	2,090,929	1,669,369	1,669,369	1,578,512	(90,857)	-5.44%
LG model TF to/from reserves							
920-Contribution from Capital Reserve	(353,085)	(3,832)	-	-	-	-	-
930-Contribution from Operating Reserve	-	(1,605,110)	(370,205)	(2,178,076)	(1,114,906)	1,063,170	
940-Contribution from Capital Reserve	-	(7,764)	(515,310)	(509,645)	(322,326)	187,319	
762-Contribution to Capital	3,583,050	2,112,492	3,459,941	4,152,026	871,748	(3,280,278)	
763-Contribution to Capital Reserves	2,889,832	3,678,692	3,716,473	1,735,000	3,240,266	1,505,266	86.76%
764-Contribution to Operating Reserves	1,579,524	2,732,808	2,529,390	500,000	246,958	(253,042)	-50.61%
<b>EXCESS (DEFICIENCY) - LG MODEL</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	

MACKENZIE COUNTY  
Non-ICA Projects 2016

Project Description	2016 project cost	County Cost	External Funding				Internal Funding				NOTES
			FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debenture	
<b>Administration Department</b>											
Information Technology budget (CF)	20,213	20,213						GO	20,213		
LC - Meeting Room Furniture	6,100	6,100				6,100					
HL - Building Repairs (CF)	8,000	8,000						GO	8,000		
Zama Office Furniture (CF)	12,955	12,955						GO	12,955		
Server Backup Infrastructure Upgrade	15,000	15,000				15,000					
Information Technology budget	62,900	62,900				62,900					
I.T. Budget - Staff P.C.'s, software licenses, etc (CF)	4,524	4,524						GO	4,524		
I.T. Budget - Wireless infrastructure & Website	7,020	7,020						GO	7,020		
Disaster Emergency Risk Assessment & Planning (CF)	8,010	8,010						GO	8,010		
<i>Total department 12</i>	<i>144,722</i>	<i>144,722</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>84,000</i>	<i>-</i>	<i>60,722</i>	<i>-</i>	
<b>Fire Department</b>											
Pagers/Radios for FDs (CF)	21,918	21,918				15,000		GO	6,918		
FV - 5" Piston Intake Valves ( Pumper Truck)	5,500	5,500				5,500					
LC - 5" Piston Intake Valves ( Pumper Truck)	5,500	5,500				5,500					
LC - Special Rescue Equipment	13,500	13,500				13,500				Motion 15-12-957	
<i>Total department 23</i>	<i>46,418</i>	<i>46,418</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>39,500</i>	<i>-</i>	<i>6,918</i>	<i>-</i>	
<b>Transportation Department</b>											
FV - Variety of Tools (CF)	3,859	3,859						GO	3,859		
ZA - Zama Access Road Geotech (CF)	100,099	100,099				30,000		RD	70,099		
ZA - Aspen Drive Ditch Repair	60,000	60,000				60,000					
Street Light Pole Repairs		-									
ZA - Lot Clean up	50,000	50,000						GO	50,000		
Main Street Repair - LC	50,000	50,000				50,000					
FV - Antique fire truck restoration (CF)	4,443	4,443				-		GO	4,443		
LC & FV - Road disposition - Survey work (CF)	45,005	45,005				-		GO	45,005		
Assumption Hill Improvement (ditching) (CF)	17,290	17,290						GO	17,290		
Zama Road LOC	100,000	100,000				100,000				Motion 15-12-959	
<i>Total department 32</i>	<i>430,696</i>	<i>430,696</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>240,000</i>	<i>-</i>	<i>190,696</i>	<i>-</i>	
<b>Airport Department</b>											
Airport Master Plan	75,000	75,000				75,000					
FV & LC Papi Lights (CF)	32,413	32,413				10,700		GO	21,713		
FV Airport Development (CF)	16,382	16,382						GO	16,382		
LC Instrument Approach (CF)	5,331	5,331						GO	5,331		
<i>Total department 33</i>	<i>129,126</i>	<i>129,126</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>85,700</i>	<i>-</i>	<i>43,426</i>	<i>-</i>	
<b>Water Treatment &amp; Distribution Department</b>											
FV - Filter Media Replacement	32,400	32,400				32,400					
FV - Atco Power Pole Relocation		-									
FV Chemical Pump Replacement	5,000	5,000				5,000					
FV - Exhaust Thimbles	20,000	20,000				20,000					
LC - Exhaust Thimbles	20,000	20,000				20,000					
ZA - Exhaust Thimbles	20,000	20,000				20,000					

Project Description	2016 project cost	County Cost	External Funding				Internal Funding				NOTES
			FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debenture	
<i>Total department 41</i>	97,400	97,400	-	-	-	-	97,400	-	-	-	
<b>Sewer Disposal Department</b>											
FV - Lagoon Desludge	70,250	70,250					70,250				
<i>Total department 42</i>	70,250	70,250	-	-	-	-	70,250	-	-	-	
<b>Solid Waste Disposal</b>											
FV - Transfer Station Composting Program (CF)	5,000	5,000						GO	5,000		
LC - Transfer Station Composting Program (CF)	5,000	5,000						GO	5,000		
LC - Waste Packer Plan (CF)	5,000	5,000						GO	5,000		
<i>Total department 43</i>	15,000	15,000	-	-	-	-	-	-	15,000	-	-
<b>Planning &amp; Development Department</b>											
Economic Development and Streetscape(CF)	120,465	120,465					5,000	GO	115,465		
Infrastructure Master Plans (CF)	74,351	74,351						GO	74,351		
Land Use Bylaw Update	100,000	50,000			50,000		50,000				
Hamlet Orthophotos	33,000	33,000					33,000				
Rural addressing signs (CF)	226,700	226,700						GO	226,700		
<i>Total department 61</i>	554,516	504,516	-	-	50,000	-	88,000	-	416,516	-	-
<b>Agricultural Services Department</b>											
		-									
Master Drainage Plan Project (CF)	43,933	43,933						GO	43,933		
<i>Total department 63</i>	43,933	43,933	-	-	-	-	-	-	43,933	-	-
<b>Parks &amp; Playgrounds Department</b>											
FV - Bridge Campsite - Clear Trees	5,000	5,000					5,000				
Fire Pits & Picnic Tables	10,000	10,000					10,000				
Wadlin Lake - Fire pits (CF)	1,500	1,500						RP	1,500		
La Crete Main Street Beautification (CF)	18,227	18,227						RP	18,227		
Wadlin Lake - Blocking for dock (CF)	2,500	2,500						GO	2,500		
<i>Total department 72</i>	37,227	37,227	-	-	-	-	15,000	-	22,227	-	-
<b>TOTAL 2016 Non-Capital Projects</b>	<b>1,569,288</b>	<b>1,519,288</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>719,850</b>	<b>-</b>	<b>799,438</b>	<b>-</b>	<b>-</b>

# Capital Budget

(Tangible Capital Assets)

Note:

Carry forward capital items have been included in this budget package.

MACKENZIE COUNTY  
TCA Projects 2016

Project Description	2016 project cost	County Cost	External Funding				Internal Funding				NOTES
			FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debenture	
<b>(12) - Administration Department</b>											
Signs with Flags for FV Office (CF)	18,060	18,060						GC	18,060		
Payroll software	20,000	20,000						GC	20,000		New
FV - Phone System Upgrade	20,000	20,000					20,000				
High Level Office Security	10,000	10,000						GC	10,000		New
FV - Fireproof Storage Cabinet (Records)	8,000	8,000						GC	8,000		
LC - Library Building	107,970	107,970						GO	107,970		MOTION 16-03-227
Zama Office Entrance (stones and a sign) CF	10,754	10,754						GO	10,754		
Land Purchase (South of High Level)	13,000	13,000						GC	13,000		
LC Office - Installation of Generator	28,000	28,000					28,000				Motion 15-12-975
<i>Total department 12</i>	<i>235,784</i>	<i>235,784</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>48,000</i>	<i>-</i>	<i>187,784</i>	<i>-</i>	
<b>(23) - Fire Department</b>											
LC -Aerial Unit Upgrade	30,000	30,000					30,000				
FV - New tanker/pumper, with equipment (CF)	375,000	-		375,000							
<i>Total department 23</i>	<i>405,000</i>	<i>30,000</i>	<i>-</i>	<i>375,000</i>	<i>-</i>	<i>-</i>	<i>30,000</i>	<i>-</i>	<i>-</i>	<i>-</i>	
<b>(26) - Enforcement</b>											
Peace officer vehicle	80,000	80,000					80,000				Motion 15-12-973
<i>Total department 26</i>	<i>80,000</i>	<i>80,000</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>80,000</i>	<i>-</i>	<i>-</i>	<i>-</i>	
<b>(32) - Transportation Department</b>											
Heliport Road	285,000	-	285,000								Was \$500k changed to oil
AWD Graders (x3) LC, ZA, FV (2-16M, 1-14M)	1,416,000	-		934,068		481,932					#2134, #2135, #2136
FV - 6" pump w/hoses	28,000	28,000					28,000				
FV- 43rd Ave, East of 50th Street	135,000	13,500		121,500			13,500				
FV - 45 Ave Cul-de-sac, East of 52nd Street	140,000	14,000		126,000			14,000				Rural std
FV - PW Pick up Truck	40,000	38,500				1,500	38,500				#1223
Rocky Lane Store Road Reconstruction	400,000	20,000		380,000			20,000				
FV - Sander	10,000	10,000					10,000				
New Road Infrastructure (CF)	204,981	204,981						RD	204,981		
FV - Skid Steer Broom	7,000	7,000					7,000				
FV - Snowplow blade	5,500	5,500					5,500				
LC - Packer/Roller	25,000	25,000					25,000				
LC - Sander/Spreader	10,000	10,000					10,000				
LC - Crew Cab 4x4 Trucks (x2)	80,000	78,500				1,500	78,500				#1143 & LH replacement
LC - Engineering & Design for 113 Street and 109 Ave (CF)	46,451	46,451						RD	46,451		
LC - 94th Ave Ashphalt Overlay	870,000	20,000		850,000			20,000				
LC - Lagoon Access Paving	25,000	-	25,000								
LC - Dump Trailer	22,000	17,000				5,000	17,000				#2524
High Level South Rebuild (CF)	50,000	2,988	47,012					RD	2,988		
LC - Loader Scales	9,996	9,996					9,996				
Zama Access Pave (PH V) (CF)	6,000,000	3,000,000			3,000,000					3,000,000	
LC - Salt shed	300,000			185,525		114,475					Insurance payment - Dec 2015
ZA - Tractor	30,000	9,588	20,412				9,588				
BF 78103	120,000	-	120,000								
LC - South-Shoulder pull and road rehabilitation(CF)	128,081	128,081						RD	128,081		
Gravel Reserve (to secure gravel source) (CF)	119,101	119,101						RD	119,101		
FV - Sand and salt shelter (CF)	200,000	25,000		175,000				RD	25,000		
FV - Cold storage/Emergency generator building (CF)	132,250	-		132,250							
FV - North- Shoulder pull and road rehabilitation (CF)	461,661	461,661						RD	461,661		
<i>Total department 32</i>	<i>11,301,021</i>	<i>4,294,847</i>	<i>497,424</i>	<i>2,904,343</i>	<i>3,000,000</i>	<i>604,407</i>	<i>306,584</i>	<i>-</i>	<i>988,263</i>	<i>3,000,000</i>	

Project Description	2016 project cost	County Cost	External Funding				Internal Funding				NOTES
			FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debenture	

(33) - Airport Department

FV - Pole Tarp Storage Shed	45,000	-	45,000									NOT Consider Zama tarp shed
<i>Total department 33</i>	<i>45,000</i>	<i>-</i>	<i>45,000</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	

(41) - Water Treatment & Distribution Department

LC - Paving Raw Water Truckfill Station	48,000	4,800		43,200			4,800					
FV - 48th Ave Waterline Replacement(CF)	25,774	25,774						WTR	25,774			
FV - Paving for Water Treatment Plant	250,000	19,008		230,992			19,008					
FV - Hydrant Replacement (CF)	15,980	15,980						WTR	15,980			
LA - Well number 4	150,000	150,000					124,509	WTR	25,491			New
ZA - Distribution pump house upgrades (CF & New)	838,944	157,487		681,457				WTR	157,487			
FV - Frozen Water Services Repairs (River Road) (CF)	196,214	196,214						PLT	196,214			
FV - Raw Water Truck fill (pressured and filtered) (CF)	28,400	28,400						WTR	28,400			
LC - Raw Water Truckfill Upgrade	42,163	42,163						WTR	42,163			
LC - Waterline Bluehills	833,250	833,250						WTR	833,250			
LA - Rural Potable Water Infrastructure (CF)	5,260,041	1,731,975		3,528,066				WTR	1,731,975			
FV - 50th St - Water & sewer extension (CF)	563,480	330,000		233,480				GC	330,000			
<i>Total department 41</i>	<i>8,252,246</i>	<i>3,535,050</i>	<i>-</i>	<i>507,672</i>	<i>4,209,523</i>	<i>-</i>	<i>148,317</i>		<i>3,386,733</i>		<i>-</i>	

(42) - Sewer Disposal Department

LC Lagoon Upgrade (CF)	84,433	84,433						WTR	84,433			
Zama - Lift station upgrade (CF & New)	1,256,052	221,802		1,034,250				WTR	221,802			
LC - Main Lift Station Repair & Modification (CF)	51,100	51,100						WTR	51,100			
LC - Sanitary Sewermain Upgrades (CF)	793,813	443,813			350,000			GC	443,813			
FV - River Road Lift Sation Repair	10,000	10,000						WTR	10,000			New
<i>Total department 42</i>	<i>2,195,397</i>	<i>811,147</i>	<i>-</i>	<i>-</i>	<i>1,034,250</i>	<i>350,000</i>	<i>-</i>		<i>811,147</i>		<i>-</i>	

(43) - Solid Waste Disposal

Waste Bins 40 & 6 yd	40,000	-	37,000			3,000						Bins
ZA - WTS Fence	25,000	-	25,000									
LC - Blue Hills - Build up ramp (CF)	3,590	3,590						GC	3,590			
<i>Total department 43</i>	<i>68,590</i>	<i>3,590</i>	<i>62,000</i>	<i>-</i>	<i>-</i>	<i>3,000</i>	<i>-</i>		<i>3,590</i>		<i>-</i>	

(61) - Planning & Development Department

New GIS Computer	9,000	9,000					9,000					
<i>Total department 61</i>	<i>9,000</i>	<i>9,000</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>9,000</i>		<i>-</i>		<i>-</i>	

(63) - Agricultural Services Department

HL - Rural Drainage - Phase II & Phase III (CF)	100,000	100,000						DR	100,000			
LC - Buffalo Head/Steep Hill water mangement (Phase I) (CF)	1,721,800	1,721,800						DR	1,721,800			
<i>Total department 63</i>	<i>1,821,800</i>	<i>1,821,800</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>		<i>1,821,800</i>		<i>-</i>	

(71) - Recreation

FV - Ball Diamonds CF	160,000	80,000				80,000		RB-FV	80,000			
FV - Ventilations/fans installed	6,000	6,000						RB-FV	6,000			
FV - Skate Shack	30,000	30,000						RB-FV	30,000			
LC - Capital (requests from Recreation Society) CF	15,000	15,000						RB-LC	15,000			
LC - Baseball Tractor/Gate for Arena	520	520						RB-LC	520			
Grounds Improvements (2014 - FV Walking Trail) (CF)	25,394	25,394						RB-FV	25,394			
ZA - Old County office - window replacement CF	9,000	9,000						RB-ZA	9,000			
ZA - Com. Hall: Back Storage Room/Loading dock step	2,000	1,000			1,000			RB-ZA	1,000			
ZA - Com. Hall: Table & Chair Trolleys (6)	6,000	-			6,000							
ZA - Com. Hall: Storage room industrial floor covering	6,500	3,700			2,800			RB-ZA	3,700			
ZA - Com. Hall: Property Full landscaping	126,000	63,000			63,000			RB-ZA	63,000			
ZA - Security Camera System	5,500	1,500			4,000			RB-ZA	1,500			

Project Description	2016 project cost	County Cost	External Funding				Internal Funding				NOTES
			FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debenture	
ZA - Hall electrical upgrades	1,887	1,887						RB-ZA	1,887		
ZA - Shower facilities at campground	41,613	15,393				26,220		RB-ZA	15,393		
LC - Splash Park (CF)	255,000	195,000				60,000		RB-LC	195,000		
FV - Skate Park (CF)	70,000	10,000				60,000		RB-FV	10,000		
FV - Rodeo Grounds	40,000	20,000				20,000	20,000				
FV - Covered Gazebo for Splash Park	10,000	10,000					10,000				
FV - Playground Equipment	10,000	10,000					10,000				
FV - Curling Rink Renovations	20,000	20,000					20,000				
LC - Bluehills Rink	30,000	30,000					30,000				
LC - Outdoor lights (front arena & players' entrance)	5,200	5,200					5,200				
LC - Upgrade counters & cupboards in minor hockey kitchen	4,800	4,800					4,800				
LC - Bowling Alley repairs & upgrade	20,147	20,147					20,147				
LC - 2 NHL nets	2,700	2,700					2,700				
LC - Wind mesh for Blumenort tennis courts	3,500	3,500					3,500				
LC - Painting pickleball courts	1,500	1,500					1,500				
LC - Outdoor Storage Facility (uninsulated)	11,000	11,000					11,000				
ZA - Water Line to Outdoor Rink Shack	30,000	30,000					30,000				
LA - Ice Chiller Replacement	375,400	375,400						RF-LC	375,400		MOTION 16-02-064
<i>Total department 71</i>	<i>1,324,661</i>	<i>1,001,641</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>323,020</i>	<i>168,847</i>	<i>-</i>	<i>832,794</i>	<i>-</i>	
<i>(72) - Parks &amp; Playgrounds Department</i>											
FV - Hutch Lake Caretaker Site Development	15,000	15,000					15,000				
Dock Blocks Hutch Lake & Wadlin Lake (CF)	49,000	49,000						RP	49,000		
D.A. Thomas Park - Shelter Repair	6,000	6,000					6,000				
Machesis Lake - Horse camp - road (CF)	23,562	23,562						RP	23,562		
Bridge campground - Survey & improvements (CF)	12,050	12,050						RP	12,050		
LC - Concrete Toilets Knelsen Park	16,000	16,000						MR	16,000		Municipal Reserve
FV - D.A. Thomas Park - Steps	10,000	10,000					10,000				
Wadlin Lake - Grounds improvements (CF)	70,000	70,000					50,000	RP	20,000		
<i>Total department 72</i>	<i>201,612</i>	<i>201,612</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>81,000</i>	<i>-</i>	<i>120,612</i>	<i>-</i>	
<b>TOTAL 2016 Capital Projects</b>	<b>25,940,112</b>	<b>12,024,473</b>	<b>604,424</b>	<b>3,787,015</b>	<b>8,243,773</b>	<b>1,280,427</b>	<b>871,748</b>	<b>-</b>	<b>8,152,725</b>	<b>3,000,000</b>	

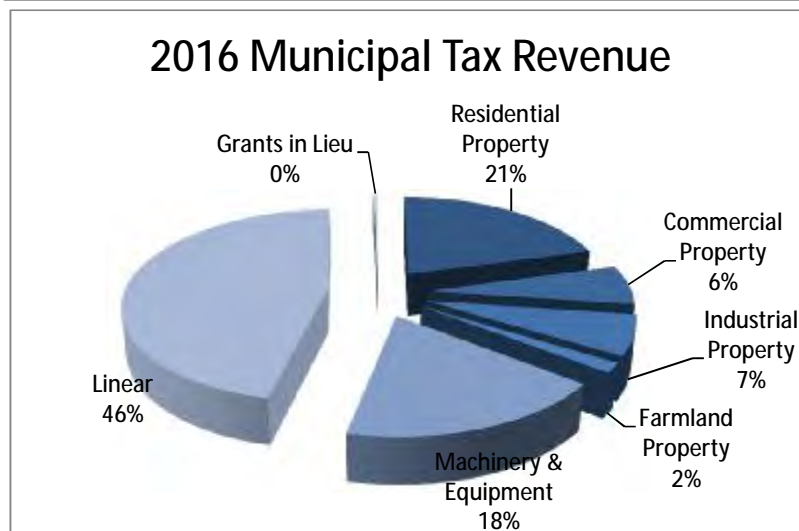
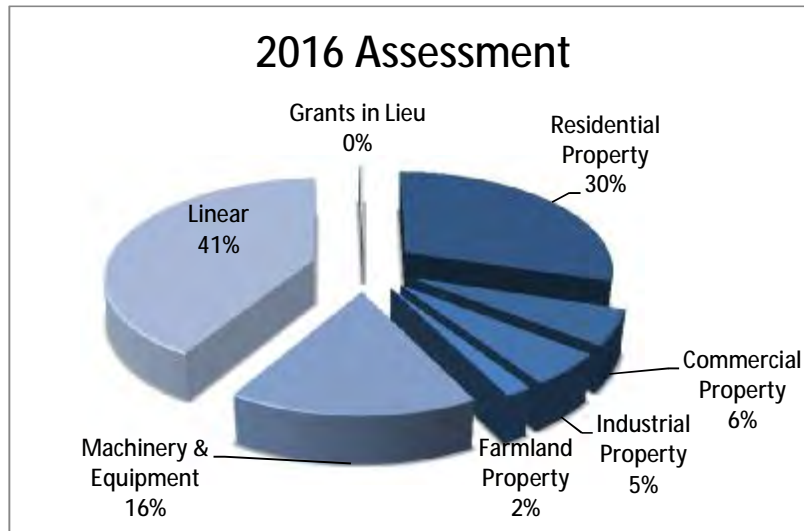


# Assessment And Municipal Tax Revenue

	2015 Assessment	% change	2016 Assessment	2016 projected revenue
Residential Property	661,227,720	11.18%	735,181,220	5,387,077
Commercial Property	127,738,210	11.02%	141,811,830	1,716,903
Industrial Property	130,728,160	-1.34%	128,970,970	1,723,772
Farmland Property	44,367,980	-0.09%	44,327,560	413,061
Machinery & Equipment	415,631,390	-5.09%	394,460,400	4,698,606
Linear	1,171,219,970	-13.64%	1,011,502,060	12,043,396
Grants in Lieu	9,549,090	4.32%	9,961,360	110,714
<b>Total Taxable Assessment</b>	<b>2,560,462,520</b>	<b>-3.68%</b>	<b>2,466,215,400</b>	<b>26,093,529</b>
Tax exempt assessment	174,542,800	4.62%	182,604,710	-
<b>Total Assessment</b>	<b>2,735,005,320</b>	<b>-3.15%</b>	<b>2,648,820,110</b>	<b>26,093,529</b>

Notes:

Municipal tax revenue has decreased from \$27,885,203 (2015 actual) to \$26,093,529 (2016 budget) due to an decrease in taxable assessment by 3.68%.



# Cash Flow Requirement & Supporting Schedules

## Outline:

- i. Cash Flow Requirement Schedule
- ii. Supporting Schedules A - F

Mackenzie County  
2016 BUDGET - Cash Requirement

	2015 Actual	% change	2016 Budget	
<b>Operating Cash Requirements:</b>				
Operating Cost (excluding non-cash items and capital debt interest expense)	24,977,328	12%	28,032,518	Schedule A-2
Non-TCA	1,092,265	44%	1,569,288	
Non-TCA revenue - Fees				
Less: Other Operating Revenue (excluding municipal tax levy)	(9,535,584)	-10%	(8,570,853)	Schedule A-1
Anticipated draw from prior year accumulated surplus - restricted (for Non-TCA projects)	(515,310)	55%	(799,438)	(1)
Anticipated draw from prior year accumulated surplus - restricted (for operating purposes)	(370,205)		(637,794)	(1)
<b>Tax levy for operations</b>	<b>15,648,494</b>		<b>19,593,721</b>	
<b>Capital Cash Requirements:</b>				
Capital costs - New Projects	9,990,373	160%	5,334,743	
Capital costs - Carry Forward			20,605,369	Carry Forward
Capital debt interest	614,288	-8%	562,323	Schedule E
Capital debt principal	1,669,369	-5%	1,578,512	Schedule E
Less:				
Capital revenue - grants	(5,102,465)	148%	(12,635,212)	Schedule B
Other capital revenue (community, developers' contributions; contributed assets)	(718,363)	-6%	(673,020)	
Proceeds on disposal of assets	(528,614)	-7%	(492,932)	Schedule D
Insurance Proceeds	-		(114,475)	
Proceeds from new debentures	-		(3,000,000)	Schedule E
Contribution (from)/to prior year accumulated surplus	(166,205)	4805%	(8,152,725)	(2)
<b>Tax levy for capital</b>	<b>5,758,383</b>	<b>-48%</b>	<b>3,012,583</b>	
<b>Minimum Tax Levy Required</b>	<b>21,406,877</b>	<b>6%</b>	<b>22,606,304</b>	
<b>Municipal Tax Revenue</b>	<b>(27,885,203)</b>		<b>(26,093,529)</b>	
<b>(Surplus)/Deficit</b>	<b>(6,478,326)</b>		<b>(3,487,225)</b>	
<b>Future Financial Plans:</b>				
Contributions to Reserves	6,245,863		3,487,225	Schedule C
Tax levy for future financial plans	6,245,863	-44%	3,487,225	(3)
<b>Total Tax Levy</b>	<b>27,652,740</b>	<b>-6%</b>	<b>26,093,529</b>	
<b>Net budgeted cash draw on accumulated surplus accounts</b>	<b>5,194,143</b>	<b>-217%</b>	<b>(6,102,732)</b>	<b>(1) + (2) + (3)</b>
<b>OTHER:</b>				
Restricted surplus (reserves), beginning of year	22,066,910		27,261,055	
Restricted surplus (reserves), ending of year	27,261,055		21,158,323	
Changes in restricted surplus (reserves) per Motions	0		-	
Restricted surplus (reserves), ending of year, revised	27,261,055		21,158,323	
<b>Total budgeted operating and capital costs (excluding non-cash items)</b>	<b>38,343,623</b>		<b>37,077,384</b>	

Note: 2016 Projected municipal tax revenue is \$26,093,529. This calculation is based on 2016 Draft Tax Rate Bylaw.

Mackenzie County  
2016 Budget  
Schedules of Operating Revenues and General Operating Expenses

Schedules A-1 & A-2

Legislative and Administration	Protective Services	Transportation and Airport	Utilities	Planning & Development	Agricultural & Veterinary	Recreation & Cultural	2016
11 + 12	23 + 25 + 26	32 + 33	41 + 42 + 43	61 + 66	63 + 64	51+71+72+73+74	Budget

6.00

*Schedule A-1: Operating Revenues (excluding municipal taxes, and excluding school and lodge requisitions)*

Sale of Goods & Services	33,000	125,000	105,000	4,140,651	118,000	2,835	69,730	4,594,216
Interest Revenue	360,000	-	-	-	-	-	-	360,000
Provincial Grants - operating	-	40,000	730,873	-	50,000	183,359	298,682	1,302,914
Other Revenue including frontage	1,412,647	57,427	298,439	79,394	458,000	40,458	-	2,346,365
<b>TOTAL REVENUE</b>	<b>1,805,647</b>	<b>222,427</b>	<b>1,134,312</b>	<b>4,220,045</b>	<b>626,000</b>	<b>226,652</b>	<b>368,412</b>	<b>8,570,853</b>

*Schedule A-2: General Operating Expenses (excluding school and lodge requisitions, and excluding debenture principal payments)*

Wages & Salaries, Benefits, WCB, Recruiting, Honorariums	2,876,513	505,009	3,507,526	1,073,399	852,368	262,248	379,129	9,456,192
Contracted and General Services	1,435,913	910,039	2,638,313	1,247,623	423,600	718,548	257,078	7,631,114
Materials & Supplies, Fuel & Oil, Chemicals & Salt	126,850	245,019	4,404,937	379,965	17,000	79,650	61,050	5,314,471
Utilities (Gas, Power)	108,206	24,603	304,030	356,075	-	-	-	792,914
Grants to local governments	1,800,000	5,000	-	-	-	-	-	1,805,000
Grants to other organizations	-	-	-	-	-	133,000	1,947,245	2,080,245
Capital debt interest	49,168	-	399,001	114,154	-	-	-	562,323
Net Book Value of disposed TCA	-	-	880,169	-	-	-	-	880,169
Amortization	350,237	173,826	6,295,000	1,752,000	3,103	150,000	445,000	9,169,166
Other	1,529,406	1,500	-	2,000	-	-	-	1,532,906
<b>TOTAL OPERATING EXPENSES</b>	<b>8,276,293</b>	<b>1,864,996</b>	<b>18,428,976</b>	<b>4,925,216</b>	<b>1,296,071</b>	<b>1,343,446</b>	<b>3,089,502</b>	<b>39,224,500</b>
Non-TCA projects	144,722	46,418	559,822	182,650	554,516	43,933	37,227	1,569,288
<b>TOTAL EXPENSES</b>	<b>8,421,015</b>	<b>1,911,414</b>	<b>18,988,798</b>	<b>5,107,866</b>	<b>1,850,587</b>	<b>1,387,379</b>	<b>3,126,729</b>	<b>40,793,788</b>

Less:

Non-cash items included in the above:

Estimated gravel inventory change at Year End	-	-	580,324	-	-	-	-	580,324
Net Book Value of disposed TCA	-	-	880,169	-	-	-	-	880,169
Amortization	350,237	173,826	6,295,000	1,752,000	3,103	150,000	445,000	9,169,166
Capital debt interest	49,168	-	399,001	114,154	-	-	-	562,323
<b>Total operational expenses excluding non-cash items and capital debt interest</b>	<b>7,876,888</b>	<b>1,691,170</b>	<b>10,274,482</b>	<b>3,059,062</b>	<b>1,292,968</b>	<b>1,193,446</b>	<b>2,644,502</b>	<b>28,032,518</b>

	Grant funding deferred from prior year	New 2016 Funding	Total Capital Grant Revenue
Provincial Capital Grants - FGTF	47,012	557,412	604,424
Provincial Capital Grants - MSI (Capital)	915,730	2,871,285	3,787,015
Resource Road Program	3,000,000	-	3,000,000
Small Communities Grant	3,528,066	-	3,528,066
Provincial Grant - AB Water & Wastewater Program	1,715,707	-	1,715,707
Other		-	-
<b>Total Capital Revenues</b>	<b>9,206,515</b>	<b>3,428,697</b>	<b>12,635,212</b>

Operating Grant Revenues

	Grant funding deferred from prior year	New 2016 Funding	Total Operating Grant Revenue
Basic Municipal Transportation Grant		608,694	608,694
FCSS Grant		298,682	298,682
ASB Grant		183,359	183,359
MSI		122,179	122,179
Fire Smart - Land Use Bylaw		50,000	50,000
Fire Smart - Fort Vermillion		20,000	20,000
Fire Smart - La Crete		20,000	20,000
Other			-
<b>Total Capital Revenues</b>	<b>-</b>	<b>1,302,914</b>	<b>1,302,914</b>

Mackenzie County  
 2016 Budget  
 Contributions to Reserves

Schedule C

Reserves	Minimal contribution	Comments
Roads	500,000	Reserve Policy #4
Vehicle & Equipment	250,000	Reserve Policy #6
Emergency Service	200,000	Reserve Policy #7
Recreation and Parks	50,000	Reserve Policy #8
Drainage	250,000	Reserve Policy #9
Non-profit Organizations	20,000	Reserve Policy #15
Water	923,308	Reserve Policy #18
Emergency - Fort Vermilion Fire Department	225,000	Annual \$225,000 transfer, upto \$675,000
Emergency - La Crete Tompkins	125,000	Annual \$125,000 transfer, upto \$375,000
Drainage	100,000	\$100,000 reduction of operating repair & maintenance
Recreation Boards - Capital	390,000	\$200,000 for two ice plants replacements and \$190,000 for LC ice plant room (chiller) replacement
General Operating	226,958	Reserve Policy #1
General Capital	226,958	Reserve Policy #2
<b>Total</b>	<b>3,487,225</b>	

Mackenzie County  
Disposals of TCA in 2016

2016 Budget  
Schedule D

Unit#	Dpt.	Year	Description of Assets	Historical Cost	Net Book Value on Jan 1, 2016	Estimated Selling Price
<b>Vehicles</b>						
1143	32	2004	1500 Silverado 4x4 Truck	26,900	2,000	1,500
1223	32	2005	Ford F150	27,278	3,000	1,500
<b>Equipment</b>						
2134	32	2012	2012 CAT 140M AWD GRADER	354,229	289,051	160,644
2135	32	2012	2012 CAT 140M AWD GRADER	354,229	289,051	160,644
2136	32	2012	2012 CAT 140M AWD GRADER	354,229	289,051	160,644
2524	32	2011	TRAILER LOAD TRAIL	12,685	8,017	5,000
	43		Bins			3,000
<b>Total</b>				<b>1,129,550</b>	<b>880,169</b>	<b>492,932</b>



1. Schedule of ending balances for long term debt as of December 31, 2016

		2016	2015
Debentures -		\$	\$
From Alberta Capital Finance Authority:			
12	4.453% due 2016 (for La Crete Gravity Sewer Line)	-	44,751
13	4.311% due 2017 (for La Crete 98th Ave, Curb, Gutter, Sidewalk)	8,958	26,312
14	4.501% due for 2027 (for Zama Tower Road Sewer)	117,315	125,888
15	4.311% due for 2017 (for FV 46th Str Sewer Line Extension)	4,623	13,577
16	4.012% due for 2018 (for Zama Water Treatment Plant)	370,217	544,584
17	4.012% due for 2018 (for Zama Wastewater System)	181,532	267,031
19	3.718% due for 2019 (for Zama Water Treatment Plant)	236,193	324,745
20	3.718% due for 2019 (for Zama Wastewater System)	69,781	95,943
21	3.334% due for 2019 (for La Crete Office Building)	370,752	486,363
22	3.334% due for 2019 (for Zama Multi-Use Cultural Building)	503,284	660,221
23	3.334% due for 2019 (for Zama Water Treatment Plant))	255,623	335,333
25	3.377% due on Dec 15,2020 (Fort Vermilion Corporate Office Expansion)	330,407	406,322
27	4.124% due on Dec 15, 2030 (La Crete Sewer Lift Station)	170,190	179,021
26	3.5635% due on Mar 15, 2021 (Ruaral Water Line)	1,076,683	1,293,582
28	2.942% due on Dec 17, 2031 (Highway #88 connector)	1,687,623	1,769,171
29	3.623% due on Dec 15, 2033 (Highway #88 connector)	9,274,109	9,662,959
		<u>14,657,290</u>	<u>16,235,802</u>

2. Principal and interest repayment requirements on long-term debt over the next five years

	Principal	Interest	Total
	\$	\$	\$
To be paid in 2016	1,578,512	562,323	2,140,835
To be paid in 2017	1,575,520	505,190	2,080,710
To be paid in 2018	1,618,408	448,429	2,066,837
To be paid in 2019	1,319,527	392,813	1,712,340
To be paid in 2020	897,810	350,987	1,248,797
To be paid in 2021 to maturity	9,246,025	2,294,530	11,540,554
	<u>16,235,802</u>	<u>4,554,272</u>	<u>20,790,074</u>

### 3. Debt limit calculation

Section 276(2) of the *Municipal Government Act* requires that debt and debt limits as defined by *Alberta Regulation 255/00* for the County be disclosed as follows:

	2015	2014
	\$	\$
Total debt limit, on December 31	55,835,307	53,439,083
Total debt (principal on loans and loan guarantees), on December 31	(16,235,802)	(17,905,171)
<b>Amount by which debt limit exceeds debt</b>	<b>39,599,505</b>	<b>35,533,912</b>
Limit on debt service, in fiscal year	9,305,885	8,906,514
Service on debt in fiscal year (are interest & principal payments)	(2,140,835)	(2,290,564)
<b>Amount by which debt servicing limit exceeds debt servicing</b>	<b>7,165,049</b>	<b>6,615,950</b>

The debt limit is calculated at 1.5 times the revenue of the County (as defined in *Alberta Regulation 255/00*) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the County. Rather, the financial statements must be interpreted as a whole.

### 4. Future Debt

	2016
	\$
Debtures -	
From Alberta Capital Finance Authority:	
31 Zama Access - BYLAW NO. 821-11	3,000,000
<b>Total new debt</b>	<b>3,000,000</b>

Contributions to Reserves as per established Policies  
MACKENZIE COUNTY  
MUNICIPAL RESERVES

Schedule F

Name	Actual (Dec. 31, 2015)	To be used for projects	Transfer from Operating to Reserve	Transfer from Reserve to Operating	Interfund Transfers	Estimated (Dec. 31, 2016)
<b>Operating Fund Reserves:</b>						
Bursaries	9,250					9,250
Operating Fund Reserve - incl. non-TCA	78,740				(78,740)	-
General Operating	4,524,489	(828,336)	226,958	(404,594)	31,069	3,549,586
Gravel Reclamation	22,377	-				22,377
Gravel Crushing	746,455	-		(202,500)		543,955
Off-Site Levy	1,177,196	-			130,333	1,307,529
Grants to Other Organizations	406,856	-		(700)	(67,762)	338,394
Development	130,334				(130,333)	0
Non-profit Organizations		-	20,000			20,000
Recreation Emergent Funding		-			130,333	130,333
Subdivisions Reserve	197,473				(197,473)	-
Municipal Reserve	297,199	(16,000)			197,473	478,672
Subtotal - Operating Fund Reserves	7,590,368	(844,336)	246,958	(607,794)	14,900	6,400,096
<b>Capital Fund Reserves:</b>						
Incomplete Capital - Administration	215,025				(215,025)	-
Incomplete Capital - Fire Department	105,933				(105,933)	-
Emergency Service	657,413	-	200,000		106,056	963,469
Emergency Service - Fort Vermilion	225,000	-	225,000			450,000
Emergency Service - Tompkins	125,000	-	125,000			250,000
Incomplete Capital - Enforcement	123				(123)	-
Vehicle & Equipment Replacement	2,319,595	-	250,000		(569,595)	2,000,000
Roads (General)	3,299,973	(1,058,362)	500,000	(30,000)	1,231,229	3,942,839
Walking Trails - Fort Vermilion	-	-				-
Walking Trails - La Crete	-	-				-
Walking Trails - Zama	-	-				-
Incomplete Capital - Public Works	661,634				(661,634)	-
Incomplete Capital - Airport	142,155				(142,155)	-
Drainage	2,247,422	(1,821,800)	350,000			775,622
Water Treatment Plant	235,740	(196,214)			150,485	190,011
Water (Line and Surplus water & sewer)	3,389,496	(3,227,855)	923,308		266,842	1,351,791
Water Upgrading	150,485				(150,485)	-
Incomplete Capital - Sewer	685,247				(685,247)	-
Sewer Upgrading	229,104				(229,104)	-
Incomplete Capital - Waste	34,737				(34,737)	-
Waste	3,000				(3,000)	-
Garbage Projects (incl. capital)	8,500				(8,500)	-
Incomplete Capital - Development	28,509				(28,509)	-
Recreation Board Reserve - Zama	95,480	(95,480)				-
Recreation Reserve - Fort Vermilion	234,176	(151,394)				82,782
Recreation Reserve - La Crete	240,570	(210,520)				30,050
Recreation Facilities - Zama		-				-
Recreation Facilities - Fort Vermilion	100,000	-	100,000			200,000
Recreation Facilities - La Crete	100,000	(375,400)	290,000		(14,600)	-
Recreation and Parks	330,629	(124,339)	50,000		(6,290)	250,000
Incomplete Capital - Recreation	425,580				(425,580)	-
General Capital	3,380,161	(846,463)	226,958		1,511,005	4,271,662
Subtotal - Capital Fund Reserves	19,670,687	(8,107,827)	3,240,266	(30,000)	(14,900)	14,758,226
<b>TOTAL RESERVES</b>	<b>27,261,055</b>	<b>(8,952,163)</b>	<b>3,487,225</b>	<b>(637,794)</b>	<b>(0)</b>	<b>21,158,323</b>

# Grants to Not-for-Profit Organizations

MACKENZIE COUNTY

Summary of 2016 Grants to Other Organizations (NPOs)

Orginazation	2016 Budget	2016 Request	2015	2014	2013
Mackenzie County Library Board	228,000	228,000	228,000	226,026	226,026
Recreation Boards	1,483,939	1,577,149	1,105,901	983,215	915,582
FCSS	373,353	406,514	293,341	293,341	293,341
Agriculture	133,000	133,000	150,000	85,500	
Other	406,200	1,015,507	402,500	391,500	391,500
	2,624,492	3,360,170	2,179,742	1,979,582	1,826,449

Specification of requests by location:

Location	FCSS	Other Grants	Recreation Boards	Agriculture	Mackenzie County Library	Total
3 Recreation Boards - Capital			544,247			544,247
Fort Vermillion	149,202	47,000	320,369			516,571
La Crete	215,210	210,000	480,646			905,856
Zama	8,941	8,000	138,677			155,618
High Level		35,000				35,000
Rocky Lane		26,000				26,000
Rainbow Lake						0
Library					228,000	228,000
Other (Regional)		76,000		133,000		209,000
Cemeteries		4,200				4,200
Tourism						0
Total 2016 Budget	373,353	406,200	1,483,939	133,000	228,000	2,624,492

Mackenzie County  
Library Boards

Mackenzie Library Board

	2016 Budget	change	2016 Request	change	2015	change	2014	change	2013	change
Mackenzie Library Board	212,500	0.00%	212,500	0.00%	212,500	0.94%	210,526	0.15%	210,216	22.97%
Town of High level Cost Sharing*	15,500	0.00%	15,500	0.00%	15,500	0.00%	15,500	-1.96%	15,810	0.00%
Total	228,000	0.00%	228,000	0.00%	228,000	0.87%	226,026	0.00%	226,026	0.00%

Mackenzie County  
Recreation Boards

		2016 Budget	2016 Requests	2015	2014	2013
FV Recreation Society	Capital - see specification	60,000	50,000	129,500	53,500	64,862
	Operating - Board & Facilities	185,850	241,300	185,850	172,083	149,638
	<b>Total requested</b>	<b>245,850</b>	<b>291,300</b>	<b>315,350</b>	<b>225,583</b>	<b>214,500</b>
	<i>Paid by County:</i>					
	Operating - utilities	116,527	116,527	110,978	114,064	109,470
	Operating - insurance	17,992	17,992	17,555	17,794	16,030
	<b>Total requested + paid by County</b>	<b>380,369</b>	<b>425,819</b>	<b>443,883</b>	<b>357,442</b>	<b>339,999</b>

LC Recreation Society	Capital - see specification	454,247	502,007	82,030	220,000	86,000
	Operating - Board & Facilities	298,600	298,600	242,585	224,616	195,318
	<b>Total requested</b>	<b>752,847</b>	<b>800,607</b>	<b>324,615</b>	<b>444,616</b>	<b>281,318</b>
	<i>Paid by County:</i>					
	Operating - utilities	144,416	144,416	125,000	136,924	106,360
	Operating - insurance	37,630	37,630	38,319	37,257	35,999
	<b>Total requested + paid by County</b>	<b>934,893</b>	<b>982,653</b>	<b>487,934</b>	<b>618,797</b>	<b>423,677</b>

Zama Recreation Society (excl. FCSS & excl. Chamber of Commerce)	Capital - see specification	30,000	30,000	78,200	43,500	31,000
	Operating - Board & Facilities	118,880	118,880	118,880	118,880	103,374
	<b>Total requested</b>	<b>148,880</b>	<b>148,880</b>	<b>197,080</b>	<b>162,380</b>	<b>134,374</b>
	<i>Paid by County:</i>					
	Operating - Utilities	13,907	13,907	8,975	11,150	11,292
	Operating - Insurance	5,890	5,890	5,885	5,832	6,240
	<b>Total requested + paid by County</b>	<b>168,677</b>	<b>168,677</b>	<b>211,940</b>	<b>179,362</b>	<b>151,906</b>

Summary	2016 Budget	2016 Requests	2015	2014	2013
Total capital (County's portion)	544,247	582,007	289,730	198,780	181,862
Total operating	603,330	658,780	547,315	515,579	448,330
<b>Total capital + operating</b>	<b>1,147,577</b>	<b>1,240,787</b>	<b>837,045</b>	<b>714,359</b>	<b>630,192</b>
County-paid utilities & insurance	336,362	336,362	306,713	323,021	285,390
<b>Grand total</b>	<b>1,483,939</b>	<b>1,577,149</b>	<b>1,143,758</b>	<b>1,037,380</b>	<b>915,582</b>

Specification of Capital Grant Requests for 2016 (includes non-TCA items)	2016 Requests	Cost Allocation - Approved			Notes
		Rec. Board cost share	County cost share	Total	
<i>Fort Vermilion Recreation Society:</i>					
Rodeo Grounds	20,000	20,000	20,000	40,000	
Covered Gazebo for Splash Park	10,000		10,000	10,000	
Playground Equipment	10,000		10,000	10,000	
Curling Rink Renovations	10,000		20,000	20,000	
Subtotal - Fort Vermilion Recreation Society	50,000	20,000	60,000	80,000	
<i>La Crete Recreation Society:</i>					
Bluehills rink	30,000		30,000	30,000	Replace boards & repair shack
Outdoor lights (front arena & players' entrance)	5,200		5,200	5,200	8 new lights out front of arena & players' entrance
Upgrade counters & cupboards in minor hockey kitchen	4,800		4,800	4,800	
Bowling Alley repairs & upgrade	20,147		20,147	20,147	Replace ball catchers & cupboards; sand bowling lanes
2 NHL nets	2,700		2,700	2,700	
Wheel chair lift for hall	47,760			-	Requests received to make upstairs hall wheelchair accessible
Wind mesh for Blumenort tennis courts	3,500		3,500	3,500	
Painting pickleball courts	1,500		1,500	1,500	
Outdoor Storage Facility (uninsulated)	11,000		11,000	11,000	Uninsulated extension for Zamboni service & storage behind arena
LA - Ice Chiller Replacement	375,400		375,400	375,400	MOTION 16-02-064
Subtotal - La Crete Recreation Society	502,007	-	454,247	454,247	
<i>Zama Recreation Society:</i>					
Water Line to Outdoor Rink Shack	30,000		30,000	30,000	Install on-demand hot water tank to be used for flooding
Subtotal - Zama Recreation Society	30,000	-	30,000	30,000	
<b>Total - Recreation Societies</b>	<b>582,007</b>	<b>20,000</b>	<b>544,247</b>	<b>564,247</b>	



Mackenzie County

Schedule of Recurring Grants - FCSS

	2016 Budget	change	2016 Requests	change	2015 Budget	change	2014	change	2013	change
Fort Vermilion FCSS	149,202	-27%	204,600	62%	126,019	7%	117,227	0%	117,227	0%
La Crete FCSS	215,210	10%	194,889	7%	181,770	7%	169,089	0%	169,089	0%
Zama FCSS	8,941	27%	7,025	-7%	7,552	7%	7,025	0%	7,025	0%
Total FCSS Funding Requested:	373,353	-8%	406,514	29%	315,341	7%	293,341	0%	293,341	0%
Provincial FCSS Funding (80%)	298,682	0%	298,682	18%	252,273	7%	234,673	0%	234,673	0%
Municipal Share (20%)	74,671	0%	74,671	18%	63,068	7%	58,668	0%	58,668	0%
Provincial + Municipal funding available:	373,353	0%	373,353	18%	315,341	7%	293,341	0%	293,341	0%
Requested over funding available:	0		33,161		0		0		0	

The 20% municipal share is funded by the County's municipal taxes.

Mackenzie County  
Grants to Other Non-Profit Organizations

Organization	Operating or Capital	2016 Budget	2016 Requests	2015
FV Agricultural Society - Heritage Centre	Operating	25,000	36,000	25,000
FV Area Board of Trade	Operating	12,000	23,500	12,000
FV Royal Canadian Legion, Branch 243	Operating	6,000	6,000	6,000
FV Seniors' Club	Operating	4,000	4,000	4,000
FV Friends of the Old Bay House Society	Capital	-	30,550	-
La Crete Recreational Society - Rec. Programs Director		-	-	50,000
LC Area Chamber of Commerce	Operating	23,000	25,000	23,000
LC Agricultural Society - Mennonite Heritage Village	Capital	10,000	23,025	10,000
	Operating	35,000	75,000	35,000
	Operating	30,000	38,000	30,000
LC Community Equine Centre	Operating	100,000	250,000	
LC Ferry Campground Society	Capital	-	25,000	-
LC Field of Dreams Stampede Committee (Rodeo)	Capital	-	80,000	-
LC Meals for Seniors	Operating	4,000	6,000	4,000
LC Seniors Inn (drop-in centre)	Operating	3,000	3,000	3,000
LC Walking Trails - in TCA budget	Operating	-		10,000
LC Peace Country Gleaners Society	Capital	-	40,000	
LC Polar Cats	Operating	5,000	10,000	5,000
HL Rural Community Hall	Operating	10,000	10,000	10,000
	Capital	10,000	10,000	7,000
HL Agricultural Society	Capital	10,000	10,000	
Watt Mountain Wanderers	Operating	5,000	15,000	10,000
Northern Lights Regional Humane Society	Operating	-	10,000	
Rocky Lane Agricultural Society	Capital	12,000	12,000	14,000
	Operating	14,000	14,000	14,000
Eagles Nest Bible Camp (SCA Int'l)	Capital	-	12,500	-
ZA Chamber of Commerce	Operating	8,000	8,000	8,000
Brighter Futures Society	Capital	-	11,619	
	Capital	-	5,113	
	Capital	-	1,700	
Mara	Operating	50,000	50,000	50,000
		15,000	15,000	

Organization	Operating or Capital	2016 Budget	2016 Requests	2015
Frontier Veterinary Services	Operating	66,000	66,000	100,000
Farm Women's Conference/Farm Safety	Operating	2,000	2,000	
REDI	Operating	20,000	28,000	28,000
Mackenzie Tourism (DMO)	Operating	15,000	15,000	15,000
Mackenzie Golf	Project	1,000	1,000	1,000
High School Bursaries	Operating	25,000	25,000	25,000
Miscellaneous		15,000	15,000	15,000
Cemeteries	Operating	4,200	3,500	3,500
Total		539,200	1,015,507	552,500

Mackenzie County  
Cemeteries

	2016 Budget	2016 Request	2015 Actual	2014 Actual	2013 Actual
St. Henry's RC Cemetary	600	500	500	500	500
St. Luke's Anglican Cemetary	600	500	500	500	500
La Crete Bergthaler	600	500	500	500	500
La Crete Christian Fellowship	600	500	500	500	500
North Paddle River Cemetary	600	500	500	500	500
Cornerstone Evangelical Church	600	500	500	500	500
Ruthenian Greek Cemetary	600	500	500	500	500
	4,200	3,500	3,500	3,500	3,500



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 27, 2016</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>2015 Audited Financial Statement and Financial Information Return (DRAFTS)</b>

**BACKGROUND / PROPOSAL:**

Under the MGA, every municipality must prepare the audited financial statements and make it available to the public by May 1<sup>st</sup>. The County’s annual approved 2015 audited financial statements (annual report) and 2015 Financial Information Return must be submitted to Municipal Affairs by May 1, 2016.

Copies of the draft 2015 Audited Financial Statement and 2015 Financial Information Return are attached.

**OPTIONS & BENEFITS:**

Michael J. Marcaccio, Manager, Wilde & Co will present the draft 2015 Audited Financial Statements and 2015 Financial Information Return to Council (scheduled for 11:00 am teleconference).

**COSTS & SOURCE OF FUNDING:**

NA

**SUSTAINABILITY PLAN:**

NA

Author: Peng Tian Reviewed by: \_\_\_\_\_ CAO: JW

**COMMUNICATION:**

Once approved, the 2015 annual report will be made available to the public at all County offices and posted on the County’s website. The 2015 annual report will also be presented at the annual ratepayers meetings.

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the 2015 Audited Financial Statement and Financial Information Return be approved as presented.

Author: Peng Tian      Reviewed by: \_\_\_\_\_      CAO: JW

MUNICIPAL FINANCIAL INFORMATION RETURN

For the Year Ending December 31, 2015

**Municipality Name:** Mackenzie County

**CERTIFICATION**

**The information contained in this Financial Information Return is presented fairly to the best of my knowledge.**

\_\_\_\_\_  
Signature of Duly Authorized Signing Officer

**Joulia Whittleton**

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

\_\_\_\_\_  
Date

**FINANCIAL POSITION**

**Schedule 9A**

	<b>Total</b>
	<b>1</b>
<b>Assets</b>	0010
Cash and Temporary Investments .....	0020 16,850,590
Taxes and Grants in Place of Taxes Receivable.....	0030
. Current .....	0040 1,878,026
. Arrears .....	0050 1,624,898
. Allowance .....	0060 -2,691,387
Receivable From Other Governments .....	0070 2,906,657
Loans Receivable .....	0080
Trade and Other Receivables .....	0090 1,115,790
Debt Charges Recoverable.....	0095
Inventories Held for Resale	0130
. Land .....	0140 8,705
. Other .....	0150
Long Term Investments	0170
. Federal Government .....	0180
. Provincial Government .....	0190
. Local Governments .....	0200
. Other .....	0210 13,133,474
Other Current Assets .....	0230
Other Long Term Assets .....	0240
	0250
<b>Total Financial Assets</b>	0260 34,826,753
<b>Liabilities</b>	0270
Temporary Loans Payable .....	0280
Payable To Other Governments .....	0290
Accounts Payable & Accrued Liabilities .....	0300 5,506,675
Deposit Liabilities .....	0310 514,962
Deferred Revenue .....	0340 793,457
Long Term Debt .....	0350 16,235,802
Other Current Liabilities .....	0360
Other Long Term Liabilities .....	0370
	0380
<b>Total Liabilities</b>	0390 23,050,896
	0395
<b>Net Financial Assets (Net Debt)</b>	0395 11,775,857
<b>Non Financial Assets</b>	
Tangible Capital Assets.....	0400 186,458,709
Inventory for Consumption.....	0410 2,619,015
Prepaid Expenses .....	0420 359,705
Other.....	0430
	0440
<b>Total Non-Financial Assets</b>	0440 189,437,429
	0450
<b>Accumulated Surplus</b>	0450 201,213,286



**CHANGE IN ACCUMULATED SURPLUS**

**Schedule 9B**

		Unrestricted	Restricted	Equity in TCA	Total
		1	2	3	4
Accumulated Surplus - Beginning of Year	0500	3,462,923	22,066,910	168,320,908	193,850,741
Net Revenue (Expense) .....	0505	7,362,545			7,362,545
Funds Designated For Future Use.....	0511	-6,245,864	6,245,864		
Restricted Funds - Used for Operations.....	0512	885,515	-885,515		
Restricted Funds - Used for TCA.....	0513		-166,205	166,205	
Current Year Funds Used for TCA .....	0514	-9,490,030		9,490,030	
Donated and Contributed TCA.....	0516	-334,140		334,140	
Disposals of TCA.....	0517	834,784		-834,784	
Annual Amortization Expense.....	0518	8,922,961		-8,922,961	
Long Term Debt - Issued.....	0519				
Long Term Debt - Repaid.....	0521	-1,669,369		1,669,369	
Capital Debt - Used for TCA.....	0522				
	0523				
Other Adjustments.....	0524				
Accumulated Surplus - End of Year.....	0525	3,729,325	27,261,054	170,222,907	201,213,286

**FINANCIAL ACTIVITIES BY FUNCTION**

**Schedule 9C**

	Revenue		Expense
	1		2
<b>Total General</b>	0700 28,757,033		
<b>Function</b>	0710		1150
General Government	0720		1160
Council and Other Legislative .....	0730		1170 543,501
General Administration .....	0740 1,006,242		1180 7,036,027
Other General Government.....	0750		1190
Protective Services	0760		1200
Police .....	0770		1210
Fire .....	0780 247,311		1220 1,011,484
Disaster and Emergency Measures .....	0790		1230
Ambulance and First Aid .....	0800 13,516		1240 19,826
Bylaws Enforcement .....	0810 97,886		1250 576,482
Other Protective Services.....	0820		1260
Transportation	0830		1270
Common and Equipment Pool .....	0840		1280
Roads, Streets, Walks, Lighting .....	0850 5,746,958		1290 15,274,627
Airport .....	0860 39,512		1300 358,626
Public Transit .....	0870		1310
Storm Sewers and Drainage .....	0880		1320
Other Transportation .....	0890		1330
Environmental Use and Protection	0900		1340
Water Supply and Distribution .....	0910 3,492,232		1350 3,354,500
Wastewater Treatment and Disposal .....	0920 1,562,859		1360 1,121,435
Waste Management .....	0930 87,973		1370 714,864
Other Environmental Use and Protection .....	0940		1380
Public Health and Welfare	0950		1390
Family and Community Support .....	0960 252,273		1400 639,256
Day Care .....	0970		1410
Cemeteries and Crematoriums .....	0980		1420
Other Public Health and Welfare .....	0990		1430
Planning and Development	1000		1440
Land Use Planning, Zoning and Development .....	1010 523,011		1450 1,184,555
Economic/Agricultural Development .....	1020 385,600		1460 1,433,954
Subdivision Land and Development .....	1030 56,698		1470 139,085
Public Housing Operations .....	1040		1480
Land, Housing and Building Rentals .....	1050		1490
Other Planning and Development.....	1060		1500
Recreation and Culture	1070		1510
Recreation Boards .....	1080 44,003		1520 1,332,486
Parks and Recreation .....	1090 71,686		1530 665,369
Culture: Libraries, Museums, Halls .....	1100 674,360		1540 239,393
Convention Centres .....	1110		1550
Other Recreation and Culture.....	1120		1560 51,138
Other Utilities	1125		1565
Gas .....	1126		1566
Electric .....	1127		1567
Other .....	1130		1570
<b>Total Revenue/Expense</b>	1140 43,059,153		1580 35,696,608
<b>Net Revenue/Expense</b>			1590 7,362,545

**FINANCIAL ACTIVITIES BY TYPE / OBJECT**

**Schedule 9D**

		<b>Total</b>
		<b>1</b>
Revenues	1700	
Taxation and Grants in Place	1710	
. Property (Net Municipal) .....	1720	27,687,957
. Business .....	1730	
. Business Revitalization Zone .....	1740	
. Special .....	1750	
. Well Drilling .....	1760	11,114
. Local Improvement .....	1770	197,247
Sales To Other Governments .....	1790	
Sales and User Charges .....	1800	4,619,126
Penalties and Costs on Taxes .....	1810	1,057,962
Licenses and Permits .....	1820	461,179
Fines .....	1830	78,310
Franchise and Concession Contracts .....	1840	
Returns on Investments .....	1850	500,870
Rentals .....	1860	140,117
Insurance Proceeds .....	1870	
Net Gain on Sale of Tangible Capital Assets .....	1880	
Contributed and Donated Assets .....	1885	718,363
Federal Government Unconditional Transfers .....	1890	
Federal Government Conditional Transfers .....	1900	
Provincial Government Unconditional Transfers .....	1910	
Provincial Government Conditional Transfers .....	1920	6,603,784
Local Government Transfers .....	1930	
Transfers From Local Boards and Agencies .....	1940	
Developer Agreements and Levies .....	1960	47,870
Other Revenues .....	1970	935,254
<b>Total Revenue</b>	1980	<b>43,059,153</b>
Expenses	1990	
Salaries, Wages, and Benefits .....	2000	8,210,041
Contracted and General Services .....	2010	6,871,689
Purchases from Other Governments .....	2020	
Materials, Goods, Supplies, and Utilities .....	2030	5,549,188
Provision For Allowances .....	2040	
Transfers to Other Governments .....	2050	1,927,281
Transfers to Local Boards and Agencies .....	2060	
Transfers to Individuals and Organizations .....	2070	2,068,118
Bank Charges and Short Term Interest .....	2080	29,536
Interest on Operating Long Term Debt .....	2090	
Interest on Capital Long Term Debt .....	2100	614,288
Amortization of Tangible Capital Assets .....	2110	8,922,961
Net Loss on Sale of Tangible Capital Assets.....	2125	306,170
Write Down of Tangible Capital Assets.....	2127	
Other Expenditures .....	2130	1,197,336
<b>Total Expenses</b>	2140	<b>35,696,608</b>
<b>Net Revenue (Expense)</b>	2150	<b>7,362,545</b>

REVENUE AND EXPENSE SUPPLEMENTARY DETAIL

Schedule 9E

		Revenue		Expenses	
		Sales and User Charges	Provincial Capital Transfers	Annual Amortization Expense	Capital Long Term Debt Interest Expense
		1	2	3	4
General Government	2200				
Council and Other Legislative .....	2210				
General Administration .....	2220	29,585		308,359	60,064
Other General Government.....	2230				
Protective Services	2240				
Police .....	2250				
Fire .....	2260	244,311		134,326	
Disaster and Emergency Measures .....	2270				
Ambulance and First Aid .....	2280			12,328	
Bylaws Enforcement .....	2290			11,498	
Other Protective Services.....	2300				
Transportation	2310				
Common and Equipment Pool .....	2320				
Roads, Streets, Walks, Lighting .....	2330	171,043	4,328,500	5,934,415	414,892
Airport .....	2340	592		188,318	
Public Transit .....	2350				
Storm Sewers and Drainage .....	2360				
Other Transportation .....	2370				
Environmental Use and Protection	2380				
Water Supply and Distribution .....	2390	3,106,466		1,235,977	103,681
Wastewater Treatment and Disposal .....	2400	905,675	635,200	520,974	35,651
Waste Management .....	2410	79,181		10,284	
Other Environmental Use and Protection .....	2420				
Public Health and Welfare	2430				
Family and Community Support .....	2440				
Day Care .....	2450				
Cemeteries and Crematoriums .....	2460				
Other Public Health and Welfare .....	2470				
Planning and Development	2480				
Land Use Planning, Zoning and Development .....	2490	4,754		9,561	
Economic/Agricultural Development .....	2500	5,833	138,765	150,879	
Subdivision Land and Development .....	2510				
Public Housing Operations .....	2520				
Land, Housing and Building Rentals .....	2530				
Other Planning and Development.....	2540				
Recreation and Culture	2550				
Recreation Boards .....	2560			323,592	
Parks and Recreation .....	2570	71,686		82,450	
Culture: Libraries, Museums, Halls .....	2580				
Convention Centres .....	2590				
Other Recreation and Culture.....	2600				
Other Utilities	2605				
Gas .....	2606				
Electric .....	2607				
Other .....	2610				
<b>Total</b>	2620	4,619,126	5,102,465	8,922,961	614,288

TANGIBLE CAPITAL ASSETS SUPPLEMENTARY DETAIL

Schedule 9F

		Tangible Capital Assets		Capital Long Term Debt	
		Purchased	Donated or Contributed	Principal Additions	Principal Reductions
		1	2	3	4
General Government	2700				
Council and Other Legislative .....	2710				
General Administration .....	2720	157,062			337,072
Other General Government.....	2730				
Protective Services	2740				
Police .....	2750				
Fire .....	2760	74,111			
Disaster and Emergency Measures .....	2770				
Ambulance and First Aid .....	2780				
Bylaws Enforcement .....	2790				
Other Protective Services.....	2800				
Transportation	2810				
Common and Equipment Pool .....	2820				
Roads, Streets, Walks, Lighting .....	2830	6,195,208			470,966
Airport .....	2840	94,849			
Public Transit .....	2850				
Storm Sewers and Drainage .....	2860				
Other Transportation .....	2870				
Environmental Use and Protection	2880				
Water Supply and Distribution .....	2890	959,861			597,661
Wastewater Treatment and Disposal .....	2900	1,250,115			263,670
Waste Management .....	2910	16,130			
Other Environmental Use and Protection .....	2920				
Public Health and Welfare	2930				
Family and Community Support .....	2940				
Day Care .....	2950				
Cemeteries and Crematoriums .....	2960				
Other Public Health and Welfare .....	2970				
Planning and Development	2980				
Land Use Planning, Zoning and Development .....	2990				
Economic/Agricultural Development .....	3000	396,597			
Subdivision Land and Development .....	3010				
Public Housing Operations .....	3020				
Land, Housing and Building Rentals .....	3030				
Other Planning and Development.....	3040				
Recreation and Culture	3050				
Recreation Boards .....	3060	52,943	44,003		
Parks and Recreation .....	3070	75,135			
Culture: Libraries, Museums, Halls .....	3080		674,360		
Convention Centres .....	3090				
Other Recreation and Culture.....	3100				
Other Utilities	3105				
Gas .....	3106				
Electric .....	3107				
Other	3110				
<b>Total</b>	<b>3120</b>	<b>9,272,011</b>	<b>718,363</b>		<b>1,669,369</b>

**CHANGE IN TANGIBLE CAPITAL ASSETS**

**Schedule 9G**

		Balance at Beginning of Year 1	Additions 2	Reductions 3	Balance at End of Year 4
<b>Tangible Capital Assets - Cost</b>					
Engineered Structures	3200				
Roadway Systems.....	3201	236,947,951	3,461,781		240,409,732
Light Rail Transit Systems.....	3202				
Water Systems.....	3203	63,981,563			63,981,563
Wastewater Systems.....	3204	30,673,287			30,673,287
Storm Systems.....	3205				
Fibre Optics.....	3206				
Electricity Systems.....	3207				
Gas Distribution Systems.....	3208				
Total Engineered Structures .....	3210	331,602,801	3,461,781		335,064,582
Construction In Progress.....	3219		2,243,237		2,243,237
Buildings .....	3220	18,404,207	622,277		19,026,484
Machinery and Equipment .....	3230	11,300,178	3,061,490	1,076,191	13,285,477
Land .....	3240	4,467,270	55,150		4,522,420
Land Improvements.....	3245	5,725,211	119,821		5,845,032
Vehicles .....	3250	4,128,921	426,618	282,548	4,272,991
<b>Total Capital Property Cost</b>	3260	375,628,588	9,990,374	1,358,739	384,260,223
<b>Accumulated Amortization</b>					
Engineered Structures	3270				
Roadway Systems	3271	159,207,010	5,355,415		164,562,425
Light Rail Transit Systems	3272		1,178,690		1,178,690
Water Systems	3273	11,836,808	515,404		12,352,212
Wastewater Systems	3274	8,810,836			8,810,836
Storm Systems	3275				
Fibre Optics	3276				
Electricity Systems	3277				
Gas Distribution Systems	3278				
Engineered Structures .....	3280	179,854,654	7,049,509		186,904,163
Buildings .....	3290	3,602,824	423,647		4,026,471
Machinery and Equipment .....	3300	3,142,574	946,353	286,617	3,802,310
Land .....	3310				
Land Improvements.....	3315	938,894	286,461		1,225,355
Vehicles .....	3320	1,863,563	216,991	237,339	1,843,215
<b>Total Accumulated Amortization</b>	3330	189,402,509	8,922,961	523,956	197,801,514
<b>Net Book Value of Capital Property</b>	3340	186,226,079			186,458,709
<b>Capital Long Term Debt (Net)</b>	3350	17,905,171			16,235,802
<b>Equity in Tangible Capital Assets</b>	3400	168,320,908			170,222,907

**LONG TERM DEBT SUPPORT**

**Schedule 9H**

		Operating Purposes 1	Capital Purposes 2	Total 3
<b>Long Term Debt Support</b>	3405			
Supported by General Tax Levies .....	3410		16,235,802	16,235,802
Supported by Special Levies .....	3420			
Supported by Utility Rates .....	3430			
Other .....	3440			
<b>Total Long Term Debt Principal Balance</b>	3450		16,235,802	16,235,802

**LONG TERM DEBT SOURCES**

**Schedule 9I**

		Operating Purposes 1	Capital Purposes 2	Total 3
Alberta Capital Finance Authority.....	3500		16,235,802	16,235,802
Canada Mortgage and Housing Corporation .....	3520			
Mortgage Borrowing .....	3600			
Other .....	3610			
<b>Total Long Term Debt Principal Balance</b>	3620		16,235,802	16,235,802

**FUTURE LONG TERM DEBT REPAYMENTS**

**Schedule 9J**

		Operating Purposes 1	Capital Purposes 2	Total 3
<b>Principal Repayments by Year</b>	3700			
Current + 1 .....	3710		1,578,512	1,578,512
Current + 2 .....	3720		1,575,520	1,575,520
Current + 3 .....	3730		1,618,408	1,618,408
Current + 4 .....	3740		1,319,527	1,319,527
Current + 5 .....	3750		897,810	897,810
Thereafter .....	3760		9,246,025	9,246,025
<b>Total Principal</b>	3770		16,235,802	16,235,802
<b>Interest by Year</b>	3780			
Current + 1 .....	3790		562,323	562,323
Current + 2 .....	3800		505,190	505,190
Current + 3 .....	3810		448,429	448,429
Current + 4 .....	3820		392,813	392,813
Current + 5 .....	3830		350,987	350,987
Thereafter .....	3840		2,294,530	2,294,530
<b>Total Interest</b>	3850		4,554,272	4,554,272

**PROPERTY TAXES AND GRANTS IN PLACE**

**Schedule 9K**

		<b>Property Taxes</b>	<b>Grants - in Place</b>	<b>Total</b>
		1	2	3
Property Taxes	3900			
Residential Land and Improvements .....	3910	6,652,439	22,326	6,674,765
Non-Residential	3920			
Land and Improvements (Excluding M & E).....	3935	4,400,386	81,966	4,482,352
Machinery and Equipment .....	3950	5,074,057		5,074,057
Linear Property .....	3960	18,301,926		18,301,926
Railway .....	3970	54,130		54,130
Farm Land .....	3980	524,616		524,616
Adjustments to Property Taxes .....	3990			
 Total Property Taxes and Grants In Place	4000	35,007,554	104,292	35,111,846
 Requisition Transfers			4010	
Education				
Residential/Farm Land .....	4031			1,585,700
Non-Residential .....	4035			5,050,081
Seniors Lodges .....	4090			788,108
Other .....	4100			
Adjustments to Requisition Transfers .....	4110			
 Total Requisition Transfers	4120			7,423,889
 Net Municipal Property Taxes and Grants In Place	4130			27,687,957

**GRANTS IN PLACE OF TAXES**

**Schedule 9L**

		<b>Property Taxes</b>	<b>Business Taxes</b>	<b>Other Taxes</b>	<b>Total</b>
		1	2	3	4
Federal Government .....	4200	33,609			33,609
Provincial Government .....	4210	70,683			70,683
Local Government .....	4220				
Other .....	4230				
 Total	4240	104,292			104,292



**DEBT LIMIT**

**Schedule 9AA**

		1
Debt Limit .....	5700	55,835,307
Total Debt .....	5710	16,235,802
Debt Service Limit .....	5720	9,305,885
Total Debt Service Costs .....	5730	2,140,835

Enter Prior year's Line 3450 Column 2 balance here:

17,905,171
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Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 27, 2016</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services and Operations</b>
<b>Title:</b>	<b>Policy PW039 – Rural Road, Access Construction and Surface Water Management</b>

**BACKGROUND / PROPOSAL:**

At the November 10, 2015 Council meeting the following direction was given:

**MOTION 15-11-851**      *That administration bring back Policy PW039 Rural Road, Access Construction and Surface Water Management with the intent that the tax base not be responsible for anything other than the first access and that the municipality have the ability to remove an access.*

**CARRIED**

Changes to the Policy were reviewed at the Public Works Committee meeting and the Committee of the Whole meeting.

Administration has reviewed the recommended changes, and removed the Right of Way amendments from the recommended changes at this time, and is proposing the following amendments to Policy PW039 - Rural Road, Access Construction and Surface Water Management Policy:

**Hamlet** – All access decisions to be completed by Planning and Development with referrals to Public Works and Utility Departments.

**Rural** – Administration may approve up to 2 (two) accesses to a titled property.  
-A shared access to agricultural lands will be encouraged.

<b>Rural Collector/Local</b>	<b>Paved</b>	<b>Gravel</b>	<b>County Upgraded Projects</b>	<b>Supply Culvert</b>	<b>Construction</b>	<b>Maintenance</b>
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**Author:** R Pelensky      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

<b>Primary Access</b>	County's Responsibility <i>*max 4m</i>	County's Responsibility	County's Responsibility	County's Responsibility	County's Responsibility	County's Responsibility
<b>Subsequent Accesses</b>	Owners Responsibility	Owners Responsibility	Owners Responsibility	Owners Responsibility	Owners Responsibility	Owners Responsibility

**OPTIONS & BENEFITS:**

Option #1

That Council approves the amended changes to PW039 Rural Road, Access Construction and Surface Water Management Policy

Option #2

That Council accepts this report for information.

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Council approves the amended changes to PW039 Rural Road, Access Construction and Surface Water Management Policy.

Author: R. Pelensky      Reviewed by: \_\_\_\_\_      CAO: JW

## Mackenzie County

<b>Title</b>	<b>Rural Road, Access Construction and Surface Water Management Policy</b>	<b>Policy No.</b>	<b>PW039</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Sections 18 and 60. Public Highways Development Act, Sections 39, 41 and 43.</b>
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### **Purpose**

To provide a safe, efficient and effective road network and surface water management recognizing both present and future needs of property owners and providing a rational and consistent basis for the construction of roads, construction of access to private property and the development of agricultural surface water management projects that impact or may impact public road right-of-ways administered by the County; to work with ratepayers and other level of government to find solutions to road, access and agricultural surface water concerns on all lands within the County; and to respond to road, access and agricultural surface water concerns in a timely manner.

### **DEFINITIONS**

**Applicant** – person(s) and/or corporation(s) submitting an application or applying for permission to construct a road, surface water channel or access that may impact a developed or undeveloped road allowance.

**Affected Landowner** – person(s) affected by an application to construct a surface water channel as determined by the Mackenzie County Agricultural Service Board and the Agricultural Fieldman.

**Road Allowance** – any public road right-of-way under the jurisdiction of Mackenzie County but does not include any public road right-of-ways under the jurisdiction of the Province of Alberta.

**Access** – is an approach or driveway abutting any existing Municipal or Provincially controlled road.

**First / Primary Access** – is the first **or primary** access to a rural quarter section or river lot within Mackenzie County. ~~of which the County will maintain in the event of damage caused due to excessive runoff or flooding. The first access is the only access to receive upgrades in the event of municipal road projects.~~

**Temporary Access** – an access constructed for a short period of time (6 months or less) that will be removed at the end of its use.

**Subsequent Accesses** – additional access to a rural quarter section or river lot within Mackenzie County.

**Surface Water Management Basin** – Mackenzie County has established the surface water management basins within its boundaries, which are shown on the plan contained in Schedule A.

**Surface Water Management Basin Committee** – Mackenzie County will form committees representing each surface water management basin which shall consist of:

- the County Councillor or Councillors representing the surface water management basin;
- three persons owning property within the surface water management basin; and,
- County staff deemed necessary for the timely and effective processing of surface water applications.

**Permanent Agricultural Surface Water Channel** – a surface water channel that crosses a road allowance, discharges into a ditch along a developed road allowance or is constructed within any undeveloped road allowance and is intended to be permanent.

**Temporary Agricultural Surface Water Channel** – a surface water channel that crosses a road allowance, discharges into a ditch along a developed road allowance or is constructed within any undeveloped road allowance but is temporary, with a maximum depth of two (2) feet, and used to drain low areas of private property on a seasonal basis (October of each year to April of the following year).

**Non-conforming Roads** – roads constructed on road allowances, usually trails that do not meet either past or current County's standards and specifications or have been constructed without approval of the County.

**Incomplete and Sub-standard Road** – less than ½ mile and is located between two sequent quarter property lines.

**Preexisting Road** – a road standard on the incomplete and sub-standard road as defined in this Policy.

**Preexisting Farm Access Roads** – a road that has been constructed in the past and does not meet current County specifications; which is solely used for agricultural purposes. This type of road will receive minimum maintenance and is deemed a low priority.

**Sub-standard** – a road built by either Alberta Transportation or the County to specifications below the Mackenzie County's current rural road standards as defined in this Policy.

**Residence** – a residence in accordance with the Municipal Land Use Bylaw and subject to all approved permits.

**ESRD** – the Province of Alberta Environment and Sustainable Resource Development.

**AAF** – the Province of Alberta Agriculture and Forestry.

**AEP** – the Province of Alberta Environment and Parks.

**Penalties** – fines or other penalties that shall be imposed by Mackenzie County, as established in the Fee Schedule Bylaw, for the construction of roads, accesses or agricultural surface water management channels that use or may impact road allowances which do not have the approval of Mackenzie County.

**Major Agricultural Surface Water Management Channel** – channels which provide surface water management to a minimum of 10,000 acres and shall require the consent of majority of benefiting landowners.

## **ROAD CONSTRUCTION**

### **Policy Statement**

Mackenzie County understands the need to provide access to agricultural lands and other non-accessible property within its boundaries and will allow property owners to construct roads on road allowances when approved by the County. All roads shall be constructed to a minimum Local Road standard (shown in Schedule E) and all work shall be performed in accordance with all applicable County standards and specifications and those imposed by other levels of government.

### **Guidelines**

1. Mackenzie County has prepared a plan showing the future local road network necessary to provide access to agricultural lands, which plan is contained in Schedule D.
2. Applications shall be submitted in the form included in Schedule F and shall include a plan showing:
  - approximate location of legal property boundaries;
  - the length of road to be constructed;
  - identification of proposed surface water management structures (i.e. culverts);
  - the location of property accesses.
3. Applications for the construction of roads in road allowances will be accepted by Mackenzie County any time throughout the year, which applications will be

reviewed on a first come, first serve basis and the Applicant shall be provided with an initial response within 30 days of receiving the application.

4. New road construction commencing after October 15, will not be inspected for final acceptance until the following July **approved**. Road construction is encouraged to occur between May 15 and October 15. **Any road construction conducted outside of these dates.**
5. The Applicant shall be required to enter into a Road Allowance Use Agreement (form contained in Schedule C appended hereto) with Mackenzie County.
6. **ESRD AAF** has jurisdiction over the clearing of merchantable timber within road allowances and the Applicant shall notify **ESRD AAF** and seek their approval to proceed with the proposed clearing.
7. Mackenzie County staff will inspect the project on a periodic basis to ensure that construction is being performed in accordance with the County's standards and specifications. As per the procedure outlined in the road construction application (Schedule F).
8. Upon final inspection and approval by the County, if the road meets all standards and specifications, the County shall assume the responsibility for the operation and maintenance of the subject road.
9. If an incomplete and sub-standard road needs to be extended to a nearest quarter line and beyond by 50 meters or less in order to create an adequate access to the adjacent quarter, an applicant may be authorized to construct the new road to a preexisting and sub-standard road standard. If the road requirement is due to a new subdivision proposal, the Operational Department shall provide their written comments to the Planning & Development department regarding an acceptable road standard within an applicable timeline and prior to a subdivision approval being granted.
10. For Non-conforming Roads Mackenzie County may enter into a Road Allowance Use Agreement with a landowner. The County shall not maintain any non-conforming roads and the applicant shall be aware that no development permit will be issued until the road is upgraded to the standards and specifications acceptable to Mackenzie County. The cost of upgrading the road to standards and specifications acceptable to Mackenzie County shall be the sole responsibility of the landowner.
11. It shall be the Applicant's sole responsibility to negotiate cost sharing arrangements with other benefiting landowners and the County shall not provide assistance with respect to this matter.

### **Mackenzie County Endeavour to Assist for Local Road Construction**



Although all costs relating to application for construction of local roads within road allowances shall be borne by the Applicants, Mackenzie County, at its sole discretion, may provide assistance in the form of:

1. provision of survey to delineate the property boundaries;
2. the review **and recommendation** of surface water;
3. the supply **and application** of surfacing gravel;
4. the supply of culvert materials;
5. the installation of culverts that exceed 600 mm in diameter or where the twinning of any **size 600mm** culvert **or greater** is required.

### **ACCESS CONSTRUCTION (APPROACH/DRIVEWAY)**

#### **Policy Statement**

Mackenzie County shall adopt standards to provide safe, legal and defined accesses from any County road while maintaining and not disrupting current surface water management patterns.

#### **Guidelines**

1. Applications for the construction, reconstruction or alteration of any access shall be submitted in the form contained in Schedule G and will be accepted by Mackenzie County any time throughout the year. The submitted applications will be reviewed and the applicant shall be provided with an initial response within 30 days of receiving the application. **Although, once the ground is snow covered and/or frozen, initial and final inspections will not be completed until spring.**
- ~~2. The Applicant shall be solely responsible for all costs associated with the construction **and maintenance** of the **primary** access other than **culvert replacement as stated in item #11** the supply of a culvert.~~
- ~~3. The applicant shall be responsible for all costs associated with the construction and maintenance of all subsequent accesses.~~
4. Unless otherwise approved by Mackenzie County all accesses shall meet the following standards and be constructed in accordance with Mackenzie County specifications.

Access Type	Minimum Setback from Intersection	Minimum/Max Finished Top Width	Turning Radius on Shoulders	Culvert Length	Culvert Diameter	Culvert Slope	Access Side Slope	Gravel
Rural	50 meters (165 ft)	Min - 8 meters Max - 16 meters	15 meters	standard 13 m length, 600mmø		3:1	3:1	15-20mm size, 50mm depth
Urban Residential (rural standard)	6.1 meters (20 ft)	Min - 6 meters Max - 12 meters	5 meters	standard 12 m length, 600mmø				15-20mm size, 50mm depth

Urban Residential (curb, gutter & sidewalk)	6.1 meters (20 ft)	Min - 6 meters	N/A	N/A	N/A	N/A	15-20mm size, 50mm depth
Urban Commercial/Industrial (rural standard)	10 meters (33 ft)	Min - 10 meters Max - 16 meters	10 meters	standard 15 m length, 600mmø	3:1	3:1	15-20mm size, 50mm depth
Urban Commercial/Industrial (curb, gutter & sidewalk)	10 meters (33 ft)	Min -10 meters	N/A	N/A	N/A	N/A	15-20mm size, 50mm depth
Hamlet Country Residential	6.1 meters (20 ft)	Min - 8 meters Max - 16 meters	10 meters	standard 13 m length, 600mmø	3:1	3:1	15-20mm size, 50mm depth
Temporary (rural)	50 meters (165 ft)	8 meters	10 meters	At the discretion of the Director of Operations	3:1	3:1	At the discretion of the Director of Operations

~~5. For accesses to Institutional, Commercial, Industrial, Hamlet Country Residential, Rural Country Residential, Hamlet General and Direct Control properties, which connect to paved County roads, shall be provided with a paved apron extending from the edge of the shoulder to the property line or for a distance of 4 meters, whichever is less.~~

6. During County paving projects, primary accesses on Rural roads shall be provided with a paved apron extending from the edge of the shoulder to the property line or for a distance of 4 meters, whichever is less. It is recommended that any subsequent accesses to a titled property shall be paved at the ratepayers expenses. If paving is not completed, any damage to the paved edge of the County road shall be repaired at the ratepayers expense.

7. During County paving projects on Hamlet roads the County shall provide a 0.15m paved apron extending from the edge of the shoulder to the property line. However, if the access has been previously paved, the County shall pave the apron to tie in the existing pavement, or property line whichever is less.

8. For accesses to Hamlet General, applicants shall obtain approval from the Planning & Development department. Planning & Development shall confer with the the Public Works and Utilities departments prior to approval.

9. The Applicant shall arrange and pay for all utility locates within the area of the access and shall obtain approvals from any affected utility companies and submit the said approvals to the County prior to the start of any construction.

10. The Applicant shall be solely responsible for the costs of all investigations, modifications or repairs to utility installations.

11. ~~Mackenzie County~~ For accesses to Rural areas, administration may approve two access to a titled property. Any additional culverts will be brought to Council for consideration. ~~will approve only one access per titled property (rural or urban). Any and all subsequent accesses will be at the discretion of Council.~~ Where

- deemed applicable and beneficial, a shared access to agricultural lands will be ~~mandated~~ encouraged.
12. Mackenzie County will not approve, inspect or supply a culvert to any properties deemed to have unauthorized development occurring within its boundaries.
  13. All subdivisions, with the exception of curb and gutter streets, shall provide an access to each lot being created and to the balance of the lands to County standards prior to the registration of the subdivision.
  14. Mackenzie County shall inspect each authorized access after completion and if the access does not meet the standards of the County, the Applicant shall be responsible for all costs and construction required to bring the access to acceptable standards.
  15. Mackenzie County will ~~consider~~ fund only the first or primary access to a property when upgrades to a Municipal road occur ~~or in the event that~~ and culvert replacement is required ~~of which the property owner will be responsible for 50% cost of the culvert which will be installed by the County.~~
  16. The property owner shall be responsible for upgrading costs for subsequent accesses to a property during road upgrades and regular maintenance.
  17. Mackenzie County has the authority to remove subsequent accesses to a property, deeming them unnecessary or a hindrance to road maintenance or safety.
  18. Mackenzie County will not supply any material or be responsible for any costs associated with the construction and/or removal of temporary accesses and these shall be removed at the end of the intended use and the area of the access restored to its original condition.
  19. Mackenzie County reserves the right to change the location of the proposed access if this is deemed necessary to protect the County's municipal servicing infrastructure.
  20. Rural accesses must be constructed at a location which provides a minimum 100 meters unobstructed sight distance in each direction and shall be at least 50 meters from other accesses or intersections.
  21. The Province of Alberta may not permit accesses to be constructed from roads under their jurisdiction unless the access is aligned with a road allowance under the jurisdiction of Mackenzie County and such accesses shall require the approval of Alberta Transportation.

22. If the application for an access aligned with a major/collector road from a road under the jurisdiction of the Province of Alberta is approved by Alberta Transportation and the County, the County may pay the cost of construction

### ~~Mackenzie County Endeavour to Assist~~

~~Although all costs relating to application for and construction of accesses shall be paid by the Applicants, Mackenzie County, at its sole discretion, may provide assistance in the form of:~~

- ~~1. supporting an application to construct an access from a road under the jurisdiction of the Province of Alberta if said access is aligned with a proposed major/collector road to be constructed by Mackenzie County;~~
- ~~2. the supply of a culvert, if required, for the construction of the first access to a rural quarter section or river lot provided that the access has been built to Mackenzie County standards and approved by the County (any and all subsequent accesses will be at the sole responsibility of the Applicant to supply, construct and install in accordance with Mackenzie County standards); and,~~
- ~~3. The County will assume responsibility for maintenance of accesses within the boundaries of the road allowance, (as described in the aforementioned item #1) when it has been approved and accepted.~~

## **SURFACE WATER MANAGEMENT**

### **Policy Statement**

Mackenzie County understands the need to find solutions to agricultural surface water management issues and the construction of permanent or temporary agricultural surface water management channels on or impacting road allowances may be necessary for effective resolution to surface water management issues but these projects must protect the integrity of natural watercourses. These projects shall only be performed with the approval of Mackenzie County and in accordance with all applicable County standards and specifications and those imposed by other levels of government.

### **Guidelines**

1. Applications for the construction of permanent or temporary agricultural surface water management channels, in the form contained in Schedule B, will be accepted by Mackenzie County any time throughout the year, which applications will be referred to the appropriate Surface Water Management Basin Committee for consideration and the applicant shall be provided with an initial response within 30 days of receiving the application.
2. Applications shall be submitted in the form contained in Schedule B and may be required to include a survey plan showing:
  - approximate location of legal property boundaries;
  - the area to be drained by the proposed agricultural surface water management channel;
  - the alignment of the proposed agricultural surface water management channel;
  - the existing ground elevations;
  - the proposed design elevations;
  - a typical cross-section of the proposed surface water management channel; and,
  - the location, size and elevation of existing and proposed surface water management structures (i.e. culverts).
3. In order to avoid potential conflicts, the applicant must obtain consent and signatures of all adjacent and affected landowners.
4. For permanent and temporary agricultural surface water management channels discharging to a ditch adjacent to a developed road allowance, or the County's licensed ditch, the Applicant may be required to submit an application to **ESRD AEP**, along with the survey plan, for approval and may be required to submit a copy of said **ESRD AEP** application and their approval to the County prior to the their application being considered further.

5. For permanent and temporary agricultural surface water management channels requiring a ditch to be constructed within an undeveloped road allowance the Applicant may be required to submit an application to **ESRD AEP**, along with the survey plan, for approval and shall submit a copy of said **ESRD AEP** application and their approval to the County prior to the their application being considered further.
6. For permanent surface water management channels constructed within undeveloped road allowances the alignment, profile and cross-section shall match the design of the future road ditch, should the road allowance be developed.
7. The Applicant shall be responsible for all costs relating to the development of permanent and temporary agricultural surface water management channels including application, construction and operation/maintenance. In addition, the Applicant shall be required to enter into a Road Allowance Use Agreement (form contained in Schedule C appended hereto) with Mackenzie County.
8. The Applicant shall be financially responsible for the operation and maintenance of the proposed agricultural surface water management channels on undeveloped road allowances and shall be liable for all injuries and/or damages that may result from the lack of or improper performance of the operation and maintenance.
9. The construction of permanent or temporary agricultural surface water management ditches that have a detrimental effect on adjoining private property may give rise to civil liability and the Applicant shall be solely responsible for resolving these matters.
10. The Applicant shall consent to the filing of caveats on property owned by the Applicant that the County deems necessary for the protection of the proposed agricultural surface water management ditches.
11. Persons constructing permanent or temporary agricultural surface water channels without the approval of Mackenzie County may be subject to fines and/or other penalties, including but not limited to the removal of the offending agricultural surface water channel as per the County's Fee Schedule Bylaw and/or other applicable provincial regulation.

### **Mackenzie County Endeavour to Assist**

Although all costs relating to application for, construction of and operation/maintenance of surface water management channels shall be borne by Applicants, Mackenzie County, at its sole discretion, may provide assistance for:

1. the mediation of disputes between property owners that pertain to surface water management matters and attempt to find solutions to the disputes;

2. obtaining approvals from other levels of government; and,
3. the funding of all or a portion of the costs associated with the construction of major agricultural surface water management channels, subject to the cooperation of benefiting property owners and budget availability.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	11-Dec-12	12-11-845
<b>Amended</b>	12-Feb-13	13-02-069
<b>Amended</b>	27-Mar-13	13-03-189
<b>Amended</b>	16-Jul-13	13-07-492
<b>Amended</b>	08-Oct-13	13-10-692
<b>Amended</b>	26-Mar-14	14-03-177
<b>Amended</b>	27-Sep-14	14-09-609
<b>Amended</b>	14-Apr-15	15-04-246
<b>Amended</b>	29-Apr-15	15-04-302
<b>Amended</b>		

**SCHEDULE A**

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**Surface Water Management Basins**

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**Mackenzie County**  
Box 640, Fort Vermilion, AB T0H 1N0  
Ph: 780.927.3718 Fax: 780.927.4266



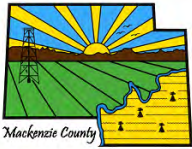
**SCHEDULE B**

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**Agricultural Surface Water Management  
Projects Application**

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**Mackenzie County**  
Box 640, Fort Vermilion, AB T0H 1N0  
Ph: 780.927.3718 Fax: 780.927.4266



Application # \_\_\_\_\_

## Construction of an Agricultural Surface Water Management Channel Application

### APPLICANT INFORMATION:

Name of Applicant \_\_\_\_\_

Permanent address \_\_\_\_\_  
P.O. Box                      Town                      Province                      Postal Code

Telephone (res.) \_\_\_\_\_ (bus.) \_\_\_\_\_

Legal land description(s) \_\_\_\_\_

Please list all landowners participating in the project:

NAME	LEGAL LAND DESCRIPTION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### PROJECT INFORMATION:

The following information has been appended:

- approximate location of legal property boundaries;
- the area to be drained by the proposed agricultural surface water management channel;
- the alignment of the proposed agricultural surface water management channel;
- the existing ground elevations (what is the general lay of the land);
- the proposed design elevations (is ditch cut required for drainage);
- a typical cross-section of the proposed surface water management channel;
- the location, size and elevation of existing and proposed surface water management structures (i.e. culverts);
- proof of **ESRD AEP and or AEF** approval (provide a copy to the County); and
- A proposed plan for top soil management (how will you manage the excess topsoil).

**Mackenzie County**  
Box 640, Fort Vermilion, AB T0H 1N0  
Ph: 780.927.3718 Fax: 780.927.4266

Does the proposed agricultural surface water management channel discharge into a ditch along an existing road? Yes No

If yes, please provide the following:

Name of the applicable road \_\_\_\_\_

Does the proposed agricultural surface water management channel require the construction of a ditch within an undeveloped road allowance? Yes No

If yes, please provide the following:

Legal location of road allowance \_\_\_\_\_

Is the Applicant willing to enter into a Road Allowance Use Agreement? Yes No

What is the estimated size of the contributing area? \_\_\_\_\_ Acres.

Does this project involve a ditch already licensed? Yes No

If yes, please attach all related documents (i.e. license number, map, etc.).

Are the Applicants prepared to sign an easement/caveat at no cost to the County? Yes No

Has the Applicant gained consent from all adjacent and affected landowners? *(as determined by the ASB and Ag. Fieldman)* Yes No

If yes, please provide signatures and legal land descriptions below.

**SIGNATURE**

**LEGAL LAND DESCRIPTION**

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

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

By signing this form, I verify that this information is accurate and complete to the best of my knowledge; and,

I hereby authorize the County to traverse the subject properties for the purpose of performing a basic review and level one assessment of the proposed project as specified on this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SCHEDULE C**

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**Road Allowance Use Agreement**

**SCHEDULE D**

---

**Local Road Network**

**SCHEDULE E**

---

**Road Standards**

## Mackenzie County Rural Road Standards/Specifications

	Unit	Collector	Local Road
Road Top Width	m	9m	8m
Avg Height of Fill (min)	m	1.0m	0.9m
Normal Side Slope	run:rise	3:1	3:1
Normal Ditch Width (min)	m	3m	1-3m
Normal Back slope	run:rise	2:1	2:1
Compaction @ Construction	% of Standard Proctor Density	98%	97%
Moisture Content @ Construction	% of Standard Proctor Density	+ / - 1%	+ / - 3%
Rate of Regraveling		Up to 300m <sup>3</sup> /mi	Up to 200m <sup>3</sup> /mi
Private Approach Radius	m	12m	12m
Crown Rate (m/m)		3-4%	3-4%
Right of Way (min)	m	30m	20m

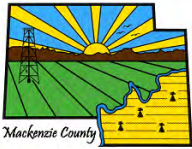
- A top soil management plan must accompany each road request application.
- All slopes and ditches must be seeded with an approved grass seed mixture. (Typically 70% Broom grass and 30% Creeping Red Fescue)

**SCHEDULE F**

---

**Road Construction Application**





Application # \_\_\_\_\_

## Request to Construct a Road

### APPLICANT INFORMATION:

Name of Applicant \_\_\_\_\_

Permanent address \_\_\_\_\_  
P.O. Box                      Town                      Province                      Postal Code

Telephone (res.) \_\_\_\_\_ (bus.) \_\_\_\_\_

Legal land description(s) \_\_\_\_\_

Please list all landowners participating in the project:

NAME	LEGAL LAND DESCRIPTION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### PROJECT INFORMATION:

The following information has been appended:

- approximate location of legal property boundaries;
- the length of road to be constructed;
- identification of proposed surface water management structures (i.e. culverts);
- the existing ground elevations (what is the general lay of the land);
- the proposed design elevations (is ditch cut required for drainage);
- the location of property accesses (driveway);
- Proof of **ESRD AEP and or AEF** approval (provide a copy to the County); and
- A proposed plan for top soil management (how will you manage the excess topsoil).

---

**Mackenzie County**  
Box 640, Fort Vermilion, AB T0H 1N0  
Ph: 780.927.3718      Fax: 780.927.4266

Does the proposed road benefit more than one landowner? Yes No

If yes, please provide the following:

Name of the other landowners:

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

Is the Applicant willing to enter into a Road Allowance Use Agreement? Yes No

What is the estimated length of the road? \_\_\_\_\_ meters.

Does this road connect to a road under the jurisdiction of the Province of Alberta? Yes No

If yes, please attach location of intersection.

By signing this form, I verify that this information is accurate and complete to the best of my knowledge; and,

I hereby authorize the County to traverse the subject properties for the purpose of performing a basic review and level one assessment of the proposed project as specified on this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### ROAD CONSTRUCTION PROCEDURE / CHECKLIST

Upon receiving all necessary documentation with Request to Construct a Road, the following procedure will be implemented (***Applicant is responsible to call the County and make arrangements for all site meetings***):

Pre-construction site meeting with applicant / contractor / County  
Date:\_\_\_\_\_ Attendees:\_\_\_\_\_

- Culverts required \_\_\_\_\_
  - Drainage requirements \_\_\_\_\_
- \_\_\_\_\_

Interim inspection at 50% completion with applicant / contractor / County  
Date:\_\_\_\_\_ Attendees:\_\_\_\_\_

- Arising issues \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Final inspection prior to graveling with applicant / contractor / County  
Date:\_\_\_\_\_ Attendees:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Final acceptance - Road has been graveled by County on \_\_\_\_\_  
(date)

Attendees:\_\_\_\_\_

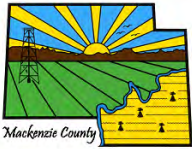
\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Mackenzie County

**SCHEDULE G**

---

**Access Construction Application  
(Approaches/Driveways)**



Application # \_\_\_\_\_

## Request to Construct or Alter an Access

(Approaches/Driveways)

### APPLICANT INFORMATION:

Name of Applicant \_\_\_\_\_

Permanent address \_\_\_\_\_  
P.O. Box                      Town                      Province                      Postal Code

Telephone (res.) \_\_\_\_\_ (bus.) \_\_\_\_\_

Legal land description(s) \_\_\_\_\_

### PROJECT INFORMATION:

The following information has been appended:

- approximate location of legal property boundaries;
- the location of the access in relation to other accesses/intersections;
- identification of proposed surface water management structures (i.e. culverts);
- the existing ground elevations (what is the general lay of the land);
- the proposed design elevations (is ditch cut required for drainage);
- proof of contact with affected utility companies; and
- a proposed plan for top soil management (how will you manage the excess topsoil).

Is the proposed access:       A New Access       An Alteration of an Access

If an alteration, please specify:

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

Does the proposed access benefit more than one landowner?       Yes       No

If yes, please provide the following:

Name of the other landowners:

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

**Mackenzie County**  
Box 640, Fort Vermilion, AB T0H 1N0  
Ph: 780.927.3718      Fax: 780.927.4266

Does the proposed access connect to a road under the jurisdiction of the Province of Alberta? Yes No

If yes, please provide the following:

Name of Provincial roadway \_\_\_\_\_

By signing this form, I verify that this information is accurate and complete to the best of my knowledge; and,

I hereby authorize the County to traverse the subject properties for the purpose of performing a basic review and level one assessment of the proposed project as specified on this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 27, 2016</b>
<b>Presented By:</b>	<b>Len Racher, Director of Facilities &amp; Operation (South)</b>
<b>Title:</b>	<b>Policy PW040 Hamlet Utility Corridors and Back Alleys</b>

**BACKGROUND / PROPOSAL:**

At the October 28, 2015 Regular Council Meeting the following motion was made:

**10. a) Policy PW040 Hamlet Utility Corridors and Back Alleys**

**MOTION 15-10-802**      **MOVED** by Councillor Wardley

That administration and the Public Works Committee develop the hamlet utility corridors maps for each Hamlet with public input and bring these back for approval by Council as schedules to Policy PW040 Hamlet Utility Corridors and Back Alleys.

**CARRIED**

A second motion was made:

**MOTION 15-10-803**      **MOVED** by Councillor Braun

That Policy PW040 Hamlet Utility Corridors and Back Alleys be approved as presented.

**CARRIED**

Administration has changed some wording on the last page of the Policy to make it present tense rather than future tense.

**Author:** S Wheeler      **Reviewed by:** Len Racher      **CAO:** JW

Administration has prepared maps defining; Utility Corridor, Back Alley, Undeveloped Back Alleys and Walkways. Schedule 'A' pertains to the Hamlet of Fort Vermilion, Schedule 'B' pertains to the Hamlet of La Crete.

## **OPTIONS & BENEFITS:**

### **Option 1:**

Receive Schedule 'A' and Schedule 'B' for information and proceed with advertising open houses in both Fort Vermilion and La Crete for public input.

#### *Benefits:*

- Public is able to be involved in the classification of the Utility Corridors and Back Alleys, etc.

#### *Disadvantages:*

- Scheduling and advertising for the open houses will delay the full approval of the policy by one to two months.

### **Option 2:**

Accept the Schedule 'A' and Schedule 'B' defining Utility Corridors and Back Alleys, etc.

#### *Benefits:*

- People will have clarity of the designated use of each right-of-way, which should lead to fewer disagreements between landowners.
- Bylaw officer will have better direction in requesting people to move vehicles and other items blocking back alleys.
- County staff will know which right-of-ways should be graveled, graded and maintained.

#### *Disadvantages:*

- Maintaining back alleys, landscaping green areas, tree trimming, and clearing walkways will increase costs and workload for public works staff.
- Public Works Committee will have to address requests to reclassify the right-of-ways on an ongoing basis.
- Utility companies and the County's Utilities department will have additional costs for landscaping green spaces after any utility installations or maintenance.

### **Option 3:**

Rescind Policy PW040 Hamlet Utility Corridors and Back Alleys.

#### *Benefits:*

- No additional cost of maintaining the right-of-ways.
- Less work for County staff.

#### *Disadvantages:*

- Continued lack of maintenance on right-of-ways being used as back alleys.

**Author:** S Wheeler      **Reviewed by:** Len Racher      **CAO:** JW



- Continued disputes between neighbors over use of the right-of-ways.
- Continued confusion about responsibilities and obligations.

**COSTS & SOURCE OF FUNDING:**

This designation will result in increases to operating budgets due to the increased maintenance costs.

**SUSTAINABILITY PLAN:**

**Goal E19 Mackenzie County:**

- is an attractive destination for non-residents to visit or to decide to relocate, and
- remains an attractive home for County residents at all stages of their lives.

**Strategy E21.3** Develop strategies to increase the quality of life for families living in the County.

**Strategy E22.3** Identify and address individual each hamlet’s needs in relation to fostering family-friendly environments.

**COMMUNICATION:**

If option 1 is chosen, open houses will be held in Fort Vermilion and La Crete for public input into the classification of each right-of-way.

If option 2 is chosen, Policy PW040 Hamlet Utility Corridors and Back Alleys can be advertised as ‘new’ on County website, County Image and County Facebook.

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That Policy PW040 be amended as presented and include hamlet maps in the form of Schedule ‘A’ and Schedule ‘B’ as presented.

Author: S Wheeler      Reviewed by: Len Racher      CAO: JW

## Mackenzie County

Title	Hamlet Utility Corridors and Back Alleys	Policy No:	PW040
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Legislation Reference	MGA Section 18
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### Purpose

To provide clarity to the residents of Hamlets on the determination of Utility Corridors, walkways, back alleys, and undeveloped back alleys.

### Policy Statement and Guidelines

Mackenzie County believes in the proper maintenance of the back alley accesses, and the beautification of County lands used for utility corridors and walkways within the hamlets.

### Definitions:

**Utility Corridor** shall mean County land within a defined Hamlet that is used for the purpose access and providing Utilities. Utility Corridors are not needed for transportation or normal pedestrian purposes or property access as determined by Mackenzie County Council.

**Back Alley** shall mean County land within a defined Hamlet that may or may not contain buried utilities and are already in use and maintained by the County for purpose of transportation and/or property access as determined by Mackenzie County. Back Alleys are not assigned street or avenue numbers and are not part of registered road plans.

**Undeveloped Back Alley** shall mean County land within a defined Hamlet that may or may not contain buried utilities and will be developed in the future for transportation and/or property access as determined by Mackenzie County. Undeveloped Back Alleys are not currently maintained by Mackenzie County. Undeveloped Back Alleys are not assigned street or avenue numbers and are not part of registered road plans.

**Walkways** shall mean County land within a defined Hamlet that may or may not contain buried utilities and are already in use and maintained by the County for purpose of pedestrian access as determined by Mackenzie County.

### Guidelines:

1. **Utility Corridors** will be brought to a smooth, seeded, and mow able condition by the County or Developer at the time of construction. Following any utility installation or maintenance activity the utility owner conducting the maintenance, will return the **Utility Corridor** to a mow able condition. **Utility**

**Corridors** will be signed.

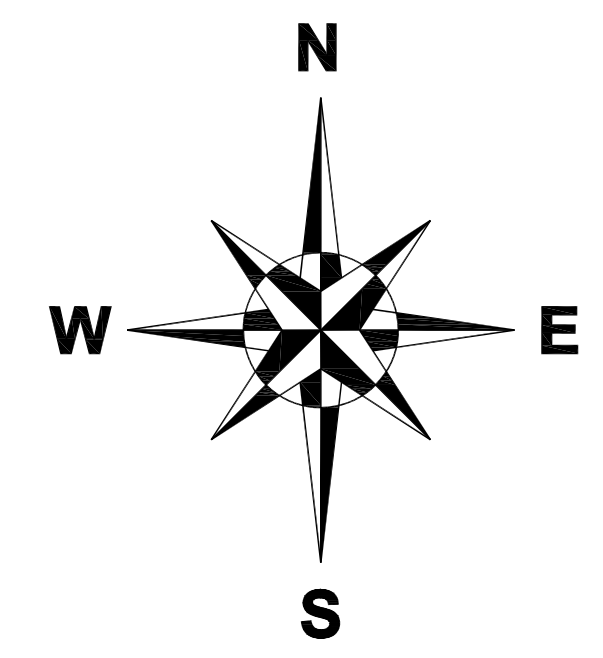
2. Adjacent property owners to **Utility Corridors** are to keep the **Utility Corridor** in a mowed, neat and tidy condition as set out in the Mackenzie County Unsightly Premises Bylaw.
3. **Back Alleys** will be maintained as gravel surfaced low standard access. Maintenance will be conducted on an as needed basis as determined by the Director of Operations.
4. **Undeveloped Back Alleys** will not be maintained but will be developed as a Back Alley in the future. Mackenzie County Council will review the upgrading of undeveloped back alleys to back alleys as part of the yearly budgeting process.
5. **Walkways** will be maintained as a walking path for pedestrian traffic. Snow clearing of walk ways during the winter will be at the discretion of the Director of Operations.

Maps for the Hamlets of Fort Vermilion and La Crete clarifying Utility Corridors, Back Alleys, Undeveloped Back Alleys, and Walkways are attached to this policy as ~~will form part of this policy as~~ Schedule 'A' and Schedule 'B'.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2015-10-28	15-10-803
<b>Amended</b>		
<b>Amended</b>		

Policy PW040  
Schedule A

Peace River



Fort  
Vermilion

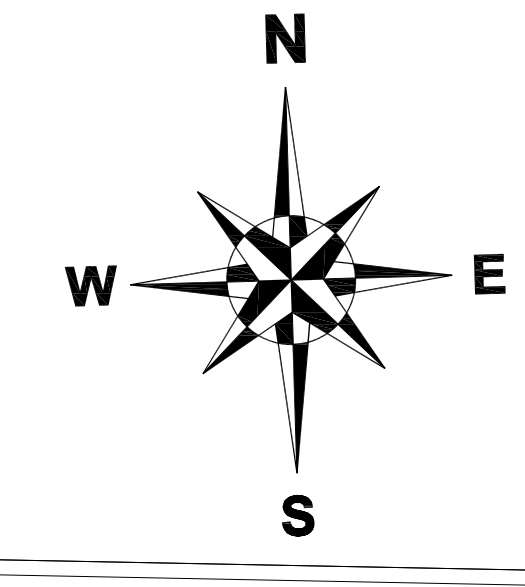
Legend:

- Utility Corridor
- Back Alley
- Undeveloped Back Alleys
- Walkways

HIGHWAY 88

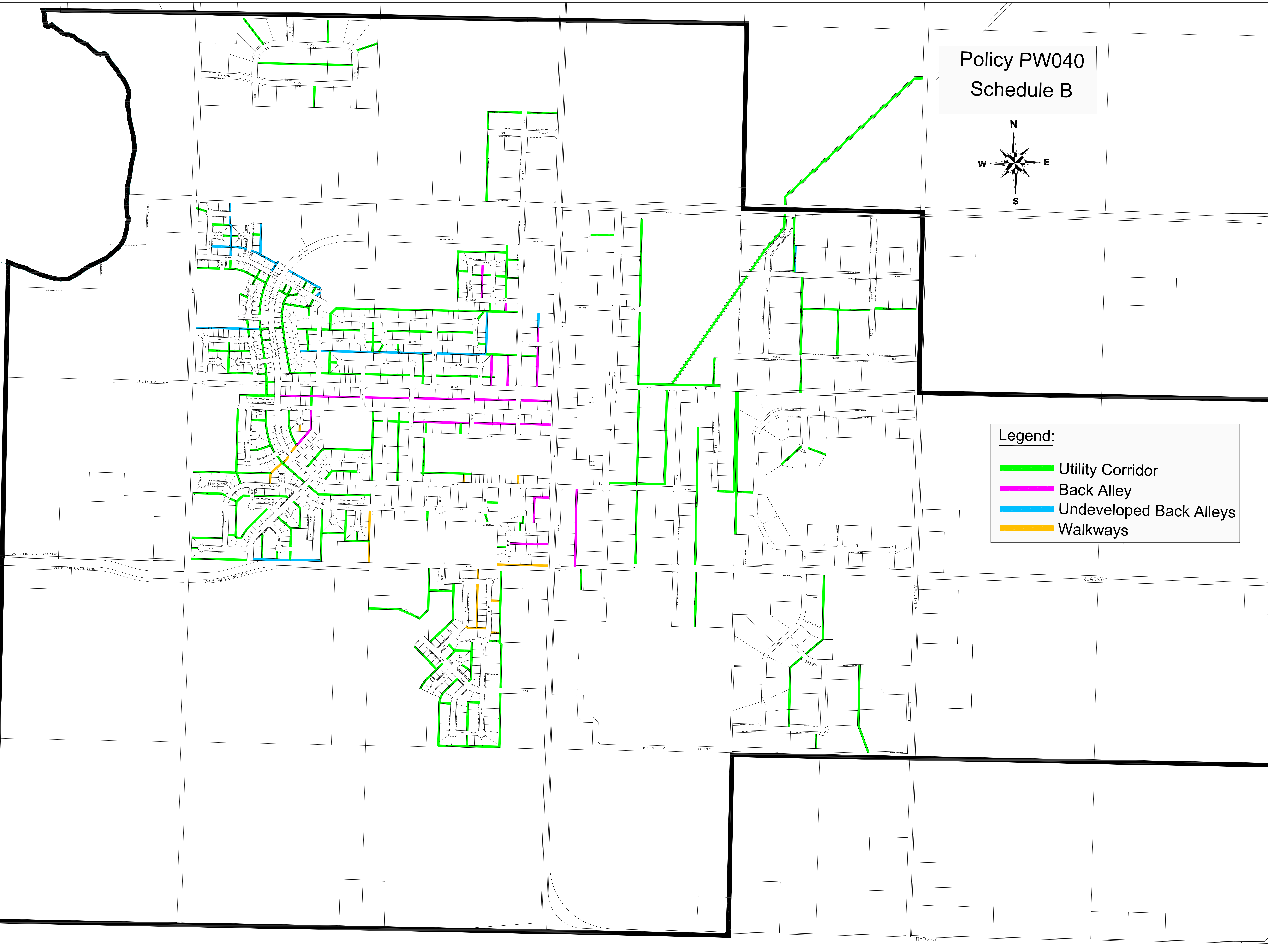
HIGHWAY 88

Policy PW040  
Schedule B



**Legend:**

- Utility Corridor
- Back Alley
- Undeveloped Back Alleys
- Walkways







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 27, 2016</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services and Operations (North)</b>
<b>Title:</b>	<b>Policy PW041 Backslope Policy</b>

**BACKGROUND / PROPOSAL:**

In 2006 the Agriculture Board rescinded the Backslope Policy.

Administration is recommending we develop a new Backslope Policy to provide consistency and a documented process of how we utilize private property.

**OPTIONS & BENEFITS:**

**Option 1:**

That Policy PW041 Backslope Policy be approved as presented.

**Option 2:**

That Council accept this report for information.

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Author:  R. Pelensky  Reviewed by: \_\_\_\_\_ CAO:  JW

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy PW041 Backslope Policy be approved as presented.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: JW



## Mackenzie County

<b>Title</b>	<b>BACKSLOPE POLICY</b>	<b>Policy No:</b>	<b>PW041</b>
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<b>Legislation Reference</b>	<b>MGA Section 5,(b)</b>
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**Purpose**

To define a formal process when undertaking road construction and road maintenance projects that effect adjacent properties/landowners.

**Policy Statement and Guidelines**

Mackenzie County recognizes when undertaking projects, the County will require additional working space where the existing right of way is not adequate to allow for the rehabilitation and/or construction.

**Definition:**

In the event that the County identifies an area requiring backsloping on private property:

1. The landowner will enter into an agreement with the County for the provision of backsloping.
2. The County may consider eligible costs such as tree removal, crop damage, grass seeding, and fence removal/replacement.
3. A physical site inspection is carried out by County staff and property owner to identify any potential issues.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>		
<b>Amended</b>		
<b>Amended</b>		

**MACKENZIE COUNTY BACKSLOPE AGREEMENT**

THIS AGREEMENT dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

**BETWEEN:**

**MACKENZIE COUNTY**

(hereinafter called the "County")

**-and-**

\_\_\_\_\_

(hereinafter called the "Owner")

\_\_\_\_\_

of

\_\_\_\_\_

**WHEREAS** the Owner is the owner, purchaser, or lessee of the lands as legally described as:

\_\_\_\_\_ ¼ section \_\_\_\_\_ Twp \_\_\_\_\_ Rge \_\_\_\_\_ W \_\_\_\_\_ M

**AND WHEREAS** the County is desirous of entering upon and utilizing a portion of the Lands to facilitate the construction, alteration, or widening of a roadway and ditches near and on the Lands, including the construction of a suitable backslope;

**NOW THEREFORE**, inconsideration of the sum of \_\_\_\_\_ now paid by the County to the Owner, receipt of which is hereby acknowledge, the Owner and County agree as follows;

1. The County, it’s servants, agents and contractors (hereinafter collectively referred to as the “County”) shall have the right, license, and privilege to enter upon, and bring vehicles, supplies, and equipment upon so much of the Lands as is reasonably necessary for the purpose of stripping, and stockpiling topsoil, construction backslopes and landscaping in connection with the construction, alteration or widening of roads and ditches near and on the Lands. The County shall also have the right, license and privilege to utilize, and convert to its own use of the Lands, excluding topsoil, as is reasonable necessary (up to 20 meters from the egde of the road allowance, unless otherwise negotiated) for the construction of the roads or backslopes referred to herein.
2. The County shall be entitled to remove such trees, brush and debris from the Lands as is reasonably necessary for the purpose of stripping and stockpiling topsoil, constructing backslopes and landscaping in connection with the construction of the roads or backslopes referred to herein and the County shall be entitled to place the trees and debris on the Lands during the course of construction to be burned, or otherwise disposed of by the County.
3. In the event that the construction of the road or backslope require the removal of a fence or fences, and if the Owner wished to have the fence removed and replaced, the County shall provide the material and construct the fence, and per the Road Fencing Policy.

- 4. In the event that the County abandons the road construction project, and upon notification of the abandonment to the Owner, this clause of the agreement shall become null and void.
- 5. The compensation payable to the Owner under the terms of the agreement shall for all purposes be considered full and final compensation and the Owner hereby releases and discharges the County from any further actions, causes of action, claims and demands of every nature and kind arising from the actions of the County pursuant to this Agreement.
- 6. Additional conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 7. Estimated completion date \_\_\_\_\_.

**Governing Law**

This Agreement shall be governed by the laws in force in the Province of Alberta and the courts of Province of Alberta shall have exclusive jurisdiction with respect to any dispute, matter or thing arising herefrom.

**IN WITNESS WHEREOF** the parties hereto have affixed their signature/corporate seals by the hands of their proper officers.

**IN WITNESS WHEREOF** the Owner has hereunto scribed their names this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Owner**

**MACKENZIE COUNTY**

Per:

Per:

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Authorized Signing Officer

\_\_\_\_\_  
Printed Name of Owner

\_\_\_\_\_  
Printed Name of Authorized Signing Officer

\_\_\_\_\_  
Telephone Number of Owner

\_\_\_\_\_  
Position of Authorized Signing Officer

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

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





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 27, 2016</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services and Operations (North)</b>
<b>Title:</b>	<b>Snow Plow Truck Replacement</b>

## **BACKGROUND / PROPOSAL:**

As Council has been made aware, the Fort Vermilion Snow Plow truck was involved in an incident on March 15, 2016. Insurance was contacted at the time of the incident, and has recently advised administration that they have written the snow plow truck off. The depreciated value of the truck was \$109,146, which Jubilee Insurance will be releasing to Mackenzie County shortly.

Administration has requested and received an estimated replacement value of \$290,000 for this unit. The truck quoted for replacement is a 2017 tandem axle truck w/ Allison transmission, including an aluminum sanding box, wing and plow.

## **OPTIONS & BENEFITS:**

### Option 1:

To purchase a new truck.

If this option is selected, Council will need to approve the additional funds request in the amount of \$180,854 with funding coming from the Equipment Reserve.

### Option 2:

To purchase a used truck.

If this option is selected, administration will look for a used Plow truck, and bring back options to Council for review.

**Author:** R. Pelensky      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

**COSTS & SOURCE OF FUNDING:**

The existing unit was damaged due to an accident, therefore this was an unbudgeted event and administration is requesting that Council approve additional funds required for purchase in the amount of \$180,854 with funding coming from the Equipment Reserve.

The quote received was an estimate only, and if approved, administration will advertise for tender for this unit.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

The tender will be advertised on the Alberta Connection website, and by contacting suppliers.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Council approves purchasing a new tandem axle truck with a sanding box, wing and plow for \$290,000 to replace the unit written off by the insurance due to damages with funds to come from insurance proceeds \$109,146 and \$180,854 from the Equipment Reserve.

Author: R. Pelensky      Reviewed by: \_\_\_\_\_      CAO: JW



12/09/2015 12:30







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 27, 2016</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Utility Tractor Purchase - Zama</b>

## BACKGROUND / PROPOSAL:

In the 2016 budget Council approved the Capital purchase of a utility tractor. Administration requested quotes from two local dealerships and a third quote from an outside dealer. A summary of the quotes are listed in the table below. The outside dealer was not asked to provide a trade in value. The County owned tractor was transported to La Crete in order to obtain a trade-in value from both local dealers.

<b>Year/Make</b>	<b>Total Selling Price</b>	<b>Trade-in Price Offered</b>	<b>Total Price with Trade-in</b>	<b>Dealer</b>
2015 John Deer 3032E Compact	\$24,990.00	\$10,105.70	\$15,645.32	Prairie Coast Equipment, La Crete
2016 Kubota B series Compact	\$25,289.53	\$6,974.00	\$18,315.56	Kubota Farm & Ranch, La Crete
Case Farmall 35C-L350A	\$31,250.00	Nil	Nil	Rocky Mountain Equipment, Nisku
1997 John Deer 955	Mackenzie Counties Tractor for Disposal/Trade-in			

Administration thoroughly compared statistics/features and visited both local dealers to inspect the proposed units. Both units were comparable to each other with the John Deer having a slightly larger chassis. There also was a concern with the Kubota having the Forward and Reverse functions on the same foot pedal.

On April 13, Administration received a letter from the La Crete Recreation Society requesting to obtain our old tractor for disposal. (See letter)

**Author:** D. Roberts      **Reviewed by:** R. Pelensky      **CAO:** JW

**OPTIONS & BENEFITS:**

Option 1:

Trade-in old tractor and purchase 2015 John Deer

Benefit:

- Lowest price
- Highest trade in value
- Purchase price with trade in is within budget

La Crete Recreation Board will be advised to request a tractor acquisition in due process through the annual operating and capital grant request for 2017 budget year.

Option 2:

Purchase 2015 John Deer tractor, and transfer 1997 John Deer tractor to the La Crete Recreation Society. Council would need to allocate \$4,578 to this project from the General Equipment Reserve.

Benefit:

- La Crete Recreation Society would be able to maintain the baseball diamonds, and other grounds without the assistance of Mackenzie County staff and equipment.
- County staff and equipment would have more time to work on other projects.

**COSTS & SOURCE OF FUNDING:**

2016 Capital Budget of \$20,412, plus an allocated trade in value of \$9,588.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Administration would communicate Councils decision with all proponents.

Author: D. Roberts Reviewed by: R. Pelensky CAO: JW

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That administration be authorized to proceed with purchasing the utility tractor for the Hamlet of Zama as currently budgeted and planned, and that La Crete Recreation Board be advised to submit a request for a tractor in due process through 2017 budget request submission.

**Author:** D. Roberts      **Reviewed by:** R. Pelensky      **CAO:** JW

## La Crete Recreation Society

NORTHERN LIGHTS REC. CENTER



**P.O. Box 29 La Crete AB T0H 2H0 10201-99 Avenue  
P:(780) 928-3066 C:(780) 926-0503 F:(780) 928-3022  
www.nlreccenter.com  
arenam@telus.net**

April 11 2016

**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**

I am writing a letter in regards to obtaining a small implement tractor from Mackenzie County. We would find it very beneficial to our operation as we have lots of use for it in the way of ball diamond maintenance snow removal in the winter. This would give us the opportunity to add a snow blower to keep the outdoor rink and the front of the arena cleared of snow in the winter. There are also times we would do more work if we had the equipment, now we have to call the County and they are strapped thin with staff as it is, it can make it very challenging for us and County staff. We are very capable of take care of maintenance of the tractor ourselves.

I thank the County for giving us the opportunity to present our case. Thank you.

**Philip Doerksen  
Arena Manager**



**Quote Summary**

**Prepared For:**  
 Mackenzie County  
 Willie Schmidt  
 Po Box 640  
 Fort Vermilion, AB T0H1N0  
 Business: 780-927-3718  
 droberts@mackenziecounty.com

**Prepared By:**  
 Benny Driedger  
 10501 100th Street  
 Lacrete, AB T0H2H0  
 Phone: 780-928-3337  
 bdriedger@pcequip.ca

**Quote ID:** 12008023  
**Created On:** 25 August 2015  
**Last Modified On:** 11 April 2016  
**Expiration Date:** 29 April 2016

Equipment Summary	Selling Price	Qty	Extended
2015 JOHN DEERE 3032E Compact Utility Tractor (25 PTO hp) - 1LV3032EJFH714741	\$ 20,500.00 X	1 =	\$ 20,500.00
2015 JOHN DEERE D160 Loader - 1P0D160XLFX015775	\$ 4,490.00 X	1 =	\$ 4,490.00

**Equipment Total** **\$ 24,990.00**

Trade In Summary	Qty	Each	Extended
1997 JOHN DEERE 955 - LV0955E300285	1	\$ 10,105.70	\$ 10,105.70
PayOff			\$ 0.00
Total Trade Allowance			\$ 10,105.70
<b>Trade In Total</b>			<b>\$ 10,105.70</b>

Quote Summary	
Equipment Total	\$ 24,990.00
Trade In	\$ (10,105.70)
BATTERY LEVY	\$ 0.00
FINANCE FEE	\$ 0.00
TIRE STEWARDSHIP LEVY	\$ 16.00
SubTotal	\$ 14,900.30
GST/HST	\$ 745.02
Total	\$ 15,645.32
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 15,645.32</b>

Sales Person: X \_\_\_\_\_

Accepted By: X \_\_\_\_\_



**JOHN DEERE**

# Selling Equipment

Quote ID: 12008023

Customer: MACKENZIE COUNTY

## 2015 JOHN DEERE 3032E Compact Utility Tractor (25 PTO hp) - 1LV3032EJFH714741

Hours: 0  
Stock Number: 010166830701

Code	Description	Qty
1474LV	3032E TRACTOR	1

### Standard Options - Per Unit

0409	ENGLISH OM & MAINT	1
3010	SIDE EXH	1
5213	41X14.0-20 4PR REAR R3 TURF	1
6213	27X8.50-15 4PR FRONT R3 TURF	1
9001	DRAWBAR	1
9500	LOADER	1

### Other Charges

Freight	1
Setup	1
Carrying Fee	1

## 2015 JOHN DEERE D160 Loader - 1P0D160XLFX015775

Hours: 0  
Stock Number: 010168662201

Code	Description	Qty
1460P	D160 LOADER	1

### Standard Options - Per Unit

1000	MOUNTING FRAME	1
2000	SINGLE LEVER CONT 2 FN	1
4095	LESS BALLAST BOX	1
5000	HOOD GUARD	1
8122	1550MM BUCKET W/ HOLES	1

### Other Charges

Carrying Fee	1
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# KUBOTA FARM & RANCH

11102-100ST BOX 65 LA CRETE ALBERTA TOH-2H0 780-928-3268 CELL



Quote # 333837 Reference: MACKENZIE COUNTY  
Prepared for:

Expires: 03/31/2016  
By: Henry Gerbrandt

## Equipment

1 New Kubota #B3350SUHSD 33HP 3-HST 4WD ROPS Ldr Valve

**\$20,465.24**

*2016*



Qty	Item	Class	Description	Serial #
1	#B3350SUHSD	B Series Compact Tractor	33HP 3-HST 4WD ROPS Ldr Valve	
2	ABR8767	Wheel B Series	25x8.50-14 R4 Titan Bias SR	
2	ABR8768	Wheel B Series	15x19.5-6 R4 Titan Bias SR	
1	*B4573	Accessory B Series	Steering Stopper Kit B2650/B3350	
1	*B7335	Accessory B Series	Rear Work Light	
1	*B7358	Accessory B Series	Arm Rest Kit	
1	*B1015	Ckd Kit M Series	Cruise Control Kit B3350SUHSD	

Notes:

1 New Kubota \*LA534A FRONT LOADER W/O BUCKET

**\$4,719.28**



Qty	Item	Class	Description	Serial #
1	*LA534A	Loader L Series	FRONT LOADER W/O BUCKET	A9674
1	*B2366	Loader B Series	2 LEVER SKID STEER COUPLER	
1	*B2324	Loader B Series	54" SKID STEER BUCKET	

Notes:

## Quote Summary

Notes:

Equipment Total	\$25,184.53
Administration Fees	\$105.00
Other Taxable	\$0.00
<b>Selling Price</b>	<b>\$25,289.53</b>
Less Trades	\$0.00
Total After Trades	\$25,289.53
GST/HST	\$1,264.48
PST/QST	\$0.00
Non Taxable Environmental Charges	\$0.00
Other non taxable	\$0.00
Total	\$26,554.00
Plus Liens	\$0.00
Cash Down Payment	\$0.00
<b>Total After Cash Down Payment</b>	<b>\$26,554.00</b>

This Quote Is Valid For TEN Days Only Inventory and Sales Incentives subject to change

*\$25,289.56*

*\$6,974.00*

*\$18,315.56*

*With trade-in*

PRICE QUOTE FOR UNIT #2405 AS A TRADE  
FROM KUBOTA IN LACRETE



**Options and Adjustments for**  
Spring 2016 Official Guide - 1998 Model 955 John Deere Tractor,  
Region WC (Guide Page 121), Currency: Original Currency

**Customer: MACKENZIE COUNTY**  
**Serial Number: LV0955E300285**

**BASE VALUES:**

	Avg Hrs	Avg Wsale	Trade Rough	Trade Premium	Resale Cash	Retail Adv.
	5820	C\$4,017	C\$3,469	C\$4,127	C\$6,586	C\$7,200
Average Hrs					5820	
Actual Hrs					2064	
Adjust Per Hrs					C\$1.00	
Hrs Adjust Amount (+ or -)				C\$1,647	C\$1,647	C\$1,647
Avg. Reconditioning				C\$1,800		
Actual Reconditioning				C\$1800		
Reconditioning Adjust Amount				C\$0		

**Option**

	Trade Wholesale	Cash Value	Advertised
x 2 Hyd Outlets	C\$300	C\$300	C\$300
x 60" Mid Mount Mower	C\$1,200	C\$1,200	C\$1,200
x 72" Mid-Mount Mower	C\$1,550	C\$1,550	C\$1,550
» Loader	C\$1,700	C\$1,700	C\$1,700
Options Total:	C\$1,700	C\$1,700	C\$1,700

**ADJUSTED VALUES:**

	Actual Hrs	Avg Wsale	Trade Rough	Trade Premium	Resale Cash	Retail Adv.
	2064	C\$7,364	C\$6,816	C\$7,474	C\$9,933	C\$10,547

\* - Maximum of 25% of Resale Cash has been reached with Adjust Amount

- 800

= 6974.00 for Cleanup and Auction and Shipping Fees

ALLOW 6974.00





Date: April 8 2016

Quoted To:  
 Mackenzie County  
 C/O ALBERTAASSOC. OF MUNI.  
 2510 SPARROW DRIVE NISKU AB  
 Type Postal Code  
 780-927-3718

Location: Grimshaw  
 Salesperson: Gerald Zatelny  
 Cell Phone: 780-618-1565  
 Email Address: [gzatelny@rockymtn.c](mailto:gzatelny@rockymtn.c)

Attention: Quote Expires APRIL 30 2016

We propose to furnish the equipment described herein in accord with the specification, terms, and conditions outlined.

**Case IH Farmall 35C -L350A** 31,250.00

Stock Number 080886  
 Serial Number 2230010653

Options/Attachments  
 Complete with L350A front end loader with joystick  
 35 hp engine 29 pto hp  
 Delivery to county office  
 Hydrostatic transmission

Trade Information

Trade-in  
 Serial #

<b>Selling Price:</b>	31,250.00
<b>Less Trade-in:</b>	-
<b>GST:</b>	0%
<b>Net Selling Price:</b>	<b>31,250.00</b>

Accepted by: \_\_\_\_\_

Prepared by: Gerald Zatelny





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 27, 2016</b>
<b>Presented By:</b>	<b>Len Racher, Director of Facilities &amp; Operations (South)</b>
<b>Title:</b>	<b>Unit #2350 – Fire Damaged Toolcat Replacement</b>

**BACKGROUND / PROPOSAL:**

In March of 2016 Unit #2350 sustained fire damage and as a result was ‘written off’ by the insurance adjusters. The unit, being a toolcat, was originally purchased in 2011 and used for sidewalk clearing and various other jobs.

Since this unfortunate incident, administration has been using a rental (provided through insurance) for sidewalk maintenance. The rental unit is a Holder C270. This unit is performing extraordinarily well as it is narrow enough for proper sidewalk maintenance.

The Hamlet of La Crete has 11.9km of sidewalk to maintain. Sidewalks are generally 48”; Unit #2350 was 60” with a 66” blade. Replacing the damaged unit with one similar does not meet operational requirements.

Administration has obtained quotes from four companies for urban environment sidewalk maintenance equipment (see attached).

**OPTIONS & BENEFITS:**

Option: See attached quotes.

**COSTS & SOURCE OF FUNDING:**

The insurance payout is \$37,000.00. Remainder of funding would come from the Vehicle and Equipment Reserve.

**Author:** S Wheeler      **Reviewed by:** Len Racher      **CAO:** JW

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That administration be authorized to purchase of the Holder C270 for \$96,463 with \$37,000 coming from the insurance proceeds and the additional \$59,464 coming from the Vehicle & Equipment Replacement.

Author: S Wheeler      Reviewed by: Len Racher      CAO: JW



**Falcon Surrey** - 18412 96 Avenue, Surrey BC V4N 3P8  
 P. (604) 888-5066 Toll Free. 1-800-914-7819  
 F. (604) 888-3587  
[www.falconequip.com](http://www.falconequip.com)

<b>Rep:</b>	Rick Hermans	<b>Email:</b>	rhermans@falconequip.com
<b>Ref:</b>	1635	<b>Phone:</b>	(250) 454-9510
<b>Date:</b>	March 31, 2016	<b>Cell:</b>	(250) 863-2749

County of MacKenzie,  
**Attn: David Fehr**  
 4511 - 46 Ave  
 Fort Vermilion, AB T0H 1N0

Dear David,

As per our conversation we are quoting you the Demo Holder municipal tractor you are currently renting:

**Holder C270 serial # 212000624**

	List price	Your price
<b>C270 Serial # 212000649</b>		
Comfort package (heated seat, AC, AM/FM Radio)		
Winter package (heated windshield, mirrors, block heater)		
High flow hydraulics		
<b>TOTAL Tractor</b>	<b>\$ 96,005.00</b>	<b>\$ 76,464.00</b>

❄️ Applicable taxes to be added

Please give me a call if you have any questions or concerns

Sincerely,

**Falcon Equipment Ltd.**

Rick Hermans





**Attachments**

60" Box snow blower	BBX-060-01	\$ 9,280.00	\$ 8,059.49
60" PTO driven sweeper with water pump & spray nozzles	SPT-060-01	\$ 6,830.00	\$ 5,192.00
1/3 cu yard Drop sander	SD-033-01	\$ 4,610.00	\$ 3,808.00

**We shipped the unit with (no rental fee charged):**

<del>450 Lbs Counter weight</del>	<del>CTW-450-01</del>	<del>\$ 1,095.00</del>	<del>\$ 950.99</del>
175 USG Water tank w/ frame	WTA-175-01	\$ 3,385.00	\$ 2,939.80

\* Applicable taxes to be added

**Attachments \$19,999.29**

If current rental attachments are returned and /or the 60" snow blower is selected, additional freight costs will apply.

**Total \$96,463.29**

**Clean Air. Clean Water. Clean Streets.**

April 19, 2016

Willy Schmidt  
**Mackenzie County**  
4511-46 Avenue  
Box 640  
Fort Vermilion, AB  
T0H 1N0

**BUDGETARY QUOTATION: Trackless MT6 Articulating All-Season Tractor**

We would like to take this opportunity to thank you for your interest in Joe Johnson Equipment Inc., (JJEI) Canada's largest supplier of environmental equipment.

As proud distributors of Trackless Vehicles Ltd.'s innovative multi-purpose municipal tractors, JJEI is pleased to present the following budgetary quotation to provide one (1) New Trackless MT6 and related attachments.

We appreciate the opportunity to assist with this equipment requirement and ask that you not hesitate to contact us should additional information be required.

Respectfully Submitted,



Scott Beauchamp  
Regional Sales Manager – Northern Alberta  
**Joe Johnson Equipment Inc.**  
Cell: (587) 336-2055  
Office: (780) 469-1584  
[sbeauchamp@jjei.com](mailto:sbeauchamp@jjei.com)

## BUDGETARY QUOTATION

To provide one (1) new Trackless MT6, standard-equipped as detailed below:

### ***Engine:***

- Cummins Model QSB4.5
- 115 BHP @ 2,500 r.p.m
- Torque: 360 lb-ft @ 1,500 r.p.m
- Tier 3 electronic with charge air cooling
- Equipped with cold start aid, block heater and air breather warning lamp

### ***Powertrain:***

- Sauer Danfoss hydrostatic/electronic transmission and motor
- Controlled by electronic foot pedal programmed to control hydrostatic independently or both engine r.p.m. and hydrostatic simultaneously
- Trackless mechanical transmission with high/low range and neutral
- Dana Model 60 full float axles with new heavy duty alloy spindles.
- Limited slip differentials 7,000 lb capacity

### ***Hydraulic Systems:***

- 20 gpm hydraulic gear pump driven by timing gears of engine
- Joystick control with 8 backlit membrane switches. 3 float position switches also have additional LED indicator light. Switches color coded to circuits
- 6 (3 pair) low volume front hydraulic couplers for attachment control
- 2 (1 pair) high volume hydraulic couplers to power attachments requiring approximately 16 gpm
- 2 (1 pair) additional ports in front of cab for addition of optional second high flow circuit
- 2 (1 pair) high volume hydraulic couplers at rear of tractor
- Thermostatically controlled bypass from oil cooler for winter start up

### ***Braking Systems:***

- Hydrostatic dynamic braking programmed for smooth deceleration
- Hydraulic service brakes on all 4 wheels
- Service brake application also activates more aggressive hydrostatic braking
- Mechanical parking brake with warning buzzer



Clean Air. Clean Water. Clean Streets.

### ***Fuel Capacity:***

- 104 litres, 27 US gallons

### ***Speeds:***

- Low range: 0 to 8 mph
- High range: 0 to 19 mph

### ***Lights:***

- 4 halogen headlights
- 1 halogen backup light
- 2 rubber proof shockproof tail lights
- 1 interior dome light
- Front and rear signal lights and 4-way flashers

### ***Steering:***

- Articulated steering 35 degrees each way
- Hydraulic orbitrol motor, hydraulic steering cylinder, tilt steering column
- Inside turning radius approximately 8 ft
- Steering column includes hazard button, signal lever and centre mounted horn
- High strength spherical bearings for pivot pins and steering pins
- Bearings and pins greasable

### ***Finish:***

- All steel components including cab prepped in 5-stage phosphate wash
- 2 part epoxy primer with rust inhibitor
- 2 part poly urethane automotive top coat oven baked
- Latches, linkages, levers, battery hold down straps & bolts, support rods, striker plate, shifter gate and various small brackets zinc plated
- Colour highway yellow and black trim, grey/black interior

**Clean Air. Clean Water. Clean Streets.**

***Cab Features:***

- Certified Rollover Protection (R.O.P.S.) cab structure, steel roof with rain gutters
- Full gauges: tachometer, speedometer, fuel level, engine coolant temp., engine oil pressure, voltmeter, hour meter
- 3-speed heater defroster
- 2 outside and 1 inside rear view mirror
- 3-point retractable seat belt
- AM/FM/MP3 stereo, dual speakers, internal aerial with amplifier
- Ash tray, cup holder, cell phone holder, door picket, storage try
- 12 volt power point auxiliary outlet for cell phone, 12 volt 2-way radio jacks
- Gas strut door cylinder and safety strap
- Tilt steering column with horn, signal lever, hazard button
- DOT approved tinted tempered safety glass
- Left and right side slider windows
- 3-speed pantograph wiper and windshield washer
- Conaflex sound deadening, sound barrier floor matting
- Operator's manual
- High back, fabric covered air ride seat with lumbar support
- Adjustable left arm rest, right adjustable free swing joystick arm rest

***Exterior Features:***

- All steel hoods, 4 hinged access doors, hinged rear grill
- Heavy duty 10 gauge steel fenders

***Electrical:***

- 950 CCA Group 31 battery, 95 amp alternator
- Hinged overhead switch panel
- Main circuit breaker protection
- Mini blade fuses mounts in IP76 watertight enclosure
- Switch, wiring and plumbing for spray systems
- CAN wire to front plug to control engine r.p.m. from external source such a generator/infrared

**Clean Air. Clean Water. Clean Streets.**

***Safety Features:***

- Neutral safety start switch
- Automatic hydraulic power shut off if rotary mower wings raised
- Automatic PTO shut down if op
- erator leaves seat
- Automatic engine shut down if operator leaves seat with shifter not in neutral position
- Application of service brake foot pedal activates more aggressive hydrostatic braking in conjunction with the 4 wheel service brakes
- Wire finger guard protection from engine fan blades
- Reflective striping on both sides and rear of tractor
- Pinch point, danger, caution decals
- Backup alarm

***INCLUDING the Following Additional Features:***

- Hydraulic Pump & Valve Kit
- 60" x 32" dia angle sweeper
- 60" ribbon snowblower w/ sidewalk chute
- Rear salt & sand spreader with single agitator
- Water tank and pump kit

***Budgetary Price .....*** **\$117,790.00**

***Optional Features Available:***

FNR (forward/neutral/reverse switch) on joystick .....	\$675.00
60" x 32" dia angle sweeper .....	\$7,100.00
60" ribbon snowblower w/ sidewalk chute .....	\$15,500.00
Rear salt & sand spreader with single agitator .....	\$6,450.00
Water tank and pump kit .....	\$3,675.00
Air conditioning with heat and pressurizer .....	\$4,900.00

***~ Terms & Conditions ~***

*Pricing: Canadian dollars, taxes extra, valid for 30 days*

*F.O.B.: Fort Vermilion, AB*

*Terms: Net 30 Days*

*Delivery: To Be Confirmed at Time of Order*

*Quotation is valid for budgetary purposes only and is valid for 20 days.*



**WILLE NORTH AMERICA INC.**

2458 Huntley Road P.O. Box 284 Stittsville, ON Canada K2S 1A4 PH: 888 334 2464 FAX: 613 838 2336

Cell: 403 461 1054

EMAIL:awhite@willenorthamerica.com

**WILLE 365 FACTORY ORDER QUOTATION**

To: Mackenzie County  
P.O. Box 640  
4511 – 46 Avenue  
Fort Vermillion, AB  
T0H 1N0

Quote No: 041916AW1  
Date: April 19<sup>th</sup>, 2016  
Delivery Date: 12 to 14 weeks  
FOB: Airdrie, AB  
Terms: Net on Invoice

Attn: Willie Schmidt, Mechanic/Shop Foreman  
(780) 928 3015

Quantity	Description	Purchase Price
1	<b>2016 Wille 365 Factory Order – Base Tractor</b>	\$123,985.00
	<b>Additional Features/Attachments to be Included with Wille 365 Factory Order (highlighted)</b>	\$41,540.00
	<b>Sub Total before Credits</b>	\$165,525.00
	<b>2016 Wille 365 Factory Order Attachment Credit (Min. 3 Attachments)</b>	\$(12,000.00)
	<b>Total Net Price (Taxes not included)</b>	\$153,525.00
	<b>GST</b>	\$7,676.25
	<b>Grand Total including GST</b>	\$161,201.25
	<b><u>Tractor Options</u></b>	
1	Rear tilt (includes rear cylinder hydraulics), <b>required for spreader &amp; blade mounting</b>	\$4,195.00
1	Rear hitch float position, <b>recommended for blade use</b>	\$575.00
1	Head rest	\$320.00
1	Left side arm rest	\$330.00
1	Central automatic pressure lubrication 1.5L (1.5qt) - located behind the cab	\$6,030.00
1	Filling pump for auto lube	\$685.00
1	Hydraulic tank heater	\$940.00
1	Additional hydraulic oil cooler (VT 50)	\$1,930.00
1	Electric regulating flow valve for drive hydraulics - regulates 54L/min (14.3gpm) pump	Included
1	Loader float position	\$840.00
1	Prep for additional work lights (includes switch and wires)	\$295.00
1	Additional work lights (2 front, 1 rear)	\$685.00
1	LED power work lights - Tyri 4500 Lum (replaces 2 front standard work lights)	\$1,425.00
1	Flashing LED tail light	\$955.00
1	High power LED beacon	\$110.00



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1	Back up camera (RW-710151 with 7" color screen)	\$1,580.00
1	Multi connection for 3 <sup>rd</sup> & 4 <sup>th</sup> cylinder hydraulics	\$1,370.00
1	Trailer brake valve	\$2,400.00
1	TOP plow prep	\$195.00
1	Zoom plow prep	\$240.00
1	Prep for float position, wing mowers (GMR TH3000C)	\$430.00
1	Outlet, Wille 9 Access Platform	\$390.00
1	Rear counter weight - 240kg/528lbs (when equipped without rear hitch)	\$3,055.00
1	Rear counter weight - 240kg/528lbs (when equipped with rear hitch)	\$2,200.00
1	Turf Tires (set of 4 with rims) 31x13.5-15	\$6,250.00
	<b>Freight &amp; All Applicable Taxes Extra</b>	



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Attn: Willie Schmidt, Mechanic/Shop Foreman  
(780) 928 3015

Quantity	Description	Purchase Price
	<b><u>Attachments</u></b>	
1	Bucket 400L (0.5 cu yd) capacity - working width 1445mm (57")	\$1,795.00
1	Snow Bucket 800L (1.0 cu yd) capacity - working width 1550mm (61")	\$2,340.00
1	Cross hatch cutting edge for Snow Bucket 800L	\$655.00
1	High-Tipping Bucket 550L (0.7 cu yd) capacity - width 1580mm (62"), tipping height 3130mm (123")	\$5,565.00
1	Multi-Function Bucket 750L (1.0 cu yd) capacity - working width: 1720mm (68") to 2685mm (105")	\$6,090.00
1	Cross hatch cutting edge for multifunction bucket 750L	\$6,460.00
1	Folding Plow 186 – working width: 1435mm (56") to 1860mm (73"), 40° turning angle, 30" moldboard, 12° oscillation angle	\$9,270.00
1	Folding Plow 220– working width: 1700mm (67") to 2200mm (87"), 40° turning angle, 30" moldboard, 12° oscillation angle	\$9,640.00
1	Tokvam F150H Ribbon Snow Blower – clearing width 1500mm (59"), hydraulic drive, centre-mounted differential, hydraulic chute rotation and deflection; Kunta 500 coupler mount, 500mm (20") diameter auger, 420mm (16.5") diameter impeller and adjustable skid shoes	\$19,045.00
1	End Plates for Tokvam Ribbon Snow Blower	\$1,700.00
1	Snow Cutters for Tokvam Snow Blower	600.00
1	Folding plow 186 with cross hatch cutting edge	\$9,700.00
1	Folding Plow 220 with cross hatch cutting edge	\$10,305.00
1	Ice Scraper, width 3050mm (120") height 420mm (16.5") 28° angle left & right	\$5,235.00
1	Galvanized Sand Spreader 250L (0.33 cu yd) Requires rear hitch- not included	\$7,025.00
1	Mechanical Rear Blade 1801 - working width 1690mm (66"), 20° fixed angle, 4° oscillation	\$3,980.00
1	Rotary Brush 170 - working width: 1515mm (60") to 1700mm (80"), 26° hydraulic angle left & right, 700mm (28") brush diameter	\$9,780.00



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Attn: Willie Schmidt, Mechanic/Shop Foreman  
(780) 928 3015

Quantity	Description	Purchase Price
	<b><u>Attachments Continued</u></b>	
1	Collecting Sweeper 205 with side brush - hopper capacity of 200L (0.25 cu yd), water tank capacity of 100L (26gal), working width 1400mm (55") and 1700mm (67") with extra cup brush, 610mm (24") brush diameter, hydraulic bottom dump	\$18,055.00
1	Additional side brush for Collecting Sweeper 205 - increases overall working width by 300mm (8") to 1700mm (63")	\$2,830.00
1	Water Tank 500L (132gal) capacity – electric pump 10L/min (2.6gpm), 30psi, mounted over engine, support legs included	\$8,705.00
1	High Pressure Baffled Water Tank 500L (132gal) capacity - max flow 45L/min (12gpm), max pressure 2100 psi, support legs included, rear hitch required	\$20,335.00
1	Hand-Held Hose 15m (49')	\$1,845.00
1	Nozzle Pipe 1240 – min working width 1240mm (49"), 25° hydraulic angle left & right	\$2,420.00
1	High Pressure Water Hose - mounted from water tank to loader	Included
1	TOP Platform 330L (0.4 cu yd) capacity – with hydraulic tilting	\$5,690.00
1	Leaf Collector 900L (1.2 cu yd) capacity - tipping height 1850mm (73"), suction hose and support legs included	\$14,950.00
1	Suction Nozzle with brush	\$7,065.00
1	Blower unit with pipe for Leaf Collector - 25° hydraulic angle left & right, mounted on loader	\$1,680.00
1	GMR TH3000C Triplex Rotary Mower: cutting width 2900mm (114"), mower width 2975mm (117"), transport width 2000mm (78.75"), In-cab hydraulically adjustable height 20-80mm (0.75" to 3"), hydraulic tilt, independent adjustable (hydraulic) wings cut 10° below centre, cut 15° above centre, and vertical tip, front mounting, 5 blades	\$42,000.00



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Attn: Willie Schmidt, Mechanic/Shop Foreman  
(780) 928 3015

Quantity	Description	Purchase Price
	<b><u>Attachments Continued</u></b>	
1	Pallet Forks 120 - 2500kg (5500lbs), 1200mm (48") length, adjustable width: 200mm (8") to 1200mm (48")	\$3,475.00
1	Wille 9 Access Platform (requires Outlet, Wille 9 Access Platform)	\$35,700.00
1	Zoom Blade – Expandable width from 1350mm (53") to 2469mm (97"). Hydraulically operated end sections	\$14,050.00
1	TOP Plow – Expandable simultaneously from 1500mm (59") to 2500mm (98") or independent left and right extension of 600mm (24")	\$16,925.00
1	Snow Cutters for Tokvam Snow Blower	\$600.00
1	Spearhead Machinery – Twiga 420 (4.2m reach)	\$23,200.00
1	Horst 6' Snow Blade; crossover relief valve, lateral float, 30" moldboard profile, replaceable and reversible cutting edge, skid shoe and spring trip cutting edge; 72" wide, angled snow clearing width 59"	\$4,515.00
1	Horst 7' Snow Blade; crossover relief valve, lateral float, 30" moldboard profile, replaceable and reversible cutting edge, skid shoe and spring trip cutting edge; 84" wide, angled snow clearing width 69"	\$4,735.00
1	Horst 8' Snow Blade; crossover relief valve, lateral float, 30" moldboard profile, replaceable and reversible cutting edge, skid shoe and spring trip cutting edge; 96" wide, angled snow clearing width 78.5"	\$4,850.00
1	Horst 9' Snow Blade; crossover relief valve, lateral float, 30" moldboard profile, replaceable and reversible cutting edge, skid shoe and spring trip cutting edge; 108" wide, angled snow clearing width 88.5"	\$5,250.00
1	Horst 10' Snow Blade; crossover relief valve, lateral float, 30" moldboard profile, replaceable and reversible cutting edge, skid shoe and spring trip cutting edge; 120" wide, angled snow clearing width 98.5"	\$5,950.00
1	Over engine water tank (400 litres) with electric pump for dust control	\$2,840.00
	<b>Freight &amp; All Applicable Taxes Extra</b>	





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Attn: Willie Schmidt, Mechanic/Shop Foreman  
(780) 928 3015

Quantity	Description	Purchase Price
	<b><u>Extended Warranty</u></b>	
1	1 Year Extended Warranty (3 years, 3000 hours total)	\$2,750.00
	<b>All Applicable Taxes Extra</b>	



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Terms: Net on Invoice

Attn: Willie Schmidt, Mechanic/Shop Foreman  
(780) 928 3015

Quantity	Description	Purchase Price
	<b><u>Service Package Kits</u></b>	
1	50 Hours	\$91.90
1	500 Hours	\$701.67
1	1000 Hours	\$854.65
	<b>Freight &amp; All Applicable Taxes Extra ( 5% GST)</b>	



April 6, 2016

Mackenzie County  
Public Works Shop  
9507B - 94 Ave, PO Box 1690  
La Crete, AB T0H 2H0

Attention: Willie Schmidt  
Mechanic / Shop Foreman

**RPM Tech – CAMELEON**

We are pleased to provide the following budget pricing for one (1) new RPM Tech Cameleon multi-functional vehicle:

**GENERAL:**

The Cameleon is a tracked vehicle equipped with a super rugged chassis, and a hydrostatic drive power train designed to convert into a four (4) wheel drive articulated vehicle.

- Two (2) steering cylinders (wheel mode)
- Orbital motor for hydraulic steering
- Power Take Off - 6 spline 540 RPM (90HP)
- Hydraulic Pump for articulation
- Central chassis joint mounted on lubricated tapered roller bearing.
- Plastic bushings and rubber absorbers are used on mobile components of the vehicle, in order to avoid any contact metal to eliminate vibration problems and premature wear of these parts by friction.

**DIMENSIONS:**

Overall Length:	134 inches
Width:	51 inches
Height	86 inches
Weight for shipping (Tracks)	7,510 pounds
Weight for shipping (Wheels):	6,165 pounds



## **OPERATING FEATURES:**

- Tilt and Telescopic steering wheel
- Two speed transmission
  - Travel mode 40km/h
  - Work mode 24km/hr

## **PROPULSION GROUP:**

- Perkins 4 cylinders 1104D-E44TA Turbocharged Diesel engine. Tier 3
- Engine Shut off system for high temperature and low engine oil pressure.
- Power 97 kW (130hp) @ 2 200 RPM
- Torque 380 lbft @1400 RPM
- Glow plugs in the intake pre-heater
- Fuel filter with water separator
- Dry-type air cleaner with vacuum condition indicator
- Sauer Danfoss Hydrostatic transmission
- Driving system with independent control of each track through a microprocessor via the steering wheel
- Service brakes through hydrostatic transmission
- Power Take Off 540RPM, 90HP for attachments such as snow blower, lawn mower and sweepers

## **SUSPENSION:**

### **Track mode: (Optional)**

- Six (6) solid rubber wheels
- Front wheels mounted on air suspension with adjustment and hydraulic shock absorber
- Rear wheels mounted in tandem
- Bridgestone rubber tracks, endless, steel reinforced, width 350 mm (13.75 in)



### **Wheel mode: (Optional)**

- Four (4) radial Winter tires
- Planetary and hydraulic motor drive

### **CHASSIS/CAB:**

- Steel chassis welded and bolted including articulation joint system to allow the conversion from tracks to wheels and vice versa
- Aluminum one operator cab, mounted on hydraulic shock and adjustable air suspension, insulated for noise level not to exceed 69dba at a normal operating speed
- ROPS and FOPS Certifications

The cab includes:

- Seat with mechanical suspension
- Security belt with three (3) tie points
- Heater: 34 000 Btu with fresh air inlet, air conditioning and directional outlets.
- Pressurized cabin with exterior filtering system
- AM/FM radio, CD player and speakers
- Tilt and telescopic steering column (30 degrees)
- Front Rear wiper
- Slewing door for radiator maintenance
- Steps to climb inside the cab

### **HYDRAULIC SYSTEM:**

- Gear pump – Maximal operating pressure 172 bars (2500 PSI)
- 94.5L/min (22 gpm) @ 1900 rpm.
- Filtration on return line to reservoir
- Hydraulic reservoir
- Control through electric and proportional joystick with integrated trigger switch to activate floating system
- The controls can activate the snow blower, the casting chute, the lawn mower, the brooms and



many other standard attachments available on the market

- Rear hydraulics for spreader

#### **ELECTRICAL SYSTEM:**

- 12 volts power system negative ground
- 120 A alternator with voltage controller integrated
- Cold cranking start at 1125 CCA
- Block heater

Complete lighting system including:

- Four (4) halogen headlights
- Two (2) halogen lights in the rear
- Turn signal and indicator lights at the front and rear
- Four (4) Strobe type flashers amber LED
- Headlight protection bar
- Strobe beacon mounted on stainless steel flexible support

Complete dashboard including:

- Tachometer
- Temperature indicator for cooling liquid
- Fuel gauge
- Hour meter
- Indicator lamp for parking brakes
- Indicator lamp for headlights

Alarms and indicator lamps for:

- Engine oil pressure
- Error code for the engine
- Temperature indicator for cooling liquid
- Battery charging system
- Backing up alarm

Two (2) front wipers, windshield washer, intermittent and variable speeds, horn

#### **PUSH FRAME:**



Push frame with manual coupler ready to receive front attachment includes:

- Two (2) cylinders for hydraulic lifting with nitrite rods
- One (1) safety valve (in case of collision)
- One (1) locking valve (to lock the equipment in lift position)

**WARRANTY/HANDBOOK:**

Warranty on vehicle 1 year/1,500 hours (parts and labor) starting on delivery date  
2 years or 3000 hours on Engine  
5 years or 5000 hours on oscillation

Operation/maintenance kit including:

- Parts handbook
- Operations handbook
- Perkins instruction book

**SERVICE and SUPPORT**

Industrial Machine has been the RPM Tech dealer in Alberta for 25 plus years. We stock a large inventory of OEM parts and our service technicians are both experienced and knowledgeable with respect to the operation and maintenance of the product.

**PRICE:**

- |   |                    |
|---|--------------------|
| ▪ Complete Version – Tracks and Wheels: | \$188,435.00 + GST |
| ▪ Single Version (Tracks or Wheels)     | \$172,490.00 + GST |
| ▪ Dedicated Winter Tracked Machine      | \$155,460.00 + GST |
| ○ No Conversion                         |                    |
| ○ No PTO                                |                    |

\*\* Please see enclosed schedule for option and attachment pricing.

**All pricing is:**

- FOB: IMI



- Budget pricing – may change without notice
- Balance Due on Delivery
- Specifications may change without notice.
- Lease financing available from National Leasing

\*\* Prices for attachments are only valid if they are ordered with a new Cameleon. After market prices will vary.

We thank you for the opportunity to provide the above noted budget pricing and ask that you contact us at your earliest convenience should you have any questions or require any further information.

Sincerely,

Brian Baker

**INDUSTRIAL MACHINE INC.**

<b>PART NO.</b>	<b>WINTER ACCESSORIES</b>	<b>PRICE</b>
U0170150	Plow KL6000 CÔTÉ	\$5,840.00
U0170150-1	Plow KL6000 TILT CÔTÉ	\$10,020.00
U0170140-5	Granby Spreader	\$6,135.00
U0170160	Spreader COLPRON including trailer attach	\$21,265.00
U0170130-3	S HOULE snow blower SD250	\$13,095.00
S2700-X	RPM CS60 snow blower (S2700-1 close side model)	POR
S2700-X	RPM CS60 snow blower close side model /S2700-2 open side model)	POR
S2730020	CS72 or CS60 snow blower telescopic chute	POR
S2700-X	RPM CS72 snow blower open side model	\$21,995.00
U0170290	Carbide studs tracks	POR
U0170310	Low profile winter application for chain 225/60R16	POR
U0170180	RPM CS60 & RPM CS72 counterweight 635 lbs (mandatory in track mode)	\$2,530.00
U0148180	PTO OPTION FOR TRACKED CAMELEON ONLY	\$8,190.00





<b>PART NO.</b>	<b>SUMMER ACCESSORIES</b>	<b>PRICE.</b>
U0170110	Sweeper Sweepster QC 60 inches with water tank (85 Gal US)	\$14,395.00
U0170120	Lawnmower BUHLER Y550R 60 inches (filter not included)	POR
	Lawnmower BUHLER Y650R 72 inches (filter not included)	POR
U0170120-3	Lawnmower BUHLER Y750R 84 inches (filter not included)	\$4,996.00
U0170120-6	Power arm Mc CONNEL 41 gear-Double wheels not included (8)	\$37,269.00
U0124010-3	(8) Double wheels	\$5,075.00
U0124010	(4) Turf Tires	\$2,770.00
U0170240-3	Reversible Fan Clean-Fix for model 2010	\$5,735.00

<b>PART NO.</b>	<b>OPTIONS</b>	<b>PRICE</b>
U0170120-5	Grass filter on rad model 2010	\$670.00
U0134030	Skid steer attach	POR
U0170160-2	OPTION Trailer attach for COLPRON	POR
U0109009	OPTION Attach with extension for trailer	\$1085.00
U0170120-7	Arctic kit (-25C) including rear panel only	\$1,295.00
U0170330	Option high flow hydraulic 28GPM / 5000 PSI	\$3,945.00

**POR – Price on request**

**\*\* PRICE FOR OPTIONS IS ONLY VALID IF ORDERED AND DELIVERED WITH THE CAMELEON.**





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>April 27, 2016</b>
<b>Presented By:</b>	<b>Joulia Whittleton, 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.

- 2016-04-18 Correspondence – Environment and Parks – Public Land Sales
- 2016-04-13 Correspondence – Mackenzie County regarding Waste Commission Hours
- 2016-04-22 Correspondence – Waste Commission Response
- 2016-04-19 Correspondence – Concerned Citizen re: Dust Control
- 2016-04-20 Correspondence - 2016 Heimstaed Lodge Requisitions
- REDI Meeting Minutes
- Invitation to Tolko Open House
- Tolko Map of Open House
- Save the Date – Government of Alberta
- Mighty Peace Watershed Alliance Annual General Meeting
- Mighty Peace Watershed Board of Director Nomination Form
- Mighty Peace Watershed Alliance Membership Form
- Hay Zama Committee Meeting – May 3, 2016
- Alberta Agencies, Boards and Commissions Review
- Alberta Municipal Affairs – Minister’s Award for Excellence
- Analysis of Provincial Budget 2016
- Government of Alberta Launches Consultations on Transportation Issues
- 
- 
- 

## **OPTIONS & BENEFITS:**

Author: C. Simpson Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

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

Author: C. Simpson      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



ALBERTA  
ENVIRONMENT AND PARKS

*Office of the Minister  
MLA, Lethbridge-West*

APR 18 2016

Mr. Bill Neufeld, Reeve  
Mackenzie County  
PO Box 640  
Fort Vermilion AB T0H 1N0

Dear Reeve Neufeld:

Thank you for writing to express your concern about delays with regard to a public land sale in Mackenzie County. Honourable Rachel Notley, Premier of Alberta, has reviewed your comments and asked me to respond on behalf of the Government of Alberta.

It was a pleasure to meet you at the annual conference of the Alberta Association of Municipal Districts and Counties to discuss this important matter in person. As we discussed, Environment and Parks will honour the commitment to proceed with the sale of these 11 quarters of land in Mackenzie County. Administrative delays resulted in the cancellation of sale dates in December 2015 and February 2016. Department staff are working to resolve these delays and expect to reschedule the land sale to occur in the upcoming months.

I encourage you to remain in contact with Ms. Camille Ducharme, Approvals Manager in our Peace River office. You can contact Ms. Ducharme directly at 780-624-6321, or by email at [camille.ducharme@gov.ab.ca](mailto:camille.ducharme@gov.ab.ca).

Sincerely,

Shannon Phillips  
Minister

cc: Honourable Rachel Notley  
Premier of Alberta

Camille Ducharme  
Environment and Parks



## 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

April 13, 2016

Mackenzie Regional Waste Management Commission  
Box 235  
High Level, AB T0H 1Z0

Attention: Bruce Underhay

Mackenzie County Council made a motion requesting that the Mackenzie Regional Waste Management Commission consider reinstating call outs on Statutory Holidays, and weekends to accommodate Commercial and Private Haulers to the landfill.

The recent removal of callout services will have a negative impact on haulers fulfilling their customers needs, and therefore would have a negative impact on Mackenzie County ratepayers.

Regards,

Joulia Whittleton  
C.A.O

JW/rp/jb

# Mackenzie Regional Waste Management Commission

Box 235, High Level, AB, T0H 1Z0  
Phone No. (780) 926-2958 Fax No. (780) 841-0152

April 19, 2016

Mackenzie County  
P.O. Box 640  
4511-46 Avenue  
Fort Vermilion, AB, T0H 1N0

Attention: Joulia Whittleton

## Re: Request to reinstate call outs

The Mackenzie Regional Waste Management Commission held it's regular meeting on Saturday, April 16, 2016. The Mackenzie County letter of request to reinstate callouts on Statutory Holidays and weekends was included on the agenda and discussed. A motion was made and carried that Policy No: 42-06, Hours of Operation, remain as is and callouts will not be reinstated.

If you have any further questions, please contact me at 926-2958. Thank you.

Regards,



Bruce Underhay, Manager



1 of 1

Attention Jennifer Batt  
Fax # 780-927-4266

Apr. 19, 16

To The Council of Mackenzie County,

This letter is regarding Dust Control on the intersection Rgd 15-5 Inn Rd 109-0, 100 metres each direction on SE 1/4 - 6 - 109-15-5.

When we moved here there wasn't a main road north + south of our residence and it's inevitable that we live close to the road after the expansion for rural access etc and that it has turned into a high traffic area.

The uses of this road is to Machesis Lake, a number of residents, The Bible Camp, bus route and farm access.

If it could be considered by council that this road can be identified, and dust control be put down.

Thank You

Yvette

Yvette Feenstra  
780-927-3584  
Fax # 780-927-3745



# MACKENZIE HOUSING MANAGEMENT

Box 350  
La Crete, Alberta  
T0H 2H0  
Phone: 780-928-4349  
Fax: 780-928-4345

April 20, 2016

Ms. Joulia Whittleton  
Chief Administrative Officer  
Mackenzie County  
Box 640  
Fort Vermilion, Alberta  
T0H 1N0

Dear Ms. Whittleton:

Re: **2016 Heimstaed Lodge Requisitions**

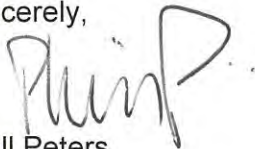
Due to a misunderstanding in our office, I am amending the requisition letter of April 4, 2016 to include only the amount of the actual deficit for 2015, and not the shortfall of the 2014 and 2015 years. The actual deficit for 2015 was \$539,125.00.

I have calculated the requisition based on the 2016 equalized assessment of the three contributing municipalities.

<b>Town of Rainbow Lake</b>	<b>\$ 91,928,261</b>	<b>3%</b>	<b>\$ 16,173.00</b>
<b>Town of High Level</b>	<b>\$ 474,230,502</b>	<b>15%</b>	<b>\$ 80,869.00</b>
<b>Mackenzie County</b>	<b><u>\$2,583,572,495</u></b>	<b><u>82%</u></b>	<b><u>\$442,083.00</u></b>
<b>Totals</b>	<b>\$3,149,731,258</b>	<b>100%</b>	<b>\$539,125.00</b>

Should you require further clarification, please contact myself at 780-928-4348 ext. 106.

Sincerely,



Phill Peters  
Operations Manager

RECEIVED  
APR 22 2016

MACKENZIE COUNTY  
FORT VERMILION OFFICE



**incredible!**

**2016 Board Meeting  
REDI Northwest Alberta**

*Town of High Level Office – Room 150, High Level  
April 13, 2016 • 5:30 pm*

**AGENDA**

---

- 1. CALL TO ORDER**
- 2. REVIEW & ADOPTION OF THE AGENDA**
- 3. MINUTES OF March 2<sup>th</sup>, 2016 MEETING** **Page**
- 4. YTD FINANCIAL REPORT YTD Mar 31st, 2016** **Page**
- 5. OLD BUSINESS & PROJECT UPDATES**
  - I. Mackenzie Oat Processors Association** **Page**
  - II. Business Survey** **Page**
  - III. New web site RFP proposals**
  - IV. Northern Alberta Broadband Preparedness Project**
  - V. NTAA Update**
  - VI. Carcajou – next steps**
  - VII. Hemp study – next steps**
- 6. OTHER**
  - I. Other potential projects**
- 8. AROUND THE TABLE COMMENTS – What is going on in your community?**
- 9. NEXT REDI MEETING – Suggested for May 11, 2016**



**Board Meeting  
REDI Northwest Alberta**

*Town of High Level Office – Room 150, High Level  
March 2, 2015 • 5:30 pm*

**MEETING MINUTES**

**incredible!**

---

**ATTENDANCE**

**REDI Board Members**

Lisa Wardley, Chair  
Chris MacLeod, Vice-chair  
Boyd Langford, Sec/Treasurer  
Barry Toker  
Mike Osborn  
Dan Fletcher  
Peter Braun  
Larry Neufeld  
Marten Braat  
Dan Dibbelt, REDI REDA Manager

**Regrets**

Crystal McAteer  
Kevin Delorey

**Guests**

Byron Peters, Mackenzie County  
Andrew O'Rourke, Mackenzie County

**1. CALL TO ORDER**

*REDI Chair, Lisa Wardley called the meeting to order and declared quorum at 5:23 pm.*

**2. REVIEW & ADOPTION OF THE AGENDA**

**Motion:**

That REDI accept the agenda as amended with the addition of 6.II Echo Ag Supplement & 6. III Abandoned and Orphaned Oil & Gas Wells.

***CARRIED***

**Moved by: Marten Braat**

**3. MINUTES OF DECEMBER 9<sup>th</sup>, 2015 REDI MEETING**

**Motion:**

That REDI accept the minutes of the REDI December 9th, 2015 meeting as amended.

***CARRIED***

**Moved by: Peter Braun**

**4. YTD FINANCIAL REPORT TO FEBRUARY 29<sup>TH</sup>, 2016**

**Motion:**

That REDI accept the YTD Financial report to February 29<sup>th</sup>, 2016 as information.

***CARRIED***

**Moved by: Marten Braat**

**5. OLD BUSINESS & PROJECT UPDATES**

**I. Mackenzie Oat Processors Association**

The association has been approved for up to \$30,000 under the Province of Alberta's Ag Business Opportunity Program to do a feasibility study for an Oats Processing Plant. The association has also achieved all the conditions requested by REDI for a matching \$10,000 contribution by REDI.

**Motion:**

**Moved by: Marten Braat**

That REDI enter into a Partnership Agreement with Mackenzie Oats Processing Association for the completion of a Feasibility study for a Mackenzie region Oats Processing Plant and that REDI disburse the \$10,000 as part of the matching funds requirement, upon completion of the Partnership Agreement.

**CARRIED**

**Motion:**

**Moved by: Peter Braun**

That REDI supply a letter of support to Mackenzie Oat Processors Association for the upcoming Growing Forward 2 program Agri-Processing Automation and Efficiency Program – Crop application.

**CARRIED**

**II. Review of Business Survey**

The REDI Manager was asked to proceed with discussions with the chambers. If an agreement is not forthcoming by March 10<sup>th</sup>, REDI will advertise the work within the region. The start date for this project is April 1, 2016.

**Motion:**

**Moved by: Chris MacLeod**

That REDI partner with CFNWA and acquire a subscription for use of Survey Monkey Pro at a cost of \$1,020.

**CARRIED**

**a. Review of job description for project manager for the business survey**

There is significant interest from the Region's Chambers of Commerce & the Board of Trade to take on the work of the survey on a fee for service basis.

Duties to include manage project, work with municipalities and chambers to create an industry database with all contact info, hire surveyors, work with NLC to collate data and prepare report.

**Motion:**

**Moved by: Martin Braat**

That REDI advertise locally for a Coordinator through a General Services contract through the Echo/Pioneer, Big Deal Bulletin & Rainbow Lake cable with a project start date of April 1<sup>st</sup>, 2016.

**CARRIED**

**Motion:**

**Moved by: Larry Neufeld**

That REDI authorize up to \$50,000 for the Business Survey Project.

**CARRIED**

**b. Cushing Tyrell – data collection and retail gap analysis**

**Motion:**

**Moved by: Boyd Langford**

That REDI approve \$2,000 to be included in the Cushing Tyrell Retail Gap Analysis.

**CARRIED**

**III. New web site – preparation for content data**

The REDI Board authorized the REDI Manager to request proposals from web designers Jenifer Ruskowsky; Putonium Web Design & New Harvest Media.

**IV. Northern Alberta Broadband Preparedness Project And Letter of Intent**

**Motion:**

**Moved by: Dan Fletcher**

That REDI approve up to \$15,000 to be included in the Northern Alberta Broadband Preparedness Project organized by NADC and that REDI sign the requested Letter of Intent.

**CARRIED**

**V. Hemp Final Report**

**Motion:**

**Moved by: Marten Braat**

That REDI accept the final Hemp/Mara Report.

**CARRIED**

Barry Toker departed the meeting

**VI. FYI – Non Market/Non Profit Housing Industry Project Report**

**Motion:**

**Moved by: Chris MacLeod**

That REDI receive the Non Market/Non Profit Housing Industry Project Report for information.

**CARRIED**

**VII. NTAC Update**

REDI Manager Dan Dibbelt updated the meeting on the recent NTAA meeting. The next meeting will take place on March 114, 2016 at the upcoming AMD&C meetings.

Boyd Langford departed the meeting

**VIII. Biomass Feedstock Mapping/Investment Attraction Proposal**

**Motion:**

**Moved by: Chris MacLeod**

That REDI receive the proposal for information.

**CARRIED**

**IX. REDA Managers Meeting Feb 25 2016**

The notes of the meeting were reviewed.

**X. EDO Roundtable Northwest**

The notes of the EDO Roundtable were reviewed.

**XI. REDA Managers Meeting Nov 16 2016**

**Motion:** **Moved by: Dan Fletcher**  
That REDI receive the overview of the REDA Manager's meeting.  
**CARRIED**

**XII. Forestry Mayors Meeting Nov 5 2016**

The meeting reviewed the meeting notes and agreed that REDI invite Silivcom and Alberta Forest Products Association to a future REDI meeting.

**6. OTHER**

**I. Carcajou/Mackenzie County Restoration Project Final Report**

**Motion:** **Moved by: Marten Braat**  
That REDI receive the final Carcajou Project Report.  
**CARRIED**

**II. Echo Pioneer Agriculture Supplement**

**Motion:** **Moved by: Peter Braun**  
That REDI approve its ad in the upcoming Ag Supplement similar to last year.  
**CARRIED**

**III. Abandoned & Orphaned Oil and Gas Wells**

PREDA has been gathering information on suspended, abandoned and orphan wells specific to each rural municipality. Request PREDA to supply data for Mackenzie County and to look into any listings of wells planned for suspension.

**7. AROUND THE TALBE COMMENTS**

**Byron – Mackenzie County Economic Development Study continues. Building permits down this year.**

**Larry – La Crete Chamber AGM was successful and had a good speaker. La Crete Trade Show will take place on April 29 & 30<sup>th</sup>, 2016**

**Chris – High Level Budget will be presented soon. Expecting a small tax increase of 1.8%. Building Permits down as well.**

**Peter – Attended the Federated Co-op Annual meeting. The bulk plant and Cardlock may be seeing upgrades soon.**

**Lisa – Decrease in revenue 2 million in linear due to inflation decrease + 2 million due to Oil Companies in receivership.**

**8. ADJOURNMENT & NEXT MEETING**

**Motion:** **Moved by: Peter Braun**  
That REDI meeting be adjourned at 7:35.  
**CARRIED**

The next REDI Meeting will be at 5:30 PM, Wed April 13<sup>th</sup>, 2016 at the Town of High Level, Room 150.

Lisa Wardley  
REDI Chair



April 18, 2016

**To Whom It May Concern:**

**RE:               2016 Forest Management Plan  
                    2016 - 2021 General Development Plan  
                    2016 Stand Tending Plan**

We are writing to notify you that Tolko Industries Ltd., Norbord, and La Crete Sawmills Ltd. (the Companies) are soliciting input for development of the proposed 2016 - 2021 General Development Plan and the 2016 Stand Tending Pan (Herbicide and Mechanical Treatments). The 2016 Forest Management Plan will also be available for review.

An Open House will be held from 11:00am to 5:00pm on Wednesday, May 4, 2016 at the Town of **High Level** office (10511 - 103 Street, High Level). There will be a BBQ from 11:00am to 1:00pm serving lunch and refreshments.

In addition to the Open House, Information Sessions will be held at other locations in the region. Tuesday, May 17<sup>th</sup>, 10:00am-3:00pm, **Rainbow Lake** Rec Plex. Thursday, May 19<sup>th</sup>, 10:00 am – 12:00 pm at the, Mackenzie County Office, conference room in **LaCrete** and in **Fort Vermilion** from 1:00 pm – 3:00 pm at the Mackenzie County Office in the Council Chambers.

The attached Overview Map provides information on the proposed operations. Larger maps with more detail will be available at the Open House, Information Sessions or at the Companies offices. The Open House and Information Sessions are for information purposes and are a supplement to notification and engagement with effected stakeholders.

The Companies will continue to support input provided through other forms of communication with the Companies throughout the year. However, to meet submission requirements to Alberta Agriculture and Forestry the Companies will require input on the General Development Plan and the Stand Tending Pan prior to 5:00pm on May 20, 2016.

We ask that you forward this invitation and map to other interested parties as the Open House and Information Sessions are a good opportunity to discuss any questions, concerns or comments about the plans. If you are unable to attend, and would like to discuss any questions, concerns or comments please contact the following to set up an appointment to discuss:

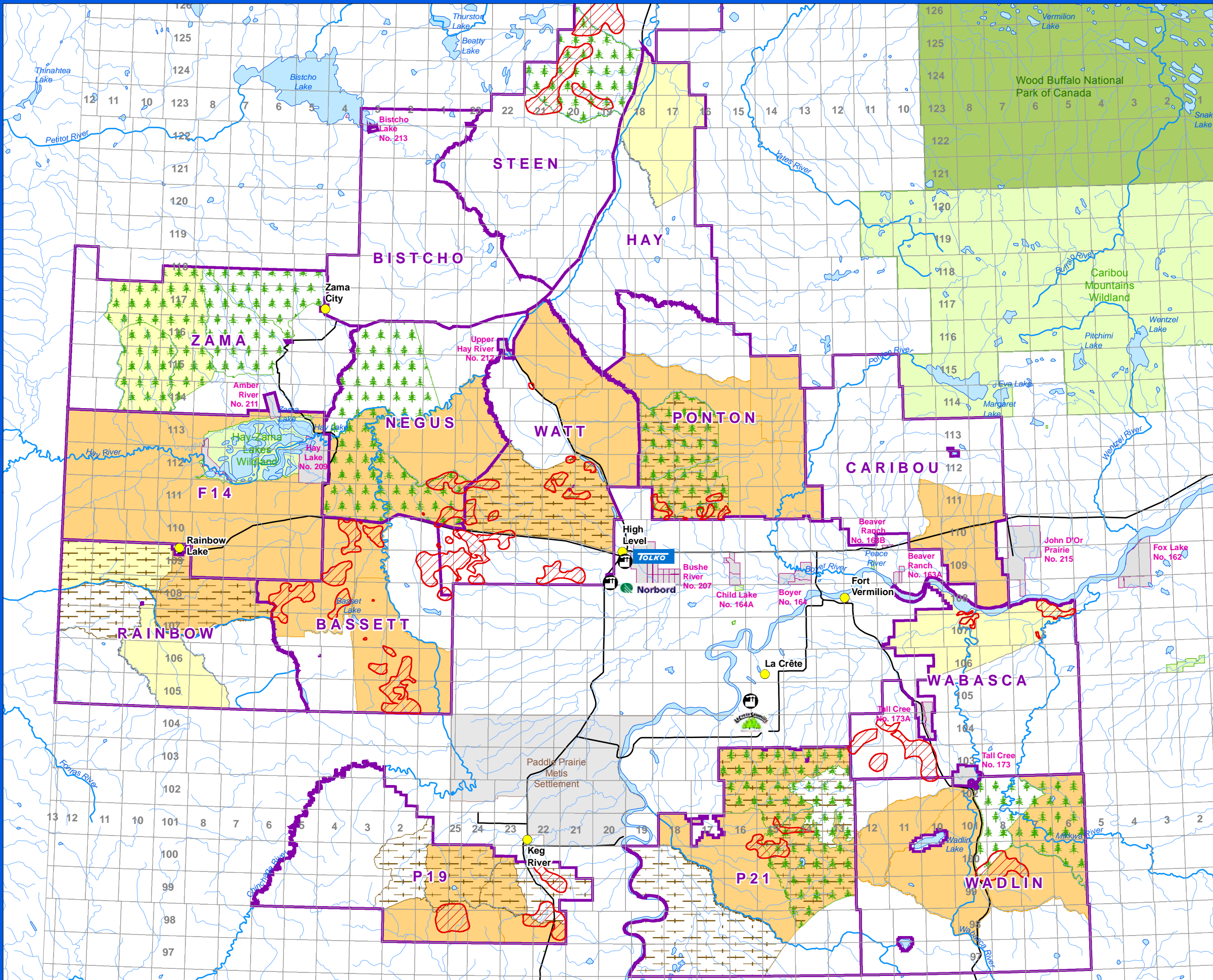
**Paul Hewitt, RPF**  
Operations Forester – Planning

**Tolko Industries Ltd. High Level Lumber Division**  
11401 92 Street  
High Level, AB T0H 1Z0  
Phone: 780 926 8992  
Fax: 780 926 4773  
Email: [paul.hewitt@tolko.com](mailto:paul.hewitt@tolko.com)

**Trevor Lafreniere**  
Forestry Superintendent

**Tolko Industries Ltd. High Level Lumber Division**  
#900 10665 Jasper Avenue  
Edmonton, AB T5J 3S9  
Phone: 587 985 8526  
Fax: 780 926 4773  
Email: [trevor.lafreniere@tolko.com](mailto:trevor.lafreniere@tolko.com)





**2016 - 2021 General Development Plan**

# Overview Map

**F14, F26, P19, P21  
Forest Management Units**

**THIS MAP IS INTENDED FOR INFORMATIONAL PURPOSES  
OPERATIONS AS DEPECITED ARE NOT APPROVED**

- GDP Features:**
- Mill Site
  - 2016-2018 Planned Winter Operations
  - 2016 Proposed Winter Line Clearing (Future Harvest)
  - 2016 Spring/Summer Tree Planting
  - 2016 Planned Summer Aerial Herbicide (Stand Tending)
  - 2016 Debris Disposal (Pile Burning)
  - Tolko / La Crête / Norbord: Operating Areas
- Base Features:**
- Populated Areas
  - Major Roads
  - Township Grid
  - First Nation Reserve / Metis Settlement
  - Major River
  - Major Waterbodies
  - National Parks
  - Provincial Park

Map Created: 4/15/2016 | Created By: lafrenieretl  
File: Open\_House\_Overview\_Map

TOLKO Industries Ltd - Woodlands Office  
780.926.3781 | 11401 - 92nd Street | High Level, AB  
This material and its contents may not be used, duplicated, communicated, or disclosed in whole or in part, except with the express written permission of TOLKO Industries Ltd.

MAP VERSION: 1.0



© Apr 12, 2016

## **Save the date: Municipal Affairs Minister announces summer engagement on the Municipal Government Act**

Municipal Affairs Minister Danielle Larivee will travel across Alberta this summer seeking feedback on changes to the Municipal Government Act.

The updated *MGA* will be introduced in the Legislature in late May. Minister Larivee will then travel to 19 communities to speak with and listen to municipal partners, community organizations, small businesses, industry, and the general public.

"Following extensive consultation during the MGA review, I am proud to be introducing the updated MGA, a modern piece of legislation that is responsive to local needs. I am looking forward to gathering more feedback from Albertans after the bill is introduced. This input will ensure that Alberta's municipalities and businesses have the tools and resources they need to build a more resilient, and diversified economy for Alberta families."

- Danielle Larivee, Minister of Municipal Affairs

Each session will include opening remarks from the Minister, a presentation on the MGA Review, a question and answer period with the Minister, and an open house to discuss the issues in more detail.

The town hall meetings will be held from June 1 to mid-July. Albertans are encouraged to save the date and watch for more information in the coming weeks, as venues are confirmed and online registration is opened.

- June 1: Two Hills
- June 2: Lac La Biche

- June 3: Athabasca
- June 6: Rocky Mountain House
- June 7: Calgary area
- June 9: Cochrane
- June 10: Canmore
- June 13: Edmonton area
- June 14: Hardisty
- June 15: Hanna
- June 16: Red Deer
- June 21: High Prairie
- June 22: Peace River
- June 23: Grande Prairie
- June 27: Hinton
- June 28: Whitecourt
- July 13: Brooks
- July 14: Medicine Hat
- July 15: Lethbridge

The Minister's tour provides Albertans with the opportunity to review the proposed amendments and provide their feedback before the Legislature will complete debate of the bill during the fall sitting. All changes to the *MGA*, including regulations, will be proclaimed before municipal elections in fall 2017.

## Background

With 650 sections, the *Municipal Government Act* is our province's second largest piece of legislation and touches the daily lives of all Albertans by defining how their municipalities are governed, funded, and developed.

The current *MGA* review began in 2012. Consultation has been comprehensive, involving input from more than 1,250 written submissions, approximately 1,500 people at 77 community meetings, and 15 months of intensive policy discussions with municipal and industry representatives.

In Spring 2015, the *Municipal Government Amendment Act* (known as Bill 20) was passed in the Legislature. It covered items that received consensus from municipal and industry representatives.

## Related information

[MGA Review](#)


[Bill 20](#)

[MGA Consultation results](#)

[Sign up for MGA Newsletter](#)

## Media inquiries

 **Shannon Greer**

 587-594-0132

Press Secretary, Municipal Affairs



# ANNUAL GENERAL MEETING

SAWRIDGE INN & CONFERENCE CENTRE

**Friday, May 27th, 2016**  
 9510 100th Street, Peace River, AB

9:30am - Coffee and Registration

10:00am - 3:30pm AGM and Program

- Annual General Meeting
- Guest Speakers —Tim Toth, Government of Alberta—AB-NWT and AB-BC Bilateral Agreements  
 —Cows & Fish— Heart River Life and Times Project
- Update of Projects
- Elections: *The positions in red and denoted with an \**, are up for election for a 2 year term
- The positions in *blue and denoted with an \*\**, are up for election to fulfill the second of a 2 year term

Government	Industry	Non-Government Organizations	Aboriginal Communities
Federal- Transboundary Relations (2015-2017)	Agriculture* (2016-2018)	Conservation/ Environment* (2016-2018)	Métis Nation of Alberta* (2016-2018)
Provincial* (2016-2018)	Forestry (2015-2017)	Watershed Stewardship (2015-2017)	Metis Settlement General Council (2015-2017)
Large Urban (2015-2017)	Oil & Gas* (2016-2018)	Research/ Education* (2016-2018)	Upper Watershed First Nation** (2015-2017)
Small Urban* (2016-2018)	Utilities* (2016-2018)	Member-at-Large (1) Member -at-Large (1)** (2015-2017)	Middle Watershed First Nation** (2015-2017)
Rural Municipality* (2016-2018)	Mining** (2015-2017)	Tourism/Fisheries/ Recreation (2015-2017)	Lower Watershed First Nation* (2016-2018)

Please check website [www.mightypeacewatershedalliance.org](http://www.mightypeacewatershedalliance.org) for nomination form and more information. Please have your nomination forms in to the office by **May 20<sup>th</sup>, 2016**, if not received by the 20th please have them available the day of AGM. This meeting is open to the public. However for planning purposes and lunch, please check one of the boxes below and send back to the office by **May 20, 2016** via email to [mpwa.admin@telus.net](mailto:mpwa.admin@telus.net) or FAX to 780-324-3377.

Attending  Not Attending

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_



Note: Only those with a 'Resident Individual' or 'Resident Organization' membership in MPWA will have voting privileges at the AGM. Please use attached form to apply for membership.

## **Mighty Peace Watershed Alliance**

### **Board of Directors Nomination Form - 2016**

All nominees for the position of Director must be voting members of the Mighty Peace Watershed Alliance. Membership forms are available from [mpwa.admin@telus.net](mailto:mpwa.admin@telus.net) and will be available at the Annual General Meeting on May 27, 2016.

All nominees must complete a nomination form, available from [mpwa.admin@telus.net](mailto:mpwa.admin@telus.net) and available at the meeting. Nomination forms will be accepted up until 12:00 noon on May 20, 2016.

Nominees for the position of a Director should be knowledgeable about water, water issues, and their sector use of water. They should be able to represent the interests of the sector seat they are representing while working creatively and constructively with a diversity of others using a consensus approach. Directors must have the time required to complete the work of the Alliance including preparing for and attending monthly Board, sub-committee and other meetings.

To complete your nomination, please fill out the information on the opposite side of this document. If you are filling out this application on behalf of another individual, please ensure they have given their approval and have signed the form.

If the nominee will be representing an organization, please ensure the organization has approved the nomination. The organization must provide a letter of support identifying the nominee as their representative.

<b>Please submit completed nomination forms to:</b>	
	Mighty Peace Watershed Alliance
<b>Phone:</b>	780-324-3355
<b>Fax:</b>	780-324-3377
<b>Email:</b>	mpwa.admin@telus.net
<b>Mail:</b>	Mighty Peace Watershed Alliance Box 217 McLennan, Alberta T0H 2L0

<b>NAME:</b>			
<b>ORGANIZATION (IF APPLICABLE):</b>			
<b>MAILING ADDRESS:</b>			
<b>PHONE:</b>	<b>EMAIL:</b>		
<b>Nominated to Represent the following Sector Seat (please check the one that applies):</b>			
<input type="checkbox"/> Federal	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Conservation - Environment	<input type="checkbox"/> Métis Nation of Alberta
<input type="checkbox"/> Provincial	<input type="checkbox"/> Forestry	<input type="checkbox"/> Watershed Stewardship	<input type="checkbox"/> Métis Settlement General Council
<input type="checkbox"/> Large Urban	<input type="checkbox"/> Oil & Gas	<input type="checkbox"/> Research-Education	<input type="checkbox"/> Upper Watershed First Nation
<input type="checkbox"/> Small Urban	<input type="checkbox"/> Utilities	<input type="checkbox"/> Member-at-Large	<input type="checkbox"/> Middle Watershed First Nation
<input type="checkbox"/> Rural Municipalities	<input type="checkbox"/> Mining	<input type="checkbox"/> Tourism-Recreation-Fisheries	<input type="checkbox"/> Lower Watershed First Nation
<b>Your Board/Committee Experience and Skills:</b>			
<b>Your Knowledge and Experience with Water, Water Issues or Sector Use of Water:</b>			
I, _____ (print name) have read the Nomination Information and approve my name going forward as a nominee. I understand that becoming a Board Member comes with privileges and also responsibilities. If elected, I will strive to be an active Director and will support the Alliance by participating in its activities and operations.			
<b>SIGNATURE:</b>		<b>DATE:</b>	

## **MIGHTY PEACE WATERSHED ALLIANCE MEMBERSHIP FORM**

Membership in the Mighty Peace Watershed Alliance (MPWA) is open to all individuals and organizations whose interests are consistent with the Vision and Mission of the Alliance.

**Vision** - *The Peace is a healthy, sustainable watershed that supports our social, environmental and economic objectives.*

**Mission** - *To promote watershed excellence, the Mighty Peace Watershed Alliance will monitor cumulative effects from land use practices, industry and other activities in the watershed and work to address issues through science, education, communication, policy and by supporting watershed stewardship.*

Any person or organization may become a Member in the appropriate class by meeting the category requirements listed below and filling out a membership form. All Memberships must be ratified by the Board of Directors or designate. The Member will then be entered in the Register of Members.

All members are entitled to receive all MPWA publications and can put forth information or express concerns in writing to the Board of Directors. Membership categories include:

- a) **Resident Individual** (voting member) – an individual who lives (has a primary residence) in the Alberta portion of the Peace watershed.
- b) **Resident Organization** (voting member) – an organization that carries out its work or has business interests/assets in the Alberta portion of the Peace watershed.
- c) **Non-resident Individual** (non-voting member) – an individual who does not live (does not have a primary residence) in the Alberta portion of the Peace watershed.
- d) **Non-resident Organization** (non-voting member) – an organization that does not work or have business interests/assets in the Alberta portion of the Peace watershed.

Currently, there is no membership fee, although donations are always appreciated. To complete your membership application, please fill out the opposite side of this document and submit the completed form to:

<b>Return to:</b>	Rhonda Clarke-Gauthier
<b>Phone:</b>	780-324-3355
<b>Fax:</b>	780-324-3377
<b>Cell:</b>	780-837-0354
<b>Email:</b>	mpwa.execdirector@telus.net
<b>Mail:</b>	Mighty Peace Watershed Alliance Box 217 McLennan, Alberta T0H 2L0



**PLEASE FILL OUT THE FOLLOWING INFORMATION:**

NAME:	
ORGANIZATION (IF APPLICABLE):	
MAILING ADDRESS:	
PHONE:	EMAIL:
MEMBERSHIP TYPE : <input type="checkbox"/> Resident Individual <input type="checkbox"/> Resident Organization (Please include a letter from your organization.) <input type="checkbox"/> Non-resident Individual <input type="checkbox"/> Non-resident Organization (Please include a letter from your organization.)	
AREA(S) OF INTEREST WHERE I COULD CONTRIBUTE TO THE ALLIANCE:	
I, _____(print name) have read the Membership Information and agree with the Vision and Mission of the Mighty Peace Watershed Alliance. I understand that membership comes with privileges and also responsibilities. I will strive to be an active member and support the Alliance by participating in its activities and operations (e.g. projects, events, fundraising, communications, and administration).	
SIGNATURE:	DATE:

**From:** [Calvin McLeod](#)  
**To:** [Alec Ogden](#); [Zachary Doan](#); [Ray Gibson](#); [Reg Arbuckle](#); [Deborah Johnstone](#); [Bill Richards](#); [Laura Graham - Alberta Parks](#); [Margot Hervieux](#); [Tristina Macek](#); [Shannon Pastion](#); [Joe Pastion](#); ["pcabezas@telusplanet.net"](#); ["Mark Lansing"](#); ["Mark Lansing"](#); [Reid Tannahill](#); ["Darren DuPerrier "](#); [m.scase@northpet.com](#); [Dave Hervieux](#); [Dave Moyles](#); [KayeDon Wilcox](#); [Darcy Beach](#); [! Ken Wright](#); [Bill Neufeld](#); ["Brent Denoncourt"](#); [Brian Olson](#); ["Bruce Gladue"](#); [Carrie Robertson \(AER\)](#); [Carol Gabriel](#); ["Cliff Wallis"](#); ["Darren Tomecek"](#); ["David Smith"](#); ["Don Boyce"](#); [Doug Smith](#); [Elmer Derksen](#); ["Gary Sasseville"](#); ["Ken Kisel"](#); ["Kevin Christie"](#); ["Harvey Nelson"](#); ["Larry Goulding"](#); ["Kevin Williams"](#); ["Luc Fortin"](#); [Lyle Fullerton](#); ["Mark Buchanan"](#); [Michelle Shesterniak](#); ["Nolan Steinwand"](#); ["Norm VanVliet"](#); ["Rick Deleff"](#); ["Ross Kenney"](#); ["Ryan Paulgaard"](#); ["Terry Sawchuk \(AENV\)"](#); [Danielle Siemens](#); [Carrie Robertson \(AER\)](#); [Jan Watson](#); [Elizabeth Driver](#); [Terry Jessiman](#); [Okey Obiajulu](#)  
**Cc:** [Rob Hugill](#)  
**Subject:** Hay Zama Wildland Park Meeting  
**Date:** April-11-16 2:27:13 PM

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Folks:

It has been some time since the membership of the Hay Zama Committee has met and much has changed since our last meeting.

As the person responsible for overseeing the management of Hay Zama Wildland Provincial Park I have decided to call a meeting on the afternoon of May 3, 2016 in Grande Prairie. The meeting will be from 1:00pm to 4:00pm at the Grande Prairie Public Library's **Rotary Community Room** which is located at 9839 – 103 Avenue (across the street from the Grande Prairie Provincial Building)s.

The purpose of the meeting is :

- 1) Reconnect with agencies that have been involved with the Hay Zama Committee in the past and determine current interests and contacts.
- 2) Begin discussions on the way forward for managing and reclaiming areas within the Wildland Park.
- 3) Industry updates regarding activities and plans.

A draft agenda for the meeting is as follows:

1. Welcome and Introductions
2. Review of Agenda
3. Issues or concerns – round table
4. Nuvista – update on recent activities and future plans
5. Pengrowth – update on recent activities and future plans
6. Ouro Preto Resources – update on activities and future plans.
7. Additional items.

I do not have a current and up to date mail out list and so this email has been sent to you as at one time or another you may have been involved with the Hay Zama Committee. If you are no longer the appropriate contact please feel free to forward this email on to an appropriate contact.

In order to determine meeting participant numbers please let me know if you plan on attending the May 3 meeting. If you can't make the meeting but remain interested in Hay Zama Wildland Park please let me know that as well.

If you have any questions, comments or concerns please feel free to get in touch with me. 780-538-8010

Thanks,

Cal

Calvin McLeod

Director, Northwest Region  
Environment and Parks / Parks Division  
Room 1301, Provincial Building, 10320 – 99 Street

Grande Prairie, Alberta, T8V 6J4

Phone 780-538-8010

Mobile 780-518-6422

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**From:** [Julia Whittleton](#)  
**To:** [Carrie Simpson](#)  
**Subject:** Fwd: Alberta Agencies, Boards and Commissions Review  
**Date:** April-21-16 8:47:15 PM

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Please include in council's package - info section.

Joulia Whittleton  
Mackenzie County  
(via I-Phone)

Begin forwarded message:

**From:** Brad Pickering <[Brad.Pickering@gov.ab.ca](mailto:Brad.Pickering@gov.ab.ca)>  
**Date:** April 14, 2016 at 3:46:33 PM MDT  
**Subject:** Alberta Agencies, Boards and Commissions Review

Following a government-wide review of Agencies, Boards and Commissions (ABCs), it was determined that the Surface Rights Board (SRB), the Land Compensation Board (LCB), the Municipal Government Board (MGB) and New Home Buyer Protection Board (NHBPB) shared similarities in mandates and operations.

Given that all four boards share expertise, and the SRB and LCB already share administrative staff, as do the MGB and NHBPB, a phased process of amalgamating these boards will begin this year.

The four boards will first begin sharing administration, which includes exploring co-location, sharing facilities and resources. However, they will remain distinct in their operations and services will remain the same. It's important to remember these boards are quasi-judicial or adjudicative bodies that are staffed with experts.

After one year, a review will be conducted to assess the status of the boards and feasibility for amalgamation. This will include consultation with stakeholders.

The strong commitment to deliver these government services remains and you should notice very little change in your interactions with the boards.

If you have any questions, please do not hesitate to send me an email or telephone my office.

Brad Pickering  
Deputy Minister

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RECEIVED  
APR 22 2016

AR84216

Reeve Bill Neufeld  
Mackenzie County  
PO Box 640  
Fort Vermilion AB T0H 1N0

MACKENZIE COUNTY  
FORT VERMILION OFFICE

Dear Reeve Neufeld,

I am pleased to invite the Mackenzie County to provide submissions for the 15<sup>th</sup> annual Minister's Awards for Municipal Excellence, which formally recognizes excellence in local government practices and promotes knowledge sharing among municipalities. These awards offer an opportunity to recognize the truly great work being done by local governments in Alberta.

An independent review committee, comprised of representatives from various municipal associations, will recommend award recipients in five categories and one award for outstanding achievement:

Innovation Award – recognizes a leading practice embodying the first use of an idea in a municipal context in Alberta;

Larger municipalities – recognizes the creative practices developed by municipalities with a population over 500,000;

Partnership Award – recognizes a leading municipal practice involving consultation, co-ordination, and co-operation with other municipalities, jurisdictions, or organizations;

Smaller Municipality Award – recognizes the innovative practices developed by communities with less than 3,000 residents;

Safe Communities Award – recognizes a leading practice that promotes or improves public safety in municipalities; and

.../2

Outstanding Achievement Award – recognizes a municipality or municipal partnership that has helped to inspire action and change that has benefited local government practices in Alberta. This award, selected by the review committee, recognizes the best submission from the other categories.

Submission forms and additional details can be found on the Municipal Excellence Network website at [www.municipalaffairs.gov.ab.ca/mc\\_municipal\\_excellence.cfm](http://www.municipalaffairs.gov.ab.ca/mc_municipal_excellence.cfm). The submission deadline is May 31, 2016. Award recipients will be announced at the 2016 fall conventions of the Alberta Association of Municipal Districts and Counties and the Alberta Urban Municipalities Association.

I encourage you to share your success stories, and I look forward to celebrating these successes with your communities and your neighbours.

If you have any questions regarding the Minister's Awards for Municipal Excellence or the Municipal Excellence Network, please direct them to the Municipal Excellence Team at 780-427-2225, or by email at [menet@gov.ab.ca](mailto:menet@gov.ab.ca).

Sincerely,



Danielle Larivee  
Minister of Municipal Affairs

*2016 Provincial Budget  
Analysis by AUMA*

*April 14, 2016*

## Budget 2016 - The Alberta Jobs Plan

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The provincial budget was released on April 14, 2016. It has the following four components within the theme of *The Alberta Jobs Plan*:

- **Supporting families and communities** with funding for Alberta Child Benefits, Family Tax Credits, income supports, health care, and carbon rebates for lower and middle-income Albertans.
- **Investing in infrastructure** including municipal, schools, health care and continuing care, affordable housing and transportation infrastructure.
- **Diversifying energy industry and energy market** by setting a price on carbon, phasing out coal and investing in renewable energy, green infrastructure and energy efficiency.
- **Supporting Alberta businesses** by reducing the small business corporate income tax rate by one third (from three per cent to two per cent) and providing tax credits and training opportunities.

The budget projects dramatically reduced provincial revenues, with royalty revenue dipping to the lowest it has been in over four decades. Consequently, the province is taking on debt of almost \$58 billion within three years, with no expectations to balance the books before 2024. This year's deficit is over \$10 billion.

### Only Some Pledges to Municipalities Were Honored

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AUMA has been diligent in advocating for increased funding to support municipal infrastructure and services. While the government had responded last fall with pledges to increase funding in 2016-17, a number of these pledges were not fulfilled.

It is particularly concerning that the MSI program was unexpectedly reduced, despite frequent pledges by the province that it would be significantly increased in Budget 2016. Given the series of funding reductions since the program was launched in 2007, MSI will not meet its \$11 billion targeted funding within the committed 10 year period. As funding beyond 2016-17 is not covered by the MSI funding agreement, the province is working on a plan to ensure infrastructure funding continues to flow to municipalities. AUMA expects to provide input into the replacement funding program.

The following table compares pledged funding to actual budget allocations.

Program	Pledge	Actual	Comments
Municipal Sustainability Initiative (MSI) Capital	increase by \$50 million	decrease of \$50 million	Given the pledge had been to increase funding by \$50 million, this decrease represents an unexpected total loss of \$100 million for municipal infrastructure.
Alberta Municipal Water and Wastewater	increase by \$25 million	increase of \$25 million	The five-year capital plan includes a commitment to keep funding at this level through to Budget 2017, but it will



Partnership			drop in subsequent years, sending a clear signal that the province expects to see greater cost recovery and a continued move towards regional solutions.
Regional Water/Wastewater Projects (Water for Life)	increase by \$50 million	increase of \$50 million	While funding levels will likely drop by \$25 million in Budget 2017, the five year capital plan includes a commitment to increase funding to \$105 million in Budget 2018 and then hold funding at \$80 million in 2019 and 2020.
Building Canada Fund Provincial/Regional Component	Consider using for municipal projects	Pledged to allocate \$300 million	The province pledged to allocate \$300 of the remaining \$700 million federal funding for municipal projects. Municipal Affairs advises that AUMA will be consulted on the funding mechanism.
New fund to enhance rural bus services	\$8 million in new funding	No funds allocated	The province indicates funding had to be deferred.
Reinstatement of the Summer Temporary Employment Program (STEP)	\$10 million of new funding	\$10 million	AUMA had been calling for the reinstatement of this program since its termination in 2013. Of the total program funding, about \$2 million will flow to municipalities who hire summer workers to help deliver programs and services. STEP is also a critical workforce resource for Alberta's non-profit organizations.

The province's decision not to reinstate the Grants in Lieu of Taxes (GILT) on government-owned and supported social housing is disappointing given the extensive advocacy of AUMA and our members. As outlined in our advocacy, this amounts to a downloading of about \$15 million in costs onto municipalities. AUMA will continue to advocate for the legislation of GILT as a provincial responsibility.

## Summary of Municipal Impacts

### Core Capital Grants to Municipalities (\$ millions)

Grant	Budget 2015-16	Budget 2016-17	Comment
Municipal Sustainability Initiative (MSI) - Capital	497.1*	846.0	*\$398.9 million was advanced in late 2014-15 but treated as part of the 2015-16 program. This advance meant the 2015-16 program actually represented a total of \$896 million. Therefore, the net change in the budget is a \$50 million reduction compared to the \$50 million increase that had been pledged. MSI Capital is budgeted to remain at \$846 million for three years.
Basic Municipal Transportation Grant	349.8	359.5	Funding is forecasted to increase by \$10 million each year until 2019-20.
Gas Tax Fund (GTF)	209.3	219.1	Distributed based on the federal funding formula.
New Building Canada - Small Communities Fund	56.2	74.0	All of the funding for this program was allocated in 2015-16 to 56 projects in 53 municipalities. This 2016-17 budget simply reflects the cash flows associated with these earlier approved projects. No new funding has been allocated for the program.
GreenTRIP	166.2	125.0	The decrease reflects the timing of approval and completion of projects. Funding is forecasted to increase to \$255 million in 2017-18.
Water for Life	30.0	80.0	The province met its pledged increase of \$50 million.
Municipal Water and Wastewater Program	25.0	50.0	The province met its pledged increase of \$25 million.
Strategic Transportation Infrastructure Program	18.7	-	Consultations are underway to roll out a new program with a \$35 million budget in 2017-18.
Municipal Transit Initiative	30.0	-	In 2015-16, this represented the New Building Canada Funding for the Edmonton Valley Line LRT. Budget 2017-18 has a commitment of \$100 million plus \$60 million for the Edmonton LRT.
AB Municipal Infrastructure Program	0.1	-	The program is complete.
Flood Recovery / Mitigation	81.0	89.9	Budget 2016-17 includes \$75.7 million for Community Stabilization (increased by \$25.2 million) and \$14.2 million for High River's Long Term Recovery. 2015-16 funding included support for the recovery of water and wastewater and school facility infrastructure that was impacted in the 2013 floods.
Total	\$1,463.4	\$1,843.5	If the \$398.9 million of MSI Capital is included in the 2015-16 Budget figure, then total funding for 2016-17 actually decreases by \$18.8 million.

### Core Operating Grants to Municipalities (\$ millions)

Grant	Budget 2015-16	Budget 2016-17	Comment
Municipal Sustainability Initiative (MSI) - Operating	30.0	30.0	Continued investment in this program is critical; in particular for smaller municipalities.
Alberta Community Partnerships	40.0	20.0	The 50% decrease in funding is concerning as it impairs regional collaboration. The \$20 million budget includes \$7.5 million for viability reviews, \$5.4 million for intermunicipal collaboration, \$2.5 million for each of the Capital Region and Calgary Regional Partnership Boards with the remainder allocated to dispute resolution and internships.
Grants in Place of Taxes (GIPOT)	64.7	56.5	Budget 2016-17 reflects that municipalities will no longer have to collect and remit education property taxes on properties covered by GIPOT. As the budget has been reduced by a corresponding amount, there is a nil net impact.  Note: The province maintained its elimination of GIPOT (also known as GILT) funding for Alberta Social Housing Corporation properties.
Family and Community Support Services (FCSS)	101.0	101.0	The province substantially increased funding in 2015-16 which was appreciated. However it has not followed the FCSS program funding policy for Budget 2016-17, which states that municipalities and Métis Settlements should receive the larger of: a) Funding calculated using a formula that takes into account the population of each participating municipality, adjusted for the median income level of the municipality in relation to all other communities in Alberta; or b) A two per cent increase.
Municipal Police Assistance Grant	54.6	55.8	The increase reflects an adjustment for population growth.
New Police Officer Program	30.0	30.0	AUMA has been advocating for increased funding for policing to keep pace with demand given Alberta's increasing crime rates.
Flood Recovery / Mitigation	26.3	3.8	Budget 2016-17 includes \$3.8 million for High River's Long Term Recovery. The 2015-16 funding included support for the 2013 flood recovery and mitigation.
<b>Total</b>	<b>\$ 346.6</b>	<b>\$ 297.1</b>	The reduction in operating grants reflects the province's actions to reduce operational expenses.

Note: ALERT funding received an increase of \$2.6 million in order to maintain existing staffing levels.

## Education Property Tax

Budget 2016 maintained the 32 per cent rate that has been used in previous years between the total education system costs and the education property tax requisition. This translates to a 6.8 per cent or \$153 million increase, which continues the trend of requisition increases.

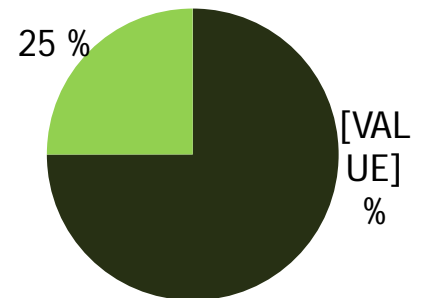
Education Property Tax Requisition* (\$ millions)			
Fiscal year	2015-16	2016-17	Per cent change
Residential	1,359	1,470	8.2
Non-Residential	902	944	4.7
Total	2,261	2,414	6.8
Calendar year	2015	2016	Per cent change
Residential	1,338	1,444	7.9
Non-Residential	885	927	4.7
Total	2,223	2,371	6.7

The 2016 residential/farmland rate will decrease from \$2.50 to \$2.48 per \$1,000 of equalized assessment and the non-residential rate will decrease from \$3.67 to \$3.64 per \$1,000 of equalized assessment.

Increased requisitions are problematic as they increase the property owner's total tax bill, leaving little room for municipalities to increase their own component of the tax within the property owner's tolerance for an increase.

Effective Budget 2016, municipalities will no longer have to transfer education property taxes on properties covered by the Grants in Place of Taxes Program. As the Program is being reduced by a corresponding amount to what was previously transferred, Municipal Affairs stated that there will be a nil net impact. AUMA will be following up to ensure that is the case.

Distribution of Property Tax\*



■ Municipal ■ Provincial

\*Sources: Alberta Treasury Board and Finance  
Alberta Municipal Affairs

## Impact of Climate Leadership Plan on Municipalities

Alberta's municipalities recognize that action on climate change is needed. However, they are concerned about the potential impact of the carbon levy on municipal budgets once it comes into effect in 2017 and increases the price of major fuels.

Fuel Type	January 1, 2017 (\$20/tonne)	January 1, 2018 (\$30/tonne)
Diesel	5.35 ¢/L	8.03 ¢/L
Gasoline	4.49 ¢/L	6.73 ¢/L
Natural Gas	1.011 \$/GJ	1.517 \$/GJ
Propane	3.08 ¢/L	4.62 ¢/L

Source: Alberta Treasury Board and Finance

Budget 2016 provides some information on how the levy will be reinvested to support a transition to a lower carbon future. While it is anticipated that municipalities will receive funding for public transit and other green infrastructure as well as Energy Efficiency Alberta funding, the details are still yet to be worked out.

### Climate Leadership Plan

(millions of dollars)

	2016-17 Estimate	2017-18 Target	2018-19 Target	2019-20 Projected	2020-21 Projected	5-year Totals
<b>Spending:</b>						
Climate Leadership Investment:						
Green Infrastructure (capital)	5	208	555	680	710	2,158
Energy Efficiency Alberta <sup>1</sup>	45	90	165	170	175	645
Other Investment <sup>2</sup>	175	440	1,066	940	784	3,405
Climate Leadership Adjustment:						
Consumer Rebates	95	435	590	600	610	2,330
Other Adjustment <sup>3</sup>	10	35	50	50	50	195
<b>Total Spending</b>	<b>330</b>	<b>1,208</b>	<b>2,426</b>	<b>2,440</b>	<b>2,329</b>	<b>8,733</b>

<sup>1</sup> Revenue recycling into grants and loans to small businesses, families, building owners, industries, community organizations and municipalities to support energy efficiency and micro-generation.

<sup>2</sup> Revenue recycling into bioenergy, renewable energy, innovation and technology, Climate Leadership Plan implementation.

<sup>3</sup> Revenue recycling into coal community transition, adjustment for communities including Indigenous communities.

AUMA is urging the government to engage municipalities in determining how this funding will be allocated to neutralize the impact of the carbon levy on municipalities.

# Budget 2016 - Fiscal Plan

## Provincial Economic Outlook

Consolidated Revenue:  
\$41.4 B

Consolidated Expense  
\$51.1 B

Consolidated Deficit  
\$10.4 B

### Budget 2016 – Key Fiscal Metrics

(billions of dollars)

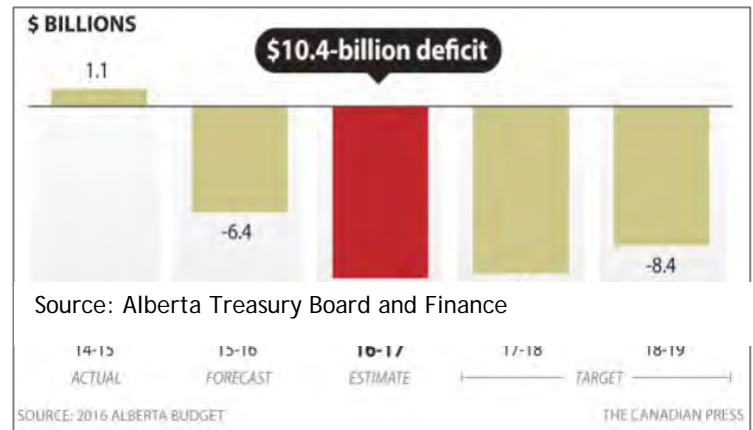
	2014-15 Actual	2015-16 Forecast	2016-17 Estimate	2017-18 Target	2018-19 Target
Consolidated Revenue	49.5	42.9	41.4	45.0	49.6
Consolidated Expense	48.4	49.3	51.1	53.6	56.0
Risk Adjustment	-	-	(0.7)	(1.5)	(2.0)
<b>Consolidated Surplus / (Deficit)</b>	<b>1.1</b>	<b>(6.4)</b>	<b>(10.4)</b>	<b>(10.1)</b>	<b>(8.4)</b>

### Other Key Metrics:

	2014-15	2015-16	2016-17	2017-18	2018-19
Capital / Other Non-financial Assets					
Heritage Fund Year-end Balances					
Contingency Account Year-end Balances	6.5	3.8	-	-	-
Liabilities for Capital Projects / Fiscal Plan Borrowing	12.9	20.0	30.5	45.2	57.6
Debt to Nominal GDP Ratio	3.4%	6.0%	9.6%	13.1%	15.5%

Source: Alberta Treasury Board and Finance

It is expected that the province will have consecutive years of deficits. The deficit is expected to be \$10.1 billion in 2017-19, and \$8.4 billion in 2018-19. The province does not have a plan to return to a balanced budget before 2024.



These deficit projections are based on the following economic assumptions, with an expectation that WTI crude will increase by 50 per cent by 2018-19.

### Energy and Economic Assumptions

	2014-15 Actual	2015-16 Budget	2015-16 Forecast	2016-17 Estimate	2017-18 Target	2018-19 Target
WTI Oil (US\$/bbl)	80.48	50.00	45.00	42.00	54.00	64.00
Light-Heavy Differential (US\$/bbl)	17.30	13.60	13.40	15.20	17.50	18.50
WCS@Hardisty (Cdn\$/bbl)	70.78	46.50	41.00	36.40	48.30	59.00
Natural Gas (Cdn\$/GJ)	3.51	2.60	2.30	2.40	2.80	3.00
Conventional Crude Oil Production (000s barrels/day)	586	560	529	524	506	489
Raw Bitumen Production (000s barrels/day)	2,330	2,473	2,403	2,668	2,890	3,151
Real GDP (% change)	4.8	(1.0)	(1.5)	(1.4)	1.9	2.8
Population (% change)	2.8	1.8	1.8	1.2	1.0	1.3

Source: Alberta Treasury Board and Finance

## Budget 2016 - Fiscal Plan (continued)

### 2015-2020 Provincial Capital Plan

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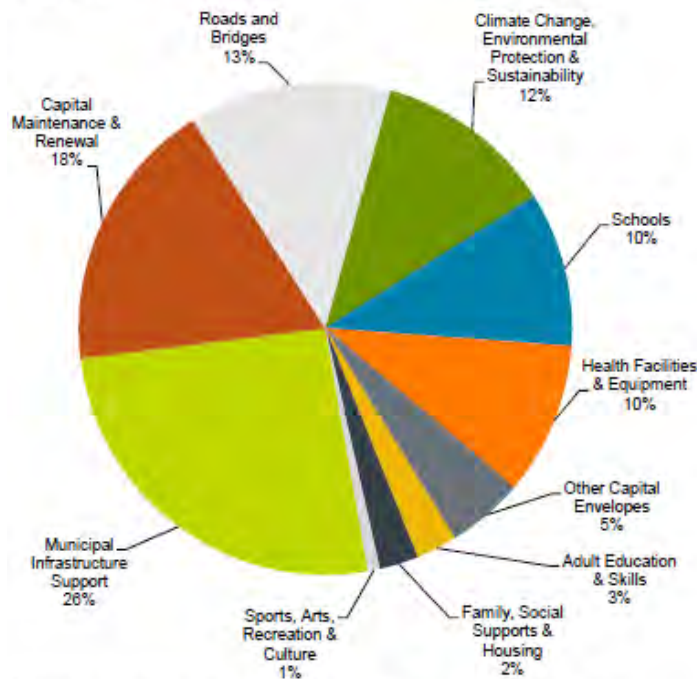
The \$34.8 billion five-year capital plan for Alberta is intended to stimulate the economy, keep people working, and address the province's infrastructure deficit.

Highlights include:

- \$9 billion for municipal infrastructure (see below for details);
- \$6.2 billion for maintenance and renewal of provincial infrastructure, including \$2.5 billion for roads and bridges, \$1.1 billion for schools, \$777 million for post-secondary institutions, \$760 million for health facilities, and \$298 million for seniors facilities and housing.
- \$4.6 billion for provincial roads and bridges, including the Edmonton and Calgary ring roads and Highways 2, 19 and 63.
- \$2.2 billion for green infrastructure under the Climate Leadership Plan. AUMA is urging the government to seek municipal input in determining how this funding is allocated.
- \$400 million for new Regional Water and Wastewater Projects through the Water for Life program and \$195 million for existing systems through the Municipal Water and Wastewater Program. The focus on new regional systems sends a clear signal that the provincial government wants municipalities to pursue regional solutions and implement cost recovery to support existing systems.
- \$892 million to build more affordable housing and renew existing housing.
- \$692 million for flood recovery and mitigation projects.
- \$112 million for provincial water management infrastructure such as dams.
- \$3.5 billion to build and expand health infrastructure.
- \$3.5 billion for new schools and modernization projects.
- \$1.2 billion for government facilities and equipment, including \$37 million for modernization of the registry system.
- \$940 million for post-secondary facilities, including Keyano College, Lethbridge College, MacEwan University, Mount Royal University, NAIT, NorQuest College, Red Deer College, the University of Calgary and the University of Lethbridge.

Much of the capital plan will be funded through direct borrowing (\$16.5 billion over three years). The green infrastructure portion will be funded through the carbon levy.

**Budget 2016 Capital Plan – Allocation by Envelope**  
(% of total<sup>1</sup>)



<sup>1</sup> Excludes \$4.4 billion in self-financed capital investment by Alberta Health Services, post-secondary institutions and school boards.

Although the provincial government has emphasized that nearly \$9 billion or 26 per cent of funding over the five years is for municipal and community infrastructure, only \$1.7 billion has actually been committed for year one through Budget 2016. If history is any indication, there is no guarantee that the capital funding pledged for the other four years will be realized.

**Capital Plan Details,**  
(millions of dollars)

**Municipal Infrastructure Support**

- Community Facility Enhancement Program
- Federal Gas Tax Fund
- GreenTRIP
- Municipal Sustainability Initiative:
  - Municipal Sustainability Initiative – Capital
  - Basic Municipal Transportation Grant
  - New Building Canada – Small Communities Fund
  - New Building Canada Fund (Edmonton Valley Line LRT)
  - Strategic Transportation Infrastructure Program
  - Municipal Transit Initiatives

**Total Municipal Infrastructure Support**

Most of the \$9 billion in municipal and community capital funding is for municipalities. \$4.2 billion is for MSI, \$1.9 billion is for the basic municipal transportation grant, and \$1.4 billion is for transit and other transportation related projects, including \$914 million through GreenTRIP and \$305 million for municipal transit initiatives. Municipalities are not eligible for the Community Facility Enhancement Program shown in this chart.

Note that this chart excludes municipal funding that is shown under other categories of the capital plan (e.g., nearly \$600 million in water and wastewater funding is listed under climate change and environmental sustainability and there is also funding for disaster recovery and mitigation).



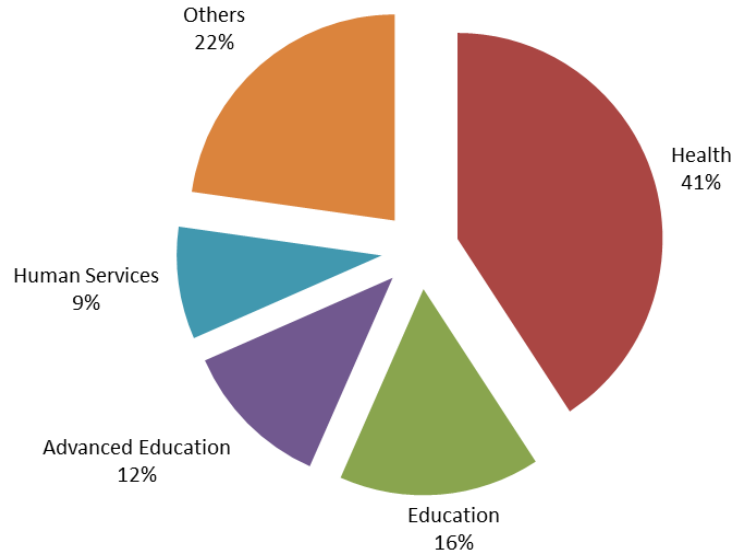
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## Operating Expense

Similar to prior years, health and education and social services account for over 75 per cent of spending.

In terms of health spending, the province is reviewing the \$14.3 billion budget for Alberta Health Services to lower cost treatment methods, including shifting higher cost acute care to community based services where possible. Alberta Health remains the highest expenditure ministry at \$20.34 billion in 2016-17.

## Operating Expense By Ministry



Education spending reflects the NDP government's commitment to fully fund enrolment growth, projected at 1.3 per cent (8,200 students), as well as fulfilling pledges to implement a school nutrition program (\$30 million over three years) and to reduce school fees. As well, the Budget maintains the commitment to stable funding for advanced education and implements the second year of a two-year tuition freeze.

Total spending for human services is budgeted at \$4.4 billion, reflecting the costs of the new Alberta Child Benefit program that will provide up to \$2,750 annually for low income Albertans. As well, funding towards Family and Community Support Services was maintained at \$101 million to support 80/20 partnerships between the province and municipalities.

Economic Development and Trade is leading the implementation of the government's new jobs, investment and diversification packing with \$250 million in funding over two years. This program will include \$90 million for a new Alberta Investor Tax Credit, \$25 million for apprenticeship and training, and \$10 million to support regional economic development initiatives among other programs.

The new climate levy along with compliance payments from large industrial emitters will provide \$9.6 billion over five years to fund programs under the Climate Leadership Plan. One of the key priority areas for investment under the Plan is support for municipalities for public transit and other green infrastructure. The government has budgeted \$5 million in 2016-17 for planning these projects.

Another key action under the Climate Leadership Plan is funding to help communities most affected by the phase out of coal-fired electricity generation, including training to help impacted workers transition into other areas of the economy.

Other key expenditures include \$99 million for Community and Voluntary Support Services through Culture and Tourism including \$7 million in new funding for cultural infrastructure, \$77 million for water management and \$46 million for land management programs through Environment and Parks. Municipal Affairs will be distributing \$846 million through the Municipal Sustainability Initiative, and \$359 million through the Basic Municipal Transportation Grant.

Additional expenditures include \$94 million for seniors housing and \$67 million for the rental assistance program through Seniors and Housing, and \$225 million in capital grants to municipalities for programs including GreenTRIP, the Municipal Water Wastewater Program, and Water for Life through Transportation.

Public sector compensation for 2016-17 is estimated at \$25.2 billion, which reflects the freeze of management salaries in the public service, agencies such as Alberta Health Services, and political staff.

## Review of Agencies, Boards and Commissions

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One of the major cost saving measures the government has taken in Budget 2016 is the dissolution or consolidation of 26 agencies as part of the review of Alberta's 126 agencies, boards and commissions.

This action is projected to save \$33 million over three years. An example of a key change is the replacement of the Utilities Consumer Advocate Advisory Board with the Energy Consumers Panel in which AUMA has been invited to participate. While the Land Compensation Board, Surface Rights Board, Municipal Government Board, and New Home Buyer Protection Board will remain separate boards, they will share administrative functions such as finance and recruitment.

## Conclusion

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This budget contains some positive movement towards funding of key areas, including water and waste water infrastructure and social housing. However, it is a reflection of why the municipal funding model needs to change. With this kind of volatility and lack of consultation by the province, it is unreasonable to expect that municipalities can carry out their required three-year operating and five-year capital planning when the province can't keep committed funding levels stable for more than a year.

AUMA will continue pressing for more stable and predictable sources of funding through the forthcoming release of changes to the Municipal Government Act this year. This includes advocating for core grants to be statutory and indexed for growth and for municipalities to have greater revenue powers.

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## Government of Alberta Launches Consultations on Transportation Issues

On Tuesday, March 1, the Government of Alberta launched a **consultation process** (<http://www.alberta.ca/provincial-transit-engagement.cfm>) on several transportation initiatives, including the development of a provincial transit strategy, criteria for future funding in support of municipal transit initiatives, and a framework for delivering rural bus services.

It is important to note that rural bus service is defined as intercity/intermunicipal bus service reaching communities of fewer than 10,000 residents (services that were previously provided mainly by Greyhound).

Input will be collected in two ways:

All Albertans will have an opportunity to provide input through an **online survey** (<https://extranet.gov.ab.ca/opinio6/s?s=29223>).

Transportation stakeholders, including municipalities, can provide feedback by completing a detailed workbook. There are separate workbooks for **urban stakeholders** ([http://www.alberta.ca/documents/TransportationStakeholderWorkbook\\_Urban.docx](http://www.alberta.ca/documents/TransportationStakeholderWorkbook_Urban.docx)) and **rural stakeholders** ([http://www.alberta.ca/documents/TransportationStakeholderWorkbook\\_Rural.docx](http://www.alberta.ca/documents/TransportationStakeholderWorkbook_Rural.docx)). For the purposes of the consultations, rural stakeholders include communities with fewer than 10,000 residents. This is likely because in a rural intermunicipal bus network, small urban municipalities would likely host most bus depots.

Completed workbooks can be submitted to Alberta Transportation by email at [publictransportation@gov.ab.ca](mailto:publictransportation@gov.ab.ca) (mailto:publictransportation@gov.ab.ca). Input must be submitted by April 29, 2016. For specific questions about the workbook, contact Alberta Transportation's Strategy and Policy Branch at 780.427.0219.

The AAMDC was pleased to have been invited to the official announcement of the consultation process, details of which are available [here](http://www.alberta.ca/release.cfm?xID=40313FE9A09A0-9E82-FCD3-177CCBBF947B9FDD) (<http://www.alberta.ca/release.cfm?xID=40313FE9A09A0-9E82-FCD3-177CCBBF947B9FDD>).

The AAMDC appreciates the opportunity to provide feedback on these important transportation issues, and looks forward to working with Alberta Transportation to ensure that rural Alberta's transportation networks continue to serve the needs of residents and industry.

The AAMDC's Transportation and Infrastructure Position Statements are available [here](http://www.alberta.ca/convention-highlights/position-statements/spring-2016/1438-transportation-and-infrastructure-position-statements/file) ([/convention-highlights/position-statements/spring-2016/1438-transportation-and-infrastructure-position-statements/file](http://www.alberta.ca/convention-highlights/position-statements/spring-2016/1438-transportation-and-infrastructure-position-statements/file)).

Enquiries may be directed to:

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**Attachments:**

File	Description
 (/attachments/article/1004/03 02 16 Government of Alberta Launches Consultations on Transportation Issues.pdf)	03 02 16 Government of Alberta Launches Consultations on Transportation Issues.p (/attachments/article/1004/03 02 16 Government of Alberta Launches Consultations on Transportation Issues.pdf)

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**Member Bulletin Archive** (/advocacy/member-bulletins/member-bulletin-archive)

**Reports** (/advocacy/reports)

**Toolkits & Initiatives** (/advocacy/toolkits-initiatives)

**Rural Connects** (/advocacy/rural-connects)

**Municipal Links** (/advocacy/municipal-links)

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