



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

JANUARY 9, 2018

10:00 A.M.

COUNCIL CHAMBERS
FORT VERMILION, AB

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, January 9, 2018
10:00 a.m.**

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

AGENDA

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- b) Labour
- c) Land

NOTICE OF MOTION: 18. a)

NEXT MEETING DATES: 19. a) Committee of the Whole Meeting
January 23, 2018
10:00 a.m.
Fort Vermilion Council Chambers

b) Regular Council Meeting
January 24, 2018
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2018
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Minutes of the December 12, 2017 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the December 12, 2017, Regular Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Approved Council Meeting minutes are posted on the County website.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the December 12, 2017 Regular Council Meeting be adopted as presented.

Author: C. Gabriel Reviewed by: CG CAO: _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**December 12, 2017
10:00 a.m.**

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

PRESENT:

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

REGRETS:

ADMINISTRATION:

Len Racher	Chief Administrative Officer
Byron Peters	Deputy CAO
David Fehr	Director of Operations
Doug Munn	Director of Community Services
Fred Wiebe	Director of Utilities
Karen Huff	Director of Finance
Carol Gabriel	Director of Legislative & Support Services/Recording Secretary
Don Roberts	Zama Site Manager
Grant Smith	Agriculture Fieldman

ALSO PRESENT: Members of the public and the media.

Minutes of the Regular Council meeting for Mackenzie County held on December 12, 2017 in the Council Chambers at the Fort Vermilion County Office.

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

Reeve Braun called the meeting to order at 10:07 a.m.

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

MOTION 17-12-901 **MOVED** by Councillor Sarapuk

That the agenda be approved with the following additions:
9. d) Alberta Health Services Staffing

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

3. a) Minutes of the November 29, 2017 Regular Council Meeting

MOTION 17-12-902

MOVED by Councillor Knelsen

That the minutes of the November 29, 2017 Regular Council Meeting be adopted as presented.

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

3. b) Minutes of the December 5, 2017 Budget Council Meeting

MOTION 17-12-903

MOVED by Councillor Sarapuk

That the minutes of the December 5, 2017 Budget Council Meeting be adopted as presented.

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

3. c) Minutes of the December 11, 2017 Budget Council Meeting

MOTION 17-12-904

MOVED by Councillor Driedger

That the minutes of the December 11, 2017 Budget Council Meeting be adopted as presented.

CARRIED

**COUNCIL COMMITTEE
REPORTS:**

5. a) Council Committee Reports (verbal)

MOTION 17-12-905

MOVED by Councillor Jorgensen

That the Northern Alberta Development Council (NADC) be invited to attend a council meeting to provide an update on the Rural Broadband project.

CARRIED

MOTION 17-12-906

MOVED by Councillor Knelsen

That the Council committee reports be received for information.

CARRIED

DELEGATIONS:

4. a) Fort Vermilion & Area Board of Trade – Airport Terminal Building

MOTION 17-12-907

MOVED by Councillor E. Peters

That the Fort Vermilion & Area Board of Trade presentation regarding the airport terminal building be received for information.

CARRIED

Reeve Braun recessed the meeting at 11:03 a.m. and reconvened the meeting at 11:12 a.m.

COMMUNITY SERVICES:

11. a) Waste Transfer Station Hauling Contract

MOTION 17-12-908

MOVED by Deputy Reeve Wardley

That the Waste Transfer Station Hauling Contract be awarded to L & P Disposals.

CARRIED

COUNCIL COMMITTEE REPORTS:

5. b) Municipal Planning Commission Meeting Minutes

MOTION 17-12-909

MOVED by Deputy Reeve Wardley

That the Municipal Planning Commission meeting minutes of November 23, 2017 be received for information.

CARRIED

COUNCIL COMMITTEE REPORTS:

5. c) Agricultural Service Board Meeting Minutes

MOTION 17-12-910

MOVED by Councillor Knelsen

That the Agricultural Service Board meeting minutes of November 27, 2017 be received for information.

CARRIED

**COUNCIL COMMITTEE
REPORTS:**

5. d) Public Works Committee Meeting Minutes

MOTION 17-12-911

MOVED by Deputy Reeve Wardley

That the Public Works Committee unapproved minutes of December 6, 2017 be received for information.

CARRIED

GENERAL REPORTS:

6. a) CAO Report

MOTION 17-12-912

MOVED by Councillor Knelsen

That the CAO report for November 2017 be received for information.

CARRIED

TENDERS:

7. a) None

PUBLIC HEARINGS:

8. a) None

ADMINISTRATION:

9. a) Policy FIN028 Credit Card Use

MOTION 17-12-913

MOVED by Councillor Bateman

That Policy FIN028 Credit Card Use be amended as presented.

CARRIED

ADMINISTRATION:

9. b) Bistcho Lake Cabins

MOTION 17-12-914

MOVED by Councillor Bateman

That Mackenzie County proceed with the purchase of the Bistcho Lake leases connected to commercial fishing.

CARRIED

MOTION 17-12-915

MOVED by Councillor Jorgensen

That Deputy Reeve Wardley be authorized to represent Mackenzie County at the meetings held in regards to the

Bistcho Lake Cabins.

CARRIED

ADMINISTRATION: 9. c) Caribou Update

MOTION 17-12-916 MOVED by Councillor Jorgensen

That the caribou update be received for information.

CARRIED

AGRICULTURE SERVICES: 10. a) None

Reeve Braun recessed the meeting at 12:11 p.m. and reconvened the meeting at 12:59 p.m.

FINANCE: 12. a) Tax Recovery Public Auction

MOTION 17-12-917 MOVED by Councillor Knelsen

That the following property be removed from the 2017 Tax Recovery Auction List due to the owners entering into an Outstanding Tax Payment Agreement.

- Tax Roll 074458
- Tax Roll 106122
- Tax Roll 106124

CARRIED

MOTION 17-12-918 MOVED by Councillor Jorgensen

That the following properties be removed from the 2017 Tax Recovery Auction List due to property taxes being paid and removed from notification.

- Tax Roll 076796
- Tax Roll 106031
- Tax Roll 229969
- Tax Roll 106123
- Tax Roll 181069

CARRIED

MOTION 17-12-919 MOVED by Councillor Sarapuk

That the following properties be removed from the 2017 Tax Recovery Auction List and that Administration apply for Ministerial Orders to extend the tax notification period as per section 417(2)(a) and 418(2) of the Municipal Government Act and that the properties be added to the next tax recovery auction list following receipt of the Ministerial Orders.

- Tax Roll 076073
- Tax Roll 296347
- Tax Roll 300574

CARRIED

MOTION 17-12-920

MOVED by Councillor A. Peters

That the following property be removed to investigate amounts transferred to the tax roll for spill clean-up.

- Tax Roll 077071

CARRIED

ADMINISTRATION:

9. d) Alberta Health Services Staffing (ADDITION)

MOTION 17-12-921

Requires Unanimous

MOVED by Councillor Jorgensen

That a letter be sent to Minister Hoffman and Dr. Verna Yiu, Alberta Health Services President and CEO, inquiring about the staffing issues in our region and copy Mark Cowan, United Nurses of Alberta.

CARRIED UNANIMOUSLY

COMMUNITY SERVICES:

11. b) Mackenzie Housing Park – Playground Budget

MOTION 17-12-922

Requires 2/3

MOVED by Councillor Cardinal

That the Mackenzie Housing Park Project over-expenditure be funded from the Municipal Reserve in the amount of \$5,095.

CARRIED

UTILITIES:

15. a) None

**INFORMATION/
CORRESPONDENCE:**

16. a) Information/Correspondence

MOTION 17-12-923

MOVED by Deputy Reeve Wardley

That Councillor Sarapuk be authorized to attend the FarmTech Conference in Edmonton from January 30 – February 1, 2018.

CARRIED

MOTION 17-12-924

MOVED by Councillor Sarapuk

That the information/correspondence items be received for information.

CARRIED

Reeve Braun recessed the meeting at 1:39 p.m. and reconvened the meeting at 1:51 p.m.

IN-CAMERA SESSION:

17. In-Camera

MOTION 17-12-925

MOVED by Councillor Driedger

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 1:51 p.m.

17. a) Legal – Safety Codes Contract

CARRIED

MOTION 17-12-926

MOVED by Councillor E. Peters

That Council move out of camera at 2:08 p.m.

CARRIED

**PLANNING &
DEVELOPMENT:**

14. a) Safety Codes Contract

IN-CAMERA SESSION:

17. a) Legal – Safety Codes Contract

MOTION 17-12-927

MOVED by Councillor Knelsen

That Mackenzie County extend the current contract with Superior Safety Codes for a three year term, subject to final negotiations and ratification by Council.

CARRIED

NOTICE OF MOTION: 18. a) None

NEXT MEETING DATE: 19. a) Next Meeting Date

Regular Council Meeting
Tuesday, January 9, 2018
10:00 a.m.
Fort Vermilion Council Chambers

Committee of the Whole Meeting
Tuesday, January 23, 2018
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
Wednesday, January 24, 2018
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment

MOTION 17-12-928 **MOVED** by Councillor Jorgensen

That the Council meeting be adjourned at 2:09 p.m.

CARRIED

These minutes will be presented to Council for approval on January 9, 2018.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	DELEGATION Alberta Health Services – Air Ambulance Air Medical Crew Contract

BACKGROUND / PROPOSAL:

In follow-up to the letter dated October 24, 2017 to the Alberta Health Services Board regarding the Air Ambulance Air Medical Crew RFP, Gordon Bates (Associate Executive Director Provincial Air Ambulance Operations and Inter-Facility Transfer Strategy) and Rob Barone (Associate Executive Director, EMS North Zone) will provide Council with an update via teleconference.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Alberta Health Services – Air Ambulance Air Medical Crew Contract RFP update be received for information.

Author: _____ Reviewed by: _____ CAO: _____



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

October 24, 2017

Ms. Linda Hughes
Board Chair
Alberta Health Services Board
Seventh Floor Plaza
14th Floor, North Tower
10030 – 107 Street NW
Edmonton, AB. T5J 3E4

Dear Ms. Hughes:

RE: AIR AMBULANCE AIR MEDICAL CREW RFP

Mackenzie County Council is aware that there will be a service provider change under the Air Medical Crew contract in our region effective April 1, 2018. With this change in providers, Council and administration understands there are challenges being presented with air ambulance services during the transition period.

Our concern is the possible gap in advanced life support services potentially creating additional wait times for ground to air services with respect to air certified personnel. We are concerned that the necessary staffing levels may not be met during this transition. We would like assurance to pass on to our residents that there will not be a gap in the services provided during this time.

We are available to meet at your convenience during the week of November 14 – 17, 2017 in Edmonton to further discuss our concerns. If you have any questions please feel free to contact me at (780) 926-6238 or our Chief Administrative Officer, Len Racher, at (780) 841-9166, or lracher@mackenziecounty.com.

Yours sincerely,

Peter F. Braun
Reeve

- c. Hon. Sarah Hoffman, Minister of Health
Debbie Jabbour, MLA, Peace River
Gordon Bates, Associate Executive Director, Provincial Air Ambulance
Operations, Alberta Health Services EMS
Mackenzie County Council

November 7, 2017

Reeve Peter Braun
Mackenzie County
PO Box 640
4511 46 Avenue
FORT VERMILLION AB T0H 1N0

Dear Reeve Braun:

Re: Air Ambulance Medical Crew RFP

Thank you for your letter of October 24, 2017. The Alberta Health Services (AHS) Board appreciates the opportunity to address your concerns about air ambulance service to your area.

AHS conducted a tendering process in compliance with provincial requirements and applicable trade agreements to procure long term (10 year) contracts with air ambulance aviation and medical crew service providers. You are correct, that this process will see a change in the air medical crew provider based out of Fort Vermillion and High Level, effective April 1, 2018. There will be no change to the aviation provider.

The current air medical crew provider recently experienced challenges in staffing the Advanced Life Support practitioner for the air medical crew. Some of this was due to unexpected staff illness. For a variety of reasons including, aircraft maintenance, crew duty days, etc., it is part of normal operations to have an air ambulance base be temporarily out of service. When this occurs, the EMS air ambulance leadership team and central air ambulance dispatch center are made aware, and manage all of the provincial air ambulances to ensure response readiness is maintained for all areas of the province.

I am advised that the AHS air ambulance leadership team is working collaboratively with the current provider to mitigate the staffing challenge with a positive outcome. We will continue to monitor this situation. The air ambulance leadership team has also communicated with Mackenzie County's CAO, Len Racher regarding this matter.

We certainly appreciate the importance of air ambulance service to the residence of Mackenzie County and understand why you would be concerned if there was an inability to respond. AHS will work with service providers to maintain response readiness at all bases and I can assure you, that the air ambulance system is designed to respond to any area from any provincial base location. I appreciate your invitation to meet, and as this is an operational matter I have asked that our EMS leadership team follow up with you and your team.

.../2

Please contact Gordon Bates, Associate Executive Director Provincial Air Ambulance Operations and Inter Facility Transfer Strategy at 780-474-9374 or via email at gordon.bates@ahs.ca to follow up.

Sincerely,



Dr. Brenda Hemmelgarn
Board Vice Chair

C: Deb Gordon, Executive Lead - Emergency Medical Services, AHS
Darren Sandbeck, Senior Provincial Director and Chief Paramedic - Emergency Medical Services, AHS



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2018
Presented By:	Dave Fehr, Director of Operations
Title:	Tompkins Crossing Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the December 18, 2017 and January 4, 2018 meetings 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 minutes of December 18, 2017 and January 4, 2018 be received for information.

Author: S Wheeler Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
Tompkins Crossing Committee
December 18, 2017 4:30 p.m.
La Crete Conference Room**

PRESENT: Peter Braun
Josh Knelsen
Ernie Peters
Anthony Peters

Reeve
Councillor/Chair
Councillor/Vice Chair
Councillor

ADMINISTRATION: Len Racher
Byron Peters
Dave Fehr
Sylvia Wheeler

Chief Administrative Officer
Deputy CAO
Director of Operations
Public Works Admin Officer /
Recording Secretary

OTHERS: George Driedger
Abe Driedger

Ice Bridge Sub-Contractor
Ice Bridge Sub-Contractor

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

Chair Knelsen called the meeting to order at 4:38 p.m.

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

MOTION TC-17-12-021 **MOVED** by Reeve Braun

That the agenda be adopted with the following new business items:

5. a) Ice Crossing Incident
5. b) Progress Payment

CARRIED

MINUTES: 3. a) **Adoption of Minutes from November 8, 2017**

MOTION TC-17-12-022 **MOVED** by Councillor E. Peters

That the minutes from November 8, 2017 be adopted as presented.

CARRIED

DELEGATIONS: 4. a) None

NEW BUSINESS: 5. a) Ice Crossing Incident

Discussion summary:

- On Sunday, December 17, 2017 a vehicle attempted to cross the ice at Tompkins Crossing and fell through
- Concerns about 'CLOSED' signs were voiced
- Reassurance that all precautions were in place was confirmed by County and sub-contractor
- It was discussed about laying charges and who may/may not proceed with that
- It would be Alberta Transportation that would lay charges as the incident occurred on a provincial road
- The insurance company of the person whose vehicle went through the ice called the County to confirm whether the water was a lake or a river, that the signs all say 'CLOSED' until it's safe to travel, and how we (County) would get the vehicle out
- Administration confirmed the water is a river, the signs were all in place, and the County would not be getting the vehicle out of the river
- Concerns about workers on the ice bridge telling the public that it was ok to cross was voiced
- Driedger's said they told their employees not to discuss the ice bridge progress with anyone not even parents
- On Sunday the ice was melting at a rate of an inch per hour

MOTION TC-17-12-023 MOVED by Councillor E. Peters

That the County put an article in the newspaper concerning the unauthorized crossing and respecting the signs.

CARRIED

5. b) Progress Payment

The County recognizes the amount of work that the Driedger's put into the ice bridge as it was very close to opening.

The County will be in discussions with Alberta Transportation concerning the first progress payment.

MOTION TC-17-12-024 **MOVED** by Councillor A. Peters

That the discussion be received for information.

CARRIED

**INFORMATION /
CORRESPONDANCE:**

6. a) None

NEXT MEETING:

7. a) At the Call of the Chair

ADJOURNMENT:

8. a) Adjournment

MOTION TC-17-11-025 **MOVED** by Reeve Braun

That the meeting be adjourned at 5:29 p.m.

CARRIED

These minutes were adopted at the _____ meeting.

Josh Knelsen, Chair

Dave Fehr,
Director of Operations

**MACKENZIE COUNTY
Tompkins Crossing Committee
January 4, 2018 3:00 p.m.
La Crete Meeting Room**

- PRESENT:** Peter Braun
Josh Knelsen
Ernie Peters
Anthony Peters
- Reeve
Councillor/Chair
Councillor/Vice Chair
Councillor
- ADMINISTRATION:** Len Racher
Dave Fehr
Sylvia Wheeler
- Chief Administrative Officer
Director of Operations
Public Works Admin Officer /
Recording Secretary
- OTHERS:** Randy Morden
- MOST Engineering
- CALL TO ORDER:** 1. a) **Call to Order**
- Chair Knelsen called the meeting to order at 3:07 p.m.
- AGENDA:** 2. a) **Adoption of Agenda**
- MOTION TC-18-01-001** **MOVED** by Reeve Braun
- That the agenda be adopted with the following addition:
5. a) Ice Bridge Update
- CARRIED**
- MINUTES:** 3. a) **Adoption of Minutes from December 18, 2017**
- MOTION TC-18-01-002** **MOVED** by Councillor E. Peters
- That the minutes from December 18, 2017 be adopted as presented.
- CARRIED**
- DELEGATIONS:** 4. a) **Randy C. Morden R.E.T., P.L.(Eng.) with MOST Engineering – Ferry Operations**
- Randy attended the meeting to discuss Ferry operations. Many ideas were discussed concerning river crossing all year through.

All comments/ideas were recorded by Randy as he is preparing the proposal.

Chair Knelsen recessed the meeting at 4:55 p.m. and reconvened at 5:00 p.m.

Discussion continued.

MOTION TC-18-01-003 **MOVED** by Councillor A. Peters

That the discussion be received for information.

CARRIED

NEW BUSINESS: **5. a) Ice Bridge Update**

All were informed that the ice bridge is being diligently worked on despite the warm weather two weeks ago and having to start from the very beginning again.

MOTION TC-18-01-004 **MOVED** by Councillor A. Peters

That the discussion be received for information.

CARRIED

**INFORMATION /
CORRESPONDANCE:** **6. a) None**

NEXT MEETING: **7. a) At the Call of the Chair**

ADJOURNMENT: **8. a) Adjournment**

MOTION TC-18-01-005 **MOVED** by Reeve Braun

That the meeting be adjourned at 5:07 p.m.

CARRIED

These minutes were adopted at the _____ meeting.

Josh Knelsen, Chair

**Dave Fehr,
Director of Operations**



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2018
Presented By:	Karen Huff, Director of Finance
Title:	Finance Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the December 13, 2017 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:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the unapproved Finance Committee meeting minutes of December 13, 2017 be received for information.

Author: J. Batt Reviewed by: K. Huff CAO: _____

**MACKENZIE COUNTY
FINANCE COMMITTEE MEETING**

**December 13, 2017
10:00 am**

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

PRESENT: Peter F. Braun Reeve, Ex Officio – Chair
Lisa Wardley Deputy Reeve – Vice Chair
Anthony Peters Councillor
Josh Knelsen Councillor
Jacquie Bateman Councillor

ADMINISTRATION: Len Racher Chief Administrative Officer
Karen Huff Director of Finance
Jennifer Batt Finance Controller
Jannelle Batt Finance Officer/ Recording Secretary

CALL TO ORDER: 1. a) **Call to Order**
Reeve Braun called the meeting to order at 10:00 a.m.

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

MOTION FC-17-12-142 **MOVED** by Councillor A. Peters

That the agenda be approved with the following deletion:
6. a) WCB Report Card and Projection Report

CARRIED

**MINUTES FROM
PREVIOUS MEETING:** 3. a) **Minutes of the October 31, 2017 Finance
Committee Meeting**

MOTION FC-17-12-143 **MOVED** by Deputy Reeve Wardley

That the minutes of the October 31, 2017 Finance Committee
meeting be approved as presented.

CARRIED

**BUSINESS ARISING
FROM PREVIOUS
MINUTES:** 4. a) **None**

DELEGATIONS: 5. a) None

BUSINESS: 6. b) Committee Terms of Reference

MOTION FC-17-12-144 **MOVED** by Councillor Knelsen

That the Finance Committee recommends to Council to amend the Finance Committee Terms of Reference as discussed.

CARRIED

6. c) 2016 Insurance Coverage for Not for Profit Organizations – Unpaid Invoices

MOTION FC-17-12-145 **MOVED** by Deputy Reeve Wardley

That the Finance Committee recommends to Council that Insurance Coverage for the Northeast Community Adult Learning Society be canceled as they have ceased operations and that the unpaid November 1, 2016 – November 1, 2017 and the November 1, 2017 - December 14, 2017 insurance invoices be written off.

CARRIED

MOTION FC-17-12-146 **MOVED** by Deputy Reeve Wardley

That Policy ADM018 Insurance Coverage for Not for Profit Organizations be amended as discussed and be brought to the next Finance Committee Meeting for approval.

CARRIED

MOTION FC-17-12-147 **MOVED** by Councillor Bateman

That administration communicates with La Crete Ferry Campground Society to collect on 2016 and 2017 insurance renewal invoices and if unpaid by the deadline given, that the amount owing be deducted from the La Crete Ferry Campground Society's 2018 Operation allocation.

CARRIED

6. d) Rescind Policy FIN002 Accounts Receivable Collection and Amend Policy FIN011 Utility Collection and 1068-17 Fee Schedule Bylaw.

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

MOTION FC-17-12-148

MOVED by Councillor A. Peters

That the Finance Committee recommends to Council that the current Fee Schedule Bylaw be amended as discussed.

CARRIED

MOTION FC-17-12-149

MOVED by Deputy Reeve Wardley

That the Finance Committee recommends to Council that Policy FIN002 Accounts Receivable Collection be rescinded.

CARRIED

MOTION FC-17-12-150

MOVED by Councillor Knelsen

That the Finance Committee recommends to Council that Policy FIN011 Utility Collection be amended as discussed.

CARRIED

6. e) FIN025 Purchasing Authority Directive and Tendering Process

Reeve Braun recessed the meeting at 12:17 p.m. and reconvened the meeting at 12:50 p.m.

MOTION FC-17-12-151

MOVED by Councillor Knelsen

That Policy FIN025 be amended as discussed and brought back to the next Finance Committee Meeting for review.

CARRIED

6. f) CAO Expense Claim

MOTION FC-17-12-152

MOVED by Deputy Reeve Wardley

That the CAO's expense claims for November 2017 be approved as presented.

CARRIED

6. g) Councillors' Honorariums and Expense Claims

MOTION FC-17-12-153

MOVED by Councillor Bateman

That Councillor Honorariums and Expense Claims for September, October, and November 2017 be reviewed, adjusted, or approved as follows:

Councillor Expense Claims	Review Comments
1 – Councillor Knelsen (October, November)	Reviewed October 2017, Reviewed November 2017
2 – Reeve Neufeld (October)	Reviewed October 2017
2 – Councillor A. Peters (October, November)	Reviewed October 2017, Reviewed November 2017
3 – Reeve Braun (October, November)	Reviewed October 2017, Reviewed November 2017
4 – Councillor Driedger (October)	Reviewed October 2017
4 – Councillor D. Driedger (October, November)	Reviewed October 2017, Reviewed November 2017
5 – Councillor Derksen (October)	Reviewed October 2017
5 – Councillor E. Peters (October, November)	Reviewed October 2017, Reviewed November 2017
6 – Councillor Jorgensen (September, October)	Reviewed September 2017, Reviewed October 2017
7 – Councillor Toews (October)	Reviewed October 2017
7 – Councillor Cardinal (October, November)	Reviewed October 2017, Reviewed November 2017
8 – Councillor Sarapuk (September, October, November)	Reviewed September 2017, Reviewed October 2017, Reviewed November 2017
9 – Councillor Bateman (October, November)	Reviewed October 2017, Reviewed November 2017
10 – Deputy Reeve Wardley (October, November)	Reviewed October 2017, Reviewed November 2017

CARRIED

6. h) Cheque Lists

MOTION FC-17-12-154

MOVED by Deputy Reeve Wardley

That the cheque lists and payments made online from October 28, 2017 to December 8, 2017 be received for information.

CARRIED

6. i) MasterCard Statements

MOTION FC-17-12-155

MOVED by Councillor Knelsen

That the MasterCard Statement for October 2017 be received for information.

CARRIED

6. j) Finance Committee Action List

MOTION FC-17-12-156

MOVED by Councillor Knelsen

That the Finance Committee Action List be received for information.

CARRIED

IN-CAMERA

7. a)

ADDITIONS TO AGENDA:

8. a)

**NEXT MEETING
DATE:**

9. a) January 22, 2018 at 1:00 p.m.
Fort Vermilion Corporate Office

ADJOURNMENT:

10. a) Adjournment

MOTION FC-17-12-157

MOVED by Councillor A. Peters

That the Finance Committee meeting be adjourned at 2:30 p.m.

CARRIED

These minutes were approved by the Finance Committee on _____.

Peter Braun
Chair, Reeve

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	Community Services Committee Meeting Minutes

BACKGROUND / PROPOSAL:

Minutes of the October 24, 2017, Community Services Committee Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the minutes of the October 24, 2017 Community Services Committee Meeting be received for information.

Author: L.L Reviewed by: _____ CAO: _____

MACKENZIE COUNTY
Community Services Committee Meeting

October 24, 2017
1:00 PM

Fort Vermilion Meeting Room
Fort Vermilion, Alberta

MINUTES

PRESENT:

Lisa Wardley	Deputy Reeve/Chair
Peter Braun	Reeve
Josh Knelsen	Councillor
Cameron Cardinal	Councillor
David Driedger	Councillor

ALSO PRESENT:

Dog Munn	Director of Community Services
Donny Robert	Director of Facilities
Liane Lambert	Public Works Administrative Officer / Recording Secretary

1.CALL TO ORDER: **1.** **Call to Order: 2.57 p.m.**

Doug Munn called the meeting to order.

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

MOTION CS-17-10-79 **MOVED by Councillor Knelsen**

That the agenda be approved as presented:

CARRIED

3. ELECTIONS:

a. Election of Chair

Doug Munn called for nominations for the position of Chair of the Community Services Committee.

First Call: Reeve Braun nominated Deputy Reeve Wardley

Second Call: No further nominations.

Third Call: No further nominations.

MOTION CS-17-10-80 **MOVED by Reeve Braun**

That nominations cease for the position of Chair.

CARRIED

Councillor Wardley was acclaimed as Chair of the Community Services Committee.

b. Election of Vice-Chair

Mr. Munn called for nominations for the position of Vice Chair of the Community Services Committee.

First Call: Councillor Knelsen nominated Councillor Cardinal (accepts)

Second Call: No further nominations.

Third Call: No further nominations.

MOTION CS-17-10-081

MOVED by Councillor Reeve Braun

That nominations cease for the position of Vice - Chair.

CARRIED

Councillor Cardinal was acclaimed as Vice - Chair of the Community Services Committee.

Mr. Munn turns Chair over to Chair Deputy Reeve Wardley

4). MINUTES:

Minutes of the September 11, 2017 meeting

MOTION CS-17-10-082

MOVED by Councilor Cardinal

That minutes of the September 11, 2017 Community Services Committee meeting is accepted as presented.

CARRIED

5). COMMUNITY SERVICES TERMS OF REFERENCE

MOTION CS-17-10-083

MOVED by Councillor Driedger

That the Community Services Committee Terms of Reference be accepted for information.

CARRIED

6). COMMUNITY SERVICES DEPARTMENT ORIENTATION

MOTION CS-17-10-084

MOVED by Councillor Cardinal

That the Community Services Department Orientation be accepted for information.

CARRIED

7. BUSINESS ARISING FROM PREVIOUS MINUTES:

a). Peace Officer Update (Verbal)

MOTION CS-17-10-085

MOVED by Councillor Knelsen

That all topics be TABLED until next meeting

CARRIED

b). Pioneer Park (Table until November Meeting)

MOTION CS-17-10-086

MOVED by Councillor Knelsen

That all topics be TABLED until next meeting

CARRIED

c). Bridge Campground (Road Closures-FNC)

MOTION CS-17-10-087

MOVED by Councillor Knelsen

That all topics be TABLED until next meeting

CARRIED

8. NEW BUSINESS:

a). Appointment of Council Representatives to Other Committees

MOTION CS-17-10-088

MOVED by Councillor Knelsen

That Councillor Cardinal be appointed to the Fort Vermilion Recreation Society Board, Reeve Braun be appointed to the La Crete Recreation Society Board, Councillor Wardley be appointed to the Zama Recreation Society Board.

CARRIED

MOTION CS-17-10-089

MOVED by Councillor Driedger

That Councillor Cardinal be appointed to the Fort Vermilion FCSS Boards, Reeve Braun be appointed to the La Crete FCSS Boards, Councillor Wardley be appointed to the Zama FCSS Boards.

CARRIED

b). La Crete Streetscape Update

MOTION CS-17-10-090

MOVED by Councillor Knelsen

That all topics be TABLED until next meeting

CARRIED

c). Jubilee Park Committee Letter

MOVED by Councillor Knelsen

MOTION CS-17-10-091

That all topics be TABLED until next meeting

CARRIED

d). Action List

MOVED by Councillor Knelsen

MOTION CS-17-10-092

That all topics be TABLED until next meeting

CARRIED

NEXT MEETING DATE: 7.

a. The next Community Service Committee Meeting be scheduled for November 30th, 2017

ADJOURNMENT:

MOVED by Councillor Knelsen

MOTION CS-17-10-093

Meeting was adjourned at 2:33 p.m.

CARRIED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	La Crete Community Streetscape Implementation Committee Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the December 6, 2017 meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the La Crete Community Streetscape Implementation Committee unapproved minutes of December 6, 2017 be received for information.

Author: _____ Reviewed by: _____ CAO: _____

MACKENZIE COUNTY
La Crete Community Streetscape Implementation Committee

Mackenzie County Office
La Crete, AB

Wednesday, December 6, 2017 @ 6:00 p.m.

PRESENT:	Peter Braun	Stand in Chair/ Reeve Ex-Officio
	Ray Wiebe	Committee Member
	John Acreman	Committee Member
	Mike Janzen	Committee Member
	John W. Driedger	Committee Member
	Benj Peters	Committee Member
	Abe Martens	Committee Member
REGRETS:	Duffy Driedger	Committee Chair/Councillor
	Randy Rodgers	Committee Member
	Darryl Friesen	Committee Member
	Brandon Froese	Committee Member
ADMINISTRATION:	Byron Peters	Deputy CAO
	Andrew O'Rourke	Economic Development Officer/Recording Secretary
	Jessica Simpson	Assistant to the Deputy CAO

MOTION

1. Call to Order

Chair Braun called the meeting to order at 6:01 p.m.

2. Adoption of Agenda

LCCSIC-17-12-09 **MOVED** by John W. Driedger

That the agenda be adopted as presented.

CARRIED

3. Minutes

LCCSIC-17-12-10 **MOVED** by Benj Peters

That the minutes of May 4, 2017 La Crete Streetscape Implementation Committee be approved as presented.

CARRIED

LCCSIC-17-12-11

MOVED by Abe Martens

That the Committee accepts the Community Streetscape Implementation Committee Terms of Reference.

CARRIED

Chair: Welcomed new committee members to committee and briefed the committee on feedback that had been received by general public on the new 'La Crete Downtown' signs that were installed in September of this year. Some members of the public believe that it is a waste of money; others have given more positive feedback.

Andrew: The 2017 La Crete Streetscape project has been completed at a total cost of \$34,818.81. This leaves \$8408.19 which will be carried forward into 2018 which will give a total budget of \$33,408.19

Byron Peters: The complaints from the general public that the 'La Crete Downtown' signs were a waste of money are unfounded. This year's project was the first step of a much larger design which this committee will build upon. The signs themselves will not increase business growth in downtown La Crete but the greater concept overtime will have a profound effect on how the general public interacts within the community. It's about creating a sense of place or attracting professionals to the community which over time will grow from a small farm hamlet into a larger commercial hub.

Chair: Local businesses in La Crete over the last few years have invested heavily into upgrading the façade designs of their shopfronts. The local improvements from the streetscape committee should complement and will ensure that La Crete downtown does not deteriorate.

Andrew: In 2016 Mackenzie County hired O2 Planning and Design to create a streetscape guideline for La Crete. This was created with consultation from the public through many mediums. There were sound boards in Co-op, Super 'J' and The Northern Lights Rec. Centre along with a breakfast at country grill to consult with businesses owners in the downtown area.

Committee: Following on from last year's discussion, tree planting is high on our agenda along with street furniture.

Andrew: I've put together a small package of information that was gathered earlier this year. Originally the committee considered Lindon trees, but we have since learnt that they are not suitable for our region. We have since received advice that the three tree varieties that would be best suited to La Crete and a Zone 2 hardiness environment are: American Elm, Green Ash & Bur Oak.

Committee: Tree pruning is very important for younger trees and if this is done properly by professional in the nursery. This will help develop the trees into maturity between year 5 and 8.

Committee: What would the trunk width be on a 7-8 year old be? Would a thick tree trunk deter the youth in La Crete from driving into the trees.

Andrew: I can find that out for the committee. The package also includes 2017 prices for 3-4 year old trees of each variety at \$60 or 7-8 year old trees of each variety at \$150.

Committee: What kind of tree planting would we consider?

Andrew: I'll invite Lorraine Peters from Rustic Roots in to help the committee in tree selection process.

Committee: Could you also contact Jacob Marfo from MARA, he might be able to point to committee towards some possible grant funding or the Shelter Belt Program.

Committee: It would be recommended to go with a fully grown 7-8 year old tree that has a better developed root system and might increase its rate of survival.

Committee: Most nurseries warrantee their tree products for a number of years. It would be important to research if the nursey that supplies rustic roots provides warrantee.

Committee: It would also be important to figure out the service rate for transplanting trees.

Andrew: Byron and I met with Mike McMann who is the Fort Vermilion School Division, Superintendent. He told us that the

High School kids from the 'Blast Program' would be interested in getting involved in the planting and pruning of La Crete trees.

Byron: Mike McMann also informed Andrew and I that the Rocky Acres farm in Rocky Lane could be utilized to grow trees off Main Street. Trees would grow at similar rate, and a stock of trees would be available to replace the damaged trees.

Andrew: I contacted Caleb Benson, Parks Planning Technician from the City of Grande Prairie, who followed up with an e-mail which is part of trees package. His main recommendation was to get good boulevard trees that were zone 2 hardiness.

Committee: How much water would these new trees require?

Committee: What about putting a drill stem next to the planted trees to stabilize the tree and deter the youth from driving into them. Could prices for drill stems be brought back to next meeting? Or determine if the trees need to be anchored.

Committee: There are plastic covers or sleeves that could be put over the drill stems to beautify. Could prices also be brought back for this product?

Committee: Where would the committee start tree planting?

Andrew: One idea put forward in the last meeting was along 100st between the two 'La Crete Downtown' signs there is a total of 22 trees located on the illustrated map by O2.

Committee: What about storm sewers on the east side of 100th St and the utility right of way? Could administration please work with utilities department to determine if this possible.

Committee: Could committee please find out who owns the road allowances are on both sides of 100thSt?

Committee: Would retail stores in the downtown with video cameras be able to monitor their car parks and the newly planted trees?

Committee: Consultation with businesses in the downtown area where trees will be planted is also something that must be considered.

Committee: There are existing court cases that have

recognized the cost of replacing a damaged mature tree. Could administration also come back with some researched court cases?

Committee: Instead of using drill stems, would it be possible to put solar lights that looks similar to the sample designs in the O2 document be placed next to planted trees. The option that should be researched is 4" light poles.

Committee: It would also be important to ensure that branches on 7-8 year old trees can hold the weight of heavy snow.

4. Adjournment

LCCSIC-17-12-12

MOVED by John W. Driedger

That the La Crete Community Implementation Committee Meeting be adjourned at 7:16 p.m.

CARRIED

These minutes were adopted this Xth day of February, 2018.

Duffy Driedger, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	CAO Report

BACKGROUND / PROPOSAL:

The CAO and Director reports for December 2017 are attached for information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the CAO report for December 2017 be received for information.

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

Monthly Report of the Chief Administrative Officer to Council

Len Racher, Chief Administrative Officer

For the month of December 2017

December Meetings

- 4 – Bistcho Cabin Lease Teleconference with Alberta Environment & Parks
- 5 – Budget Council Meeting
- 6 – Public Works Committee Meeting in La Crete
- 11 – Budget Council Meeting
- 12 – Council Meeting
- 13 – Finance Committee Meeting
- 14 – Managers Meeting
- 15 – Christmas Banquet
- 18 – Community Services Committee Meeting
- 20 – La Crete Staff Christmas Lunch
- 27 – In discussions with Northern Lights Gas Co-op on dropping pressure.
- 29 – Declared a State of Local Emergency (SOLE) and established an Emergency Operations Centre (EOC) at the La Crete Office. Worked at the EOC with Byron and staff.
- 30 – Worked at the EOC with Byron and staff.
- 31 – Worked at the EOC. Doug Munn came back and took over the EOC.

January Meetings

- 1 – Worked at the EOC.
- 2 – SOLE still in place. Asked Carol to arrange a meeting with Oneil Carlier, Minister of Agriculture & Forestry.

I would like to thank the staff for the long hours and excellent work they did in the EOC. I would also like to thank Byron Peters as I have been in a few EOC's and I was very impressed with his calm demeanor and good decision making under very stressful situations.

Respectfully,

Len Racher
Chief Administrative Officer

MONTHLY REPORT TO THE CAO

For the month of December, 2017

From: Byron Peters
Deputy Chief Administrative Officer

Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Province has formally started pre-planning for the LPR. Latest update sounds like it may start end of 2018.
Community Infrastructure Master Plans	Q1 2018	Final copies of all drafts have been received. Waiting on second draft of offsite levies.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Economic Development Strategy	ongoing	Lots of conversations around a variety of potential investment opportunities. Completing research to inform these discussions.
Streetscape	Ongoing	Priorities are being established for each community with the committees.

Capital Projects

Projects	Timeline	Comments
Rural Addressing	Q4 2017	Project is considered to complete. The few outstanding signs will be corrected as a maintenance item. Ongoing upkeep will be required for new developments.
Airport Planning	2018	Have not managed to begin the process to review the AVPA, as originally planned. Additional development planning needs to be completed. Plan to engage with airport users in Q1.

Inter-municipal Collaboration Frameworks and Inter-municipal Development Plans	April 2019 completion deadline	Have not started serious dialogue with any neighbours at this time. Will begin the process internally in Q1, with both staff and with council.
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Personnel Update:

Interview process underway for the planner position. Hopefully will have an update on this item by the 9th.

Other Comments:

Attended streetscape, REDI, NWSAR, MPC meetings. Had a SDAB hearing for a discretionary use permit.

Spoke to feds about Wood Buffalo National Park/UNESCO.

- We had a good discussion about the current status of the response, some timing of items and mentioned a few concerns. Parks Canada is starting their response by completing a Strategic Environmental Assessment (SEA), more info here: https://www.pc.gc.ca/en/pn-np/nt/woodbuffalo/info/SEA_EES/bulletin The SEA is expected to be released in February, at which point they will proceed with creating an action plan. At this point we really didn't learn much more than that, and we have now officially been added to the list of affected/interested parties, so we should receive more communications throughout the rest of the process.
- It does not sound like there will be any formal engagement of municipalities in this process though, so if we want to influence this in any way we will need to initiate that conversation.

Spent New Year's weekend in the EOC with a handful of other staff and agencies due to the natural gas supply issue. See Facebook for the publicly available play by play of the event. I would like to thank everyone in the EOC for their contributions and giving up their weekend.

Caribou still keeps me busy. Province released their draft range plans on December 19th. NWSAR has open houses planned for 6 consecutive nights from January 7th through 12th.

Continue to correspond with Canada Post. Current status is: Canada Post has made the decision to proceed with leasing an existing facility in La Crete, they will not be doing a new build, and are planning to be operational in the new site within the next 7 – 9 months. My current understanding is that an announcement is expected by February, 2018.

Lots of recent discussion about investing in our region. I try to supplement this with information, stats and research that we have or can complete.

Interesting notes about social media and its usefulness in informing ratepayers:

- Our typical post reach for a county event is around 700-2000 people.
- If we have a more “hot topic” such as elections, posts will reach about 2000-7500 people.
- In this event we have reached between 7500 and 20,000ppl, with our initial SOLE declaration hitting 122,255 people. Not views total. People that read it. It was shared 1,315 times on facebook.

The screenshot shows a Facebook page for Mackenzie County. The post, published by Jessica Amy Simpson on December 29, 2017, at 4:32pm, features a large graphic with the text: **MACKENZIE COUNTY PUBLIC NOTICE 4:30 PM FRIDAY DECEMBER 29, 2017**. The text of the post reads: "Due to the extremely low natural gas pressures through the region, Mackenzie County has officially declared a State of Local Emergency (SOLE). Areas south of La Crete will be the first to be affected, with outages already beginning in the Buffalo Head/Savage Prairie area. If you do not have alternate sources of heat, we encourage you to stay with friends or family. A reception center has also been established at the La Crete Mennonite Heritage Center for others that have been displaced. At this point we are requesting that all natural gas users within the region limit their usage as low as possible. This will help gas reach the end of the line and prevent additional houses from freezing. For additional questions or concerns, please call our Emergency Services Hotline at (780) 927-3718". The post shows that 122,255 people reached it and includes interaction buttons for Like, Comment, and Share.

REPORT TO THE CAO

For the period of December, 2017

From: Karen Huff
Director of Finance

Meetings Attended

- Dec 5 – Budget Council Meeting
- Dec 11 – Budget Council Meeting
- Dec 12 – Regular Council Meeting
- Dec 13 – Finance Committee Meeting
- Dec 14 – Managers' Meeting

In General

Our focus, in the last few months, has been all things Budget. As we move into 2018 we will also be working on the 2017 Year-end and getting ready for the auditors.

MONTHLY REPORT TO THE CAO

For the Month of December 2017

From: David Fehr
Director of Operations

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Town and rural snow clearing.	ongoing	
Rail Crossings	completed	Report to Federal government on all rail crossings within Mackenzie County.
Road use agreements	ongoing	All mills have signed road use agreements.

Projects		Timeline	Comments
Blue Hills New Bridges		Ongoing	RRD application has been approved. Formula has indicated that the start time for bridge construction to begin around January 15 2018
Fitler Pit		Ongoing	The Conservation and Reclamation plan has been submitted.
Meander Pit		Ongoing	FNC complete. Moving forward with CORP.
Ice Bridge		started	Construction of ice bridge has resumed again and contractors are making progress.
Fitler Pit contract		awarded	Contractor has been notified

Respectfully,

David Fehr
Director of Operations

REPORT TO THE CAO

For the Month of December, 2017

From: Carol Gabriel
Director of Legislative & Support Services

Meetings Attended

- 2017-12-01 Alberta Municipal Clerks Association Fall Workshop – Review of changes to the Local Authorities Election Act
- 2017-12-05 Budget Council Meeting
- 2017-12-11 Budget Council Meeting
- 2017-12-12 Council Meeting
- 2017-12-14 Managers Meeting
- 2017-12-15 Setup and attend annual Christmas Banquet and Long Service Awards
- 2017-12-19 Subdivision & Development Appeal Board Hearing.
- 2017-12-27 Attended a meeting with CAO and Reeve and the Northern Lights Gas Co-op regarding the gas shortage and drafting a letter to the Minister.
- Various other individual or departmental meetings.

Council

- Preparing for various meetings of Council.

Bylaws/Policies/Reports/Publications:

- Procedural Bylaw will be coming back in late January/early February with additional guidelines for delegations and public hearings.
- Changes are being recommended to the Subdivision & Development Appeal Board Bylaw to include the provision of refunding appeal fees. Currently fees are only refunded if the appellant is successful in their appeal. These changes would be consistent with the refund of assessment appeal fees.

Human Resources:

- Continuing to work on developing a formal procedure for a modified work program for review by the management team and the Health & Safety Committee. A modified work program has been in place, however no formal written procedure exists.

Information Technology:

- Investigating options for live/recorded broadcasting of council meetings as per council motion.

Records Management:

- Continue working on a major update to the Bylaw and policy which establishes procedures in regard to the retention and disposal of municipal documents.

Municipal Events:

- Preparation for the County annual Christmas Banquet & Long Service Awards held on December 15th. The silent auction proceeds in the amount of \$1,095.00 was split 50/50 and donated to the La Crete and Fort Vermilion Food/Christmas Hampers.
- Completed the reconciliation for the 2017 Mackenzie Regional Charity Golf Tournament with a total profit of \$27,373.14. Based on the Tri-Council's motion, the profit was split 50/50 with the Heart & Stroke Foundation and the Northwest Health Foundation. Discussion will be required at the next Tri-Council meeting to determine if the three municipalities want to continue with this tournament and, if so, to select a date for 2018.

Other:

- 2018 budget preparation.
- Ongoing updates to the County website, Facebook, etc.
- Ongoing form review and updating.
- Preparing for various meetings.
- Travel and meeting coordination.
- Assisting other departments as required.

REPORT TO CAO
December, 2017

From: Grant Smith
Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	2017	The County entered into a service agreement with Alberta Transportation for the 2017 spraying season. The contractor has been spot spraying Noxious weed patches along Hwy's 58, 88 & 697. Roadside spraying will be publicly tendered in 2018 as the current contract has expired.
ASB Summer Tour	July 11-14, 2017	The ASB Summer Tour was hosted by Mountain View County and Red Deer County. Tours included Barr Ag Hay Plant, Agri Trend (Canola production), Reese Cattle Co, Beck Farms, Blue Grass Sod Nursery, Antler Valley Farms, Woodland Crest Farms, Brian Ellis Seed. Overall it was very well organized and the tours were very educational.
Erosion Repairs	2017	Erosion repairs were completed in the Blue Hills area and the AJA Flood Control channel. Repairs were also completed on the Rosenberger Channel and La Crete East Channel.
Agricultural Service Board Meeting	November 27th	The ASB held it's Organizational meeting on Nov. 27 th . Councillor Knelsen was elected as Chairsperson, Joe Peters was elected as Vice-Chair.
Regional ASB Conference	October 25, 2017	The 2017 Regional ASB Conference was hosted by the MD of Fairview on the 25 th of October. There were three resolutions presented, all were carried.
Wolf Bounty	2018	We've received 230 carcasses as of December 31st. I will provide locations and M/FM in my next report.

Weed Inspection	October 2017	There has been a significant amount of White Cockle in the Machesis Lake area. Most of these properties are being farmed organically, thereby making it difficult to control. Scentless Chamomile sightings are also on the rise. One Weed Notice was issued in the High Level area regarding Canada Thistle. The Notice was complied with. All Do Not Spray agreements were inspected with good results, as most were deemed to have satisfactory weed control. The Do Not Spray program will be reviewed and changes implemented for 2018. The County is not required by legislation to implement this program. There will be letters of concern mailed to the Province and certain ratepayers reminding and informing them of Noxious weed infestations.
Roadside Mowing	August 26 th , 2017	Roadside Mowing commenced on July 10 th . All roads north of the Peace River will receive a full width cut, roads on the south side will receive a shoulder cut. Overall, the contractors did a very satisfactory job.
Water Pumping Program		The County rents an Irrigation Pump and one mile of pipe. Bookings usually take place in late fall to fill dugouts. The program runs from April to November. As of October 31 st there were a total of 27 rentals.
VSI Program	November 03, 2017	I attended the VSI Members meeting and AGM in Peace River on November 3 rd , along with Councillor Sarapuk. Main topics of discussion were: Approval of New Members, Director Nominations & Review of 2018 Fee schedule.

Capital Projects

Projects	Timeline	Comments
Fort Vermilion Erosion Repair (Rosenberger)		The contract was awarded to Frank Wiens. The project was completed August 23 rd .
Buffalo Head/Steephill Flood Control Project	2017	Construction commenced August 8 th . Channel construction is approximately 65-75% complete. The outlet design is being finalized. There were design changes due to

		unforeseen circumstances. Approval has been granted from AT to linebore culverts in Hwy 697. We are still awaiting approval under the Water Act to commence construction on the outlet.
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Personnel Update:

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Other Comments:

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MONTHLY REPORT TO THE CAO

For the Month of December 2017

From: Fred Wiebe
Director of Utilities

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Sept/17	Complete.
Strategic Priorities		

Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Nov/18	18 service repairs completed to date. Looking to complete final services in 2018 pending budget approval.
Rural Potable Water Infrastructure	Jul/18	Some minor deficiencies need to be completed along with the major FV Truckfill Slab deficiency.
LC- Paving Raw Water Fill	Jun/17	Complete.
FV- Paving FV WTP	Jun/17	Complete.
LC,FV,ZA- Exhaust Thimbles	May/17	Complete.
FV- 49 th Ave Water Re-servicing	Sept/17	Complete.
FV 50 th Street Water Extension	Sep/17	Complete.
LC – Well #4	Sept/17	Complete.

LC – Sanitary Sewer Expansion	Dec/17	Awaiting final report from consultant and will work with Byron to create off-site levy bylaw.
FV – Storage Work	Dec/17	Complete
LC – Hydrant Replacement	Oct/17	Complete.
FV – Re-route Raw Water Truckfill	Jan/17	Some issues with the flow meter to be resolved yet.
FV- Main Lift Station Grinder	Dec/17	Complete.
ZA- Distribution Pumphouse Upgrades	Oct/18	We are working on preliminary design and contract documents to prepare for tender.
ZA- Lift Station Upgrades	Oct/18	We are working on preliminary design and contract documents to prepare for tender.

Personnel Update:

--

Other Comments:

--

Respectfully submitted,

Fred Wiebe
 Director of Utilities
 Mackenzie County

MONTHLY REPORT TO THE CAO

For the Month of December 2017

**From: Doug Munn
Director of Community Services**

Meetings Attended in October

- 12-05/06 – Alberta Emergency Management Agency Summit - Edmonton
- 12-08 – Joint Health and Safety Committee Meeting
- 12-08 - Asset Management Software Presentation
- 12-11 – Council Budget Meeting
- 12-12 – Council Meeting
- 12-14 – Manager Meeting
- 12-14 - Asset Management Software Presentation
- 12-18 – Community Services Meeting
- 12-18 – Asset Management Software Presentation
- 12-28/29 - Vacation

Health and Safety

- Site inspections and Field Hazard Form review.

Budget

- Completed work on the 2018 Capital and Operational budget.

Fire

- Continue to work on report for the Fort Vermilion Fire Hall location
- December statistics will be included in the February report.

Peace Officer

- December statistics will be included in the February report.

Waste

- Finalized the Waste Transfer Station Hauling contract.

Parks and Recreation

- Continue to work on lease applications and purchase of park lands.
- Continue to work on the Hutch Lake Cabins expansion proposal.

Emergency Operations

- Emergency Operations Centre was activated on December 29, 2017 to deal with the natural gas shortage. State of Local Emergency (SOLE) was implemented the same day and was terminated on January 4, 2018. The situation will be reported to Council in more detail later this month.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Bylaw 1086-17 Land Use Bylaw Revision to Add Dwelling – Emergency Services as a definition and as a Discretionary Use to the Airport “AP” District

BACKGROUND / PROPOSAL:

Mackenzie County administration has received a bylaw revision application to add Dwelling Unit as a discretionary use to the Airport “AP” district.

The applicant is Advanced Paramedic Ltd. who has recently been awarded a 10 year contract for Air Medical Service in Northern Alberta and will be operating from the Wop May airport in Fort Vermilion.

The applicant would like to place a temporary manufactured home – mobile on Lease Lot #6 directly adjacent to the newly constructed hanger. The applicant is aware that if Council agrees they will be required to enter into a lease agreement and will be required to install a proper sewer; Field System and cistern to service the lot. They will also be required to apply for an extension once the 10 years lapse or remove the manufactured home.

The applicant has been to Fort Vermilion looking for rental property to house his pilots but has been unsuccessful finding accommodation. Therefore, the applicant proposes placing a manufactured home on site to minimize response times for medevac, fatigue management, quick crew changes, and to allow for a home base.

According to the Airport Vicinity Protection Area (AVPA); only areas of a noise exposure forecast of NEF 25 or less would allow for a residence. Anything with a NEF rating of 25-35 would require special conditions.

This item was brought to the Municipal Planning Commission on November 23, 2017.

Author: C Smith **Reviewed by:** B Peters **CAO:** _____

The Committee recommended adding a new definition specific to housing for emergency services to hinder private pilots and lease holders from developing their lots for permanent residence.

MPC 17-11-169 **MOVED** by Beth Kappelar

That the Municipal Planning Commission recommend to Council to approve Bylaw 10__-17 being a Land Use Bylaw Revision to add the definition of Dwelling – Emergency Services to the Land Use Bylaw and that Dwelling – Emergency Services be added as a discretionary use in the Airport “AP” district, subject to public hearing input.

CARRIED

In response administration has created Dwelling – Emergency Services:

DWELLING – EMERGENCY SERVICES means a residential unit containing one (1) or more habitable rooms that provide living accommodations and is intended as a temporary residence for emergency personnel, as an ACCESSORY USE, to a non-residential principal use.

Also on November 23, 2017, this item was taken to the Inter-municipal Planning Commission with the changes suggested by the Municipal Planning Commission. The Inter-municipal Planning Commission was in favour of the recommendation:

IMPC 17-11-012 **MOVED** by David Driedger

That the Inter-municipal Planning Commission recommend to Council to approve Bylaw 10__-17 being a Land Use Bylaw Revision to add the definition of Dwelling – Emergency Services to the Land Use Bylaw and that Dwelling – Emergency Services be added as a discretionary use in the Airport “AP” district, subject to public hearing input.

CARRIED

This item was taken to Council on November 29, 2017 and first reading was passed:

MOTION 17-11-873 **MOVED** by Councillor Jorgensen

That first reading be given to Bylaw 1086-17 being a Land Use Bylaw Revision to add the definition of Dwelling – Emergency Services to the Land Use Bylaw and that Dwelling – Emergency Services be added as a discretionary use in the Airport “AP” district, subject to public hearing input.

CARRIED

Author: C Smith Reviewed by: B Peters CAO: _____

The revision has been advertised for the two weeks and we have not received any letters.

OPTIONS & BENEFITS:

This change will have to be regulated by the Municipal Planning Commission and Inter-municipal Planning Commission as a discretionary use. The use will be added to all airports regulated by Mackenzie County.

This use will benefit local pilots and the response times on medical emergencies.

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant.

SUSTAINABILITY PLAN:

The sustainability plan does not address any topics that affect this bylaw revision.

COMMUNICATION:

The bylaw revision has been advertised as per MGA requirements.

RECOMMENDED ACTION:

MOTION 1:

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1086-17 being a Land Use Bylaw Revision to add the definition of Dwelling – Emergency Services to the Land Use Bylaw and that Dwelling – Emergency Services be added as a discretionary use in the Airport “AP” district.

MOTION 2:

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1086-17 being a Land Use Bylaw Revision to add the definition of Dwelling – Emergency Services to the Land Use Bylaw and that Dwelling – Emergency Services be added as a discretionary use in the Airport “AP” district.

Author: C Smith **Reviewed by:** B Peters **CAO:** _____

Mackenzie County

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW 1086-17

Order of Presentation

_____ This Public Hearing will now come to order at _____.

_____ Was the Public Hearing properly advertised?

_____ Will the Development Authority _____, please outline the proposed Land Use Bylaw Amendment and present his submission.

_____ Does the Council have any questions of the proposed Land Use Bylaw Amendment?

_____ Were any submissions received in regards to the proposed Land Use Bylaw Amendment? *If yes, please read them.*

_____ Is there anyone present who would like to speak in regards of the proposed Land Use Bylaw Amendment?

_____ If YES: Does the Council have any questions of the person(s) making their presentation?

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:

BYLAW NO. 1086-17
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO REVISE THE
MACKENZIE COUNTY LAND USE BYLAW
TO ADD DWELLING – EMERGENCY SERVICES AS A DEFINITION AND AS A
DISCRETIONARY USE TO THE AIRPORT “AP” ZONING DISTRICT

WHEREAS, Mackenzie County has a Municipal Development Plan adopted in 2009, and

WHEREAS, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2017, and

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to revise the Mackenzie County Land Use Bylaw by adding Dwelling – Emergency Services as a definition and as a discretionary use to the Airport “AP” zoning district.

NOW THEREFORE, THE COUNCIL OF THE MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the Mackenzie County Land Use Bylaw Section 2.3 INTERPRETATION be revised with the following addition:

DWELLING – EMERGENCY SERVICES means a residential unit containing one (1) or more habitable rooms that provide living accommodations and is intended as a temporary residence for emergency personnel, as an ACCESSORY USE, to a non-residential principal use.

2. That the Mackenzie County Land Use Bylaw Section 9.8.2 AIRPORT “AP” be revised with the following addition:

Permitted	Discretionary
ACCESSORY BUILDING	AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES, MINOR
ENVIRO - TANK	BULK FUEL STORAGE AND DISTRIBUTION
HANGERS AND TERMINAL FACILITIES	BUS DEPOT
	COMMUNICATION TOWER
	DWELLING – EMERGENCY SERVICES
	PUBLIC USE

Permitted	Discretionary
	RESTAURANT
	RETAIL - CONVENIENCE
	SERVICE STATION – MINOR
	TOURIST INFORMATION FACILITY

READ a first time this 29th day of November, 2017.

PUBLIC HEARING held this _____ day of _____, 2018.

READ a second time this _____ day of _____, 2018.

READ a third time and finally passed this _____ day of _____, 2018.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT <i>Advanced Paramedic Ltd.</i>		
ADDRESS <i>8703-75 street</i>		
TOWN <i>Peace River, Alberta.</i>		
POSTAL CODE <i>T8S 0A5-</i>	PHONE (RES.) <i>(780)625-8911</i>	BUS. <i>(780)624-4911</i>

COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF REGISTER OWNER		
ADDRESS		
TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN	BLK	LOT <i>6</i>
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: _____ TO: _____

REASONS SUPPORTING PROPOSED AMENDMENT:

Please see attached letter.

SJL

**We are seeking lot #6 at the Ft Vermilion airport. SJ ✓*

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ *400.00* RECEIPT NO. _____

[Signature]
APPLICANT _____ DATE *November 8, 2017.*

NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

REGISTERED OWNER _____ DATE _____

Caitlin Smith, Planner
Mackenzie County
P.O. Box 640 4511-46 Avenue
Ft. Vermillion, Alberta T0H 1N0
csmith@mackenziecounty.com

November 8, 2017

RE: Land Use Bylaw Amendment Application

Thank you for taking my call in regards to our ambition to develop Air Ambulance Medical Crew Accommodations at the Ft Vermillion airport in support of the Provincial Air Ambulance program.

Advanced Paramedic Ltd. (APL) is a Ground, Air and Industrial Medical Service provider based in Peace River and has been operation since 1999. We have been providing Air Ambulance services for Alberta Health Services since 1993 and most recently been awarded a 10-year contract to provide Air Medical Crews for Grande Prairie, Peace River, High Level and Ft. Vermillion base locations. We are very excited to carry out our services to the citizen in the Mackenzie County.

There are several advantages that I would like to highlight that support our land use bylaw application. We would like to develop an Air Medical Crew base at the Ft. Vermillion airport for several reasons which include:



1. **Response Times:** Air Ambulance crews have a 30-minute wheel up response time as required by Alberta Health Services. Any opportunity to minimize our response times to the airport is advantageous to the patient. We choose to base our flight crews at the airport to improve our response times as much as possible.
2. **In-House Medevac Response times:** If the ground ambulance and aircraft are based at the airport, there is a local advantage to having the flight crews based at the airport. In the event the medevac call is based out of the Ft Vermillion hospital, the flight crew will be able to quickly respond by grabbing whatever equipment they need from the aircraft and responding directly to the hospital from the airport.
3. **Close proximity to equipment and pilots:** The Air Ambulance aircraft and Ground Support unit (Ambulance) will be located at the airport in the new Canwest hanger. Allowing our medical team to be in close proximity to the aircraft and ground support unit is always advantageous for daily checks, cleaning duties, and collaboration with the pilots.
4. **Fatigue Management:** APL has flight crews that are available 24/7 and when our team returns to the Ft. Vermillion base location, it will be very convenient to walk across the road to our base for our required duty rest.
5. **Crew Changes:** Crew changes will be very convenient at the airport for our medical crews.
6. **Management Visits:** Our management team is based in Peace River and when we visit our base locations, we fly. Having our base locations located at each airport provides another added value of convenience.

The overall convenience of having our base located at the airport will be highly beneficial for our medical crews. I have attached a copy of our Portable Accommodations crew quarters as well as the application fee of \$400.00.

If you have any questions please feel free to contact me anytime at (780) 624-4911 or (780) 625-8911.

Respectfully,



Stephen Woodburn, ACP, CEO
ADVANCED PARAMEDIC LTD. (APL)

Portable Accommodation

1520 Sq. Ft. | 20' X 76' | 4 Bedrooms | 4 Bathrooms



*Show Home colors may vary.

Included with your Jandel home:

- Pre-delivery site inspection and consultation
- Free delivery within 100 miles of your Sales Centre
- Poly ground cover
- Blocking and levelling
- Post delivery home inspection and service call
- CSA A277 Modular Building Code
- Access to our Client Login
- And more!

EXPERIENCED | TRUSTED | PROFESSIONAL

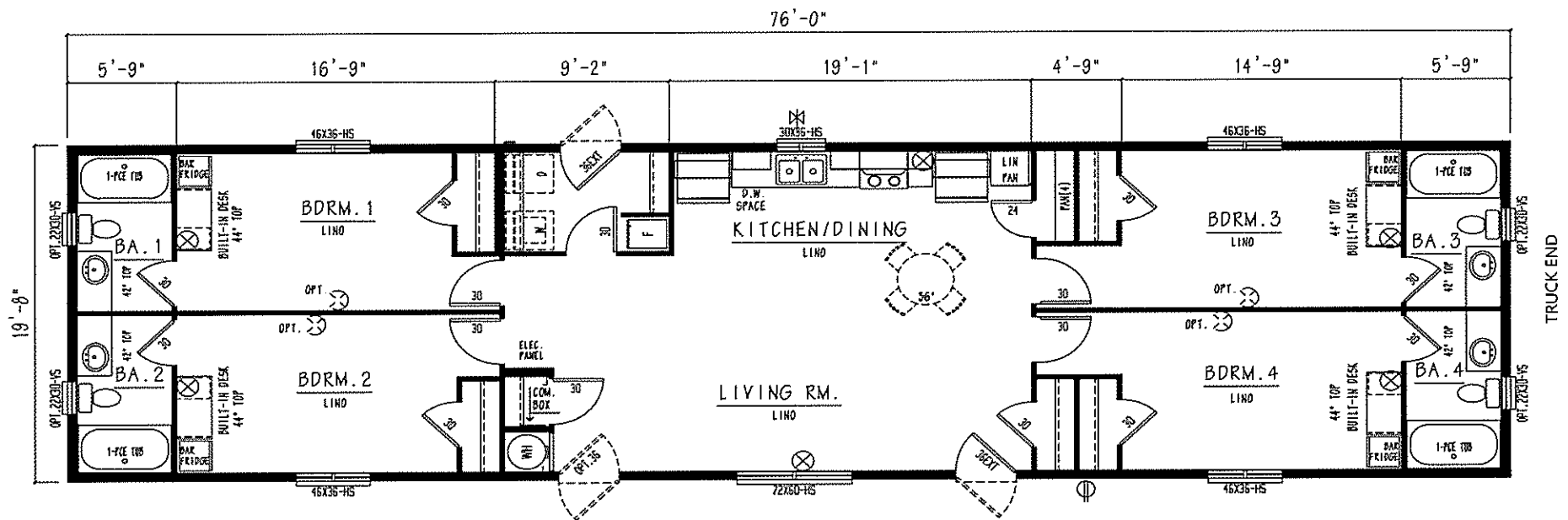
Edmonton Sales Centre
124A - 26230 Twp Rd 531A
Acheson, AB T7X 5A4
P 780.960.4232
F 780.960.2842
TF 855.463.0084

Grande Prairie Sales Centre
9407 - 163 Avenue
Grande Prairie, AB T8X 0B6
P 780.402.3170
F 780.402.3173
TF 877.504.5005



TPA2076-103-C-1

1520 Sq. Ft. | 20' X 76' | 4 Bedrooms | 4 Bathrooms



*Square footage and room sizes shown are approximate.

Edmonton Sales Centre
 124A - 26230 Twp Rd 531A
 Acheson, AB T7X 5A4
 P 780.960.4232
 F 780.960.2842
 TF 855.463.0084

Grande Prairie Sales Centre
 9407 - 163 Avenue
 Grande Prairie, AB T8X 0B6
 P 780.402.3170
 F 780.402.3173
 TF 877.504.5005



Mackenzie County
Airport Vicinity Protection Area



April 2014

1. DEFINITIONS

"**AIRPORT**" means an area of land, water, ice or other surface intended to be used for landing, take-off or servicing aircraft, including all related buildings.

"**AIRSTRIP AIRPORT RUNWAY**" means an area of land associated with an airport runway used or intended to be used, for take-off and landing aircraft, excluding related buildings.

"**AIRPORT ZONING REFERENCE POINT ELEVATION**" means the lowest threshold elevation point of the runway as shown in the Airport Vicinity Protection Area Height Limitation Schedules, 4, 10, 15, and 20 for a specific airport.

"**APPROVED HELIPORT SITES**" means helicopter landing sites approved by the County.

"**BASIC STRIP**" means a basic strip as described:

***Fort Vermilion** - The basic strip associated with this airport runway is an area 91.4 meters in width and 1339.5 meters in length, the location of which is shown on the map in Schedule 9*

***High Level** - The basic strip associated with this airport runway is an area 304.8 meters in width and 1645.9 meters in length, the location of which is shown on the map in Schedule 3.*

***La Crete** - The basic strip associated with this airport runway is an area 150.0 meters in width and 1462 meters in length, the location of which is shown on the map in Schedule 15.*

***Rainbow Lake** - The basic strip associated with this airport runway is an area 91.4 meters in width and 1493.5 meters in length, the location of which is shown on the map in Schedule 21.*

"**DEPARTMENT**" means the Development Officer for Mackenzie County.

"**LAND USE BYLAW**" means the Land Use Bylaw for Mackenzie County as amended from time to time.

"**MUNICIPAL AIRPORT**" means the airport facilities known as the High Level Airport, Fort Vermilion Airport, La Crete Airport and Rainbow Lake Airport.

"**MUNICIPALITY**" means Mackenzie County

"**NEF CONTOUR**" means the Noise Exposure Forecast Contour lines that divide and show the areas having different levels of noise exposure to an airport, as shown on the map in Schedule 2, 8, 13, 18.

"NOISE EXPOSURE FORECAST AREA" or "NEF AREA" means the areas that are enclosed by Noise Exposure Forecast Contour lines, having different levels of noise exposure in an Airport Vicinity Protection Area that:

- 1) Is enclosed by the 40 NEF Contour, or
- 2) Lies between 2 NEF Contours, or
- 3) Lies between the 25 NEF Contour and the boundary of the Protection Area, as shown on the map in Schedule 2, 8, 13, 18.
- 4) "NEF Contour" means a numbered contour as shown on the map in Schedule 2, 8, 13, 18.

"PROTECTION AREA" means the Fort Vermilion, High Level, La Crete and Rainbow Lake Airport Vicinity Protection Areas described in Schedule 1,7,12 and 17.

"OUTER SURFACE" means an imaginary surface consisting of a common plane established at a constant elevation of 45 meters above the airport zoning reference point elevation and extending to the outer limits of the Airport Vicinity Protection Area, as described below in **TAKE-OFF AND APPROACH SURFACE, TRANSITIONAL SURFACE.**

"TAKE-OFF AND APPROACH SURFACE" means an imaginary, inclined plane, associated with each end of the Basic Strip, that:

- 1) commences at, and abuts the end of the Basic Strip,
- 2) rises at a slope ratio of 1:40 measured from the end of the Basic Strip,
- 3) diverges outward on each side as it rises, at a slope ratio of 1:10 (1:15 High Levels and La Crete's) measured from the respective projected lateral limits of the Basic Strip, and
- 4) ends at its intersection with the Outer Surface. Ends 15,000 m from end of the Basic Strip for High level.

"TRANSITIONAL SURFACE" means an imaginary surface consisting of an inclined plane that:

- 1) commences at, and abuts the lateral limit of the Basic Strip,
- 2) rises at a slope ratio of 1:7 measured from the lateral limit of the Basic Strip, and
- 3) ends at its intersection with the Outer Surface or Take-Off/Approach Surface

Land use definitions are referenced to the Mackenzie County Land Use Bylaw.

2. MAIN BUILDING PER LOT

More than one main building may be placed on a lot for an airport if the use complies to those uses listed under the subject land use district included in the Mackenzie County Land Use Bylaw.

3. AIRPORT LAND USE DISTRICT

3.1. AIRPORTS DISTRICT

This District is set up to address the developmental issues, standards and regulations of four (4) municipal airports: High Level, Fort Vermillion, La Crete and Rainbow Lake. In addition to the general standards and regulations applicable to all of these airports, specific requirements and restrictions, supported by Schedules 1-21, for the development of land in the vicinity of each individual airport are also stipulated in this section of the Bylaw. This section applies to the development located within the boundary of the Airport Vicinity Protection Areas as shown in Schedules 1-21.

3.2. GENERAL STANDARDS AND REGULATIONS FOR AIRPORTS

- 1) All developments situated within the Airport Vicinity Protection Areas - shall conform to the conditions stipulated below, and will require a development permit, except for the developments that do not exceed five (5) meters above the Airport Reference Elevation or that are listed as follows:
 - a) The maintenance or repair of any building without structural alteration or major renovation.
 - b) The completion of a building that was lawfully under construction at the date of the adoption of this Bylaw if:
 - i. The building is completed in accordance with the terms and conditions under which the development permit was issued, and
 - ii. The building, for which whether or not a permit was granted, is completed within 12 months from the first date on which an official notice for this Bylaw is given.
 - c) The use of any building, as referred to in this section, for which the construction was commenced prior to the adoption of this Bylaw.
 - d) The erection or construction of gates, fences, walls or other means of enclosure less than 1.8 meters (6.0 feet) in height, and the maintenance, improvement and other alternations of them.
 - e) A temporary building, the sole purpose of which is incidental to the erection or alteration of a permanent building, for which a Permit has been issued under the Land Use Bylaw.
 - f) The maintenance or repair of public works, services, and utilities carried out by or on behalf of federal, provincial, and municipal public authorities on land, which is publicly owned or controlled.
 - g) Construction, excavation, or other operations requisite for the continued agricultural use of a parcel in excess of 4 hectares (10 acres) that may be

assessed as farmland and used for Extensive Agricultural Operations as defined in the Land Use Bylaw.

- 2) Notwithstanding subsection (1), any development exceeding 5 meters above the airport reference elevation requires a development permit.
- 3) This Bylaw shall be administered by the Development Officer and the Subdivision and Development Appeal Board and they shall be deemed to have the same powers as provided within the appropriate Land Use Bylaw and the Municipal Government Act except that the Subdivision and Development Appeal Board shall not delete or alter any condition of approval for land uses identified in Table 1 and this bylaw
- 4) The Development Officer is not precluded by this Bylaw from attaching any other conditions in accordance with the Land Use Bylaw to a development permit.
- 5) A development permit for a development within the Airport Vicinity Protection Area may only be issued if the proposed development conforms to this Bylaw and the Land Use Bylaw.

3.3. DEVELOPMENT NEAR AIRPORTS

- 1) Development near municipal airports will be required to conform to the Airport Vicinity Protection Areas Bylaw or other established regulation.
- 2) Commercial airport related development shall not be permitted unless it is located at an approved airstrip site.
- 3) No private airstrips shall be permitted to locate within the legal boundaries of any Hamlet in the County
- 4) No private airstrips shall locate within any Airport Vicinity Protection Area.
- 5) Heliports shall not locate in any Hamlet unless they are for emergency medical services and/or approved sites.
- 6) All airport related development directly accessing the Town of - Rainbow Lake Municipal Airport shall be encouraged to locate within the Town of Rainbow Lake.
- 7) NO development shall take place within the Airport Vicinity Protection Area that would unduly affect the lives, amenities and general wellbeing of the surrounding residents, commercial and industrial activities, or those of the airport.
- 8) All applications for developments within the Rainbow Lake Protection Area, as identified in Schedule 17, shall be circulated to the Town of Rainbow Lake for their information.
- 9) All applications for developments within High Level Protection Area shall be approved by the Inter-Municipal Planning Commission, as per the Inter-municipal Development Plan between Mackenzie County and the Town of High Level.

3.4. ESTABLISHMENT OF PROTECTION AREA

- 1) The part of Alberta described and shown in Schedules 1, 7, 12 and 17 are established as Airport Vicinity Protection Areas under this bylaw.
- 2) If any discrepancy exists between the description of the Protection Areas in Schedule 1, 7, 12 and 17 and the location of the Protection Areas as shown on the map in Schedule's 1-21, the description in Schedules 1, 7, 12 and 17 prevails.

3.5. HEIGHT LIMITATIONS

- 1) A development permit shall not be issued for a development in the Protection Area if the highest point of the development will exceed in elevation at the location of that point any of the following surfaces that project immediately above the surface of the land at that location;
 - a) The take-off/approach surfaces of the runway of the airport;
 - b) The transitional surfaces of the runway of the airport;
 - c) The outer surface
- 2) For the purposes of this section;
 - a) If the proposed development is a railway, the highest point of the development shall be deemed to be 6 metres higher than the actual height of the rails, and
 - b) If the proposed development is a highway or roadway, the highest point of the development shall be deemed to be 4.3 meters higher than the actual height of the highest part of the travelled portion of the highway.

3.6. ELECTRONIC FACILITIES

- 1) No objects taller than 1.2m are permitted in the area denoted Area "A" on the Electronic Facilities Protection Map in Schedule 5.
- 2) No metallic objects higher than 1.2m, no non-metallic objects higher than 2.5m are permitted in the area denoted Area "B" on the Electronic Facilities Protection Map in Schedule 5.
- 3) No metal-walled structure should subtend a total vertical angle greater than 0.8° , no structural steel work should subtend a total vertical angle greater than 1.6° and no non-metallic object (including trees) should subtend a total vertical angle greater than 2.4° from the base of the antenna located at the apex of the Area "C" on the Electronic Facilities Protection Map in Schedule 5.
- 4) No metallic fences, power lines, telephones lines, buildings, roads, or railroads permitted in the Areas "D", "E" and "F" on the Electronic Facilities Protection Map in Schedule 5.

- 5) Objects that may cause reflection of communication signals are not permitted in the Area “G” on the Electronic Facilities Protection map in Schedule 5.
- 6) Electrical noise generating sources such as engine ignitions, electric motors, electrical switching gear, high tension line leakage, diathermic and industrial heating generators and many household appliances are not permitted in the Area “H” on the Electronic Facilities Protection Map in Schedule 5.

3.7. LAND USE IN RELATION TO NOISE EXPOSURE FORECAST AREAS

- 1) In this Section
 - a) “C” followed by a number where it appears in one of the NEF Area (Noise exposure forecast area) columns in Table 1 opposite a particular land use means that the land use is permitted subject to the condition(s) set out in Table 2 bearing the same letter and number.
 - b) “NA” where it appears in one of the NEF columns in Table 1 opposite a particular land use, means that the land use is not allowed and prohibited in that NEF Area.
 - c) “P” where it appears in one of the NEF columns in Table 1 opposite a particular land use, means that the land use in that NEF Area is permitted by this regulation, thus, such a use is neither prohibited nor is a development permit for a development involving that use to be made subject to any condition under Table 2 of this Schedule in this regulation.
 - d) “NEF 25-Area” means the NEF Area that lies between the 25 NEF Contour and the boundary of the Protection Area;
 - e) “NEF 25-30 Area” means the NEF Area that lies between the 30 NEF Contour and the 35 NEF Contour;
 - f) “NEF 30-35 Area” means the NEF Area that lies between the 30 NEF Contour and the 35 NEF Contour;
 - g) “NEF 35-40 Area” means the NEF Area that lies between the 35 NEF Contour and the 40 NEF Contour;
 - h) “NEF 40+” Area means the NEF Area enclosed by the 40 NEF Contour;
 - i) “extensive agriculture” means the use of land or buildings for the raising or production of crops, livestock or poultry, but not restricting the generality of the foregoing does not include feedlots, intensive hog operations, bee keeping, intensive poultry or fowl operations, sod farms, plant nurseries, and landscaping, gardening and livestock yards on a small parcel of land.
 - j) “residential replacement or infilling unit” means any new residential development that:

- i. Will replace a residential development that has been demolished or destroyed, or
 - ii. Is to be built on a lot that is
 - (a) Registered under the Land Titles Act, and
 - (b) Zoned for residential development before the coming into force of this bylaw;
- 2) Developments existing before the passing of this regulation shall be deemed to comply with the second insulation requirements set out in this Schedule.
- 3) Schedules 2, 8, 13 and 18 depict the NEF Contours for each airport

Table 1
Land Use in Relation to Noise Exposure Forecast Areas

<u>Land Uses</u>	<u>Airport Clear District (A-CL)</u>				
	Noise Exposure Forecast Areas				
	NEF 25- Area	NEF 25- 30 Area	NEF 30- 35 Area	NEF 35- 40 Area	NEF 40+ Area
Airport Runway	P	P	P	P	P
Extensive Agriculture	P	P	P	P	P

<u>Land Uses</u>	<u>Airport Industrial District (A-M)</u>				
	Noise Exposure Forecast Areas				
	NEF 25- Area	NEF 25- 30 Area	NEF 30- 35 Area	NEF 35- 40 Area	NEF 40+ Area
Airport	P	P	P	P	P
Aircraft Hangers, Sales, Repairs	P	P	P	P	P
Airport Industries	P	P	P	P	P
Extensive Agriculture	P	P	P	P	P

<u>Land Uses</u>	<u>Airport Rural District (A-R)</u>				
	Noise Exposure Forecast Areas				
	NEF 25- Area	NEF 25- 30 Area	NEF 30- 35 Area	NEF 35- 40 Area	NEF 40+ Area
Single Family Residence	P	C ₁	NA	NA	NA
Abattoir	C	C	C	C	C
Tannery	C	C	C	C	C
Home Based Business	P	C ₁	C ₁	C ₁	C ₁
Golf Course	P	P	P	P	P
Agricultural Industry	P	P	P	P	P
Intensive Agriculture	C	C	C	C	NA

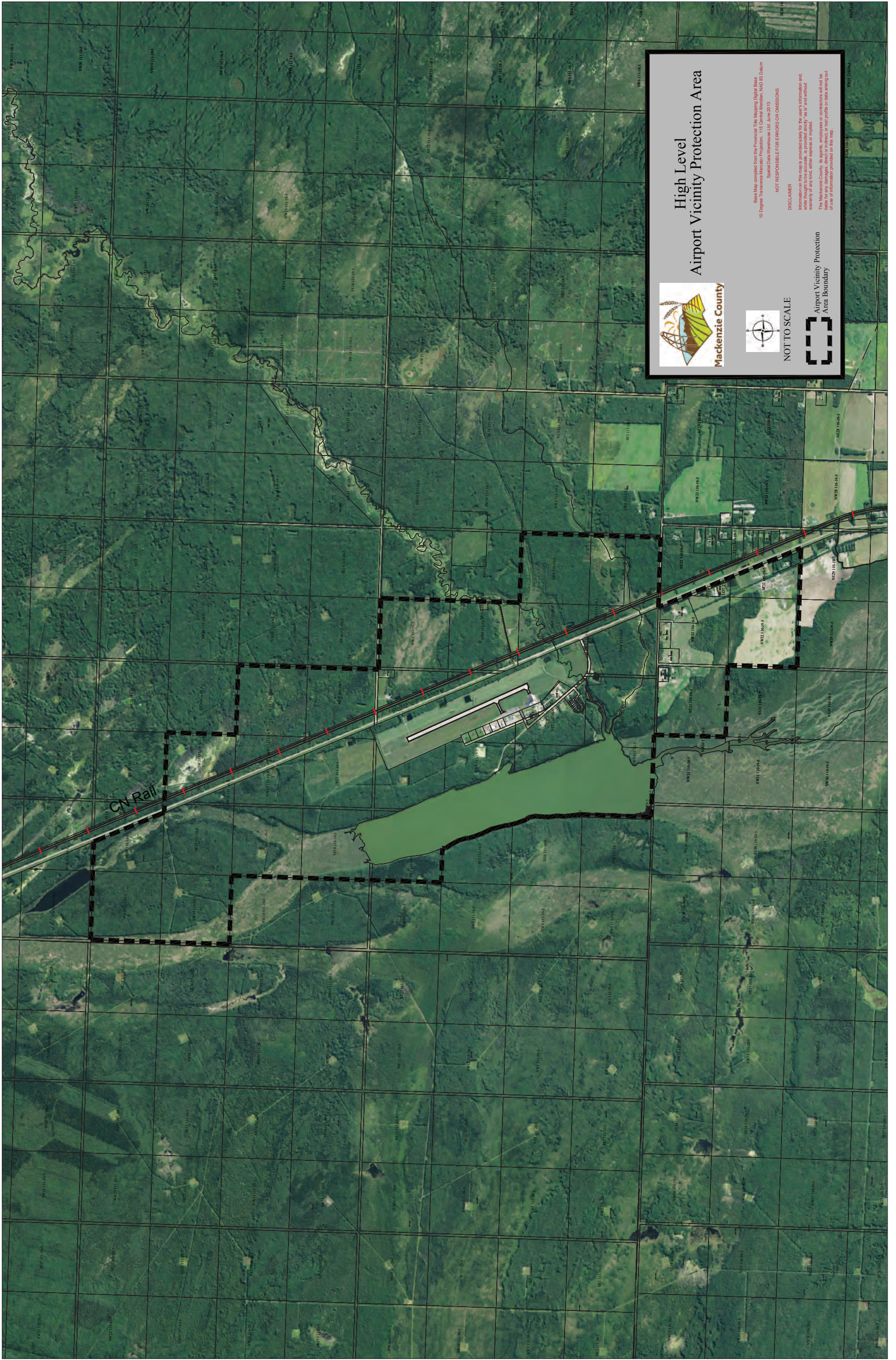
Hog Buying Station	C	C	C	C	NA
Livestock Sales Yard	C	C	C	C	NA
Community Centre (Hall)	P	P	P	NA	NA
Industrial Plant	C	C	C	C	C
Farm Subsidiary Occupation	P	C ₁	C ₁	C ₁	C ₁
Landfill Site	C	C	C	C	C
Gravel Pit	P	P	P	P	P
Sod Farm	P	P	P	P	P
Stripping of Topsoil	P	P	P	P	P
Veterinary Clinic	P	P	C _{1,2}	NA	NA
Public Utility Building	P	P	C ₁	C ₁	C ₁
Sewage Lagoon	C	C	C	C	C
Radio, Television Tower	P	P	P	P	P
Church	P	C ₁	C ₁	NA	NA
Kennel	P	P	C _{1,2}	NA	NA
Highway Maintenance Yard	P	P	P	P	P
Government Weigh Scale	P	P	P	P	P
School	P	C ₁	NA	NA	NA
Minor Recreational Facility	P	P	P	C _{2,3}	NA
Bulk Oil Supplies	P	P	C ₁	C ₁	C ₁
Agricultural Supply Depot	P	P	C ₁	C ₁	C ₁
Contractor's Business	P	P	C ₁	C ₁	C ₁
Auto Wrecker	P	P	P	P	P
Pipe and Equipment Storage	P	P	P	P	P
Agricultural Machinery, Sales, Service	P	P	C ₁	C ₁	C ₁
Gasoline, Service Station	P	P	C ₁	C ₁	C ₁
Post Office	P	P	C ₁	C ₁	C ₁
Retail Store	P	P	C ₁	C ₁	C ₁
Game Farm	P	P	P	P	NA
Ranger Cabin	P	C ₁	NA	NA	NA
Tradesman's Business	P	P	C ₁	C ₁	C ₁
Public Buildings	P	P	C ₁	C ₁	C ₁
Waetr Reservoir	P	P	C	C	C
Ancillary Buildings	AS PER PRIMARY USE				
Sawmills	P	C ₁	C ₁	C ₁	C ₁
Residential Replacement Infill Unit	P	C ₁	C ₁	C ₁	NA

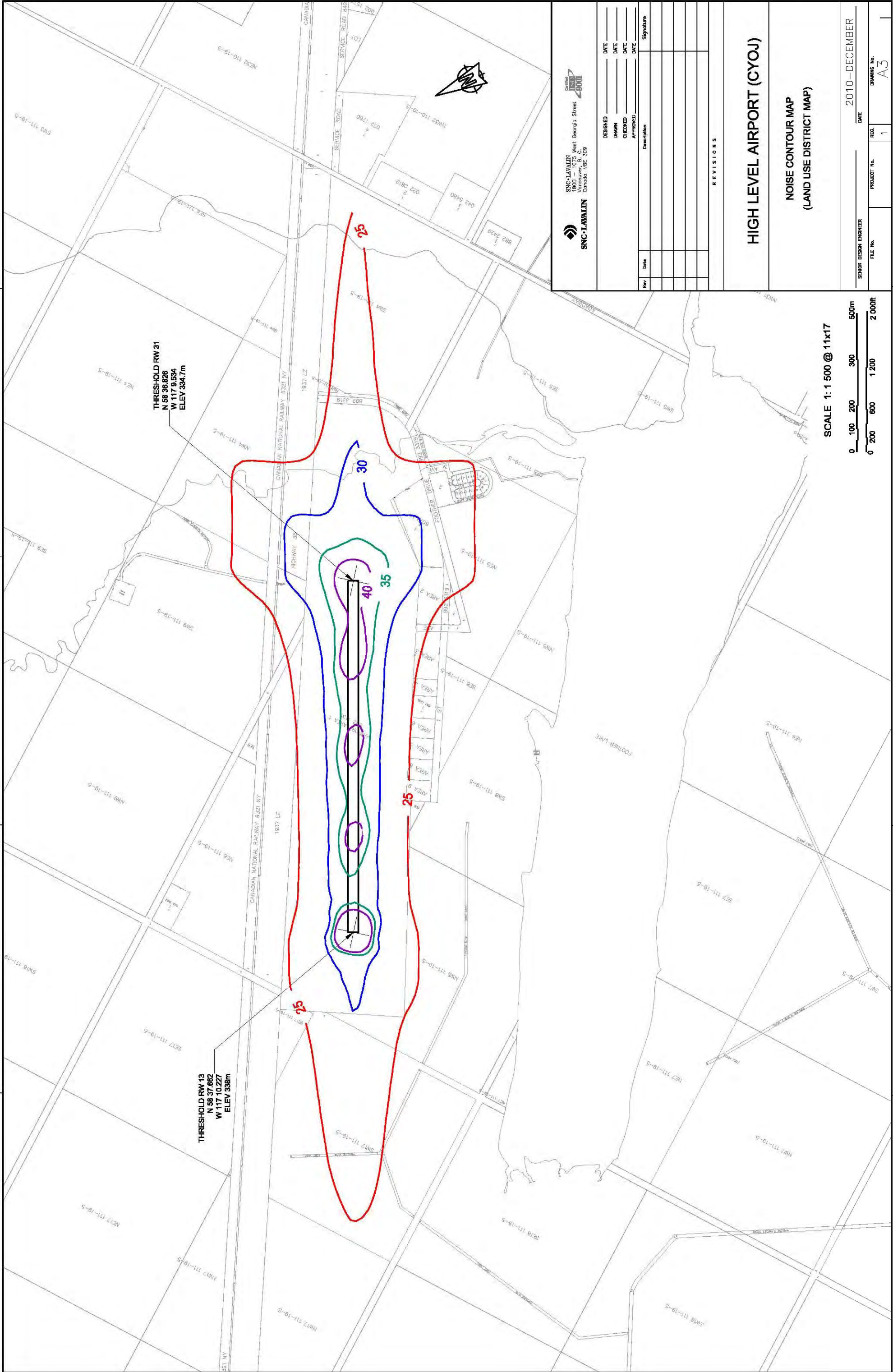
3.8. LAND USE CONDITIONS

- C1 Construction shall conform to the exterior acoustic insulation requirements of Part 11 of the Alberta Building Code 2006 for those NEF Areas other than the NEF 25-Area unless otherwise stated in this regulation. Where this condition is specified, the Development Officer shall indicate on the Development Permit between which noise contours the proposed development site would be located for reference of the building inspector at the time of the building permit application.
- C2 The development shall be covered completely.
- C3 The development shall not include structures for the seating of spectators except as varied to allow for seating of a minor nature as specified in the condition.

3.9. LAND USE IN RELATION TO BIRD HAZARD AREAS

- 1) In this Section
 - a) Zone 1 means the area defined by a rectangle that fully encloses the runway and extends 3 km beyond the runway threshold in each direction and 2 km on either side of the runway centreline
 - b) Zone 2 means the area at each end of the runway bounded by a semicircle with its centre on the extended centreline 1 km from the runway threshold and a radius of 8 km, excluding the intersections with Zone 1
 - c) Zone 3 means the area enclosed by two semicircles, each with its centre on the extended centreline 1 km from opposing runway thresholds and a radius of 12 km, connected at their ends by two lines parallel to the runway centreline, excluding the intersections with Zone 1 and Zone 2.
- 2) Developments existing before the passing of this regulation shall be deemed to comply with the requirements set out in this Section.
- 3) No owner or lessee of any lands identified in Zone 1, Zone 2, or Zone 3, as identified in Schedules, 6, 11, 16, 21 shall modify or improve the lands or any part of them in a manner that increases their attractiveness to birds.
 - a) No new developments of the following types are permitted, unless specifically granted, in writing, by the County:
 - i. Sanitary Land Fill
 - ii. Food Garbage Disposal
 - iii. Abattoir
 - iv. Sewage Lagoon
 - v. Open Water Reservoir larger than 2.5 hectares
 - (a) Open water reservoirs of less than 2.5 ha, or where water will be held for a period of 48 hours or less, are permitted.





SNC-LAVALIN
 1800 - 1075 West Georgia Street
 Vancouver, B. C.
 Canada V6E 3C9

DESIGNED	DATE
DRAWN	DATE
CHECKED	DATE
APPROVED	DATE

Ref	Date	Description	Signature

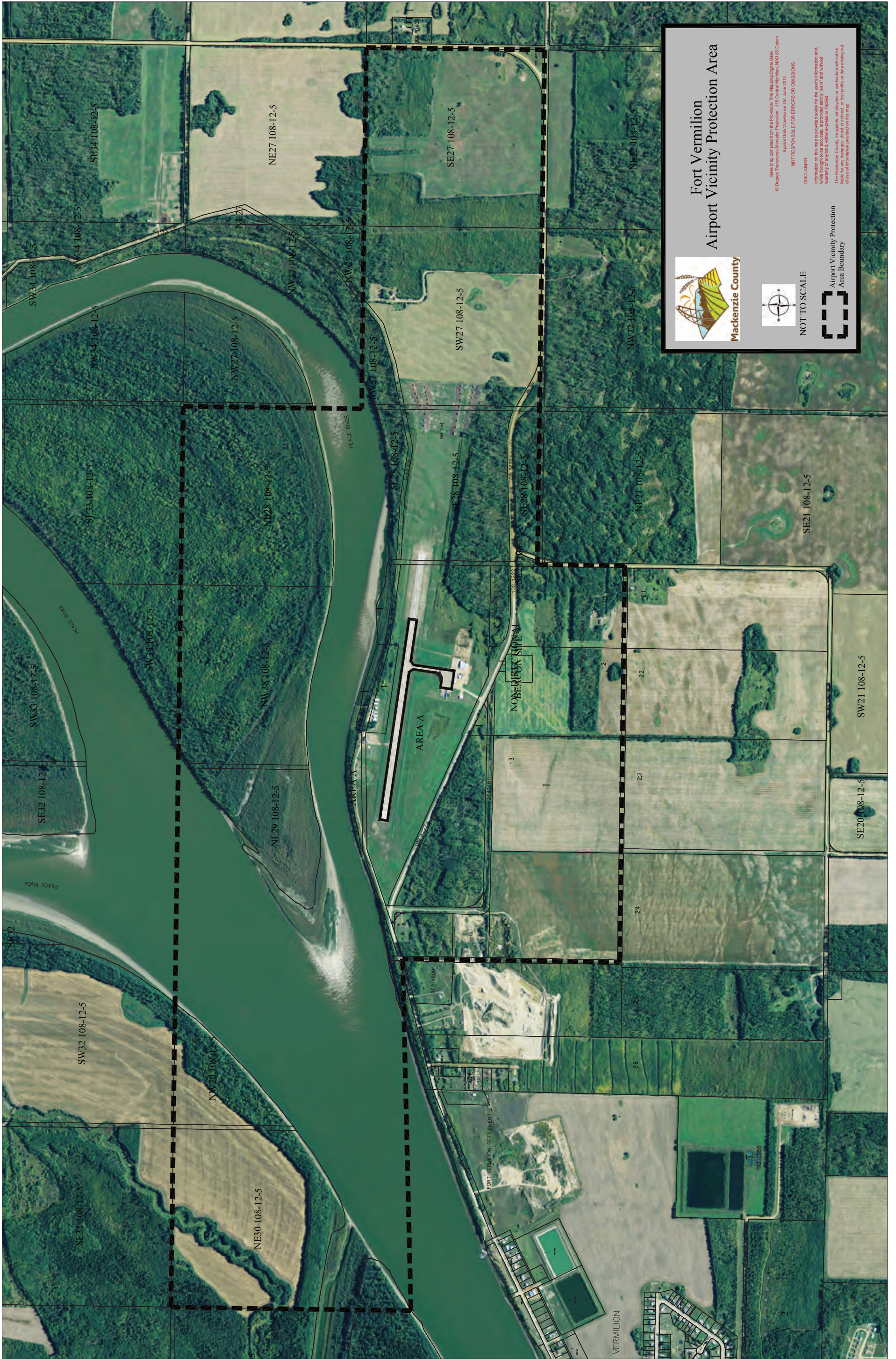
REVISIONS

HIGH LEVEL AIRPORT (CYOJ)
NOISE CONTOUR MAP
(LAND USE DISTRICT MAP)


SCALE 1:1 500 @ 11x17

0 100 200 300 500m
 0 200 600 1 200 2 000ft


SENIOR DESIGN ENGINEER	PROJECT No.	1	DATE	2010-DECEMBER
FILE No.	DRAWING No.	A3		




**Fort Vermilion
Airport Vicinity Protection Area**



Mackenzie County



NOT TO SCALE



**Airport Vicinity Protection
Area Boundary**

Base Map compiled from the Provincial Title Mapping Digital Base to Degree Transverse Mercator Projection, 115 Central Meridian, NAD 83 Datum. Spatial Data Warehouse Ltd. June 2013.

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

NOT RESPONSIBLE FOR ERRORS OR OMISSIONS

THRESHOLD RW 25
 N 58 10.3807
 W 116 19.3711
 ELEV 316.5 m
 NW5 106-14-5

NE1 106-15-5

THRESHOLD RW 07
 N 58 10.3797
 W 116 20.6476
 ELEV 319.4 m
 NW1 106-15-5

NE2 106-15-5

SWB 106-14-5

SE1 106-15-5

SW1 108-15-5

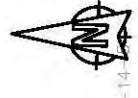
SE2 106-15-5

NW31 105-14-5

NE36 105-15-5

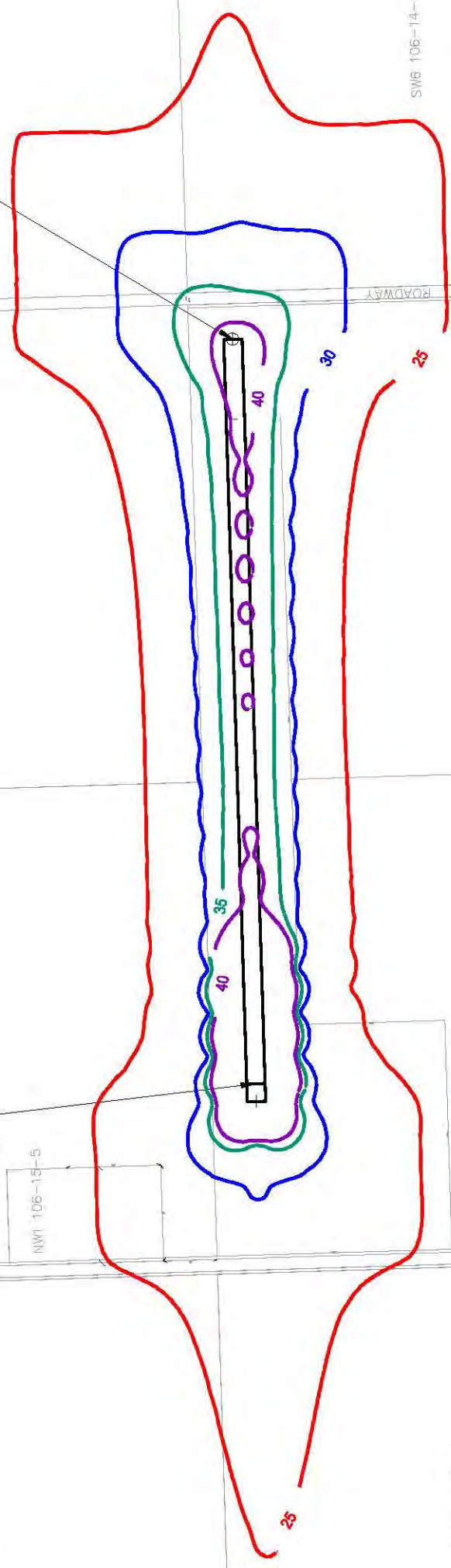
NW36 105-15-5


NE35 105-15-5



NE6 106-14-5

SE6 106-14





SNC-LAVALIN
 1800, 17th West, Georgia Street
 Vancouver, B.C.
 Canada, V6E 3G9

Rev	Date	Description	Signature

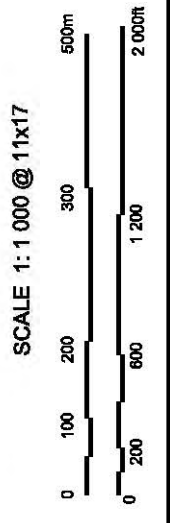
LA CRETE AIRPORT (CFN5)

NOISE CONTOUR MAP
 (LAND USE DISTRICT MAP)

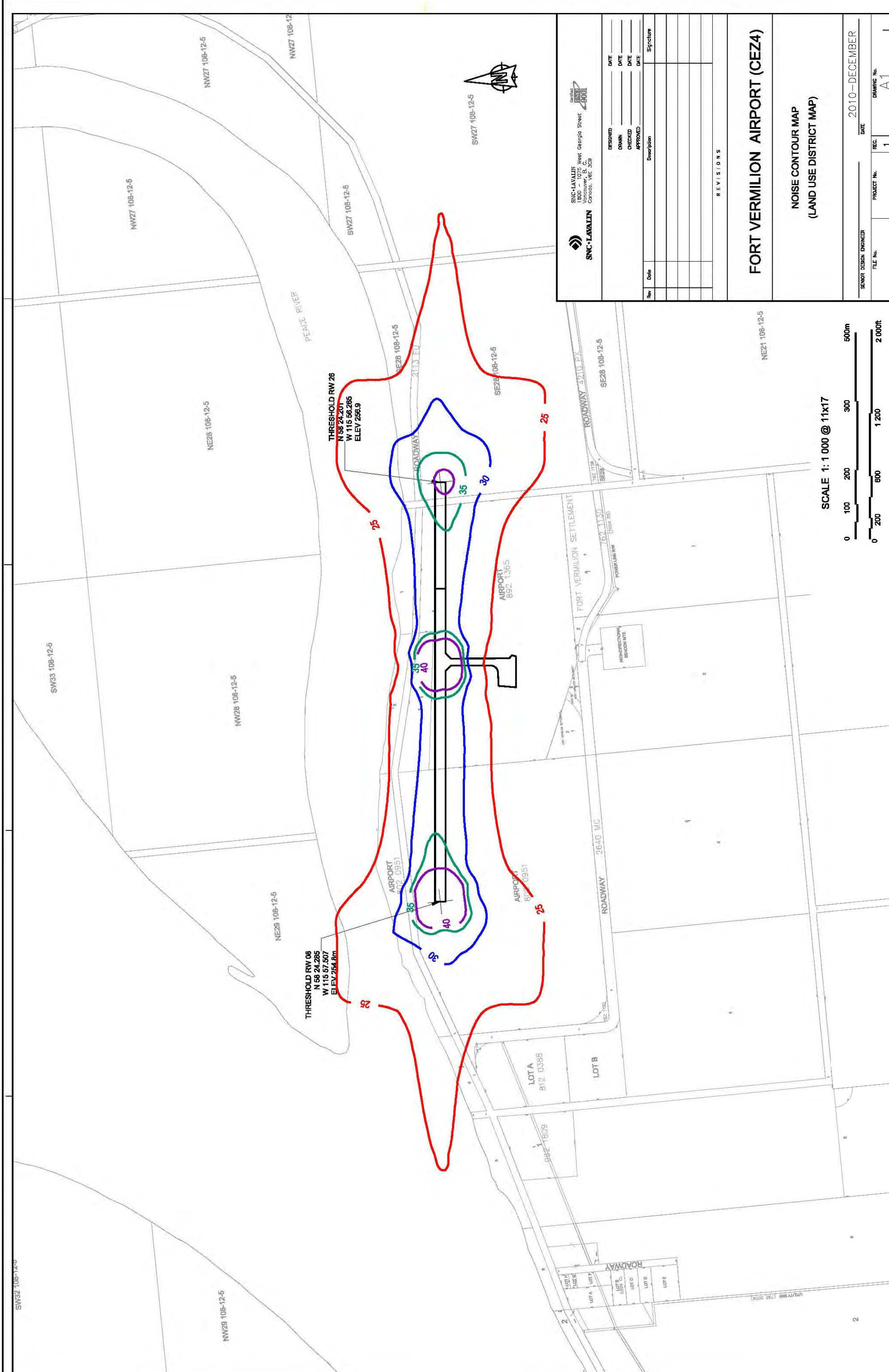
DESIGNED	DATE	DRAWN	DATE	CHECKED	DATE	APPROVED	DATE

REVISIONS

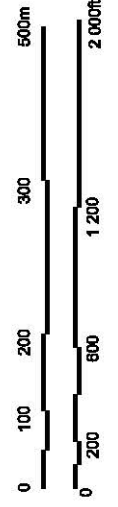
SENIOR DESIGN ENGINEER	PROJECT No.	REG.	DATE	DRAWING No.
	1	1	2010-DECEMBER	A1







SCALE 1: 1 000 @ 11x17



SNC-LAVALIN
 SNC-LAVALIN
 100 West Georgia Street
 Vancouver, B.C.
 Canada, V6E 2G9

DESIGNED	DATE
DRAWN	DATE
CHECKED	DATE
APPROVED	DATE

Rev	Date	Description	Signature

REVISIONS

FORT VERMILION AIRPORT (CEZ4)

NOISE CONTOUR MAP (LAND USE DISTRICT MAP)

SENIOR DESIGN ENGINEER	PROJECT No.	REC.	DATE	DRAWING No.
		1	2010-DECEMBER	A1



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2018
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Bylaw 1087-18 Subdivision & Development Appeal Board

BACKGROUND / PROPOSAL:

Following the hearing held on December 19, 2017, the Subdivision & Development Appeal Board provided a recommendation to the Development Authority that the fees from all appellants be recommended for refund due to them attending the hearing and that the Fee Schedule Bylaw be amended similar to the Assessment Review Board Bylaw.

The Assessment Review Board Bylaw allows for the following refund of fees:

REFUND OF FEES

- 15. If the Assessment Review Board decides in favour of the complainant, the fees paid by the complainant shall be refunded.
- 16. If the Complainant withdraws the complaint in writing and is received by the Clerk on or before the seventh (7th) day prior to the scheduled Assessment Review Board hearing, the fees paid by the Complainant shall be refunded.
- 17. If the Complainant attends the Assessment Review Board hearing at the time scheduled for the Board to hear the complaint, the fees paid by the Complainant shall be refunded regardless of the decision made by the Board.

Currently the County's Fee Schedule Bylaw allows for a refund of fees only when the applicant is successful in their appeal.

Subdivision and Development Appeal (refundable if appeal is successful)	\$250.00	N/A
---	----------	-----

Author: _____ **Reviewed by:** _____ **CAO:** _____

The following changes to the Subdivision & Development Appeal Board Bylaw are being recommended:

15. APPEAL FEES

- a) Appellants may be charged an appeal fee to cover the costs associated with a subdivision or development appeal. The appeal fee may be fixed from time to time by resolution of Council according to the Fee Schedule Bylaw.
- b) If the Subdivision & Development Appeal Board decides in favour of the appellant, the fees paid by the appellant shall be refunded.
- c) If the Appellant attends the Subdivision & Development Appeal Board hearing at the time scheduled for the Board to hear the appeal, the fees paid by the Appellant shall be refunded regardless of the decision made by the Board.

The Fee Schedule Bylaw revisions will be coming back to Council at a later date.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Mackenzie County Bylaws are available to the public through our website.

RECOMMENDED ACTION:

Motion 1

- Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1087-18 being the Subdivision and Development Appeal Board for Mackenzie County.

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

Motion 2

- Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1087-18 being the Subdivision and Development Appeal Board for Mackenzie County.

Motion 3

- Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1087-18 being the Subdivision and Development Appeal Board for Mackenzie County at this meeting.

Motion 4

- Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1087-18 being the Subdivision and Development Appeal Board for Mackenzie County.

Motion 5

- Simple Majority Requires 2/3 Requires Unanimous

That the three appellants of the hearing held for 01-SDAB-17 be refunded their appeal fees in the amount of \$250.00 each.

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

BYLAW NO. ~~1034-16~~ 1087-18

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

**TO ESTABLISH THE
SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

WHEREAS, pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, Section 624, Council may establish a Development Authority, and

WHEREAS, pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, Section 627, Council may establish a Subdivision and Development Appeal Board, and

WHEREAS the Council of Mackenzie County in the Province of Alberta, has deemed it necessary to define the function of a Subdivision and Development Appeal Board, as it relates to the appeal process.

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

1. TITLE

- a) This Bylaw shall be cited as the Subdivision and Appeal Board Bylaw.

2. DEFINITIONS

In the Bylaw:

- a) **“Act”** - means the *Municipal Government Act* Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto.
- b) **“Appellant”** - means the person who has served written notice of an appeal to the Secretary of the Board from a decision, order or development permit issued by the Development Authority or a notice of decision issued by the subdivision approving authority.
- c) **“Board”** - means the Appeal Board established pursuant to this Bylaw.
- d) **“Chairman”** – means a Member of the Board who is appointed to preside over a hearing in accordance with this bylaw.

- e) **“Council”** - means the Mackenzie County Council.
- f) **“Members at Large”** - are Members of the Board who are not Councillors of the Municipality.
- g) **“Municipality”** - means the municipal corporation of Mackenzie County.
- h) **“Secretary”** - means the person appointed by Council to act as Secretary of the Board.
- i) **“Subdivision Approving Authority”** - is the authority appointed by Council to decide applications for subdivision.
- j) All other terms used in this Bylaw shall have the meaning assigned to them by the Act.

3. ESTABLISHMENT

- a) The Board is hereby established.
- b) The Members of the Board are hereby considered “authorized persons.”

4. DUTIES

The Board shall:

- a) Decide upon all appeals referred to it by the Secretary of the Board, including an:
 - i) appeal of a development permit decision issued by the development authority;
 - ii) appeal of a stop order issued by the development authority; and
 - iii) appeal of a notice of decision for subdivision issued by the development authority.
- b) Perform other such duties as described or implied in this Bylaw or as may be assigned to it by Council.

5. MEMBERSHIP

- a) The Membership of the Board shall consist of:
 - i) two (2) Members of Council, of which one (1) will sit on the Board at any one hearing;

- ii) five (5) Members at Large, of which two (2) will sit on the Board at any one hearing.
- b) Members of the Board shall be appointed annually by resolution of Council at the Organizational Meeting held in October.
- c) All members of the Board will hold office for a one year term.
- d) Notwithstanding, Clause 5. c), a person may be reappointed upon expiration of their term.
- e) No person who is an employee of Mackenzie County or a member of the Municipal Planning Commission shall be appointed to the Board by Council, subject to the provisions of this Bylaw.
- f) A Member of Council's appointment to the Board terminates upon that person ceasing to be a Member of Council or otherwise ineligible to serve as a Member of the Board, subject to the provisions of this Bylaw.
- g) Where a Board position is left vacant for any reason, Council may appoint a replacement for the remainder of that term.
- h) If a Member has any pecuniary interest, whether direct or indirect, in any matter before the Board, the Member shall declare such interest to the Board before discussion of the matter, and shall not participate in the hearing, or discuss or vote upon the matter, and such abstention shall be recorded in the minutes.
- i) Members may not participate in a hearing of the Board unless the member has successfully completed a training program set or approved by the Minister.

6. QUORUM

- a) Three (3) Members of the Board where Members of Council do not form the majority constitute a quorum.

7. CHAIRMAN

- a) The Members of the Board shall elect one of themselves as Chairman and one of themselves as Vice-Chairman at the commencement of each Hearing.

8. ABSENT BOARD MEMBERS

- a) A Member of the Board who is for any reason unable to attend the whole or part of an appeal, shall not participate in the deliberations or decision by the Board upon that appeal.

- b) In the event of the absence or inability of the Chairman of the Board to act as Chairman, the Vice-Chairman of the Board shall act as Chairman. In the event of the Chairman and Vice-Chairman being absent or unable to act as Chairman, the remaining Members will elect a Chairman from amongst themselves.

9. SIGNING AUTHORITY

- a) An order, decision, approval, notice or other things made, given or issued by the Board may be signed on its behalf by its Chairman, Vice-Chairman or a Member elected to act as Chairman.
- b) An officer appointed by Council may sign on behalf of the Board.

10. SECRETARY OF THE BOARD

- a) The Council shall appoint a Secretary to the Board who may be an employee of the municipality.

The Secretary shall:

- b) attend all meetings and hearings of the Board, but shall not vote on any matters before the Board.
- c) perform such functions as may be necessary to ensure that the Board is in full compliance with its duties under the Act and this Bylaw.
- d) attend all meetings of the Board and shall keep the following records with respect thereto:
 - i) the minutes of all meetings and hearings;
 - ii) all applications;
 - iii) records of all notices of hearings and of persons to whom they were sent;
 - iv) copies of all written representations to the Board;
 - v) notes as to each representation;
 - vi) the names and addresses of those making representations at the hearing;
 - vii) the decision of the Board;
 - viii) the reasons for the decision of the Board;
 - ix) the vote of the Members of the Board on the decision;
 - x) records of all notices of decision and of persons to whom they were sent;
 - xi) all notices, decisions and orders made on appeal from the decisions of the

Board, and

- xii) such other matters as the Board may direct or the Secretary may determine.
- e) notify all Members of the Board of the arrangements for the holding of each hearing and other meetings of the Board.
- f) make available for public inspection before the commencement of the public hearing, all relevant documents and materials respecting the appeal including:
 - i) all applications, notices, stop orders, and decisions related to the appeal, and
 - ii) written notice of appeal from individuals who believe that they are affected by the decision, order, or notice.

11. PUBLIC HEARING

- a) The hearing of the appeal pursuant to the Act shall be held in public and all persons who wish to attend shall be entitled to do so.
- b) The Board shall meet for the hearing of appeals as frequently as is necessary, and in any event within thirty (30) days of receipt of a notice of appeal duly filed pursuant to the Act.

12. SPECIAL MEETING

- a) Upon receipt of a notice of appeal duly filed pursuant to the provisions of the Act, and of this Bylaw, the Secretary may convene a special meeting of the Board to consider what persons are affected by the appeal and should be notified thereof. Such a meeting shall be called not less than six days prior to the date of the public hearing by the Secretary of the Board. The Board is allowed to hold a special meeting to:
 - i) Determine who should be notified of the Board hearing, and
 - ii) Determine if any Members of the Board are unable to attend the hearing due to absence or pecuniary interest.

13. DECISIONS

- a) The Board shall issue its decision upon an appeal in writing together with reasons for the decision pursuant to the provisions of the Act.
- b) The decision of the majority of the Members of the Board present at a meeting duly convened is deemed to be the decision of the whole Board.

- c) In the event of a tie vote, the appeal is defeated.
- d) The decision is not final and binding until the decision has been signed and given in writing in accordance with the Act.

14. PROVINCE OF ALBERTA APPEAL PROCEDURE

- a) The Secretary shall keep on file all notices of applications made for leave to appeal to the Court of Appeal from decisions of the Board issued pursuant to the Act.

15. APPEAL FEES

- a) Appellants may be charged an appeal fee to cover the costs associated with a subdivision or development appeal. The appeal fee may be fixed from time to time by resolution of Council according to the Fee Schedule Bylaw.
- b) If the Subdivision & Development Appeal Board decides in favour of the appellant, the fees paid by the appellant shall be refunded.
- c) If the Appellant attends the Subdivision & Development Appeal Board hearing at the time scheduled for the Board to hear the appeal, the fees paid by the Appellant shall be refunded regardless of the decision made by the Board.

16. REMUNERATION & TRAVEL EXPENSES

- a) Members shall be compensated according to the Honorariums and Expense Reimbursement Bylaw in effect for Mackenzie County.

17. EFFECTIVE DATE AND REPEAL OF BYLAW

- a) That Bylaw ~~036/95 and Bylaw 079/97~~ 1034-16 and all amendments thereto are hereby repealed.
- b) The adoption of this bylaw is effective upon the date of the passing of the third and final reading thereof.

READ a first time this _____ day of _____, 2018.

READ a second time this _____ day of _____, 2018.

READ a third time and finally passed this _____ day of _____, 2018.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer

MACKENZIE COUNTY SDAB

Subdivision & Development Appeal Board

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

December 22, 2017

Mr. Byron Peters
Development Authority
Mackenzie County
Box 640
Fort Vermilion, AB
T0H 1N0

Dear Mr. Peters:

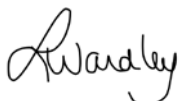
Following the Hearing held on December 19, 2017, the Subdivision & Development Appeal Board provides the following recommendations to the Development Authority.

1. That the fees from all appellants be recommended for refund due to attending the hearing and that the Fee Schedule Bylaw be amended similar to the Assessment Review Board Bylaw.
2. That adjacent landowners be notified in writing for all discretionary use permits.
3. That the Developers be notified to update their rental details on the Canada Stays website to reflect the conditions of their Development Permit.

Should you require further clarification please contact Carol Gabriel, Clerk of the Subdivision & Development Appeal Board, at (780) 927-3718.

Thank you.

Yours truly,



Lisa Wardley
Chairperson, Subdivision and Development Appeal Board

c: Carol Gabriel, Subdivision & Development Appeal Board Clerk



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	Meeting with Minister of Agriculture & Forestry – Natural Gas Situation

BACKGROUND / PROPOSAL:

A meeting with the Minister of Agriculture & Forestry has been arranged for January 16th in Edmonton to discuss the natural gas situation and potential solutions for the future of our region.

Previous correspondence on the matter is attached for information and reference.

Discussion required regarding the upcoming meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

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

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

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



ALBERTA
AGRICULTURE AND FORESTRY

*Office of the Minister
MLA, Whitecourt-St. Anne*

MAY 05 2017

RECEIVED
MAY 9 2017

MACKENZIE COUNTY
FORT VERMILION OFFICE

Mr. Bill Neufeld
Reeve
Municipal District of Mackenzie No. 23
P.O. Box 640
Fort Vermillion, AB T0H 1N0

Dear Reeve Neufeld:

Honourable Margaret McCuaig-Boyd forwarded your March 29, 2017 letter regarding the natural gas supply issues faced by your County to me as minister responsible for this issue. I am pleased to respond on government's behalf.

I appreciate your concerns surrounding insufficient local supply sources and the uncertainty caused by potential abandonment of privately owned natural gas transmission pipelines in Alberta. It is my understanding that the abandonments scheduled for 2017 do not include pipeline segments servicing Mackenzie County.

I also recognize the role rural gas distributors have played in enhancing the prosperity of rural Alberta. The partnership arrangement between the Government of Alberta and rural gas cooperatives through the Rural Gas Program has assisted in supplying safe, secure, and convenient natural gas service to nearly 95 per cent of Alberta's rural population. Since the program began in 1973, the Government of Alberta has contributed over \$500 million towards the rural natural gas distribution system's capital costs.

There has not been any negative change in the level of funding support since the budget was revised to \$3.05 million in 2001. All distributors are able to access grant funding based on the submission of eligible applications and program policies. All regions of Alberta where natural gas is readily available are supported equitably.

Last year I engaged with representatives from Gas Alberta and the Federation of Alberta Gas Co-ops, during which government was asked to determine the availability of funding outside of the Rural Gas Program for future TransCanada decommissioning, divestitures, or abandonments. This request was not supported by the current budgetary limits of Agriculture and Forestry, as government is facing funding pressures. While I certainly appreciate the challenges faced by Gas Alberta, the Federation and its members, and that gas sources can become an issue in rural Alberta, I must also consider the government's current fiscal situation.

.../2

At that time, I challenged Gas Alberta and the Federation to identify alternative options on the decommissioning of transmission pipelines. These approaches may encourage the Federation and its members to develop a strategic plan for the long-term sustainability of rural gas cooperatives. Some options included:

- o Debt financing with recovery over several years
- o Loans through Agriculture Financial Services Corporation
- o A common fund sourced by contributions from all gas co-ops
- o Use of its Reserve Fund, or collaboratively, all co-ops could contribute a portion of their Reserve Funds for this issue.

I invite you to work with your County's distributors and suppliers alongside engagement with government in seeking solutions to this issue. I appreciate you bringing this matter to our attention and look forward to continued conversation on its resolution. Thank you again for writing.

Sincerely,



Oneil Carlier
Minister

cc: Honourable Margaret McCuaig-Boyd, Minister of Energy
Debbie Jabbour, MLA for Peace River



October 2, 2017

Attention: Mr. Bill Neufeld

Re: Natural Gas Shortage in Northern Alberta

Thank you for your letter of March 29, 2017 relating to the natural gas supply concerns experienced within Mackenzie County this past winter. As the supplier of natural gas to the Northern Lights Gas Co-op we fully support your request for assistance in identifying the issue with your shortage of natural gas. We apologize for the delay in responding to your concerns however we have only recently received responses to our requests for information.

We launched an incident response request with TransCanada Pipelines to determine the root cause of the low-pressure situation that occurred last winter. TransCanada has confirmed that the side valve assembly that regulates pressure on the Paddle Prairie lateral required some modifications and as per the attached letter (refer to Attachment #1) TransCanada personnel did undertake repairs to the side valve assembly last winter and again this summer. These repairs should ensure that all natural gas produced on the Paddle Prairie lateral is injected into the lateral at pressures maintained by the side valve assembly. While the side valve assembly will ensure that optimum pressures are maintained it will not guarantee that producers in the area will have sufficient supplies to meet the peak day requirements. Our discussions with the local producer, Long Run Exploration, concluded that the current low-price environment prohibits the expansion of production in the area to bolster supply availability and their field receipts are under an annualized decline rate of approximately 9%. (refer to Attachment #2) The current low-price environment could also potentially impact viability of Long Run's operations in the area. In summary, even with a properly operating side valve, supply concerns on this segment of pipeline will continue into the future.

Current Operations

Currently both the Northern Lights Gas Co-op and AltaGas Utilities primarily obtain their supplies from the Long Run interconnections on the jointly-owned transmission pipeline system running from the 4403 meter station to the Town of High Level. When these "on-system" production volumes are lower than delivery requirements of both utilities, natural gas is brought in from the NGTL system through the 4403 gate meter station. The Paddle Prairie lateral has several other receipt locations where producers inject more supplies into the lateral. NGTL installed a side valve assembly near the last receipt location "Keg River East" which requires the local producers to run their facilities at elevated pressures to support both utilities. On peak days, these supply sources may not be sufficient to maintain operating pressures on the Paddle Prairie lateral which may require supplies to be brought in from the NGTL Peace River Mainline system. Unfortunately, the Peace River Mainline has a lower licensed operating pressure (5650 kPa) than the NGTL Paddle Prairie lateral (6890 kPa) so it cannot deliver supplies at the same pressure as the existing supplies to the jointly owned AltaGas/Northern Lights pipeline (refer to Attachment # 3).

On a typical day, the side valve installed at the Keg River East facility maintains enough pressure to meet the upstream deliveries. On a peak day, however, the on-system supplies on the Paddle Prairie lateral may not be sufficient even with production from Keg River being diverted upstream of the side valve. If

the demand exceeds these combined supply sources then operating pressures on the jointly owned AltaGas/Northern Lights pipeline begin to decline and delivery customers, primarily industrial consumers serviced by Northern Lights and AltaGas, are then asked to curtail their deliveries. If required, commercial customers and finally residential customers are then asked to limit their usage of natural gas

Options

Status Quo

NGTL has confirmed that there were operational issues with the side valve assembly last winter which have now been rectified. The side valve assembly should operate normally this upcoming winter which should help minimize any supply disruptions. However, there are no guarantees that on-system production will continue to meet peak day requirements or be available during peak cold winter days. This option also provides no room for continued growth.

LNG Supply at LaCrete

One alternative supply arrangement that could be considered is the installation of a LNG storage tank and vaporizer at a low-pressure location closer to the end of the Northern Lights distribution pipeline system that would act like a peak shaving unit. Note this LNG solution has a maximum delivery pressure of 552 kPa. We have attached a proposal provided by Plum Energy for the installation of a temporary LNG “queen” tank along with an LNG vaporizer unit (refer to Attachment #4). Plum energy has determined that there is sufficient LNG Supply in the area to maintain deliveries of up to 750 GJ/D. It is interesting that the proposed supplier of the LNG product is also AltaGas in Dawson Creek where they are looking for opportunities for regional LNG supply locations. LNG would be trucked to the site prior to peak days and utilized as required. LNG could be trucked from Dawson Creek in a few hours on an as-needed basis or to refill the facility prior to the next peak day requirements. The main advantage of LNG is the large storage capacity available and the ease of conversion into natural gas. Plum Energy anticipates that LNG could be stored for a period of approximately 60 days since LNG naturally boils off back into natural gas at a small rate per day. Gas produced from this boil off process is not lost as it would be injected into the distribution system for consumption by end-use customers.

The LNG tanks and vaporizer can be leased monthly and LNG product can be delivered on an as needed basis likely within one day. This option would ensure that peak day requirements would likely be met on a consistent basis. Equipment can be exchanged or resized based on changing requirements. There is some potential to perform some cost sharing with AltaGas and the industrial consumers to allow for continued operations. In addition to the LNG equipment costs a 3-phase, 480V, 60 Amp generator or equivalent power source is required.

Compression on Paddle Prairie lateral

There is sufficient gas supply on both the Paddle Prairie lateral as well as the Peace River mainline systems; however, it is the limited pressures coming from these pipeline systems that restricts the volumes that can be delivered to the farthest reaches of the Northern Lights distribution system. The addition of compression on the Paddle Prairie lateral or the jointly owned transmission pipeline would greatly increase the deliverable volumes to both utilities. This solution would allow the compressor to only run during peak delivery periods or when supply concerns arise. Fuel gas for the compressor would come from the pipeline and costs would be jointly allocated. Capital costs would also be jointly allocated. Compressor location and sizing would be dependent upon peak day requirements.

New pipeline to Wolverine

Another option would be to secure another source of supply from an alternate pipeline in the area. NGTL operates a NPS 12 pipeline with a MOP of 9930 kPa that ends at SE 15-98-16 W5M. This Wolverine Receipt location was licensed in 2009 and is connected to the NGTL North Central Corridor mainline

pipeline system so it is considered core to their northern operations and should remain in service for a long period of time. Obtaining natural gas supplies from this source would ensure that southern portion of Northern Lights' distribution system would be fully supported during peak periods.

Conclusions

Security of supply for natural gas utilities is critical for continued operations and future growth. As you are aware Gas Alberta has established a Pipeline Replacement Program with a primary objective of helping our customers cope with the abandonment of a natural gas supply pipeline. In Mackenzie County's circumstance, it is not the abandonment of a pipeline that is the concern but rather the operating pressure and on-system deliverability. We have not made a final decision regarding allocation of funding from our program however we have determined that the abandonment of supply pipelines will take priority over delivery pressure concerns.

Gas Alberta will continue to work with the Northern Lights Gas Co-op to secure alternative supply arrangements to meet the utilities peak day delivery requirements. Please contact me at (403) 509-2602 should you wish to obtain additional information on this matter.

Your truly

David Symon

President & CEO

TransCanada

450 – 1st Street SW, Calgary, Alberta, Canada T2P 5H1
 Tel: 403.920-5558 Fax: 403. 920-2386
 scott_yule@transcanada.com



September 14, 2017

Dave Symon
 Suite 205, 120 Country Hills Landing
 Calgary, Alberta, T3K 5P3

Attention: Dave Symon

REF: March 29, 2017 letter RE: Natural Gas Shortage in Northern Alberta addressed to Mr. Dave Symon

Dear Dave:

Thanks for sharing this letter with us.

First, it's important to provide the background on the issue. Northern Lights Co-op is fed off the Paddle Prairie Lateral. Paddle Prairie is connected to the NPS 20 Peace River Mainline (PRML). The NPS 20 PRML is currently derated from its original MOP of 5655 kPa to 4000 kPa. This derate is required based on ongoing pipeline integrity work based on annual "in-line" pipe inspections. Currently, the PRML is planned to be annually inspected and NGTL will continue to adjust the pressure rating on this pipeline if required.

Based on these circumstances, the current expected maximum pressure on the NGTL PRML is limited to ~4000 kPa. It is important to note that NGTL does not provide minimum pressure guarantees to any of its customers but is aware that the Northern Lights Gas Co-op has a minimum pressure requirement of 4825 kPa. NGTL and Northern Lights are both aware of the pressure discrepancy between the pipeline system as there have been issues on the Northern Lights system since at least 2013 (perhaps earlier).

As a result of previous challenges during peak winter conditions, NGTL installed a back pressure regulator on the lateral itself. The back pressure regulator allowed local production (receipts onto the lateral) to feed into the Paddle Prairie Lateral, pressurize the pipe and essentially bottle the pipeline section to keep the Co-op at their required pressure during peak times. The regulator has a set point of 5425 kPa to keep pressure in the lateral for the co-op. Our ability to keep gas at this pressure is dependent on the local receipt quantity in the area. However, year over year, it appears that the receipt quantity has been declining and, as a result, it becomes more and more difficult for the local production to deliver the required pressure to the Co-op. In analyzing the data from December 9th 2016, it appeared that a significant contributor to the drop in pressure may have been due to lower receipts from the producers in the area. If NGTL is not receiving enough gas from the producers to maintain pressure to the Co-op, the back pressure regulator will not help. NGTL is concerned that this is the fundamental issue, there may simply not be enough local supply for the demand required by the Co-op.

As noted in previous communications another issue that can contribute to reduced pressures for Northern Lights and McKenzie county is that the back pressure regulator can and has frozen off. NGTL is currently responding to the freeze off issue and is in the process of installing a heater in an enclosure to heat the gas supply going into the pilot regulator. This work is planned to be completed by October 15, 2017. However, it is important to stress that,

even with this back pressure regulator operating with heated gas, NGTL may not be able to supply the requested pressure as this pressure is dependent on local production levels.

As NGTL has communicated in the past, security of supply for Northern Lights will require new source(s) of supply with a tap in the Wolverine River area being NGTL's view of the best alternative option. If Northern Lights is interested in pursuing this solution, or others, please advise.

As well, in the letter from McKenzie County, there was also concern expressed about NGTL's ongoing Deactivation, Decommissioning and Abandonment (DDA) program for meter stations and laterals. We understand that that the Utility that serves McKenzie County is not impacted by NGTL's 2017 (DDA) program. NGTL continuously evaluates operational plans and long term requirements of various facilities on its system. In the event this work leads NGTL to conclude facilities are no longer required for continued operation, it will consult with its customers and the utilities that connect to its system to advance these issues. NGTL encourages McKenzie County to work through their local utility to ensure the utility continues to be in a position to meet their needs.

I hope the above addresses the concerns expressed in the letter and we can begin to work together with Northern Lights to develop a solution that works for the County, the Co-op and NGTL.

Should you require further information, please contact me at 403-920-5558 (FAX 403-920-2386)

Yours truly,



Scott Yule, Manager

Commercial West, Markets - Canadian Pipelines,

Nova Gas Transmission Ltd., a wholly owned subsidiary of TransCanada PipeLines Limited

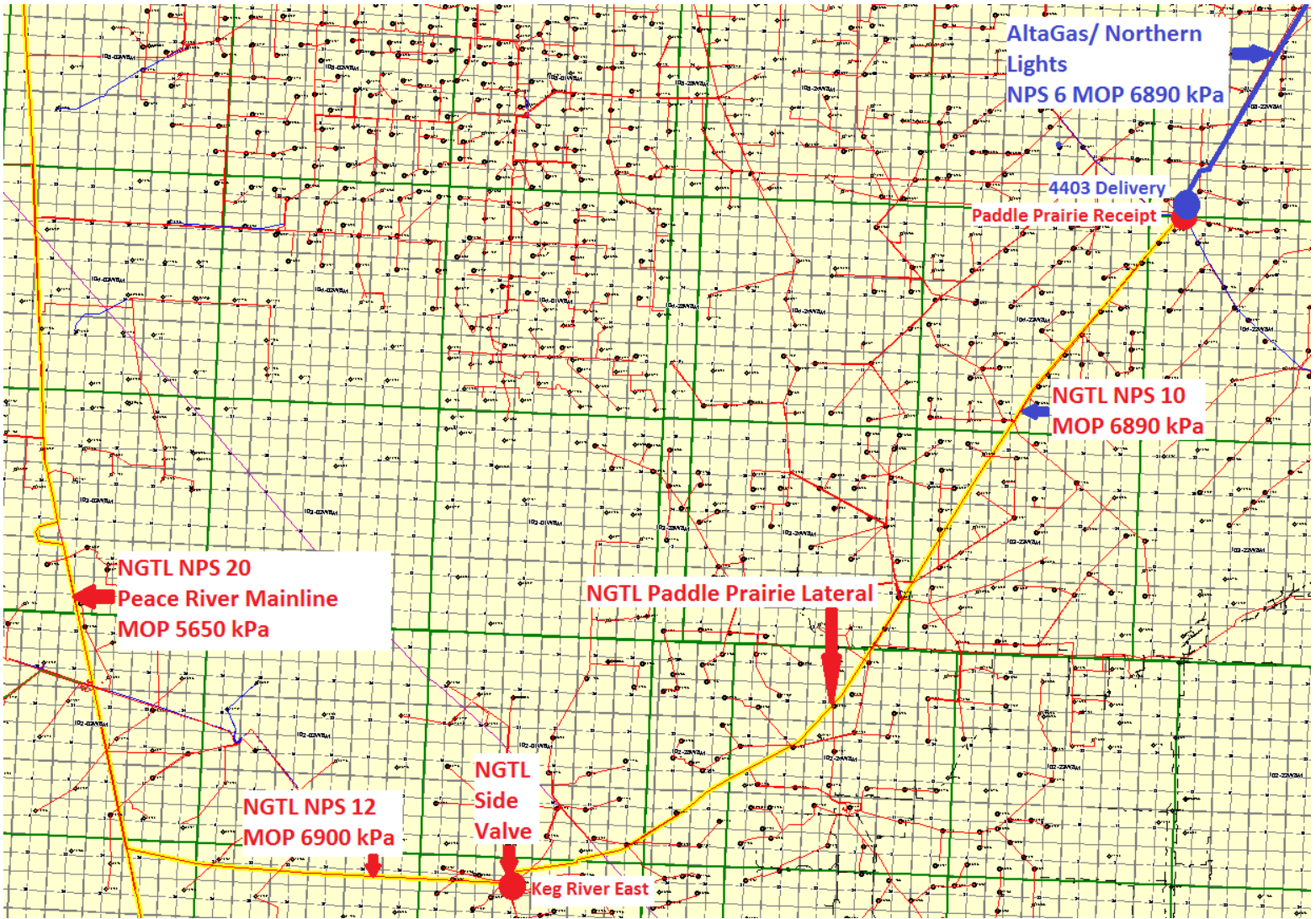
Monthly production - assumes a GHV of 37.8GJ/E3M3

	Sell Direct to AltaGas/Gas Alberta
	Could sell direct to AltaGas/Gas Alberta
	Sell Direct to TCPL

DAILY AVERAGE PRODUCTION IN GJ

	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
STEEN	1,374	1,113	819	918	877	1,201	1,354	1,358	1,288	1,266	1,297	1,294	1,258	1,019	750
HIGH LEVEL NORTH	1,696	1,557	1,369	1,277	1,124	1,466	1,611	1,629	1,568	1,546	1,579	1,546	1,552	1,426	1,253
HIGH LEVEL SOUTH	815	808	753	664	665	684	777	817	800	789	771	759	746	740	690
PADDLE PRAIRIE NORTH	3,608	3,230	2,936	3,105	3,141	3,034	3,614	3,582	3,444	3,407	3,378	3,271	3,303	2,957	2,688
PADDLE PRAIRIE SOUTH	3,435	3,282	3,091	3,197	3,322	3,274	3,263	3,024	3,282	3,084	3,177	3,228	3,145	3,004	2,829
KEG EAST	1,035	968	913	856	1,060	998	996	1,028	986	946	928	947	948	886	835
BOYER EAST(KEG POST)	1,770	1,702	1,660	1,617	1,510	1,701	1,657	1,681	1,667	1,641	1,666	1,679	1,620	1,558	1,519
KEG WEST	700	643	656	610	751	733	711	755	733	707	690	660	641	588	600
TOTAL	14,433	13,303	12,196	12,244	12,451	13,092	13,983	13,875	13,767	13,386	13,487	13,383	13,213	12,178	11,165

Attachment # 3





September 28, 2017

Mr. Kyle Patterson
 VP Operations
 Gas Alberta
 205, 120 Country Hills Landing
 Calgary, AB T3K 5P3

Re: LNG Proposal for Winter Buffer at Northern Lights Gas Coop

Dear Kyle,

Our proposal here is that we would store approximately 9,500 gallons of LNG on site, which would be regasified and injected into a single point location to cover shortages of Gas during the coldest days on the Northern Lights gas system. . The average transport trailer holds ~9,500 gallons.

LNG for Backup Supply

Overview. Plum would provide natural gas supply using LNG which would arrive onsite in a specialized LNG trailer at ~15-30 psi. The LNG then would be transferred into the Queen, which would be placed next to a single injection point provided by the Gas Coop. The LNG will be offloaded at low pressure and can be stored for up to 75 days without using gas - depending on the ambient temperature, starting pressure and the pressure that we want to start removing gas from the unit.

The Queen has an electric regasification unit that will regasify the LNG, which will then pass through an odorizer and be injected into the pipeline at up to 80 psi. We understand that the Coop would provide power.

Mobilization. Plum will mobilize the following LNG equipment to the site:

- *One Integrated LNG Storage and Regasification System (the "Queen").* The Queen is mobile, trailer-mounted system can regasify LNG at a rate of up to 32,500 scf per hour. This unit would be placed near the boiler. The Queen requires 480v three phase power, which we anticipate would be supplied by Northern Lights Gas Coop
- *One LNG Transport Trailer.* The LNG Transport Trailer will be used to deliver LNG for the project. The LNG Transport Trailer has an offload pump that enables it to overcome pressure in the Queen without the need for venting.

PLUM GAS SOLUTIONS INC 516 Hurricane Drive, Calgary, AB T3Z 3S8
 P. 403-700-5323 | E. DON.FRASER@PLUMENERGY.COM | W. PLUMENERGY.COM

- **OPTIONAL Odorizer System:** The Odorizer System will be attached to delivery point of the natural gas out of the Queen into the connection point to the pipeline to allow the gas to be odorized.

LNG Supply. The LNG will be secured from a third-party owned LNG production facility, then delivered in a specialized LNG transport trailer that carries ~9,500 gallons per load (~785 mscf). The LNG then would be filled into the LNG Tank, which initially would be filled as part of the mobilization effort. We anticipate one additional load of LNG would need to be delivered during the project.

Personnel. Plum would provide a site supervisor and crew to man the LNG equipment for the first five days of operations. They would train the Coop staff to operate the Queen.

Site. Northern Lights will be responsible for site preparation, including providing appropriate connection points on the piping system, any necessary power, and all local site permitting, if any, that may be required. The proposed equipment is all trailer mounted. Northern Lights would also provide Plum's authorized personnel with access to the agreed designated location(s) during mobilization, operations and demobilization.

Labor and Subsistence. Labor and Subsistence are based on the job duration of five days. Labor for the mobilization and de-mobilization is included in those respective portions of the quotation.

Timing. We understand the pipeline backup would be setup by November 1, 2017 and would go on for 2 -3 months as determined by the Gas Coop. We would anticipate rigging in the equipment the day before the start of operations. We would demobilize the equipment as soon as reasonably possible following completion of the project.

Term & Conditions. This proposal is subject to Plum's standard terms and conditions for such projects, a copy of which will be provided.

If the foregoing terms are acceptable, sign and date in the space provided below and return a signed pdf copy to us via email.

We look forward to working together with Gas Alberta on this project.

Sincerely:

PLUM Gas Solutions Inc.



Don Fraser
VP Business Development

Accepted and agreed:

Gas Alberta



SUPPLEMENTAL NATURAL GAS SUPPLY PROPOSAL

Plum Gas Solutions Inc. 516 Hurricane Dr. Calgary, AB T3Z 3S8
 Contact: Don Fraser 403-700-5323, email: don.fraser@plumenergy.com

Customer: Gas Alberta 205, 120 Country Hills Landing Calgary Alberta T3K 5P3 Attention: Kyle Patterson Cell: (403)860-9849 Email: kpatterson@gasalberta.com Project: Northern Lights Winter Gas Buffering Supply	Start Date: 01-Nov-17
	End Date: 01-Mar-18
	Quote # Q016-250917r1
	Date 28-Sep-17

	\$/Unit	Unit	Number	Amount
Mobilization:- Prejob planning.	\$ 2,500.00	job	1	\$2,500.00
Transport LNG Queen to site from current location in Idaho, US - Plum Gas Solutions will cover half of this cost 24 hrs trucking	\$185.00	job	24	\$4,440.00
Mobilization Total:				\$6,940.00
Gas Supply Equipment: Plum LNG Queen with Vaporizer \$ 7,500 USD/month	\$9,375.00	month	2	\$18,750.00
LNG Piping and hoses	\$250.00	month	2	\$500.00
Gas Supply Equipment Total:				\$19,250.00
Trucking for LNG and LNG Filling: LNG Stanby for Filling and Unloading - 6 hrs	\$185.00		6	\$1,110.00
LNG Transportation, standby and filling charges	\$185.00	per load	15	\$2,775.00
Trucking & Filling Total:				\$3,885.00
Natural Gas Supply: LNG Cost of Liquefaction, loading	\$13.90	per GJ	750	\$10,425.00
LNG Cost of gas commodity (Based on filling first load into Queen)	\$2.50	per GJ	750	\$1,875.00
CNG Supply Total:				\$12,300.00
<i>All LNG delivered to the site will be invoiced.</i>				
Labor: Job Supervisor	\$150.00	hours	40	\$6,000.00
LNG Site Technician	\$150.00	hours	60	\$9,000.00
Crew Subsistence and lodging, 2 men 5 days during the job.	\$225.00	man days	10	\$2,250.00
Labor Total:				\$17,250.00
De-mobilization: Rig out all equipment, leave customer's site secure, return Queen, odorizer, post-job equipment safety inspections and servicing.	\$185.00	hours	30	\$5,550.00
2 LNG Site Technicians from Drayton Valley	\$150.00	hours	30	\$4,500.00
De-mobilization Total:				\$10,050.00
JOB TOTAL:				\$69,675.00

Notes:

- Excludes duties and taxes
- System uses LNG to supply gas the Northern Lights System when it needs additional Gas to maintain the System.
- Plum LNG equipment will require 480v power supplied by the Coop
- LNG is odorized on site by the Northern Lights Town border station
- LNG will be charged on a full trailer basis
- Each LNG trailer is approximately 785 GJ of natural gas
- This proposal is based on One LNG load, though if actual consumption is higher than predicted, there may be additional Loads required.



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

December 28, 2017

The Honourable Oneil Carlier
Minister of Agriculture and Forestry
Office of the Minister
Agriculture and Forestry
229 Legislature Building
10800 - 97 Avenue
Edmonton, AB. T5K 2B6

Dear Minister:

RE: NATURAL GAS SUPPLY SHORTAGE

Further to our previous conversations and correspondence, Mackenzie County residents are once again facing issues regarding the shortage of natural gas supply. Residents at the end of the distribution line are once again losing natural gas supply and high demand corporations are asked to limit usage or shut down operations in order for critical infrastructure and residents to maintain their supply. As you are aware, these are not isolated incidents; our municipality has been facing these situations for the past couple of years.

Mackenzie County representatives met with the Northern Lights Gas Co-op yesterday to discuss the issues and potential temporary mitigation methods. Commercial transport trucks are in route from Certarus coming out of Wembley, Alberta to add gas supply into the line. However, limitations are being faced in regards to restrictions related to the Driver's Hours of Service Regulation under the Traffic Safety Act. With the distance required to drive to service the area, we would like to request that special permits be available during these types of circumstances in order for them to drive to our remote northern location.

Long Run Exploration is our provider with lines and wells between High Level and Paddle Prairie. As you are aware, last year these were the wells that were freezing off causing shortage in supply. As this critical infrastructure must be maintained in order to avoid a local state of emergency, the Co-op board sees a long term solution to be a secondary supply from the wolverine field south of us.

Hon. Oneil Carlier
Page 2
December 28, 2017

This would require a large investment to a pipeline and compressor station in our area. The co-op is in a tough situation as they do not have the collateral to borrow the amount of money that would cover a project to this extent. This investment is approximately \$35million, and we are searching for long term low cost funding options.

Our region is experiencing fast growth in population, industry and agriculture, however, industry growth is now restricted with sawmills only running at half capacity with their dry kilns, and further shortages require them to shut down. Schools are closed with the heat turned just above freezing to conserve fuel levels, and hospitals and senior's centers run the risk of effect as well. Our farmers do not have the fuel capacity to run their grain dryers either. The possible solution of supply from the Wolverine Field would mitigate these shortages.

We are looking for assistance from the Province, investing in our area to sustain the growth we are experiencing and maintain our contribution to the overall provincial economy. Without any assistance, these shortages will continue to cripple both our residential and economic development.

We respectfully request your assistance in working with us in order to provide the supply required for our residents and our communities future. If you have any questions please feel free to contact me at (780) 926-6238 or by email to peter@mackenziecounty.com or our Chief Administrative Officer, Len Racher, at (780) 841-9166 or by email to lracher@mackenziecounty.com.

Thank you.

Yours sincerely,



Peter F. Braun
Reeve
Mackenzie County

c: Hon. Shaye Anderson, Minister of Municipal Affairs
Debbie Jabbour, MLA Peace River
Ken Hawrylenko, Field Officer Northwest Region, Alberta Emergency Management Agency
Brice Daly, Field Officer Northwest Region, Alberta Emergency Management Agency
Mackenzie County Council



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	Alberta Association of Municipal Districts & Counties (AAMDC) Member Visit

BACKGROUND / PROPOSAL:

The AAMDC member visits are being scheduled for 2018. Participating in this visit will be the President, our District Director and the Association’s Executive Director.

They are providing two options to municipalities:

1. A one hour meeting – attached to a council or committee meeting or a separate date.
2. A maximum four hour meeting and tour.

In order to begin coordinating their meetings they are requesting member visit options from each municipality.

See attached letter for more information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

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

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

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



Partners in Advocacy & Business

December 19, 2017

Dear Reeve/Mayor,

Re: AAMDC Member Visit Scheduling

As you are aware, the AAMDC executive schedules visits with all of our members on a three-year rotation. The purpose of these visits is to learn about your municipality, any specific issues of importance and to make a one-on-one connection with you as your representatives at the Association. As President, I am personally excited about these visits to learn about and travel to all 69 of our members.

The member visit meeting with your council is attended by your District Director, the Association's Executive Director, and myself as President. We offer you two options for member visits:

1. A standard member 1 hour meeting; either attached to a council meeting, committee meeting, or stand alone; and an additional informal lunch (if near lunch time); or
2. A member familiarization tour & meeting; a maximum 4-hour event where we have a meeting and as well are toured through your municipality to learn about your operations and what makes you unique.

We have scheduled these roundtable meetings with your council and senior staff to take place at your offices either as part of a council meeting, a committee meeting, or as a separate stand-alone meeting. We have appreciated over the years those that have chosen the stand alone or non-council dates for our meetings as far too many of you all meet on the same dates each month or on the same date as our board member home councils to allow us to participate via council meetings alone. In addition, these stand-alone meetings have been more relaxed and provided more time for discussion and learning.

To make our visits cost and time effective, it would be beneficial to meet with two municipalities on one day within each district. As such we have limited the second option to 4 hours or less to facilitate scheduling and we will be seeking out opportunities to meet with more than one member in a district per day regardless of what meeting option they chose.

.../2

Below is the 2017 AAMDC Member Visit chart which identifies the municipalities in your district, including your own, that we will be coordinating with. In addition, we are identifying typical monthly dates that will prove difficult for either the myself or your district director to attend so other date options can be considered.


To get started we request a response as to your general availability. Specifically we require the following information from you:

- a) Your general council availability per month up to and including October (i.e. every Wednesday, 2nd & 4th Tuesdays, etc.), plus any other meetings when all council will be together. Include potential stand-alone dates separate from your meetings if possible
- b) Your preference of Member Visit option:
 - 1. Standard 1 hour meeting
 - 2. Longer Familiarization Tour & meeting (up to 4 hours)
- c) The key contact name, email address, and phone number to schedule the meeting with.

We ask that you please provide your answers to the above noted questions to my assistant Susan Valentine at susan@aamdc.com or 780.955.4076 by January 30th, as member visits will commence as soon as possible in the new year.

Your attention to this matter is greatly appreciated.

Sincerely,



Al Kemmere
President

District 1	District 2	District 3	District 4	District 5
Forty Mile	Rocky View	Yellowhead	Grande Prairie	Bonnyville
Willow Creek	Bighorn	Brazeau	Big Lakes	Flagstaff
Crowsnest	Clearwater	Lac Ste. Anne	Wood Buffalo	Lac La Biche
Pincher Creek	Wheatland	Thorhild	Northern Sunrise	Beaver
		Westlock	Mackenzie	Camrose

Monthly Conflict dates for President & District 1 Director	Monthly Conflict dates for President & District 2 Director	Monthly Conflict dates for President & District 3 Director	Monthly Conflict dates for President & District 4 Director	Monthly Conflict dates for President & District 5 Director
1, 2 & 4 th Wed	1, 2 & 4 th Wed	1, 2 & 4 th Wed	1, 2 & 4 th Wed	1, 2 & 4 th Wed
1 st & 3 rd Tues	2 nd & 4 th Tues	1, 2 & 3 rd Tues	2, 3 & 4 th Mon	2 nd Tuesday



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	Tri-Council Meeting

BACKGROUND / PROPOSAL:

The next Tri-Council meeting is scheduled for Wednesday, February 7, 2018. A copy of the previous meeting minutes are attached for reference. The CAO Secretariat is meeting on January 10, 2018 to discuss the upcoming agenda.

The Inter-municipal Communications and Information-Sharing Protocol signed June 7, 2013 is attached for information to assist the new Councillors. The purpose of the protocol is to provide guidance for effective inter-municipal communications and information-sharing among the local governments within the Mackenzie Region.

The Tri-Council and CAO Secretariat Governance Protocol signed June 7, 2013 is also attached for information. The purpose this protocol is to provide guidance for how the Mackenzie Region Tri-Council consisting of the combined Councils of the Town of High Level, the Town of Rainbow Lake and the Specialized Municipality of Mackenzie County and the Regional CAO Secretariat that supports it are to conduct business and in so doing, to ensure consistency, predictability, transparency and accountability.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

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

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following agenda items be added to the Tri-Council meeting agenda for February 7, 2018:

-
-
-
-

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



TRI COUNCIL MEETING MINUTES

Wednesday, October 4, 2017
5:30 p.m.

Town of High Level Council Chambers High Level, Alberta

**Mackenzie
County (HOST):**

Bill Neufeld	Reeve
Lisa Wardley	Deputy Reeve
Jacquie Bateman	Councillor
John W. Driedger	Councillor
Walter Sarapuk	Councillor
Eric Jorgensen	Councillor
Peter F. Braun	Councillor
Ray Toews	Councillor
Len Racher	Chief Administrative Officer
Byron Peters	Director of Planning and Development
Carol Gabriel	Director of Legislative & Support Services/ Recording Secretary

**Town of High
Level:**

Crystal McAteer	Mayor
Chris MacLeod	Deputy Mayor
Ellis Forest	Councillor
Scott Chandler	Councillor
Boyd Langford	Councillor
Dan Fletcher	Chief Administrative Officer

**Town of Rainbow
Lake:**

Michelle Farris	Mayor
Chris Mitchell	Councillor

Guests:

Sylvia Kennedy, Chair, Northwest Health Foundation
Angie Mann, Director Area 1, AHS, Northwest Health Foundation

Minutes of the Tri-Council meeting held on October 4, 2017 in the Town of High Level Council Chambers.

CALL TO ORDER: 1.1 Call to Order

Reeve Neufeld (MC) called the meeting to order at 6:08 p.m.

**DECLARATION OF
QUORUM:**

The Town of Rainbow Lake declared quorum.



AGENDA: 2.1 Adoption of Agenda

MOTION 26-17 MOVED by Councillor Sarapuk (MC)

That the agenda be approved as presented.

CARRIED BY CONSENSUS

ADOPTION OF PREVIOUS MINUTES: 3.1 Minutes of the August 2, 2017 Tri-Council Meeting

MOTION 27-17 MOVED by Councillor Driedger (MC)

That the minutes of the August 2, 2017 Tri-Council meeting be adopted as corrected.

CARRIED BY CONSENSUS

BUSINESS ARISING: 4.1 Business Arising from the Minutes

Deputy Reeve Wardley (MC) provided an update on the North to Alaska Symposium held in High Level on September 7, 2017.

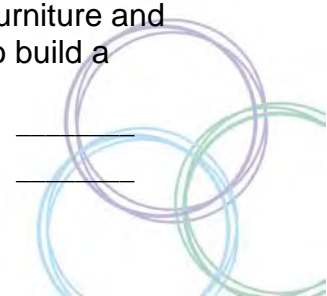
Discussion regarding the letter to the Minister of Health concerning the regional air medical contract and the reduction in service levels for provision of air medical services. The Town of High Level has sent a letter; however the Tri-Council letter has not been drafted yet.

Discussion regarding the regional opportunity in geothermal power generation. Byron Peters (MC) has done some follow-up however no new information to present at this time.

Discussion regarding the elected officials training. As municipalities have already been registered for the Muni 101 training offered by the EOEP, no additional training has been organized.

DELEGATIONS: 5.1 Sylvia Kennedy, Northwest Health Foundation

Sylvia Kennedy provided an update on the Northwest Health Foundation activities over the past year. They operate two major fundraisers each year (Duck Race and the Festival of Trees). For the coming year they are looking at upgrading the La Crete palliative care suite as it is outdated and needs new furniture and appliances. They are also investigating the options to build a



palliative care suite in Fort Vermilion and how the current room can be expanded.

The Foundation is looking for a council representative from each municipality to sit on the board, especially Rainbow Lake and La Crete.

Angie Mann indicated that their focus has been on the patient experience in hospitals, long term care facilities, etc. They are looking for community involvement as patient advocates. The Foundation regularly fly's up specialists to High Level (ie. endoscopy). Without the Foundation Alberta Health Services would not be able to purchase the equipment or provide the additional surgeries by flying up specialists.

Discussion was held regarding any plans to offer chemotherapy. A study was done with the cancer centre and the region does not have that ability or the numbers at this point to offer this service.

Discussion was held regarding the dialysis machine. Dialysis is a Capital Health Program and not offered through Alberta Health Services locally. They were flying up staff initially however they have pulled the program. You can appeal to them to come and do a presentation. There is a space for them at the health centre.

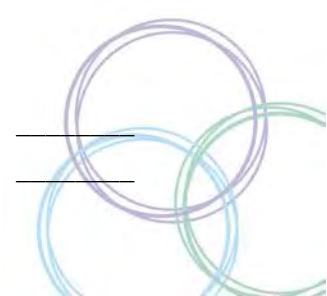
Councillor Jorgensen indicated that Shelly Pusch from Alberta Health Services made a presentation on behalf of the True North Health Advisory Council a few years ago however was unsuccessful.

Discussion was held regarding the sponsorship request for the Festival of Trees. The Tri-Council supports the Northwest Health Foundation through the Mackenzie Regional Charity Golf tournament and the Foundation has and will continue to recognize them as a major sponsor at the Festival of Trees event. The Town of High Level and the Town of Rainbow Lake have already agreed to sponsor one-third of a joint \$5,000 sponsorship. Mackenzie County will take the request to their next Council meeting for approval.

MOTION 28-17

MOVED by Mayor McAteer (HL)

That a letter be sent to Mike Osborn, Chair of the True North Health Advisory Council requesting an investigation into the Northern Alberta Renal Program.



CARRIED BY CONSENSUS

MOTION 29-17

MOVED by Councillor Jorgensen (MC)

That a letter be sent to the Northern Alberta Renal Program regarding bringing renal dialysis services to the Mackenzie region and that the letter be copied to the Minister of Health.

CARRIED BY CONSENSUS

Reeve Neufeld (MC) recessed the meeting at 6:56 p.m. and reconvened the meeting at 7:09 p.m.

OLD BUSINESS:

6.1 Regional Waste Collection and Hauling Tender

Councillor Bateman (MC) declared herself in conflict and did not participate in the discussion.

The CAO Secretariat drafted a regional tender for presentation to all Councils. Mackenzie County's position at their last meeting was not to proceed with a regional tender and the Town of High Level moved to table their decision until after the election.

OLD BUSINESS:

6.2 Northwest Species at Risk Committee – Update

Deputy Reeve Wardley (MC) and Mayor McAteer (HL) provided an update.

The Committee is requesting that appointments at organizational meetings to the Northwest Species at Risk Committee should remain the same in order to maintain continuity.

Deputy Reeve Wardley made a presentation at the Alberta Forest Products Association Conference at the end of September.

Discussion was held regarding the compensation requirements under the SARA legislation.

OLD BUSINESS:

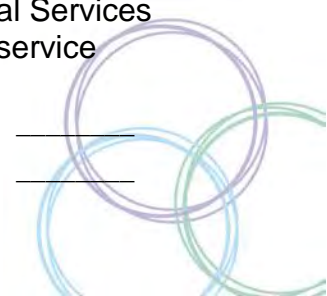
6.3 Boreal Housing Foundation Update

No additional update at this time.

NEW BUSINESS:

7.1 Regional Safety Codes

Byron Peters (MC) presented the Mackenzie Municipal Services Agency (MMSA) initiative for a regional safety codes service



delivery model. The MMSA initiated regional conversations which Mackenzie County attended. The model that seemed to be favoured was one centered out of Peace River. With Mackenzie County having the second highest number of applications it is not feasible for the County to join that consortium. Discussion was held regarding any interest in exploring a joint regional safety codes services delivery model with the Towns.

The Town of Rainbow Lake currently has no involvement in the safety codes. The Town of High Level is going to wait and see what happens with the MMSA initiative. High Level does have the accreditations for safety codes permits (development side) and currently there is no interest at the administrative level.

A comment was made that a lot of Mackenzie County developers operate in all three municipalities and there may be some benefit to have the same process in all municipalities.

There are challenges with the electrical side and the limited number of inspection providers in Alberta. May be easier to find someone and have a better level of service if we unite. Superior Safety Codes currently services this area and it would be up to them if they wanted to hire a local subcontractor. Economically our region does not have enough volume to warrant a full time inspector.

CORRESPONDENCE: 8.1 None

NEXT MEETING: 9.1 Next Meeting Date

The next meeting is scheduled to be held Wednesday, February 7, 2018 hosted by the Town of Rainbow Lake.

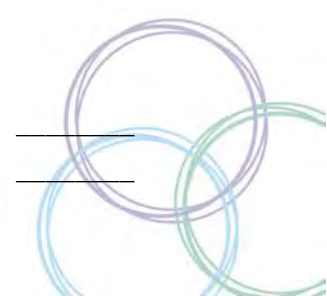
ADJOURNMENT 10.0 Adjournment

MOTION 30-17 MOVED by Councillor Jorgensen (MC)

That the Tri-Council meeting be adjourned at 7:59 p.m.

CARRIED BY CONSENSUS

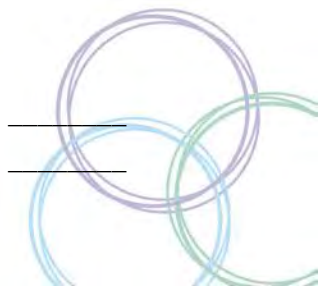
These minutes will be presented to the Tri-Council for approval on February 7, 2018.



Mackenzie County

Town of High Level

Town of Rainbow Lake



MACKENZIE REGION

Inter-municipal Communications and Information-Sharing Protocol

7 June 2013

The Mackenzie Region consists of the Town of High Level, the Town of Rainbow Lake and the Specialized Municipality of Mackenzie County. The purpose of this protocol is to provide guidance for effective inter-municipal communications and information-sharing among the local governments within the Mackenzie Region.

**Town of High Level, Town of Rainbow Lake
and
Mackenzie County**

**Inter-municipal Communications and Information-Sharing
Protocol**

PREAMBLE

Whereas the Town of High Level, the Town of Rainbow Lake and the Specialized Municipality of Mackenzie County have expressed a desire to find ways to better serve the residents of their shared Region through effective collaboration, cooperation, coordination and communication.

And Whereas the Towns and County recognize that inter-municipal relationships based on trust and mutual respect are fundamental to acting in the best interests of residents of the Region.

And Whereas the Towns and the County recognize that effective communication and information-sharing are essential to building trust.

And Whereas the Towns and County seek to avoid perception, misperception, misinterpretation, suspicion and imperfect communications that could adversely affect inter-municipal relationships in the Region.

And Whereas the Towns and County have developed a Tri-Council and CAO Secretariat Governance Protocol for the Region.

NOW THEREFORE THIS PROTOCOL BEARS WITNESS that the Signatories agree as follows:

PURPOSE

Purpose. The purpose of the *Communications and Information-Sharing Protocol* is to provide guidance for effective inter-municipal communications and information-sharing among the local governments within the Mackenzie Region.

Interpretation. The provisions of this Protocol are to be interpreted as being enabling as opposed to restrictive. It is to be a starting point and is to be interpreted as a foundation upon which to build.

TRI-COUNCIL and CAO SECRETARIAT GOVERNANCE PROTOCOL

The Signatories have created a *Tri-Council and CAO Secretariat Governance Protocol* the purpose of which is to provide guidance for how the Mackenzie Region Tri-Council consisting of the combined Councils of the Towns and County and the Regional CAO Secretariat that supports it are to conduct business and in so doing, to ensure consistency, predictability, transparency and accountability.

This Protocol complements the Governance Protocol.

PROVISIONS

General. The signatories commit to making best efforts to:

- Think and act regionally at all levels;
- Develop an inclusive attitude toward each other;
- Dismiss the idea that the municipalities need to compete with and gain advantage over one another;
- Work to foster positive individual and inter-municipal working relationships; and
- Keep each other informed about issues and initiatives that might affect or be of interest to the others.

Specific. The signatories agree to:

- Jointly identify regional issues and establish regional goals annually;
- Avoid taking things at face value including in the media;
- Go to the “source” and seek clarification;
- Avoid turf protection, personal attacks and unwarranted politicization of issues;
- Deal with each other when there are questions or problems between individuals;
- Seek common ground;
- Ensure that the same information is broadly available to all;
- Create inventories of municipal capacity and resources available across and ensure that knowledge is shared; and
- Develop and use unifying symbols such as Tri-Council letterhead

REVIEW

The Signatories agree to review no less than annually, both the provisions of this Protocol and the success of their collective efforts in improving communications and information-sharing in the Region. This annual review will take place at the first Tri-Council Meeting after the October Organizational Meetings.

IN WITNESS WHEREOF the Signatories have hereunto executed this Protocol under their respective corporate seals and by the hands of their proper officers duly authorized in that regard.

Signed this 13 day of June, 2013 in High Level, Alberta.

TOWN OF HIGH LEVEL

per: 

Mayor Peter Ernst

per: 

CAO Dean Krause

TOWN of RAINBOW LAKE

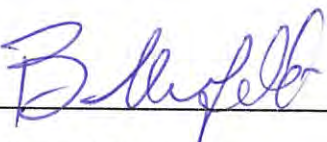
per: 

Mayor Boyd Langford

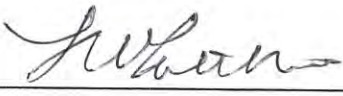
per: 

CAO Dan Fletcher

MACKENZIE COUNTY

per: 

Reeve Bill Neufeld

per: 

CAO Joulia Whittleton

MACKENZIE REGION

Tri-Council and CAO Secretariat Governance Protocol

7 June 2013

The purpose of this protocol is to provide guidance for how the Mackenzie Region Tri-Council consisting of the combined Councils of the Town of High Level, the Town of Rainbow Lake and the Specialized Municipality of Mackenzie County and the Regional CAO Secretariat that supports it are to conduct business and in so doing, to ensure consistency, predictability, transparency and accountability.

**Town of High Level,
Town of Rainbow Lake
and
Mackenzie County**

Tri-Council and CAO Secretariat Governance Protocol

BACKGROUND

Local governments are the orders of government closest to the people. They have the best understanding of local needs and community aspirations. No local government today can exist in isolation. It therefore follows that two key characteristics of successful local governments and by extension, successful regions in Alberta today and into the future are and will be, effective local leadership and effective inter-jurisdictional relationships within the region.

Another key to success is a commitment to meaningful collaboration and some form of collective decision-making mechanism. In the Mackenzie Region, the Towns of High Level and Rainbow Lake and the Specialized Municipality of Mackenzie County have come together in the form of a Tri-Council supported by a CAO Secretariat to accomplish this. The intention is to strike a balance between economic prosperity and social and environmental responsibility, to get optimum value from the resources entrusted to the Region and ultimately, to achieve a quality of life for the Region that will benefit all of its citizens.

PURPOSE

Purpose. The purpose of this protocol is to provide guidance for how the Tri-Council and the CAO Secretariat are to conduct business and in so doing, to ensure consistency, predictability, transparency and accountability.

DEFINITIONS

“Tri-Council”. The term *“Tri-Council”* refers to the combined Councils of the Town of High Level, the Town of Rainbow Lake and the Specialized Municipality of Mackenzie County (*“Mackenzie County”*).

“CAO Secretariat”. The term “CAO Secretariat” refers to the Chief Administrative Officers (CAOs), or their designates, of the Towns and the County acting collectively.

“Consensus”. For purposes of decision-making by the Tri-Council, “consensus” will have been achieved when the members of the Tri-Council in attendance at a meeting, or for the second stage of the Tri-Council decision-making process, Councils acting as a whole, can “live with” the decision taken or endorsed and no one is absolutely opposed to it.

AUTHORITY and MANDATE

The Tri-Council and the CAO Secretariat derive their authority from the Councils of the Town of High Level, the Town of Rainbow Lake and the Specialized Municipality of Mackenzie County.

The Tri-Council is not empowered to enact bylaws or otherwise encroach upon the bylaw making powers of the Towns or the County.

The authority and responsibility vested in the Tri-Council is a collective authority and responsibility; individual members of the Tri-Council have no specific authority in their own right.

FIDUCIARY DUTY

When convened as the Tri-Council or the CAO Secretariat respectively, the members of those two bodies have a fiduciary duty to the Mackenzie Region as a whole and must carry out their duties in the best interests of the Region.

GUIDING PRINCIPLES

To the extent possible, the Tri-Council and the CAO Secretariat and how they carry out their functions, should mirror a well-functioning municipality and reflect best practices in municipal governance and operations. In this, the Tri-Council equates to the Council, the CAO Secretariat to the CAO.

The business of the Tri-Council will normally be done in open session. The Tri-Council may go *in camera* under the same circumstances specified for municipalities in the Municipal Government Act (MGA).

GOOD FAITH and BEST EFFORTS

Members of the Tri-Council and the Municipalities represented on the Tri-Council will at all times act in good faith and make best efforts to ensure that the Tri-Council, the CAO Secretariat

and any committees and/or working groups established by them, are effective and contribute to positive inter-municipal relationships.

ROLES and RESPONSIBILITIES

Tri-Council. Acting collectively, the Tri-Council will lead the Mackenzie Region with the aim of positioning it for growth, balancing economic prosperity and social and environmental responsibility and in so doing, ensuring a range of opportunities for its residents. Using a policy-based governance model, it will provide strategic direction to the CAO Secretariat. As required, it will provide a policy framework in support of regional initiatives.

CAO Secretariat. Acting collectively, the CAO Secretariat is responsible for implementing the strategic regional direction provided by the Tri-Council. It is the principal advisor to the Tri-Council and will provide it with policy advice as required. It will coordinate the agendas for meetings of the Tri-Council and ensure that records of its deliberations are kept. The CAO Secretariat has primary responsibility for regional issues management on behalf of the Tri-Council.

QUORUM

Tri-Council. Quorum for the Tri-Council will be achieved when four (4) elected officials from the Town of High Level, three (3) from the Town of Rainbow Lake and seven (7) from Mackenzie County are in attendance. The quorum for Mackenzie County recognizes that the Ministerial Order that established the County requires that a 2/3 majority be achieved for certain issues.

CAO Secretariat. Quorum for the CAO Secretariat will be achieved when any two of the CAOs or their designates are in attendance.

Right to Waive. The Towns and County respectively have the right to waive their requirement for quorum. A waiving of this right is to be declared as the first order of business at a meeting so that it can be recorded in the Minutes and any subsequent business conducted can be demonstrated to be legitimate.

Notice. When a Council is aware that it will not have quorum for a meeting of the Tri-Council, it will make best efforts to notify the other Councils of that fact and its intentions.

DECISIONS

Decisions Are Binding. Decisions of the Tri-Council shall be binding on each of the Town of High Level, the Town of Rainbow Lake and Mackenzie County individually and collectively.

DECISION-MAKING

Consensus Model. Decision-making will be based on consensus. Consensus will have been achieved when the members of the Tri-Council in attendance at a meeting can “live with” the result and no one is absolutely opposed to it. If consensus is not achieved, it is incumbent upon the Tri-Council supported by the CAO Secretariat to work through the issue until consensus can be achieved. This will ensure that issues before the Tri-Council are not only dealt with but dealt with in a way that is based on trust and a respect for the autonomy and right of self-determination of the Towns and the County. The intent is to ensure that decision-making by the Tri-Council does not create “winners and losers” but rather is based on a philosophy of mutual benefit.

Acting Reasonably. All parties are expected to act reasonably and actively try to achieve consensus.

No Veto. It is not intended that the consensus model provide any party with a veto.

Consensus of Councils. To the extent possible, all parties, acting reasonably, will work to achieve consensus. If however, consensus cannot be achieved by the next regular meeting of the Tri-Council after the meeting at which consensus of the individual members was not achieved, then a consensus of the Councils, as opposed to individual members, will be sought.

Breaking a Deadlock. If neither a consensus of individual members nor of Councils can be achieved by the next regular meeting of the Tri-Council after the meeting at which a consensus of Councils was not achieved, then the Dispute Resolution provisions of this Protocol will be triggered.

Timeliness. Notwithstanding the intent of these provisions, should the timelines contemplated under them not be possible because of an urgency to resolve the issue, then, at the discretion of the members, the matter may be decided by a process to be determined by them on a case by case basis.

No Abstention. No individual or Council may abstain from participation.

Once a Decision is Made. Once the Tri-Council has made a decision, the decision is deemed to be owned by all of its members as individuals and Councils. An opportunity for discussion and debate will be provided prior to the decision point but once a decision is made, members of the Tri-Council are expected to be unified in their response to it.

DISPUTE RESOLUTION

Applicability. Notwithstanding the provisions intended to ensure good decision-making, any of the three Councils may, at any time, request that a dispute or disagreement be submitted to a dispute resolution process.

Good Faith. Such a request must be made in good faith with the aim of bringing an issue to a mutually beneficial conclusion and not be misused as a delaying tactic.

Making a Request. A request for dispute resolution may be made either at a meeting of the Tri-Council or in writing to the three Councils. Such a request must outline the issue to be resolved and the rationale for submitting it to dispute resolution as opposed to dealing with it through the decision-making provisions of this Protocol.

AB Municipal Affairs Municipal Dispute Resolution Services (MDRS). To balance the need for timeliness, sensitivity to the realities of the Mackenzie Region and the inter-municipal relationships that underpin it, and cost, upon receiving a request for dispute resolution, the Chair or his/her designate, will seek the assistance of the AB Municipal Affairs Municipal Dispute Resolution Services.

Dispute Resolution Process. The process to be used in reaching a mutually beneficial resolution to an issue for which dispute resolution has been requested, will be determined as a first step with the assistance of the AB Municipal Affairs Dispute Resolution Services.

SPEAKING ON BEHALF of the TRI-COUNCIL

Mayors and Reeve. The Chief Elected Officials of the Towns and the County are the primary spokespersons on behalf of Tri-Council. They are authorized to speak on all aspects of Tri-Council and the issues with which it deals. They will normally consult and coordinate with each other before speaking on behalf of Tri-Council.

Councillors. The Councillor members of Tri-Council will not speak on behalf of the Tri-Council unless authorized so to do on a specific issue or as part of a broader communication or public engagement initiative.

MEETINGS

Frequency. The Tri-Council will meet as required but no less frequently than once per calendar quarter (three months). The CAO Secretariat will meet as required but no less than once per month. Meetings of the CAO Secretariat can be by teleconference.

Regular Meetings. Unless specified, regular meetings of the Tri-Council will be held on the first Wednesday of the month designated for a Tri-Council meeting commencing at 6:00 PM. Meetings will normally be held in the Town of High Level.

Special Meetings. Special Meetings of the Tri-Council may be convened under exceptional circumstances. Only the Councils of the Towns and County and the CAO Secretariat can request that a Special Meeting be convened. Such a request must be made to the Chair and specify the proposed subject matter, why the meeting is necessary and why dealing with the proposed subject matter cannot wait until the next regularly scheduled meeting of the Tri-Council. Any request for a Special Meeting must be made a minimum of three (3) working days before the proposed date of the meeting. Should an issue be of such urgency that it must be dealt with immediately, the Chair, in consultation with the CAO Secretariat will determine how best to handle it.

MEETING CHAIR, COSTS, AGENDA, MINUTES and MEETING RECORDS

Meeting Chair. Meetings of the Tri-Council will be chaired by a Chief Elected Official from one of the Towns or County on a rotational basis.

Meeting Costs. Costs associated with meetings of the Tri-Council and the CAO Secretariat will be the responsibility of each of the Towns and County respectively except that:

- Meeting space costs will be split equally among them; and
- Meal and/or refreshment costs will be split proportionately based on the number of attendees present from each entity.

Agenda. The CAO Secretariat is responsible for coordinating Tri-Council Meeting Agendas and any supporting materials so that they can be distributed at least five (5) working days prior to each meeting. Meeting Agendas are to be reviewed by the Chief Elected Officials of each of the Tri-Council partners prior to publication. The Towns and County on a rotational basis, are responsible for promulgating meeting agendas and supporting materials.

Minutes, Meeting Records and Files. The Towns and County on a rotational basis, are responsible for taking the Minutes of the Tri-Council Meetings. Tri-Council Meeting Records and the master files related to the Tri-Council and CAO Secretariat will be maintained by the County on behalf of the three municipal partners.

Requests for Decision/Ratification/Endorsement. Requests for Decision, Ratification or Endorsement will be in writing.

INFORMATION FLOW

Information is an important commodity with both operational and political dimensions. It is therefore important that in the multi-jurisdictional, geographically dispersed and multi-element environment that characterizes the Mackenzie Region, appropriate information be shared accurately, transparently and consistently. As a principle, to the extent possible, the same information will be provided at the same time to members of the Tri-Council.

The CAO Secretariat is responsible to ensure that information flows to and from the Tri-Council.

Members of the Tri-Council will not normally communicate directly with the Administrations of the partner municipalities. Similarly, members of the Administrations of the partner municipalities will not normally communicate directly with members of the Tri-Council.

COMMITTEES and WORKING GROUPS

The Tri-Council and/or the CAO Secretariat may establish committees and/or working groups as they may deem appropriate.

Authority. Committees and working groups established by the Tri-Council and/or CAO Secretariat will be advisory in nature and not have decision-making authority. They will advise and make recommendations in accordance with the Terms of Reference governing them.

Terms of Reference. Every committee and working group established by either the Tri-Council or CAO Secretariat will be governed by Terms of Reference that, as a minimum, specify the following:

- Committee/Working Group Title;
- Purpose;
- Duration;
- Composition;
- Mandate and Limitations; and
- Reporting Expectations:
 - To whom,
 - Frequency,
 - Format; and
- Administrative Support and Funding.

AMENDMENTS

Amendments to this Protocol require a consensus of the three participating Councils as opposed to a consensus of the individual Tri-Council members. This recognizes that the Tri-Council, the CAOs Secretariat and by extension the guidance reflected in this Protocol, derive their authority from the Councils of each of the Town of High Level, the Town of Rainbow Lake and Mackenzie County respectively.

ATTACHMENTS:

Annex A – Tri-Council Code of Conduct

IN WITNESS WHEREOF the Signatories have hereunto executed this Protocol under their respective corporate seals and by the hands of their proper officers duly authorized in that regard.

Signed this 13 day of June, 2013 in High Level, Alberta.

Mackenzie Region
Tri-Council and CAO Secretariat Governance Protocol
Prepared by Bill Sutherland, Strategic Governance Advisor

TOWN OF HIGH LEVEL

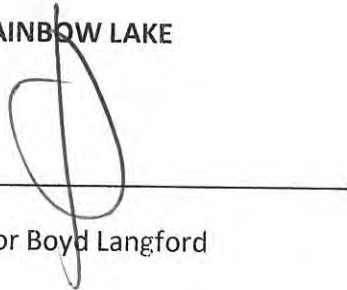
per: 

Mayor Peter Ernst

per: 

CAO Dean Krause

TOWN of RAINBOW LAKE

per: 

Mayor Boyd Langford


per: 

CAO Dan Fletcher

MACKENZIE COUNTY

per: 

Reeve Bill Neufeld

per: 

CAO Joulia Whittleton

TRI-COUNCIL CODE of CONDUCT

PURPOSE

The purpose of this Code of Conduct is:

- To affirm the Tri-Council's commitment to good governance practices in support of open, transparent and effective democracy;
- To preserve the integrity of the Tri-Council, the CAO Secretariat and the Administration(s);
- To provide guidance to Tri-Council to insure that each member of the Tri-Council is afforded reasonable and fair treatment; and
- To assist Tri-Council members in avoiding problems related to role clarity and behaviour.

GUIDING PRINCIPLE

Tri-Council as a whole and each member of Tri-Council individually recognize that their overarching responsibility is to act in the best interests of the Region as a whole.

RELATIONSHIPS to TRI-COUNCIL MEMBERS, the CAO SECRETARIAT, the ADMINISTRATION(S) and MEMBERS of the PUBLIC

Each member of Tri-Council shall ensure that their behaviour towards other members of Tri-Council, the CAO Secretariat, the Administration(s) and representatives of the public before, during or following a meeting or hearing is at all times:

- Courteous, professional, fair and unbiased;
- Contributes to the preservation of orderly decorum and the effectiveness of the meeting or hearing;
- Avoids sarcasm, derogatory comments or questions or comments that are meant to embarrass;
- Contributes to the creation of a respectful workplace; and
- Is respectful of the decisions of Tri-Council as a whole.

OPENNESS and TRANSPARENCY

To ensure to a robust democratic legitimacy and to enhance the public's confidence in their democratic institutions, Tri-Council commits to conduct its business openly and transparently.

AUTHORITY and POWERS

Tri-Council and each member of Tri-Council will respect the authority that confers upon the Tri-Council as a whole the ability to make decisions that guide the actions of the CAO Secretariat and through it, the Administration(s). This authority is vested in the Tri-Council when it is convened as a body at a duly constituted meeting. Tri-Council members will therefore refrain from attempting to guide or influence individual members of staff(s).

PUBLIC STATEMENTS

Tri-Council members are not restricted in any public statement that they choose to make but as a member of Tri-Council, they are expected to:

- Support the respective roles of the Tri-Council, the CAO Secretariat and the Administrations;
- Support the current policies of the Tri-Council; and
- Support the decisions of Tri-Council.

CONFIDENTIALITY

Each member of Tri-Council shall keep confidential any matters presented to Tri-Council in confidence or dealt with during an in camera meeting of the Tri-Council.

COMMITMENT TO GOOD GOVERNANCE

In fulfilling its commitment to effective and appropriate policy-based governance, the Tri-Council will establish strategic direction for the Region and ensure that there is a strategic plan that provides appropriate guidance to the CAO Secretariat for the development of implementation plans over which the CAO Secretariat will have sole authority provided that they are in keeping with the context and spirit of Tri-Council's strategic direction.

Each member of Tri-Council shall give priority to the meetings of Tri-Council and ensure that distractions are eliminated so that they can focus on the business of the Tri-Council.

Tri-Council shall be responsible for policy development with the advice of the CAO Secretariat and the CAO Secretariat shall be responsible for policy implementation with the advice of Tri-Council.

It is expected that Councillors will come prepared to make informed decisions on the issues placed before them as a Tri-Council.

It is further expected that members of Tri-Council will actively participate in debate and the decision-making process.

Once a decision has been made by Tri-Council as a whole however, that decision is owned by all members of the Tri-Council.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	Provincial Capital Projects Request

BACKGROUND / PROPOSAL:

See attached email from MLA Debbie Jabbour’s office requesting information regarding potential capital projects that would be “crucial provincial projects that support key social programs and services, economic development, and environmental impact”.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

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

From: Peace River
To: [Council: Carol Gabriel](#)
Subject: Provincial Capital Projects Ideas Request
Date: December 22, 2017 4:13:17 PM

Good afternoon Council,

The provincial government has reached out to MLA Jabbour for information regarding potential capital projects. They are hoping to identify “crucial provincial projects that support key social programs and services, economic development, and environmental impact.” In particular, they are hoping to find high impact projects that could be started quickly once the budget has been approved.

I know there have been a variety of capital projects that you have brought to MLA Jabbour’s attention in the past. This would be a good opportunity to bring them up again, as well as any new possibilities.

Thank you,

Merry Christmas, and Happy New Years

Evan Gardner - Peace River Constituency – High Level office
Constituency Assistant to Honourable Debbie Jabbour Deputy Speaker

#2, 9808 – 99 St | PO Box 1228 | High Level, AB | T0H 1Z0 | 780-821-1990



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	La Crete Recreation Board – 2017 Capital Projects Request

BACKGROUND / PROPOSAL:

Attached is a request from the La Crete Recreation Board for Council’s consideration.

OPTIONS & BENEFITS:

The following are possible options:

1. To transfer \$2,100 from Curling Rink Lights Project (#6-71-38) to the Natural Gas, Hot water Tank, 4 new baseboards Project (#6-71-36)
2. Make the above motion and defeat the motion.

COSTS & SOURCE OF FUNDING:

There is \$2,100 remaining in the Curling Rink Lights Project (#6-71-38). If Council approves the request then it is recommended that \$2,100 be transferred so that this reserve account balance is reduced to zero. Both of the mentioned reserves have been carried forward to 2018.

SUSTAINABILITY PLAN:

COMMUNICATION:

Council’s decision will be communicated to the La Crete Recreation Board.

Author: Doug Munn **Reviewed by:** _____ **CAO:** _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the budget be amended to transfer \$2,100 from the Curling Rink Lights Project (#6-71-38) to the Natural Gas, Hot water Tank, 4 New Baseboards Project (#6-71-36) as requested by the La Crete Recreation Board.

Author: Karen Huff **Reviewed by:** _____ **CAO:** _____

Northern Lights Recreation Centre

Northern Lights Recreation Centre

Box 29

La Crete AB

T0H 2H0

780-926-0503

arenam@telus.net

To Reeve and Council;

I would like to make a request to transfer the remainder of the Curling Rink light project to the Blumenort Natural Gas and heater project. The Blumenort project has a cost overrun of \$2000.00. I had under estimated the cost of installing the new heaters and the new hot water tank. There was also a bit of a communication error between myself and the contractor.

Philip Doerksen

Arena Manager.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	2017 Campground Caretakers bonus

BACKGROUND / PROPOSAL:

Attached is a copy of Hutch Lake, Machesis Lake, and Wadlin Lake campground revenue reports, and caretaker evaluations for review during the 2017 camping year.

The caretaker contracts state the following:

B. MACKENZIE COUNTY SHALL:

- III. *Upon a successful year end evaluation by the Director of Community Services and Operations, and a positive recommendation by the Community Services Committee, a 25% bonus of the total revenue will be paid to the Contractor (Bonus maximum \$8,000). A successful yearend will be determined on the basis of customer and County satisfaction as well as meeting and/or exceeding the terms of this contract. (Refer to Mackenzie Country Policy COM001)*

Campground evaluations and Mackenzie County Policy # COM001 is attached for review. (Note* No evaluations were received for Wadlin Lake Campground).

The 2017 Campground Bonus request was presented to the Community Services Committee Meeting on December 18, 2017 where they made the following motion:

MOTION CS-18-12-103

MOVED by Councillor Wardley

That the Community Services Committee recommends to Council to approve the 2017 Campground Caretakers bonus amounts.

Author: L. L Reviewed by: _____ CAO: _____

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

<u>Caretaker Evaluation %</u>	<u>Year end Revenue</u>	<u>Total Bonus Amount</u>
78% Hutch Lake	revenue \$19,242.15	@ 13% Bonus \$2,501.48
91% Machesis Lake	revenue \$4,460.00	@ 25% Bonus \$1,115.00
97% Wadlin Lake	revenue \$70,418.00	@ 25% Bonus (\$17,604.50) \$8,000 as per policy, max paid out

Source of Funding:

2017 Operating budget

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the 2017 Campground Caretaker bonus be approved as recommended.

Author: L.L. Reviewed by: _____ CAO: _____

Mackenzie County

Title	Parks Caretaker Bonus Policy	Policy No:	COM001
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Legislation Reference	Municipal Government Act, Section 18
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Purpose

To establish procedures for applying a bonus to the County's park caretakers for exceptional work completed throughout a season.

POLICY STATEMENT AND GUIDELINES

1. Definitions:

For the purpose of this Policy terms shall be defined as follows:

- a) A **Caretaker** is a contract operator at a Mackenzie County park.
- b) **Caretaker Evaluation Form** is a form created by the County to evaluate the performance of a parks caretaker. The form will be completed by a County representative. The form is attached in Appendix "A".
- c) **County Park** refers to a campground facility within Mackenzie County boundaries. The County presently has three campgrounds with caretakers which are: Wadlin Lake, Hutch Lake and Machesis Lake.
- d) **Bonus** – a full bonus will be 25% of all the fees collected at the County Park up to a maximum of \$8,000 (maximum applies to all contracts entered into after January 1, 2015).
- e) **Community Services Committee** is a group of Councillors selected to represent Council as per their terms of reference.

2. Bonus Structure:

- a) The County administration will complete the caretaker's evaluation form regularly throughout the operating months to determine the quality of the caretaker's performance in relation to their duties.
- b) At the end of the season the County's administration will compile all the results from the evaluation forms and generate a summary sheet with an overall grading mark.

- c) Administration will recommend to the Community Services Committee the proposed bonus based on the grading mark as follows:
 - 90% or above will receive full bonus
 - Each percentage below 90% receives 1% less of the bonus

- d) The Community Services Committee will receive administration recommendations on caretaker's bonus and review any additional information to determine the amount of bonus each park caretaker will receive.

3. Administrative Responsibility :

Chief Administrative Officer or designate is responsible for compliance with this policy.

	Date	Resolution Number
Approved	24-Apr-13	13-04-259
Amended	13-Jan-15	15-01-021
Amended		

Machesis Lake Campground Evaluation

DATE OF INSPECTION	2017-May-13		2017-June-15		2017-June-30		2017-July-14		2017-July-28		2017-Aug-15		2017-Aug-30		2017-Sept-30	
AREAS EVALUATED	Maintenance Done by County before caretaker's first evaluation.															
Ground Up Keep	24	40	35	40	36	40	35	40	36	40	36	40	36	40	36	40
Garbage	6	10	8	10	9	10	9	10	9	10	9	10	9	10	9	10
Toilets	6	10	9	10	10	10	9	10	9	10	9	10	9	10	9	10
Fish Cleaning Station	6	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10
Shelters	6	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10
Firewood/Bins	6	10	8	10	10	10	9	10	9	10	9	10	9	10	9	10
Dock/Marina	6	10	8	10	9	10	9	10	9	10	9	10	9	10	9	10
Volleyball Court																
Playground	6	10	8	10	9	10	9	10	9	10	9	10	9	10	9	10
Vacant Campsites	12	20	18	20	18	20	18	20	18	20	18	20	18	20	18	20
Beaches							9	10	9	10	9		9			
Administration	10	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10
Evaluation Rate			121	140	128	140	134	150	135	150	135	140	135	140	126	140
Total rate per evaluation			86.43%		91.43%		89.33%		90.00%		96.43%		96.43%		90.00%	
TOTAL GRADE	914	1000	91.40%													

2017-May-30 County was taking care of everything until new caretake starts on June 1, 2017

2017-June-30 Very clean, well done.

2017 July 14 Very Nice and Clean

2017 July 28 Very Nice and Clean

2017 Aug 15 Very Nice and Clean

2017 Aug 30 Very Nice and Clean

Hutch Lake Campground Evaluation

DATE OF INSPECTION	2017-May-13		2017-May-30		2017-June-15		2017-June-30		2017-July-14		2017-July-28		2017-Aug-14		2017-Aug-31		2017-Sept-			
AREAS EVALUATED	Maintenance Done by County before caretaker's first evaluation.																			
Ground Up Keep	24	40	29	40	32	40	32	40	32	40	34	40	32	40	36	40	30	40		
Garbage	6	10	8	10	7	10	8	10	8	10	8	10	9	10	9	10	8	10		
Toilets	6	10	8	10	7	10	8	10	8	10	8	10	8	10	9	10	8	10		
Fish Cleaning Station	6	10	9	10	9	10	8	10	9	10	9	10	8	10	9	10	8	10		
Shelters	6	10	9	10	9	10	9	10	9	10	8	10	8	10	9	10	8	10		
Firewood/Bins	6	10	8	10	8	10	8	10	8	10	8	10	8	10	9	10	8	10		
Dock/Marina	6	10	9	10	9	10	9	10	9	10	8	10	9	10	9	10	8	10		
Volleyball Court	6	10	9	10	9	10	9	10	9	10	9	10	9	10	9	10	8	10		
Playground	6	10	8	10	9	10	8	10	8	10	8	10	8	10	9	10	8	10		
Vacant Campsites	12	20	16	20	16	20	17	20	16	20	16	20	16	20	18	20	16	20		
Beaches	6	10	9	10	9	10	8	10	8	10	9	10	8	10	9	10	8	10		
Administration		10	1	10	1	10	1	10	1	10	1	10	1	10	1	10	1	10		
Evalaution Rate			123	160	125	160	125	160	125	160	126	160	124	160	136	160	119	160		
Total rate per evaluation			76.88%		78.13%		78.13%		78.13%		78.75%		77.50%		85.00%		74.38%			
TOTAL GRADE	1003	1280	78.36%																	

- 2017-June-30 GARBAGE - few pieces around the garbage bin at day use.
- 2017-June-30 PLAYGROUND - could be tilled
- 2017- July 14 GARBAGE around bin
- 2017 July 14 Little bit of garbage around TOILET
- 2017-July 28 GARBAGE bin at dayuse overfilled
- 2017-Aug 14 Some debri around FISH BIN

Wadlin Lake Campground Evaluation

DATE OF INSPECTION	2017-May-13									
AREAS EVALUATED	Maintenance Done by County before caretaker's first evaluation.									
Ground Up Keep	40	40		40		40		40		40
Garbage	10	10		10		10		10		10
Toilets	10	10		10		10		10		10
Fish Cleaning Station	10	10		10		10		10		10
Shelters	10	10		10		10		10		10
Firewood/Bins	10	10		10		10		10		10
Dock/Marina	10	10		10		10		10		10
Volleyball Court	10	10		10		10		10		10
Playground	10	10		10		10		10		10
Vacant Campsites	8	10		10		10		10		10
Beaches	10	10		10		10		10		10
Administration	10	10		10		10		10		10
Evaluation Rate	157	160		160		160		160		160
Total rate per evaluation			97.00%		97.00%		97.00%		97.00%	
TOTAL GRADE			97.00%							



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2018
Presented By:	Karen Huff, Director of Finance
Title:	Rescind Policy FIN002 Accounts Receivable Collection and Amend Policy FIN011 Utility Collection

BACKGROUND / PROPOSAL:

At the September 14, 2017 Finance Committee meeting, Policies FIN002 Accounts Receivable Collection and Policy FIN011 Utility Collection were reviewed and the following motion was made:

MOTION FC-17-09-106 MOVED by Deputy Reeve Wardley

That administration combine FIN002 Accounts Receivable Collection and FIN011 Utility Collection and bring the recommend Policy to the next Council Meeting for approval.

CARRIED

Administration brought the combined Policy FIN011 to the December 13, 2017 Finance Committee meeting to ensure the recommended changes have been captured. The following motions were made:

MOTION FC-17-12-149 MOVED by Deputy Reeve Wardley

That the Finance Committee recommends to Council that Policy FIN002 Accounts Receivable Collection be rescinded.

CARRIED

MOTION FC-17-12-150 MOVED by Councillor Knelsen

That the Finance Committee recommends to Council that Policy FIN011 Utility Collection be amended as discussed.

CARRIED

Author: J.V. Batt **Reviewed by:** Karen Huff **CAO:** _____

Policy FIN002 Accounts Receivable Collection and amended Policy FIN011 Utility Collection are attached for review.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That Policy FIN002 Accounts Receivable Collection be rescinded.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That Policy FIN011 Accounts Receivable/Utility Collection be approved as presented.

Author: J.V. Batt **Review Date:** Karen Huff **CAO** _____

Municipal District of Mackenzie No. 23

Title	ACCOUNTS RECEIVABLE COLLECTION	Policy No:	FIN002
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Legislation Reference	Municipal Government Act, Section 208 1(g) and 209
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Purpose
 To promote and encourage the timely payment of receivable accounts, and pursue delinquent accounts in a prudent and diligent manner.

Policy Statement and Guidelines

1. An interest penalty of 1.5% per month shall be added to the account after 30 days.
2. When an account remains unpaid after 60 days, telephone contact shall be made and/or a letter inquiring/requesting prompt payment is written. An option shall be given to enter into an arrears payment plan; arrears shall be paid within one year.
3. After an account is overdue for 90 days a letter shall be written indicating which of the following action(s) will be undertaken if the outstanding account is not paid within 30 days:
 - a) an option be given to enter into an arrears payment plan; arrears shall be paid within one year.
 - b) court action;
 - c) distress and sale of goods and chattels;
 - d) account will be referred to a collection agency;
 - e) when an amount outstanding in question is receivable from an individual or a firm that is a property owner within the Municipality, the amounts outstanding may be charged against the land, as taxes due, as per MGA;
 - f) recommended monthly transfers to taxes or collections be brought forward for review and approval by Finance Committee.
4. Any accounts not paid within the 30 day period shall be acted upon in the manner specified in sections 1, 2 and 3.

	Date	Resolution Number
Approved	Oct 14/98	98-312
Amended	Sept 12/06	06-628
Amended	Sept 27/06	06-662

Chief Administrative Officer

Chief Elected Official

Mackenzie County

Title	ACCOUNTS RECEIVABLE / UTILITY COLLECTION	Policy No.	FIN011
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Legislation Reference	Municipal Government Act, Division 3
Legislation Reference	Municipal Government Act, Section 208 1(g) and 209

Purpose

~~To ensure that all collections are dealt with in a systematic manner.~~

To promote and encourage the timely payment of all receivable accounts, and to pursue delinquent accounts in a prudent and diligent manner.

POLICY STATEMENT AND GUIDELINES

OBJECTIVES

To provide policy guidance for the collection of payments for all receivable utility accounts including water, sewer, ~~and~~ waste collection services, fire services, and any other fees as per the Fee Schedule Bylaw. ~~where provided.~~

To impose a consistent and effective method of collection action for ratepayers who fail to pay their utility and receivable accounts.

All accounts with a balance outstanding after 30 days will be subject to a penalty of 2% per month.

PROCEDURE

Accounts Receivable

On a weekly basis, receivable invoices shall be generated. The Utilities/Accounts Receivable clerk shall take every step to ensure that these billings are accurate.

The Utilities/Accounts Receivable clerk shall ensure that the invoice is as per the Fee Schedule Bylaw, and approved by designated signing officers.

All invoices generated that have 3rd party charges shall include the back up for the charges stated.

Utility Accounts

On a monthly basis, utility invoices shall be generated. The Utilities/Accounts Receivable clerk shall take every step to ensure that these billings are accurate.

All connection and disconnection notices, as provided by the field staff and/or requests from the customers, shall be reflected in the billings. Upon receipt of a disconnection notice and/or a new connection from a customer, the Utilities/Accounts Receivable clerk shall make adjustments to reflect the change in status, then prepare a statement of account for the user advising of the account balance and requesting a payment in conjunction with the monthly billing.

At the close of each month and with the reconciliation of the utility subledger, as directed by the ~~Director of Corporate Services (DCS)~~ Finance Controller (FC), the Utilities/Accounts Receivable clerk shall review the aged analysis report and identify those accounts that ~~are in arrears~~ have a balance owing from the statement date of the invoice and proceed as follows:

Metered Users

Arrears period	Action
Over 30 days in arrears outstanding from invoice date	Send a past due first notice (Schedule A) advising customer of his/hers arrears outstanding balance.
Over 60 45 days in arrears outstanding from invoice date	Send a past due second notice (Schedule A) within the first week of a month advising that if the account is not paid in full by the last date of the month (by 90 60th day-of arrears outstanding), all utilities may be disconnected or discontinued.
Over 90 60 days in arrears outstanding from invoice date	<p>Advise DCS FC of the balance outstanding arrears of over 90 60 days. Prepare and send a registered past due final notice (Schedule B) within the first week of a month signed by DCS FC allowing 14 calendar days to pay.</p> <p>Send a Door Tag request (Schedule C) to the applicable Water Treatment Plant to the attention of the Utilities Officers for distribution to the affected properties.</p> <p>After 60 days outstanding, the account deposit shall be applied against the utility account for payment. A new deposit as per the Fee Schedule Bylaw shall be required prior to reconnecting once account is paid in full.</p>

<p>Over 104 74 days in arrears outstanding from invoice date</p>	<p>A list outlining all arrears accounts with a balance outstanding over 104 74 days shall, along with completed Disconnection Authorization Forms (Schedule D) for each account, be submitted to Chief Administrative Officer (CAO) and/or Designated Officer within fourth week of a month for approval to disconnect.</p> <p>Utilities/Accounts Receivable clerk shall submit the Disconnection Authorization Forms signed by CAO and/or Designated Officer to the Utilities Officer. Outstanding amounts for accounts in arrears over 104 days may be transferred to taxes at the approval of the CAO.</p> <p>Utilities Officer must disconnect the utility within 24 hours of receiving the Disconnection Authorization.*</p>
<p>Over 365 days in arrears outstanding from invoice date</p>	<p>Administration may at the approval of the CAO write off unrecoverable amounts outstanding on accounts of less than \$250.00 in excess of 365 days for those accounts that cannot be transferred to taxes. A list of all accounts written off shall be presented to the Finance Committee at the first meeting following such write-offs.</p>

*Disconnections during winter – if Utilities Officer has reasons to believe that the disconnection may create technical difficulties, the Utilities Officer shall notify CAO and/or Designated Officer in writing within 24 hours of receiving the Disconnection Authorization.

Utility deposits may be transferable.

Utility deposits received, shall be returned to renters that have been in good standing for a period of one year, or upon cancellation of utilities by the customer.

Cardlock Users

All water cards ~~accounts~~ with the ~~accounts-in-arrears~~ outstanding balance past ~~30 (thirty)~~ 60 (sixty) days shall be deactivated.

After 60 days outstanding, the deposit will be applied against the water card account for payment, and will require a new deposit as per the Fee Schedule Bylaw, prior to reconnecting once account is paid in full.

No card shall be reconnected until a payment ~~is in full is received~~ for the outstanding amount in full.

Reconnections

No reconnection or resumption of service shall be made until a payment for the full outstanding amount is made plus the applicable reconnection fee as established by the County's Water & Sewer Services Bylaw and/or Fee Schedule Bylaw.

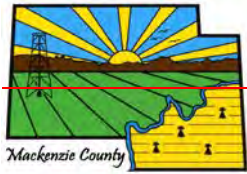
Utilities/Accounts Receivable clerk shall complete and submit a Reconnect Authorization ~~(Schedule E)~~ to the applicable Water Treatment Plant to the attention of a Utilities Officer.

Administrative Responsibilities

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

	Date	Resolution Number
Approved	1998-10-14	98-312
Amended	2011-11-08	11-11-908
Amended	2013-01-15	13-01-032
Amended	2014-10-14	14-10-676
Amended	2015-08-11	15-08-546
Amended		

**Schedule A
Past Due Notice**



Mackenzie County
PO Box 640, Fort Vermilion, AB T0H 1N0
Phone: (780) 927-3718 Fax: (780) 927-4266
Toll Free: 1-877-927-0677 Email: office@mackenziecounty.com

Date _____ **Past Due Notice**

Name
Address

Dear <Name>,

Re: <Utility Account>
<Service Address: <Street Name/Number>
<Outstanding Amount: <\$\$\$>

~~This letter is to advise that your utilities account has been in arrears for more than XX days.~~

~~If your account balance of \$_____ is not paid in full by 4:30 p.m. by the last working day of this month, your utilities services may be disconnected. Once disconnected, the services will not be reconnected until the full amount outstanding plus all applicable reconnection fees on your account are paid.~~

~~We appreciate receiving your payment to avoid further action and/or collection proceedings. If you have paid the outstanding balance, please disregard this letter.~~

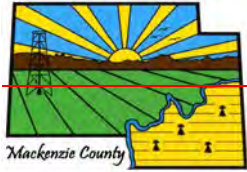
~~If you have questions, please contact _____, Utilities Clerk at (780) 927-3718 at the County's Fort Vermilion Office.~~

Regards,

Utilities Clerk

Cc: _____, Director of Corporate Services
_____, Finance Controller

**Schedule B
Past Due Final Notice**



Mackenzie County
PO Box 640, Fort Vermilion, AB T0H 1N0
Phone: (780) 927-3718 Fax: (780) 927-4266
Toll Free: 1-877-927-0677 Email: office@mackenziecounty.com

Date

Name _____ **Past Due Final Notice**
Address _____

Dear <Name>,

Re: <Utility Account>
_____ Service Address: <Street Name/Number>
_____ Outstanding Amount: <\$\$\$>

~~This letter is to advise that your utilities account has been in arrears for more than 90 days.~~

~~You have been put on notice that if your account balance of \$_____ is not paid in full by 4:30 p.m. by the 14th of this month, your utilities services will be disconnected without further notice and the total amount outstanding may be transferred to your taxes. Once disconnected, the services will not be reconnected until the full amount outstanding plus all applicable reconnection fees on your account are paid.~~

~~If you have paid the outstanding balance, please notify the undersigned immediately upon receiving this notice.~~

~~If you have questions, please contact _____, Utilities Clerk at (780) 927-3718 at the County's Fort Vermilion Office.~~

Regards,

Utilities Clerk

Cc: _____, Director of Corporate Services
_____, Finance Controller

Schedule G

Door Tag Request

Date _____

Utility Account# _____

Name _____

Street Address _____

Stall/Unit _____ Lot _____ Block _____ Plan _____

For Utilities Clerk Use Only

Date of Payment Made in Full _____

For Utilities Officer Use Only

Meter Identification # _____ IMT _____

Date Door Tag Hung _____

Comments/Concerns _____

Utilities Officer's Signature _____

Date Faxed/Sent to Utilities Clerk _____

Schedule D

Disconnect Authorization

Date _____ Utility Account# _____

Customer ID _____

Name _____

Street Address _____

Stall/Unit _____ Lot _____ Block _____ Plan _____

CAO Signature _____

(by signing, CAO authorizes a Utilities Officer to disconnect the utility services to the above mentioned account)

For Utilities Clerk Use Only

Date of Payment Made in Full _____

For Utilities Officer Use Only

Meter Identification # _____ IMT _____

Meter Reading _____ Date Disconnect _____

Comments/Concerns _____

Utilities Officer's Signature _____

Date Faxed/Sent to Utilities Clerk _____

Schedule E

Reconnect Authorization

Date _____ Utility Account# _____

Customer ID _____

Name _____

Street Address _____

Stall/Unit _____ Lot _____ Block _____ Plan _____

For Utilities Clerk Use Only

By signing, I verify that the payment on the above account was made in full plus all applicable reconnection fees.

Date of Payment _____ Signature _____

For Utilities Officer Use Only

Meter Identification # _____ IMT _____

Meter Reading _____ Date Reconnect _____

Comments/Concerns _____

Utilities Officer's Signature _____

Date Faxed/Sent to Utilities Clerk _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2018
Presented By:	Karen Huff, Director of Finance
Title:	2018 Operating and Capital Budgets

BACKGROUND / PROPOSAL:

S. 242, MGA states:

1. Each council must adopt an operating budget for each calendar year.
2. A Council may adopt an interim operating budget for part of a calendar year.
3. An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted.

S. 245, MGA states:

Each council must adopt a capital budget for each calendar year.

Council reviewed the 2018 Draft Operating and Capital budgets during the October 30, November 28, December 5, and December 11 meetings.

At the December 11, 2017 budget meeting, Council approved an interim 2018 operating budget in the amount of 50% of the 2017 operating budget.

OPTIONS & BENEFITS:

The 2018 TCA projects and Non-TCA are presented for council's discussion today.

The Draft Budget is based on multiple assumptions, and the municipal tax revenue is calculated using an estimated assessment and the rates as specified in 2017 Tax Rate Bylaw.

Author: Karen Huff **Reviewed by:** _____ **CAO:** Len Racher

COSTS & SOURCE OF FUNDING:

NA

SUSTAINABILITY PLAN:

NA

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2018 Draft Capital Budget be approved as presented.

Author: Karen Huff **Reviewed by:** _____ **CAO:** Len Racher

2018 Budget

January 9, 2018 –Council Meeting

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2018 Draft Operating Budget

REVIEW OF STATEMENT OF OPERATIONS:

Mackenzie County's management team has drafted the 2018 operating budget for Council's consideration, using various assumptions including maintenance of current levels of service (status quo), and recalculation of the water and sewer rate, in order to reach 100% recovery rate of operating expenses excluding TCA amortization and including long-term debt principal and interest payments.

Significant Budget Changes

Revenue

Taxation

2017 Assessment values and 2017 Tax rates were used to estimate Tax Revenue for 2018 as the 2018 values are not available yet. Our assessor, Aaron Steblyck with Compass Assessments, has indicated that he "*would not expect revenue to decrease. At this point it would be reasonable to expect steady revenue from last year*"

Water Sales

Assuming the water and sewer rates remain the same in 2018, the bulk water revenue will increase by \$16,935, and the bulk sewer revenues will increase by \$11,740 from the 2017 budget.

Penalties on Taxes

Penalties on taxes are anticipated to be \$90,000 lower than 2017 budget. According to our current Tax Penalties Bylaw amended in 2013, we have four penalty runs on January 1 (12% penalties), July 1 (6% penalties), September 1 (9% penalties), and November 1 (12% penalties) in a yearly cycle.

Provincial Grants

We do not anticipate a significant change in provincial grants in 2018. Basic Municipal Transportation Grant should remain the same as we received in last year. ASB grant, MSI operating & capital grant, GTF grant, and FCSS grant should also remain unchanged.

No 2018 Capital grant amounts have been released for MSI and GTF, so the budget is currently being developed based on 2017 Capital grant amounts received.

Expenses

Wages and Salaries

Wages and salaries were amended to include the organizational chart changes approved at the October 30, 2017 Budget Council meeting.

It is noted that LAPP rates have decreased, so you will see a decrease in the sum of total benefits mainly due to the LAPP decrease.

WCB

WCB rates are calculated based on percentages of overall annual salary. The 2018 budget reflects an increase in costs, as we did not get the anticipated rate reduction due to the amount of claims in the past 3 years, and with the addition of coverage for Councillors.

Mackenzie County became COR certified in spring 2016 which resulted in a \$8,475 refund and anticipated 2017 refund of \$4,950.

Annually the municipality receives a return on investments along with other eligible Alberta employers and receive a surplus distribution cheque. As of October 24, 2017 there have been no WCB claims to date. As there are no claims to date, we anticipate a higher surplus refund in 2018 for 2017.

The following table shows our return on investments from the past four years.

2016	2015	2014	2013
\$ 0.00	\$24,811.87	\$26,617.99	\$27,946.50
-claims amounts too high to justify surplus payment.			

Advertising

In the 2017 Budget, Council approved an increase of \$13,000 which was not reflected in the October 30, 2017 budget presentation. After the amendment, and administration reviewing each budget line, the increase to the budget line of advertising from 2017 Budget to 2018 Budget is \$3,180.00. This does not take into account the reduction in postage, printing, supplies, and manpower for the production of the County Image.

Engineering and Consulting

Changes in engineering & consulting fees are approximately an increase of \$35,000. The changes within these fees include the following:

<u>Engineering & Consulting</u>	35,000
Roads – Reclamation plan for Meander River gravel pit	35,000

Professional Fees

Overall change in professional fees is approximately a decrease of \$160,000. The major changes within the professional fees include the following items:

<u>Professional fees</u>	(164,000)
Fire – Emergency calls - Town of High Level Mutual Aid reduced	(35,000)
Enforcement – Contracted Peace Officers reduced	(25,000)
Roads – Consulting services reduced	(100,000)
Water – Clearwell Valve Replacements removed	(20,000)
Planning –Economic & Planning Consultant	50,000
Agriculture – Reduction in roadside spraying requirement	(30,000)

Enhanced Policing Fee

The enhanced policing fee for 2018 has been received with an increase of \$12,080 from 2017. The fee includes the following items:

<u>Enhanced policing</u>	312,600
Enhanced policing - La Crete	156,300
School Resource Officer	156,300

Repairs & Maintenance – Bridges

A portion of 2016 & 2017 bridge work has been carried forward to 2018, with a small amount budgeted for 2018 bridge repairs. A decrease of \$48,500 is anticipated in the 2018 bridge maintenance operating budget.

Repairs & Maintenance – Building

Repairs & Maintenance – Building had an increase of \$35,500. Below is a highlight of some of the larger changes:

Repair & Maintenance - Buildings

Administration – Pump replacement removed, Duct cleaned added	(8,000)
Ambulance – Repair & Maintenance/Paint	5,000
Water – Repair water pipe leak	16,000
Water – Metal siding & Door replacement	13,000
Agriculture – Repair cold storage building at MARA	5,000

Fuel

Fuel costs decreased as actuals came in lower than expected. Carbon tax was included in the 2017 fuel budget, and now is being calculated on another line item.

Dust Control

The dust control budget increased by \$405,000 due to oil application for Heliport Road, Blue Hills Road, and 109 Street & 113 Avenue La Crete. The budget for dust control by calcium application did not change from 2017.

Below are the dust control actual costs for 2013-2016 and dust control budget for 2017 and 2018:

Year	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget
Cost	\$458,750	\$698,227	\$568,170	\$596,329	\$660,000	\$1,065,000

Gravel

Our gravel budget consists of two major activities; gravel crushing and regravelling. There is also a non-cash component to the gravel expense which is generally reflected in the annual inventory adjustments.

Regravelling cost per tonne has decreased significantly since 2014. The regravelling cost has more than doubled from the lowest in 2009 to the highest in 2014 in respect to the Zama Access and the County supply gravel.

There were no significant increases in 2018 gravel cost budget, mainly due to the gravel crushing programme being cancelled in 2017, and budgeted for in 2018. Gravel crushing takes place approximately every three years and the decrease in the placement costs for Filtler and North Vermilion, which is being completed by Mackenzie County staff.

Carbon Tax

Carbon Tax was created as a line item to track costs throughout the year. Costs to date in 2017 are \$59,480.

Due to the notification that the Carbon Tax will be increasing January 1st, 2018, this budget was increased by \$37,500 (50%) from the first budget presentation.

Grants to Local governments

The 2018 capital funding request from Town of High Level in the amount of \$209,400 has been received, and reflected in this budget. This cost includes the operating & capital grants to Town of High Level and operating grant for the Town of Rainbow Lake.

Grants to Other Organizations

At the December 11th, 2017 Council meeting, Council approved the 2018 Operating budget for grants to other organizations. These grants included grant payments to Recreational Boards, FCSS, Mackenzie Library Board, and other non-profit organizations. The 2018 budget presented has been updated with approved grant amounts.

Tax Cancellation/Write-Off

2018 tax cancellation/write-off cost will still be a significant amount. The majority of these uncollectable tax revenues are from the properties owned by Winter Petroleum Ltd.

Depreciation

The county's annual depreciation continues to increase. The increase is due to the continued upgrade of facilities and road infrastructures. This trend is expected to continue as the county grows and infrastructure is improved and expanded.

**Mackenzie County
Summary of All Units
November 20, 2017**

	2016 Actual	2017 Actual	2017	2018	2017 Budget vs. 2018 Budget	
	Total	Total	Budget	Budget	Variance \$	Variance %
OPERATING REVENUES						
100-Municipal Taxes	\$25,965,966	\$23,445,938	\$23,611,220	\$23,611,400	\$180	100.00%
101-Lodge Requisition	\$852,724	\$455,387	\$459,580	\$459,700	\$120	100.03%
102-School Requisition	\$6,839,278	\$6,516,249	\$6,520,118	\$6,520,150	\$32	100.00%
124-Frontage	\$120,584	\$103,166	\$103,167	\$103,250	\$83	100.08%
261-Ice Bridge	139,640	130,000	-	-		
420-Sales of goods and services	\$561,317	\$390,640	\$614,685	\$498,400	(\$116,285)	81.08%
421-Sale of water - metered	\$2,973,367	\$2,581,097	\$3,090,054	\$3,122,750	\$32,696	101.06%
422-Sale of water - bulk	\$920,067	\$840,154	\$923,375	\$952,050	\$28,675	103.11%
424-Sale of land	52900	8000	0	0		
510-Penalties on taxes	\$1,453,394	\$1,030,802	\$1,390,000	\$1,300,000	(\$90,000)	93.53%
511-Penalties of AR and utilities	\$53,944	\$47,238	\$45,000	\$65,750	\$20,750	146.11%
520-Licenses and permits	\$41,246	\$46,004	\$34,000	\$39,000	\$5,000	114.71%
521-Offsite levy	0	21850.59	0	0		
522-Municipal reserve revenue	\$81,789	\$69,730	\$30,000	\$60,000	\$30,000	200.00%
525-Subdivision fees	\$122,477	\$28,300	\$35,000	\$35,000	\$0	100.00%
526-Safety code permits	\$249,016	\$229,900	\$225,000	\$225,000	\$0	100.00%
530-Fines	\$34,589	\$20,884	\$50,000	\$50,000	\$0	100.00%
531-Safety code fees	\$9,587	\$9,246	\$9,000	\$9,000	\$0	100.00%
550-Interest revenue	\$525,474	\$443,330	\$350,000	\$500,000	\$150,000	142.86%
551-Market value changes	0	-157879.06	0	0	\$0	
560-Rental and lease revenue	\$114,094	\$117,491	\$108,741	\$85,550	(\$23,191)	78.67%
570-Insurance proceeds	36662.73	3234	0	0		
592-Well drilling revenue	\$34,848	\$0	\$15,000	\$0	(\$15,000)	0.00%
597-Other revenue	\$127,358	\$51,062	\$149,000	\$155,000	\$6,000	104.03%
598-Community aggregate levy	\$45,801	\$0	\$80,000	\$40,000	(\$40,000)	50.00%
630-Sale of non-TCA equipment	\$72,277	\$222,300	\$67,500	\$0	(\$67,500)	0.00%
790-Tradeshaw Revenues	\$36,404	\$23,248	\$25,600	\$30,000	\$4,400	117.19%
840-Provincial grants	\$1,390,555	\$699,221	\$1,214,214	\$1,214,200	(\$14)	100.00%
890-Gain (Loss) Penny Rounding	167.69	-0.02	0	0		
990-Over/under tax collections	0	0	0	0		
TOTAL REVENUE	\$42,855,526	\$37,376,593	\$39,150,254	\$39,076,200	(\$74,054)	99.81%
OPERATING EXPENSES						
110-Wages and salaries	\$6,669,267	\$5,640,256	\$7,317,792	\$7,449,750	\$131,958	101.80%
132-Benefits	\$1,298,355	\$1,203,459	\$1,551,289	\$1,530,550	(\$20,739)	98.66%
136-WCB contributions	\$48,038	\$61,739	\$57,363	\$115,500	\$58,137	201.35%
142-Recruiting	\$16,839	\$19,227	\$15,000	\$15,000	\$0	100.00%
150-Isolation cost	\$73,210	\$78,818	\$86,400	\$100,900	\$14,500	116.78%
151-Honoraria	\$535,071	\$490,994	\$653,600	\$684,200	\$30,600	104.68%
211-Travel and subsistence	\$314,206	\$269,409	\$393,754	\$419,900	\$26,146	106.64%
212-Promotional expense	\$63,370	\$57,541	\$82,500	\$84,000	\$1,500	101.82%
214-Memberships & conference fees	\$105,598	\$99,892	\$152,636	\$157,550	\$4,914	103.22%
215-Freight	\$94,576	\$74,367	\$121,266	\$116,000	(\$5,266)	95.66%
216-Postage	\$46,830	\$47,419	\$43,150	\$46,550	\$3,400	107.88%
217-Telephone	\$114,524	\$95,370	\$135,000	\$124,996	(\$10,004)	92.59%
221-Advertising	\$30,471	\$72,113	\$69,270	\$72,850	\$3,580	105.17%
223-Subscriptions and publications	\$5,904	\$7,136	\$11,984	\$11,650	(\$334)	97.21%
231-Audit fee	\$90,300	\$75,600	\$81,800	\$90,000	\$8,200	110.02%
232-Legal fee	\$113,374	\$100,947	\$70,000	\$85,000	\$15,000	121.43%
233-Engineering consulting	\$75,499	\$47,420	\$133,228	\$169,000	\$35,772	126.85%
235-Professional fee	\$1,614,325	\$1,313,541	\$1,760,554	\$1,596,000	(\$164,554)	90.65%
236-Enhanced policing fee	\$115,450	\$112,853	\$300,520	\$312,600	\$12,080	104.02%
239-Training and education	\$112,720	\$64,169	\$169,439	\$151,200	(\$18,239)	89.24%
242-Computer programming	\$92,126	\$46,671	\$106,450	\$122,100	\$15,650	114.70%
251-Repair & maintenance - bridges	\$37,194	\$70,516	\$590,500	\$542,000	(\$48,500)	91.79%
252-Repair & maintenance - buildings	\$165,527	\$101,844	\$170,700	\$206,250	\$35,550	120.83%
253-Repair & maintenance - equipment	\$425,609	\$277,425	\$377,850	\$362,200	(\$15,650)	95.86%
255-Repair & maintenance - vehicles	\$93,564	\$88,639	\$87,940	\$129,800	\$41,860	147.60%
258-Contract graders	\$93,830	\$86,028	\$155,840	\$150,850	(\$4,990)	96.80%

\$30,591,250

\$8,484,950

	2016 Actual	2017 Actual	2017	2018	2017 Budget vs. 2018 Budget	
	Total	Total	Budget	Budget	Variance \$	Variance %
259-Repair & maintenance - structural	\$1,350,249	\$1,388,763	\$2,178,959	\$2,023,050	(\$155,909)	92.84%
261-Ice bridge construction	\$93,006	\$116,294	\$120,000	\$130,000	\$10,000	108.33%
262-Rental - building and land	\$38,947	\$27,746	\$35,050	\$65,800	\$30,750	187.73%
263-Rental - vehicle and equipment	\$66,882	\$60,057	\$74,902	\$89,350	\$14,448	119.29%
266-Communications	\$79,151	\$91,950	\$109,912	\$119,100	\$9,188	108.36%
271-Licenses and permits	\$2,441	\$9,429	\$9,518	\$12,900	\$3,382	135.53%
272-Damage claims	\$1,565	\$3,560	\$5,000	\$5,000	\$0	100.00%
274-Insurance	\$355,556	\$0	\$322,770	\$322,800	\$30	100.01%
290-Election cost	\$3,055	\$11,807	\$15,000	\$5,000	(\$10,000)	33.33%
342-Assessor fees	\$250,768	\$178,215	\$263,000	\$260,000	(\$3,000)	98.86%
511-Goods and supplies	\$889,141	\$787,499	\$895,359	\$881,700	(\$13,659)	98.47%
521-Fuel and oil	\$696,439	\$568,053	\$1,038,320	\$802,050	(\$236,270)	77.24%
531-Chemicals and salt	\$276,742	\$265,129	\$328,200	\$341,800	\$13,600	104.14%
532-Dust control	\$667,977	\$545,077	\$660,000	\$1,065,000	\$405,000	161.36%
533-Grader blades	\$160,606	\$65,140	\$139,000	\$144,000	\$5,000	103.60%
534-Gravel (apply; supply and apply)	\$1,325,735	\$1,394,264	\$3,430,091	\$3,436,000	\$5,909	100.17%
535-Gravel reclamation cost						
543-Natural gas	\$79,024	\$66,917	\$96,838	\$91,639	(\$5,199)	94.63%
544-Electrical power	\$564,510	\$557,080	\$708,208	\$672,350	(\$35,858)	94.94%
550-Carbon Tax	\$0	\$59,479	\$0	\$112,500	\$112,500	100%
710-Grants to local governments	\$1,408,661	\$1,304,499	\$2,474,900	\$1,518,900	(\$956,000)	61.37%
735-Grants to other organizations	\$1,927,694	\$1,880,026	\$2,072,933	\$2,167,750	\$94,817	104.57%
747-School requisition	\$6,838,317	\$5,123,023	\$6,520,119	\$6,520,150	\$31	100.00%
750-Lodge requisition	\$852,083	\$461,788	\$459,579	\$459,700	\$121	100.03%
810-Interest and service charges	\$32,576	\$21,850	\$15,000	\$25,000	\$10,000	166.67%
831-Interest - long term debt	\$555,057	\$284,007	\$505,190	\$472,500	(\$32,690)	93.53%
832-Principle - Long term debt	\$1,578,512	\$965,546	\$1,575,519	\$1,926,300	\$350,781	122.26%
TOTAL	\$32,540,471	\$26,840,591	\$38,749,192	\$38,516,735	(\$232,457)	99.40%
Non-TCA projects	\$1,059,745	\$1,193,440	\$2,377,366			
762 - Contributed to Capital	(\$200,000)					
763-Contributed to Capital Reserve	\$246,958					
764-Contributed to Capital Reserve	(\$655,816)					
921-Bad Debt	\$956,762		\$4,100			
922-Tax Cancellation/Writeoff	\$4,049		\$1,256,541			
993-NBV of Disposed TCAAssets	\$322,261		\$173,176			
994-Change in Inventory	\$559,623		\$429,265			
995-Amortization of TCA	\$8,345,075		\$9,507,478	\$8,969,350	(\$538,128)	94.34%
TOTAL EXPENSES	\$43,179,129	\$28,034,031	\$52,497,118	\$8,969,350	(\$538,128)	
EXCESS (DEFICIENCY)	(\$323,603)	\$9,342,562	(\$13,346,864)	\$30,106,850	\$464,074	

**MACKENZIE COUNTY
STATEMENT OF OPERATIONS**

November 20, 2017

	2015 Actual	2016 Actual	2017 Actual	2017	2018	
	Total	Total	Total	Budget	Budget	
OPERATIONAL REVENUES						
Property taxes	\$35,167,010	\$33,657,968	\$30,417,574	\$30,590,918	\$30,591,250	
User fees and sales of goods	\$4,619,126	\$4,507,652	\$3,819,891	\$4,628,114	\$4,573,200	
Government transfers	\$1,501,319	\$1,390,555	\$699,221	\$1,214,214	\$1,214,200	
Investment income (operating)	\$500,870	\$525,474	\$443,330	\$350,000	\$500,000	
Penalties and costs on taxes	\$1,057,962	\$1,453,394	\$1,030,802	\$1,390,000	\$1,300,000	
Licenses, permits and fines	\$539,489	\$456,914	\$334,334	\$353,000	\$358,000	
Rentals	\$140,117	\$114,094	\$117,491	\$108,741	\$85,550	
Insurance proceeds	\$329,409					
Development levies	\$47,870					
Municipal reserve revenue	\$92,428	\$81,789	\$69,730	\$30,000	\$60,000	
Sale of non-TCA equipment	\$8,061	\$72,277	\$222,300	\$67,500	\$0	
Other	\$501,684	\$384,091	\$224,715	\$402,767	\$394,000	
Total operating revenues	\$44,505,345	\$42,783,250	\$36,385,899	\$39,167,554	\$39,076,200	\$8,588,200
OPERATIONAL EXPENSES						
Legislative	\$543,500	\$647,301	\$552,719	\$795,451	\$837,900	
Administration	\$6,882,710	\$5,348,022	\$4,600,765	\$6,832,887	\$5,478,900	
Protective services	\$1,406,990	\$1,153,069	\$1,017,941	\$1,683,876	\$1,567,950	
Transportation	\$16,128,251	\$9,486,626	\$8,182,666	\$13,308,247	\$13,028,400	
Water, sewer, solid waste disposal	\$4,793,168	\$3,574,927	\$2,714,693	\$3,934,492	\$3,224,850	
Public health and welfare (FCSS)	\$639,256	\$783,038	\$724,196	\$778,744	\$799,850	
Planning, development	\$1,072,553	\$1,143,145	\$855,641	\$1,171,002	\$1,364,700	
Agriculture and veterinary	\$1,397,583	\$1,134,191	\$1,116,713	\$1,427,281	\$1,396,810	
Recreation and culture	\$2,268,946	\$1,621,789	\$1,537,171	\$1,837,514	\$1,865,500	
School requisitions	\$6,635,781	\$6,838,317	\$5,123,023	\$6,520,119	\$6,520,150	
Lodge requisitions	\$788,108	\$852,083	\$461,788	\$459,579	\$459,700	
Non-TCA projects	\$1,092,265	\$1,059,745	\$1,193,440	\$2,377,366	\$0	
Operating expenses	\$43,649,111	\$33,642,252	\$28,080,756	\$41,126,558	\$36,544,710	\$29,564,860
Principle - Long term debt	\$1,669,369	\$1,578,512	\$965,546	\$1,575,519	\$1,926,300	
Total Operating Expnses	\$45,318,480	\$42,868,522	\$26,239,530	\$52,484,118	\$38,471,010	
Excess (deficiency) before other	(\$813,135)	(\$85,272)	\$10,146,369	(\$13,316,564)	\$605,190	

MACKENZIE COUNTY

Non-TCA Projects 2018

Project Description	2018 Budget	County Cost	External Funding				Internal Funding				NOTES
			FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	Restricted Surplus (previous years)	RS-type	Debenture	
(12) - Administration Department											
Information Technology Budget	48,000	48,000									
Building Maintenance Lifecycle Plan	28,000	28,000									
Building Appraisals	40,000	40,000									
FV - Asset Management	45,000	9,000			36,000						
ZA - FRIAA Firesmart Program	354,960	-			354,960						
Total department 12	515,960	125,000	-	-	390,960	-	-	-	-	-	
(23) - Fire Department											
FV - Fire Dept Training Props	30,000	15,000				15,000					50/50 FVFD
LC - Fire Dept Training Props	35,000	17,500				17,500					50/50 LCFD
Total department 23	65,000	32,500	-	-	-	32,500	-	-	-	-	
(26) - Enforcement											
Radar Lazer - Portable	4,200	4,200									
Total department 23	4,200	4,200	-	-	-	-	-	-	-	-	
(41) - Water											
LC - La Crete Future Water Supply Concept	200,000	200,000									
Total department 43	200,000	200,000	-	-	-	-	-	-	-	-	
(42) - Sewer											
LC - Future Utility Servicing Plan	85,000	85,000									
Total department 43	85,000	85,000	-	-	-	-	-	-	-	-	
(43) - Solid Waste Disposal											
Waste Bins 40 & 6 yd	20,000	12,000				8,000					Dispose of 20 waste bins
Total department 43	20,000	12,000	-	-	-	8,000	-	-	-	-	
(61) - Planning & Development Department											
Municipal Census	120,000	95,000			25,000						REDI
MuniSight Software - GIS	98,000	98,000									
Seven (7) Intermunicipal Development Plan and Intermunicipal Collaborative Framework	350,000	150,000			200,000						Alberta Partnership grant
Total department 61	568,000	343,000	-	-	225,000	-	-	-	-	-	
(63) - Agricultural Services Department											
Dell Tough Book and software	20,500	20,500									
Paint MARA Building	10,000	5,000						5,000	GOR		\$5,000 Originally in 2017 Operating
Total department 63	30,500	25,500	-	-	-	-	-	5,000			
(71) - Recreation											
FV - Facility Security Camera System	3,000	3,000									
LC - 2 Sets of Mini Nets & Portable Boards	8,500	8,500									
LC - 2 Heaters for Bleachers	6,500	6,500									
Total department 71	18,000	18,000	-	-	-	-	-	-	-	-	
TOTAL 2018 Non-Capital Projects	1,506,660	845,200	-	-	615,960	40,500	-	5,000	-	-	

Cash Flow Requirement

Cash Flow Requirement:

The Cash Flow Requirement schedule summarizes all of the County's cash requirements for the 2018 year, including operating, capital, borrowing, and municipal reserve transactions.

For this presentation of the operating budget draft, this schedule includes only the following financial objectives:

- cash flow needs for the draft operating budget, including the projected operating costs offset by estimated operating revenues;
- capital debt interest expense and principal repayments; and,
- annual transfers to municipal reserves as mandated by Council.

One of the key figures in this schedule is the amount of revenue that will be required to be raised by municipal levy, or property taxes, in order to fund the County's operating expenses.

**Mackenzie County
2018 BUDGET - Cash Requirement**

	2017 Budget	% change	2018 Budget
Operating Cash Requirements:			
Operating Cost (excluding non-cash items and capital debt interest expense)	30,675,056	-5%	29,130,835
2018 Non-TCA	1,015,110	47%	1,488,660
2017 Non-TCA Carry Forward - Additional Costs	-		190,000
Less: Other Operating Revenue (excluding municipal tax levy)	(7,773,659)	9%	(8,484,950)
Anticipated draw from prior year accumulated surplus - restricted (for Non-TCA projects)	(56,900)	1329%	(813,056)
Anticipated draw from prior year accumulated surplus - restricted (for operating purposes)	(9,250)	12116%	(1,130,000)
Tax levy for operations	19,593,721		20,381,489
Capital Cash Requirements:			
2018 TCA - New	8,649,756	8%	9,324,711
2017 TCA Carry Forward - Additional Costs	950,606	84%	1,748,171
Capital debt interest	505,190	-7%	471,783
Capital debt principal	1,575,520	22%	1,926,225
Less:			
Capital revenue - grants	(10,105,905)	-10%	(9,058,610)
Other sources capital revenue (community, developers' contributions; contributed assets)	(20,000)	2450%	(510,000)
Proceeds on disposal of assets	(111,500)	557%	(732,100)
Insurance Proceeds	(75,000)	-100%	
Proceeds from new debentures	(1,200,000)	-100%	
Contribution from prior year accumulated surplus	(1,594,683)	-98%	(35,000)
Tax levy for capital	3,012,583	4%	3,135,180
Minimum Tax Levy	22,606,304	4%	23,516,669
Municipal Tax Revenue	(23,798,944)	-1%	(23,611,400)
Deficit/(Surplus)	(3,487,225)	-97%	(94,731)
Future Financial Plans:			
Contributions to Reserves as per Policies (Miniums)	5,102,104	-90%	500,000
Contributions to Reserves			
Tax levy for future financial plans	3,487,225	-86%	500,000
Total Tax Levy	26,093,529	-8%	24,016,669
Net budgeted cash draw on accumulated surplus accounts	(6,102,732)	-76%	(1,478,056)
OTHER:			
Restricted surplus (reserves), beginning of year	21,158,323		22,388,401
Restricted surplus (reserves), ending of year	22,388,401		20,910,345
Changes in restricted surplus (reserves) per Motions	-		-
Restricted surplus (reserves), ending of year, revised	22,388,401		20,910,345
Total budgeted operating and capital costs (excluding non-cash items)	42,420,632		42,342,214

Notes:

1: 2018 projected municipal tax revenue is \$23,611,400. This calculation is based on 2017 Tax Rate Bylaw.

Legislative and Administration	Protective Services	Transportation and Airport	Utilities	Planning & Development	Agricultural & Veterinary	Recreation & Cultural	2018
11 + 12	23 + 25 + 26	32 + 33	41 + 42 + 43	61 + 66	63 + 64	51+71+72+73+74	Budget

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

420-Sales of goods and services	23,500	100,000	115,000	148,250	9,600	2,850	99,200	498,400
421-Sale of water - metered	-	-	-	3,122,750	-	-	-	3,122,750
422-Sale of water - bulk	-	-	-	952,050	-	-	-	952,050
424-Sale of land	-	-	-	-	-	-	-	-
Sale of Goods & Services	23,500	100,000	115,000	4,223,050	9,600	2,850	99,200	4,573,200
550-Interest revenue	500,000	-	-	-	-	-	-	500,000
Interest Revenue	500,000	-	-	-	-	-	-	500,000
840-Provincial grants	-	-	732,150	-	-	183,350	298,700	1,214,200
Provincial Grants - operating	-	-	732,150	-	-	183,350	298,700	1,214,200
Other Revenue including frontage	1,386,950	72,950	248,300	78,900	365,000	45,450	-	2,197,550
TOTAL REVENUE	1,910,450	172,950	1,095,450	4,301,950	374,600	231,650	397,900	8,484,950

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

Wages & Salaries, Benefits, WCB, Recruiting, Honorariums	3,009,650	559,750	3,586,400	1,170,600	960,200	313,600	273,450	9,873,650
Contracted and General Services	1,582,836	741,050	2,833,500	1,321,700	379,900	873,260	266,250	7,998,496
Materials & Supplies, Fuel & Oil, Chemicals & Salt	115,450	236,650	5,935,050	319,250	24,600	99,950	52,100	6,783,050
Utilities (Gas, Power)	84,250	25,500	298,000	353,750	-	-	2,489	763,989
Grants to local governments	1,513,900	5,000	-	-	-	-	-	1,518,900
Grants to other organizations	-	-	-	-	-	110,000	2,057,750	2,167,750
Capital debt interest	25,300	-	375,450	59,550	-	-	12,200	472,500
Net Book Value of disposed TCA	-	-	499,321	-	-	-	-	499,321
Amortization	290,400	162,600	6,029,450	2,059,600	8,900	24,300	394,100	8,969,350
Other	-	-	-	-	-	-	-	25,000
TOTAL OPERATING EXPENSES	6,646,786	1,730,550	19,557,171	5,284,450	1,373,600	1,421,110	3,058,339	39,072,006
Non-TCA projects	-	-	-	-	-	-	-	-
TOTAL EXPENSES	6,646,786	1,730,550	19,557,171	5,284,450	1,373,600	1,421,110	3,058,339	39,072,006

Less:Non-cash items included in the above:

Estimated gravel inventory change at Year End 2014	-	-	-	-	-	-	-	-
Net Book Value of disposed TCA	-	-	499,321	-	-	-	-	499,321
Amortization	290,400	162,600	6,029,450	2,059,600	8,900	24,300	394,100	8,969,350
Capital debt interest	25,300	-	375,450	59,550	-	-	12,200	472,500
Total operational expenses excluding non-cash items and capital debt interest	6,331,086	1,567,950	12,652,950	3,165,300	1,364,700	1,396,810	2,652,039	29,130,835

Mackenzie County
 2018 Budget
 Capital Grant Revenues (for TCA projects)

Schedule B

	Grant funding deferred from prior year	2018 Funding	Total
Provincial Capital Grants - FGTF		633,478	633,478
Provincial Capital Grants - MSI (Capital)		1,951,000	1,951,000
STIP Grant		1,555,500	1,555,500
Resource Road Program			-
Small Communities Grant			-
Provincial Grant - AB Water & Wastewater Program		705,000	705,000
Alberta Parks			-
Resource Road Program (Zama, on hold) (1/2 of \$6m total est. cost)	3,000,000	-	3,000,000
Clean Water and Wastewater (CWWF)	671,132	542,500	1,213,632
Total Capital Revenues	3,671,132	5,387,478	9,058,610

Operating Grant Revenues

	Grant funding deferred from prior year	2018 Funding	Total
Basic Municipal Transportation Grant - MSI	-	608,694	608,694
FCSS Grant	-	298,682	298,682
ASB Grant	-	183,359	183,359
MSI	-	123,479	123,479
Alberta Partnership		200,000	200,000
FCM - Asset Management		36,000	36,000
Firesmart		354,960	354,960
Total Operating Revenues	-	1,805,174	1,805,174

Mackenzie County
 2018 Budget
 Contributions to Reserves as per established Policies

Schedule C

Reserves	Minimal Contribution	Comments
General Operating		Reserve Policy #1
General Capital		Reserve Policy #2
Off-Site Levy Reserve	\$0	Reserve Policy #3
Roads Reserve		Reserve Policy #4
Gravel Reclamation reserve	\$0	Reserve Policy #5
Vehicle & Equipment Replacement and Emergency Service Reserve	\$250,000	Reserve Policy #6
Fire Hall		
Recreation and Parks		Reserve Policy #8
Surface Water Management Reserve	\$0	Reserve Policy #9
Municipal Reserve		Reserve Policy #10
Water/Sewer Infrastructure Reserve		Reserve Policy #13
Gravel Crushing		Reserve Policy #14
Grants to Other Organizations Reserve		To Be Developed
Bursaries	\$0	Reserve Policy #17
Rural Water Reserve Fund		Reserve Policy #18
Street light replacement	\$250,000	Reserve Policy #19

Total **\$500,000**

1. Schedule of ending balances for long term debt as of December 31, 2018

		2018	2017
		\$	\$
Debentures -			
From Alberta Capital Finance Authority:			
14	4.501% due for 2027 (for Zama Tower Road Sewer)	98,982	108,353
16	4.012% due for 2018 (for Zama Water Treatment Plant)	(0)	188,785
17	4.012% due for 2018 (for Zama Wastewater System)	-	92,568
19	3.718% due for 2019 (for Zama Water Treatment Plant)	48,995	144,318
20	3.718% due for 2019 (for Zama Wastewater System)	14,475	42,637
21	3.334% due for 2019 (for La Crete Office Building)	127,704	251,243
22	3.334% due for 2019 (for Zama Multi-Use Cultural Building)	173,354	341,054
23	3.334% due for 2019 (for Zama Water Treatment Plant))	88,049	173,225
25	3.377% due on Dec 15,2020 (Fort Vermilion Corporate Office Expansion)	170,734	251,907
26	3.5635% due on Mar 15, 2021 (Ruaral Water Line)	619,212	851,987
27	4.124% due on Dec 15, 2030 (La Crete Sewer Lift Station)	151,410	160,992
28	2.942% due on Dec 17, 2031 (Highway #88 connector)	1,517,205	1,603,658
29	3.623% due on Dec 15, 2033 (Highway #88 connector)	8,453,242	8,871,043
30	1.741% due June 15, 2022 FV Arena Ice Plant	219,373	280,012
31	1.741% due June 15, 2022 Range Road 180	275,986	352,273
32	1.741% due June 15, 2022 Township Road 1020	353,828	451,633
33	2.270% due Sept 15, 2022 LC Arena Dressing Room/Lobby Reno	309,414	382,500
		12,621,964	14,548,188

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

To be paid in Year	Principal \$	Interest \$	Total \$
2018	1,926,225	471,783	2,398,008
2019	1,632,478	411,034	2,043,512
2020	1,215,985	363,984	1,579,969
2021	1,032,971	327,457	1,360,428
2022	805,962	299,019	1,104,981
2023 to maturity	7,934,568	1,678,013	9,612,582
	14,548,188	3,551,291	18,099,480

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:

	2017 projected	2016
	\$	\$
Total debt limit, on December 31	\$51,996,573	\$52,646,390
Total debt (principal on loans and loan guarantees), on December 31	(\$14,548,188)	(\$14,657,290)
Amount by which debt limit exceeds (short) debt	\$37,448,385	\$37,989,100
Limit on debt service, in fiscal year	\$8,666,096	\$8,774,398
Service on debt in fiscal year (are interest & principal payments)	(\$2,398,008)	(\$2,080,710)
Amount by which debt servicing limit exceeds debt servicing	\$6,268,087	\$6,693,688

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. New Debt

Debtures -	2018
	\$
From Alberta Capital Finance Authority:	
30 Zama Access due on Sep 15, 2032	
Total new debt	-

2017 Carry Forward Projects

ALL TCA Carryforward (CF)

Description	TOTAL PROJECT BUDGET	TOTAL Cost to Date	2017 Budget	Costs in current year up to November 20, 2017	Remaining Budget on November 20, 2017	% Project Completed	Status Update on November 20, 2017	Additonal Cost	2018 Cost
Dpt 12 Administration									
(01) Signs with Flags for FV Office (CF)	\$25,000	\$6,940	\$18,060		\$18,060	50%	change since April report	\$0	\$18,060
(02) Payroll software (CF)	\$20,000	\$15,837	\$7,203	\$3,040	\$4,163	75%	completion of first year cycle December 2017.	\$0	\$4,163
(03) LC - Xerox Replacement (2017)	\$60,000	\$58,159	\$60,000	\$58,159	\$1,841	100%	COMPLETE	\$0	\$0
(04) FV - Server & 911 Dispatch UPS replacement (2017)	\$9,500	\$7,390	\$9,500	\$8,143	\$1,357	90%	UPS Installed. Waiting for wiring	\$0	\$1,357
(05) FV - Server room air conditioner replacement (2017)	\$10,000		\$10,000		\$10,000	100%	Alternative method of cooling room was found	\$0	\$0
(06) FV - Mail Folder Inserter (2017)	\$15,000	\$105	\$15,000	\$0	\$15,000	100%	COMPLETE	\$0	\$0
(07) FV/LC - Administration Vehicles x 2 (2017)	\$76,000	\$58,221	\$76,000	\$58,221	\$17,780	100%	COMPLETE	\$0	\$0
(08) FV - Fireproof Storage Cabinet (Records) (CF)	\$8,000	\$8,282	\$8,000	\$8,282	(\$282)	100%	COMPLETE	\$0	\$0
(09) LC - Floor Washer (2017)	\$11,860	\$3,500	\$11,860	\$3,500	\$8,360		ONGOING	\$0	\$8,360
(10) ZC - Admin building tree planting (2017)	\$15,000	\$1,116	\$15,000	\$1,116	\$13,884		ONGOING	\$0	\$13,884
(16) MARA Court House (CF)	\$50,000		\$50,000	\$50,105	(\$105)	100%	Complete	\$0	\$0
(18) Land Purchase (South of High Level) (CF)	\$13,000		\$13,000	\$0	\$13,000	0%	Need to complete FNC	\$0	\$13,000
Total Department 12	\$313,360	\$159,549	\$293,623	\$190,565	\$103,058			\$0	\$58,824
Dpt 23 Fire									
(01) FV - Training Facility (2017)	\$20,000	\$8,650	\$20,000	\$8,650	\$11,350	100%	manipulation was spent. Training for matching volunteer component to be accounted for	\$0	\$11,350
(02) LC - Aerial Unit Upgrade (CF)	\$30,000	\$26,950	\$9,003	\$5,953	\$3,050	100%	Complete	\$0	\$0
(03) LC - New Tanker / Pumper (2017)	\$418,722	\$41,872	\$418,722	\$41,872	\$376,850	10%	Order placed with 10% deposit	\$0	\$376,850
Total Department 23	\$468,722	\$77,472	\$447,725	\$56,476	\$391,249			\$0	\$388,200
Dpt 26 Enforcement									
(04) FV - RCMP Trailer for the Safety Trailer Program	\$6,650	\$6,650	\$6,650	\$6,650	\$0	100%	COMPLETE	\$0	\$0
Total Department 26	\$6,650	\$6,650	\$6,650	\$6,650	\$0			\$0	\$0

Description	TOTAL PROJECT BUDGET	TOTAL Cost to Date	2017 Budget	Costs in current year up to November 20, 2017	Remaining Budget on November 20, 2017	% Project Completed	Status Update on November 20, 2017	Additional Cost	2018 Cost
Dpt 32 Public Works									
(04)FV - 43rd Ave, East of 50th Street (CF)	\$135,000	\$50	\$134,950	0	\$134,950	100%	Complete - Awaiting Eng. Calculation of Project Costs	\$0	\$0
(05)FV - 45 Ave Cul-de-sac, East of 52nd Street (CF)	\$140,000	\$50	\$139,950	0	\$139,950	100%	Complete - Awaiting Eng. Calculation of Project Costs	\$0	\$0
(09)New Road Infrastructure (CF)	\$1,223,583	\$1,195,880	\$251,072	\$269,243	(\$18,171)		Ongoing	\$518,171	\$500,000
(19)LC - Engineering & Design for 113 Street and 109 Ave (CF)	\$100,000	\$58,783	\$44,053	\$2,836	\$41,217	90%	preliminary engineering complete	\$0	\$41,217
(20)LC - 94th Ave Ashphalt Overlay (CF)	\$869,808	\$1,368,570	\$608,149	\$1,106,911	(\$498,762)		Complete - Awaiting Eng. Calculation of Project Costs	\$0	\$0
(21)LC - Lagoon Access Paving (CF)	\$25,000		\$25,000	0	\$25,000	100%	Complete - Awaiting Eng. Calculation of Project Costs	\$0	\$0
(31)ZC - Access Pave (PH V) (CF)	\$6,000,000		\$6,000,000	\$0	\$6,000,000		Ongoing	\$0	\$6,000,000
(45)Snow Plow truck Replacement (2016 CF)	\$290,000	\$289,870	\$1,838	\$1,708	\$130	100%	COMPLETE	\$0	\$0
(50)Gravel Reserve (to secure gravel source) (CF)	\$150,000	\$36,057	\$113,943	0	\$113,943		Working on securing gravel reserves	\$0	\$113,943
(57)FV - Sand and salt shelter (CF)	\$235,000	\$241,856	\$234,445	\$241,301	(\$6,856)	100%	COMPLETE	\$0	\$0
(65)FV - Goose Neck Trailer 32' (2017)	\$28,000	\$27,336	\$28,000	\$27,336	\$664	100%	COMPLETE	\$0	\$0
(66)FV - Gravel truck (2017)	\$90,000	\$83,469	\$90,000	\$89,966	\$34	100%	COMPLETE	\$0	\$0
(67)FV - Pickup Crew Cab - 3/4 Ton (2017)	\$40,000	\$42,957	\$40,000	\$45,220	(\$5,220)	100%	COMPLETE	\$0	\$0
(68)FV - Sand Spreader (2017)	\$6,074		\$6,074	\$5,703	\$371	100%	COMPLETE	\$0	\$0
(69)FV - Skidsteer (2017)	\$80,000	\$70,860	\$80,000	\$70,860	\$9,140	100%	COMPLETE	\$0	\$0
(70)FV - Tilt Deck trailer (2017)	\$8,000	\$8,129	\$8,000	\$8,129	(\$129)	100%	COMPLETE	\$0	\$0
(71)FV - 46 Ave Road Pave (2017)	\$35,000		\$35,000	0	\$35,000	100%	Awaiting invoicing	\$125,000	\$160,000
(75)LC - Road Rebuild - Prairie Packers to West La Crete Road (2017)	\$710,000	\$842,958	\$710,000	\$842,958	(\$132,958)	100%	COMPLETE	\$0	\$0
(76)LC - Teachers Loop Asphalt & Sidewalk (2017)	\$266,000	\$11,526	\$266,000	\$11,526	\$254,475	0%	Engineering started	\$0	\$254,475
(77)LC - Street Improvements (2017)	\$550,000	\$458,200	\$550,000	\$488,550	\$61,450	100%	Awaiting invoices	\$0	\$0
(78)LC - Bridges to new lands-Range Rd180 (2017)	\$2,000,000	\$362,421	\$2,000,000	\$420,698	\$1,579,302	10%	Engineering completed. Awaiting RRD Approval	\$0	\$1,579,302
(79)LC - Bridges to new lands-Township Rd1020 (2017)	\$1,000,000	\$45,499	\$1,000,000	\$45,499	\$954,501	5%	Engineering completed.	\$0	\$954,501
(80)LC - 98Ave Crosswalk Lights (2017)	\$10,142	\$10,142	\$10,142	\$10,142	(\$0)	100%	COMPLETE	\$0	\$0
(81)LC - Pressure Washer (2017)	\$10,900	\$11,100	\$10,900	\$11,100	(\$200)	100%	COMPLETE	\$0	\$0
(84)LC - Trucks x 3 (2017)	\$145,000	\$147,149	\$145,000	\$147,149	(\$2,149)	100%	COMPLETE	\$0	\$0
(85)LC - Dump Trailer (2017)	\$30,200	\$30,208	\$30,200	\$30,208	(\$8)	100%	COMPLETE	\$0	\$0
(86)LC -Steel drum packer (2017)	\$50,000	\$50,000	\$50,000	\$50,000	\$0	100%	COMPLETE	\$0	\$0
(87)LC - Asphalt Miller (2017)	\$27,000	\$25,757	\$27,000	\$25,757	\$1,243	100%	COMPLETE	\$0	\$0
(88)LC/FV - Dozer Blades x 4 (2017)	\$71,800	\$73,500	\$71,800	\$73,500	(\$1,700)	100%	COMPLETE	\$0	\$0
(89)Rubber truck mini excavator (2017)	\$106,020	\$106,020	\$106,020	\$106,020	\$0	100%	COMPLETE	\$0	\$0
(90)LC - Packer/ Roller x 2 (2017)	\$50,000	\$49,959	\$50,000	\$49,959	\$41	100%	COMPLETE	\$0	\$0
(91)RL Road Ditching Improvement (2017)	\$48,780	\$48,471	\$48,780	\$48,471	\$309	100%	COMPLETE	\$0	\$0
Total Department 32	\$20,228,084	\$18,613,093	\$12,916,316	\$4,230,749	\$8,685,567			\$643,171	\$9,603,438
Tender was awarded as one project and Engineer was assigned to allocate appropriate costs to each project. Awaiting Final report from Engineer.									

Description	TOTAL PROJECT BUDGET	TOTAL Cost to Date	2017 Budget	Costs in current year up to November 20, 2017	Remaining Budget on November 20, 2017	% Project Completed	Status Update on November 20, 2017	Additional Cost	2018 Cost
Dpt 33 Airport									
(01)FV - Pole Tarp Storage Shed (CF)	\$45,000	\$49,681	\$45,000	\$52,931	(\$7,931)	100%	COMPLETE	\$0	\$0
(02)FV/LC - Automated Weather Observation System (AWOS) (2017)	\$74,000	\$70,960	\$74,000	\$73,552	\$448	95%	COMPLETE	\$0	\$0
(03)FV - Parking lot drainage improvements (2017)	\$20,000		\$20,000	0	\$20,000	0%	Awaiting construction of building to reassess drainage	\$0	\$20,000
Total Department 33	\$139,000	\$120,641	\$139,000	\$126,483	\$12,517			\$0	\$20,000

Dpt 41 Water									
(01)LC - Paving Raw Water Truckfill Station (CF)	\$48,000	\$3,360	\$48,000	\$3,360	\$44,640	100%	Awaiting Engineer Calculation of Project Costs	\$0	0
(03)FV - Paving for Water Treatment Plant (CF)	\$250,000	\$16,360	\$233,640		\$233,640	100%	Awaiting Engineer Calculation of Project Costs	\$0	0
(05)LC - Well number 4 (CF)	\$172,500	\$172,405	\$132,371	\$132,276	\$95	100%	Ongoing	\$900,000	\$900,095
(06)ZA - Distribution pump house upgrades (CF/2017)	\$933,569	\$82,781	\$850,788		\$850,788	5%	Design is underway	\$0	\$850,788
(08)FV - Frozen Water Services Repairs (River Road) (CF)	\$210,700	\$142,132	\$142,608	\$74,040	\$68,568	50%	Ongoing into 2018	\$70,000	\$138,568
(11)LC - Waterline Bluehills (CF)	\$833,250		\$833,250		\$833,250		Awaiting further funding		\$833,250
(12)LC - Rural Potable Water Infrastructure (CF)	\$6,594,616	\$6,212,265	\$2,253,408	\$1,833,011	\$420,397	95%	COMPLETE - Deficiencies need correction	\$0	\$20,000
(19)FV - 50th St - Water & sewer extension (CF)	\$346,000	\$255,329	\$329,480	\$238,809	\$90,671	99%	COMPLETE - Deficiencies need correction	\$0	\$0
(20)FV - 49th Avenue Water Re-servicing (CF)	\$250,000	\$119,166	\$228,000	\$109,973	\$118,028	99%	COMPLETE - Deficiencies need correction	\$0	\$0
(21)FV - Storage Work (2017)	\$11,000		\$11,000		\$11,000	10%	To be completed in November	\$0	\$0
(22)LC - Hydrant Replacement (2017)	\$50,000	\$41,189	\$50,000	\$41,189	\$8,811	100%	COMPLETE	\$0	\$0
(23)FV - Re-route Raw Water Truckfill (2017)	\$35,000		\$35,000		\$35,000	10%	To be completed in November	\$0	\$0
Total Department 41	\$9,734,635	\$7,044,987	\$5,147,545	\$2,432,658	\$2,714,887			\$970,000	\$2,742,701

Tender was awarded as one project and Engineer was assigned to allocate appropriate costs to each project. Awaiting Final report from Engineer.

Dpt 42 Sewer									
(02)ZA - Lift station upgrade (CF/2017)	\$1,964,606	\$116,606	\$1,848,000		\$1,848,000	5%	Design is underway	\$0	\$1,848,000
(07)FV - Main Lift Station Grinder (2017)	\$50,000		\$50,000		\$50,000	10%	Grinder is on order	\$0	\$50,000
(08)LC - Sanitary sewer Expansion (CF)	\$100,000	\$32,870	\$100,000	\$32,870	\$67,130	99%	Awaiting final report & invoicing	\$48,000	\$115,130
Total Department 42	\$2,114,606	\$149,476	\$1,998,000	\$32,870	\$1,965,130			\$48,000	\$2,013,130

Dpt 43 Waste									
(02)ZA - WTS Fence (CF)	\$25,000	\$1,180	\$24,620	\$10,825	\$13,795		COMPLETE	\$0	\$0
(03)LC - Blue Hills - Build up ramp (CF)	\$12,000	\$8,410	\$3,590		\$3,590		COMPLETE	\$0	\$0
(04)Waste Bins 40 & 6 yd (2017)	\$20,000	\$22,077	\$20,000	\$22,077	(\$2,077)	100%	COMPLETE	\$0	\$0
(05)Build up Berm - Blumenort WTS (2017)	\$9,000		\$9,000		\$9,000			\$0	\$9,000
Total Department 43	\$66,000	\$31,667	\$57,210	\$32,902	\$24,308			\$0	\$9,000

Description	TOTAL PROJECT BUDGET	TOTAL Cost to Date	2017 Budget	Costs in current year up to November 20, 2017	Remaining Budget on November 20, 2017	% Project Completed	Status Update on November 20, 2017	Additional Cost	2018 Cost
Dpt 61 Planning & Development									
(02)LC - New Truck (2017)	\$40,000	\$41,007	\$40,000	\$41,007	(\$1,007)	100%	COMPLETE	\$0	\$0
(03)FV - Streetscape (2017)	\$25,000		\$25,000	\$12,700	\$12,300	50%	projects underway	\$25,000	\$37,300
(04)LC - Streetscape (2017)	\$43,227	\$4,455	\$43,227	\$33,161	\$10,066	80%	projects underway - Council Motion 17-11-875 moved \$18,227 from La Crete Beautification project	\$25,000	\$35,066
Total Department 61	\$108,227	\$45,462	\$108,227	\$86,867	\$21,360			\$50,000	\$72,366

Dpt 63 Agriculture

(01)HL - Rural Drainage - Phase II & Phase III (CF)	\$1,181,000	\$1,103,192	\$77,808		\$77,808			\$0	\$77,808
(02)LC - Buffalo Head/Steep Hill water mangement (Phase I) (CF)	\$3,859,809	\$628,766	\$3,231,043	\$1,931,807	\$1,299,236	60%	complete, the outlet portion has not yet commenced. ADDITIONAL FUNDS GRANT FUNDED		\$1,299,236
(03)FV - Flood Control Channel Erosion Repair (2017)	\$180,000	\$56,853	\$180,000	\$85,320	\$94,680	100%	awaiting invoices	\$0	\$0
Total Department 63	\$5,220,809	\$1,788,811	\$3,488,851	\$2,017,127	\$1,471,724			\$0	\$1,377,044

Dpt 71 Recreation

(01)FV - Ball Diamonds (CF)	\$76,750	\$74,500	\$15,250	\$13,000	\$2,250	100%	COMPLETE	\$0	\$2,250
(04)Grounds Improvements (2014 - FV Walking Trail) (CF)	\$547,800	\$522,406	\$25,394		\$25,394		Request to carry forward	\$0	\$25,394
(07)LC - Splash Park (CF)	\$255,000	\$254,790	\$255,000	\$254,790	\$210	100%	COMPLETE	\$0	\$210
(09)FV - Rodeo Grounds (CF/2017)	\$30,000	\$12,067	\$17,933		\$17,933	70%	COMPLETE	\$0	\$17,933
(23)FV - Skate Shack (CF)	\$30,000		\$30,000		\$30,000		Request to carry forward	\$0	\$30,000
(28)ZA - Com. Hall: Property Full landscaping (CF)	\$63,000	\$60,698	\$2,302		\$2,302		Request to carry forward		\$2,302
(32)FV - Ice plant Repair (2017)	\$1,000,000	\$913,265	\$1,000,000	\$931,647	\$68,353	95%	COMPLETE	\$0	\$68,353
(33)FV - Hall Reno (kitchen) (2017)	\$20,000		\$20,000		\$20,000	0%	Request to carry forward	\$0	\$20,000
(34)FV - Bathroom Reno (2017)	\$15,000	\$14,537	\$15,000	\$14,537	\$463	100%	COMPLETE	\$0	\$463
(35)LC - Fire Alarm (2017)	\$12,000	\$6,000	\$12,000	\$6,000	\$6,000	100%	COMPLETE	\$0	\$6,000
(36)LC - Natural Gas, hot water tank (big), 4 new baseboards (2017)	\$10,800	\$7,000	\$10,800	\$7,000	\$3,800	100%	COMPLETE	\$0	\$3,800
(37)LC - One set of lights for outdoor rink (2017)	\$7,028	\$6,000	\$7,028	\$6,000	\$1,028	100%	COMPLETE Council Motion 17-11-871	\$0	\$1,028
(38)LC - Curling Rink Lights (2017)	\$18,000	\$15,900	\$18,000	\$15,900	\$2,100	100%	COMPLETE, CF pending Nov 29 Council meeting	\$0	\$2,100
(39)LC - 2" water line to the ball diamonds (2017)	\$10,000	\$9,250	\$10,000	\$9,250	\$750	100%	COMPLETE	\$0	\$750
(40)LC - 3 windows upstairs overlooking the ice (2017)	\$8,000	\$4,000	\$8,000	\$4,000	\$4,000	100%	COMPLETE	\$0	\$4,000
(41)LC - Dressing room expansion including gym/weight room (2017)	\$482,500	\$153,750	\$482,500	\$153,750	\$328,750	50%	Lobby Renovations to carry forward	\$0	\$328,750
(42)ZA - Water Repair in Furnance Room (2017)	\$10,000		\$10,000		\$10,000	0%	Request to carry forward	\$0	\$10,000
(43)ZA - Re-shingling hall (2017)	\$35,000		\$35,000		\$35,000	0%	Request to carry forward	\$0	\$35,000
(44)ZA - Energy efficiency upgrade (2017)	\$30,000		\$30,000		\$30,000	0%	Request to carry forward	\$0	\$30,000
(45) La Crete Arena Condenser Motor Purchase	\$4,972		\$4,972		\$4,972		Council Motion 17-11-871	\$0	\$4,972
Total Department 71	\$2,665,850	\$2,054,163	\$2,009,179	\$1,415,874	\$593,305			\$0	\$593,305

Description	TOTAL PROJECT BUDGET	TOTAL Cost to Date	2017 Budget	Costs in current year up to November 20, 2017	Remaining Budget on November 20, 2017	% Project Completed	Status Update on November 20, 2017	Additional Cost	2018 Cost
Dpt 72 Parks									
(04)Machesis Lake - Horse camp - road (CF)	\$14,975	\$14,975	\$2,668	\$2,668	\$0	100%	COMPLETE	\$0	\$0
(05)Bridge campground - Survey & improvements (CF)	\$71,950	\$80,310	\$6,807	\$2,230	\$4,577	75%	ONGOING	\$27,000	\$31,577
(07)FV - D.A. Thomas Park - Retaining Wall (CF)	\$10,000	\$4,555	\$5,445		\$5,445	80%	ONGOING	\$10,000	\$15,445
(10)Wadlin Lake - Grounds improvements (CF/2017)	\$110,000	\$94,234	\$45,588	\$29,822	\$15,766	100%	ONGOING	\$0	\$15,766
(11)Machesis Lake Site Development (2017)	\$75,000	\$24,368	\$75,000	\$25,316	\$49,684	90%	COMPLETE	\$0	\$0
(12)Improvements to Provincial Park - Bridge Campground (2017)	\$60,000	\$2,597	\$60,000	\$15,909	\$44,091	50%	ONGOING	\$0	\$44,091
(13)Hutch Lake Cabins - Playground (2017)	\$44,472	\$39,456	\$44,472	\$39,781	\$4,691	75%	Currently being installed	\$0	\$4,691
(14)Hutch Lake Campground improvements (2017)	\$112,000	\$36,814	\$112,000	\$36,814	\$75,186	25%	ONGOING	\$0	\$75,186
(15)Hutch Lake Dock Blocks (2017)	\$10,000		\$10,000		\$10,000	0%	ONGOING	\$0	\$10,000
(16)FV - Mackenzie Housing Park Toddler Playground Equipment (2017)	\$14,700	\$6,682	\$14,700	\$19,795	(\$5,095)	100%	COMPLETE	\$0	\$0
(17)LC - Slide & swings Big Back Yard (2017)	\$32,866	\$14,939	\$32,866	\$29,879	\$2,987	50%	ONGOING	\$0	\$2,987
(18)LC - Playground Expansion (2017)	\$92,962	\$79,822	\$92,962	\$80,986	\$11,976	100%	COMPLETE	\$0	\$0
(19)Machesis Lake - Dock Blocks	\$10,025		\$10,025	\$0	\$10,025	0%	ONGOING	\$0	\$10,025
Total Department 72	\$658,950	\$398,752	\$512,533	\$283,199	\$229,334			\$37,000	\$209,768
Total 2017 Capital Projects	\$41,724,893	\$30,490,723	\$27,124,859	\$10,912,420	\$16,212,439			\$1,748,171	\$17,087,776

ALL Non TCA Carryforward (CF)

Description	TOTAL PROJECT BUDGET	TOTAL Cost to Date	2017 Budget	Costs in current year up to November 20, 2017	Remaining Budget on November 20, 2017	% Project Completed	DIRECTOR COMMENTS	Additional Cost	2018 Cost
Dpt 12 Administration									
(01) Information Technology budget (CF)	\$112,800	\$110,380	\$17,700	\$15,280	\$2,420	100%	COMPLETE	\$0	\$0
(02) Phase 3 - Security & Access control (2017)	\$21,000	\$9,706	\$21,000	\$9,706	\$11,295	10%	used deposit. Install Oct/Nov 20	\$0	\$0
(03)HL - Building Repairs (CF)	\$8,000	\$900	\$7,100	0	\$7,100	100%	COMPLETE	\$0	\$0
(04)Internet Security (2017)	\$10,000	\$8,853	\$10,000	\$8,853	\$1,147	60%	2017	\$0	\$0
(05)Information Technology budget (2017)	\$62,700	\$48,297	\$62,700	\$48,297	\$14,403	50%	2017	\$0	\$0
(06)Removal of MARA Admin Building (2017)	\$80,000	\$63,597	\$80,000	\$63,597	\$16,403	100%	COMPLETE	\$0	\$0
(14)Disaster Emergency Risk Assessment & Planning (CF)	\$20,000	\$11,990	\$8,010	0	\$8,010		COMPLETE	\$0	\$0
(15)Wolf bounty (CF)	\$100,000	\$44,280	\$89,052	\$33,332	\$55,720		ONGOING	\$0	\$55,720
(16)Caribou/industry protection strategy (CF)	\$280,000	\$309,801	\$168,464	\$198,265	(\$29,801)		ONGOING	\$100,000	\$70,199
(17)Zama Firesmart Program (2017)	\$169,400	\$164,680	\$169,400	\$164,680	\$4,720	100%	COMPLETE	\$0	\$0
(18)Cumulative Effects Assessment Study	\$270,000	\$0	\$270,000	\$0	\$270,000	10%	background work started	\$0	\$270,000
Total Department 12	\$1,133,900	\$772,483	\$903,426	\$542,009	\$361,417			\$100,000	\$395,919
Dpt 32 Public Works									
(02)ZA - Zama Access Road Geotech (CF)	\$253,464	\$253,045	\$192,000	\$191,581	\$419	100%	Complete - Awaiting Invoice	\$0	\$0
(04)ZA - Aspen Drive Ditch Repair (CF)	\$60,000	\$0	\$60,000	\$0	\$60,000	0%	Scheduled for Spring 2018	\$0	\$60,000
(05)ZA - Lot Clean up (CF)	\$50,000	\$48,823	\$1,177	\$0	\$1,177	100%	COMPLETE	\$0	\$0
(10)FV - Antique fire truck restoration (CF)	\$4,800	\$4,305	\$2,463	\$1,968	\$495	100%	COMPLETE	\$0	\$0
(12)LC & FV - Road disposition - Survey work (CF)	\$50,000	\$8,641	\$41,359	0	\$41,359	10%	Ongoing	\$0	\$41,359
(13)Assumption Hill Improvement (ditching) (CF)	\$20,000	\$2,710	\$17,290	0	\$17,290	10%	Waiting for Materials	\$0	\$17,290
(14)Zama Road LOC (CF)	\$100,000	\$0	\$100,000	0	\$100,000		Ongoing	\$0	\$100,000
(15)ZA-Dust Control Oil (2017)	\$97,610	\$73,896	\$97,610	\$73,896	\$23,714	100%	Complete - Awaiting Invoice	\$0	\$0
(16)Goertzen Sub Division Oil (2017)	\$140,000	\$115,892	\$140,000	\$115,892	\$24,108	100%	Complete - Awaiting Invoice	\$0	\$0
(18)HL south Road Oil Dust Control (2017)	\$105,000	\$97,874	\$105,000	\$97,874	\$7,126	100%	Complete - Awaiting Invoice	\$0	\$0
(19)Rocky Land Oil dust Control (2017)	\$125,000	\$0	\$125,000	0	\$125,000		Complete in 2018	\$0	\$125,000
(20)LC Lakeside Estates Oil Dust Control (2017)	\$22,000	\$22,000	\$22,000	\$22,000	\$0	100%	COMPLETE	\$0	\$0
(21)LC Blumenort Road West Oil Dust Control (2017)	\$60,000	\$37,754	\$60,000	\$37,754	\$22,246	100%	Complete - Awaiting Invoice	\$0	\$0
Total Department 32	\$1,087,874	\$664,940	\$963,899	\$540,965	\$422,934			\$0	\$343,649
Dpt 33 Airport									
(01)Airport Master Plan (CF)	\$75,000	\$8,504	\$72,220	\$5,724	\$66,496	10%	project ongoing	\$0	\$66,496
(02)FV & LC Papi Lights (CF)	\$32,413	\$26,800	\$5,613	0	\$5,613	100%	COMPLETE	\$0	\$0
(03)FV Airport Development (CF)	\$16,382	\$7,213	\$16,382	\$7,213	\$9,169		ONGOING	\$0	\$9,169
(04) FV- Rename FV Airport to Wop May Memorial Airport	\$6,000	\$2,313	\$6,000	\$2,313	\$3,687	100%	Complete - Awaiting Invoice	\$0	\$0
Total Department 33	\$129,795	\$44,829	\$100,215	\$15,249	\$84,966			\$0	\$75,666
Dpt 41 Water									
(04)FV - Exhaust Thimbles (CF)	\$20,000	\$18,252	\$20,000	\$18,252	\$1,748	100%	COMPLETE	\$0	\$0
(05)LC - Exhaust Thimbles (CF)	\$20,000	\$17,282	\$20,000	\$17,282	\$2,718	100%	COMPLETE	\$0	\$0
(06)ZA - Exhaust Thimbles (CF)	\$20,000	\$19,129	\$20,000	\$19,129	\$871	100%	COMPLETE	\$0	\$0
(07)FV/HL Rural Comprehensive Water Study (2017)	\$20,000	\$0	\$20,000	0	\$20,000		Awaiting grant details Request CF funds to 2018 Rocky Lane water Truckfill TCA projects	\$0	\$20,000
Total Department 41	\$80,000	\$54,662	\$80,000	\$54,662	\$25,338			\$0	\$20,000

ALL Non TCA Carryforward (CF)

Description	TOTAL PROJECT BUDGET	TOTAL Cost to Date	2017 Budget	Costs in current year up to November 20, 2017	Remaining Budget on November 20, 2017	% Project Completed	DIRECTOR COMMENTS	Additional Cost	2018 Cost
Dpt 43 Solid Waste									
(01)FV - Transfer Station Composting Program (CF)	\$5,000	\$0	\$5,000	0	\$5,000	0%		\$0	\$5,000
(02)LC - Transfer Station Composting Program (CF)	\$5,000	\$0	\$5,000	0	\$5,000	0%		\$0	\$5,000
(03)LC - Waste Packer Plan (CF)	\$5,000	\$0	\$5,000	0	\$5,000	0%		\$0	\$5,000
(04)Rocky Lane WTS Survey (2017)	\$10,000	\$3,600	\$10,000	\$3,600	\$6,400	100%	COMPLETE	\$0	\$0
Total Department 43	\$25,000	\$3,600	\$25,000	\$3,600	\$21,400			\$0	\$15,000
Dpt 61 Planning & Development									
(02)Infrastructure Master Plans (CF)	\$240,800	\$228,241	\$12,559	0	\$12,559	95%	waiting on consultant	\$0	\$12,559
(03)Land Use Bylaw Update (CF)	\$100,000	\$93,579	\$59,653	\$53,232	\$6,421	100%	COMPLETE	\$0	\$0
(09)Rural addressing signs (CF)	\$395,000	\$306,400	\$88,600	0	\$88,600	100%	COMPLETE	\$0	\$0
(10)Natural Disaster Mitigation Program (2017)	\$50,000	\$0	\$50,000	0	\$50,000	0%	\$15,000 ADDITIONAL FUNDS	\$90,000	\$105,000
Total Department 61	\$785,800	\$628,220	\$210,812	\$53,232	\$157,580			\$90,000	\$117,559
Dpt 71 Recreation									
(01)ZA - Hall electrical upgrades (CF)	\$31,887	\$24,473	\$7,414	0	\$7,414		ONGOING	\$0	\$7,414
(14)LC- Ice Rink Foam Dividers (2017)	\$4,987	\$4,871	\$4,987	\$4,871	\$116	100%	COMPLETE	\$0	\$0
(15)LC- Sidewalk to Tennis Court (2017)	\$1,913	\$1,825	\$1,913	\$1,825	\$88	100%	COMPLETE	\$0	\$0
Total Department 71	\$38,787	\$31,169	\$14,314	\$6,696	\$7,618			\$0	\$7,414
Dpt 72 Parks									
(01)FV - Bridge Campsite - Clear Trees (CF)	\$5,000	\$0	\$5,000	0	\$5,000	0%	Requires plan approval	\$0	\$5,000
(02)Fire Pits & Picnic Tables (2017)	\$10,000	\$4,650	\$10,000	\$4,650	\$5,350	100%	ONGOING	\$0	\$5,350
(05)La Crete Street Scape Implementation Committee (CF)	\$0	\$0	\$0	0	\$0		875 Moved Funds of \$18,227 to		
(10)Wadlin Lake - Blocking for dock (CF)	\$2,500	\$0	\$2,500	0	\$2,500	100%	ONGOING	\$0	\$2,500
(11)LC - Shelters (2017)	\$9,500	\$8,327	\$9,500	\$8,327	\$1,173	100%	COMPLETE	\$0	\$0
(12)Wadlin Lake Land Purchase (2017)	\$15,000	\$0	\$15,000	0	\$15,000	100%	funds to 2018 TCA projects	\$0	\$15,000
Total Department 72	\$42,000	\$12,977	\$42,000	\$12,977	\$29,023			\$0	\$27,850
Total 2017 Non Capital Projects	\$3,243,156	\$2,158,218	\$2,259,666	\$1,174,728	\$1,084,938			\$190,000	\$1,003,056

2018 Capital Projects

MACKENZIE COUNTY

TCA Projects 2018

Project Description	2018 Budget	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	
(12) - Administration Department											
Information Technology Network Equipment	30,000	30,000									
FV Office HVAC Photocopy Room/Meeting Room 1/Council Chambers	30,000	30,000									
FV Cargo Trailer	12,000	12,000									
Total department 12	72,000	72,000	-	-	-	-	-	-	-	-	
(23) - Fire Department											
LC - Deck Gun (Tompkins)	15,000	15,000									
LC - Pison Intake Valve and Booster Reel (Tompkins)	8,600	8,600									
LC - Wildland Skid	5,200	5,200									
LC - Install Generator Hook up	8,000	8,000									
Total department 23	36,800	36,800	-	-	-	-	-	-	-	-	
(26) - Enforcement											
Total department 26	-	-	-	-	-	-	-	-	-	-	

Project Description	2018 Budget	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	
(32) - Transportation Department											
Street Sweeper	335,000	310,000				25,000				Unit # 3206	
AWD Grader x3	1,488,261	910,161				578,100				Unit # 2137, # 2138, # 2139	
FV - Tractor w/ Snowblower Attachment	256,500	195,500				61,000				Unit # 2415	
FV - Skidsteer	51,000	26,000				25,000				Unit # 2326	
LC - Tilt Trailer	11,000	11,000									
LC - Skidsteer	51,000	26,000				25,000				Unit # 2327	
LC- Pick up Truck	42,000	42,000									
LC - Pick up Truck	42,000	27,000				15,000				Unit # 1045	
ZA - Back Hoe	139,000	139,000									
ZA - Dump Trailer	12,000	12,000									
FV - Pressure Washer	17,000	16,500				500					
LC - Heated Oil Unit Setup/Storage	40,000	40,000									
FV - Overlay 45 Ave	80,000	80,000									
FV - Overlay 47 Street (Hospital Hill)	40,000	40,000									
FV - Rebuild Eagles Nest Road (2 miles)	800,000	800,000									
FV - Rebuild Rocky Lane Road	1,000,000	5,000			500,000	495,000				contingent on grant funding	
FV - Crosswalk Lights	10,550	10,550									
FV - Fix Hill on Range Raod 134	13,000	13,000									
LC - Cross Walk Lights x2	20,700	20,700									
LC - Chipseal North & South Access	275,000	275,000									
LC - Rebuild Golf Course Rd (1/2 mile)	20,000	20,000									
LC - Rebuild Airport Road (2 miles)	800,000	800,000									
LC - Rebuild Blue Hills Road (2 miles)											
LC - Rebuild Range Road 180 N (2 miles)	800,000	800,000									
LC - Buffalo Head Tower Flood Mitigation	50,000	50,000									
LC - Oil Bluemenart Road West	185,000	185,000									
LC - Overlay River Road	880,000	880,000									
LC - Various Overlays Hamlet of La Crete	250,000	250,000									
LC - Thermoplastic Lines Hamlet of La Crete	48,000	48,000									
FV - Shop Parking & Entrance Improvements	12,000	12,000									
Total department 32	7,769,011	6,044,411	-	-	500,000	1,224,600	-	-	-		

Project Description	2018 Budget	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	
(41) - Water Treatment & Distribution Department											
FV - Rural Water Supply North of the Peace River	20,000	20,000						GOR	20,000		\$20,000 from 2017 Non TCA Project - HL Rural Comprehensive Water Study
LC - Truck replacement	42,000	39,500				1,500					Unit #1431
Total department 41	62,000	59,500	-	-	-	1,500	-		20,000	-	
(42) - Sewer Disposal Department											
ZA - Sewage Forcemain	1,085,000	542,500			542,500					542,500	
LC - Main Lift Station Meter	50,000	50,000									
Total department 42	1,135,000	592,500	-	-	542,500	-	-		-	542,500	
(72) - Parks & Playgrounds Department											
FV - Processor / Splitter	33,200	33,200									
LC - Zero Turn Mower	15,200	15,200									Donate Unit #3010 to La Crete Recreation Board
3/4 ton pickup	45,000	43,500				1,500					Unit #1646
FV - Parks Storage Shed	27,500	27,500									
FV - Hutch Lake Cabin Expansion	114,000	114,000									
FV - Wadlin Lake Land Purchase	15,000	15,000						GOR	15,000		\$15,000 transfer from 2017 Non TCA Project - Wadlin Lake Land Purchase
Total department 72	249,900	248,400	-	-	-	1,500	-		15,000	-	
TOTAL 2018 Capital Projects	9,324,711	7,053,611	-	-	1,042,500	1,227,600	-	-	35,000	542,500	

Municipal Reserves

MACKENZIE COUNTY
MUNICIPAL RESERVES

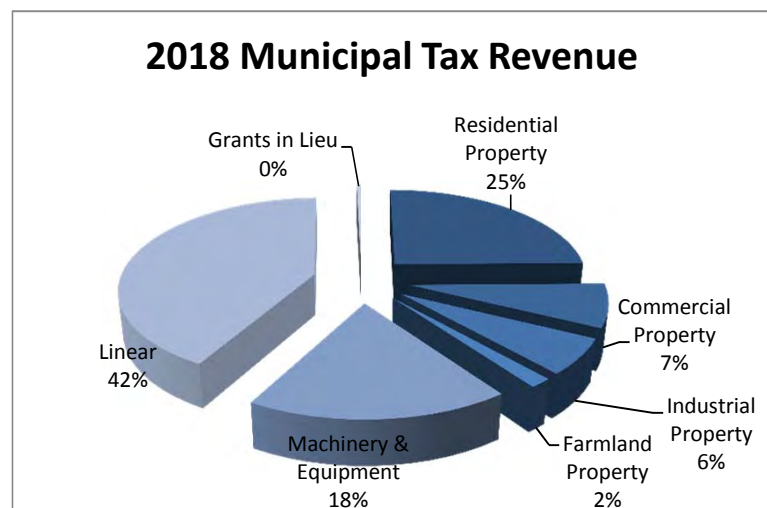
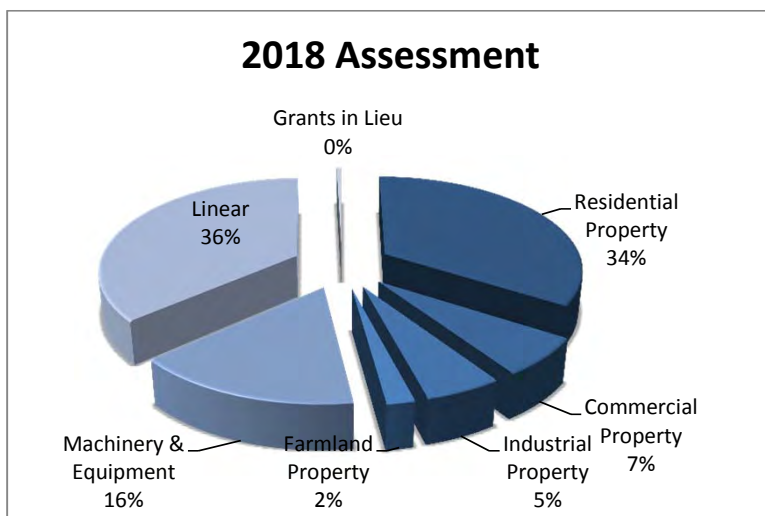
Name	Estimated (Dec. 31, 2016)	To be used for projects (TCA & NITCA)	Transfer from Operating to Reserve	Transfer from Reserves to Operating	Interfund Transfers	Estimated (Dec. 31, 2017)	To be used for projects (TCA & NITCA)	Transfer from Operating to Reserve	Transfer from Reserves to Operating	Interfund Transfers	Estimated (Dec. 31, 2018)
Operating Fund Reserves:											
Bursaries	9,250		13,350	(9,250)		13,350					13,350
Operating Fund Reserve - incl. non-TCA	-										-
General Operating Reserve	3,137,564	(325,777)	670,000	(382,000)	(15,000)	3,084,787	-		(670,000)		2,414,787
Gravel Reclamation	22,377					22,377					22,377
Gravel Crushing Reserve	543,955		500,000	-		1,043,955			(500,000)		543,955
Off-Site Levy Reserve	1,277,507					1,277,507					1,277,507
Rocky Acres Program - Incomplete Reserve-P.T.O. A.G.	-					-					-
Grants to Other Organizations Reserve Development	620,536	(222,650)		(34,968)	35,000	397,918					397,918
Non-profit Organizations	-					-					-
Recreation Emergency Funding Subdivisions Reserve	-					-					-
Municipal Reserve	478,922	(168,000)				310,922					310,922
Subtotal - Operating Fund Reserves	6,090,111	(390,650)	1,183,350	(426,218)	20,000	6,150,816	-	-	(1,170,000)	-	4,980,816
Capital Fund Reserves:											
Incomplete Capital - Administration	-					-					-
Incomplete Capital - Fire Department	-					-					-
Emergency Service	963,469				(963,469)	-					-
Emergency Service - Tompkins	250,000				(250,000)	-					-
Incomplete Capital - Ambulance	0					0					0
Emergency Service - Fort Vermilion	450,000					450,000					450,000
Incomplete Capital - Enforcement	-					-					-
Vehicle & Equipment Replacement and Roads Reserve (General)	1,770,195	(505,469)			963,469	2,228,195					2,228,195
Street Light Replacement Reserve	4,536,864	(655,000)				3,881,864					3,881,864
Walking Trails - Fort Vermilion	-					-					-
Walking Trails - La Crete	-					-					-
Walking Trails - Zama	-					-					-
Incomplete Capital - Public Works	-					-					-
Incomplete Capital - Airport	-					-					-
Drainage Reserve	2,500,031	(585,606)				1,914,425					1,914,425
Water /Sewer Infrastructure Reserve	386,225				(224,022)	162,203					162,203
Rural Water Reserve Fund	2,492,123				190,011	2,682,134					2,682,134
Water Upgrading	-					-					-
Incomplete Capital - Sewer	-					-					-
Sewer Upgrading	-					-					-
Incomplete Capital - Waste	-					-					-
Waste	-					-					-
Walking Trails - Zama	-					-					-
Incomplete Capital - Shop & Storage	-					-					-
Garbage Projects (incl. capital)	-					-					-
Incomplete Capital - Development Reserve - Sewer Upgrading	-					-					-
Agriculture - Reserve	-					-					-
Recreation and Parks	250,000	(55,000)				195,000					195,000
Recreation Board Reserve - Zama	19,389					19,389					19,389
Recreation Reserve - Fort Vermilion	130,076	(55,000)				75,076					75,076
Recreation Reserve - La Crete	240,570	(39,110)				201,460					201,460
Recreation Facilities - Zama	-					-					-
Recreation Facilities - Fort Vermilion	-					-					-
Recreation Facilities - La Crete	-					-					-
Incomplete Capital - Recreation	100					100					100
General Capital Reserve	4,049,943	134,536			250,000	4,434,479					4,434,479
Subtotal - Capital Fund Reserves	18,038,985	(1,760,649)	-	-	(34,011)	16,244,325	-	-	-	-	16,244,325
TOTAL RESERVES	24,129,096	(2,151,299)	1,183,350	(426,218)	(14,011)	22,395,141	-	-	(1,170,000)	-	21,225,141
Established reserves as per Council policies											

2018 Municipal Taxes

	2017 assessment	% change estimated	2018 estimated assessment	2018 projected revenue
Residential Property	780,624,090	0.00%	780,624,090	5,860,926
Commercial Property	149,145,140	0.00%	149,145,140	1,775,275
Industrial Property	121,540,530	0.00%	121,540,530	1,446,697
Farmland Property	44,343,070	0.00%	44,343,070	377,271
Machinery & Equipment	359,713,940	0.00%	359,713,940	4,281,675
Linear	825,930,250	0.00%	825,930,250	9,831,048
Grants in Lieu	9,845,820	0.00%	9,845,820	97,531
Total Taxable Assessment	\$2,291,142,840	0.00%	\$2,291,142,840	\$23,670,421 (1)
Tax exempt assessment	187,119,170	0.00%	187,119,170	0
Total Assessment	\$2,478,262,010	0.00%	\$2,478,262,010	\$23,670,421 (2)

Notes:

(1) Please note that 2017 tax bylaw rates were used in the calculation of the projected 2018 tax revenues.



2018 Grants to Other Organizations

MACKENZIE COUNTY

Summary of 2018 Grants to Other Organizations (NPOs)

Orginazation	2018 Budget	2018 Request	2017 Budget	2016 Actual	2015 Actual
Mackenzie County Library Board	241,550	241,550	239,080	237,910	228,000
Recreation Boards	1,198,919	2,063,050	1,727,739	1,370,546	1,105,901
FCSS	373,353	468,271	373,353	373,353	293,341
Agriculture	110,000	133,000	127,000	110,000	150,000
Other	419,400	835,500	464,541	426,908	402,500
	2,343,222	3,741,371	2,931,713	2,518,717	2,179,742

Specification of requests by location:

Location	FCSS	Other Grants	Recreation Boards	Agriculture	Mackenzie County Library	Total
3 Recreation Boards - Capital			175,500			175,500
Fort Vermillion	149,202	54,500	352,993			556,695
La Crete	215,210	159,700	518,031			892,941
Zama	8,941	8,000	152,396			169,337
High Level		40,000				40,000
Rocky Lane		39,000				39,000
Rainbow Lake		25,000				25,000
Library					241,550	241,550
Other (Regional)		88,000		110,000		198,000
Tourism		1,000				1,000
Cemeteries		4,200				4,200
Total 2018 Budget	373,353	419,400	1,198,919	110,000	241,550	2,343,222

Library Boards

Mackenzie Library Board

	2018 Budget	change	2018 Request	change	2017 Actual	change	2016 Actual	change	2015 Actual	change
Mackenzie Library Board	212,500	0.00%	212,500	0.00%	212,500	0.00%	212,500	0.00%	212,500	1.09%
Town of High Level Cost Sharing*	15,500	0.00%	15,500	0.00%	15,500	0.00%	15,500	0.00%	15,500	-1.96%
Utilities	13,550		13,550	22.29%	11,080	11.81%	9,910	10.79%	8,945	
Total	241,550		241,550	1.03%	239,080	0.49%	237,910	0.41%	236,945	4.83%
Population			10,927		10,927		10,925		10,927	
\$ per capita			\$22.11		\$21.88		\$21.78		\$21.68	

Mackenzie County

Recreation Boards

		2018 Budget	2018 Requests	2017 Actual	2016 Actual	2015 Actual
FV Recreation Society	Capital - see specification	98,000	853,200	555,000	113,870	129,500
	Operating - Board & Facilities	213,728	233,496	185,850	185,850	185,850
	Total requested	311,728	1,086,696	740,850	299,720	315,350
	<i>Paid by County:</i>					
	Operating - utilities	122,353	113,948	116,527	69,807	110,978
	Operating - insurance	16,912	17,103	16,912	16,912	17,555
	Total requested + paid by County	450,993	1,217,747	874,289	386,439	443,884

LC Recreation Society	Capital - see specification	77,500	172,500	177,700	414,149	82,030
	Operating - Board & Facilities	343,390	378,800	298,600	298,600	242,585
	Total requested	420,890	551,300	476,300	712,749	324,615
	<i>Paid by County:</i>					
	Operating - utilities	137,813	113,652	131,250	71,439	125,000
	Operating - insurance	36,828	37,267	36,828	36,828	38,319
	Total requested + paid by County	595,531	702,219	644,378	821,016	487,934

Zama Recreation Society (excl. FCSS & excl. Chamber of Commerce)	Capital - see specification	-	-	75,000	30,920	78,200
	Operating - Board & Facilities	136,732	118,880	118,880	118,880	118,880
	Total requested	136,732	118,880	193,880	149,800	197,080
	<i>Paid by County:</i>					
	Operating - Utilities	9,895	18,387	9,424	7,523	8,975
	Operating - Insurance	5,769	5,816	5,769	5,769	5,885
	Total requested + paid by County	152,396	143,084	209,073	163,092	211,940

Summary	2018 Budget	2018 Requests	2017 Actual	2016 Actual	2015 Actual
Total capital (County's portion)	175,500	1,025,700	807,700	558,939	289,730
Total operating	693,850	731,176	603,330	603,330	547,315
Total capital + operating	869,350	1,756,876	1,411,030	1,162,269	837,045
County-paid utilities & insurance	329,570	306,174	316,709	208,277	306,713
Grand total	1,198,919	2,063,050	1,727,739	1,370,546	1,143,758

*Utilities includes increase due to the Alternative Supply Reserve Fund for Northern Lights Gas Co-Op

Specification of Capital Grant Requests for 2018 (includes non-TCA items)	2018 Budget	2018 Requests	Cost Allocation - Approved			Notes
			Rec. Board cost share	County cost share	Total	
<i>Fort Vermilion Recreation Society:</i>						
New Hockey Boards and Glass for ice surface W/ netting		240,000				
Facility Lighting upgrade (lobby & ice surface)	20,000	50,000			-	
Boiler Room upgrades	45,000	45,000			-	
Splash Pad Renovations		20,000			-	
Second Beach Volleyball court		10,000			-	
Facility Door upgrade	30,000	30,000				
Facility Security Camera System	3,000	12,000				
Fitness Centre Equipment	-	20,000				
Full Size Soccer Nets	-	10,000				
Facility Booking Software		2,400				
Install Air Conditioning		59,800				
Artificial Ice Header Replacement		79,000				
Emergency Generator		275,000			-	
Subtotal - Fort Vermilion Recreation Society	98,000	853,200	-	-	-	
<i>La Crete Recreation Society:</i>						
Sprinklers for Ball Diamonds		60,000			-	
Skate Shack in Bluehills, shingles, roof extension, siding	20,000	20,000			-	
Renovate old dressing rooms (paint, vanities, bench)	-	35,000			-	
two sets of mini nets & portable boards	8,500	8,500			-	
Floor Scrubber	7,000	7,000			-	
Two Heaters for Bleachers	6,500	6,500			-	
Splash Park Electrical and Plumbing	18,000	18,000			-	
Wheel chair lift for hall & Wheel chair accessibility						no amount given
Parking Lot Slurry & Lines	17,500	17,500			-	
Subtotal - La Crete Recreation Society	77,500	172,500	-	-	-	
<i>Zama Recreation Society:</i>						
Requesting only Carry forward from 2017						
Subtotal - Zama Recreation Society	-	-	-	-	-	
Total - Recreation Societies	175,500	1,025,700	-	-	-	

Mackenzie County

Schedule of Recurring Grants - FCSS

	2018 Budget	change	2018 Requests	change	2017 Actual	change	2016 Actual	change	2015 Actual	change
Fort Vermilion FCSS	149,202	-37%	238,700	60%	149,202	18%	149,202	18%	126,019	0%
La Crete FCSS	215,210	-2%	220,630	3%	215,210	18%	215,210	18%	181,770	0%
Zama FCSS	8,941	0%	8,941	0%	8,941	18%	8,941	18%	7,552	0%
Total FCSS Funding Requested:	373,353	-20%	468,271	25%	373,353	18%	373,353	18%	315,341	0%
Provincial FCSS Funding (80%)	298,682	0%	298,682	0%	298,682	18%	298,682	18%	252,273	0%
Municipal Share (20%)+	74,671	0%	74,671	0%	74,671	18%	74,671	18%	63,068	0%
Provincial + Municipal funding available:	373,353	0%	373,353	0%	373,353	18%	373,353	18%	315,341	0%
Requested over the funding available:			94,918		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	2018 Budget	2018 Request	2017 Approved	2016 Approved	2015 Approved	2018 Notes
Assumption Region Community Policing Society	Operating	-	6,040	-	-	-	Organize past and future financial records. Purchase wall mount pamphlet holder. Vehicle and emergency kits. Promotional items
Frontier Veterinary Services	Operating - Large Animal	20,000	26,000	20,000	-	-	
	Operating	40,000	40,000	40,000	60,000	100,000	
FV Agricultural Society - Heritage Centre	Operating	25,000	45,000	25,000	25,000	25,000	Museum Curator wages. Exhibit development. Computer Upgrades. General operation costs.
FV Area Board of Trade	Operating	17,000	80,510	12,000	12,000	12,000	Aquiring Airport terminal for office. Build a secured visitor display for york boat. Canada Day festivities. Board Activites including monthly meetings, memberships, facility costs.
FV Friends of the Old Bay House Society	Utilities only	2,500	23,000	11,500	-	-	Restore Old Bay house Grant Request for shortfall of funds required.
FV Mackenzie Applied Research Association	Operating	50,000	50,000	50,000	50,000	50,000	
	Operating	-	15,000	15,000	-	-	
FV Royal Canadian Legion, Branch 243	Operating	6,000	-	6,000	6,000	6,000	Did not receive a 2018 Application
FV Seniors' Club	Operating	4,000	-	4,000	4,000	4,000	Did not receive a 2018 Application
FV Walking Trail - in TCA budget	Operating	-	-	-	-	10,000	Did not receive a 2018 Application
Fort Vermillion Youth Programs	Operating	-	-	-	-	5,000	Did not receive a 2018 Application
HL Agricultural Exhibition Association	Capital	15,000	15,000	15,000	10,000	10,000	Cost Sharing: \$20,000 from HLAEA. Track and Field upgrades. Outhouse
HL Rural Community Hall	Operating	10,000	10,000	10,000	10,000	10,000	New Outhouse
	Capital	15,000	15,000	10,000	10,000	7,000	
HL Trappers Association	Capital	-	-	6,000			
LC Area Chamber of Commerce	Operating	25,000	25,000	23,000	23,000	23,000	
LC Agricultural Society - Mennonite Heritage Village	Capital	13,000	13,000	10,000	10,000	10,000	(50/50 cost share) Install power to south museum equipment shed. Develop an interpretive galary. Flower mil Ext steps. Wind Mill Base
	Operating	35,000	80,000	35,000	35,000	35,000	plus gravel
	Operating-Utilities & Insurance	41,000	41,000	41,000	22,489	41,506	
LC Community Equine Centre	Operating - Heat and Power	10,000	-	10,000	100,000		Did not receive a 2018 Application
LC Field of Dreams Stampede Committee (Rodeo)	Capital	10,000	90,000	35,000	-	-	Facility improvements and upgrades. Install arrow pens. Payoff of the rest of the bleacher roof cost.
LC Meals for Seniors	Operating	6,000	6,000	4,000	4,000	4,000	Providing hot lunches for seniors.
LC Polar Cats	Operating	5,000	15,000	5,000	5,000	5,000	<i>RECEIVED PAST DEADLINE.</i> Trails and site maintenance. Connect LC and HL ice crossing trails
LC Seniors Inn (drop-in centre)	Operating	3,000	3,000	3,000	3,000	3,000	Operating Costs
	Operating - Utilities	4,000	2,450	1,341	1,219	1,456	2018 Includes Sewer/Water and Gas
LC Walking Trails - in TCA budget	Operating	-	-	-	-	10,000	Did not receive a 2018 Application
Mackenzie Regional Community Society	Operating	-	10,000	-		-	Offer direct support to victims
Rainbow Lake Family Centre	Capital	-	6,300	5,000	-	10,000	Facility Improvements - Outdoor/Indoor
Rainbow Lake Nursery School Society	Capitlal	-	4,000				Purchase of new and replacement toys.
Rainbow Lake Youth Center	Capital	-	28,000				Build a disconnect room. Update current technology. Funds for Activity nights
	Operating	25,000	39,000	7,500			Youth Supervisor wages. Misc operating expenses

Organization	Operating or Capital	2018 Budget	2018 Request	2017 Approved	2016 Approved	2015 Approved	2018 Notes
Rocky Lane Agricultural Society	Capital	15,000	15,000	12,000	12,000	14,000	Indoor arena storage addition
	Operating	14,000	14,000	12,000	14,000	14,000	outdoor skating rink/ cross country ski facility operations
	Operating - Arena Heat and Power	10,000	-	10,000	-	-	
Tompkins Improvement Board	Operating	7,700	15,000				Cost Sharing: \$30,000 from TIB. Cost assessment for Blue Hills Community Complex
Watt Mountain Wanderers	Operating	-	-	5,000	5,000	10,000	Did not receive a 2018 Application
ZA Chamber of Commerce	Operating	8,000	8,000	8,000	8,000	8,000	Operating Costs
REDI	Operating	28,000	28,000	28,000	28,000	28,000	
Farm Safety	Operating	-	2,000				
Mackenzie Tourism (DMO)	Operating	-	-	-	-	15,000	12,500 in operating budget 2-73-214
Mackenzie Golf	Operating	1,000	1,000	1,000	1,000	1,000	
High School Bursaries	Operating	25,000	25,000	25,000	24,000	25,000	
Cemeteries	Operating	4,200	4,200	4,200	4,200	3,500	
Grants to Other Organizations - Misc	Operating	15,000	15,000	15,000			
Emergent/ Emergency Funding	Operating	20,000	20,000				
Total		419,400	835,500	464,541	426,908	400,462	

*Blanks indicate no application received

Mackenzie County
Cemeteries

	2018 Budget	2018 Request	2017 Actual	2016 Actual	2015 Actual	2014 Actual	2013 Actual
St. Henry's RC Cemetary	600	600	600	600	500	500	500
St. Luke's Anglican Cemetary	600	600	600	600	500	500	500
La Crete Bergthaler	600	600	600	600	500	500	500
La Crete Christian Fellowship	600	600	600	600	500	500	500
North Paddle River Cemetary	600	600	600	600	500	500	500
Cornerstone Evangelical Church	600	600	600	600	500	500	500
Ruthenian Greek Cemetary	600	600	600	600	500	500	500
	4,200	4,200	4,200	4,200	3,500	3,500	3,500



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2018
Presented By:	Karen Huff, Director of Finance
Title:	Town of High Level – 2018 Capital Projects Request

BACKGROUND / PROPOSAL:

Mackenzie County and the Town of High Level entered into a Regional Service Sharing Agreement. Based on this agreement, the County agreed to contribute towards capital projects as follows:

Recreational Services Projects	20%
Airport Projects	30%
Fire Services Projects	50%

The Town of High Level’s Capital Project request letter is attached for review.

OPTIONS & BENEFITS:

<u>Department</u>	<u>Project</u>	<u>Budget</u>	<u>County Contribution</u>
Airport	Pick Up	\$38,000	\$11,400
Community Services	Aquatic Centre Pool Pilot/Chemical Controller replacement	\$65,000	\$13,000
Fire	Command Truck Replacement	\$85,000	\$42,500
Fire	Breathing Apparatus Equipment replacement	\$285,000	\$142,500

Total Capital Projects funding requested is \$209,400.

Author: Karen Huff **Reviewed by:** _____ **CAO:** _____

COSTS & SOURCE OF FUNDING:

Included in the 2018 Budget – Grants to Other Governments

SUSTAINABILITY PLAN:

COMMUNICATION:

Administration to communicate Council’s decision with the Town of High Level.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Town of High Level 2018 Capital Projects request letter be received for information.

Author: Karen Huff Reviewed by: _____ CAO: _____



TOWN OF
HIGH LEVEL

Town of High Level
10511 - 103rd Street
High Level, AB T0H 1Z0
Canada

Telephone: (780) 926-2201
Facsimile: (780) 926-2899
town@highlevel.ca
www.highlevel.ca

November 20th, 2017

Attention: Len Racher
Chief Administrative Officer
Mackenzie County
4511-46 Avenue
Box 640, Fort Vermillion, AB T0H 1N0

Dear Mr. Racher,

This letter is to provide an overview of the Towns 2018 Capital Projects as per the Regional Service Sharing agreement.

Under the current RSSA, the County contributes the following percentages of Capital Expenditures:

- 30% - Airport
- 20% - Recreation
- 50% - Fire Services

Department	Project	Budget	County Contribution
Airport	Pick Up	\$38,000	\$11,400
Community Services	Aquatic Centre Pool Pilot/Chemical Controller replacement	\$65,000	\$13,000
Fire	Command Truck Replacement	\$85,000	\$42,500
Fire	Breathing Apparatus Equipment replacement	\$285,000	\$142,500

Airport Runway Rehabilitation: This project scope includes the repairs of eight transverse cracks on the runway. This project was included in the 2017 contribution; however, the project tenders came in \$160,000 over the budget of \$110,000, bringing the project total to \$270,000. Being that the project was over budget, it was not completed in 2017. Council has decided not carry this project forward into the 2018 budget. Council will continue to move forward with the ACAP grant. In the chance that the transverse cracks become a major safety concern and the ACAP grant does not go through the Town will have to add this project back in. The County's contribution will be \$81,000 for this project.

*Gateway To The South
Gateway to the South*

Airport Pickup Truck: The current truck is a 2003. Its primary use is airside maintenance. In 2017, the Airport staff had to remove this unit from service, as it was leaving rust along the runway while doing maintenance. It also acts as our on call truck.

Aquatic Centre Pool Pilot/Chemical Controller replacement: This automated system has not been working correctly since July. The aquatic staff have been working consistently with Automated Aquatics to try and trouble shoot the problem, with no success. Under the Alberta Regulations for Public Swimming Pools Section 15.1 "A public swimming pool must be equipped with automated chemical feeding and monitoring equipment for pH and chlorine"; 5.2 "The equipment referred to in subsection (1) must (a) maintained in good working condition, and (b) calibrated and manually tested in accordance with the Pool Standards to ensure that it is working properly.

Command Truck Replacement: Replaces 2011 Tahoe as per Emergency Vehicle Replacement Policy (1 year overdue) Includes lighting, decals and cabinetry/emergency equipment. The Fire Department operates Two Command Vehicles that are both over the age requirement under the Emergency Vehicle Life Cycle Policy. The Tahoe is due for replacement this year as it is now 7 years old and has approximately 130,000 km on it. This vehicle is a primary response vehicle for Duty Officers and sees a lot of highway travel. Currently the rear emergency lighting needs to be replaced and there is rust starting in the doorsills. Maintenance costs are moderate with headlights being the major issue due to an electrical issue.

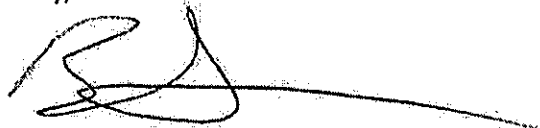
Breathing Apparatus Equipment replacement: This project will replace the existing Self Contained Breathing Apparatus (SCBA) for the fire department. This project will see a full replacement of the air packs and tanks. Currently the Fire Department is seeing a drastic increase in the number of SCBA failures in the last 4 months. One of these failures resulted in a firefighter injury during a live fire training event which had serious potential for serious injury.

Town Council has reviewed the Capital items presented in this letter during the budget discussions in November. The Town will notify the County if there are any changes to the scope or costs of the above noted projects during the budget approval.

We appreciate the Mackenzie County's ongoing support and contribution to the projects.

Should you have any questions regarding this letter, please contact me at (780)821-4002.

Sincerely,



Brittany Stahl
Director of Finance
Town of High Level

Gateway to the South



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2018
Presented By:	Karen Huff, Director of Finance
Title:	2016 Insurance Coverage for Not for Profit Organizations– Unpaid Invoices

BACKGROUND / PROPOSAL:

As per Policy *ADM018 Insurance Coverage for Non for Profit Organizations*, point #4, “The M.D. of Mackenzie shall provide insurance to “Not for Profit” organization on a cost recovery basis only”. (attached)

“Not for Profit” Organizations within Mackenzie County are able to apply for insurance under Mackenzie County’s insurance umbrella to receive insurance for the organization at a lower cost. It is not required that these organizations receive their insurance through Mackenzie County and can switch/cancel their insurance policies at any time.

All 2016 insurance invoices were reviewed for payment confirmation, and Northeast Community Adult Learning Society had an outstanding balance due.

A letter was sent to the Northeast Community Adult Learning Society advising them of their outstanding amount due; however no payment has been received.

It has come to administrations attention that the Northeast Community Adult Learning Society has not been in operation since 2016 and was not required to complete the renewal forms for the 2016-2017 insurance coverage renewal.

This was reviewed at the December 13, 2017 Finance Committee Meeting, where the following motion was made:

Author: J.V. Batt **Reviewed by:** _____ **CAO:** _____

MOTION FC-17-12-145

MOVED by Deputy Reeve Wardley

That the Finance Committee recommends to Council that Insurance Coverage for the Northeast Community Adult Learning Society be cancelled as they have ceased operations and that the unpaid November 1, 2016 – November 1, 2017 and the November 1, 2017 - December 14, 2017 insurance invoices be written off.

CARRIED

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2018 Operating Budget

RECOMMENDED ACTION:

- Simple Majority
- Requires 2/3
- Requires Unanimous

That Insurance Coverage for the Northeast Community Adult Learning Society be cancelled as they have ceased operations and that the unpaid November 1, 2016 – November 1, 2017 and the November 1, 2017 - December 14, 2017 insurance invoices be written off in the amount of \$470.71.

Author: J.V. Batt **Review Date:** _____ **CAO** _____

Municipal District of Mackenzie No. 23

Title	Insurance Coverage for Not for Profit Organizations	Policy No:	ADM018
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Legislation Reference	Municipal Government Act Section 5b)
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<p>Purpose</p> <p>To establish procedures and standards for “Not for Profit” organizations to request insurance for premises and volunteers through the M.D. of Mackenzie’s insurance company at the Municipal Government rate.</p>
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Policy Statement and Guidelines

1. The “Not for Profit” organization must be based within the boundaries of the M.D. of Mackenzie.
2. The “Not for Profit” organization must be registered in the Province of Alberta as a society or association under the Societies Act and a copy of the registration must be provided to the M.D. of Mackenzie.
3. If a “Not for Profit” organization is registered with the federal government, a copy of the registration documents must be provided to the M.D. Mackenzie.
4. The M.D. of Mackenzie shall provide insurance to “Not for Profit” organizations on a cost recovery basis only.
5. At least one member of each “Not for Profit” organization insured through the M.D. of Mackenzie must send a minimum of one representative annually to a Risk Management Workshop sponsored by the municipality. Those organizations not represented at the Risk Management Workshop will be suspended from insurance coverage.
6. When liquor is being served on property insured through the M.D. of Mackenzie, the “Not for Profit” organization must ensure that the user group provide proof of liability insurance.
7. Where the user group is unable to provide proof of liability insurance the “Not for Profit” organization must have the user complete a five-part certificate at the time the rental agreement is signed. The user shall be issued the original certificate and copies shall be provided to the M.D. of Mackenzie, the “Not for Profit” organization, and two (2) copies to Jubilee Insurance Agencies Ltd.
8. User group insurance is not required by:
 - Sporting or other organizations which are covered under a provincial or local insurance policy; and

- Organizations who are additional named insurers under the M.D. of Mackenzie insurance policy.
9. The M.D. of Mackenzie shall make the following types of insurance available to “Not for Profit” organizations upon written request:
- Bond and Crime Insurance Policy 54786;
 - Comprehensive General Liability Insurance Policy 71600; and
 - General Property Insurance Policy RSLE 1851.
10. Facility users may obtain a separate User Group Insurance policy through the M.D. of Mackenzie at a cost of \$100 where alcohol is included and \$25 for other events. This certificate may be obtained at the time the rental agreement is signed.
11. The M.D. of Mackenzie shall provide Volunteer Insurance to members serving on M.D. of Mackenzie Boards under the following Volunteer Plan “B” Policy 100000756, at no cost to the members:
- Principal sum: \$50,000.00
 - Weekly Accident Indemnity: \$200.00
 - Accident Reimburse Benefits: \$1,000.00
 - Aggregate Limit \$500,000.00 per accident or occurrence.

	Date	Resolution Number
Approved	Dec 19/00	00-770
Amended	Apr 3/01	01-185
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2018
Presented By:	Karen Huff, Director of Finance
Title:	Finance Committee – Terms of Reference

BACKGROUND / PROPOSAL:

At the December 13, 2017 Finance Committee meeting, the following motion was made:

MOTION FC-17-12-144 **MOVED** by Councillor Knelsen

That the Finance Committee recommends to Council to amend the Finance Committee Terms of Reference as discussed.

CARRIED

Attached is the amended Finance Terms of Reference for review.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

Author: J.V. Batt **Reviewed by:** Karen Huff **CAO** _____

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Finance Committee Terms of Reference be approved as presented.

Author: J.V. Batt **Review Date:** Karen Huff **CAO** _____

FINANCE COMMITTEE TERMS OF REFERENCE

Purpose:

To provide oversight over the municipality's financial matters.

Committee Structure:

The membership of the Committee will be comprised as follows:

- Reeve – Ex-officio (voting member)
- Four members of Council
- Chief Administrative Officer or designate
- Director of Finance
- Others as required

The Committee shall appoint its own Chair and Vice-Chair at the first Committee meeting held following Council's Organizational Meeting.

Quorum:

Any three Councillors present at a meeting shall be considered a quorum. In order for the meeting to take place the Chief Administrative Officer or his/her designate must be present.

Term:

All members of the Committee will hold office for a one year period, with members being appointed at the Organizational Meeting in October of each year.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment; such vacancy shall be filled by an appointment by Council as soon as possible.

Authority:

The Committee shall report directly to the County Council on all matters including recommendations with the Committee's approved minutes being presented to Council on a regular basis.

Meeting Schedule:

The committee shall meet as required in order to adequately address its Scope of Work in a timely manner.

General Responsibilities:

The Finance Committee shall be responsible for oversight of any matters involving finances and in particular:

Financial oversight duties:

1. Review financial reports as and if required.
2. Review municipal investments and make recommendations to Council pursuant to Section 250 of the Municipal Government Act.
3. Review auditor's management letters and other audit related communications.

Advisory duties, provide recommendations to Council:

4. Review financial policies, reserve policies, and the format of monthly reports (operating and capital), and make recommendations to Council.
5. Review any Regional matters that may have financial implications, such as Regional Airports.
6. Explore/review and recommend options regarding sale and/or lease of the County owned lands (for example: airport lots/stalls)
7. Review fees and charges (including water, sewer, and garbage) payable by ratepayers under the various bylaws.
8. Review WCB, and Insurance rates, and fees.
9. In general - provide recommendations to Council regarding the financial affairs and the financial management of the County, or as requested or required.

Delegated organizational duties:

10. Award and administer the Bursary Program.
- ~~11. Review and approve CAO's expense claims.~~
12. Review monthly MasterCard statements.
13. Review Council, and CAO monthly expenses and honorariums and make decisions on any discretionary honorarium and expenses.
14. Administer the use of the annually budgeted funds (if any) for the local recreational boards for emergent items.
15. Review Members at Large expenses and honorariums and make decisions on any discretionary honorarium and expenses.

Responsible for review of the following Bylaws/Documents:

- Fee Schedule Bylaw
- Financial Policies

Approved External Activities:

- Not Applicable

	Date	Resolution Number
Approved		
Amended	2014-03-27	

Amended	2015-10-27	
Amended	2017-10-23	17-10-744



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Bylaw 1088-18 Land Use Bylaw Amendment to Rezone Plan 872 2339, Block 17, Lot 3 and Part of Plan 872 2339, Block 17, Lot 2 from La Crete Heavy Industrial “LC-HI” to La Crete Highway Commercial “LC-HC” (La Crete)

BACKGROUND / PROPOSAL:

Mackenzie County has received a request to rezone Plan 872 2339, Block 17, Lot 3 and the north half of Plan 872 2339, Block 17, Lot 2 from La Crete Heavy Industrial “LC-HI” to La Crete Highway Commercial “LC-HC” to accommodate the use of Automotive Sales and Rental.

AUTOMOTIVE SALES AND RENTAL means a development used for the retail sale, rental or lease of new or used automobiles, RECREATIONAL VEHICLES and motorcycles, together with incidental maintenance services and sale of parts.

The applicant will be selling the shop and lots to be used as a Recreational Vehicle Repair and Sales Dealership, if approved.

The location of this proposed rezoning is in the industrial area of La Crete at 9501 – 99th Street and 9601 – 99th Street. The subject lots are currently vacant with a shop on site. The lot was once used as Timberbound’s main office and equipment yard site.

The current zoning, “LC-HI” does not have Automotive Sales and Rental as a use considering that the intention of the district is for heavy industrial uses such as bulk fuel and manufacturing; therefore the applicant must rezone to the appropriate zoning district for the proposed commercial use.

OPTIONS & BENEFITS:

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

Author: C Smith Reviewed by: B Peters CAO

BYLAW NO. 1088-18
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW

WHEREAS, Mackenzie County has a Municipal Development Plan adopted in 2009, and

WHEREAS, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2017, and

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate the use of Automotive Sales and Rental.

NOW THEREFORE, THE COUNCIL OF MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the land use designation of the subject parcels known as:

Plan 872 2339, Block 17, Lot 3 and Part of Plan 872 2339, Block 17, Lot 2

within the hamlet of La Crete, be rezoned from La Crete Heavy Industrial "LC-HI" to La Crete Highway Commercial "LC-HC" as outlined in Schedule "A" hereto attached.

READ a first time this ___ day of _____, 2018.

PUBLIC HEARING held this ___ day of _____, 2018.

READ a second time this ___ day of _____, 2018.

READ a third time and finally passed this ___ day of _____, 2018.

Peter F Braun
Reeve

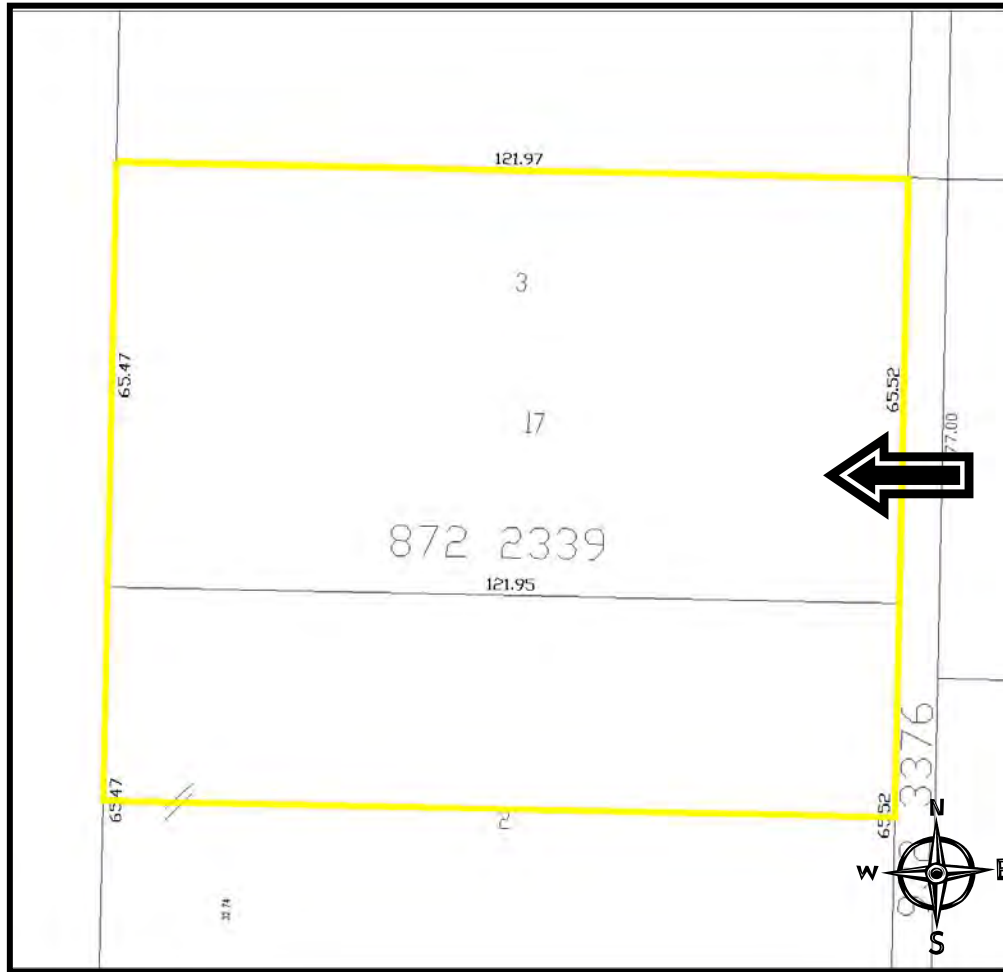
Len Racher
Chief Administrative Officer

BYLAW No. 1088-18

SCHEDULE "A"

1. That the land use designation of the following property known as:

Plan 872 2339, Block 17, Lot 3 and Part of Plan 872 2339, Block 17, Lot 2 within the hamlet of La Crete, be rezoned from La Crete Heavy Industrial "LC-HI" to La Crete Highway Commercial "LC-HC" as outlined in Schedule "A" hereto attached.



FROM: La Crete Heavy Industrial "LC-HI"

TO: La Crete Highway Commercial "LC-HC"



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT <i>Timberbound Construction LTD</i>		
ADDRESS <i>Box 610</i>		
TOWN <i>La Crete AB.</i>		
POSTAL CODE <i>T0N 2H0</i>	PHONE (RES.)	BUS. <i>780 926 6537</i>

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF REGISTER OWNER <i>Timberbound</i>		
ADDRESS		
TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN <i>8722339</i>	BLK <i>17</i>	LOT <i>3</i>
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: *La Crete Heavy Industrial* TO: *La Crete Highway Commercial*

REASONS SUPPORTING PROPOSED AMENDMENT:

We want to turn the shop and property into an R.V. Repair + Sales dealership

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ *400.00* RECEIPT NO. *224224*

APPLICANT *[Signature]* DATE _____

NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

REGISTERED OWNER *[Signature]* DATE *Dec 7 2017*

BYLAW AMENDMENT APPLICATION



NOT TO SCALE

File No. Bylaw 1088-18

Disclaimer

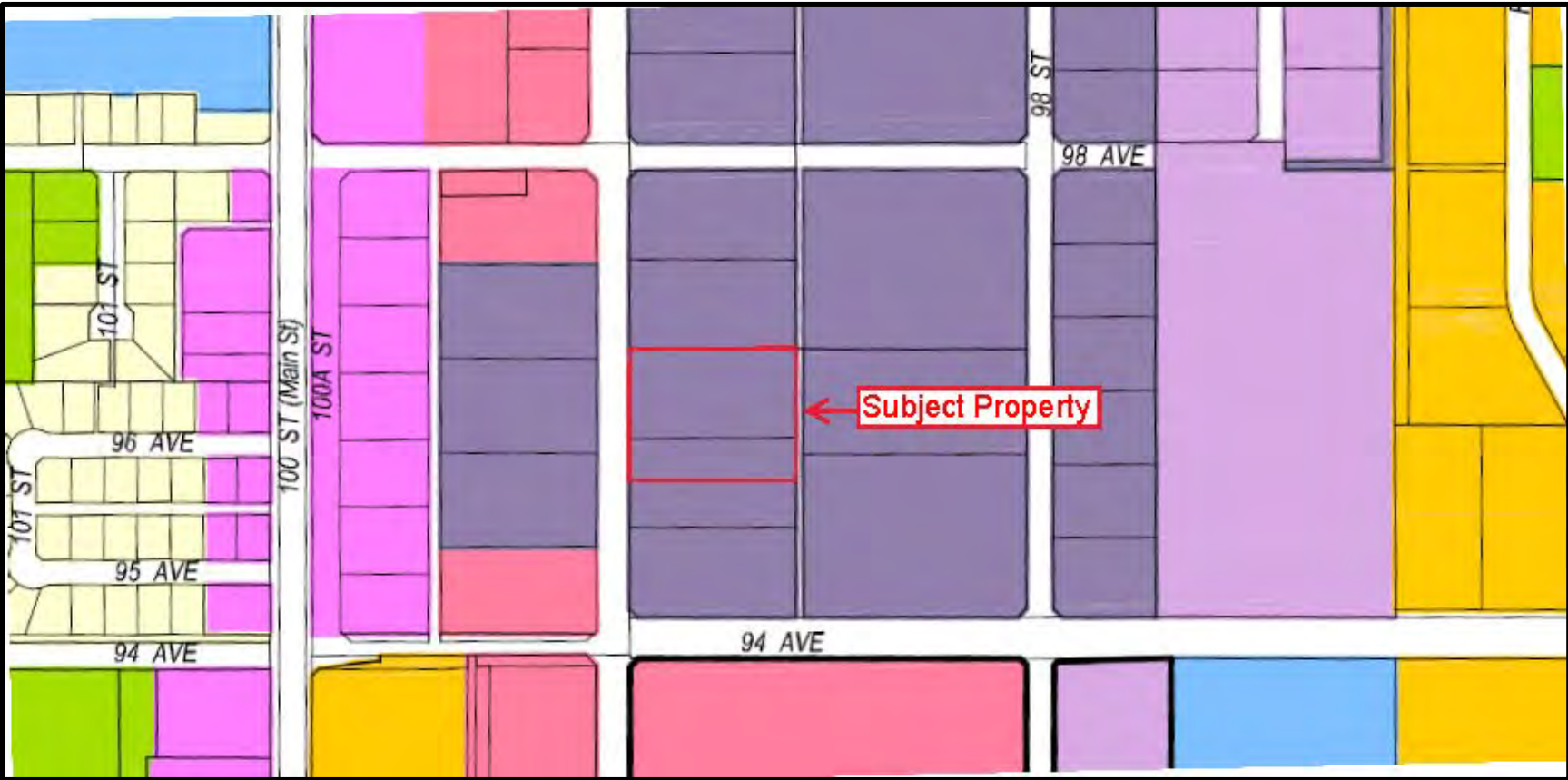
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Mackenzie County

BYLAW AMENDMENT APPLICATION



File No. Bylaw 1088-18

NOT TO SCALE

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Mackenzie County



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 9, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Action List
- Correspondence – Alberta Environment & Parks (Mackenzie County Land Exchange Proposal)
- Correspondence – CN
- Correspondence – Alberta Order of Excellence
- Correspondence – Alberta Health (Staffing Concerns)
- Correspondence – Alberta Environment & Parks (Application to Purchase No. PLS 140031)
- Correspondence – Alberta Environment & Parks (Application to Purchase No. PLS 160031)
- Correspondence – NWSAR Committee to Minister of Agriculture & Forestry
- Correspondence – NSWAR Committee to Minister of Environment & Parks
- Correspondence – Alberta Infrastructure (Canada Infrastructure Plan)
- Correspondence – Minister of Municipal Affairs (AAMDC Meeting Follow-up)
- Correspondence – Canadian Association of Petroleum Producers (November 2017 Meeting Follow-up)
- Correspondence – Canadian Natural Resources Ltd. (November Meeting Follow-up)
- Correspondence – Husky Energy (November Meeting Follow-up)
- Correspondence – Obsidian Energy (November Meeting Follow-up)
- Correspondence – Paramount Resources Ltd. (November Meeting Follow-up)
- Correspondence – Strategic Oil & Gas Ltd. (November Meeting Follow-up)
- Correspondence – Minister of Agriculture & Forestry (Natural Gas Supply Shortage)
- High Level Forests Public Advisory Committee Meeting Minutes

Author: C. Gabriel **Reviewed by:** _____ **CAO:** _____

- 2018 RaPAP Conference
- Mighty Peace Watershed Alliance Newsletter

OPTIONS & BENEFITS:

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. Gabriel Reviewed by: _____ CAO: _____

Mackenzie County Action List as of December 12, 2017

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
May 28, 2013 Council Meeting			
13-05-375	That the Zama Access paving be the first capital priority for paving a road outside a hamlet boundary and that administration continue reviewing options and applying for provincial and/or federal grants as these may become available with intent to complete the paving of this road.	CAO	Debbie Jabbour has not brought forward any suggestions on how to get this accomplished.
March 10, 2015 Council Meeting			
15-03-191	To ensure, assist and stimulate the continued financial and economic growth and well-being of our oil and gas industry, that Mackenzie County explore transferring the following LOC roads to Mackenzie County: Zama Plant Road approximately 47 kilometers (connecting Zama Access with the Assumption High Grade) and the first approximately 60 kilometers of the Shekilie Road.	CAO	Met with new owners (Paramount) in Calgary, and followed up with a letter requesting fair treatment of all users of Road. Paramount assured that they need private industries to fill pipeline to the plant.
February 22, 2016 Council Meeting			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Initial report received, still awaiting final report Investigated by Director of Surveys. Anticipating a couple year deadline.
March 8, 2016 Regular Council Meeting			
16-03-178	That administration pursues taking possession of the southerly gravel pit lease DRS 834, and delays pursuing possession of the northerly gravel pit lease DRS 780149.	Dave	Waiting for feedback from EAP.
May 10, 2016 Regular Council Meeting			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> • cancel PLS 080023; • pursue acquisition of land parcels as identified on the map presented in red; • identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator. 	Don	<p>PLS Cancelled Need to submit 2 different applications.</p> <p>Asset list with all leases, caveats, dispositions, easements, etc</p> <p>Response Received from AEP 2017-11-27</p> <p>RFD to Council</p>
July 12, 2016 Regular Council Meeting			

Motion	Action Required	Action By	Status
16-07-526	That the County pursue purchasing the leased lands at the Wadlin Lake and Hutch Lake campgrounds.	Doug Len	Wadlin-waiting for survey to be accepted by Director of Surveys. Next step – First Nation Consultation
August 9, 2016 Regular Council Meeting			
16-08-599	That administration proceed with registering the utility right of way on NE 3-106-15-W5M and NW 3-106-15-W5M. (La Crete SE Drainage Ditch)	Byron	Re-negotiating with landowners.
August 24, 2016 Regular Council Meeting			
16-08-656	That administration draft an endeavor to assist policy for lateral water lines.	Fred	Finance Committee 2018-01-22
November 23, 2016 Regular Council Meeting			
16-11-868	That Mackenzie County initiate discussions with First Nations with the intention of creating a Memorandum of Understanding for a communication protocol between Mackenzie County and our First Nation neighbours.	Doug	Working on establishing relationships that will inform the communication protocol
December 13, 2016 Regular Council Meeting			
16-12-913	That administration change equipment values as determined and to engage in an appraisal for buildings over \$100,000 as per amended list in 2017.	Doug	2018 Budget
January 9, 2017 Regular Council Meeting			
17-01-011	That the request to alter fire invoicing process with the Town of High Level be discussed at the 2018 review of the Regional Service Sharing Agreement.	Len	RRSA Review in 2018
February 14, 2017 Regular Council Meeting			
17-02-113	That third reading of Bylaw 1050-16 being a Land Use Bylaw Amendment to rezone part of SE 16-106-15-W5M from La Crete General Commercial District "GC1" to Manufactured Home Subdivision 1 "MHS1" to accommodate the development of residential lots be TABLED until the area structure plan and servicing requirements have been reviewed for the area.	Byron	Developers are not actively pursuing, however they have not withdrawn their application.
March 14, 2017 Regular Council Meeting			
17-03-192	That administration apply for federal grant funding for the following projects: <ul style="list-style-type: none"> • Blue Hills Waterline • Waterline north of the Peace River 	Fred	Waiting for program announcement and opening for applications
March 29, 2017 Regular Council Meeting			
17-03-222	That the budget be amended to include \$15,000 for the Wadlin Lake Land Purchase project, for the purpose of completing the land survey, with funding coming from the Parks & Recreation Reserve and that administration move forward with completing the survey and that administration bring back costs	Karen Doug	Director of Surveys required some redrafting. Surveyor has completed the redraft and will be submitting the plan for final approval. Once

Motion	Action Required	Action By	Status
	relating to First Nations Consultation prior to initiating the consultation process.		approved by the Director of Surveys the FNC process can begin.
April 11, 2017 Regular Council Meeting			
17-04-254	That administration bring back options for an additional sub-class under residential for lots too small to legally develop.	Karen Byron	Discussion to take place with new assessor.
June 13, 2017 Regular Council Meeting			
17-06-425	That a letter be sent to all cell service providers requesting that they provide cell service along all major Highway (Highway 35, 58, 88 & 697) corridors and with a copy going to our Members of Parliament, Member of Legislative Assembly, Regional Economic Development Initiative, Northern Transportation Advocacy Bureau, Northern Alberta Development Council, Alberta Urban Municipalities Association, and the Alberta Association of Municipal Districts and Counties.	Len	Drafting Process
17-06-426	That administration prepare a cost estimate to complete the preliminary work for the development of additional lots at Hutch Lake Cabins and bring back to Council for review.	Doug	2018 Budget Deliberations
17-06-439	That administration look at options for a future fire hall in the Hamlet of Fort Vermilion, outside of the downtown core.	Byron Doug	Long term discussion for 5 year plan. Proposed locations being assessed.
June 28, 2017 Council Meeting			
17-06-445	That administration be directed to enter into an agreement with CanWest Air for the lease of a new terminal at the Fort Vermilion airport, with the terms and conditions as discussed.	Byron	Developing an agreement with CanWest
17-06-493	That tax rolls 077026, 077027 & 077030 be classified under the Limited Access Seasonal Residential for the 2018 tax year.	Karen	2018 Tax Rate Bylaw
17-06-495	That tax rolls 118524-118528 & 118535-118539 be classified under the Limited Access Seasonal Residential for the 2018 tax year.	Karen	2018 Tax Rate Bylaw
17-06-497	That tax roll 074356 be classified under the Limited Access Seasonal Residential for the 2018 tax year.	Karen	2018 Tax Rate Bylaw
17-06-502	That administration proceed with acquiring proper permitting for Fidler Pit, and begin a Request for Proposal for the removal of overburden from Fidler Pit in the 2017 year, and move the crushing Request for Proposal to the 2018 budget year.	Dave	In Progress
July 26, 2017 Council Meeting			

Motion	Action Required	Action By	Status
17-07-541	That Mackenzie County proceeds with acquiring Recreation Lease REC820035 for future road improvements and to continue operating the recreational area of Tourangeau Lake.	Doug	Application in Progress
August 23, 2017 Council Meeting			
17-08-593	That administration proceed with meeting with the developers and draft an off-site levy bylaw for the La Crete Sanitary Sewer Expansion project.	Fred	Engineers still working on report. Open House 2017-09-21 To Council 2017-10-10
17-08-604	That Mackenzie County support the County of Stettler and send a letter to the Minister of Municipal Affairs requesting amendments to the Municipal Government Act and other provincial legislation to improve the ability to recover unpaid taxes (including uncollectable School Tax and Seniors Housing requisitions) levied against oil and gas operations and the associated machinery and equipment linear property.	Len	Complete. Municipal Affairs have announced the PERC program.
17-08-605	That Mackenzie County send a letter to D. Gilles Seutin, Chief Ecosystem Scientist, with a copy to The Honourable Catherine McKenna and The Honorable Shannon Phillips regarding the diseased wood bison.	Len	In Progress
September 25, 2017 Council Meeting			
17-09-643	That the \$2,000,000.00 Mackenzie County receives from the Province for the Fox Lake Access Road Project be released to Little Red River.	Karen	Funds have not yet been received
17-09-646	That a letter be sent to our Members of Parliament expressing our objection to the privatization of national airports.	Dave	Letter is written.
17-09-650	That administration work with the Mackenzie Ski Hill Society to obtain a Registered Road Disposition (RRD) disposition for the road, and that the County commits to an endeavor to assist, as per current policy, to cover a portion of road construction costs to the proposed ski hill in the Buffalo Head Hills.	Dave	Ongoing.
17-09-653	That administration negotiate an agreement with the Fort Vermilion Board of Trade for the transfer of the Fort Vermilion Airport Terminal Building.	Doug	Negotiations are in progress.
17-09-660	That administration bring back Policy FIN013 - Community Organization funding with amendments to include the process for flow through grant funding and issuing of charitable receipts.	Karen	2018-01-09
17-09-668	That administration look into Alberta Transportation's inquiry regarding the intersection on Range Road 172.	Dave	Will bring to Council in early 2018.
October 24, 2017 Council Meeting			
17-10-809	That MLA Debbie Jabbour be invited to an upcoming council meeting.	Carol	In Progress

Motion	Action Required	Action By	Status
17-10-811	That a letter be sent to the Government of Alberta requesting that they reconsider the withdrawal of the \$8M support for the Western College of Veterinary Medicine.	Len	In Progress
October 30, 2017 Council Meeting			
17-10-824	That weed notices be issued on public lands starting in the 2018 year.	Grant	Letter has been drafted to the Minister
November 7, 2017 Council Meeting			
17-11-828	That Bylaw 1083-17 being the organizational and procedural bylaw for Mackenzie County be brought back to include additional information on delegations and public hearings.	Carol	2018-01-24
17-11-829	That administration investigate options for live/recorded broadcasting of council meetings.	Carol	In progress
17-11-839	That the surveillance camera estimate be TABLED for more information.	Doug	2018-01-09
17-11-847	That the County sell 0.102 acres (Part of Plan 882 2651, Block 01, Lot E) to the developer for the purpose of consolidation at market value and a \$3,500 donation to the Jubilee Park in La Crete.	Byron	Property Sale In Progress.
17-11-851	That the County proceed with negotiations for a new post office facility in La Crete as discussed.	Len Byron	In Progress
November 29, 2017 Council Meeting			
17-11-872	That administration investigate the status of the companies with uncollectable Education Property Taxes on oil and gas properties and verify the write-offs versus allowances.	Karen	In Progress
17-11-873	That first reading be given to Bylaw 1086-17 being a Land Use Bylaw Revision to add the definition of Dwelling – Emergency Services to the Land Use Bylaw and that Dwelling – Emergency Services be added as a discretionary use in the Airport “AP” district, subject to public hearing input.	Byron	Public Hearing on 2018-01-09
17-11-874	That administration be authorized to negotiate and enter into a lease agreement with Arrow Technology Group for the purpose of a communication tower to increase internet service in Zama.	Byron	Project Completion of December 2017. January Installation.
December 11, 2017 Budget Council Meeting			
17-12-896	That the budget be amended to transfer \$20,000 from the 2017 FV/HL Rural Comprehensive Water Study Carry-Forward Project to the 2018 FV – Rural Water Supply North of Peace River Project.	Karen	Completed

Motion	Action Required	Action By	Status
17-12-897	That administration review the need for the changes/additions to the Fort Vermilion Shop and consider the need for a new fire hall in Fort Vermilion and investigate other building options.	Doug	In Progress
17-12-899	That the 2018 non-profit capital and operating funding be approved and that fifty percent (50%) of the operating funding be released.	Karen	January 2018
December 12, 2017 Council Meeting			
17-12-905	That the Northern Alberta Development Council (NADC) be invited to attend a council meeting to provide an update on the Rural Broadband project.	Carol	
17-12-914	That Mackenzie County proceed with the purchase of the Bistcho Lake leases connected to commercial fishing.	Doug	In Progress
17-12-919	That the following properties be removed from the 2017 Tax Recovery Auction List and that Administration apply for Ministerial Orders to extend the tax notification period as per section 417(2)(a) and 418(2) of the Municipal Government Act and that the properties be added to the next tax recovery auction list following receipt of the Ministerial Orders. <ul style="list-style-type: none"> • Tax Roll 076073 • Tax Roll 296347 • Tax Roll 300574 	Karen	
17-12-920	That the following property be removed to investigate amounts transferred to the tax roll for spill clean-up. <ul style="list-style-type: none"> • Tax Roll 077071 	Karen	
17-12-921	That a letter be sent to Minister Hoffman and Dr. Verna Yiu, Alberta Health Services President and CEO, inquiring about the staffing issues in our region and copy Mark Cowan, United Nurses of Alberta.	Carol	Completed.
17-12-922	That the Mackenzie Housing Park Project over-expenditure be funded from the Municipal Reserve in the amount of \$5,095.	Karen	
17-12-927	That Mackenzie County extend the current contract with Superior Safety Codes for a three year term, subject to final negotiations and ratification by Council.	Byron	

Nov 27, 2017

Mackenzie County
Box 640
Fort Vermilion, AB, T0H 1N0
Attention: Don Roberts

Re: Mackenzie County Land Exchange Proposal

Thank you for your letter dated September 19, 2017 regarding a proposed land exchange located adjacent to Zama City and the purchase of vacant crown land.

A land exchange is a tool used by Environment and Parks (AEP) to acquire lands that help achieve provincial objectives. After a careful review, I can advise that it is unlikely that a land exchange would be considered based on the information contained in your letter as your proposal does not meet the criteria for net benefit to the province as per attached *Land Exchange –Net Benefit* document.

Although AEP has an objective to support the growth and developmental needs of communities, your letter does not speak to your actual needs for Zama City, there are no higher natural resource values that would promote conservation and sustainability of the ecosystem, it does not consolidate public land and there are significant risks to the Crown with the presence of multiple built infrastructures.

Be advised that this letter does not preclude Mackenzie County from submitting a formal land exchange application and thereby enter the process for a formal response by the department. A comprehensive list of land exchange information can be found on the Alberta and Environment and Parks website at: <http://aep.alberta.ca/land/land-exchanges/default.aspx>.

With regards to your interest in purchasing vacant crown land, Mackenzie County can submit a Public Land Sale application to our department as per current process, which you are already familiar with.

Should you have any further questions please contact me at (780) 927-8204.

Sincerely,

Michael Kozij
Lands Team Lead
cc: Camille Ducharme, Approvals Manager



www.cn.ca

Josée Duplessis
Senior Manager, Public Affairs -
Canada

935 de la Gauchetière Street West
Montreal, Quebec H3B 2M9

Josée Duplessis
Directrice principale, Affaires publiques
- Canada

935, rue de la Gauchetière Ouest
Montréal (Québec) H3B 2M9

November 27, 2017

His Worship Bill Neufeld
Mackenzie County
4511 - 46 Avenue
PO. Box. 640
Fort Vermillion AB T0H 1N0

Dear Reeve Neufeld,

On behalf of everyone at CN, please accept our warmest congratulations on your re-election as the Mayor of the Mackenzie County. We are available to meet with you as your schedule permits and look forward to a positive and continuous dialogue on rail services and rail safety moving forward.

Maintaining strong and close connections with the municipalities through which our trains travel is an ongoing priority for all of us at CN. We are proud of our role as a backbone of the North American economy. In addition to the jobs created and customers' freight shipped, we take our responsibility to foster economic prosperity very seriously.

Alberta is vital to CN business operations, and we have made significant investments in the province. With 2473 route miles operated and more than 2000 railroaders employed, Alberta is a major hub of CN's transcontinental rail network. We are proud of our presence in the Mackenzie County and all across Alberta. In 2016, CN invested over \$750,000 in 53 Alberta-based organizations.

CN is one of the safest railroads in North America, and we work diligently every day to reinforce our strong safety culture with our employees, customers and our communities. Rail safety is everyone's responsibility, and together we can save lives by engaging with senior officials at the provincial and municipal levels.

His Worship Bill Neufeld
November 27, 2017
Page 2

That is why we forward the CN in Your Community publication every year across our network. I encourage you to read the report that describes some of the many ways in which CN supports communities and provincial jurisdictions throughout North America. I would also encourage you to read the CN Leadership in Safety publication, which was recently sent to your office, as it illustrates the many technological and operational initiatives we are taking to advance safety.

I invite you and your office to contact me directly at 514-216-0025 or by email to josee.duplessis@cn.ca, or the CN Public Inquiry Line at 1-888-888-5909, on any issues or questions.

Sincerely,



Josee Duplessis



THE ALBERTA ORDER OF EXCELLENCE

November 30, 2017

*Mr. Peter F. Braun
Mackenzie County
PO Box 640
Fort Vermilion Alberta T0H 1N0*

Dear Mr. Braun,

The Alberta Order of Excellence is the highest honour the Province of Alberta can bestow on a citizen of this province. Members of the Order are citizens who have gone above and beyond to serve Albertans. The Order reflects the diversity and breadth of achievement of all Albertans.

Because of your position, I trust that you might know, or know someone who knows, a remarkable Albertan who has made significant contributions to the lives of other Albertans and deserves to be considered for this honour. If so, could you encourage their nomination for 2018? Nominees must be Canadian citizens, live in Alberta and have made a significant contribution provincially, nationally or internationally.

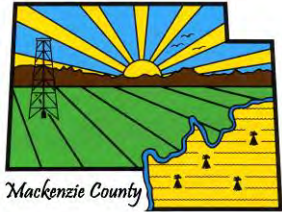
More information and nomination forms are available on our website at www.lieutenantgovernor.ab.ca/aoe. The deadline for submission is February 15, 2018.

I encourage you to share this information with your colleagues.

Sincerely,

*Andrew C.L. Sims
Chair*

*Facebook: @AlbertaOrderofExcellence
Twitter: @AOEalberta*



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

December 13, 2017

The Honourable Sarah Hoffman
Minister of Health
423 Legislature Building
10800-97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

As you are aware Mackenzie County advocates for various services within our region. This includes services related to the provision of health care in our communities.

We have recently been made aware of concerns regarding the inability to staff nursing positions that have been vacant for some time. These vacancies are seemingly hindering the ability of current nursing staff to take vacation time as well as potentially affecting patient care. We are aware that our region is also served by locum nurses, however the changes made to the locum program has reduced local flexibility and the ability to utilize the program properly whereby slowing down the hiring process.

Therefore, we respectfully request that your Ministry investigate these concerns on behalf of our residents and employees of Alberta Health Services in order to provide some relief and vacation opportunities. Thank you for taking time to meet with Mackenzie County representatives in November to discuss a variety of concerns and appreciate your assistance in all matters.

Thank you.

Yours sincerely,

Peter F. Braun
Reeve

c: Debbie Jabbour, MLA – Peace River
Dr. Verna Yiu, Alberta Health Services President & CEO
Mark Cowan, Labour Relations Officer, United Nurses of Alberta



Environment
and Parks

RECEIVED
DEC 19 2017

Operations Division
Provincial Programs Branch
Provincial Approvals Section
5th floor, South Petroleum Plaza
9915 – 108 Street
Edmonton, Alberta, T5K 2G8
Fax: 780-422-2545
www.esrd.alberta.ca

MACKENZIE COUNTY
FORT VERMILION OFFICE

PLS 140031

December 15, 2017

Mackenzie County
PO Box 640
Fort Vermilion, AB T0H N0

Attention: Len Racher, Chief Administrative Officer

Dear Len,

RE: Application to Purchase No. PLS 140031

Alberta Environment and Parks has received the referral comments from the affected government agencies with regards to your PLS140031 application. In order to move forward with this application AEP is awaiting your First Nations Consultation process to be completed as per the letter to Mackenzie County dated March 16, 2017.

If you have questions or concerns in regards to the above, please feel free to contact myself at 1-780-927-8204.

Sincerely,

Michael Kozij
Lands Team Lead
Peace Region

cc: Camille Ducharme, Approvals Manger
cc: Jane Dadson Provincial Approvals Section

RECEIVED
DEC 19 2017

PLS 160031

December 15, 2017

**MACKENZIE COUNTY
FORT VERMILION OFFICE**

Mackenzie County
PO Box 640
Fort Vermilion, AB T0H N0

Attention: Len Racher, Chief Administrative Officer

Dear Len,

RE: Application to Purchase No. PLS 160031

Alberta Environment and Parks have received the referral comments from the affected government agencies with regards to your PLS160031 application. In order to move forward with this application AEP is awaiting your First Nations Consultation process to be completed as per the letter to Mackenzie County dated February 16, 2017.

If you have questions or concerns in regards to the above, please feel free to contact myself at 780-927-8203.

Sincerely,



Tammy Froulx
Lands Officer
Peace Region

cc: Camille Ducharme, Approvals Manger
cc: Mike Kozij, Lands Team Lead (Acting)
cc: Jane Dadson Provincial Approvals Section



NORTHWEST SPECIES AT RISK

Box 640
4511 – 46 Avenue
Fort Vermilion, AB
T0H 1N0
Ph: 780-928-3983

bpeters@mackenziecounty.com

Honourable Oneil Carlier
Minister of Agriculture and Forestry
Office of the Minister
Agriculture and Forestry
229 Legislature Building
10800 – 97 Avenue
Edmonton, AB. T5K 2B6

December 20, 2017

Dear Minister:

RE: AAMD&C FALL 2017 MEETING FOLLOW UP

We would like to thank you for taking the time to get together with some NorthWest Species At Risk Committee members on November 16, 2017 during the Fall AAMD&C Convention. I apologize for not being able to personally attend the meeting as we were also hosting an informational hospitality suite. Our Committee appreciates the time you set aside from your busy schedule to allow us the opportunity to touch base and express some of our concerns with yourself, especially regarding bovine tuberculosis and its impact on the ecological integrity of the region.

We appreciated hearing there are conversations happening in the background focusing on the issues rising from bovine tuberculosis. With the severity of foreseeable impacts this disease has and will have on our wildlife and our industries, we value the dedication of your department to the cause. We look forward to playing a role in future solutions should the opportunity arise.

For continued discussion, feel free to contact Eric Jorgensen at 780-926-9605 or eric@mackenziecounty.com, or Byron Peters, Deputy Chief Administrative Officer of Mackenzie County at bpeters@mackenziecounty.com, or 780-821-3278.

Yours Sincerely,

NWSAR Member Municipalities



www.AlbertaNWSAR.ca



Lisa Wardley
Deputy Reeve
Mackenzie County

Cc: Debbie Jabbour, MLA Peace River
Arnold Viersen, M.P. Peace River – Westlock
Chris Warkentin, M.P. Grande Prairie – Mackenzie
NWSAR Committee

NWSAR Member Municipalities



www.AlbertaNWSAR.ca



Box 640
4511 – 46 Avenue
Fort Vermilion, AB
T0H 1N0
Ph: 780-928-3983

bpeters@mackenziecounty.com

Honourable Shannon Phillips
Minister of Environment and Parks
Office of the Minister
Environment and Parks
208 Legislature Building
10800 – 97 Avenue
Edmonton, AB. T5K 2B6

December 20, 2017

Dear Minister:

RE: AAMD&C FALL 2017 MEETING FOLLOW UP

We would like to thank you for taking the time to get together with the members of the NorthWest Species At Risk committee at both the AAMD&C and AUMA Conventions. We appreciate the time you set aside from your busy schedule to allow us the opportunity to touch base and express some of our concerns with yourself and your staff.

We eagerly anticipate the release of the draft plan in December, and await the opportunity to participate in the consultation process over the coming winter months. We look forward to more discussions after the draft plan is released to concentrate on the social and economic impacts associated with this plan.

Thank you for committing Parliamentary Secretary Wilkinson to be a part of the upcoming conversations in Alberta and we look forward to further engagement with him as discussions progress and the second draft plan evolves. We appreciate your efforts on this file trying to balance the economy with caribou protection.



NWSAR Member Municipalities

www.AlbertaNWSAR.ca

If there is any way we can help/ for future conversations please contact myself at 780-841-5799 or lisa@mackenziecounty.com, or Byron Peters, Deputy Chief Administrative Officer of Mackenzie County at bpeters@mackenziecounty.com, or 780-821-3278.

Yours Sincerely,



Lisa Wardley
Deputy Reeve
Mackenzie County

Cc: Debbie Jabbour, MLA Peace River
Arnold Viersen, M.P. Peace River – Westlock
Chris Warkentin, M.P. Grande Prairie – Mackenzie
NWSAR Committee

NWSAR Member Municipalities



www.AlbertaNWSAR.ca



ALBERTA
INFRASTRUCTURE

*Office of the Minister
MLA, Calgary - Northwest*

20 December 2017

Reeve Peter F. Braun
Reeve
Mackenzie County
PO Box 640
Fort Vermilion, AB T0H 1N0

Dear Reeve Braun:

It was a pleasure to connect with municipal leaders in November at the Alberta Association of Municipal Districts and Counties and the Alberta Urban Municipalities Association conventions.

Many municipalities indicated they had questions about phase two of the federal government's Investing in Canada Infrastructure Plan (ICIP). I committed to providing a fact sheet to all municipalities on what the Government of Alberta currently knows about ICIP funding and related processes.

I am pleased to provide you with a fact sheet about the Investing in Canada Infrastructure Plan. It outlines the four funding streams and cost-sharing requirements and provides information on the Canada Infrastructure Bank and our understanding of next steps. If you have questions about the Investing in Canada Infrastructure Plan, please submit them by email to Alberta.ICIP@gov.ab.ca.

I look forward to continuing our work on issues that are of importance to your community and Alberta.

Sincerely,

Sandra Jansen
Minister

Attachment: The Investing in Canada Infrastructure Plan – What It Means for Alberta

cc: Lenard Racher Chief Administrative Officer

RECEIVED
DEC 29 2017

The Investing In Canada Infrastructure Plan

What It Means For Alberta

The \$180+ billion Investing in Canada Infrastructure Plan will be delivered over 12 years. Of this, \$33 billion will be made available through bilateral agreements between Infrastructure Canada and each of the provinces and territories.

The Governments of Alberta and Canada are currently negotiating this Phase 2 bilateral agreement, expected to be signed in March 2018. **Alberta's allocation is \$3.4 billion for: Public Transit, Green Infrastructure, Community, Culture and Recreation and Rural and Northern Communities.**

COMMUNITY, CULTURE AND RECREATION

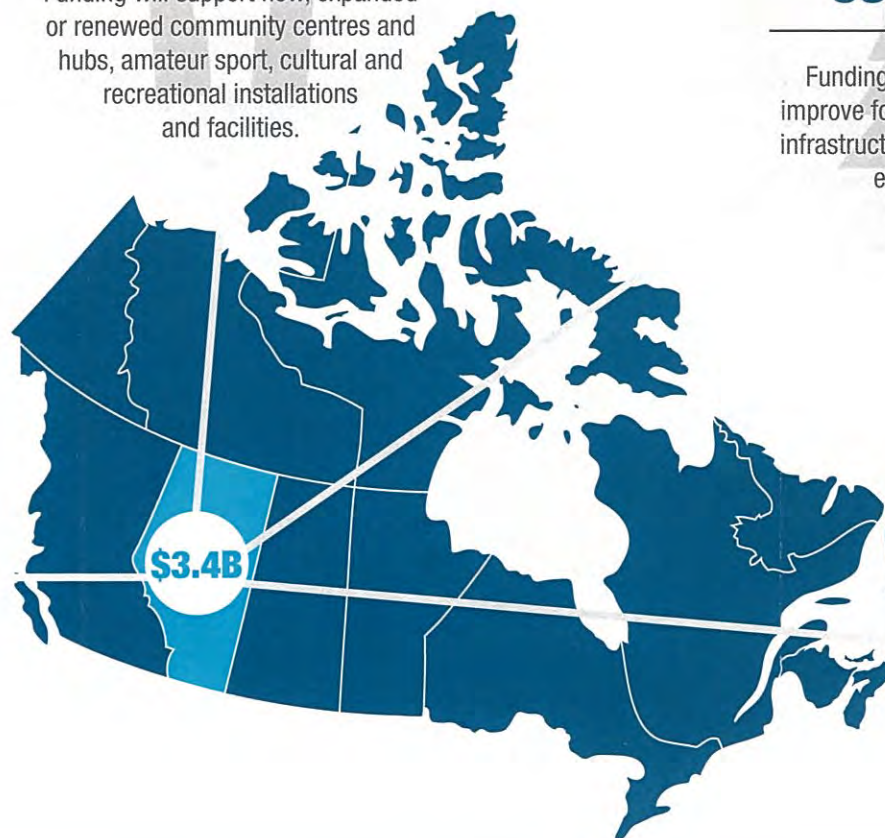
Funding will support new, expanded or renewed community centres and hubs, amateur sport, cultural and recreational installations and facilities.

RURAL AND NORTHERN COMMUNITIES

Funding will support projects that improve food security, local road or air infrastructure, broadband connectivity, efficient and reliable energy sources.

PUBLIC TRANSIT

Helping Canadian communities to improve and expand their existing public transit systems.



GREEN INFRASTRUCTURE

Consists of three separate sub-streams: Greenhouse Gas Mitigation; Adaptation, Resilience and Disaster Mitigation; and Environmental Quality.

Cost Sharing

The federal government will provide cost-sharing for eligible projects up to the following:

- *Provincial:* maximum of 50 per cent for each project;
- *Municipal:* maximum of 40 per cent for each project. Provinces are required to cost-share on municipal projects at a minimum of 33.33 per cent of eligible costs;
- *Not-for-profit sector:* maximum of 40 per cent for each project;
- *Indigenous communities:* maximum of 75 per cent;
- *Private sector, for-profit owned:* maximum of 25 per cent (not eligible for the Community, Culture and Recreation stream);
- Under the Rural and Northern Communities stream, Canada will invest up to 50 per cent for provincial, municipal and not-for-profit projects.



The Canada Infrastructure Bank



The Canada Infrastructure Bank is a new tool that provincial, territorial, municipal and Indigenous government partners can use to access innovative financing for revenue-generating infrastructure projects. It aims to attract private and institutional investment to such projects in Canada, which will help public dollars go further by leveraging the capital and expertise of the private sector.

The Bank will invest \$35 billion from the federal government towards revenue-generating infrastructure projects that are in the public interest, with a focus on projects such as public transit systems, trade and transportation corridors, and green infrastructure.

For more information on the Canada Infrastructure Bank, visit: <http://canadainfrastructurebank.ca/>

Next Steps on the Agreement

Alberta is responsible for identifying and submitting projects to the federal government, who will then determine approval. Alberta will work with municipalities and other partners to determine eligible projects to be submitted.

Projects will be prioritized based on the fiscal situation and provincial priorities and will be submitted after the agreement is signed in 2018.

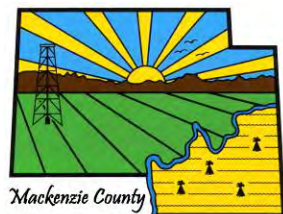
Interested municipalities are encouraged to work with applicable Ministries to identify and prioritize projects.



Questions?

Email us at alberta.icip@gov.ab.ca





Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0
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www.mackenziecounty.com
office@mackenziecounty.com

December 20, 2017

Honourable Shaye Anderson
Minister of Municipal Affairs
Office of the Minister
Municipal Affairs
132 Legislature Building
10800 – 97 Avenue
Edmonton, AB. T5K 2B6

Dear Minister Anderson:

RE: AAMD&C MEETING FOLLOW UP

Thank you for taking the time to meet with us during the AAMD&C Fall Convention. We value the time you set aside from your busy schedule to allow us the opportunity to discuss some of the issues we are facing in our region, and offer us insights to our concerns.

We appreciate that you committed to having a conversation with the federal government to discuss a census program where the remunerator contract services are provided in conjunction with a municipal census. We would be willing to engage in a pilot project that would determine the feasibility of the delivery of a program of this nature.

Thank you for listening to our additional concerns on the economic development constraints we face in the shortage of natural gas production and electricity availability. We understand this is not specifically a Municipal Affairs discussion and we appreciate you pointing us in the right direction for continued discussion.

In light of the development of the required Intermunicipal Development Plans and Intermunicipal Collaboration Frameworks, thank you for the encouragement to engage with surrounding First Nations to establish Intermunicipal Collaboration Frameworks with them. We understand that it is only recommended and not a required process, however, we see the value and will ensure to involve them in our discussions.

Minister of Municipal Affairs
Page 2
December 20, 2017

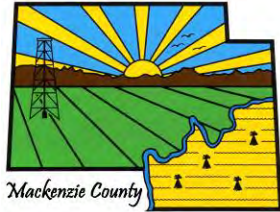
For follow up conversations on census options, or for any other matter, please contact myself at (780) 926-6238 or peter@mackenziecounty.com, or Byron Peters, Deputy Chief Administrative Officer for Mackenzie County at bpeters@mackenziecounty.com, or 780-928-3983.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Peter Braun". The signature is fluid and cursive, with the first name "Peter" being more prominent than the last name "Braun".

Peter Braun
Reeve
Mackenzie County

- c. Debbie Jabbour, MLA Peace River
Mackenzie County Council



Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0
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www.mackenziecounty.com
office@mackenziecounty.com

December 20, 2017

Brad Herald
Vice President of Western Canada and Natural Gas Markets
Canadian Association of Petroleum Producers
2100, 350 – 7th Ave. SW
Calgary, AB T2P 3N9

Dear Mr. Herald:

RE: NOVEMBER 2017 MEETING FOLLOW UP

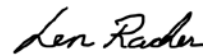
We would like to thank you for taking the time to meet with some members from Mackenzie County and the Northwest Species at Risk Committee on November 21, 2017 during the AUMA Fall Convention. We appreciate the time you set aside from your busy schedule to allow us the opportunity to discuss caribou, and the efforts of all parties to ensure that caribou protection measures work for everyone.

We appreciate your concern for the cumulative cost burden that is continually being applied to your industry, and as municipalities dependent on the resource sector we will be advocating to government to address this challenge. Thank you for your willingness to provide some information to assist us in better understanding the socioeconomic contribution of the oil & gas industry to our region. We are currently awaiting the release of the draft range plans, and in our response to the range plans we will likely be contacting you with some specific questions to help us understand the anticipated economic impact of any proposed protection measures.

If there is any way we can help/ for future conversations please contact myself at 780-927-3718 or lracher@mackenziecounty.com, or Byron Peters, Deputy Chief Administrative Officer for Mackenzie County at bpeters@mackenziecounty.com, or 780-928-3983.

Yours sincerely,

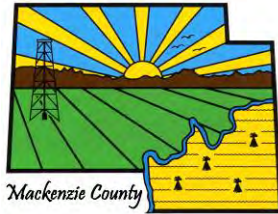
CAPP
Page 2
December 20, 2017



Len Racher
Chief Administrative Officer
Mackenzie County

Encl.

- c. NWSAR Committee
Mackenzie County Council
Diana McQueen, DMC Consulting



Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718 Fax (780) 927-4266
www.mackenziecounty.com

December 20, 2017

William R. Clapperton
Vice-President, Regulatory, Stakeholder, and Environmental Affairs
Canadian Natural Resources Limited
2100, 855 – 2 Street SW
Calgary, AB. T2P 4J8

Dear Mr. Clapperton:

RE: NOVEMBER MEETING FOLLOW UP

We would like to thank you for taking the time to meet with members from both Mackenzie County and the NorthWest Species at Risk Committee during the fall AUMA Convention. We appreciate the time you set aside from your busy schedule to allow us to touch base and discuss some of the upcoming challenges and opportunities of industry.

The involvement of CNRL, as well as the seven other industries in the RICC, is an exciting step towards the creation of data available to inform range plan priorities that allow companies to effectively focus resources where they are most beneficial. The goal to better understand habitat restoration and the efforts towards recovery research from an industry standpoint is essential to creating plans that consider the socio-economic factors in their outlines. We understand you have committed to providing us with resource opportunity values, and we would also like follow up on the challenges the moratoriums pose.

Currently, we are awaiting the release of the draft range plans expected in December, and in our response to these plans we will likely be contacting you with some specific questions to help us understand the anticipated economic impact of any proposed protection measures. As a municipality dependent on the resource sector, we will be advocating to government to address challenges that arise from the draft range plans. The NWSAR Committee would appreciate your endorsement of the report that we submitted to government. Our report can be found at [wwwNWSAR.ca](http://www.NWSAR.ca). Included is our January 2018 Caribou Range Plan

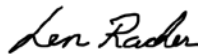
CNRL
Page 2
December 20, 2017

Open House schedule for Northern Alberta, and we invite CNRL to attend any of these stakeholder engagement sessions.

To further understand caribou conservation and habitat restoration in our area, we are interested in arranging a road trip to West Moberly to see and discuss the rearing facility. Contact information to arrange a tour of the facility would be appreciated.

If there is any way we can help, or for future conversations, please feel free to contact myself at (780) 927-3718 or at lracher@mackenziecounty.com, or Byron Peters, Deputy Chief Administrative Officer at (780) 928-3983 or bpeters@mackenziecounty.com. We look forward to future conversations.

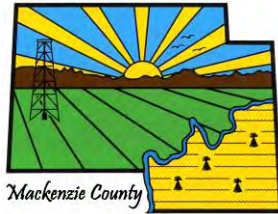
Yours truly,



Len Racher
Chief Administrative Office
Mackenzie County

Enlc.

- c. NWSAR Committee Members
Mackenzie County Council
Diana McQueen, DMC Consulting



Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718 Fax (780) 927-4266
www.mackenziecounty.com

December 20, 2017

Scott Johnston
Manager, Regulatory and Environmental Strategy
Husky Energy
Box 6525 Station D
Calgary, AB. T2P 3G7

Dear Mr. Johnston:

RE: NOVEMBER MEETING FOLLOW UP

We would like to thank you for taking the time to meet with members from both Mackenzie County and the NorthWest Species at Risk Committee during the fall AUMA Convention. We appreciate the time you set aside from your busy schedule to allow us to touch base and discuss some of the upcoming challenges and opportunities of industry.

We appreciate the comments expressed for the concern felt throughout industry stemming from habitat protection requests. As municipalities dependent on the resource sector, we will be advocating to government to address this unease. You mentioned caribou is one of the top three risk factors for Husky, the potential severity of caribou range plan outcomes is noted and the apprehension is understood. We can assure industry of our endless persistence to engage with the province over the development of these plans.

Currently, we are awaiting the release of the draft range plans expected in December, and in our response to these plans we will likely be contacting you with some specific questions to help us understand the anticipated economic impact of any proposed protection measures. The NWSAR Committee would appreciate your endorsement of the report that we submitted to government. Our report can be found at www.NWSAR.ca. Included is our January 2018 Caribou Range Plan Open House schedule for Northern Alberta, and we invite Husky to attend any of these stakeholder engagement sessions.

Husky Energy
Page 2
December 20, 2017

If there is any way we can help, or for future conversations, please feel free to contact myself at (780) 927-3718 or at lracher@mackenziecounty.com, or Byron Peters, Deputy Chief Administrative Officer at (780) 928-3983 or bpeters@mackenziecounty.com. We look forward to future conversations.

Yours truly,



Len Racher
Chief Administrative Office
Mackenzie County

Enlc.

- c. NWSAR Committee Members
Mackenzie County Council
Diana McQueen, DMC Consulting



Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718 Fax (780) 927-4266
www.mackenziecounty.com

December 20, 2017

Andrew Sweerts
Vice-President, Production and Technical Services
Obsidian Energy
200, 207 – 9 Avenue SW
Calgary, AB. T2P 1K3

Dear Mr. Sweerts:

RE: NOVEMBER MEETING FOLLOW UP

We would like to thank you for taking the time to meet with members from both Mackenzie County and the NorthWest Species at Risk Committee during the fall AUMA Convention. We appreciate the time you set aside from your busy schedule to allow us to touch base and discuss some of the upcoming challenges and opportunities of industry.

We understand the challenges expressed of operating in Northwest Alberta, in relation to high lifting costs, extensive first nations consultations, and considerable reclamation requirements. As municipalities dependent on the resource sector, we will be advocating to government to address these challenges.

Currently, we are awaiting the release of the draft range plans expected in December, and in our response to these plans we will likely be contacting you with some specific questions to help us understand their anticipated economic impact. The NWSAR Committee would appreciate your endorsement of the report that we submitted to government. Our report can be found at www.NWSAR.ca. Included is our January 2018 Caribou Range Plan Open House schedule for Northern Alberta, and we invite Obsidian to attend in any of these stakeholder engagement sessions to express concerns that rise from the release of the federal plans. Lastly, the third attachment is the Tom Nudds report that we mentioned during our conversation.

Obsidian Energy
Page 2
December 20, 2017

To contact the Northern Lights Gas Co-op Ltd. to discuss our northern gas supply challenges, contact Jack Eccles, Manager at Northern Lights Gas Co-op office (780) 928-3881, or mobile at (780) 926-6317.

If there is any way we can help, or for future conversations, please feel free to contact myself at (780) 927-3718 or at lracher@mackenziecounty.com, or Byron Peters, Deputy Chief Administrative Officer at (780) 928-3983 or bpeters@mackenziecounty.com. We look forward to future conversations.

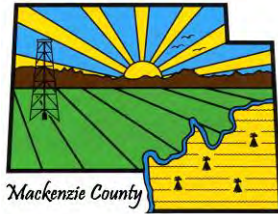
Yours truly,



Len Racher
Chief Administrative Office
Mackenzie County

Enlc.

- c. NWSAR Committee Members
Mackenzie County Council
Diana McQueen, DMC Consulting



Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718 Fax (780) 927-4266
www.mackenziecounty.com

December 20, 2017

Paul Wyke
Paramount Resources Ltd.
Suite 2800 421 – 7 Avenue SW
Calgary, AB. T2P 4K9

Dear Mr. Wyke:

RE: NOVEMBER MEETING FOLLOW UP

First of all, welcome to the Mackenzie Region. It is exciting to hear that Paramount has already been ramping up production and working to get more wells back online. We anticipate future conversations should power co-generation, geothermal, or lithium production opportunities arise within your operating area. We look forward to working with Paramount as a new investor in the region.

We were encouraged to hear your willingness to have an open approach to road use and sharing with other industry operating in the same area as Paramount. Access by others to roads previously under Apache jurisdiction had caused challenges over the last several years, so a new approach is refreshing. Should you require assistance with road maintenance, please feel free to propose options.

We would like to thank you for taking the time to meet with members from both Mackenzie County and the NorthWest Species at Risk Committee during the fall AUMA Convention. We appreciate the time you set aside from your busy schedule to allow us to touch base and discuss some of the upcoming challenges and opportunities of industry.

Of those upcoming challenges, we are currently awaiting the release of the draft range plans, and in our response to these plans we will likely be contacting you with some specific questions to help us understand the anticipated economic impact of any proposed protection measures. As a municipality dependent on the resource sector we will be advocating to government to address challenges that arise from the proposed range plans. The NWSAR Committee would appreciate

Paramount Resources Ltd.

Page 2

December 20, 2017

your endorsement of the report that we submitted to government. Our report can be found at www.NWSAR.ca. Attached is our January 2018 Caribou Range Plan Open House schedule for Northern Alberta, and we invite Paramount to attend any of these stakeholder engagement sessions.

If there is any way we can help, or for future conversations, please feel free to contact myself at (780) 927-3718 or at lracher@mackenziecounty.com, or Byron Peters, Deputy Chief Administrative Officer at (780) 928-3983 or bpeters@mackenziecounty.com. We look forward to future conversations.

Yours truly,



Len Racher
Chief Administrative Office
Mackenzie County

Enlc.

- c. NWSAR Committee Members
Mackenzie County Council
Diana McQueen, DMC Consulting



Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0
Phone (780) 927-3718 Fax (780) 927-4266
www.mackenziecounty.com

December 20, 2017

Barbara Joy
Vice-President
Strategic Oil & Gas Ltd.
1100, 645 – 7 Avenue SW
Calgary, AB. T2P 4G8

Dear Ms. Joy:

RE: NOVEMBER MEETING FOLLOW UP

We would like to thank you for taking the time to meet with members from both Mackenzie County and the NorthWest Species at Risk Committee during the fall AUMA Convention. We appreciate the time you set aside once again from your busy schedule to allow us to touch base and discuss some of the upcoming challenges and opportunities of industry.

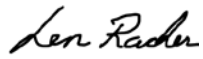
We really appreciated your socio-economic insights to help us understand the feasibility and costs of production in our region. Understanding some of the indicators that you watch, such as the sale price of posted land is valuable knowledge for us as we try improve the economic environment of our region

On the caribou front, we are currently awaiting the release of the draft range plans, and in our response to these plans we will likely be contacting you with some specific questions to help us understand the anticipated economic impact of any proposed protection measures. As a municipality dependent on the resource sector we will be advocating to government to address challenges that arise from the draft range plans. The NWSAR Committee would appreciate your endorsement of the report that we submitted to government. Our report can be found at www.NWSAR.ca. Attached is our January 2018 Caribou Range Plan Open House schedule for Northern Alberta, and we invite Strategic to attend in any of these stakeholder engagement sessions to express concerns that rise from the release of the federal plans.

We also, thank you for the insight on LOC maintenance and the pointer to use inspectors in the area to enforce the LOC maintenance standards.

If there is any way we can help, or for future conversations, please feel free to contact myself at (780) 927-3718 or at lracher@mackenziecounty.com, or Byron Peters, Deputy Chief Administrative Officer at (780) 928-3983 or bpeters@mackenziecounty.com. We look forward to future conversations.

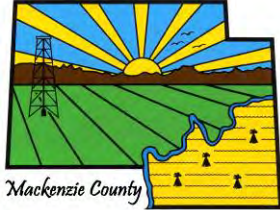
Yours truly,



Len Racher
Chief Administrative Office
Mackenzie County

Enlc.

- c. NWSAR Committee Members
Mackenzie County Council
Diana McQueen, DMC Consulting



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

December 28, 2017

The Honourable Oneil Carlier
Minister of Agriculture and Forestry
Office of the Minister
Agriculture and Forestry
229 Legislature Building
10800 - 97 Avenue
Edmonton, AB. T5K 2B6

Dear Minister:

RE: NATURAL GAS SUPPLY SHORTAGE

Further to our previous conversations and correspondence, Mackenzie County residents are once again facing issues regarding the shortage of natural gas supply. Residents at the end of the distribution line are once again losing natural gas supply and high demand corporations are asked to limit usage or shut down operations in order for critical infrastructure and residents to maintain their supply. As you are aware, these are not isolated incidents; our municipality has been facing these situations for the past couple of years.

Mackenzie County representatives met with the Northern Lights Gas Co-op yesterday to discuss the issues and potential temporary mitigation methods. Commercial transport trucks are in route from Certarus coming out of Wembley, Alberta to add gas supply into the line. However, limitations are being faced in regards to restrictions related to the Driver's Hours of Service Regulation under the Traffic Safety Act. With the distance required to drive to service the area, we would like to request that special permits be available during these types of circumstances in order for them to drive to our remote northern location.

Long Run Exploration is our provider with lines and wells between High Level and Paddle Prairie. As you are aware, last year these were the wells that were freezing off causing shortage in supply. As this critical infrastructure must be maintained in order to avoid a local state of emergency, the Co-op board sees a long term solution to be a secondary supply from the wolverine field south of us.

Hon. Oneil Carlier
Page 2
December 28, 2017

This would require a large investment to a pipeline and compressor station in our area. The co-op is in a tough situation as they do not have the collateral to borrow the amount of money that would cover a project to this extent. This investment is approximately \$35million, and we are searching for long term low cost funding options.

Our region is experiencing fast growth in population, industry and agriculture, however, industry growth is now restricted with sawmills only running at half capacity with their dry kilns, and further shortages require them to shut down. Schools are closed with the heat turned just above freezing to conserve fuel levels, and hospitals and senior's centers run the risk of effect as well. Our farmers do not have the fuel capacity to run their grain dryers either. The possible solution of supply from the Wolverine Field would mitigate these shortages.

We are looking for assistance from the Province, investing in our area to sustain the growth we are experiencing and maintain our contribution to the overall provincial economy. Without any assistance, these shortages will continue to cripple both our residential and economic development.

We respectfully request your assistance in working with us in order to provide the supply required for our residents and our communities future. If you have any questions please feel free to contact me at (780) 926-6238 or by email to peter@mackenziecounty.com or our Chief Administrative Officer, Len Racher, at (780) 841-9166 or by email to lracher@mackenziecounty.com.

Thank you.

Yours sincerely,



Peter F. Braun
Reeve
Mackenzie County

c: Hon. Shaye Anderson, Minister of Municipal Affairs
Debbie Jabbour, MLA Peace River
Ken Hawrylenko, Field Officer Northwest Region, Alberta Emergency Management Agency
Brice Daly, Field Officer Northwest Region, Alberta Emergency Management Agency
Mackenzie County Council



HIGH LEVEL FORESTS PUBLIC ADVISORY COMMITTEE

MINUTES

Tuesday, December 12, 2017
5pm, High Level Seniors Center

PRESENT:

Boyd Langford (Town of High Level)	Allen Plantinga (Tolko)
John Thurston (Hungry Bend Sandhills Society)	Melanie Plantinga (Tolko)
Evan Gardner (Peace River Constituency)	Tiffany Olson (Norbord)
Jenna Gardner (Member of the Public)	Walter Sarapuk (County of MacKenzie)
Bernie Meneen (Tall Cree First Nation)	Anthony Peters (County of MacKenzie)
Ralph Moberly (Tall Cree First Nation)	Clifford Auger (Tall Cree First Nation)
Henry Wiebe (Member of the Public)	Paul Ebert (Agriculture & Forestry)
	Bill Wiebe (Member of the Public)

INFORMATION SENT:

Baptiste Metchooyeah (Dene Tha')	Exact Harvesting
Margaret Carrol (High Level & District Chamber of Commerce)	Tracey Laboucan (Lubicon Lake Nation)
Matt Marcone (Echo Pioneer)	Crystal McAteer (Town of High Level)
Aaron Doepel (LaCrete Sawmills)	Fred Didzena (Dene Tha')
Bernie Doerksen (LaCrete Polar Cats)	Fred Radersma (Norbord)
Carol Gabriel (Mackenzie County)	Keith Badger (Netaskinan Development)
Claude Duval (Watt Mnt Wanderers)	Fort Vermilion Heritage Center
Connie Martel (Dene Tha')	Kieran Broderick (Beaver First Nation)
Chris Mitchell (Town of Rainbow Lake)	Lindee Dumas (LRRCN)
Dan Coombs (Agriculture & Forestry)	Terry Jessiman (Agriculture & Forestry)
Harvey Sewpagaham (LRRCN)	Paddle Prairie Metis Settlement
Terry Batt (Trapper's Association)	Sugu Thuraismy (LRRF)
Mike Cardinal (Tallcree First Nation)	Tristina Macek (N'Deh Ltd. Partnership)
Christine Malhmann (Agriculture & Forestry)	Brent Holick (LaCrete Polar Cats)
Cory Ferguson (Paddle Prairie Metis Settlement)	Cheryl Ernst (High Level & District Chamber of Commerce)
Clifford Starr (Peerless Trout First Nation)	Marilee Cranna Toews (Hungry Bend Sandhills Society)
Barry Tolker (Watt Mountain Wanderers)	Paul Ebert (Agriculture & Forestry)
Marissa Green (Norbord)	Isaac Zacharias (Treetech Contracting)
	Jon McQuinn (Norbord)

1. WELCOME – INTRODUCTIONS – 5:45

2. AROUND THE TABLE

No comments or questions.

3. NEW BUSINESS

3.1 SFI® (Sustainable Forest Initiative®) Certification for Norbord High Level – Tiffeny Olson

Prior to receiving the SFI certification in High Level, harvesting activities had to begin. Now that High Level has started operations they are certified to the SFI Forest Management Standard and Fiber Sourcing Standard. This is the SFI 2015-2019 Program

Sustainable Forest Management Plan(SFMP) 2017 was forwarded to the PAC for review in October. The plan will be resent to refresh memories.

All timber harvested by Norbord on the FMA and in their quota area will be SFI certified. Also wood purchased from Tolko & LaCrete Sawmills is certified if there is a letter demonstrating certification.

Why choose to be certified to the SFI standard? This is so the consumer can see that we are using sustainable practices. The SFI system is marketed and recognized in different markets.

The company receives credits for wood from certified sources. These credits determine the percentage of product sold to consumers which is stamped with the certification/logo. This is a requirement for some wholesalers and markets.

Where would the market be for uncertified products? Some markets and products do not require certification. Some overseas markets. In Asia the PEFC(Programme for the Endorsement of Forest Certification) Chain of Custody is highly recognized.

Forest with Exceptional Conservation Value

Imperiled species – caribou, grizzly bear, arctic grayling, colonial nesting birds are identified in the company's EMS.

What precautions are being taken for these animals?

For caribou - the caribou protection zones are observed.

For grizzly bears access to areas where this species is must restricted to avoid vehicle collisions.

For grayling they may upgrade creek crossings. Or operate during winter to mitigate sediment in tributaries. IE. Bridge instead of required snow fill.

For the birds they don't harvest when the birds are hatching fledglings. Operate in winter or after August 1st.

What conservation measures are being taken to preserve First Nations traplines. How does the company avoid infringing on certain areas? There are different consultation requirements for trappers and First nations. With the trappers they are informed periodically of potential and expected forestry activities which will impact their lines. They are warned about upcoming activities so they can avoid areas. The companies try to meet with individual trappers to find ways to reduce the impact of forestry on their lines.

There ought to be real consultation with no grey areas. There is another consultation process for 1st Nations. Can plans be shared one or more years prior to harvest? The higher level General Development Plan shows plans for the upcoming years. The nations would like to know more specific details.

How does SFI compare with CSA? Melanie thinks that Tolko has prepared a "cross walk" comparing the standards. She will find and forward to the PAC. Planning standards in Alberta are set up to correspond to CSA. The planning standard will still be met.

How has this change been communicates to the public? Has there been advertising? Have there been meetings with the municipal governments? The open house in June is one of the means of communication. This presentation at the PAC is for public information. Norbord also sent out the Sustainable Forest Management Plan for public review. Norbord has a more complete longer presentation which could be shared with the HLFAC. Could the plan be shared in a simpler to understand, "bullet" style summary in plain language? Tiffeny will see what can be done.

Could the plan have been sent a couple weeks ahead of the meeting? Melanie did send the plan but this was back in October. It would have been helpful to send again. With preparation, there could have been real input & conversation about the plan.

The volume which Norbord harvests from their areas will be certified. What about volume purchased from other quota holders? Example DMI/Netaskinin. That volume would be certified based on the holders certification. What about if Netaskinin timber is harvested in a Tolko certified block. This would not be certified unless the seller (Netaskinin) had certification.

Private/purchase is not certified. There is a duty to promote sustainable forestry by sellers. Such as encouraging registered professional contractors.

Tolko SFI Certification

Tolko Woodlands has also received its SFI Sustainable Forest Management and Fibre Sourcing certifications. As of December 1st. Effective January 1st 2018 Tolko Woodlands CSA certification will expire.

The companies are currently committed to maintaining the High Level Forests Public Advisory Committee. As part of the changes the HLFAC Terms of Reference is being revised to reflect the change in Tolko & Norbord's certifications. This will be ready for review by the PAC in 2018.

The woodlands website located at highlevelwoodlands.com is also being edited to remove CSA references and include SFI.

John suggests that an introduction package be created for people who are attending PAC meetings for the first time. Such a package could contain an overview of the purpose of the PAC, a short list of acronyms and a map of the local area. A General Development Plan Map may be ideal for this purpose.

3.2 Tolko High Level Lumber, LaCrete Sawmills & Norbord Logging Plans for 2017-18 – Allen Plantinga

Tolko High Level Lumber plans to harvest 1.6 million cubic meters of timber this upcoming harvest season. (Approximately 32,000 truck loads). About half will be harvested as CTL (Cut to Length) and hauled directly to the mills. Half will be FT (Full tree) and hauled to the offsite processing yards.

There will be CTL hauling north from "P19" near Twin Lakes from now until mid January. Tree length will be hauled south from P19 to DMI in Peace River. That harvesting contractor will then move west of High Level.

There will be harvesting in the Wadlin compartment east of South Tall Cree. How far east? Approximately 20-25 miles. There will be both coniferous for Tolko and deciduous for Norbord being hauled along Hwy 88 north and Hwy 58 west to High Level. Because of the narrow bridges along that route there has been a request to Alberta Transportation to allow signs recommending radio use by commercial traffic. This haul will continue all winter.

Norbord is operating west of High Level in the "Watt and Bassett" compartments. They will be hauling Cut to length timber into High Level.

Tolko has "Full Tree" operations north and west of High Level. The trees from those harvests will not be travelling along public roads but will be hauled directly to the processing yards outside of town.

LaCrete Sawmills will be harvesting in "P21" in the Buffalo Head Hills and will haul all timber directly to the mill.

The other small mills, which are not associated with the PAC may be hauling tree length timber from "F11" near Eleski Shrine.

Reminder: Any public concerns about hauling are welcome by the companies, please call them directly or using the "Log Haul Issue & Concern Line" phone number. The number is 780-926-2989. Calls made to that number will be referred to the company most likely receiving the load. All trucks hauling to Tolko have GPS equipment which helps to narrow the possible truck down.

PLEASE report any issues that you see. Include as much information as you can safely gather.

If the public is out in the areas where work is occurring, please take a radio and use the frequencies posted. If you do not have a radio please follow another vehicle which will call your location for you.

The access to caribou areas will be blocked during times of inactivity. Try to make sure that someone sees you entering an area, or you may become stranded. The access is only blocked on the roads. People can still use sleds to enter/leave areas.

Are the trucks aware of the school bus stops along HWY 58? The trucks have been reminded to be vigilant during the times when buses are likely to be on the road. Is the "Blue Dot" program being maintained? No, it was found to be unmanageable.

3.3 General questions

Is it true that there will not be any scarification (site prep) done by Tolko this year? No, there will not. There have been concerns about access to scarified areas by hunter/gatherers. There is going to be trials established of planting larger seedlings on unprepared ground. Will the trees be grown longer? Not significantly longer, they will be grown in larger plugs in the nurseries and grow to a larger tree before being planted in the field. Will the number of trees (density) or species change? No that will stay the same. The requirements for satisfactory reforestation standards have not changed.

Information from old research projects is being reviewed. Sites will be revisited to see long term results and learn from past projects.

What is the status of the Mountain Pine Beetle outbreak. The harvesting being done by Tolko in P19 is beetle kill salvage. The pine beetles are across Alberta.

What progress has been made to replace Tolko's beehive burner? There is no plan currently for power generation facility. The plan is to construct a hot oil facility that will burn hog and heat the kilns for drying lumber and build a pellet plant for other material.

Where will these be built? Will be constructed on current mill site. Have not seen the plans for building site locations but would likely need to have rail line access for shipping of product. More track or another rail track may be built.

Will Tolko use bark or debris from Norbord? Those discussions would be between the plant managers or more senior level company staff to have. Norbord does have it's own disposal methods on their site. Potential other sources of fiber from within the region are being looked at but are in the early exploratory stages currently. There will not be any changes to the forest operations this coming year on how we deal with the fiber unless directed otherwise.

Has the variance for the burner been granted? Not yet. How long will the variance be for? Could the burner be discussed in February? The public news

releases were published in the newspaper which provides information that is available.

How serious is Tolko about the project? Very, there needs to be an alternate use for the fiber residuals that are produced from the sawmill. Tolko is leading this project themselves to utilize the residuals onsite into other products. Tolko is very committed to this facility and its continued operation within the community to support of the region.

4. **NEXT MEETING – February 6th, 2018 – Detailed Forest Management Plan update.**
5. **MEETING ADJORNED – 7:45pm**



DATE AND TIME

Wed, 11 Apr 2018 –
Thu, 12 Apr 2018

LOCATION

JBS Canada
Centre
323 – 1 St E
Brooks, AB

Register now for the RhPAP 2018 Rural Community A&R Conference

The 2018 RhPAP Conference plans are moving forward! “Stepping It Up: A Renewed Impact” will be the theme of this year’s event, to occur in Brooks on April 11-12, 2018.

A conference keynote speaker will share what the renewal process looks like, with a focus on how it can strengthen the impact of communities’ attraction and retention work in rural Alberta. Panel members will speak to what renewal has looked like in their rural communities. Sessions will explore the continuum of health professions and how best to enhance community attraction and retention within that continuum. Concurrent sessions, which will occur in two separate blocks of time during the conference, will offer registrants the opportunity to attend two specific sessions of their choice.

A respected leader in community development and engagement will facilitate a workshop focused on strategies to enhance community programs and plans, which will further the learnings on renewal and impact.

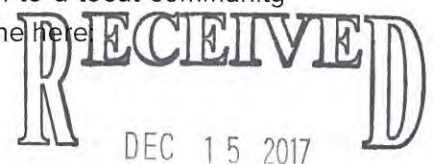
A variety of practical tools and techniques will be shared with participants at this two-day conference and workshop combo. A detailed agenda will be available for registrants closer to the conference date. An agenda overview, including concurrent session options, will be available and posted on the Eventbrite event page by January 15, 2018.

A networking evening with drinks, snacks and musical entertainment will be held at the Red Roof Studio on Apr. 10th. Shuttle bus transportation will be available for this evening.

An evening Gala celebrating the 2017 RhPAP Award recipients will also be part of the experience!

Early bird registrant names will be put in a draw for a \$200.00 donation to a local community non-profit organization of your choice! Conference registration can be done here

<https://rhpapbrooks.eventbrite.ca>



**MACKENZIE COUNTY
FORT VERMILION OFFICE**

For any questions or concerns, please contact at Rebekah.Seidel@rhpap.ca



January 2018

Diverse, Responsible & Connected

Issue #14

Flow of the Peace

Happy New Year
From MPWA!

Save the Date Jan 11, 2018

Mighty Peace Watershed Alliance
Diverse, Responsible, Connected
Grimshaw Gravels & Aquifer Management Advisory Association

Grimshaw Gravels Aquifer Groundwater Forum

January 11, 2018
Grimshaw Legion
7PM - 9:30PM

Topics to be Covered:

- Groundwater Monitoring in the Grimshaw Gravels Aquifer
- Water Licencing within the Aquifer
- Subsurface architecture and groundwater age dating

Forum Goal 1: To provide decision makers & the public with information & understanding about the aquifer.
Forum Goal 2: To prepare for conversations around aquifer management actions & options.

For more information please contact Adam Norris at mpwa.coordinator@telus.net

Guest Speakers from the Alberta Geological Survey and Alberta Environment & Parks

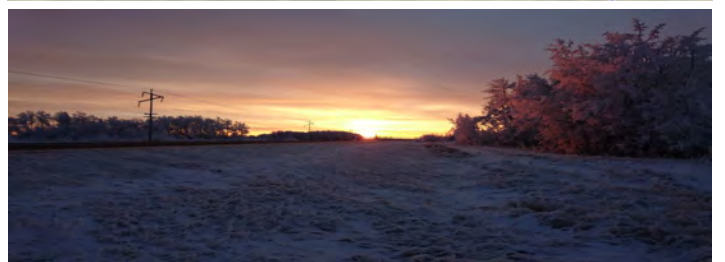


What Flows

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Riparian Management Course Update	Page 4

Check out our DRAFT Integrated Watershed Management Plan! For copies please email Megan Graham at mpwa.admin@telus.net

Education Opportunities: If you are wanting a school visit from the Mighty Peace Watershed Alliance about our organization, wetlands or stewardship please contact Megan at mpwa.admin@telus.net



From the Executive Director 's Desk By Rhonda Clarke-Gauthier

HAPPY NEW YEAR!

As we enter into 2018, it is a good time to reflect on the planning activities of the Mighty Peace Watershed Alliance.



In 2011 the MPWA was designated by Alberta Environment as the **Watershed Planning and Advisory Council (WPAC)** for the Alberta portions of the Peace River and Slave River basins under *Water for Life: Alberta's Strategy for Sustainability*. The MPWA has made good progress under this mandate. By preparing and producing a State of the Watershed Report (March 2015) and in 2017 released a DRAFT *Integrated Watershed Management Plan (IWMP)* for the Peace & Slave basins. This major undertaking provides advice and direction to protect the long-term supply and quality of water resources for future generations. Our goal is to release the IWMP this spring as a consensus accepted plan. As some of the direction and planning initiatives within the IWMP have been long anticipated work, the MPWA has begun some IWMP implementation through strategic watershed partnerships with municipalities and stewardship groups. Through these partnerships the MPWA works towards achieving the Water for Life goals by providing opportunity for stakeholder planning initiatives, public engagement, education and water literacy, and collaborative work. Some current projects that address issues identified in the SOW and IWMP include: Source Water Protection Planning for the Grimshaw Gravels Aquifer, Improved Livestock Crossings, Riparian Restoration Planning, Water Management Planning, participation on the AER Area Based Regulatory committee, Wetlands identification and Wetlands Policy Education. Through much of our work we strive to educate and increase the public's understanding of watershed protection and its importance by developing and providing programs on the protection and improvement of water quality, water quantity, and the health of the Peace Watershed.

The MPWA has developed significant watershed planning knowledge, and is positioned to support collaboration on local watershed planning. As we identify and prioritize subwatersheds in the Peace River basin for future planning initiatives, we would be pleased to work with municipalities and groups to help shape those priorities.

MPWA would be pleased to discuss watershed issues of concern and help find appropriate options for successful outcomes. If you have thoughts or suggestions for upcoming forums or evening events, please connect with us.

For further information about the organization, our projects, or reports; please visit our website at www.mightypeacewatershedalliance.org



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



Diverse, Responsible & Connected!

- *Diverse group of people representing diverse interests.
- *Responsible for bringing those interests together.
- *Connected to all stakeholders across the watershed area.



Watershed Coordinator Adam Norris

The Peace Country is a unique part of Alberta and the issues here in the Peace and Slave Watersheds, although generally common to elsewhere, have a specific context. A need has been identified to improve the way farmers are able to move livestock across waterbodies for two reasons. First, the effort required by farmers to move livestock around a water body instead of across or through it can be substantial and going through the water body poses problems of its own. Second, there is a negative impact on the riparian zone and water body when livestock go through it instead of around or over it. In order to improve the function of water bodies and allow them to provide services such as water filtration, flood mitigation and drought mitigation.



So here is our first crack at a made in the Peace Watershed livestock crossing solution. It involved the following: Brain power – our valued partners Agroforestry Woodlot Extension Society, Alberta Conservation Association, County of Grande Prairie, Cows and Fish, West County Watershed Society and plucky landowners. Materials – that which is lying around the farm, lying around the neighbour’s farm, lying about the oil patch. Braun – landowners. Benefactors –

farmers, livestock and those downstream. Money: thanks to the Watershed Restoration and Resiliency Program for funding this project.

This is an experiment stay tuned to find out how it works and what we will do going forward. Collaboration is helping us find innovative ways to deal with complex issues.



MPWA Staff



Rhonda Clarke—Gauthier, P.Ag.—Executive Director



Adam Norris, M.Sc., B.i.T.—Watershed Coordinator

Focuses on planning & technical project work



Megan Graham— Education & Outreach Coordinator

Focuses on various educational programs, resources & opportunities

Mighty Peace Watershed Alliance
 c/o Rhonda Clarke-Gauthier, Executive Director
 P.O. Box 217 McLennan, Alberta T0H 2L0
 Phone: 780-324-3355 Fax: 780-324-3377
 E-mail: info@mightypeacewatershedalliance.org
www.mightypeacewatershedalliance.org

Newsletter produced with support from AEP, Alberta Government

Watershed Stewardship Grant Update

The Watershed Stewardship Grant (WSG) Program provides funding to support collaborative, community-based stewardship efforts consistent with the principles, goals and outcomes of Alberta's Water for Life strategy. Grants are generally issued once per year to eligible groups on a per-project basis.

The Land Stewardship Centre hopes to announce the next call for applications for this important stewardship grant program in January 2018.

For further information or updates on the 2018 WSG program please visit their website at:

<http://www.landstewardship.org/apply-grant/>

Woodland Caribou Range Planning Engagement

Alberta is taking leadership when it comes to recovering caribou herds, while also protecting Indigenous rights and respecting the livelihood of the many individuals and communities reliant upon resource industries within caribou ranges. We want to ensure caribou remain a part of our landscapes, and that we maintain strong, vibrant communities well into the future.

Government of Alberta staff will be coming to communities that have an interest in caribou range planning in early 2018. Discussion will be focused on the Draft Provincial Woodland Caribou Range Plan with feedback helping to inform developing the range specific details. Sessions are being arranged in the following communities:

- **Whitecourt:** February 20, 2018
- **Edmonton:** February 22, 2018
- **Cold Lake:** February 27, 2018
- **Fort McMurray:** March 1, 2018
- **High Level:** March 6, 2018

For Further information please visit their website at: <https://talkaep.alberta.ca/caribou-range-planning>

2018 Alberta Wetland Course

The Alberta Wetland Assessment and Impact Report Directive and Alberta Wetland Mitigation Directive were updated in 2017. In addition to these changes, the Alberta Wetland Assessment & Impact Form was created for projects with low risk & temporary impacts to the aquatic environment. If you don't know the difference between a WAIF and WAIR, it may be time to update your knowledge of the Alberta Wetland Policy in 2018.

Whether you are new to understanding wetlands in Alberta or a practicing professional, Aquality Environmental Ltd offers a classroom based wetland course to inspire and prepare you for the upcoming season.

The next Aquality Wetlands: From Classification to Policy Course will be offered:

Edmonton - February 1st & 2nd, Venue: Beaumont Community Center

Calgary - February 15th & 16th, Venue: Glamorgan Community Center

For Further information please visit their website at: <http://www.wetlandpolicy.ca/wetland-courses-with-aquality/>

Riparian Management Course

On October 27 & 28 the Mighty Peace Watershed Alliance co-hosted a 2 day Riparian Management Course in Beaverlodge. The course was in partnership with the Alberta Conservation Association, Agroforest Woodlot Extension Society, County of Grande Prairie, and Cows & Fish.

The workshop had in class components as well as two field visits to Riparian sites within the area. Throughout the two days land owners learned how to maximize their riparian areas to provide benefits to their own area as well as the surrounding watershed, benefits to riparian restoration, conducting site assessments for determining the health of a riparian area. At the end of the workshop everyone had the opportunity to start creating a plan for a management plan for their own riparian area.



For further information on the workshop please contact Megan Graham at mpwa.admin@telus.net