



**Mackenzie County**

# **REGULAR COUNCIL MEETING AGENDA**

**MARCH 28, 2018**

**10:00 A.M.**

**COUNCIL CHAMBERS  
FORT VERMILION, AB**



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, March 28, 2018  
10:00 a.m.**

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

**AGENDA**

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| <b>IN CAMERA<br/>SESSION:</b>            |     |    | <i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i> |     |
|  | 17. | a) | Water Diversion Licence Applications (s. 21)  |     |
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| <b>NOTICE OF MOTION:</b>                 | 18. | a) |   |     |
| <b>NEXT MEETING<br/>DATES:</b>           | 19. | a) | Regular Council Meeting<br>April 10, 2018<br>10:00 a.m.<br>Fort Vermilion Council Chambers              |     |
|  |     | b) | Regular Council Meeting<br>April 25, 2018<br>10:00 a.m.<br>Fort Vermilion Council Chambers              |     |
| <b>ADJOURNMENT:</b>                      | 20. | a) | Adjournment   |     |





Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 28, 2018</b>
<b>Presented By:</b>	<b>Carol Gabriel, Director of Legislative &amp; Support Services</b>
<b>Title:</b>	<b>Minutes of the March 13, 2018 Regular Council Meeting</b>

### **BACKGROUND / PROPOSAL:**

Minutes of the March 13, 2018, 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 March 13, 2018 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**March 13, 2018  
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 (arrived at 10:13 a.m.)
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
Fred Wiebe	Director of Utilities
Karen Huff	Director of Finance
Carol Gabriel	Director of Legislative & Support Services/Recording Secretary
Grant Smith	Agriculture Fieldman
Don Roberts	Zama Site Manager
Jessica Simpson	Executive Assistant to the Deputy CAO

**ALSO PRESENT:** Members of the public and the media.  
Diana McQueen, DMC Consulting  
Grade 6 Students, Ridgeview Central School

Minutes of the Regular Council meeting for Mackenzie County held on March 13, 2018 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 10:00 a.m.

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

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**MOTION 18-03-179**

**MOVED** by Councillor Cardinal

That the agenda be approved as presented.

**CARRIED**

**MINUTES FROM  
PREVIOUS MEETING:**

**3. a) Minutes of the February 28, 2018 Regular Council Meeting**

**MOTION 18-03-180**

**MOVED** by Councillor E. Peters

That the minutes of the February 28, 2018 Regular Council Meeting be adopted as presented.

**CARRIED**

Mrs. Karie Becker's grade six class from Ridgeview Central School in La Crete was present to observe the Council meeting.

The students held an election for the position of Junior Reeve. Zach Borges was elected the Junior Reeve and took a seat between the Reeve and the Deputy Reeve.

**MINUTES FROM  
PREVIOUS MEETING:**

**3. b) Business Arising out of the Minutes**

None.

**COUNCIL COMMITTEE  
REPORTS:**

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

Councillor Jorgensen arrived at 10:13 a.m.

**MOTION 18-03-181**

**MOVED** by Councillor Sarapuk

That the Council committee reports be received for information.

**CARRIED**

**COUNCIL COMMITTEE  
REPORTS:**

**5. b) Municipal Planning Commission Meeting Minutes**

**MOTION 18-03-182**

**MOVED** by Deputy Reeve Wardley

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That the Municipal Planning Commission meeting minutes of February 28, 2018 be received for information.

**CARRIED**

**COUNCIL COMMITTEE  
REPORTS:**

**5. c) Finance Committee Meeting Minutes**

**MOTION 18-03-183**

**MOVED** by Councillor A. Peters

That the unapproved Finance Committee meeting minutes of February 26, 2018 be received for information.

**CARRIED**

**COUNCIL COMMITTEE  
REPORTS:**

**5. d) Community Services Committee Meeting Minutes**

**MOTION 18-03-184**

**MOVED** by Councillor Sarapuk

That the Community Services Committee meeting minutes of January 22, 2018 be received for information.

**CARRIED**

**GENERAL REPORTS:**

**6. a) CAO Report**

**MOTION 18-03-185**

**MOVED** by Councillor E. Peters

That the CAO report for February 2018 be received for information.

**CARRIED**

**DELEGATIONS:**

**4. a) Grade 6 Class, Ridgeview Central School (10:30 a.m.)**

The grade six students were given an opportunity to present questions to Council:

Do you get any advantages for being a Reeve or a Councillor?  
*No advantages. We get honorarium to do the job. We also get input into projects for the good of the community. There are strict rules about conflict of interest and we cannot be in it for personal gain or you can be dismissed.*

Why do you want to be a Reeve?

*Someone has to be the leader. I have been a councillor for 13 years and have a lot of experience and the Councillors elected me as the Reeve this year. The Reeve is elected every year by Council at the organizational meeting.*

Approximately how much money do you get in a year for taxes?

*We receive a total of \$28M in taxes and \$5M of that goes to school tax to help operate the schools. A small portion is also collected for the seniors lodge.*

If you don't pay your taxes how long do you have before your house is taken away?

*The process takes about three years after working with you to pay. And if you can't/don't pay we put your house up for public auction.*

Why do we have to pay for library cards in La Crete?

*Library services are free. La Crete charges a basic membership fee and the cost of the library cards is to cover the cost to produce the card.*

What is our residential tax rate?

*7\$ per 1,000 of value of your property and an additional \$4 per \$1,000 is for the school tax.*

Why did you new Councillors want to run for Council?

- I have always been interested in politics, provincially and now locally. Hoping to contribute to the County during my term. I could serve the people.*
- When I was in school I hated social studies but now I realize the importance. I love my community and felt I could represent my community better. Encourage you to pay attention in social studies.*
- I ran because I had a lot of pressure in my ward and they wanted me to run. My decision for leaving my name stand was because of what I see in front of me, all the kids in the community. I wanted to make a difference for the kids in the future.*
- I have lived in the same yard where I grew up and a lot of people wanted me to run and I know the community. I want to make sure that all the children have a job when they get older and that you stay living here. We have big challenges to make sure that there will be jobs for*

*you when you graduate and that you keep living here and raise families here.*

How often do you have meetings like this?

*We have two council meetings per month and also have committee meetings.*

As a councillor what is all included in your job?

- *Listening to all the people's complaints. When people have problems they call me and I try to help. Sometimes you can't satisfy them all but if you fulfilled everybody's request it would cost a lot of money. You need to know a little bit about everything. We run because we want to make the community a better place to live. Is it always fun, no, someone will always be unhappy. It's challenging yet also rewarding.*
- *We also have to get along with each other to get things done.*

If you could really make a difference what would you do to make the community better?

*Being a remote northern community the services that are available in the city are not readily available here. Many times we are talking about items such as health issues.*

How will the caribou issue affect the county?

*We are not sure how it will affect/impact us at this point until the provincial government makes their decision. It will affect us in some way. There are six municipalities involved and we are trying to get the provincial government to listen. A lot of people are working really hard.*

The Reeve thanked the students for coming.

Reeve Braun recessed the meeting at 10:54 a.m. and reconvened the meeting at 11:06 a.m.

**TENDERS:**

**7. a) Agricultural Land Lease Request for Proposals – Section 8-110-15-W5M (Fitler Pit)**

**MOTION 18-03-186**

**MOVED** by Councillor E. Peters

That the Agricultural Land Lease Request for Proposals – Section 8-110-15-W5M (Fitler Pit) be opened.

**CARRIED**

Proposals Received:

Paul K. Unrau	\$36.00 per acre
Henry Wiebe	\$53.00 per acre
Brian Schmidt	\$40.00 per acre
<b>Ernie Driedger</b>	<b>\$75.00 per acre</b>
Heinrich Braun	\$50.00 per acre
Pete N. Friesen	\$50.00 per acre
Bernie Doerksen	\$31.95 per acre
Northern Farms Ltd.	\$48.50 per acre
Abe T & Helen Martens	\$55.00 per acre
Jim Klassen	\$65.00 per acre
Martin Braun	\$46.51 per acre
George T. Wiebe	\$46.00 per acre
Jacob Unrau	\$31.50 per acre
Julius Unrau	\$62.00 per acre
Willy Klassen	\$50.00 per acre
Martin & Lucy Braun	\$55.11 per acre

**MOTION 18-03-187**

**MOVED** by Councillor Knelsen

That the Agricultural Land Lease Request for Proposals – Section 8-110-15-W5M (Fidler Pit) be awarded to the highest bidder.

**CARRIED**

**TENDERS:**

**7. b) Agricultural Land Lease Request for Proposals – Hay Land Rental**

**MOTION 18-03-188**

**MOVED** by Councillor Jorgensen

That the Agricultural Land Lease Request for Proposals – Hay Land Rental be opened.

**CARRIED**

Proposals Received:

Jacob Unrau	\$300.00 per year
Reuben Dyck	\$650.00 per year
Julius Unrau	\$300.00 per year
Bernie Doerksen	\$915.00 per year

George T. Wiebe	\$1,020.00 per year
Neil & Paris Simpson	\$610.00 per year
John Fehr	\$960.00 per year
James Friesen	\$600.00 per year
Abe F. Doerksen	\$650.00 per year
Cornie Klassen	\$750.00 per year
<b>Martin Wiens</b>	<b>\$1,200.00 per year</b>

**MOTION 18-03-189**

**MOVED** by Deputy Reeve Wardley

That the Agricultural Land Lease Request for Proposals – Hay Land Rental be awarded to the highest bidder.

**CARRIED**

**TENDERS:**

**7. c) Roadside Spraying Program 2018-2020 – Request for Proposals**

**MOTION 18-03-190**

**MOVED** by Councillor Sarapuk

That the Roadside Spraying Program 2018-2020 – Request for Proposals be opened.

**CARRIED**

Proposals Received:

Stat Energy	\$40.00 per km 2018
	\$42.00 per km 2019
	\$44.00 per km 2020
	\$44.00 per km 2021
Sandy Ridge Cattle Company	\$40.39 per km 2018
O/A Green Zone Herbicide	\$40.39 per km 2019
	\$40.39 per km 2020
	\$40.39 per km 2021

**MOTION 18-03-191**

**MOVED** by Councillor Jorgensen

That the Agricultural Service Board review the Roadside Spraying Program 2018-2020 – Request for Proposals at their March 16, 2018 meeting and prepare a recommendation to Council, according to the evaluation criteria, for the March 28, 2018 Council meeting.

**CARRIED**

**TENDERS:**

**7. d) Municipal Census Coordinator – Request for Proposals Round 2**

**MOTION 18-03-192**

**MOVED** by Councillor A. Peters

That the Municipal Census Coordinator – Request for Proposals Round 2 (Envelope #2 – Technical Proposal) be opened.

**CARRIED**

Proposals Received:

Aylward Research Services

**MOTION 18-03-193**

**MOVED** by Councillor Jorgensen

That administration review the Municipal Census Coordinator “Technical Proposals” and prepare a list of qualified proposals, subject to the evaluation criteria, for later in the meeting.

**CARRIED**

**MOTION 18-03-194**

**MOVED** by Councillor Sarapuk

That the Agricultural Service Board review the options of development of County owned lands for agricultural purposes.

**CARRIED**

**ADMINISTRATION:**

**9. a) Town of High Level – Aquatic Centre Pool Pilot/Chemical Controller Replacement Project Scope Change Request**

**MOTION 18-03-195**  
Requires 2/3

**MOVED** by Deputy Reeve Wardley

That the Town of High Level Aquatic Centre Pool Pilot/Chemical Controller Replacement Project scope change request be approved.

**CARRIED**

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**ADMINISTRATION:**

**9. b) 2018 Ratepayer Meetings**

**MOTION 18-03-196**

**MOVED** by Councillor Driedger

That the 2018 annual ratepayer meetings be held as follows:

- Tompkins Landing – June 11
- Fort Vermilion – June 12
- Rocky Lane/High Level Rural – June 13
- Zama – June 14
- La Crete – June 18

**CARRIED**

**ADMINISTRATION:**

**9. c) Caribou Update**

**MOTION 18-03-197**

**MOVED** by Councillor Jorgensen

That the caribou update be received for information.

**CARRIED**

Reeve Braun recessed the meeting at 12:08 p.m. and reconvened the meeting at 12:50 p.m.

**COMMUNITY  
SERVICES:**

**11. a) Policy ADM010 Cold Weather**

**MOTION 18-03-198**

**MOVED** by Councillor Driedger

That Policy ADM010 Cold Weather be approved as amended.

**CARRIED**

**PUBLIC HEARINGS:**

**8. a) Bylaw 1091-18 Land Use Bylaw Amendment to Add Rifle/Skeet Range as a Discretionary Use to the Agricultural “A” and Forestry “F” Districts and to Remove “Institutional Use” and “Place of Worship” as Discretionary Uses from the Agricultural “A” District**

Reeve Braun called the public hearing for Bylaw 1091-18 to order at 1:07 p.m.

Councillor Jorgensen stepped out of the meeting at 1:07 p.m.

Reeve Braun asked if the public hearing for proposed Bylaw

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1091-18 was properly advertised. Byron Peters, Deputy CAO, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Braun asked the Development Authority to outline the proposed land use bylaw amendment. Byron Peters, Deputy CAO, presented the Bylaw and indicated that first reading was given on February 8, 2018.

Reeve Braun asked if Council has any questions of the proposed Land Use Bylaw amendment. There were no questions.

Reeve Braun asked if any submissions were received in regards to proposed Bylaw 1091-18. No submissions were received.

Councillor Jorgensen rejoined the meeting at 1:09 p.m.

Reeve Braun asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1091-18. No one was present to speak to the proposed bylaw.

Reeve Braun closed the public hearing for Bylaw 1091-18 at 1:09 p.m.

**MOTION 18-03-199**

**MOVED** by Deputy Reeve Wardley

That second reading be given to Bylaw 1091-18 being a Land Use Bylaw Amendment to add Rifle/Skeet Range as a discretionary use to the Agricultural "A" and Forestry "F" zoning districts and to remove Institutional Use and Place of Worship as discretionary uses from the Agricultural "A" zoning district.

**CARRIED**

**MOTION 18-03-200**

**MOVED** by Councillor Cardinal

That third reading be given to Bylaw 1091-18 being a Land Use Bylaw Amendment to add Rifle/Skeet Range as a discretionary use to the Agricultural "A" and Forestry "F" zoning districts and to remove Institutional Use and Place of Worship as discretionary uses from the Agricultural "A" zoning district.

**CARRIED**

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**DELEGATIONS:**

**4. b) Henry Enns, Caribou Publicity Strategy**

**MOTION 18-03-201**

**MOVED** by Councillor A. Peters

That the caribou publicity strategy presentation by Henry Enns be received for information.

**CARRIED**

**TENDERS:**

**7. d) Municipal Census Coordinator – Request for Proposals Round 2**

**MOTION 18-03-202**

**MOVED** by Councillor Driedger

That the Municipal Census Coordinator – Request for Proposals Round 2 (Envelope #1 – Fee Structure) be opened.

**CARRIED**

Proposals Received:

Aylward Research Services      \$114,955.00 incl. GST

**MOTION 18-03-203**

**MOVED** by Deputy Reeve Wardley

That the Municipal Census Coordinator project be awarded to the lowest qualified bidder, subject to evidence of WCB.

**CARRIED**

**AGRICULTURE SERVICES:**

**10. a) None**

**COMMUNITY SERVICES:**

**11. b) Fort Vermilion Recreation Board Emergent Funding Request – Fort Vermilion Museum Major Building Expenses**

Councillor A. Peters stepped out of the meeting at 1:51 p.m.

**MOTION 18-03-204**  
Requires 2/3

**MOVED** by Councillor Knelsen

That the Fort Vermilion Recreation Board Emergent Funding Request for the Fort Vermilion Museum Major Building Expenses be approved in the amount \$2,087.03 with funds coming from the Grants to Other Organizations –

Emergent/Emergency Funding.

**CARRIED**

Councillor A. Peters rejoined the meeting at 1:52 p.m.

Reeve Braun recessed the meeting at 1:52 p.m. and reconvened the meeting at 2:07 p.m.

**COMMUNITY SERVICES:**

**11. c) Hutch Lake Campground Caretaker – Request for Proposal Awarding**

**MOTION 18-03-205**

**MOVED** by Deputy Reeve Wardley

That the Hutch Lake Campground Caretaker contract be awarded to Dean Hoyle, subject to conditions.

**CARRIED**

**COMMUNITY SERVICES:**

**11. d) Machesis Lake Campground Caretaker – Request for Proposal Awarding**

**MOTION 18-03-206**

**MOVED** by Councillor Knelsen

That the Machesis Lake Campground Caretaker contract be awarded to Anna Braun, subject to conditions.

**CARRIED**

**COMMUNITY SERVICES:**

**11. e) Wadlin Lake Campground Caretaker – Request for Proposal Awarding**

**MOTION 18-03-207**

**MOVED** by Councillor A. Peters

That the Wadlin Lake Campground Caretaker contract is awarded for a one year term with the option of two one-year extensions to the qualifying bidder, Jake Gerbrandt, subject to conditions.

**CARRIED**

**COMMUNITY SERVICES:**

**11. f) Removal of Scrap Metal from all Waste Transfer Stations – Request for Proposals Awarding**

**MOTION 18-03-208**

**MOVED** by Councillor Jorgensen

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That the Removal of Scrap Metal from all Waste Transfer Stations contract be TABLED to later in the meeting.

**CARRIED**

**FINANCE:** 12. a) Policy ADM054 Fuel Usage

**MOTION 18-03-209** **MOVED** by Deputy Reeve Wardley

That Policy ADM054 Fuel Usage be amended as presented.

**CARRIED**

**FINANCE:** 12. b) Policy FIN005 Petty Cash

**MOTION 18-03-210** **MOVED** by Councillor Bateman

That Policy FIN005 Petty Cash be amended as presented.

**CARRIED**

**OPERATIONS:** 13. a) None

**PLANNING & DEVELOPMENT:** 14. a) Bylaw 1093-18 to Amend Bylaw 1057-16 Service Road Closure (Frontier Auto)

**MOTION 18-03-211** **MOVED** by Deputy Reeve Wardley

That first reading be given to Bylaw 1093-18 being a bylaw amending the plan number in Bylaw 1057-16 as required by Alberta Land Titles.

**CARRIED**

**MOTION 18-03-212** **MOVED** by Councillor Sarapuk

That second reading be given to Bylaw 1093-18 being a bylaw amending the plan number in Bylaw 1057-16 as required by Alberta Land Titles.

**CARRIED**

**MOTION 18-03-213** **MOVED** by Councillor Jorgensen

That consideration be given to go to third reading of Bylaw 1093-18 being a bylaw amending the plan number in Bylaw

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

1057-16 as required by Alberta Land Titles at this meeting.

**CARRIED UNANIMOUSLY**

**MOTION 18-03-214**

**MOVED** by Councillor Knelsen

That third reading be given to Bylaw 1093-18 being a bylaw amending the plan number in Bylaw 1057-16 as required by Alberta Land Titles.

**CARRIED**

**UTILITIES:**

**15. a) None**

**INFORMATION/  
CORRESPONDENCE:**

**16. a) Information/Correspondence**

**MOTION 18-03-215**

**MOVED** by Councillor Sarapuk

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

**CARRIED**

**MOTION 18-03-216**

**MOVED** by Councillor Knelsen

That the Removal of Scrap Metal from all Waste Transfer Stations contract be awarded to the qualifying tender, Abe and Henry Wiens.

**CARRIED**

**IN-CAMERA SESSION:**

**17. a) None**

**NOTICE OF MOTION:**

**18. a) None**

**NEXT MEETING DATE:**

**19. a) Next Meeting Dates**

Committee of the Whole Meeting  
Tuesday, March 27, 2018  
10:00 a.m.  
Fort Vermilion Council Chambers

Regular Council Meeting  
Wednesday March 28, 2018  
10:00 a.m.

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Fort Vermilion Council Chambers

**ADJOURNMENT:**            **20. a) Adjournment**

**MOTION 18-03-217**        **MOVED** by Councillor Jorgensen

That the Council meeting be adjourned at 3:04 p.m.

**CARRIED**

These minutes will be presented to Council for approval on March 28, 2018.

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Peter F. Braun  
Reeve

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Len Racher  
Chief Administrative Officer

UNAPPROVED



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 28, 2018</b>
<b>Presented By:</b>	<b>Carol Gabriel, Director of Legislative &amp; Support Services</b>
<b>Title:</b>	<b>DELEGATION Carson Flett – Petition to Change Voting Age</b>

**BACKGROUND / PROPOSAL:**

See attached for more information.

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

# Carson Flett

PO Box 763 4901-47 AVE  
Fort Vermilion, AB T0H1N0  
(780)-677-0271  
[Carsonfl20@fvsd.ab.ca](mailto:Carsonfl20@fvsd.ab.ca)

March 9th, 2018

Council Chamber

Mackenzie County

PO Box 640

Fort Vermilion, AB T0H1N0

Dear Mr. Reeve and Council

I'm Send A Petitions To The Legislative Assembly Of Alberta Urge The Government To Presentate A Legislation To Change The Voting Age In The Provincial Election To The Age Of 16 Years And Older. This Petition Is Supported By MLA Debbie Jabbour MIA For Peace River And I Was Wonder If You Can Writing A Letter Of Support To The Government To Urge Them To Pass My Legislation. Thank You For Taking The Time To Review My Letter And I Hope This Will Be Passed By The Legislative Assembly Of Our Province Of Alberta

Thank You

Your's Truly

Mr. Carson Flett

FVPS Grade 10 Student

Fort Vermilion, AB T0H1N0



To The Legislative Assembly Of Alberta, In Legislative Assembled

We The Undersigned Residents Of Alberta Petition To The Legislative Assembly Of The Province Of Alberta, To Urge The Province Government To Lower The Voting Age Of The Province Of Alberta To The Age Of 16 Years Old To Give More Young People I Chance To Elected Their Representative. Let Young People Have A Voice Don't Let Them Wait Until Their 18 to Have A Voice To Elected Their Representative How Will Change Their Lives And Their Province Forever.

<b>Name</b>	<b>Address</b>	<b>Signature</b>

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Please Note: The Name And Address Of The Persons Who Sign This Petition May Be Made Available To The Public. If The Petition Is In Proper Form To Be Present In The Assembly.



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 28, 2018</b>
<b>Presented By:</b>	<b>Grant Smith, Agricultural Fieldman</b>
<b>Title:</b>	<b>Agricultural Service Board Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

Minutes of the March 16, 2018, Agricultural Service Board 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 March 16, 2018 Agricultural Service Board Meeting be received for information.

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

**MACKENZIE COUNTY  
AGRICULTURAL SERVICE BOARD MEETING**

**Friday March 16, 2018**

**10:00 A.M.**

**Fort Vermilion, AB**

<b>PRESENT:</b>	Josh Knelsen	ASB Chair
	Peter Braun	Reeve
	Ernie Peters	Councillor (via phone 11:35 am)
	Terry Batt	Member at Large
	Dicky Driedger	Member at Large
	Joe Peters	Member at Large

**REGRETS:**

<b>ALSO PRESENT:</b>	Len Racher	Chief Administrative Officer
	Grant Smith	Agricultural Fieldman
	Colleen Sarapuk	Public Works Administrative Officer (Recording Secretary)
	Walter Sarapuk	VSI Delegation

Minutes of the Mackenzie County Agricultural Service Board meeting held on Friday, March 16, 2018

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

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

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

**MOTION ASB 18-03-018    Moved by Peter Braun**

That the agenda be adopted with the additions 6b) County Owned Land.

**CARRIED**

**PREVIOUS MINUTES        3.a) Minutes of the November 27, 2017 ASB Minutes**

**MOTION ASB 18-03-019    Moved by Joe Peters**

That the minutes of the January 26, 2017 ASB meeting be approved as amended.

**CARRIED**

**BUSINESS ARISING OUT  
OF THE PREVIOUS  
MINUTES                    4.a) Drone Options**

**MOTION ASB 18-03-020**

**Moved by** Peter Braun

That administration gather information from other municipalities using drones, and present to Council for information.

**CARRIED**

**ACTION LIST**

**5.a) Action List**

**MOTION ASB 18-03-021**

**Moved by** Terry Batt

That the action list be received for information.

**CARRIED**

**DELEGATION**

**6.a) VSI Update – Councillor Walter Sarapuk**

**MOTION ASB 18-03-022**

**Moved by** Dicky Driedger

That the VSI Update be received for information.

**CARRIED**

**6.b) County Owned Land**

**MOTION ASB 18-03-023**

**Moved by** Terry Batt

That administration advertise for the clearing of the approximately 324 acres on Section 8-110-15-W5 (Fidler Pit) in exchange for land rental.

**CARRIED**

**MOTION ASB 18-03-024**

**Moved by** Terry Batt

That administration conducts an inventory on all County owned land and bring information to the next ASB meeting.

**CARRIED**

**7.a) Fieldman Report**

**MOTION ASB 18-03-025**

**Moved by** Joe Peters

That the Fieldman Report be received for information.

**CARRIED**

**7.b) Roadside Spraying RFP**

**MOTION ASB 18-03-026**

**Moved by** Joe Peters

That a recommendation to council be made to award the 2018-2020 Roadside Spraying contract to Greenzone Herbicide Applicators.

**CARRIED**

**7.c) Do Not Spray Program**

**MOTION ASB 18-03-027**      **Moved by** Joe Peters

That the Do Not Spray Program be approved with changes as discussed.

**CARRIED**

**7.d) Review of Weed Control Policy**

**MOTION ASB 18-03-028**      **Moved by** Joe Peters

That a meeting be set up with Alberta Environment & Parks to address the weed concerns on Crown Land.

**CARRIED**

**7.e) Irrigation Pump & Pipe Rental**

**MOTION ASB 18-03-029**      **Moved by** Ernie Peters

That the fee for the Irrigation Pump & Pipe Rental remain status quo.

**CARRIED**

**7.f) Frontier Vet Service Contract**

**MOTION ASB 18-03-030**      **Moved by** Dicky Driedger

That Dr. Quist be invited to the next ASB meeting, along with her financial statements, as per the Frontier Vet Service Contract.

**CARRIED**

**7.g) Organic Alberta Conference**

**MOTION ASB 18-03-031**      **Moved by** Joe Peters

That all ASB members are authorized to attend the Organic Alberta Conference in La Crete on April 6<sup>th</sup> & 7<sup>th</sup>, 2018.

**CARRIED**

**7.h) Pancake Breakfast**

**MOTION ASB 18-03-032**

**Moved by** Terry Batt

That the ASB cook the Pancake Breakfast at the Agricultural Fair & Tradeshow.

**CARRIED**

**7.i) 2018 ASB Summer Tour**

**MOTION ASB 18-03-033**

**Moved by** Ernie Peters

That the 2018 ASB Summer Tour discussion be received for information.

**CARRIED**

**Break For Lunch 12:04 P.M.  
Reconvene 12:37 P.M.**

**7.j) CAP Consultation Survey**

**MOTION ASB 18-03-034**

**Moved by** Terry Batt

That the ASB submit the CAP consultation survey.

**CARRIED**

**IN CAMERA**

**8.a) Land Lease Agreement**

**MOTION ASB 18-03-035**

**Moved by** Joe Peters

That the ASB meeting move in camera at 1:26 P.M.

**Carried**

**MOTION ASB 18-03-035**

**Moved by** Dicky Driedger

That the ASB meeting move out of Camera at 1:36 P.M.

**CARRIED**

**SET NEXT MEETING  
DATE**

**8.a) Next Meeting Date**

The next ASB meeting will be held on April 27, 2018 at 10:00 A.M.

**ADJOURNMENT**

**9.a) Adjournment**

**MOTION ASB 18-03-036**

**Moved by** Dicky Driedger

That the ASB meeting be adjourned at 1:38 P.M.

**CARRIED**

These minutes will be presented for approval at the April 27, 2018 ASB Meeting.

\_\_\_\_\_  
Josh Knelsen, Chair

\_\_\_\_\_  
Grant Smith, Agricultural Fieldman





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 28, 2018</b>
<b>Presented By:</b>	<b>Doug Munn, Director of Community Services</b>
<b>Title:</b>	<b>TENDERS Mackenzie County Waste Bin Pick-up</b>

**BACKGROUND / PROPOSAL:**

Request for proposals for the Mackenzie County Waste Bin Pick-up were advertised and distributed through the County. Proposals were due at 4:30 PM on March 27, 2018.

The matrix for this is as follows:

<b>Evaluation Criteria (Weight = Total Points)</b>	<b>Weight</b>	<b>Score</b>
Quote Cost	100%	
TOTAL	100%	

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

Funds are available in operating budget.

**SUSTAINABILITY PLAN:**

**Author:** Doug Munn      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**COMMUNICATION:**

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the Mackenzie County Waste Bin Pick-up quotations be opened.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That the Mackenzie County Waste Bin Pick-up contract be awarded to the lowest qualified bidder according to tender requirements.

Author: Doug Munn      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 28, 2018</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Policy FIN025 Purchasing Authority Directive and Tendering Process</b>

## BACKGROUND / PROPOSAL:

This policy is being brought back, as requested, for further discussion and clarification regarding the Request for Tender Process and the two envelope submission requirement.

## 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: \_\_\_\_\_



## Mackenzie County

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

#### **1. Policy Statement**

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

#### **2. Definitions**

**Bidder:**

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

**COR:**

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

**Council:**

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

**Designated Officer:**

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

**Local Supplier:**

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

**Recurring expenditure:**

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

**SECOR:**

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

**Security:**

- For the purpose of this policy, “security” means a surety or collateral that is secured by the issuers that in the event of a default, the security becomes forfeited to the County which could include one or more of the following:
  - A Certified Cheque
  - Performance and/or Labour Bond
  - Letter of Guarantee

**Tender:**

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

**3. Responsibilities**

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

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

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

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

**Director of Finance will:**

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

**CAO, Directors and Managers will:**

- i) Ensure that all tendering and purchasing complies with this policy.
- j) Ensure the proper coding of their departmental invoices to operating and capital codes.
- k) Review the monthly capital and operating income statements and provide comments for the monthly variance report prepared for Council by the Finance Department.

**4. Purchasing from Local Suppliers**

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

**Purchasing Authority**

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

a) Chief Administrative Officer	As approved by Budget
Deputy Chief Administrative Officer	\$10,000
Director of Finance	\$10,000
Director of Community Services	\$10,000
Director of Operations	\$10,000
Director of Legislative and Support Services	\$10,000
Director of Utilities	\$10,000
Zama Site Manager	\$10,000
Agricultural Field Man	\$10,000
Fleet Manager	\$5,000

b) Delegated Expenditure Authority:

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

## 6. Spending Authority in a Disaster Situation

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

## 7. Regulations

Notwithstanding the above authorizations, the following regulations shall apply:

- a) No project expenditure or total of such expenditures shall exceed the approved budget amount without prior authorization by the CAO to a maximum of 10% over the approved budget. Such expenditures shall be brought to Council for approval and budget amendment.
- b) Where a required purchase exceeds the authority noted above, approval of such purchase shall be obtained from Council prior to the commitment of the purchase.
- c) It shall be the responsibility of each individual not to exceed his/her limit or budget; the individual must identify available funds for the required expenditure.
- d) It shall be the responsibility of each department head to assure that an invoice is coded to the correct general ledger code. At no time is an expenditure to be coded to another department/function to which it does not belong.
- e) Where expenditures are recurring the CAO shall review and approve such expenditures for payment. Should a department head request that recurring expenditures are required and approved by him/her prior to payment, that



department head shall advise the CAO in writing of such requests identifying what recurring expenditures he/she wishes to review.

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

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

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

**\*Private equipment may be used as per the Hiring Private Equipment Policy (PW018)**

**\*\*All tenders procured through public advertising must be opened at a duly called Council meeting.**

- b) Where tenders are received that do not comply with Section 8(a), or where three (3) tenders cannot be obtained, the tenders received will be accepted provided that:
  - i. Tenders or quotes have been requested from local suppliers of the goods or services required for goods and materials under \$74,999 and for construction projects under \$199,999,
  - ii. Tenders received which are believed to reflect a fair market price based on the conditions of the request for quotes, and

- iii. The successful bidder is capable of providing the goods or services as per the conditions of the request for tender or quote.
- c) Where the nature of the services required does not provide for public the competition necessary for the tendering process, Council may by resolution, or the CAO in writing, provide for special tendering and award processes. Examples of these are invitational tenders, legal, architectural and engineering services, accommodations.
- d) No tenders are required when group-purchasing programs are utilized (AAMD&C and AUMA group purchases), but periodic price check must be conducted.
- e) Standing quotations may be obtained and used to satisfy the requirements in Section 8(a) for the time period the vendor agrees to honour the quotation.

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

- a) Sealed tenders shall be processed in the following manner:
  - i. Sealed tenders to be received marked in the specified manner prior to the designated tender closing. Each tender must be time and date stamped upon receipt and must be kept confidential in a secure place.
  - ii. The sealed tender will be considered invalid if opened prior to the public opening, or if the contents are disclosed to any municipal staff member prior to the public opening.
  - iii. All tenders procured through public advertising must be opened at a duly called Council meeting, and be recorded using a Tender Document Form.
  - iv. Multi-year projects are required to go to tender regardless of the purchase scale.
  - v. Two envelopes will be included in the tender package. The first envelope will contain the required documents in an unsealed envelope for the tender such as a valid WCB, COR/SECOR, and insurance. The second envelope will contain the signed and sealed bid for the tender. Should the first envelope not contain all the required documentation requested within the tender package, the second envelope containing the bid amount will not be considered.
  - vi. A summary of the tender opening shall be included in the council meeting minutes.
- b) Withdrawal of a sealed or written tender will only be accepted prior to deadline for receipt of tenders. The request to withdraw the tender must be received in writing.

## 10. Information to Bidder

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

## 11. Security, Bonding and Other Requirements

- a) Prior to tender, bidder is required to have:
  - A current Mackenzie County business license and a copy is to be included in the tender submission documents.
  - COR/SECOR (subject to Subsection f))
  - WCB
  - Insurance
- b) Prior to execution of the contract, all security, insurance, naming the Municipality as an additional insured, and Workers Compensation Board requirements as required at the closing time of the tender, shall be in place.
- c) A bid deposit will be forfeited to the municipality if the successful bidder fails to accept the award of tender. Execution of the contract must be complete within 15 days after awarding of the tender.
- d) Equitable security is required at time of tender. The municipality shall retain the Security until the terms of the contract are complete. The Security will be forfeited to the municipality if the successful bidder fails to comply with the terms and conditions of the contract.

Security must be obtained for all projects per the following threshold:

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

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

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

The following guidelines shall apply:

**COR/SECOR required:**

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

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

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

**The COR/SECOR exemption may be granted to a contractor under the following conditions:**

- The County is the sole employer of the contractor for the duration of the contract’s term.
- There are no employees working for the holder of the contract with the County (although an occasional substitute is permitted but must be granted by the County on a case by case basis).

- The individual's services under a contract are limited to labour services, and no or limited specialized equipment provided under the contract.
  - Municipal Campground Caretakers
  - Waste Transfer Station Operator

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

g) Administration will maintain an approved list of contractors.

## 12. Analysis of Tenders

- a) The following factors, presented without any priority, may be used to evaluate all bids received and may include, but are not limited to the following:
  - i. **Ability** of the bidder to meet the requirements of the tender regarding quality, specifications, delivery and service.
  - ii. **Bulk Purchasing**, through larger quantities, cumulative quantities or bulk packaging.
  - iii. **Life Cycle Costs** of goods or services.
  - iv. **Local Supplier** is a business located within Mackenzie County including the Towns of High Level and Rainbow Lake.
  - v. **Price**, based on the same FOB location, same currency including goods and services tax, and with discounts applied.
  - vi. **Record** of a bidder's previous performance on quality, experience, service, delivery and safety.
  - vii. **Standardization** of goods to reduce inventory and future costs.
- b) The municipality reserves the right to reject any and all tenders for any cause, to award tenders based on conditions other than price, or to reject all tenders without cause.
- c) The municipality shall not accept tenders, quotations or the supply of services from contractors or suppliers of services who have initiated litigation against the municipality, for a period of one year after the litigation is resolved.

## 13. Contingency Allowances

- a) Contingency allowances may only be spent to meet the costs of unexpected site conditions, which prevent the contractor from meeting the project specifications as approved by Council. Project contingency will be established at or before time

of tender awarding.

- b) Contingency allowances and unspent project funds may only be applied to changes in project specifications and approved by CAO or Council.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2007-12-11	07-12-1120
<b>Amended</b>	2008-12-09	08-12-979
<b>Amended</b>	2011-03-30	11-03-278
<b>Amended</b>	2011-12-12	11-12-970
<b>Amended</b>	2012-10-09	12-10-650
<b>Amended</b>	2015-01-30	15-01-058
<b>Amended</b>	2015-06-22	15-06-463
<b>Amended</b>	2015-12-21	15-12-970
<b>Amended</b>	2016-04-27	16-04-301
<b>Amended</b>	2018-02-13	18-02-121
<b>Amended</b>		



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 28, 2018</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Policy ADM050 Council/Administration Protocol</b>

**BACKGROUND / PROPOSAL:**

This policy is being brought back, as requested, for further discussion and clarification.

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





## Mackenzie County

<b>Title</b>	<b>Council/Administration Protocol</b>	<b>Policy No:</b>	<b>ADM050</b>
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<b>Legislation Reference</b>	<b>MGA</b>
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### **PURPOSE**

To establish a framework to clarify the roles of Council and Administration and set out communication standards between Council and Administration and to identify tools that may guide to the overall efficiency and effectiveness in decision making and assist in building and fostering respectful relationship between Council and Administration.

### **POLICY STATEMENT**

#### **1. Statement:**

Mackenzie County Council recognizes that in order to create an environment for the effective management and operation of the County, Council and Administration must have a clear understanding of their respective roles and responsibilities.

Further, Mackenzie County Council wishes to establish a regime of protocol for regulating relations and communication between Council and Administration in order to promote a sound working relationship. This can be achieved through a comprehensive framework that guides their interaction.

In order to build effective partnerships and relationships, Council will use a self-evaluation tool (Schedule A) to assist Council in determining Council's strength, areas for improvement, and ultimately increase Council's efficiency and effectiveness.

### **GUIDELINES**

#### **2. Definitions:**

- a) "Administration" means CAO and Managers for the County;
- b) "County" means Mackenzie County;
- c) "CAO" means Chief Administrative Officer for the County;
- d) "Council" means the duly elected council for the County;
- e) "Councillor" means a member of Council including the Reeve;
- f) "Managers" means the Directors, Agricultural Fieldman, and the Zama Site Supervisor for the County;

- g) "Reeve" means the Chief Elected Official or in his/her absence the Deputy Reeve for the County;
- h) "Policy" means a policy, bylaw or other formal resolution of Council;

### **3. Municipal Governance Framework:**

- a) Council is the political and policy-making arm of the County, while Administration is the administrative and operational arm of the County;
- b) The legal responsibilities, functions and powers of Council and Administration are both inter-dependent and interrelated.
- c) The statutory powers of Council and the CAO are set out in the *Municipal Government Act*.
- d) Council is lead by the Reeve who is the Chief Elected Official as defined in the *Municipal Government Act*.
- e) Administration is led by the CAO whose roles and responsibilities are defined in the *Municipal Government Act*.

### **4. Roles and Responsibilities:**

- a) Council provides direction, makes strategic policy decisions, represents the public's interests, and performs the duties of Councillors as per the *Municipal Government Act*.
- b) Council's effectiveness depends on Councillors providing input on their areas while thinking and voting for the whole municipality.
- c) Council is responsible to hire, supervise, and terminate the CAO. Council has one employee: the CAO.
- d) The Reeve acts as Council's spokesperson, facilitates the Council/Administration interface, and performs the duties of the Chief Elected Official as per the *Municipal Government Act*.
- e) The CAO coordinates the organization's systems, manages organizational resources, facilitates the Administration/Council interface, performs the duties as outlined in the Chief Administrative Officer Bylaw, and performs the duties of chief administrative officer as per the *Municipal Government Act*.
- f) The CAO is responsible for the hiring, managing, and terminating of all the employees of the County.
- g) Administration implements Council's policies and programs, assists Council in

meeting their annual business plan priorities, provides decisions-making advice, and communicates customer needs under the direction of CAO.

- h) Council and Administration will adhere to formal channels of communication between each other as established by this policy.

#### **5. Council/Administration General Protocol:**

- a) Council and Administration will treat each other with respect and integrity.
- b) Council recognizes the complexities and volume of operational tasks and activities of Administration.
- c) Administration recognizes the value of Councillors' input through the local knowledge of their wards.
- d) The Reeve will advise Council when a Councillor's activities are affecting Administration's performance.
- e) Council will deal with Administration performance concerns by communicating them to the CAO as concerns arise.
- f) The CAO will provide information to all of Council as deemed appropriate in responding to a request from a Councillor.
- g) Managers will advise the CAO if a request for information and/or action from a Councillor may create a significant impact on performance/workload.

#### **6. Council/Administration Communication Protocol (Internal):**

- a) Council will channel formal communications to Administration with regard to a municipal matter through the CAO. Council will make information requests to Administration with the following understanding:
  - Information that is readily available to the public can be requested from the appropriate Manager directly;
  - Information on the status of ongoing programs, activities and/or projects can be requested from the appropriate Manager directly;
  - All other requests for information and/or action will be directed to the CAO.
- b) Administration will channel communication to Council through the CAO if a municipal matter is outside of existing County Policy and/or Council approved budget.

- c) The municipal matters not addressed in existing Council Policy will be brought forward to the attention of Council and/or a committee of Council as appropriate.
- d) Council will provide direction to Administration through bylaws and resolutions of Council on all matters outside of existing County Policy and/or Council approved budget.

#### **7. Council/Administration Communication Protocol (External):**

- a) Administration will forward external correspondence directed to a Councillor or Council without delay.
- b) If Council receives requests from residents for service or information, Council will refer residents to the appropriate County department or the CAO for action.
- c) Administration will maintain a log of external communications, which come as a request for service, into the County's customer service system. Each Manager will be responsible for maintaining the log for their appropriate department(s).
- d) The Reeve may coordinate and direct Council regarding action and response to be taken by Councillors to verbal or written communications received from external sources. The Reeve will also coordinate these action and responses with the CAO.
- e) The CAO will coordinate and direct Administration regarding action and response to be taken by employees of the County to verbal or written communications received from external sources. The CAO will also coordinate these actions and responses with Council when appropriate.

#### **8. Organizational Tools:**

The following organizational tools will be utilized to contribute to a successful working relationship between Council and Administration:

- a) Monthly CAO reports to Council regarding Administration's activities to be presented during regular Council meetings;
- b) Monthly progress capital project report to be presented during regular Council meetings;
- c) Requests for decisions which provide the information required for decision-making;

- d) Clear and concise direction to Administration through resolutions made at Council meetings;
- e) Updates from the Reeve and Councillors as necessary at Council meetings;
- f) An up-to-date organizational chart which shows a clear chain of command and indication of who has duties in which areas;
- g) Council Procedural Bylaw which provides the framework for parliamentary procedure, current legislation and the specific governance preferences of Council;
- h) A clear understanding of Council's and Administration's roles, activities and capacities;
- i) An annual business planning process which outlines the strategic direction set by Council.
- j) An annual council self-evaluation (Schedule A) undertaken in conjunction with mandatory CAO evaluation as per MGA.

**9. Success Indicators:**

The following are indicators of the success of this policy:

- a) Flexibility in organizational hierarchy to deal with urgent matters;
- b) Excellent customer service;
- c) No direct supervision of Administration by individual members of Council;
- d) A clear chain of command;
- e) Higher employee satisfaction;
- f) Achieving Council's business priorities;
- g) Timely communication, both internal and external; and
- h) An informed and involved Council.

**10. Policy Implementation and Monitoring:**

- a) The Reeve will be responsible for monitoring compliance with this policy by Council.
- b) The CAO will be responsible for monitoring compliance with this policy by

Administration.

**11. Policy Review:**

This policy shall be reviewed annually during the organizational meeting.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2012-05-01	12-05-309
<b>Amended</b>	2013-04-24	13-04-294
<b>Amended</b>	2017-10-23	17-10-724

## SCHEDULE A

### COUNCIL SELF-EVALUATION TOOL

#### **PURPOSE:**

Just like going to the doctor once a year for an annual checkup, governing bodies should periodically take time to do a “checkup” on their performance. Periodic reviews do the same thing as a doctor’s visit; they provide an opportunity to implement preventative measures; identify issues that need attention that are not immediately apparent; and/or just verify that all is going well. And just like an annual checkup; once all the data is collected, an action plan for optimum health (performance) for the future can be developed.

The following questionnaire has been developed to assess Council’s performance. The statements below reflect optimum performance measures for Council and this questionnaire reflects how Council views its performance in relation to these optimum performance measures.

#### **INSTRUCTIONS:**

Please rank yourself and your colleagues on a scale of 1-4. Mark the number you feel most accurately describes the current Council context:

- 1 = We “**Never**” meet this performance measure
- 2 = We “**Sometimes**” meet this performance measure
- 3 = We “**Often**” meet this performance measure
- 4 = We “**Always**” meet this performance measure

#### **DECISION-MAKING**

1. Council members use rational, objective decision-making processes that are supported by administrative recommendations, appropriate consultation with stakeholders and research of options.

1       2       3       4

2. Council members listen actively, respect diverse opinions and view constructive disagreement and discussion as positive and necessary to effective decision-making.

1       2       3       4

3. Council members stay focused on the issue being debated.

1       2       3       4

4. Council members come to meetings prepared; with their “homework” and research done.

1       2       3       4

5. Council members focus their energy on issues that have strategic, organization-wide impacts.

1       2       3       4

6. Council members recognize that decision-making authority resides with the Council “as a whole” – not with individual Council members.

1       2       3       4

7. Council members avoid placing themselves in positions where there may be a real or perceived conflict of interest and avoid any conflict of interest with respect to their pecuniary responsibility in accordance with legislation.

1       2       3       4

## **COMMUNICATIONS AND PROTOCOLS**

8. Council members protect the confidentiality of privileged, protected, and in camera information.

1       2       3       4

9. Council members are respectful of each other and staff in their communications with the public and the media.

1       2       3       4

10. Once a decision has been made by the Council, Council members publicly support the decision. Council members are free to indicate why they may not have voted for a decision in a Council meeting; however, they should make it clear that once the decision has been made, they respect the legitimacy of the democratic process and the decision.

1       2       3       4



11. Council members represent Council's position as a whole when attending board or committee meetings.

1       2       3       4

12. Council actively seeks partnerships (with both public and private organizations) which provides enhanced and/or more efficient provision of services and/or facilities to residents.

1       2       3       4

### **COUNCIL MEMBER RELATIONS**

13. Council members deal with conflicts in a timely and issues focused manner; i.e., significant conflicts and problems are not ignored.

1       2       3       4

14. All Council members have equal and timely access to relevant information to support decision making.

1       2       3       4

15. Council reviews its performance periodically with a view to continuously improving its effectiveness.

1       2       3       4

### **STAFF RELATIONS**

16. Council members respect the authority of the CAO, as delegated by the CAO Bylaw and Council governance policies, to direct staff and the work of the organization. They do not attempt to direct the activities of staff or departments except through established channels of authority.

1       2       3       4

17. Where there are council/staff interaction issues and/or role clarity issues; Council members convey their concerns to the CAO. Conversely if staff has concerns with council/staff interaction issues and/or role clarity issues; the CAO conveys these concerns to Council.

1       2       3       4

18. Council members direct any criticisms of staff through the CAO and refrain from criticizing staff in public or the media (praise publicly, criticize privately).

- 1       2       3       4

**FINAL QUESTIONS**

19. Council should be taking take action in the following areas to improve Council's capacity and effectiveness:

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20. Council should take advantage of the following educational/development opportunities to improve governance capabilities:

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21. Please provide any additional comments:

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**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 28, 2018</b>
<b>Presented By:</b>	<b>Carol Gabriel, Director of Legislative &amp; Support Services</b>
<b>Title:</b>	<b>Appointment of Assessor</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County has a bylaw in place for the appointment of the position of the assessor as a designated officer.

Section 3 of Bylaw 1069-17 states that Council will appoint a person by resolution to the position of Assessor.

At the June 28, 2017 council meeting, Council awarded the Assessment Services Contract to Compass Assessment however no motion was made to appoint Aaron Steblyk as Mackenzie County's assessor.

## **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 Aaron Steblyk be appointed as the Assessor for Mackenzie County.

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



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 28, 2018</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Government Meetings Follow-up</b>

## **BACKGROUND / PROPOSAL:**

Council/Administration held meetings with the following during the Rural Municipalities of Alberta (RMA) Conference (previously known as the AAMDC) in Edmonton last week to discuss various topics of importance to the County.

- Minister of Transportation
- RCMP “K” Division
- Minister of Indigenous Relations
- Minister of Health
- Minister of Agriculture & Forestry

Administration will draft follow-up letters as a result of these meetings within the next couple of weeks.

## **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 letters be sent to the various Ministries and the RCMP in follow-up to the meetings held in Edmonton during with week of March 19, 2018.

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



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 28, 2018</b>
<b>Presented By:</b>	<b>Grant Smith, Agricultural Fieldman</b>
<b>Title:</b>	<b>Roadside Spraying Program 2018-2020 – Request for Proposal Awarding</b>

## **BACKGROUND / PROPOSAL:**

At the March 13, 2018 Council meeting the Request for Proposals for the 2018-2020 Roadside Spraying contract were opened. There were two RFP's submitted, one from Greenzone Herbicide Applicators, and one from STAT Energy. Council passed a motion that the Agricultural Service Board review the Roadside Spraying Program 2018-2020 – Request for Proposals at their March 16, 2018 meeting and prepare a recommendation to Council, according to the evaluation criteria, for the March 28, 2018 Council meeting.

Both RFP's met all required criteria ie: COR, WCB etc. This will be a three year plus a 1 year option contract.

## **OPTIONS & BENEFITS:**

That Council awards the contract to the most qualified bidder as indicated by their matrix score on the Request for Proposal. The highest score was Greenzone Herbicide Applicators at 96%.

<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Greenzone Herbicide Applicators</b>	<b>STAT Energy</b>
Project/Team Experience	20%	16%	16%
Local Contractor	15%	15%	13.5%
Equipment	25%	25%	25%
Proposal Cost	40%	40%	32%
<b>Total</b>	<b>100%</b>	<b>96%</b>	<b>86.5%</b>

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

**COSTS & SOURCE OF FUNDING:**

The 2018 operating budget for the Roadside spraying was \$45/km. The qualified bid was \$40.39/km.

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2018-2020 Roadside Spraying Contract be awarded to Greenzone Herbicide Applicators.

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





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 28, 2018</b>
<b>Presented By:</b>	<b>Doug Munn, Director of Community Services</b>
<b>Title:</b>	<b>Fire Truck Equipment Purchase – Request for Additional Funds</b>

**BACKGROUND / PROPOSAL:**

The new Tompkins fire truck has been ordered and delivery is expected the spring of 2018. Total cost of the purchase is \$419,166 plus tax.

The 2018 Capital budget includes \$8,600 for an intake valve and booster reel to be added to the new Tompkins Fire Truck. This budget number was prepared one year ago. We have just received a quote to install this equipment (see attached) and the price has increased. Also included are 2 lengths of 5” suction hose which was not included in the original budget. The quote brings the price of this equipment to \$15,076 bringing the cost \$6,476 over budget.

Fire Chief Wiebe has also requested that we increase the size of the hose to 1.5” which would increase the price by an additional \$3,420. The additional hose diameter is better for certain types of fires. The total cost for both options would increase the budget by \$9,896.00.

The cost of the Akron Nozzle, which is budgeted separately but is included in the attached quote, is under budget by \$1,100.

This is to request additional funding to support this purchase.

**OPTIONS & BENEFITS:**

1. That Council increases the capital budget for the Intake Valve and Booster Reel by \$9,900 with funds to come from the Vehicle and Equipment Reserve.
  - a. This option would allow for the purchase of all items on the attached quote using the alternative 1.5” hose.

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

2. That Council increases the capital budget for the Intake Valve and Booster Reel by \$6,476 with funds to come from the Vehicle and Equipment Reserve.
  - a. This option would allow for the purchase of all items on the attached quote using the 1" hose.
  
3. That Council direct administration to proceed with the purchase of the suction hose, ball intake valves and strainer at a cost of \$6,131 and plan alternative ways to have the booster hose reel installed at some future date.
  - a. Administration has not priced out this option and it is likely that we would not have this equipment installed for a lower price.

**COSTS & SOURCE OF FUNDING:**

Additional \$9,900 – Vehicle and Equipment Replacement and Emergency Services Reserve

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority     
  Requires 2/3     
  Requires Unanimous

That the budget be amended to include an additional \$9,900 for the Intake Valve and Booster Reel Project (for a total project cost of \$18,500) with funds coming from the Vehicle and Equipment Replacement and Emergency Services Reserve.

Author:     D Munn     Reviewed by:     D Munn     CAO:



March 20, 2018

Mackenzie County  
 P.O. Box 640  
 Fort Vermilion, AB  
 T0H 1N0

Attention: FC Peter Wiebe / Doug Munn-Director of Community Services

RE: Rosenbauer Tanker #21707

The following is a list of items that were requested to be added to your upcoming Rosenbauer Tanker #21707. Please review and initial each item you approve then, sign below and return this form to Rocky Mountain Phoenix as soon as possible.

If any of the details require clarification, do not hesitate to call Jay Elliott or Chris Kon at (800) 494-4210.

Additions/Changes

- Add – Two (2) lengths of 5"x10' hard suction hoses w/5" Storz cplgs \$1410 \_\_\_\_\_
  - Add – Two (2) TFT Ball Intake valves, 6" NST female x 5" storz \$3700 \_\_\_\_\_
  - Add – One (1) TFT Floating Low Level strainer w/jet siphon \$1021 \_\_\_\_\_
  - ~~Add – Akron 3480 monitor w/ Akron 5178 nozzle/ Akron wireless remote control \$13,917 \_\_\_\_\_~~
  - Add – One (1) Electric rewind booster hose reel in the R1 compartment \$8945 \_\_\_\_\_  
 c/w 150' of 1" hose, Akron 1702P 1" nozzle and air blowout
- Total \$15,076**
- \*Alternative:*
- Add – One (1) Electric rewind booster hose reel in the R1 compartment \$12,365 \_\_\_\_\_ **+3,420**  
 c/w 150' of 1.5" hose, Akron 1702P 1.5" nozzle and air blowout
- = \$18,496**

I agree with all checked changes and associated costs as listed above:

Name: (please print) \_\_\_\_\_

Authorization Signature: \_\_\_\_\_

Author: D Munn Reviewed by: D Munn CAO: \_\_\_\_\_





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 28, 2018</b>
<b>Presented By:</b>	<b>Dave Fehr, Director of Operations</b>
<b>Title:</b>	<b>Overburden Removal at Fidler Pit – Request for Additional Funds</b>

**BACKGROUND / PROPOSAL:**

On November 29, 2017 the tenders for ‘Fidler Gravel Pit – Topsoil and Overburden Removal’ were opened in Council and the Contract was awarded and set to be completed in 2017.

Due to many environmental challenges the project was halted. As a result of timelines needing extensions, it became apparent that no portion of the contract would be invoiced in 2017.

The 2018 Operating Budget was approved without the consideration of the unused 2017 budget required to pay for the Contract.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

\$200,000 – General Operating Reserve

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**Author:** S Wheeler      **Reviewed by:** Dave Fehr      **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the 2018 Operating Budget be amended to include \$200,000 for the Overburden Removal at Fittler Pit with funds coming from the General Operating Reserve.

**Author:** S Wheeler      **Reviewed by:** Dave Fehr      **CAO:** \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 28, 2018</b>
<b>Presented By:</b>	<b>Byron Peters, Deputy Chief Administrative Officer</b>
<b>Title:</b>	<b>Superior Safety Codes Contract</b>

**BACKGROUND / PROPOSAL:**

Mackenzie County is an Accredited Municipality for the purpose of administering Safety Codes services. The County currently contracts out safety codes inspection services to Superior Safety Codes. The current three year contract expired at the end of 2017.

The delivery of safety codes inspection services in our region has been a challenge for many years, due to the relatively low amount of inspections required and the distance from accredited agencies. Currently, Superior Safety Codes is the only accredited inspection agency providing inspection services in the Mackenzie Region.

Superior has proposed to extend the contract for another three year term. There is a clause within the contract that facilitates the extension process.

This item was taken to Council on December 12, 2017 and the following motion was made:

**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**

The fee schedule has been updated to reflect an increase in price for private sewage treatment systems and there are more explanatory items included in the bylaw that are easier for administration to interpret.

Otherwise no additional changes have been made to the agreement.

**Author:** C Smith      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**OPTIONS & BENEFITS:**

For discussion.

**COSTS & SOURCE OF FUNDING:**

The cost of the contract varies, depending on the number and type of permits issued. Revenue from safety codes is within the \$180,000 to \$250,000 range annually, with 70% of that being paid to the inspection agency.

This item is budgeted in our annual operating budget. Revenues and expenses for this item are linked.

**SUSTAINABILITY PLAN:**

Not applicable.

**COMMUNICATION:**

With affected parties as required.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Mackenzie County extend the current contract with Superior Safety Codes for a three year term, as presented.

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



# SAFETY CODES SERVICES AGREEMENT

THIS AGREEMENT MADE IN DUPLICATE THIS \_\_\_\_\_, DAY OF \_\_\_\_\_, 2018.

BETWEEN:

**MACKENZIE COUNTY**  
**PO Box 640, 4511-46 Avenue**  
**Fort Vermilion, AB T0H 1N0**  
"The Municipality"

-and-

**SUPERIOR SAFETY CODES INC.**  
**14613-134 Avenue**  
**Edmonton, AB T5L 4S9**  
"The Agency"

## RECITALS

1. Mackenzie County, hereafter known as "The Municipality", being an Accredited Municipality pursuant to the Safety Codes Act requires an Accredited Agency to provide Services within the corporate boundaries of the Municipality for the:

- **Building**
- **Electrical**
- **Plumbing**
- **Gas**

Disciplines in accordance with the Act and Schedule "A", being the Municipality's Quality Management Plans and Schedule "B", being the Municipality's Fee Schedule (attached).

Services included under this Fee Schedule are:

- Compliance
- Appeal
- Emergency
- Enforcement (up to 8 hours; \$125.00/hour after 8 hours)
- Investigation

Costs for extra services, such as; Consultative Services, (Non-Permitted Plans Reviews etc.) and Issuance of Variances, will be billed directly to the applicant by the Agency at the current rate.

2. The Agency agrees to provide those Services and has the right to conduct Services for the Municipality within the corporate boundaries of the Municipality and to be compensated for these services; and,

3. The Municipality agrees to exclusively engage the Agency for the delivery of the Services listed in Recital Clause 1, pursuant to the provisions of this Agreement.

**NOW THEREFORE THIS AGREEMENT WITNESSETH THAT** in consideration of the premises, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each of the parties hereto, the said parties covenant and agree as follows:

## **1 INTERPRETATIONS**

### **1.1 Definitions**

- a) "Accredited Agency" means a Corporation designated as an accredited agency under the Act;
- b) "Accredited Municipality" means a municipality that is designated as an accredited municipality under the Act;
- c) "Act" means the Safety Codes Act, as amended from time to time, including all regulations and codes enacted thereunder, or any other statute enacted in substitution therefore;
- d) "Agency" means Superior Safety Codes Inc. carrying on business as Superior Safety Codes Inc.;
- e) "Agreement" means this document, Schedule A (the Quality Management Plans for the Municipality) and Schedule B (the Fee Schedule) as amended from time to time;
- f) "Commencement Date" is the date this Agreement was accepted and executed by the Municipality, as indicated on this Agreement;
- g) "Events of Default" means any one or more of the Events of Default specified in Article 5 hereof;
- h) "Permit Regulation" means Alberta Regulations, A.R. 204/2007 as amended;
- i) "QMP Manager" means the person designated by the Municipality pursuant to Clause 3.21.a of this agreement and the "person responsible" under Schedule A;
- j) "Record" means an intelligible record of information in any form, including notes, books, documents, maps, drawings, photographs, letters, vouchers, permits, and papers and any other information that is written, photographed, recorded or stored on any manner, but does not include software or any other mechanism that produces records;
- k) "Safety Codes Officer" (SCO) means an individual designated as a safety codes officer under the Act;
- l) "Services" means the functions, duties, tasks, and responsibilities as described in this Agreement and the Act, and without limiting the generality of the foregoing, includes the provisions of inspections and compliance monitoring services as listed in Clause 3.1.a.
- m) "Term" has the meaning attributed thereto in Clause 4.1.a

### **1.2 Rules of Interpretation**

- a) In this agreement, unless expressly stated to the contrary or the context otherwise requires:
  - i) a reference by numerical or alphabetical designation or both to an Article, Clause, Section, Subsection, Paragraph or Schedule shall refer to the Article, Clause, Section, Subsections, Paragraph or Schedule bearing that designation in this Agreement;
- b) All monetary amounts refer to the lawful currency of Canada;
- c) Any reference to all or any part of any statute or regulation refers to the parts, statute or regulation as amended or re-enacted from time to time;

- d) References to “parties” shall mean the parties to this Agreement and a reference to a “party” shall mean one of the parties to this Agreement.

## **2 APPOINTMENT**

Pursuant to the provisions of the Agreement, the Municipality hereby exclusively appoints the Agency for the purpose of performing Services, during the Term of this Agreement, in the discipline(s) listed in Recitals Clause 1. This agreement may include any other disciplines that the Municipality may adopt under the Safety Codes Act.

## **3 AGENCY SERVICES AND COMMITMENTS**

### **3.1 Agency Duties**

- a) The Agency shall:
- i) provide effective and appropriate Services, in the Municipality, in accordance with the provisions of this Agreement and the Act. Further, the Agency acknowledges that it must render Services in accordance with the Municipality’s Quality Management Plans attached as Schedule “A” to this Agreement. The Services shall be provided within the scope of the Agency’s accreditation under the Act and the level of certification and designation of powers of the Safety Code Officers the Agency employs;
  - ii) establish and maintain management, administrative and technical expertise as required to provide the Services under this Agreement;
  - iii) complete the performance of all Services for all the permits issued under this Agreement on or before the date of expiry or termination of this Agreement; unless in the event of termination or expiry a transition plan has been executed in accordance with Clause 5.3.b of this Agreement;
  - iv) maintain a primary office location whose address is identified on page one of this Agreement where it shall securely store all records associated with this Agreement and the Services provided hereunder; and
  - v) maintain toll free telephone and facsimile numbers for the use by the Municipality and municipal residents.

### **3.2 Agency Performance**

- a) The Agency shall, as outlined in this Clause:
- i) perform the Services in an effective and timely manner in accordance with Clause 3.5;
  - ii) endeavor to work co-operatively with the owner (the owner is the person/persons or company as listed on the certificate of title) and/or the owner’s representative(s) to achieve compliance with the Act; and
  - iii) perform the Services with impartiality and integrity, and in a professional and ethical manner.

### **3.3 Agency Personnel**

- a) The Agency shall, as outlined in this Clause:
  - i) employ persons knowledgeable about the applicable codes, standards and regulations, relative to Services it provides;
  - ii) employ or engage Safety Codes Officers (SCOs) who are certified and designated (received appropriate designation of powers) to provide compliance monitoring relative to the Services the Agency provides;
  - iii) maintain a registry of all SCOs they employ, and their level(s) of certification, and designation of powers.

### **3.4 Quality Management Plan Training**

- a) The Agency shall:
  - i) train its SCOs in the requirements of the Municipality's QMP appropriate to their discipline and Services;
  - ii) maintain the training records on the Agency SCO file;
  - iii) ensure its SCOs have ongoing access to a current copy of the Municipality's QMP appropriate to their discipline and Services.

### **3.5. Compliance Monitoring**

- a) The Agency shall monitor compliance through a program of plans examination (when applicable), site inspection and follow-up inspections or verification of compliance (when applicable), to provide a degree of assurance of compliance with the Act and associated codes and standards.
  - i) the Agency SCO shall:
    - endeavor to inspect by the second (2nd) working day following the date of receipt of a request for an inspection and will not exceed five (5) working days;
    - inspect to determine if the work under a permit complies with the Act and relevant codes and standards;
    - inspect at the stage(s) indicated in the discipline specific sections of the QMP; and,
    - inspect all work in place at the time of inspection.
- b) The time frame for required site inspections for the permit may be extended with written permission from the QMP Manager on an individual basis.
- c) The Agency SCO shall, for each inspection required by the QMP:
  - i) complete an inspection report as accepted by the QMP Manager;
  - ii) provide copies of inspection reports to the permit applicant, contractor, owner (if requested), Municipality and the Agency file;
  - iii) perform follow-up inspections as required by the QMP,
  - iv) upon confirmation that a thing, process or activity to which the Act applies is in compliance with the Act, permanently affix a record of inspection to the installation in an obvious location.
- d) The Agency SCO shall record on the inspection report:
  - i) the stage(s) of work being inspected;

- ii) a description of the work in place at the time of inspection; and
  - iii) all observed Deficiencies or Unsafe Conditions.
- e) The Agency SCO shall take appropriate action to have Deficiencies or Unsafe Conditions corrected in a timely manner.
  - f) A **deficiency** is any condition where the work does not comply with the Act and in the opinion of the SCO, is not an Unsafe Condition.
  - g) An **unsafe condition** is any condition that, in the opinion of the SCO, could endanger the life, limb, or health of any person authorized or expected to be on the premises.
  - h) A **completed file** is a file that may be considered complete when the conditions of the QMP are met and safety is no longer a concern.

### **3.6 Consultative Services**

- a) The agency shall provide consultative services to municipal residents, including:
  - i) technical advice;
  - ii) advice and interpretation on related codes and standards.

### **3.7 Situations of Imminent Serious Danger**

- a) If a situation of imminent serious danger to persons or property because of any thing, process or activity to which the Act applies, is observed.
  - i) the Agency's SCO will immediately exercise any powers under the Act to mitigate the situation in a reasonable manner; and
  - ii) the Agency may apply to the QMP Manager for relief from the costs incurred when mitigating the situation pursuant to Section 47 of the Act. The decision of whether to grant relief shall be at the discretion of the QMP Manager.

### **3.8 Orders**

- a) The Agency shall employ appropriately certified SCOs to issue orders in conformance with Part 5 of the Act. In addition to the requirements of Orders under Part 5 of the Act the Agency will:
  - i) first make every reasonable effort to facilitate conformance with the Act;
  - ii) issue an order in the format accepted by the QMP Manager;
  - iii) on issuance of an order, immediately provide a copy to the QMP Manager and the Technical Administrator in the appropriate discipline appointed under the Act;
  - iv) make the Agency SCOs available to attend appeal hearings with the Safety Codes Council on any orders issued; and
  - v) carry out an order in accordance with the Act.

### **3.9 Variances**

- a) The Agency's SCOs may, upon written request from the owner, issue a variance. The Agency's SCO, when issuing a variance shall:
  - i) issue a variance in conformance with Section 38 of the Act and Safety Codes Council policy;

- ii) issue a variance only on a project where the Municipality has issued a permit;
- iii) issue a variance in the format accepted by the QMP Manager;
- iv) ensure a variance provides an equivalent or greater level of safety;
- v) issue a variance only for site specific applications;
- vi) record the details of a variance in the project file;
- vii) provide copies of a variance to the person(s) requesting the variance, the QMP Manager, the owner, the Technical Administrator, and;
- viii) issue a variance only when the safety or rights of others is not compromised; and
- ix) issue a variance only when it does not have a broad scope or impact on provincial basis.

### **3.10 Records**

- a) The Agency shall maintain a file system, to the satisfaction of the QMP Manager, for all the records associated with performing the Services including:
  - i) permit applications and permits;
  - ii) plans, specifications, and other related documents;
  - iii) plans review reports;
  - iv) requests for inspections;
  - v) inspection reports;
  - vi) verification of compliance;
  - vii) variance;
  - viii) orders;
  - ix) occupancy certificate, and;
  - x) related correspondence and/or other relevant information.

### **3.11 File Flow**

- a) upon approval of a development application, the Municipality will submit the file to the Agency for review and follow-up on required Safety Codes permits.

### **3.12 Ownership of Records**

- a) All Records and other materials whatsoever related to the Services provided under this Agreement are the property of the Municipality and will be given to the QMP Manager immediately upon request.
- b) The Municipality has full and unfettered access to all records of the Agency relating to the provision of Services under this Agreement including the right to enter the Agency's premises at any reasonable time in order to inspect, review or retrieve such records.

### **3.13 Records Management**

- a) The Agency shall:
  - i) abide by all provisions of the Freedom of Information and Protection of Privacy Act in the course of carrying out its Services under this Agreement. All requests for

- information initiated under that statute shall be conducted through the QMP Manager. The Agency shall immediately forward all requests for information under that statute to the QMP Manager;
- ii) respond to any requests by the Municipality for records, to respond to a request, under the Freedom of Information and Protection of Privacy Act as directed by the QMP Manager within two days of a request being received by the Agency or Municipality;
  - iii) disclose the information only with the consent of the QMP Manager; and
  - iv) maintain all Records in a manner acceptable to the QMP Manager prescribed in Clause 3.10.
- b) The QMP Manager has the right to periodically audit the records management procedures of the Agency relating to the provision of Services pursuant to this Agreement at times to be determined by the QMP Manager. In the event that the QMP Manager performs an audit and is of the opinion that the Agency's records management system is inadequate, the QMP Manager may direct the Agency to take such steps that the QMP Manager views are necessary to remedy the inadequacy.
  - c) The Agency shall keep and maintain in accordance with generally accepted accounting principles, complete and accurate books, records and accounts of all costs, expenditures and commitments relating to this Agreement and on demand provide to the Municipality these documents to examine, audit and take copies and extracts. The said books, records, and accounts shall be in the form acceptable to the QMP Manager and contain all information specified by the QMP Manager.
  - d) The Agency and its Directors, Officers, employees, and agents shall keep strictly confidential all information concerning the Municipality or any third parties, or any of the business or activities of the Municipality or any third parties acquired as a result of participation in the Agreement and the Agency may only use, copy or disclose such information upon written authorization of the QMP Manager.
  - e) The Agency shall maintain security standards, including control of access to Records, data and other information as required by the QMP Manager.

### **3.14 Collection and Payment of Fees**

- a) The Agency covenants and agrees to perform Services as described in the Agreement in accordance with Schedule A of this Agreement (the Municipal Quality Management Plan).
- b) The Municipality shall collect permit fees in accordance with Schedule B (the Municipality Fee Schedule). Then as work is completed, the Agency will invoice the Municipality for their share.
- c) The Municipality agrees to pay the Agency remuneration in the amount of 70% of the permit fees set forth in Schedule B.
- d) The Agency will charge Goods and Services Tax (GST) on all services invoiced to the municipality in accordance with CCRA guidelines. The Agency's GST Number is 858007677 RT0001.
- e) Permit fees will be reviewed on annual basis to factor in inflation.

### **3.15 Workers' Compensation Coverage**

- a) Prior to the Agency commencing the provision of Services under this Agreement, the Agency shall provide written certification of current and appropriate Worker's Compensation coverage through an account in good standing with the Alberta Worker's Compensation Board (WCB). The Agency shall maintain the account in good standing throughout this Agreement.

### **3.16 Regulatory Requirements**

- a) The Agency shall comply with the requirements of the municipal, provincial and federal legislation, which includes, but is not limited to, the provincial Employment Standards Code, Labour Regulations Codes, and the Occupational Health and Safety Act.

### **3.17 Insurance**

- a) Without limiting or restricting any obligations, responsibilities or liabilities under this Agreement, the Agency shall provide, maintain and pay for insurance coverage in accordance with the Alberta Insurance Act and be in a form acceptable to the Municipality.
- b) The Agency shall provide:
  - i) comprehensive or commercial general liability insurance within limits of not less than \$5,000,000.00 (Five Million Dollars) inclusive per occurrence, and annual aggregate, if any, of not less than that \$10,000,000.00 (Ten Million Dollars) insuring against personal injury, bodily injury and property damage (including loss of use thereof).
  - ii) "All Risks" Valuable Papers and Records insurance on all such items pertaining to the Services under this Agreement in an amount adequate to enable their reconstruction; and
  - iii) "Professional Liability/Errors and Omissions" insurance with limits not less than \$2,000,000.00 (Two Million Dollars) inclusive per occurrence.
- c) The Agency shall provide the Municipality, prior to commencing to provide Services under this Agreement, acceptable evidence of all required insurance.

### **3.18 Acknowledgements**

- a) The Agency acknowledges that:
  - i) the Municipality will contract with no more than one (1) accredited agency;
  - ii) the Municipality may change its accreditation status under the Act.
- b) The Agency and Municipality acknowledge that:
  - i) they will maintain the Municipality's present first rights over Accredited Corporations throughout the term of this contract.

### **3.19 Relationship of Parties**

- a) The Agency is an independent contractor and nothing contained herein shall be deemed or construed by the parties hereto nor by any third party as creating the relationship of principal and agent or of partnership, or of a joint venture agreement between the parties hereto, it being understood and agreed that none of the provisions contained herein nor any act of the parties hereto shall be deemed to create any relationship between the parties hereto other than an independent contractor agreement between two parties at arm's length.



### **3.20 Notices**

- a) Any notice to be made under this Agreement shall be deemed given to the other party if in writing and personally delivered, sent by prepaid registered mail, or sent by facsimile transmission, addressed as follows:

**MACKENZIE COUNTY  
PO Box 640, 4511-46 Avenue  
Fort Vermilion, AB T0H 1N0  
Attention: Byron Peters**

- and -

**SUPERIOR SAFETY CODES INC.  
14613-134 Avenue  
Edmonton, AB T5L 4S9  
Attention: Raymond Hajjar**

- b) The address of either party may be changed to any other address in Alberta by notice in writing to the other party. Notice personally served or sent by facsimile transmission shall be deemed received when actually delivered or transmitted, if delivered or transmitted on a business day between 8:30 a.m. – 4:30 p.m. Mountain Standard Time. All notices sent by prepaid registered mail shall be deemed to be received on the fourth business day following mailing in any Post Office in Canada, except in the case of postal disruption, and then any notice or payment shall be given a telegram, facsimile transmission or personally served. In this paragraph, “business day” means any day except a Saturday, Sunday, or a statutory holiday.

### **3.21 Liaison**

- a) The Municipality shall designate the QMP Manager as the Municipality’s representative for this Agreement. The Agency will report and be accountable to the QMP Manager with respect to any activities performed under this Agreement.

### **3.22 Reports**

- a) The Agency shall provide the Municipality with a report on any aspect of the Services, in the form and manner specified by the Municipality, upon request by the Municipality.

### **3.23 Indemnity and Hold Harmless**

- a) The Municipality shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever that may be suffered or sustained by the Agency or its employees in the performance of this Agreement, except if such damage or injury is caused by the Municipality, its agents, or employees.

- b) The Agency shall Indemnify the Municipality and all of the Municipality's Councilors, servants, agents, employees, and persons for whom the Municipality is in law responsible and shall hold each of them harmless from and against any and all liabilities, claims, damages, losses, and expenses, including all legal fees (on a solicitor and own client basis) and disbursements due to, arising from or to the extent contributed to by any breach by the Agency of any provision of this, or any error, omission, negligent or unlawful act of the Agency, or the Agency's servants, agents, employees, contractors or persons for whom the Agency is in law responsible.
- c) The Agency shall not admit liability to a third party without obtaining the prior written consent of the Municipality and agrees to obtain the prior written consent of the Municipality prior to any settlements being made with any third party.

### **3.24 Performance Review**

- a) The Municipality may audit or monitor the performance of the Agency to establish the Agency's conformance with this Agreement.
- b) The Agency shall co-operate with the Municipality during the course of a performance review and provide all reasonable support and assistance at the Agency's own expense.

### **3.25 Termination or Suspension of Agreement**

- a) In addition to any other provision in this Agreement, this Agreement may be terminated by the Municipality effective immediately, for cause, upon notice to the Agency.
- b) In addition to any other provision in this Agreement, this Agreement may be terminated by either the Municipality or the Agency for any reason whatsoever upon ninety (90) days notice to the other party.
- c) Before a termination notice is given per Clause 5.1 a), the Municipality will first give the Agency a written warning and thirty (30) days to correct the issue.

## **4 TERMS**

### **4.1 Term**

- a) Subject to Clauses 3.25, 5.1 and 5.3 of this Agreement, this Agreement is in force on the Commencement Date of **January 1, 2018** and expires on **December 31, 2020** with a right of renewal upon written agreement of both parties. During the period that such renewal is being negotiated, the existing agreement shall remain in full force and effect.

## **5 EVENTS OF DEFAULT**

### **5.1 Cause**

- a) Cause for termination or suspension of this Agreement includes, but is not limited to:
- i) failure of the Agency to observe or perform any covenant or provision to this Agreement for a period of five (5) days after written notice of same from the Municipality;
  - ii) without in any way limiting the provision of Clause 5.1.a.i, if in the opinion of the Municipality, the Agency repeatedly defaults in the timely performance of its obligations under this Agreement;
  - iii) if in the opinion of the Municipality, the Services performed by the Agency are unsatisfactory or are otherwise not in accordance with good industry practice, as determined by the Municipality acting reasonably;
  - iv) if in the opinion of the Municipality, the Agency is not or will not be in the position to perform all or any of the Services which are required or will be required during a specific period of time;
  - v) if the Agency becomes insolvent or commits an act of bankruptcy or makes an unauthorized assignment or bulk sale of its assets or if proceeding for the dissolution, liquidation, reorganization, arrangement or winding up of the Agency or the suspension of the operation of this business;
  - vi) if in the opinion of the Municipality, the Agency conducts itself in a manner that may harm the Municipality's image;
  - vii) non-performance or inadequate performance by the Agency of the Services;
  - viii) if in the opinion of the Municipality, the Agency fails to comply with the Act; or
  - ix) an inability of the Agency to provide effective and appropriate Services;
  - x) each of the events is hereby called an "Event of Default" and the Municipality may, by written notice to the Agency, forthwith terminate this Agreement, and except as otherwise provided all rights and obligations arising pursuant to this Agreement, shall be wholly terminated.
- b) In the event this Agreement is terminated, the Agency shall, upon the Municipality's request, within fifteen (15) days of the termination date, deliver to the Municipality all Records and Materials in its possession and control related to the provision of Services under this Agreement.
- c) The Agency shall immediately notify the Municipality in the event that:
- i) its accreditation under the Act is suspended or cancelled;
  - ii) it ceases to carry on business, becomes insolvent, files for bankruptcy, makes a voluntary assignment for the benefit of creditors, or a trustee or receiver and manager or liquidator is appointed for the Agency; or
  - iii) it ceases to provide the Services under this Agreement.
- d) Upon the occurrence of any of the events referred to in Clause 5.1.c, this Agreement is immediately terminated and the Agency shall immediately cease providing Services pursuant to this Agreement and deliver to the Municipality, at its own cost, all Records, systems and materials related to the provision of Services. Written confirmation of termination shall be forwarded to the Agency as soon as possible after the termination date.

## **5.2 Survival of Terms**

- a) Notwithstanding any other provision of this Agreement, those clauses which by their nature continue after the expiry or termination date of this Agreement shall continue after such expiry or termination.

## **5.3 Transition Services**

- a) The Agency shall perform the Services for all permits issued under any prior Authorization Agreement in the form and manner and within the time frames prescribed by the Authorization Agreement in effect on the date the permit was issued.
- b) Prior to or on the expiry or termination date of this Agreement, the Municipality shall forward a transition plan to the Agency that details how the Agency is to resolve these matters that may be outstanding as of the date of expiry or termination of this Agreement. Upon receipt of the transition plan, the Agency shall take the necessary steps to resolve those matters in accordance with the requirements of the transition plan (to the Municipality's satisfaction).

## **5.4 Amendment Provisions**

- a) The parties shall not change this Agreement except by written mutual agreement, however the Municipality or its designate may add to, delete, vary or amend Schedule "A" or "B" by giving notice to the Agency in accordance with Clause 3.20 of this Agreement.
- b) The Municipality and the Agency agree that this Agreement will be amended as required to accommodate any changes to the Act, or Permit Regulation.

## **5.5 General**

- a) Time is of the essence in this Agreement.
- b) The Agency shall ensure that its employees, subcontractors and agents comply with the provisions of this Agreement.
- c) Notwithstanding any other provisions in this Agreement, if the Agency fails to comply with the provisions of this Agreement, the Municipality may, without prejudice to any other remedy, correct such defaults at the expense of the Agency.
- d) The rights, remedies and privileges of the Municipality under this Agreement are cumulative and any one or more may be exercised.
- e) The waiver by the Municipality of the strict performance of any provision of this Agreement will not constitute a waiver or abrogate such or of any other provision of this Agreement nor will it be deemed a waiver of any subsequent breach of the same or any other provision Agreement.
- f) This Agreement shall be interpreted and applied in the courts and according to the laws in force in the Province of Alberta.
- g) Should any provision of this Agreement be void, voidable or unenforceable for any reason whatsoever, it will be considered separate and severable from the remaining provisions of this Agreement, which will remain in force and binding as though the said provision had not been included.
- h) This Agreement shall not be assigned, in whole or in part, by the Agency without prior written consent of the Municipality.

- i) This Agreement shall be for the benefit of and binding upon the successors and permitted assigns of the parties.
- j) The headings in this document have been included for convenience only and are not an aid in the interpretation for this document.
- k) In the case of conflicts, discrepancies, errors, or omissions among the documents forming part of this Agreement, this document takes precedence.
- l) In the case of a disagreement or dispute between the parties hereto with respect to this agreement, the same shall be referred to a single arbitrator pursuant to the Arbitration Act of Alberta, and the determination of such arbitrator shall be final and binding upon the parties hereto.
- m) This Agreement contains the entire agreement between the parties hereto relating to the subject matter hereof and subject to Clause 5.3, supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions, whether oral or written, of the parties and there are no general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of this Agreement of the subject matter hereof except as specifically set forth herein.

**IN WITNESS WHEREOF** the parties have executed this Agreement as of the date first above written.

**MACKENZIE COUNTY**

**SUPERIOR SAFETY CODES INC.**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Per: \_\_\_\_\_



***SAFETY CODES COUNCIL***

#1000, 10665 Jasper Avenue N.W., Edmonton, Alberta, Canada, T5J 3S9  
Tel: 780-413-0099 / 1-888-413-0099 • Fax: 780-424-5134 / 1-888-424-5134  
www.safetycodes.ab.ca

June 11, 2013

Joulia Whittleton  
Chief Administrative Officer  
Mackenzie County  
Box 640  
Fort Vermilion AB T0H 1N0



Dear Joulia Whittleton:

**RE: Revised Uniform Quality Management Plan  
Mackenzie County – Accreditation No: M000252**

Be advised that the revised Uniform Quality Management Plan as submitted for Mackenzie County has been approved. Enclosed is a copy of the approved Uniform Quality Management Plan for your records.

It is important to remember that the approved UQMP outlines the responsibility of the municipality in the administration of the Safety Codes Act including all pursuant regulations applicable for the Building, Electrical (excluding all parts of the Alberta Electrical and Utility Code), Fire (excluding those requirements pertaining to the installation, alteration and removal of storage tank systems for flammable liquids and combustible liquids regulated under the Alberta Fire Code), Gas and Plumbing disciplines. Any amendments or revisions to the approved UQMP must be submitted to the Safety Code Council and approved by the Administrator of Accreditation prior to implementation.

In order to ensure compliance of the terms and conditions that are contained within the UQMP, please ensure that a copy of this QMP is made available to the responsible parties within your jurisdiction. Failure to follow the terms and conditions as set forth in the approved UQMP may result in the suspension or cancellation of the municipality's Orders of Accreditation.

Your continued support of the Alberta Safety Codes System is appreciated. Should you have any questions, please do not hesitate to contact me at 780 392 1367.

Sincerely,

Michelle Plaizier, MBA  
Administrator of Accreditation

Encl:

**Mackenzie County**

**Uniform Quality Management Plan**

**Version: March 2013**

# *Mackenzie County*

## **Uniform Quality Management Plan**

This Uniform Quality Management Plan that includes Schedule A – Scope and Administration, and Schedule B – Uniform Service Delivery Standards, has been accepted by the Administrator of Accreditation.

  
\_\_\_\_\_  
Administrator of Accreditation

JUNE 12/13  
Date



**SAFETY CODES COUNCIL**



# UNIFORM QUALITY MANAGEMENT PLAN

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**Schedule A**

# **Scope and Administration**

## SCOPE OF ACCREDITATION

The Municipality will administer the Safety Codes Act (SCA) including all pursuant regulations applicable to the following indicated discipline(s), within the municipal jurisdiction:

### **Building**

- All parts of the Alberta Building Code, or
- Only those parts of the Alberta Building Code pertaining to housing and small buildings being 3 storeys or less in height, having a building area of 600m<sup>2</sup> or less and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial.

### **Electrical**

- All parts of the Canadian Electrical Code and all parts of the Code for Electrical Installations at Oil and Gas Facilities, and/or
- All parts of the Alberta Electrical and Utility Code.

### **Plumbing**

- All parts of the National Plumbing Code of Canada, applicable Alberta amendments and regulations, and Private Sewage Disposal System Regulation.

### **Gas**

- All parts of the Natural Gas and Propane Installations Code and Propane Storage and Handling Code and applicable Alberta amendments and regulations, excluding natural and propane gas highway vehicle conversions.

### **Fire**

#### **Alberta Fire Code Administration: (one is mandatory)**

- All parts of the Alberta Fire Code, or
- All parts of the Alberta Fire Code except for those requirements pertaining to the installation, alteration, and removal of storage tank systems for flammable liquids and combustible liquids regulated under the Alberta Fire Code (see details in Appendix E)

#### **Fire Investigations: (mandatory)**

Cause, origin, and circumstance determination.

#### **Fire Prevention Programs: (optional)**

- Public education.
- Fire pre-plans (see details in Appendix E)
- Other (list) education provided upon request

# ADMINISTRATION OF THE MACKENZIE COUNTY UNIFORM QUALITY MANAGEMENT PLAN

## **Adherence to the Uniform Quality Management Plan**

Mackenzie County herein referred to as “The Municipality” is responsible for the administration, effectiveness, and compliance with this Uniform Quality Management Plan (UQMP) that includes Schedule A – Scope and Administration and Schedule B - Uniform Service Delivery Standards.

The Municipality will provide services under Schedule B – Uniform Service Delivery Standards through their own staff or one or more accredited agencies. When providing services through an agency(s), the Municipality will contract with the agency(s) to provide services in accordance with Schedule B – Uniform Service Delivery Standards. The Municipality is responsible for monitoring the contracted agency’s compliance with Schedule B – Uniform Service Delivery Standards.

The Municipality recognizes that the Safety Codes Council (SCC) or its representative may review/audit for compliance to this UQMP and will give full cooperation to the SCC or its representative in business related to the administration of the SCA including the conduct of reviews/audits. The Municipality will implement the recommendations of the reviewer/auditor.

The Municipality will encourage and maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working in the Municipality have the ability and opportunity to make decisions relative to compliance monitoring independently, without undue influence of management, appointed or elected officials.

The Municipality, in the event that it ceases to administer the SCA for any new thing, process, or activity under the SCA, retains responsibility for services provided under the SCA while accredited, including the administration and completion of services for permits issued.

The Municipality recognizes that failure to follow this UQMP may result in suspension or cancellation of the Municipality's accreditation.

## **Policy for Personnel Training**

The Municipality will ensure that SCOs of the Municipality attend updating seminars required by the SCC to maintain current SCO certification.

## **Freedom of Information**

The Canadian Charter of Rights and Freedoms applies to all activities undertaken in the administration of this Quality Management Plan. The Freedom of Information and Protection of Privacy Act applies to all information and records relating to, created, or collected under this UQMP.

## **Records Retention & Retrieval**

The Municipality will retain the files of all projects including those where an accredited agency(s) was involved, for at least three (3) years or in accordance with the Municipality's record retention policy, whichever is greater. Such files will be available at the Municipality's office. Files where an accredited agency was involved are the property of the Municipality and will be returned to the Municipality within a reasonable time after completion of the services, or upon request.

## **Declaration Of Status**

The SCOs, staff, officers, and accredited agency(s), whether employed, retained or otherwise engaged by the Municipality will not participate in any safety codes administration, inspection, or investigation of properties or fires where they may have pecuniary interest.

## **Annual Review**

The Municipality will conduct an annual review of this UQMP program. At the conclusion of the internal review, the executive authority for the Municipality will provide to the SCC, a letter of conformance findings including successes, area for improvement, and the methodology to achieve improvement / correction.

## **Revisions**

Revisions to this UQMP may only be made to the Scope and will only be made by the Chief Administrative Officer responsible for this UQMP. A Resolution from the Municipal Council will be included with a revision. The SCC must approve any change in the UQMP.

## **Revision Control System**

The Municipality will ensure its SCOs have ongoing access to a copy of this UQMP and contracted accredited Agencies are provided with a copy of this UQMP and any amendments.

The Municipality will maintain a registry of the SCOs and Agency(s) that have been provided with a copy of this UQMP and amendments. The Municipality will immediately distribute copies of approved amendments to all registered holders of this UQMP.

**Notices**

Any correspondence in regards to this UQMP will be forwarded to:

Julia Whittleton  
Name of Chief Administrative Officer

Jwhittleton@mackenziecounty.com  
E-mail address

Mackenzie County  
Name of Municipality

Box: 640 Fort Vermilion, Ab T0H 1N0  
Address of Municipality


1(780) 927-3718  
Phone number of Municipality

1(780) 927-4266  
Fax number of Municipality

**Municipality Agreement**

In accordance with Council Resolution # 13-03-194 of *March 27, 2013* the *Mackenzie County* hereby provides agreement and signature to this UQMP.

  
Signature of Chief Administrative Officer

  
Signature of Chief Elected Official

Julia Whittleton (cao)  
Name & title of Chief Administrative Officer

Bill Neufeld (Reeve)  
Name & title of Chief Elected Official

**Schedule B**

# **Uniform Service Delivery Standards**

## **Section 1: Scope of Services**

The Uniform Service Delivery Standards establishes responsibilities and minimum performance criteria for providing compliance monitoring services under the SCA including:

- code advice,
- permit issuance,
- plans examinations,
- site inspections,
- site investigations,
- alternative solutions/variances,
- orders,
- verification of compliance,
- identification and follow-up of deficiencies and unsafe conditions,
- collection and remittance of SCC fees,
- issuance of Permit Services Reports, and
- maintaining files and records.

## **Section 2: Performance**

The Municipality will:

- perform the services in an effective and timely manner,
- endeavour to work co-operatively with the owner and/or the owner's representative(s) to achieve compliance with the SCA and applicable Regulation(s),
- perform the services with impartiality and integrity, and
- provide services in a professional and ethical manner.

## **Section 3: Personnel**

The Municipality will:

- employ persons knowledgeable about the applicable codes, standards and regulations, relative to the services it provides,
- employ SCOs who are certified and designated at an appropriate level to provide compliance monitoring and investigations relative to service levels the Municipality provides, and
- maintain a registry of all SCOs they employ, their level(s) of Certification, and Designation of Powers.

## **Section 4: Quality Management Plan Training**

The Municipality will:

- train its SCOs and other involved staff in the requirements of this UQMP, and
- maintain the training records on the employee's file.



## **Section 5: Records**

The Municipality will maintain a file system for all the records associated with performing the services including:

- permit applications and permits,
- plans, specifications, and other related documents,
- plans review reports,
- inspection reports,
- investigation reports,
- verifications of compliance,
- Alternative Solutions / Variances,
- Orders,
- Permit Services Reports, and
- related correspondence and/or other relevant information.

## **Section 6: SCC Operating Fees**

The Municipality will collect the SCC operating fee for each permit issued under authority of the SCA, and remit those fees to the SCC in the manner and form prescribed by the SCC.

## **Section 7: Orders**

Will be issued and served in accordance with the SCA, the Administrative Items Regulation, and SCC policy. Orders will be in the format provided on the SCC web site: [www.safetycodes.ab.ca](http://www.safetycodes.ab.ca). Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the SCC.

## **Section 8: Alternative Solutions / Variances**

Will be issued in accordance with the SCA and SCC policy. An Alternative Solution / Variance will be in the format directed by the SCC (available on the SCC web site: [www.safetycodes.ab.ca](http://www.safetycodes.ab.ca)).

A SCO may issue an Alternative Solution / Variance from a code or referenced standard if the SCO is of the opinion that the Alternative Solution / Variance provides approximately equivalent or greater safety performance than that prescribed by the code or standard.

A request for Alternative Solution / Variance must be made in writing and include support documentation. A SCO will only make a decision respecting an Alternative Solution / Variance after having thoroughly researched the subject matter.

A copy of an Alternative Solution / Variance issued will be provided to the:

- owner,
- contractor if applicable,
- SCC, and
- the Municipality's file.

## Section 9: Compliance Monitoring

### General

The Municipality will monitor compliance through a program of permit issuance, plans examination (when applicable), site inspection, and follow-up inspections or verification of compliance; using appropriately certified and designated SCOs to provide compliance monitoring in accordance with the SCA and associated codes and standards.

### Permits / Permissions

The Municipality will collect all information required by the SCC to be collected as part of each permit application.

#### Permit Applications

Permit Applications will include the following information:

- name of the issuing Municipality,
- permit discipline type,
- date of application,
- applicant's name, address, and phone number, and email,
- contractor's name, address, and phone number, and email (if known),
- owner's name, address, and phone number, and email,
- project location by legal description, civic address, and municipality,
- description of the work,
- state the use or proposed use of the premises,
- a Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example:

**“The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the municipality.”**

- any other information the SCO or permit issuer considers necessary.

#### Permits

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking,
- the date on which the permit is issued,
- the name of the owner and the person to whom the permit has been issued,
- where the undertaking is to take place,
- a description of the undertaking or portion of the undertaking governed by the permit, and
- contain any other information that the permit issuer considers necessary
- issuer's name, signature, and designation number,.

## **Permit Conditions**

A permit may contain terms and conditions that include but not limited to:

- permission be obtained from the SCO before occupancy or use of the construction, process or activity under the permit,
- the date on which the permit expires,
- a condition that causes the permit to expire,
- the period of time that the undertaking may be occupied, used or operated,
- setting the scope of the undertaking being permitted,
- setting the qualifications required of the person responsible for the undertaking and/or doing the work,
- an identification number or label to be affixed to the undertaking,
- requirement to obtain the approval of a safety codes officer before any part of the building or system is covered or concealed.

## **Site Inspections**

An SCO will inspect:

- to determine if the use, occupancy, sites or work complies with the SCA and relevant codes and standards, permits, and conditions,
- within the time frames noted in the discipline specific sections of this UQMP,
- in a timely fashion (endeavour to inspect within 2 working days and will not exceed 5 working days, when contacted for a required inspection unless otherwise noted in this UQMP),
- at the stage(s) indicated in the discipline specific sections of this UQMP, and
- all work or occupancy(s) in place at the time of the inspection.

The Municipality may, at their discretion, extend the time frame for a required site inspection(s) by documenting in the file:

- the reason for the extension, and
- the new time frame or date for conducting the inspection(s).

## **Inspection Reports**

A SCO will, for each inspection required by this UQMP, complete an inspection report noting:

- permit number and file number (if applicable),
- discipline,
- municipality name and date,
- owner name, address, phone number, and email,
- contractor name, address, phone number, and email,
- legal description, address (if applicable), and municipality,
- stage(s) of work being inspected,
- a description of the work in place at the time of inspection,
- all observed deficiencies (any condition where the work is incomplete, or does not comply with the SCA or an associated code or regulation and in the opinion of the SCO is not an unsafe condition),
- all observed unsafe conditions (any condition that, in the opinion of a SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger),
- all observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger, and
- name, signature, and designation number of the SCO conducting the inspection.

The Municipality will, for each required inspection:

- provide copies of Inspection Reports to the permit applicant, contractor, and Municipality's file; and if requested to the owner, project consultant, architect, or consulting engineers, and

- follow-up on noted deficiencies or unsafe conditions through re-inspection(s) (or at the discretion of the SCO, a verification of compliance may be accepted in lieu of an on-site reinspection).

### **Verification of Compliance**

A SCO may, at their discretion, accept a verification of compliance (reasonable assurance provided from a third party that work complies):

- as follow-up to deficiencies or unsafe conditions noted on a site inspection, or
- in lieu of a site inspection when permitted in this UQMP (eg. labelled mobile home siting, minor residential improvements).

An SCO, when accepting a verification of compliance, will document the information to the permit file including:

- identification of the document as a verification of compliance,
- permit number and discipline,
- name and title of the person who provided the verification of compliance and how it was provided (i.e. written assurance, verbal assurance, site visit by designate, etc.),
- date accepted by the SCO, and
- signature and designation number of the SCO.

### **No-Entry Policy**

When a SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site in a visible location, or forward notification to the Owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Municipality does not receive a response within 30 days of notification, the Municipality will mail the Owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a “no-entry” and counted as the required interim or final inspection.

### **Permit Services Report**

The Municipality will issue a Permit Services Report:

- within 30 days of completing the compliance monitoring services as required in this UQMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection),
- to the Owner (the Owner, for the purposes of this UQMP means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the Permit Services Report was issued).

The Municipality will not issue a Permit Services Report or close a file if there is an unsafe condition, until such time as the unsafe condition is corrected.

The Municipality will, for administrative purposes, consider the file closed when the Permit Services Report is issued, however:

- will reactivate the file if any further activity related to the permit is initiated within 30 days, and
- may reactivate the file at any time.

## **APPENDIX A: BUILDING DISCIPLINE**

### **Building Permits**

The Municipality will, **prior** to permit issuance:

- obtain two complete sets of construction documents as outlined in the Alberta Building Code (ABC),
- obtain any letters or schedules required to be provided by the ABC,
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues, and
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the ABC.

### **Construction Document Review**

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the ABC,
- prepare a Plans Review Report,
- provide the Plans Review Report to the permit applicant, contractor, and Municipality's file; and if requested, to the owner, project consultant, architect, or consulting engineers, and
- provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

### **Compliance Monitoring on Projects requiring Professional Involvement**

The Municipality will collect and maintain on file, required schedules and/or a letter(s) of compliance from the professional architect or engineer when a part or parts of the building require a professional architect or engineer.

The Municipality will collect and maintain on file all schedules and letters of compliance required in accordance with the ABC when overall professional architect and/or engineer involvement is required for the work covered under a permit.

## Building Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following tables:

### Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Type of Building & Major Occupancy	Minimum # of Inspections	Inspection Stage (NOTE: inspect all work in place at time of inspection)
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Single & Two Family Dwellings (Group C)	2	<ul style="list-style-type: none"> <li>○ complete foundation (prior to backfill)</li> <li><b>OR</b></li> <li>○ solid or liquid fuelled appliance(s) &amp; framing (prior to covering up with insulation and vapour barrier)</li> <li><b>OR</b></li> <li>○ insulation and vapour barrier (prior to drywall)</li> <li><b>AND</b></li> <li>○ final, including HVAC completion within 365 days of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Multi-family Residential, Townhouses, Small Apartments (Group C)	2	<ul style="list-style-type: none"> <li>○ complete foundation (prior to backfill)</li> <li><b>OR</b></li> <li>○ solid or liquid fuelled appliance(s) &amp; framing (prior to covering up with insulation and vapour barrier)</li> <li><b>OR</b></li> <li>○ insulation and vapour barrier (prior to drywall)</li> <li><b>AND</b></li> <li>○ final, including fire alarm and HVAC completion (within 180 days of permit issuance)</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Business & Personal Services, Mercantile, Med. & Low Hazard Industrial (Group D, E, F2, F3)	2	<ul style="list-style-type: none"> <li>○ complete foundation (prior to backfill)</li> <li><b>OR</b></li> <li>○ HVAC rough-in</li> <li><b>OR</b></li> <li>○ framing, structure (prior to insulation and vapour barrier)</li> <li><b>AND</b></li> <li>○ final, including HVAC completion (within 180 days of permit issuance)</li> </ul>
Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of \$20,000 or less) <b>OR</b> Other types of permits not covered in this table.	All types of Part 9 Buildings (Group C, D, E, F2, F3)	1	<ul style="list-style-type: none"> <li>○ final (within 180 days of permit issuance)</li> </ul>

**Site Inspection Stages for Part 3 Buildings Not Requiring Overall Professional Involvement**

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work more than \$20,000)	A, B, C, D, E, F	2	<ul style="list-style-type: none"> <li>○ *foundation</li> <li><b>OR</b></li> <li>○ *framing, structure</li> <li><b>OR</b></li> <li>○ *HVAC rough-in</li> <li><b>OR</b></li> <li>○ *fire suppression systems</li> <li><b>OR</b></li> <li>○ *fire alarm system</li> <li><b>OR</b></li> <li>○ *HVAC completion</li> <li><b>OR</b></li> <li>○ *interior partitioning</li> <li><b>AND</b></li> <li>○ *final (within 365 days of permit issuance)</li> </ul> <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>
Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work \$20,000 or less) <b>OR</b> Other types of permits not covered in this table	A, B, C, D, E, F	1	<ul style="list-style-type: none"> <li>○ final (within 365 days of permit issuance)</li> </ul>

**Site Inspection Stages, Part 9 or Part 3 Buildings Requiring Overall Professional Involvement**

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$20,000)	A, B, C, D, E, F	2	<ul style="list-style-type: none"> <li>○ interim inspection at approximately the mid-term of the work</li> <li><b>AND</b></li> <li>○ final (within 365 days of permit issuance)</li> </ul>
Alteration, addition, renovation, reconstruction, change of occupancy (value of work \$20,000 or less) <b>OR</b> Other types of permit not covered in this table.	A, B, C, D, E, F	1	<ul style="list-style-type: none"> <li>○ final (within 180 days of permit issuance)</li> </ul>

**Site Inspection of labelled mobile home siting, and minor residential improvements including detached garages, decks, or basement renovations** will consist of at least one site inspection within 120 days of permit issuance, or at the discretion of the SCO, consist of a completed Verification of Compliance.

**Site Inspection of Part 10 buildings** will consist of at least one on-site inspection at the final set-up stage within 120 days of permit issuance.

**Site Inspection of Solid or Liquid Fuelled Heating Appliances (under separate permit)** will consist of at least one on-site inspection, prior to covering, within 120 days of permit issuance.

**Site Inspection of Mechanical, Heating, or Ventilation Systems (under separate permit)** will consist of at least one on-site inspection at the completion stage, prior to covering, within 120 days of permit issuance.

**Site Inspection for Demolition permits (under separate permit)** will be at the discretion of the SCO responsible for permit issuance for single family dwellings and their accessory buildings, and will consist of at least one on-site inspection prior to demolition for all other buildings.

**Site Inspection of Non-flammable Medical Gas Piping Systems** will be at the discretion of the SCO responsible for permit issuance. The SCO will follow up all ABC deficiencies identified by the testing Agency, to ensure compliance.



## APPENDIX B: ELECTRICAL DISCIPLINE

### Electrical Permits

The Municipality will issue Electrical Permits.

### Construction Document Review

A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed electrical installation.

### Electrical Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

#### Site Inspections for Electrical Installations

Type of Project	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work over \$4000)	2	<ul style="list-style-type: none"> <li>○ rough-in inspection (prior to cover-up)</li> <li><b>AND</b></li> <li>○ final inspection (within 365 days of permit issuance)</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work \$4000 or less)	1	<ul style="list-style-type: none"> <li>○ final inspection (within 90 days of permit issuance)</li> </ul>
Single Family Residential or Farm Buildings under a Contractor Permit (with value of work over \$500)	1	<ul style="list-style-type: none"> <li>○ completed rough-in inspection (prior to cover-up)</li> <li><b>OR</b></li> <li>○ final inspection (within 180 days of permit issuance)</li> </ul>
Single Family Residential or Farm Buildings under a Homeowner permit (with value of work over \$500)	2	<ul style="list-style-type: none"> <li>○ completed rough-in inspection (prior to cover-up)</li> <li><b>AND</b></li> <li>○ final inspection (within 365 days of permit issuance)</li> </ul>
Single Family Residential or Farm Buildings under a Contractor or Homeowner permit (with value of work \$500 or less)	1	<ul style="list-style-type: none"> <li>○ final inspection (within 90 days of permit issuance)</li> </ul>
Skid Units, Relocatable Industrial Accommodation, Manufactured Housing, Oilfield Pump-jacks, Temporary Services	1	<ul style="list-style-type: none"> <li>○ final inspection (within 90 days of permit issuance), including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing</li> </ul>
Annual Permit (for minor alterations/additions conducted on one site)	2	<ul style="list-style-type: none"> <li>○ mid-term inspection</li> <li><b>AND</b></li> <li>○ final inspection (within 60 days of expiry of permit)</li> </ul>

## APPENDIX C: PLUMBING DISCIPLINE

### Plumbing Permits

The Municipality will issue Plumbing permits.

### Construction Document Review

A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed plumbing installation.

### Plumbing Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

#### Site Inspections for Plumbing Installations

Installation Type	Minimum # of Inspections	Plumbing Installation Stage (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with more than 10 fixtures)	2	<ul style="list-style-type: none"> <li>○ rough-in below grade prior to covering</li> <li><b>OR</b></li> <li>○ rough-in above grade prior to covering</li> <li><b>AND</b></li> <li>○ final completion (within 365 days of permit issuance)</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential (with 10 fixtures or less)	1	<ul style="list-style-type: none"> <li>○ rough-in below grade prior to covering</li> <li><b>OR</b></li> <li>○ rough-in above grade prior to covering</li> <li><b>OR</b></li> <li>○ final completion (within 180 days of permit issuance)</li> </ul>
Single Family Residential or Farm Buildings under a Contractor Permit (with more than 5 fixtures)	1	<ul style="list-style-type: none"> <li>○ completed rough-in below grade</li> <li><b>OR</b></li> <li>○ completed rough-in above grade prior to covering (within 180 days of permit issuance)</li> </ul>
Single Family Residential or Farm Buildings under a Homeowner permit (with more than 5 fixtures)	2	<ul style="list-style-type: none"> <li>○ completed rough-in below grade (prior to covering)</li> <li><b>AND</b></li> <li>○ final completion (within 365 days of permit issuance)</li> </ul>
Single Family Residential or Farm Building (with 5 fixtures or less)	1	<ul style="list-style-type: none"> <li>○ final completion (within 90 days of permit issuance)</li> </ul>

### Permits for Private Sewage Disposal Systems

The Municipality will issue permits for Private Sewage Disposal System installations.

### Permit Issuance for Private Sewage Disposal Systems

The Municipality will, **prior** to permit issuance require the permit applicant to provide all relevant installation details including:

- a site plan,
- the expected volume of sewage per day,
- the criteria used to determine the expected volume of sewage per day,
- description and details of all sewage system treatment and effluent disposal component(s),
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface,

and

- require a Plumbing Group B SCO to complete a review of the information for compliance with the requirements of the Private Sewage Disposal System regulations.

### **Private Sewage Disposal System Site Inspections**

A Plumbing Group B SCO will:

- conduct a minimum of one site inspection during installation, or
- if unable to conduct the inspection during installation, note the reason on file and conduct a final inspection within 30 days of permit issuance.

## APPENDIX D: GAS DISCIPLINE

### Gas Permits

The Municipality will issue Gas Permits.

### Construction Document Review

A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed gas installation.

### Gas Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

#### Required Site Inspections for Gas Installations

Installation Type	Minimum # of Inspections	Gas Installation Stages (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (more than 400,000 BTU)	2	<ul style="list-style-type: none"><li>○ rough-in</li></ul> <b>AND</b> <ul style="list-style-type: none"><li>○ final completion (within 365 days of permit issuance)</li></ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential (400,000 BTU or less)	1	<ul style="list-style-type: none"><li>○ rough-in</li></ul> <b>OR</b> <ul style="list-style-type: none"><li>○ final completion (within 180 days of permit issuance)</li></ul>
Single Family Residential or Farm Buildings under a Contractor Permit	1	<ul style="list-style-type: none"><li>○ final completion (within 180 days of permit issuance)</li></ul>
Single Family Residential or Farm Buildings under a Homeowner permit	1	<ul style="list-style-type: none"><li>○ final completion (within 365 days of permit issuance)</li></ul>
Temporary Heat Installations (under separate permit)	1	<ul style="list-style-type: none"><li>○ final inspection (within 90 days of permit issuance)</li></ul>

## **APPENDIX E: FIRE DISCIPLINE**

### **General**

The Municipality will provide Alberta Fire Code services that include but are not limited to:

- code advice including but not limited to:
  - new construction under the Alberta Fire Code,
  - building upgrade programs,
  - Fire Safety Plan, development and implementation,
  - storage of dangerous goods, and
  - tire storage,
- plans examinations including but not limited to:
  - new construction under the Alberta Fire Code,
  - building upgrade programs,
  - residential secondary suites, and
  - Fire Safety Plans with emphasis to addressing the risk to occupied residential buildings,
- permit / permission issuance,
  - fireworks purchase, possession, handling, and discharge, and
  - storage tank systems for flammable liquids and combustible liquids installation, alteration or removal if included in scope,
- compliance monitoring site inspections for,
  - construction addressed in the Alberta Fire Code,
  - Fire Safety Plan practices with emphasis to addressing the risk to occupied residential buildings,
  - post-occupancy of facilities identified in the following Fire Code Compliance Inspection chart, and
  - special or other activities addressed in the Alberta Fire Code or at the discretion of the Fire SCO,
- Occupant Load Certificates for,
  - assembly occupancies, and
  - other occupancies at the discretion of the SCO,
- Alternative Solutions / Variances issuance,
- Orders and their enforcement,
- Verification of Compliance,
- no-entry advisory,
- Permit Services Report,
- identification and follow-up of deficiencies and unsafe conditions,
- collection and remittance of SCC fees, and
- maintaining files and records.

### **Storage Tank Systems For Flammable Liquids and Combustible Liquids**

The Municipality will:

- obtain two complete sets of construction documents signed and sealed by a Professional Engineer as outlined in the Alberta Fire Code,
- have a Fire SCO:
  - complete a review of the construction documents to assess compliance with the requirements of the Alberta Fire Code,
  - initial all pages of the construction documents,
  - date stamp and sign the documents,
  - complete a Plans Review Report,

- provide the Plans Review Report to the owner, contractor, and municipality's file, and if requested, to the project consultant or consulting engineer, and
- provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set for the municipalities file.

## **Fireworks**

The Municipality will, prior to issuing permission:

- respecting the purchase, possession, handling, discharge, fire or set-off; obtain from the applicant written confirmation that the person:
  - will conduct activities in accordance with safe practices outlined in the Alberta Fire Code,
  - is of at least 18 years of age, and
- respecting sales, obtain from the owner of the retail business, written confirmation that the business:
  - holds a valid municipal business license or confirmation of ownership of the business when the municipality does not require business to hold such license,
  - employees handling fireworks for sale are of at least 18 years of age,
  - manufacturer's instructions are posted at the sales location and provided with each sale,
  - record of each sale is retained for examination by the Fire SCO, and
  - stores fireworks in conformance with Part 3 of the Alberta Fire Code.

## **Fire Code Compliance Inspections**

For the purpose of ensuring compliance with the SCA, a SCO may, at the discretion of the SCO, carry out an inspection for any thing, process, or activity to which this Act applies. In addition, inspections will be conducted in accordance with the following schedule.

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range (May be by occupancy or individual unit)
New construction	Storage Tank Systems for Flammable Liquids & Combustible Liquids	○ N/A
Alteration, addition, renovation, reconstruction, or removal	Storage Tank Systems for Flammable Liquids & Combustible Liquids	○ N/A
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction, or removal	○ 1 site inspection where a risk to occupied residential building(s) has been identified
Compliance Inspections	Special Events or Sites	○ On request or complaint
	Group A, Division 1 Assembly	○ On request or complaint
	Group A, Division 2 Assembly	○ On request or complaint
	Group A, Division 3 Assembly	○ On request or complaint
	Group A, Division 4 Assembly	○ On request or complaint
	Group B, Division 1 Care or Detention	○ On request or complaint
	Group B, Division 2 Care or Detention	○ On request or complaint
	Group C Residential – 1 to 5 family	○ On request or complaint

	Group C Residential – 5 to 12 family	○ On request or complaint
	Group C Residential – 12 to 25 family	○ On request or complaint
	Group C Residential – 25 and more family	○ On request or complaint
	Group D	○ On request or complaint
	Group E	○ On request or complaint
	Group F, Division 1	○ On request or complaint
	Group F, Division 2	○ On request or complaint
	Group F, Division 3	○ On request or complaint

“On request or complaint” means the process as defined by municipal operational policy.

“Once every month” means a specific day is set which shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this UQMP.



## **Fire Investigations**

Investigations will be conducted by a Fire SCO to determine the cause, origin, and circumstance of every fire in which a person dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed. The results of each investigation will be reported to the Fire Commissioner in accordance with the Administrative Items Regulation. A Fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation including representatives from the Fire Commissioner's Office. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Alberta Fire Commissioner's Office.

Fire Investigations will include the following information:

- file number,
- location of fire,
- date of fire,
- date of investigation,
- building / property use,
- cause of fire,
- origin of fire,
- value of loss,
- name and designation number of SCO conducting the investigation,
- comments, and
- date of completion/sign off.

Fire Investigations will utilize the applicable forms/reports as provided on the SCC web site: [www.safetycodes.ab.ca](http://www.safetycodes.ab.ca).

## **Fire Prevention Programs**

Fire prevention programs will include but are not limited to public awareness and consultative services orientated to assisting one or more of the following:

- individuals,
- business, and
- industry

in understanding and providing effective Fire Safety Plans.

The Municipality will support and provide one or more but is not limited to the following educational programs annually:

- school curriculum,
- minority focused programs,
- seniors programs,
- community education, and
- other programs such as but not limited to:
  - Risk Watch (an injury prevention program),
  - Getting to Know Fire (fire educator lesson plans),
  - Seniors Fire Safety Programs,
  - Juvenile Firesetter Intervention Program,
  - Fire Smart, and
  - Shelter-in-Place.

**APPENDIX F: List Of Administrative Forms Available On  
The SCC Web Site:**  
[www.safetycodes.ab.ca](http://www.safetycodes.ab.ca)

1. Order
2. Alternative Solution / Variance
3. Request for Alternative Solution / Specific Variance
4. Model Fire Safety Plan
5. Fire Investigation Reports (samples)
  - a. Voluntary Consent to Search and/or Seizure
  - b. To Obtain a Warrant to Enter a Private Dwelling Place to Conduct a Fire Investigation
  - c. Casualties
  - d. Witness Statement
  - e. Physical Evidence
  - f. Sketches
  - g. Structure Fires
  - h. Motor Vehicle Fires
  - i. Wildland Fires
  - j. All Fires
  - k. Incident Investigation Field Notes
  - l. Insurance Information
  - m. Release From Responsibility
  - n. Records / Documents
6. Application for Designation of Powers
7. Sample Permits (SCA & non-SCA)
8. Sample Permission forms

## APPENDIX G: Permit Services Report (sample)

### PERMIT SERVICES REPORT

Issued by: \_\_\_\_\_ on \_\_\_\_\_ to \_\_\_\_\_  
(Municipality name) (date of issue) (Owner name)

**Re:**

Permit number: \_\_\_\_\_

Type of Permit:  Building  Electrical  Plumbing  Gas

**Location:**

Municipality: \_\_\_\_\_

Lot \_\_\_\_ Block \_\_\_\_ Plan \_\_\_\_\_ OR Part of \_\_\_\_ Sec \_\_\_\_ Twp \_\_\_\_ Rge \_\_\_\_ West of \_\_\_\_\_

**Status:**

Compliance monitoring services have been provided as required by the SCA, and codes, regulations and policies pursuant to the Act. It is the opinion of the issuer of this report that:

- work complies** with the intent of the SCA and applicable regulations.
- work may not comply** as
  - a Safety Codes Officer was unable to gain entry for the required site inspection(s)
  - the permit expired
  - the permit was cancelled
- deficiencies must be corrected** for the work to meet the intent of the SCA and applicable regulations (refer to attached list or inspection report). Please contact the Municipality within 30 days of this report if you wish to make arrangements to verify that deficiencies are corrected.

Yours truly,

\_\_\_\_\_  
Signature of Municipality Representative

cc: permit file

*Note: This report remains on file as record of compliance or non-compliance with the provisions of the SCA, regulations, Codes, and standards. Pursuant to the SCA, the "Owner" is responsible for meeting the requirements of the Act.*

**BYLAW NO. 1092-18**

**BEING A BYLAW OF THE  
MACKENZIE COUNTY  
IN THE PROVINCE OF ALBERTA  
TO ESTABLISH A FEE SCHEDULE FOR SERVICES**

**WHEREAS**, pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, requires fees to be established by bylaw.

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

**1. SHORT TITLE**

This bylaw may be cited as the "Fee Schedule Bylaw"

2. That the fees for services be approved as follows:

**ADMINISTRATION**

<b>Item</b>	<b>Amount</b>	<b>GST</b>
Photocopying	\$0.30/sheet	Applicable
Laminating (up to 11 x 17")	\$10.00 per page	Applicable
Tax Certificates	\$30.00	N/A
Email, fax or written confirmation of assessment by legal description (legal description to be provided by a requestor in writing)	\$30.00/per request	Applicable
Compliance Certificates	\$60.00	N/A
Land Titles	As per Alberta Government rates in force at the time of the request plus 25% for administration	Applicable
County Ownership Maps 42" bond paper 50"-60" photo paper	\$30.00 \$105.00	Applicable
County Ownership Map Booklet –Laminated Individual Pages - Laminated	\$75.00 \$10.00	Applicable
Hamlet Maps Not laminated Laminated	\$10.00 \$45.00	Applicable

**ADMINISTRATION CONT'D**

Item	Amount	GST
Aerial Photos & Customized Prints Size 8.5" x 11" to 11" x 17"	\$5.00 – Black & White \$10.00 – Color	Applicable
Aerial Photos & Customized Prints Size over 11" x 17" up to 30" x 41.5"	\$60.00 – Black & White \$115.00 – Color	Applicable
Boardroom Rental (no charge to non-profit community groups)	\$300.00/day \$150.00/half-day	Applicable
Council or other Board Minutes	\$5.00/set	Applicable

**AGRICULTURE**

Item	Amount	GST
Alberta Agriculture's Irrigation Pump/Pipe	\$300.00/48 hours \$100.00/each additional 24 hours	Applicable
Shelterbelt Trees	Actual Cost plus 5% Administration Fee	Applicable

**APPEAL FEES**

Agricultural Appeal Board

Relevant Act	Amount	GST
Weed Control Act	\$500.00	N/A
Soil Conservation Act	\$50.00	N/A
Agricultural Pests Act	\$100.00	N/A

Note: The appeal fee shall be refunded to the appellant if the Board rules in favour of the appellant.

**RELEASE OF INFORMATION (FOIPP REQUESTS)**

Pursuant to the provisions of Section 95 of the Freedom of Information and Protection of Privacy Act RSA 2000, Chapter F-25, a local public body may set fees as required to process requests for information; however the fees must not exceed the fees provided for in the regulations.

Mackenzie County shall charge fees in accordance with the Freedom of Information and Protection of Privacy Regulation, AR186/2008, as amended from time to time or any successor Regulation that sets fees for requests for information from the Province.

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

**BUSINESS LICENSES**

Item	Amount	GST
<b>Fees:</b>		
Annual Business License (ABL)		
ABL – Subsequent Years – Mandatory	\$50.00	N/A
ABL – Amendment	\$25.00	N/A
ABL – Replacement	\$25.00	N/A
<b>Penalties:</b>		
No ABL (false information, etc.) – 1 <sup>st</sup> Offence	\$250.00	N/A
No ABL (false information, etc.) – 2 <sup>nd</sup> Offence	\$500.00	N/A
Failure to Comply with ABL – 1 <sup>st</sup> Offence	\$250.00	N/A
Failure to Comply with ABL – 2 <sup>nd</sup> Offence	\$500.00	N/A
Failure to Display ABL	\$50.00	N/A

**HAWKERS AND PEDDLERS LICENSE**

Item	Amount	GST
<b>Fees:</b>		
Application Processing Fee	\$200.00	N/A
Operational Fee – Per Day	\$30.00	N/A
<b>Penalties:</b>		
First Offense	\$250.00	N/A
Second Offense	\$500.00	N/A
Third & Subsequent Offenses	\$1,000.00	N/A
Failure to Report Operational Days	Invoice for total operational business days in a year	N/A

**DEVELOPMENT**

<b>Item</b>	<b>Amount</b>	<b>GST</b>
Area Structure Plan	\$30.00 Hard Copy	Applicable
Municipal Development Plan	\$60.00 Hard Copy	Applicable
Land Use Bylaw	\$60.00 Hard Copy	Applicable
General Municipal Standards Manual	\$60.00 Hard Copy	Applicable
File Search	\$60.00	Applicable
Written Zoning Confirmation Request	\$30.00 Per Lot	Applicable
Compliance Request – Residential	\$60.00 Per Lot	Applicable
Compliance Request – Commercial/Industrial	\$85.00 Per Lot	Applicable
Revised Letter of Compliance (within 3 months)	50% of Full Price	Applicable
Rush Compliance Request (1-3 Business Days)	Double Listed Price	Applicable
Municipal Development Plan Amendment	\$2,300.00	N/A
Area Structure Plan Amendment	\$2,300.00	N/A
Land Use Bylaw Amendment	\$805.00	N/A
Land Use Bylaw Rezoning	\$460.00	N/A
Road Closure Bylaw	\$460.00	N/A
Bylaw Amendment Advertising & Notification Cost	Invoice According to Cost + 5% Administration Fee	Applicable
Development Permit - Other than Commercial or Industrial – Permitted Use	\$60.00	N/A
Development Permit - Other than Commercial or Industrial – Permitted Use with Variance	\$105.00	N/A
Development Permit - Other than Commercial or Industrial – Discretionary Use	\$105.00	N/A
Development Permit - Other than Commercial or Industrial – Discretionary Use with Variance	\$105.00	N/A
Development Permit – Commercial and Industrial – Permitted Use	\$115.00	N/A

**DEVELOPMENT CONT'D**

<b>Item</b>	<b>Amount</b>	<b>GST</b>
Development Permit – Commercial and Industrial – Permitted Use with Variance	\$175.00	N/A
Development Permit – Commercial and Industrial – Discretionary Use	\$175.00	N/A
Development Permit – Commercial and Industrial – Discretionary Use with Variance	\$175.00	N/A
Development Permit after Legal Counsel Intervention	Permit Cost Plus Legal Fee Cost	NA
Development Permit Time Extension	\$60.00	N/A
Development Prior to Development Permit Issuance	1 <sup>st</sup> Offence - \$290.00 Fine 2 <sup>nd</sup> Offence - \$575.00 Fine 3 <sup>rd</sup> Offence - \$1,150.00 Fine	N/A
Subdivision and Development Appeal	\$290.00	N/A
Subdivision Revision/Re-Advertising Fee	\$290.00	N/A
Subdivision Time Extension (Single Lot)	\$290.00	N/A
Subdivision Time Extension (Multi-Lot)	\$575.00	N/A
Subdivision or Boundary Adjustment Application	\$805 plus \$230/lot created	N/A
Rural Addressing Sign – required only after initial Rural Addressing Project is complete (required for all new rural yardsites, either at time of Subdivision or Development Permit approval, whichever occurs first) (Does not include installation)	\$80.00	Applicable

Note: Stop Orders will be issued and delivered to the site and/or the individual(s) conducting unauthorized development requiring all construction to cease immediately and to remain ceased until such time as the necessary Development Permit has been applied for and approved.



**SAFETY CODES FEES**

**BUILDING PERMIT FEES**

<b>RESIDENTIAL</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
Main Floor (basement included)	\$0.65/sq ft	\$0.55/sq ft
Additional Storey's	\$0.40/sq ft	\$0.30/sq ft
Garages (Attached/Detached)/Sheds (over 200 sq ft)	\$0.40 sq/ft	\$0.30/sq ft
Additions	\$0.50/sq ft	\$0.40/sq ft
Relocation of a Building on a Basement or Crawlspace	\$0.60/sq ft	\$0.50/sq ft
Placement of House/Modular/Mobile Home/Garage/Addition only	\$175.00	\$150.00
Major Renovations (Any Structural Change)	\$0.50/sq ft	\$0.40 sq ft

Fireplaces/Wood Burning Appliances	\$175.00	\$150.00
Decks (Greater Than 2 Feet Above Grade)	\$175.00	\$150.00
Minimum Residential Building Permit Fee	\$175.00	\$150.00

<b>COMMERCIAL/ INDUSTRIAL/ INSTITUTIONAL</b>
\$6.00 per \$1,000 of project value
Minimum fee is \$300.00
Notes: 1. Project value is based on the actual cost of material and labour. 2. Verification of cost may be requested prior to permit issuance.

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**SAFETY CODES FEES CONT'D**

**ELECTRICAL PERMIT FEES**

<b>RESIDENTIAL INSTALLATIONS (New Single Family Dwellings, Additions and Farm Buildings)</b>		
<b>Square footage of area to be wired</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
Up to 1200	\$218.50	\$184.00
1201 to 1500	\$287.50	\$218.50
1501 to 2000	\$327.75	\$276.00
2001 to 2500	\$362.25	\$299.00
2501 to 3000	\$391.00	\$322.00
3001 to 3500	\$419.75	\$345.00
3501 to 4000	\$437.00	\$368.00
4001 to 5000	\$460.00	\$402.50

\$0.10 per square foot over 5000

<b>DESCRIPTION</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
Mobile/Modular Home Connection only	\$115.00	\$86.25
Temporary and Underground Services (125 amps or less)	\$115.00	\$86.25

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

<b>OTHER THAN NEW NON-RESIDENTIAL AND RENOVATION</b>		
<b>INSTALLATION COST</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
\$0 – 300	\$99.19	\$86.25
\$301 – 500	\$112.42	\$97.75
\$501 – 1,000	\$125.64	\$109.25
\$1,001 – 1500	\$140.59	\$120.75
\$1,501 – 2,000	\$152.09	\$132.25
\$2,001 – 2,500	\$158.70	\$138.00
\$2,501 – 3,000	\$165.32	\$143.75
\$3,001 – 3,500	\$171.93	\$149.50

**SAFETY CODES FEES CONT'D**

<b>INSTALLATION COST</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
\$3,501 – 4,000	\$178.54	\$155.25
\$4,001 – 4,500	\$190.44	\$165.60
\$4,501 – 5,000	\$195.73	\$170.20
\$5,001 – 5,500	\$210.28	\$182.85
\$5,501 – 6,000	\$220.86	\$192.05
\$6,001 – 6,500	\$228.80	\$198.95
\$6,501 – 7,000	\$238.05	\$207.00
\$7,001 – 7,500	\$248.63	\$216.20
\$7,501 – 8,000	\$257.89	\$224.25
\$8,001 – 8,500	\$267.15	\$232.30
\$8,501 – 9,000	\$276.41	\$240.35
\$9,001 – 9,500	\$286.99	\$249.55
\$9,501 – 10,000	\$296.24	\$257.60
\$10,001 – 11,000	\$304.18	\$264.50
\$11,001 – 12,000	\$314.76	\$273.70
\$12,001 – 13,000	\$324.02	\$281.75
\$13,001 – 14,000	\$334.60	\$290.95
\$14,001 – 15,000	\$342.53	\$297.85
\$15,001 – 16,000	\$350.47	\$304.75
\$16,001 – 17,000	\$362.37	\$315.10
\$17,001 – 18,000	\$372.95	\$324.30
\$18,001 – 19,000	\$380.88	\$331.20
\$19,001 – 20,000	\$390.14	\$339.25
\$20,001 – 21,000		\$348.45
\$21,001 – 22,000		\$350.75
\$22,001 – 23,000		\$359.95
\$23,001 – 24,000		\$368.00
\$24,001 – 25,000		\$377.20

Homeowner Price = %15 > Contractor Price

**SAFETY CODES FEES CONT'D**

<b>INSTALLATION COST</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
\$25,001 – 26,000		\$384.10
\$26,001 – 27,000		\$393.30
\$27,001 – 28,000		\$401.35
\$28,001 – 29,000		\$410.55
\$29,001 – 30,000		\$417.45
\$30,001 – 31,000		\$424.35
\$31,001 – 32,000		\$430.10
\$32,001 – 33,000		\$437.00
\$33,001 – 34,000		\$445.05
\$34,001 – 35,000		\$450.80
\$35,001 – 36,000		\$457.70
\$36,001 – 37,000		\$463.45
\$37,001 – 38,000		\$470.35
\$38,001 – 39,000		\$477.25
\$39,001 – 40,000		\$483.00
\$40,001 – 41,000		\$491.05
\$41,001 – 42,000		\$496.80
\$42,001 – 43,000		\$503.70
\$43,001 – 44,000		\$510.60
\$44,001 – 45,000		\$516.35
\$45,001 – 46,000		\$523.25
\$46,001 – 47,000		\$529.00
\$47,001 – 48,000		\$537.05
\$48,001 – 49,000		\$543.95
\$49,001 – 50,000		\$549.70
\$50,001 – 60,000		\$608.35
\$61,001 – 70,000		\$675.05
\$70,001 – 80,000		\$740.60

**SAFETY CODES FEES CONT'D**

<b>INSTALLATION COST</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
\$80,001 – 90,000		\$807.30
\$90,001 – 100,000		\$872.85
\$100,001 – 110,000		\$906.20
\$110,001 – 120,000		\$954.50
\$120,001 – 130,000		\$1,005.10
\$130,001 – 140,000		\$1,054.55
\$140,001 – 150,000		\$1,104.00
\$150,001 – 160,000		\$1,153.45
\$160,001 – 170,000		\$1,204.05
\$170,001 – 180,000		\$1,252.35
\$180,001 – 190,000		\$1,302.95
\$190,001 – 200,000		\$1,351.25
\$200,001 – 210,000		\$1,385.75
\$210,001 – 220,000		\$1,451.30
\$220,001 – 230,000		\$1,500.75
\$230,001 – 240,000		\$1,550.20
\$240,001 – 250,000		\$1,600.80
\$250,001 – 300,000		\$1,748.00
\$300,001 – 350,000		\$1,913.60
\$350,001 – 400,000		\$2,079.20
\$400,001 – 450,000		\$2,244.80
\$450,001 – 500,000		\$2,409.25
\$500,001 – 550,000		\$2,574.85
\$550,001 – 600,000		\$2,740.45
\$600,001 – 650,000		\$2,906.05
\$650,001 – 700,000		\$3,070.50
\$700,001 – 750,000		\$3,236.10
\$750,001 – 800,000		\$3,401.70

**SAFETY CODES FEES CONT'D**

INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$800,001 – 850,000		\$3,567.30
\$850,001 – 900,000		\$3,731.75
\$900,001 – 950,000		\$3,897.35
\$950,001 – 1,000,000		\$4,062.95

Homeowner Fee = %15 > Contractor Fee

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**ANNUAL ELECTRICAL PERMIT PROCESS**

An Annual Electrical Permit may be issued to an establishment that employs a full time qualified Electrician or hires an electrical contractor to perform minor electrical upgrades or renovations (an electrical project value of less than \$10,000.00) on the premises identified on the permit application. Installations over \$10,000.00 in job value require a separate electrical permit.

The establishment shall maintain a current and accurate two-year record of all electrical upgrades or renovations and shall make it available to Mackenzie County upon request. The establishment is responsible for the electrical work required to satisfactorily complete the electrical installation covered by the permit.

A single Annual Electrical Permit may be issued to cover all minor electrical upgrades or renovations performed during a full calendar year or for a lesser period of time when required. The permit fee shall be based on a full calendar year.

ANNUAL ELECTRICAL PERMIT FEES	
Rating of Establishment (KVA)	Fee
100 or less	\$345.00
101 to 2,500	\$345.00 plus \$15.00 per 100 KVA over 100 KVA
2,501 to 5,000	\$759.00 plus \$12.00 per 100 KVA over 2,500 KVA
5,001 to 10,000	\$1,104.00 plus \$9.00 per 100 KVA over 5,000 KVA
10,001 to 20,000	\$1,621.50 plus \$6.00 per 100 KVA over 10,000 KVA
Over 20,000	\$2,311.50 plus 3.00 per 100 KVA over 20,000 KVA

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**SAFETY CODES FEES CONT'D**

**GAS PERMIT FEES**

<b>RESIDENTIAL INSTALLATIONS, INCLUDING MOBILE HOMES AND FARM BUILDINGS</b>		
<b>Number of Outlets</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
1	\$97.75	\$86.25
2	\$120.75	\$97.75
3	\$143.75	\$120.75
4	\$179.40	\$149.50
5	\$224.25	\$187.45
6	\$247.25	\$205.85
7	\$269.10	\$224.25
8	\$289.80	\$241.50
9	\$313.95	\$262.20
10	\$336.95	\$280.60
11	\$350.75	\$292.10
12	\$365.70	\$304.75
13	\$379.50	\$316.25
14	\$395.60	\$330.05
15	\$409.40	\$341.55
16	\$426.65	\$355.35
17	\$440.45	\$366.85
18	\$455.40	\$379.50
19	\$469.20	\$391.00
20	\$485.30	\$404.80
<b>Add \$15.00 per outlet over 20</b>		

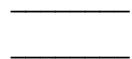
\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**SAFETY CODES FEES CONT'D**

**GAS PERMIT FEES - RESIDENTIAL**

<b>RESIDENTIAL PROPANE TANK SET</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
Propane Tank Set	\$103.50	\$86.25
Additional Propane Tanks	\$15.00/tank	\$15.00/per tank
Temporary Heat	\$115.00	\$86.25

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560





**SAFETY CODES FEES CONT'D**

<b>GAS PERMIT FEES - NON-RESIDENTIAL</b>		
<b>NON-RESIDENTIAL INSTALLATIONS</b>		
<b>BTU Input</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
0-100,000	Contractor Required	\$86.25
100,001-110,000	Contractor Required	\$97.75
110,001-120,000	Contractor Required	\$109.25
120,001-130,000	Contractor Required	\$143.75
130,001-140,000	Contractor Required	\$155.25
140,001-150,000	Contractor Required	\$166.75
150,001-170,000	Contractor Required	\$172.50
170,001-190,000	Contractor Required	\$178.25
190,001-210,000	Contractor Required	\$184.00
210,001-230,000	Contractor Required	\$189.75
230,001-250,000	Contractor Required	\$195.50
250,001-300,000	Contractor Required	\$201.25
300,001-350,000	Contractor Required	\$207.00
350,001-400,000	Contractor Required	\$218.50
400,001-450,000	Contractor Required	\$224.25
450,001-500,000	Contractor Required	\$230.00
500,001-550,000	Contractor Required	\$235.75
550,001-600,000	Contractor Required	\$241.50
600,001-650,000	Contractor Required	\$253.00
650,001-700,000	Contractor Required	\$264.50
700,001-750,000	Contractor Required	\$276.00
750,001-800,000	Contractor Required	\$287.50
800,001-850,000	Contractor Required	\$299.00
850,001-900,000	Contractor Required	\$310.50
900,001-950,000	Contractor Required	\$322.00
950,001-1,000,000	Contractor Required	\$333.50
<b>Add \$8.00 for each 100,000 BTU (or portion thereof) over 1,000,000 BTU</b>		

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**SAFETY CODES FEES CONT'D**

**GAS PERMIT FEES - NON-RESIDENTIAL**

<b>NON-RESIDENTIAL INSTALLATIONS</b>		
<b>TEMPORARY HEAT</b>		
<b>BTU Input</b>	<b>OWNER</b>	<b>CONTRACTOR</b>
0 to 250,000	Contractor Required	\$86.25
250,001 to 500,000	Contractor Required	\$143.75
Over 500,000	Contractor Required	\$143.75 plus \$10.00 per 100,000 BTU (or portion thereof) over 500,000 BTU

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

<b>REPLACEMENT GAS APPLIANCES</b>		
<b>BTU Input</b>	<b>OWNER</b>	<b>CONTRACTOR</b>
0 to 400,000	Contractor Required	\$92.00
400,001 to 1,000,000	Contractor Required	\$172.50
Over 1,000,000	Contractor Required	\$172.50 plus \$5.00 per 100,000 BTU (or portion thereof) over 1,000,000 BTU

<b>NON- RESIDENTIAL PROPANE TANK SET</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
Propane Tank Set	Contractor Required	\$86.25
Additional Propane Tanks	Contractor Required	\$15.00/per tank
Gas/Propane Cylinder Refill Center	Contractor Required	\$172.50

Grain Dryer	\$287.50	\$287.50
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**SAFETY CODES FEES CONT'D**

**PLUMBING PERMIT FEES**

<b>RESIDENTIAL INSTALLATIONS AND FARM BUILDINGS</b>		
<b>Number of Fixtures</b>	<b>HOMEOWNER</b>	<b>CONTRACTOR</b>
1	\$97.75	See contractor fees
2	\$109.25	See contractor fees
3	\$120.75	See contractor fees
4	\$132.25	See contractor fees
5	\$143.75	See contractor fees
6	\$155.25	See contractor fees
7	\$161.00	See contractor fees
8	\$171.35	See contractor fees
9	\$188.60	See contractor fees
10	\$202.40	See contractor fees
11	\$213.90	See contractor fees
12	\$224.25	See contractor fees
13	\$234.60	See contractor fees
14	\$247.25	See contractor fees
15	\$257.60	See contractor fees
16	\$269.10	See contractor fees
17	\$281.75	See contractor fees
18	\$289.80	See contractor fees
19	\$302.45	See contractor fees
20	\$313.95	See contractor fees
<b>Add \$8.00 for each fixture over 20</b>		

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**SAFETY CODES FEES CONT'D**

**PLUMBING PERMIT FEES**

Number of Fixtures	CONTRACTOR
1	\$86.25
2	\$97.75
3	\$103.50
4	\$109.25
5	\$120.75
6	\$126.50
7	\$132.25
8	\$142.60
9	\$157.55
10	\$169.05
11	\$178.25
12	\$187.45
13	\$195.50
14	\$205.85
15	\$215.05
16	\$224.25
17	\$234.60
18	\$241.50
19	\$251.85
20	\$262.20
21	\$269.10
22	\$278.30
23	\$285.20
24	\$292.10
25	\$301.30

Number of Fixtures	CONTRACTOR
26	\$308.20
27	\$315.10
28	\$324.30
29	\$331.20
30	\$338.10
31	\$347.30
32	\$355.35
33	\$361.10
34	\$370.30
35	\$378.35
36	\$385.25
37	\$393.30
38	\$401.35
39	\$410.35
40	\$416.30
41	\$424.35
42	\$433.55
43	\$439.30
44	\$447.35
45	\$456.55
46	\$462.30
47	\$470.35
48	\$479.55
49	\$485.30
50	\$493.35

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**SAFETY CODES FEES CONT'D**

**PLUMBING PERMIT FEES**

Number of Fixtures	CONTRACTOR	Number of Fixtures	CONTRACTOR
51	\$500.25	76	\$655.50
52	\$506.00	77	\$660.10
53	\$511.75	78	\$667.00
54	\$517.50	79	\$675.05
55	\$525.55	80	\$680.80
56	\$532.45	81	\$683.10
57	\$537.05	82	\$686.55
58	\$543.95	83	\$688.85
59	\$549.70	84	\$692.30
60	\$556.60	85	\$694.60
61	\$561.20	86	\$699.20
62	\$568.10	87	\$701.50
63	\$575.00	88	\$704.95
64	\$580.75	89	\$709.55
65	\$586.50	90	\$710.70
66	\$592.25	91	\$713.00
67	\$600.30	92	\$716.45
68	\$606.05	93	\$721.05
69	\$611.80	94	\$723.35
70	\$617.55	95	\$726.80
71	\$624.45	96	\$730.25
72	\$631.35	97	\$733.70
73	\$635.95	98	\$734.85
74	\$642.85	99	\$738.30
75	\$648.60	100	\$741.75
<b>Add \$1.00 for each fixture over 100</b>			

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**SAFETY CODES FEES CONT'D**

**PRIVATE SEWAGE TREATMENT SYSTEMS**

DESCRIPTION OF WORK	HOMEOWNER	CONTRACTOR
Holding Tanks	\$200.00	\$200.00
Fields, Mounds, Sand Filters, Treatment Tanks, Open Discharges, etc.	\$375.00	\$350.00

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

PSDS must not be covered until inspection, if not it will be dug up at owner/contractors cost.

**OTHER CHARGES AND PAYMENTS**

Mackenzie County will collect all permit fees and no remuneration will be remitted to the contracted Safety Codes Agency until such time as the permit is closed in accordance with Mackenzie County's Quality Management Plan (QMP). The contracted Safety Codes Agency will invoice and return closed permits to the County on a monthly basis.

Charges for additional services are as follows:

DESCRIPTION OF SERVICE	HOURLY CHARGE
Appeal services	\$75.00
Audit Representation	No charge
Consultative Services	\$75.00
Emergency Services	\$125.00
Enforcement Services	No charge
Investigation Services	\$125.00
Public Works Complaints	No charge

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**SAFETY CODES FEES CONT'D**

**Additional Inspection Services**

In addition to addressing the needs of Mackenzie County's Accreditation, the contracted Safety Codes Agency shall offer to the residents of the County additional Inspection Services.

These types of inspections may not be required under County Accreditation but are, none the less, important services Mackenzie County's residents need on a fairly regular basis. These fees shall be at a competitive rate and billed directly to the customer by the contracted Safety Codes Agency. The County will advise residents that these services are available from the contracted agency, and that they are also free to hire other private firms to complete their required inspections.

- Wood Stove Inspections,
- Progress Payment Inspections (Bank Inspections),
- Insurance Inspections,
- Electrical Equipment Approvals

<b>MISCELLANEOUS</b>
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DESCRIPTION	FEE
Permit Cancellation – before plan review complete	Complete refund minus \$50
Permit Cancellation – after plan review complete	65% of permit fee
Amendments to Permit Application	Any additional fees shall be payable and any decrease in permit fees over \$20 shall be refunded
Permit Extension Requests	Shall be provided in writing and must contain reason for request and additional time requested. Permit extensions, where granted, shall be provided in writing.
Contractor's failure to obtain the proper permits, for the discipline in which they practice, prior to work commencement – due to negligence and/or repeat offences.	2 times the fee shown in the Fee Schedule Bylaw

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**PUBLIC WORKS**

Item	Amount	GST
Winter Snowplowing Indicator Sign	\$15.00	Applicable
Winter Maintenance Snowplowing Service	\$30.00 /up to 1/4 mile (400m)	Applicable
Senior/Handicapped Winter Snowplowing Indicator Sign	\$15.00	Applicable
Senior/Handicapped Snowplow Service (Where the Senior/Handicapped person lives in a rural residence where all other persons, excluding spouse or dependent, residing on the property are also Senior Citizens or Handicapped persons)	No Charge	N/A
Dust Control Calcium Chloride	\$750.00/200 linear meters per application	Applicable
Dust Control for Seniors	\$50.00	Applicable
TRAVIS Permits for Over Weight and Over Dimensional Vehicles on the following roads: <ul style="list-style-type: none"> <li>• 88 Connector</li> <li>• Assumption (Chateh)</li> <li>• Fox Lake Road</li> <li>• Golf Course Road (High Level)</li> <li>• Heliport Road</li> <li>• Wadlin Lake Road</li> <li>• Watt Mountain Road (Hutch Lake)</li> <li>• Zama Access</li> </ul>	\$35.00 Non-Refundable	N/A



**EQUIPMENT AND LABOUR**

<b>Item</b>	<b>Amount</b>	<b>GST</b>
Sewer Auger	\$20.00 per hour \$100.00 per 24 hours	Applicable
Sewer Line Camera	\$300.00 per hour plus Labour Cost (minimum charge \$600.00)	Applicable
Sanding Unit & Tandem Truck	\$200.00/hour plus Cost of Product (minimum charge 1 hr)	Applicable
Labour	\$40.00 per hour (minimum charge 1 hr.)	Applicable
Weed Eater	\$30.00 per hour plus Labour Cost (minimum charge 1 hr.)	Applicable
35 HP Tractor Mower 6'	\$50.00 per hour plus Labour Cost (minimum charge 1 hr.)	Applicable
75 HP Tractor Mower 15'	\$75.00 per hour plus Labour Cost (minimum charge 1 hr.)	Applicable
Snow Removal within Road Right-of-Ways (Policy PW004)	100% of Alberta Roadbuilders Rates	Applicable

Note: County equipment that is not listed in this bylaw will be charged according to the current Alberta Roadbuilders and Heavy Equipment Association Equipment Rental Rates Guide.

**AIRPORTS**

Item	Amount	GST
Fuel Flow Charge	\$0.045 per liter for each liter of aviation fuel dispensed	Applicable
Land lease fee for hangars and associated uses	Fort Vermilion Airport – \$1.25 per square meter annually La Crete Airport – \$1.30 per square meter annually	Applicable
Long Term Aircraft Parking (30 days or more)	\$250.00 annually (no power)	Applicable
Aircraft & Vehicle Parking	\$5.00 per day (power)	Applicable
Terminal Fees	No charge	N/A
Landing Fees	No charge	N/A

**SOLID WASTE**

**Section 1: Commercial, Construction, Industrial & Institutional Solid Waste Fees**

<b>At Regional Landfill</b>	
Current rate as set by the Mackenzie Regional Waste Management Commission	
<b>At Transfer Station</b>	
Pickup truck (partial load)	\$10.00
Pickup truck (full load)	\$20.00
Single axle larger than 1 ton	\$60.00
Trailers shorter than 8'	\$20.00
Trailers 8' - 20'	\$60.00
Trailers over 20'	\$100.00
Untarped loads <u>penalty</u> for commercial, construction, industrial and/or institutional material	\$100.00
Tandem or tridem axle trucks are to be directed to the regional landfill.	

Definitions:

- a) **“Commercial waste”** means any waste generated from businesses such as stores, garages, hotels, motels and restaurants.
- b) **“Construction waste”** waste generated due to construction/demolition/renovation of property and or buildings.
- c) **“Industrial waste”** means any waste generated from an industry such as forestry and energy.
- d) **“Institutional”** is waste generated from institutions such as hospitals, schools, long-term care facilities and lodges.

Note: Residential and farming garbage (not including construction waste) is exempt from charges.

Note: Mackenzie County reserves the right to control the type and nature of refuse which may be deposited at the transfer station and no refuse may be deposited at the transfer station except in accordance with the transfer station operations manual.

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**SOLID WASTE CONT'D**

Section 2: Residential Waste Collection – Hamlet of La Crete

Residential Waste	Fees
Monthly Collection Waste	\$5.95 per month per residence
One-Time Use Refuse Bin Tags	\$1.50 per tag

The fees are applicable to all residential properties identified in the County's Hamlet Residential Waste Collection Bylaw.

**PARKS**

**Section 1: General Park Fees**

Day Use	Overnight	Weekly	Shelter Rent	Seasonal or Monthly Camping Stalls	Marina Dock Rental
<b>Wadlin Lake</b>					
No Charge	\$20	\$120	\$50/day for shelter rental	N/A	\$8/day with camping stall; \$10/day without camping stall
<b>Machesis Lake</b>					
No Charge	\$20	\$120	\$50/day for shelter rental	Non-Serviced: \$200/Month	N/A
<b>Machesis Lake Equine Campground</b>					
\$5/horse	\$20 plus \$5 per horse	\$120 plus \$5 per horse	N/A	N/A	N/A
<b>Hutch Lake</b>					
No Charge	\$20	\$120	\$50/day for shelter rental	N/A	N/A
<b>Zama Community Park</b>					
No Charge	Non-Serviced: \$10 Partially Serviced: \$15 Fully Serviced: \$20	Non-Serviced: \$60 Partially Serviced: \$90 Fully Serviced: \$100	\$50/day for shelter rental	<u>Monthly:</u> Non-Serviced: \$200 Partially Serviced: \$275 Fully Serviced: \$400	N/A
<b>Tourangeau Lake</b>					
No Charge	N/A	N/A	N/A	N/A	N/A
<b>Fort Vermilion Bridge Campsite</b>					
No Charge	N/A	N/A	N/A	N/A	N/A

**PARKS CONT'D**

**Section 2: Penalties**

The voluntary payment, which may be accepted in lieu of prosecution for a contravention of any of the sections set out below, shall be the sum set out opposite the section number:

<b>Section (Municipal Parks Bylaw)</b>	<b>Offence</b>	<b>Penalty</b>
Section 3.1 (a)	Fail to keep land in a clean/tidy condition	\$50.00
Section 3.1 (b)	Fail to comply with lawfully posted signs and/or notices	\$50.00
Section 3.2	Fail to restore land to a clean/tidy condition when vacating park	\$50.00
Section 3.3(a)	Interfere with others quiet enjoyment of park	\$50.00
Section 3.3(b)	Deface/injure/destroy object in park	\$75.00
Section 3.3(c)	Excavate or remove plants/plant fixtures from a park	\$75.00
Section 3.3(d)	Remove park equipment	\$75.00
Section 3.3(e)	Unauthorized display signs/ads in park	\$25.00
Section 3.3(f)	Remove/damage etc. authorized signs/notices in park	\$50.00
Section 3.3(g)	Bathe/clean clothing/ fish/utensils etc. at/near drinking fountain/pump in park	\$25.00
Section 3.4	Unauthorized construction in park	\$50.00
Section 3.5	Unauthorized business in park	\$50.00
Section 4.1	Failure to register when entering park	\$50.00
Section 4.2	Failure to obtain camping permit	\$50.00
Section 4.7	Camping in area not designated for that purpose	\$50.00
Section 4.8	Alteration of camping permit	\$50.00
Section 4.9	Failure to produce camping permit upon request	\$50.00
Section 4.12/4.13	Unauthorized combination of vehicles in campsite	\$50.00
Section 4.14	Camping more than fourteen consecutive days	\$50.00
Section 4.18	Failure to vacate site	cost recovery
Section 4.21	Remain in day use area after 11:00 p.m.	\$50.00
Section 6.1	Unlawfully enter/remain in park	\$50.00
Section 7.1	Set, light, or maintain fire in unauthorized place	\$50.00
Section 7.3	Set, light, or maintain fire after signs/notices have been erected prohibiting same	\$50.00

**PARKS CONT'D**

**Section 2: Penalties Cont'd**

<b>Section (Municipal Parks Bylaw)</b>	<b>Offence</b>	<b>Penalty</b>
Section 7.4	Leave fire unattended/allow to spread	\$50.00
Section 7.5	Deposit/dispose of hot coals/ashes etc. in unauthorized place	\$50.00
Section 7.6	Fail to extinguish fire etc. before leaving	\$50.00
Section 7.7	Remove firewood from a park	\$100.00
Section 8.1	Operate off-highway vehicle where prohibited	\$50.00
Section 8.2	Enter park when prohibited	\$50.00
Section 8.3	Parking in a manner or location that impedes traffic	\$50.00
Section 8.4	Exceed posted speed limit	\$50.00
Section 9.1(a)	Animal running at large	\$50.00
Section 9.1(b)	Animal in prohibited area	\$50.00
Section 9.7	Bring/allow horse/pony etc. unauthorized into the park	\$100.00
Section 10.1(a)	Deposit waste matter in unauthorized area of park	\$50.00
Section 10.1(b)	Deposit waste water or liquid waste in unauthorized area	\$250.00
Section 10.1(c)	Dispose of commercial/residential waste in park	\$50.00
Section 10.2	Fail to carry waste matter from areas in park without receptacles	\$50.00
Section 11.3	Attempt to enter park within 72 hours of removal from a park	\$100.00
Section 12.1	Discharging of firearm	\$100.00
Section 12.2	Improper storage of firearm	\$75.00
Section 12.3	Hang big game in park	\$50.00

**Note:**

Every person who contravenes a section of the Municipal Parks Bylaw is guilty of an offence and liable to the penalty as set out above or, on summary conviction to a fine not exceeding two thousand dollars (\$2,000.00) or imprisonment for a term of not more than six (6) months or to both a fine and imprisonment (in accordance with Provincial Regulations).

**TRAFFIC REGULATIONS**

Traffic Regulation Bylaw Part 2: Parking

<b>Section</b>	<b>Offence</b>	<b>Fine</b>
Section 3(1)(a)	Prohibited Parking – Emergency Exit Door	\$50.00
Section 3(1)(b)	Prohibited Parking – Entrance to Emergency Service	\$50.00
Section 4(1)	Park in No Parking Zone Prohibited by Traffic Control Device	\$30.00
Section 4(2)	Park in No Parking Zone During Prohibited Times	\$30.00
Section 5 (2)	Park in No Parking Zone Prohibited by Temporary Traffic Control Device	\$30.00
Section 6	Stop in a No Stopping Zone Prohibited by Traffic Control Device	\$30.00
Section 7(2)	Park in a Disabled Person’s Parking Space	\$50.00
Section 8(2)	Park in Fire Lane	\$50.00
Section 9	Park an Unattached Trailer on Highway	\$30.00
	Park in Alley	\$30.00

Traffic Regulation Bylaw Part 3: Rules for Operation of Vehicles

<b>Section</b>	<b>Offence</b>	<b>Fine</b>
Section 11(1)	Drive Tracking Vehicle on Highway Without Authorization	\$100.00
Section 11(2)	Fail to Produce Tracked Vehicle Authorization	\$50.00

Traffic Regulation Bylaw Part 4: Controlled and Restricted Highways

<b>Section</b>	<b>Offence</b>	<b>Fine</b>
Section 13(1)	Operate / Park Heavy Vehicle in Prohibited Area	\$75.00

Traffic Regulation Bylaw Part 5: Miscellaneous

<b>Section</b>	<b>Offence</b>	<b>Fine</b>
Section 14	Proceed Beyond Designated Point Near Fire	\$50.00
Section 15(1)	Cause Damage to Street Furniture	Court
Section 15(2)	Cause Damage to Highway	Court
Section 15(3)	Damage Costs for Sections 14(1) / 14(2)	amount expended



**TRAFFIC REGULATIONS CONT'D**

Note:

Every person who contravenes a section of the Traffic Regulation Bylaw is guilty of an offence and shall forfeit and pay a penalty as set out above or on summary conviction to a fine not exceeding Two Thousand Dollars (\$2,000.00) and/or imprisonment for not more than six (6) months.

Off-Highway Vehicles Bylaw Offences

<b>Section</b>	<b>Offence</b>	<b>Fine</b>
Section 5 (d)	Contravenes Off-Highway Vehicles Bylaw (First Offence)	\$50.00
Section 5 (e)	Contravenes Off-Highway Vehicles Bylaw (Second Offence)	\$100.00

**FIRE SERVICES FEES**

Provincial Roadways Incidents

Alberta Transportation Policy #TCE-DC-501 states that Alberta Transportation is to be invoiced for recovery of services according to the rates set in the policy.

<b>Item</b>	<b>Amount</b>
<b><u>Response fees including man power:</u></b>	
Pumper Unit	As per AT Policy #TCE-DC-501
Ladder Unit (Aerial)	As per AT Policy #TCE-DC-501
Tanker Unit	As per AT Policy #TCE-DC-501
Rescue Unit	As per AT Policy #TCE-DC-501
Command Unit	As per AT Policy #TCE-DC-501
Contracted Services (i.e water haulers, equipment, labour, etc.)	Road Builders Rates

ESRD Provincial Incidents – as per Mutual Aid Agreement

<b>Item</b>	<b>Amount</b>
Pumper Unit	\$400.00 per hour
Ladder Unit (Aerial)	\$400.00 per hour
Tanker Unit	\$400.00 per hour
Rescue Unit	\$400.00 per hour

ESRD Provincial Incidents – as per Mutual Aid Agreement

<b>Item</b>	<b>Amount</b>
Sprinkler Trailer	\$400.00 per day
Command Unit	\$200.00 per hour
Contracted Services (i.e water haulers, equipment, labour, etc.)	Road Builders Rates
<b><u>Manpower Fee:</u></b>	
Officers	\$50.00 per man hour
Firefighter	\$50.00 per man hour

**FIRE SERVICES FEES CONT'D**

Other Incidents:

<b>Item</b>	<b>Amount</b>
<b><i><u>Response Fees including Driver:</u></i></b>	
Pumper Unit	\$200.00 per hour
Ladder Unit (Aerial)	\$200.00 per hour
Tanker Unit	\$200.00 per hour
Rescue Unit	\$200.00 per hour
Shoring Equipment	\$200.00 per day
Great Wall Grain Rescue Equipment	\$200.00 per day
Sprinkler Trailer	\$400.00 per day
Contracted Services (i.e water haulers, equipment, labour, etc.)	Cost plus 15%
Consumable Items	Cost plus 15%
<b><i><u>Manpower Fee:</u></i></b>	
Officers	\$50.00 per man hour
Firefighter	\$50.00 per man hour

Note:

- a) Travel time to and from the scene of an accident for non-provincial responses shall be free of charge;
- b) A residential invoice shall not exceed \$5,000 per incident. Residential means property that is not classed as farm land, machinery and equipment or non-residential by the County's assessor and as described in Municipal Government Act. When a titled property has multiple structures such as a residential and non-residential structure, a determination shall be made regarding origin of the fire by the Fire Chief. If the fire originated from the residential structure, the \$5,000 limit per incident shall apply.

False Alarms

<b>Item</b>	<b>Amount</b>
Response to False Alarm 1 <sup>st</sup> Call	No charge
(within same year as 1 <sup>st</sup> Call) 2 <sup>nd</sup> Call	\$100.00
(within same year as 1 <sup>st</sup> Call) 3 <sup>rd</sup> Call	\$200.00
(within same year as 1 <sup>st</sup> Call) 4 <sup>nd</sup> Call	\$300.00

**FIRE SERVICES FEES CONT'D**

Other Fees

<b>Item</b>	<b>Amount</b>
Violation Ticket*– 1 <sup>st</sup> Offence	\$250.00
Violation Ticket* – 2 <sup>st</sup> and Subsequent Offences	\$500.00
Filling of Air Cylinders (breathing air) Small cylinder (30 min) Cascade cylinder	\$25.00 \$100.00
Water Flow Testing Reports	\$100.00
File Search (fire inspections and investigations)	\$35.00 per search
Fire Permit	No charge
Fire Inspection Services Within the County	\$50.00 per hour plus expenses
Fire Inspection Services Outside of the County	\$75.00 per hour plus expenses
Re-inspection with Outstanding Fire Code Violations	\$50.00 per visit
Training course(s) to other individuals/groups	Cost plus \$15% administrative fee
Expert Witness Services – Civil Litigation	\$50.00 per hour to a maximum of \$400.00 per day plus expenses
Occupant Load Determination (no charge to non-profit groups)	\$100.00 per certificate

*\*As specified in the Fire Services Bylaw*

Note:

- a) Every person who violates a provision of Fire Services Bylaw is guilty of an offense and is punishable upon summary conviction, to a fine not exceeding two thousand dollars (\$2,000.00) or to a term of imprisonment not exceeding one (1) year or to both.
- b) Nothing shall prevent a Peace Officer from:
  - (i) immediately issuing a Violation Ticket for the mandatory Court appearance to any person who contravenes any provision of the Mackenzie County Fire Services Bylaw, or
  - (ii) issuing a Voluntary Payment ticket in lieu of a mandatory Court appearance for \$100.00.

**DOG CONTROL FEES**

<b>Fees &amp; Penalties</b>	<b>General</b>	<b>Dogs</b>	<b>Dangerous Dogs</b>
Failure to obtain a valid license penalty		\$35.00	\$50.00
Failure to wear a dog tag penalty	\$35.00		
<b>Annual Fees</b>			
– neutered male or spayed female		\$10.00	\$50.00
– unneutered male or unspayed female		\$25.00	\$100.00
<b>Lifetime Fee</b>			
– neutered male or spayed female		\$50.00	\$50.00
– unneutered male or unspayed female		\$200.00	\$200.0
Replacement for misplaced, lost, or stolen dog tag	\$5.00		
Failure to obtain a kennel license penalty	\$50.00		
Dog running at large – <b>Handling fee</b>			
1 <sup>st</sup> offence		\$50.00	\$500.00
2 <sup>nd</sup> offence		\$100.00	\$1,000.00
3 <sup>rd</sup> offence and subsequent		\$200.00	\$1,500.00
Bite a person penalty		\$250.00	\$1,000.00
Injure a person penalty		\$250.00	\$1,000.00
Chase or threaten a person penalty		\$150.00	\$1,000.00
Bite, bark at, chase stock, bicycles, wheelchairs, or other vehicles penalty		\$250.00	\$1,000.00
Bark, howl or disturb any person penalty			\$50.00
Worry or annoy any other animal penalty	\$50.00		
Damage to public or private property penalty		\$50.00	\$250.00
Upset waste receptacles or scatter contents thereof (Section 1. (b) or Dog Control Bylaw)	\$100.00		

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**DOG CONTROL FEES CONT'D**

<b>Fees &amp; Penalties</b>	<b>General</b>	<b>Dogs</b>	<b>Dangerous Dogs</b>
Leave dog unattended in motor vehicle penalty		\$50.00	\$250.00
Fail to provide water, food, shelter or proper care penalty	\$100.00		
Abuse or abandonment of dog penalty	\$250.00		
Dog in prohibited areas as set by Council penalty	\$100.00		
Failure to report dog with a communicable disease penalty	\$100.00		
Failure to confine a dog with a communicable disease penalty	\$100.00		
Failure to keep dog confined for nor less than ten (10) days penalty	\$50.00		
Interfere or threaten an Animal Control Officer penalty	\$250.00		
Induce a dog or assist a dog to escape capture penalty	\$250.00		
Falsely represent him/herself as being in charge of a dog penalty	\$100.00		
Allow, or attempt to allow, a dog(s) to escape from a vehicle, cage, or lice trap penalty	\$100.00		
Remove or attempt to remove a dog from an Animal Control Officer penalty	\$250.00		
Unconfined female dog in heat penalty	\$50.00		
Failure to remove defecation	\$50.00		
Impoundment fees (to be verified with the veterinarian)		Amount expended	Amount expended
Veterinary fees (to be verified with the veterinarian)		Amount expended	Amount expended
Destruction of dog fees (to be verified with the veterinarian)		Amount expended	Amount expended
Failure to keep a dangerous dog(s) confined penalty			\$500.00
Improper pen or other structure penalty			\$200.00
Give false information when applying for dangerous dog license penalty			\$500.00
Failure to keep dangerous dog muzzled penalty			\$500.00
Failure to harness or leash a dangerous dog properly penalty			\$500.00

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**DOG CONTROL FEES CONT'D**

<b>Fees &amp; Penalties</b>	<b>General</b>	<b>Dogs</b>	<b>Dangerous Dogs</b>
Failure to keep a dangerous dog under the control of an adult person penalty			\$500.00

No penalties will be levied for “dog at large: under part 4 section 18 or 22 if impoundment fee and handling fees are paid.

Note:

- a) Any person who contravenes, disobeys, refuses or neglects to obey any provisions of this Bylaw is guilty of an offense and is liable on summary conviction to a fine not exceeding two thousand dollars (\$2,000) in addition to any other fees according to Mackenzie County Fee Schedule Bylaw, and in default of payment to imprisonment for a term not exceeding ninety (90) days.

**WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS**

**Water/Sewer Standard Rates**

Rate Description	Water Rates	Sewer Rates
Rates for Metered Users	\$37.04/month plus \$3.18 per m <sup>3</sup> of consumption	\$31.52/month plus \$0.73 per m <sup>3</sup> of water consumption
Rates for Cardlock Users (treated water)	\$3.18 per m <sup>3</sup> of consumption	\$0.73 per m <sup>3</sup> of water consumption
Rates for Cardlock Users (raw water)	\$2.31 per m <sup>3</sup> of consumption	N/A
High Level South Waterline	As per agreements	N/A

**Penalties**

One time 10% penalty will be charged on all current charges if the utility bill is not paid by the due date.

**Rural Potable Water Line Rates – Tie-in Directly to the Trunk Line**

**CLASS A**

Water/Sewer Standard Rates\*:

Rate Description	Water Rates	Sewer Rates
Rates for Metered Users	\$37.04/month plus \$3.18 per m <sup>3</sup> of consumption	\$0.73 per m <sup>3</sup> of water consumption

*Class A applies to those that paid the fee in full for rural water tie-in directly to the trunk line\*\* either through a lump sum payment of \$8,000 or by paying the phased rate.*

**CLASS B**

Water/Sewer Standard Rates\* **PLUS** \$133.34 per month (*the phased rate for a maximum five-year period per tie-in*):

Rate Description	Water Rates	Sewer Rates	Phased Rate
Rates for Metered Users	\$37.04/month plus \$3.18 per m <sup>3</sup> of consumption	\$0.73 per m <sup>3</sup> of water consumption	\$133.34 per month

*Class B applies to those that have not yet paid the fee for rural water tie-in directly to the trunk line\*\**



**WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS CONT'D**

\*Monthly sewer rate of \$31.52 does not apply to customers that are not connected to the sewer collection system

\*\*Fee for rural water tie-in directly to the trunk line does not include the actual costs of service installation to the property line, a metering chamber and a meter, which must be paid prior to tie-in

**Fees and Deposits**

Description	Fee Amount
Application fee for new account move in	\$50.00
Transfer from one account to another	\$50.00
Reconnection of account due to non-payment	\$50.00 plus \$200.00 Deposit
Deposit for connection of utilities – required for new renters	\$200.00
Fee for services required upon the request of the customer <u>within the one (1) working day requirement (see Water &amp; Sewer Services Bylaw)</u>	\$50.00
Fee for hamlet water and/or sewer service tie-in	\$100.00
Fee for hamlet water and/or sewer main tie-in	\$500.00 plus cost of installation
Fee for rural water tie-in directly to the trunk line PLUS the actual costs of service installation to property line, a metering chamber and a meter	\$8,000.00
Fee for rural water tie-in to a lateral extension PLUS the actual costs of service installation to property line, a metering chamber and a meter	Cost recovery as determined for the specific areas and per Policy UT006 Water Servicing
Fee for rural water multi-lot subdivision PLUS the actual costs of service installation to property line, a metering chamber and a meter	\$2,800.00/lot
Fee for water meter testing. Refundable if variance of meter reading is greater than 3%.	\$100.00
Fee for County employee services during regular working hours required to construct, repair, inspect, or service where the responsibility for work was borne by the developer, consumer or corporation	\$75.00/hr (minimum 1 hr charge)
Fee for after hour emergency call out of County employee for services born by the consumer	\$100.00/hr (minimum 1 hr charge)
Deposit for Cardlock	\$200.00 for residential \$500.00 for commercial
Replacement card for Cardlock cards	\$25.00

**WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS CONT'D**

Description	Fee Amount
Lagoon Sewage Disposal Fees (agreement required)	\$25.00/Load–Single Axle Unit \$50.00/Load-Tandem Axle Unit \$75.00/Load-All units larger than tandem axle units including pup trailers

- (i) Deposits may be transferable from one service to another by the same consumer.
- (ii) The fee shall be retained by Mackenzie County and applied against any outstanding balance upon disconnection of the service. In the event there is no outstanding balance or service charges remaining on the account upon disconnection of the service, Mackenzie County shall refund money to the customer within forty (40) days.
- (iii) In any case money deposited with Mackenzie County as a guarantee deposit remains unclaimed for a period of five years after the account of the consumer so depositing has been discontinued, the amount of the deposit shall be transferred to the general revenue account of Mackenzie County.
- (iv) Mackenzie County remains liable to repay the amount of the deposit to the person lawfully entitled thereto for a period of ten years next following the discontinuance of the account but after the ten year period the deposit becomes the absolute property of Mackenzie County free from any claim in respect thereof.

**Meter Fees**

Size of Meter	Cost of Meter and Install
5/8"	\$440.00
¾" Residential	\$490.00
¾" Commercial	\$530.00
1"	\$570.00
1 1/2" and 2"	\$1,890.00
4"	\$2,900.00
6"	\$4,700.00

\* 15% administrative fee is included in all meter costs.

**WATER/SEWER RATES, PENALTIES, AND FEES AND DEPOSITS CONT'D**

**Fines for Water/Sewer**

The voluntary payment, which may be accepted in lieu of prosecution for a contravention shall be the sum as set in the following table:

<b>Description</b>	<b>Penalty</b>
Failing to connect to Municipal Utility	\$5,000.00
Failing to provide grease, oil & sand traps & maintain catch basins	\$2,000.00
Interfering/Tampering with Municipal Utility	\$5,000.00
Operation or use of Municipal Utility without authorization	\$500.00
Failing to allow County staff or agent to enter premises	\$500.00
Failing to maintain water or sewer system	\$200.00
Failure to use proper material	\$500.00
<b>Description</b>	<b>Penalty</b>
Failure to install sewer backflow preventer	\$300.00
Failure to install cross connection control device	\$1,000.00
Failure to execute proper tapping or backfilling	\$500.00
Covering a water or sewer system prior to inspection	\$500.00
Failure to uncover a water or sewer system at the request of an authorized employee after it has been covered	\$1,000.00
Failure to report broken seal to County	\$100.00
Obstruction of Fire Hydrants/Valves	\$500.00
Illegal disposal of water	\$3,000.00
Illegal disposal in sewer or storm drainage system	\$5,000.00
Bringing sprayer equipment onto the potable water truckfill station (applicable to the Fort Vermilion location)	\$500.00

Note: A person who contravenes a provision of the Water and Sewer Bylaw is guilty of an offence and liable on summary conviction to the penalty as prescribed in this Bylaw or, on summary conviction to a fine not less than fifty (\$50.00) dollars and not more than five thousand (\$5,000.00) dollars, and in the event of a failure to pay the fine to imprisonment for a period not exceeding six (6) months.

3. Fees to neighbouring local governments may be subject to mutual aid agreements.
4. This Bylaw shall come into force and effect upon receiving third reading.
5. This Bylaw repeals Bylaw 1068-17 Fee Schedule.

In the event that this bylaw is in conflict with any other bylaw, this bylaw shall have paramountcy.

READ a first time this 27<sup>th</sup> day of February, 2018.

READ a second time this 27<sup>th</sup> day of February, 2018.

READ a third time and finally passed this 27<sup>th</sup> day of February, 2018.

(original signed)

\_\_\_\_\_  
Peter F. Braun  
Reeve

(original signed)

\_\_\_\_\_  
Len Racher  
Chief Administrative Officer



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 28, 2018</b>
<b>Presented By:</b>	<b>Byron Peters, Deputy Chief Administrative Officer</b>
<b>Title:</b>	<b>Northwest Species at Risk Committee – Terms of Reference</b>

## **BACKGROUND / PROPOSAL:**

The NWSAR Committee made the following motion to add the additional founding members and additional associate members to the committee at their last meeting:

**17-11-004    MOVED** by Michelle Farris

That the Terms of Reference be adopted as amended.

Under the founding members, add:

- Clear Hills County
- Town of Manning

To add the five associate members and amend the paragraph to allow associate members:

- Northern Sunrise County
- MD of Opportunity
- County of Big Lakes
- County of Grande Prairie
- Town of High Prairie

**CARRIED**

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

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

As required.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Northwest Species at Risk Committee – Terms of Reference be received for information.

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

## TERMS OF REFERENCE

### NORTHWEST SPECIES AT RISK COMMITTEE

#### **Background:**

The northwest region of Alberta encompasses high economic development value in a variety of natural resource sectors. Notwithstanding this, the region is requested to carry the highest burden of environmental protection of any other region within Alberta.

Current and proposed Provincial policy and strategies requires the Lower Peace Region to subsidize economic activity in other regions; to allow, both, the Federal and Provincial governments to achieve conservation targets for the natural environment. Cumulatively, multiple conservation initiatives and species at risk recovery strategies have the ability to negatively impact the rural communities of northwest Alberta.

We, the local tenants of this region have collaborated; in an attempt to secure smart economic growth, a sustained quality of life, and well-balanced environmental protection for our future generations. Through the use of optimal adaptive management, transparent stakeholder engagement, and effective environmental stewardship; we endeavour to achieve this purpose.

#### **Purpose:**

To collectively provide and share information, ideas and resources; relating to the continued and future prosperity of northwest Alberta. Instill effective regional adaptive management and transparency which allows all stakeholders to play a vital role in shaping our collective future. Develop tangible solutions founded upon an evidence-based approach, to ensure a balance of smart economic growth, a sustained quality of life, and an enhanced natural environment; for all of our businesses, communities and wildlife.

#### **Responsibilities:**

To ensure that any impending species recovery or conservation initiative, that has the ability to affect the smart growth of northwest Alberta; is prefaced with a thorough regional socio-economic impact analysis.

To proactively work with all other levels of government, including the First Nations; to create well-balanced working groups; with all key stakeholders relevant to impending conservation areas and species recovery.

Emphasizing that, northwest Alberta currently encompasses a vast amount of protected lands. Impending species recovery and conservation initiatives should aim to enhance the value of these areas for species at risk recovery and biodiversity, rather than seeking to protect unjustifiable additional areas of land.

**Structure:**

Two councillors and an alternate appointed by each of the founding municipalities.

Alternates may attend all meetings.

Founding municipalities consist of:

- County of Northern Lights
- Mackenzie County
- Town of High Level
- Town of Rainbow Lake
- Clear Hills County
- Town of Manning

Associate membership is available to other municipalities. Associate members shall not have voting rights.

Mackenzie County is the administrative lead for the committee, with administrative support from each of the founding municipalities.

The administrative lead will prepare and provide the agenda for all meetings.

Meetings are open to the public as per Section 197 and Section 198 of the Municipal Government Act.

Meetings may, in part, be closed to the public if matters to be addressed are recognized under; Section 197(2) of the Municipal Government Act, and/or Division 2 – Part 1 of the Freedom of Information and Protection of Privacy Act.

The committee shall pursue grant opportunities to fund any larger projects, with Mackenzie County as the grant sponsor and/or lead.

**Quorum and Costs:**

Decisions shall be reached by consensus, consisting of two appointed members from each of the founding municipalities. Alternates shall not be considered for consensus unless standing in for an appointed member.

Meetings shall be hosted by the Town of High Level, at the Town of High Level Office, and meeting costs will be shared by the founding municipalities.

Each Municipality and other delegates are expected to cover the costs of their members. Additional costs, such as those derived from committee motions, will be subject to additional discussion and approval from each of the founding municipalities.

All decisions reached by consensus; which are within the scope of the Terms of Reference, are binding upon all municipalities.



Associate members shall pay a \$1000 annual Associate Membership fee.

**Communication:**

An electronic data sharing forum will be created and maintained, with access for all of the committee members, and meetings will be scheduled quarterly, or as required by the Chair.





Mackenzie County

# REQUEST FOR DECISION

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

## BACKGROUND / PROPOSAL:

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

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

Administration has researched multiple options and reviewed and drafted a policy that we feel will assist in the expansion of the rural waterlines in Mackenzie County.

The intent is to present the policy to Council for review and to continue discussion and the recommended changes.

## OPTIONS & BENEFITS:

The power point presentation will walk through some of the different options that Council can use as an endeavor to assist to make the installation of rural waterlines more equitable. The new policy includes:

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

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

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

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

- An incentive through the deposit to have people “buy-in” at the start;
- A shared \$8000 connection fee to those that opt in at the beginning;
- County may consider funding a portion or all of the engineering costs;
- Miscellaneous costs such as gravel, clearing/grubbing;
- County may pay for lateral waterline oversizing;
- Provide financial arrangements whereby customer can make payments over a set period of time;
- County may fund for all connections that are deferred to a later date;
- County may absorb all or part of interest charges

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

Grant funding for municipalities seem to mostly be based around regionalized systems. For farmers there is the Growing Forward 2 grant initiative where they can apply and take advantage of funding up to a maximum of \$5000. Administration will continue to research rural water funding opportunities.

## **SUSTAINABILITY PLAN:**

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

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

## **COMMUNICATION:**

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

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

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist Policy be approved as presented/amended.

**OR**

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That administration brings back Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist Policy with the recommended changes.

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

## Rural Water Servicing - Endeavor to Assist



2018-03-23 Mackenzie County Rural Water Servicing Policy

## The County's Goal

"That safe and healthy potable water is made available to the majority of rural residents through a County water distribution system in a cost efficient, effective and responsible manner".



Mackenzie County Rural Water Servicing Policy

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## County's Objectives



To meet the County's Goal, the following Objectives will need to be addressed:


- ▶ Pursuant to Council resolution # 16-08-656, develop a policy that will provide endeavor to assist initiatives for rural ratepayers interested in connecting to the County's water distribution system;
- ▶ Address the criteria that will lead in the success of the County's rural water servicing program that will result in the expansion of the County's water distribution system;
- ▶ Establish a Communication Plan to inform the rural residents on the benefits of the program;
- ▶ Develop financial options that will encourage rural ratepayer's "Buy-in" with the goal to maximize participation into the program;
- ▶ Develop an incentive that will encourage rural ratepayers to connect during the installation of the infrastructure;
- ▶ Develop an overall "Servicing Plan" that identifies servicing zones that Council may consider extending its water distribution depending upon public demand;

## Program Advertised



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

## Program Deadline Dates



**Mackenzie County**

- ▶ January 15<sup>th</sup>, 2019 County advertises the program soliciting expressions of interest from the public;
- ▶ September 30<sup>th</sup>, 2019 Submissions of interests and \$1,000 Deposits from residents of service areas are received by County. Rural ratepayers that wish to pay their Deposit at a later date however, no later than at the execution of the Agreement, will pay \$2,000;
- ▶ October 31<sup>st</sup>, 2019 CAO presentation of the submissions of interests from service area residents for Council's consideration to proceed or deny the expansion of the water distribution system Project;
- ▶ December 31<sup>st</sup>, 2019 Council approves the budget to proceed with the Project to expand the County's water distribution system to service the area considered by Council;
- ▶ January 30<sup>th</sup>, 2020 Engineering firm authorized to proceed with the engineering design, estimates and project management;
- ▶ March 1<sup>st</sup>, 2020 Preliminary engineering estimates provided;
- ▶ March 31<sup>th</sup>, 2020 CAO presentation of engineering estimate for Council's consideration on Endeavor to Assist initiatives that may be considered for the Project;

Mackenzie County Rural Water Servicing Policy

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## Program Deadline Dates Continued...



**Mackenzie County**

- ▶ May 1<sup>st</sup>, 2020 Rural ratepayers that have demonstrated their expression of interest are presented with the Rural Potable Water Servicing Agreement and will be required to complete all financial arrangements with the County by May 31<sup>st</sup>;
- ▶ May 31<sup>th</sup>, 2020 Rural ratepayers are to complete the execution of the Rural Potable Water Servicing Agreement. Those that are executing the Agreement and have not paid the \$1,000 Deposit, will now be required to pay \$2,000 as a non-refundable Deposit Fee;
- ▶ June 30<sup>th</sup>, 2020 CAO presentation to Council for decision to proceed with Project with respect to the number of residents completing their requirement on signing of the Rural Potable Water Servicing Agreement;
- ▶ July 15<sup>th</sup>, 2020 Call for Tenders
- ▶ August 15<sup>th</sup>, 2020 Subject to Council approval, Contractor is awarded the Contract to proceed with construction;
- ▶ October 31<sup>st</sup>, 2020 Construction complete, and water system improvements commissioned;
- ▶ December 31<sup>st</sup> Project Final Report submitted.

MacKenzie County Rural Water Servicing - Endeavor to Assist policy

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## Project Decision Criteria

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

1. Budgetary consideration for that year;
2. Average cost per service for the service areas with the highest public demand;
3. Water distribution system capacity and;
4. Public demand from a service area;
5. The demand guideline meets 70% of the rural ratepayers from a service area are committed to the Program.

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## Customer Agreement

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

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## Policy Development

MOTION 16-08-656

MOVED by Councillor Wardley  
*That administration draft an endeavor to assist policy for lateral water lines.*



The current Municipal Rural Water Servicing Policy - UT006 addresses the County's Trunk Waterlines and the Connections to the Trunk system. The policy does refer to encouraging rural ratepayers in the County's undertaking the installation of new Lateral Waterlines. The new Endeavor to Assist policy will provide incentives to the potential Customers to connect to the County's making potable water available to rural ratepayers in a cost efficient and responsible manner. The new policy will include:

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

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## Servicing cost adjustment options



Following are servicing cost reductions that Council may consider:

1. Connection Fees deduction - Bylaw fee is \$8,000 per Connection;
2. County may absorb part or all of project engineering/surveying costs;
3. County may absorb part or all of the interest charges associated with the Customer's individual financial arrangements;
4. County may consider an Endeavour To Assist by absorbing misc. costs such as:
  - a) Grading and gravelling;
  - b) Clearing & grubbing;
  - c) Driveways, culverts, drainage;
  - d) Marker posts.
5. County may consider including a selection the options on reducing the individual servicing costs

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## Rural Water Servicing Typical Total Cost



MacKenzie County Rural Water Servicing				
Estimate for servicing scenario				
Description of Items	Measurements		Unit Cost	Item Cost
	Length (m)	Each		
Supply and Installation				
75mm (3") HDPE Lateral waterline	4,000	1	9.60	38,400.00
25mm (1") service waterline	220	10	24.29	53,438.00
25mm(1") curb stop	1	10	778.32	7,783.20
meter package	1	10	1,284.97	12,849.70
Road Crossings	1	4	2,937.07	11,748.28
Trenching & backfilling	6,220	1	17.62	109,596.40
Connections to Trunk main per policy	1	10	8,000.00	80,000.00
Sub Total				313,815.58
Contingency			0.15	47,072.34
sub total				360,887.92
Engineering/Surveying/Environmental			0.10	36,088.79
Total Project Cost				396,976.22
Cost per Customer		10		39,697.67

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## CONCLUSION

In summary, an Endeavour to assist for rural ratepayers to participate into the County's proposed Rural Water Delivery Program, the following major elements of a successful program will need to be addressed:

Council to direct Administration to develop a water delivery program for rural ratepayers that will include however not limited to the following:-

1. Develop a servicing feasibility study that includes:
  - a. determine service areas;
  - b. determine design criteria for Lateral Waterline installation and service connections;
2. Develop a policy that addresses all aspects of the program;
  - a. process on meeting the program's Goal & Objectives;
  - b. determine Public Demand and commitments secured;
  - c. development of servicing agreements;
  - d. establish deposit, connection and servicing fee structure that is fair and equitable;
  - e. Establish Customer and County responsibilities;
3. Develop a Financial Plan that:
  - a) provides the County with source of funding for the project &;
  - b) develop an affordable debt payment plan for the County's customers;
  - c) establish procedures for consideration by Council in approval of cost reduction options;
  - d) Council direct Administration to seek financial assistance for the program from senior level governments ie: feasibility studies
4. Develop a Communication Plan informing affected rural customers ;

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# THANK YOU

## Questions & Comments

Mackenzie County Rural Water Servicing Policy

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## Mackenzie County

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

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

### POLICY STATEMENT

This policy is designed to set forth the general guidelines ~~for constructing main rural water trunk lines and a process and sequence for future lateral extensions from the main water trunk lines~~ and a process that addresses the needs for the County's water distribution system future extensions within the County's rural communities.

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

- a) Safe, secure drinking water (public health and prosperity);
- b) Healthy aquatic ecosystems (defining and achieving healthy aquatic ecosystems);
- c) Reliable quality water supplies for a sustainable economy (balanced approach: healthy/sustainable ecosystems, the economy, human health).

Mackenzie County will make their best efforts to encourage information sharing within the ~~Mackenzie Region, and whenever possible and feasible, seek regional water partnerships. Mackenzie County will select technologies and practices that promote water conservation~~ County's rural communities.

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

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

## **Definitions**

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

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

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

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

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

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

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

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

**Rural Servicing Fee** – Customer's fee as set out in the Rural Potable Water Servicing Agreement which includes the Customer's portion of costs for construction of the Lateral Waterline; servicing from the Lateral Waterline up to the owner's property line; including the curb stop and meter chamber;

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

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

## **GUIDELINE**

### **1. ~~Main~~ Trunk Waterlines**

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

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

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

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

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

## 2. Water Distribution System

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

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

## 3. Lateral (~~Extension~~) Construction Waterline Improvements

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

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

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

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

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



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

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

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

A rural connection will typically include the following:

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

#### **5. Program Advertised**

The County will:

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

#### **6. Program Approval Steps**

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

January 15, 2019	County advertises the program soliciting expressions of interest from the public.
September 30, 2019	Submissions of interests and \$1,000 Deposits from residents of service areas are received by County. Rural ratepayers that wish to pay their Deposit at a later date however, no later than at the execution of the Agreement, will pay \$2,000.
October 31, 2019	CAO presentation of the submissions of interests from service area residents for Council's consideration to proceed or deny the expansion of the water distribution system Project.
December 31, 2019	Council approves the budget to proceed with the Project to expand the County's water distribution system to service the area considered by Council.
January 30, 2020	Engineering firm authorized to proceed with the engineering design, estimates and project management.
March 1, 2020	Preliminary engineering estimates provided.
March 31, 2020	CAO presentation of engineering estimate for Council's consideration on Endeavor to Assist initiatives that may be considered for the Project.
May 1, 2020	Rural ratepayers that have demonstrated their expression of interest are presented with the Rural Potable Water Servicing Agreement and will be required to complete all financial arrangements with the County by May 31 <sup>st</sup> .
May 31, 2020	Rural ratepayers are to complete the execution of the Rural Potable Water Servicing Agreement. Those that are executing the Agreement and have not paid the \$1,000 Deposit, will now be required to pay \$2,000 as a non-refundable Deposit Fee.
June 30, 2020	CAO presentation to Council for decision to proceed with Project with respect to the number of residents completing their requirement on signing of the Rural Potable Water Servicing Agreement.
July 15, 2020	Call for Tenders.
August 15, 2020	Subject to Council approval, Contractor is awarded the Contract to proceed with construction.

October 31, 2020	Construction complete, and water system improvements commissioned.
December 31, 2020	Project Final Report submitted.

## 7. Public Interest & Commitment

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

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

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

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

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

## 8. Construction within Easements

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

No water lines will be constructed unless an easement, when required, is signed and registered against a property where the construction is to take place. Preference is to have blanket easements in place whenever possible. Blanket easement is done by description and is for a defined area of a property parcel; Following a two-year warranty/maintenance period, the rural customer /landowner will be responsible for all maintenance costs of Land affected by the installation of the Lateral Waterline improvements;

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

### Other

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

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

## 9. Administrative Responsibilities

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

### FEES

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

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

- Customer's Service Waterline from the County's water distribution system service connection up to and including;
- The curb-stop and metering chamber located in proximity of the property line;

Customers will be responsible for all costs associated with installation of the portion of Service Waterline located on private property. Customers will have the option of utilizing the County's Project Contractor to install the Service Waterline from the metering chamber to the private dwelling. County will include within the Project Contract Schedule, a provisional item that will carry the Service Waterline construction costs of the Customer's private property portion. The arrangement for this option will be solely between the Contractor and property owner.

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

## **2. Fees to Connect**

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

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

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

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

## **4. Financial Arrangements**

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

## **ENDEAVOR TO ASSIST**

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

### **1. Fee Reduction**

Connection Fee, as per the County's Fee Schedule bylaw, charges \$8,000 to each new Customer to connect to the County's water distribution system. Council may consider that the Fee to be charged as a "one-time" cost of \$8,000 to all the Customers connecting to the system at time of Project construction.

### **2. Engineering Costs**

The County may consider funding a portion of the Project engineering and /or surveying costs.

### **3. Miscellaneous Costs**

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

- Grading & gravelling;
- Clearing & grubbing;
- Driveway, culverts and drainage repairs;
- Marker posts, guard rails, barricades and signs;
- Council may consider reducing – adjustment of Financial interest charges imposed upon the Customer based on the Customer's Rural Servicing Fee charges.

### **4. Financial Initiatives**

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

#### **a) Lateral oversizing**

To ensure that water capacity is available for future growth, the County may fund the oversizing of Lateral Waterlines. Subject to Council approval, the County will establish an Endeavor to Assist financial arrangement that will impose a charge for future Customers connecting into the oversized Lateral

Waterline. This will provide future Customers the assurance on the availability of adequate water capacity and will provide the County with an approved financial process to recover the funds invested into the Lateral Watermain oversizing.

**b) Servicing costs financed**

Customer, subject to Council approval, may request the County's assistance on providing financial arrangements to account for the Rural Servicing Fee costs. Financial arrangements will be performed on an individual case basis that will be led by the County's Finance Department.

**c) Connection deferral**

The policy's guideline for a servicing area with at least 70% of the property owners committing to proceed with the Program will be a serious consideration for approval. Each property owner will share equally in all costs of the construction of the Lateral and Service Waterline improvements. If a service area is approved to proceed without 100% commitment, Council may approve of an Endeavor to Assist for those that decide to defer their individual Connections. The following is a list of considerations that form part of this Endeavor to Assist initiative:

- i. All costs associated with the Project will be equally shared by all Customers benefitting from the water distribution system expansion;
- ii. The County will fund all Connections deferred to a later date;
- iii. The County will recover the funds provided towards the deferred Connections through an Endeavor to Assist financial arrangement with the rural property owners;
- iv. All rural property owners deferring their Connections to a date that follows the completion of the construction, will be required to acknowledge that the County has provided them with notification on the financial consequences based on their decision.
- v. The Endeavor to Assist amount will be paid to the County, including an additional financial charge interest charge based on the interest incurred for the duration of the period in deferring the Connection;

**d) Interest charges**

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

**e) Local Improvement Plan**

The Local Improvement Plan is specifically an option that County residents, under the Municipal Government Act (MGA), have the legal right to petition Council requesting the County to proceed with the expansion of the water

distribution system. The residents will have control on this initiative and are required to follow the rules as set out within the MGA.

## 5. Attachments

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

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	14-Jan-14	14-01-034
<b>Amended</b>	28-Sep-16	16-09-680
<b>Amended</b>		



## Schedule 1

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

#### BETWEEN:

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

and

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

#### WHEREAS:

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

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

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

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

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

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

NOW THEREFORE:

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

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

5. This agreement shall be registered on Title.

DRAFT #6 revision#1

## Agreement Acceptance - Signatures

**Declarations:**

We hereby acknowledge and declare that:

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

**Signatures:**

**Customer**

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

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

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

\_\_\_\_\_

*(Street Address or Postal Box Number)*

\_\_\_\_\_

*(City, Province & Postal Code)*

**Mackenzie County**

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

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

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

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

## Part A – Service Area Map

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

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### b) Site Plan boundaries of Project

DRAFT #6 revision#1

## **Part B - Fees**

### **1. Deposit Fee**

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

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

### **2. Connection Fee**

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

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

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

**3. Rural Servicing Fee**

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

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

**4. Customer Total Fees**

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

**5. Service Waterline**

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



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

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

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

**Customer's acceptance:**

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

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

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

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

**Part D - Caveat**

TO THE REGISTRAR NORTH ALBERTA LAND REGISTRATION DISTRICT

TAKE NOTICE that I, Mackenzie County

of La Crete in the Province of Alberta,

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

in *legal land location*

Excepting thereout all mines and minerals.

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

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

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

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

### AFFIDAVIT IN SUPPORT OF CAVEAT

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

Solemnly Affirm and

Declare :

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

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

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A Commissioner for Oaths in and for the  
 Province of Alberta



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>March 28, 2018</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

## **BACKGROUND / PROPOSAL:**

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

- Action List
- Correspondence – Paramount Resources
- Correspondence – Alberta Environment and Parks (Draft Provincial Woodland Caribou Range Plan)
- Correspondence – Town of Olds (Prevention of Quagga and Zebra Mussels)
- Correspondence – Town of High Level (2018 Capital Request)
- 2017-18 Municipal Sustainability Initiative Additional Allocations
- Alberta Health Services EMS – Air Ambulance Services in Northern Alberta
- Town of Peace River – Air Ambulance RFP Concerns
- North Saskatchewan Regional Advisory Council’s Recommendations
- Municipal Affairs – Initiation of a New Performance Measure for the Alberta Municipal Affairs Business Plan and Related
- Mackenzie Municipal Services Agency – Planning & Development 101
- La Crete Recreation Society Meeting Minutes
- Prince Rupert Port Authority
- RMA Bulletin – Alberta Budget 2018-19: Initial Analysis
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## **OPTIONS & BENEFITS:**

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

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

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

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

## Mackenzie County Action List as of March 13, 2018

### *Council Meeting Motions Requiring Action*

Motion	Action Required	Action By	Status
<b>March 10, 2015 Council Meeting</b>			
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	Letter was sent to Paramount.
<b>February 22, 2016 Council Meeting</b>			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Initial report received, still awaiting final report Investigated by Director of Surveys. Anticipating a couple year deadline.
<b>March 8, 2016 Regular Council Meeting</b>			
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	Completed
<b>May 10, 2016 Regular Council Meeting</b>			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> <li>• cancel PLS 080023;</li> <li>• pursue acquisition of land parcels as identified on the map presented in red;</li> <li>• identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator.</li> </ul>	Don	PLS Cancelled Need to submit 2 different applications.  Asset list with all leases, caveats, dispositions, easements, etc  Response Received from AEP 2017-11-27  RFD to Council
<b>July 12, 2016 Regular Council Meeting</b>			
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
<b>August 9, 2016 Regular Council Meeting</b>			
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.

Motion	Action Required	Action By	Status
August 24, 2016 Regular Council Meeting			
16-08-656	That administration draft an endeavor to assist policy for lateral water lines.	Fred	Draft Presentation to Council 2018-03-28
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 2018-04-09
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 <b>TABLED until the area structure plan and servicing requirements have been reviewed for the area.</b>	Byron	Developers are not actively pursuing, however they have not withdrawn their application. (Bylaw will expire January 9, 2019 if not passed)
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"> <li>• Blue Hills Waterline</li> <li>• Waterline north of the Peace River</li> </ul>	Fred	Proceeding with designs, preparing for application.
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 <b>that administration move forward with completing the survey and that administration bring back costs relating to First Nations Consultation prior to initiating the consultation process.</b>	Karen Doug	Waiting for a proposal from AMEC to begin FNC.
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	Len	Drafting Process



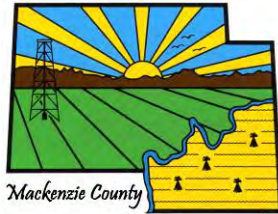
<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
	Highway (Highway 35, 58, 88 & 697) corridors and with a copy going to our Members of Parliament, Member of Legislative Assembly, Regional Economic Development Initiative, Northern Transportation Advocacy Bureau, Northern Alberta Development Council, Alberta Urban Municipalities Association, and the Alberta Association of Municipal Districts and Counties.		Meeting was held with Telus on 2018-03-12
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	Preparing a report that summarizes this work.
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.
<b>June 28, 2017 Council Meeting</b>			
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	Classifications Complete
17-06-495	That tax rolls 118524-118528 & 118535-118539 be classified under the Limited Access Seasonal Residential for the 2018 tax year.	Karen	Classifications Complete
17-06-497	That tax roll 074356 be classified under the Limited Access Seasonal Residential for the 2018 tax year.	Karen	Classifications Complete
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
<b>July 26, 2017 Council Meeting</b>			
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
<b>August 23, 2017 Council Meeting</b>			
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	Finalizing report then draft offsite levy bylaw.
<b>September 25, 2017 Council Meeting</b>			
17-09-646	That a letter be sent to our Members of Parliament expressing our objection to the privatization of national	Dave	Letter is written.

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
	airports.		
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	Waiting for more information from the Board of Trade.
<b>October 24, 2017 Council Meeting</b>			
17-10-809	That MLA Debbie Jabbour be invited to an upcoming council meeting.	Carol	Request sent.
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
<b>October 30, 2017 Council Meeting</b>			
17-10-824	That weed notices be issued on public lands starting in the 2018 year.	Grant	Letter has been drafted to the Minister
<b>November 7, 2017 Council Meeting</b>			
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	In progress
17-11-829	That administration investigate options for live/recorded broadcasting of council meetings.	Carol	In progress
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. Awaiting payment.
17-11-851	That the County proceed with negotiations for a new post office facility in La Crete as discussed.	Len Byron	In Progress
<b>November 29, 2017 Council Meeting</b>			
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
<b>December 11, 2017 Budget Council Meeting</b>			
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

Motion	Action Required	Action By	Status
<b>December 12, 2017 Council Meeting</b>			
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	In progress
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	Being presented for approval 2018-03-28
<b>January 24, 2018 Council Meeting</b>			
18-01-066	That administration research existing information relating to the extension of Highway 58 from Garden River through to Peace Point and bring back to Council.	Colleen	
<b>February 12, 2018 Council Budget Meeting</b>			
18-02-079	That the following funds be reinstated into the 2018 Agricultural Service Board (ASB) Operating Budget: <ul style="list-style-type: none"> <li>• \$26,000 – Veterinary Services</li> <li>• \$15,000 – Mackenzie Applied Research Association for their Environmental Funding Stream Grant (flow through funding).</li> </ul>	Karen	Complete
18-02-080	That the following 2018 capital projects requests from the Town of High Level be approved and that the Fire – Command Truck be denied in reference to Motion 17-07-527: <ul style="list-style-type: none"> <li>• Airport – Pick-up (\$11,400)</li> <li>• Community Services – Aquatic Centre Pool Pilot/Chemical Controller Replacement (\$13,000)</li> <li>• Fire – Breathing Apparatus Equipment Replacement (\$142,500)</li> </ul>	Karen	complete
18-02-081	That \$150,428 be added to the Teachers Loop Asphalt & Sidewalk Project with funding coming from the: <ul style="list-style-type: none"> <li>• \$80,000 from the Roads Reserve</li> <li>• \$70,428 be transferred from the following completed 2017 Carry-Forward Projects: <ul style="list-style-type: none"> <li>○ \$6,477 – FV 43 Avenue East of 50th Street</li> <li>○ \$6,717 – FV 45 Avenue Cul-de-sac East of 52nd Street</li> <li>○ \$41,736 – LC 94th Avenue Asphalt Overlay</li> <li>○ \$1,200 – LC Lagoon Access Paving</li> <li>○ \$2,303 – LC Paving Raw Water Truckfill Station</li> <li>○ \$11,995 – FV Paving for Water Treatment Plant</li> </ul> </li> </ul> and that a Local Improvement Bylaw be brought back to Council.	Karen Dave	Complete  Local Improvement Bylaw not complete
18-02-083	That the uncollectable tax accounts be transferred to allowance for doubtful accounts.	Karen	Complete
18-02-086	That the construction of an access south of the Blue Hills	Karen	Complete

Motion	Action Required	Action By	Status
	Bridge be approved in the 2018 TCA budget in the amount of \$300,000 with funding coming from the Roads Reserve.		
<b>February 13, 2018 Council Meeting</b>			
18-02-108	That Mackenzie County support the increased awareness of the diseased risk bison/caribou monitoring and that the signage/advertising request be brought back for further information.	Byron Don	
18-02-109	That Mackenzie County support, in principle, a wildlife monitoring program using remote cameras.	Byron	
18-02-122	That Mr. Henry Martens be advised that Mackenzie County will not be paying the invoice received from him as a result of the 2013 overland flooding.	Karen	Complete
18-02-123	That Mackenzie County request immediate payment for Invoice #13947 due to Mr. Henry Martens receiving payment for this invoice from the Disaster Recovery Program.	Karen	Removed portion from his invoice and sent another letter.
18-02-129	That Mackenzie County nominate the Northwest Species at Risk Committee for the Ministers Awards for Municipal Excellence – Partnership.	Byron	In progress
18-02-134	That Administration be authorized to enter into a Tax Arrears Payment Plan agreement for the Tax Forfeiture Property at 4720–49 Avenue whereby Ms. Batt is required to make payments of \$1,000 per month for 12 months. At the end of 12 months, Council, if it considers it equitable to do so, can cancel the remaining tax arrears so that only \$1 of arrears remains outstanding. Upon payment of the \$1 of tax arrears outstanding, the County can then transfer title back to Ms. Batt in accordance with s. 426 of the Municipal Government Act.	Karen	Complete
18-02-135	That a Council strategy session be scheduled for April 9, 2018 at 10:00 a.m. for the purposes of discussion Intermunicipal Collaboration Frameworks (ICF's) and the Regional Service Sharing Agreement.	Len	2018-04-09
<b>February 27, 2018 Council Budget Meeting</b>			
18-02-145	That the \$419,235 surplus be transferred to the Vehicle & Equipment Replacement and Emergency Services Reserve.	Karen	Complete
18-02-146	That the replacement of the 1995 GMC Fire Truck be approved with an initial down payment of \$50,000 coming from the Vehicle & Equipment and Emergency Services Reserve and that the balance be paid, up to a maximum of \$500,000, upon receipt with funding coming from the Vehicle & Equipment and Emergency Services Reserve and that the 1995 GMC Fire Truck be disposed upon arrival of the replacement.	Doug Karen	Funding transfer complete.

<b>Motion</b>	<b>Action Required</b>	<b>Action By</b>	<b>Status</b>
18-02-147	That administration research the Grande Prairie Rotary Club's disposal/donation of firefighting equipment.	Doug	
18-02-148	That administration investigate the option of partnering with another municipality for an emergency vehicle buy-back program.	Doug	
<b>February 28, 2018 Council Meeting</b>			
18-02-171	That the bison/caribou monitoring equipment be referred to the Northwest Species at Risk Committee.	Byron	Referred to the next NWSAR Committee meeting
18-02-176	That the request from the Peace Country Gleaners for a \$500.00 donation to cover the sewage lagoon disposal fees be approved.	Fred	In progress
<b>March 13, 2018 Council Meeting</b>			
18-03-191	That the Agricultural Service Board review the Roadside Spraying Program 2018-2020 – Request for Proposals at their March 16, 2018 meeting and prepare a recommendation to Council, according to the evaluation criteria, for the March 28, 2018 Council meeting.	Grant	2018-03-28 Council Meeting
18-03-194	That the Agricultural Service Board review the options of development of County owned lands for agricultural purposes.	Grant	In progress
18-03-195	That the Town of High Level Aquatic Centre Pool Pilot/Chemical Controller Replacement Project scope change request be approved.	Len	Letter sent to the Town
18-03-203	That the Municipal Census Coordinator project be awarded to the lowest qualified bidder, subject to evidence of WCB.	Byron	WCB Received
18-03-204	That the Fort Vermilion Recreation Board Emergent Funding Request for the Fort Vermilion Museum Major Building Expenses be approved in the amount \$2,087.03 with funds coming from the Grants to Other Organizations – Emergent/Emergency Funding.	Doug	



## 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](http://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](mailto:lracher@mackenziecounty.com), or Byron Peters, Deputy Chief Administrative Officer at (780) 928-3983 or [bpeters@mackenziecounty.com](mailto: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  
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www.mackenziecounty.com

March 20, 2018

Paul Wyke  
Paramount Resources Ltd.  
Suite 2800 421 – 7 Avenue SW  
Calgary, AB. T2P 4K9

Dear Mr. Wyke:

**RE: LOC LEASES FOLLOW UP**

We appreciate your willingness to have an open approach to road use and sharing with other industry operating in the same area as Paramount. We are asking for further follow up regarding the LOC leases. Is there a program in place to reduce the high costs for other oilfield industry using these roads? We are hoping that there is now fair access to oilfield assets and no longer detrimental costs to other industry.

We look forward to hearing your strategies for road use and building good relationships with other industry. We are pleased to have Paramount in the region, and look forward to hearing from you.

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.

Yours truly,

Len Racher  
Chief Administrative Office  
Mackenzie County





ALBERTA  
ENVIRONMENT AND PARKS

*Office of the Minister  
Minister Responsible for the Climate Change Office  
MLA, Lethbridge-West*

Sessional Paper 17/2018

4th Session, 29th Legislature

The Honourable Catherine McKenna  
Minister of Environment and Climate Change  
Canada  
Government of Canada  
200 Sacré-Coeur Boulevard  
Fontaine Building  
Gatineau QC K1A 0H3  
[ec.ministre-minister.ec@canada.ca](mailto:ec.ministre-minister.ec@canada.ca)

Honourable James Carr  
Minister of Natural Resources  
580 Booth Street, 21<sup>st</sup> Floor, Room: C7-1  
Ottawa ON K1A 0E4  
Canada  
[Jim.Carr@parl.gc.ca](mailto:Jim.Carr@parl.gc.ca)

Jonathan Wilkinson  
Parliamentary Secretary to the Minister of  
Environment and Climate Change  
Government of Canada  
House of Commons  
Ottawa ON K1A 0A6  
[Jonathan.Wilkinson@parl.gc.ca](mailto:Jonathan.Wilkinson@parl.gc.ca)

Hon. Minister McKenna, Hon. Minister Carr and Parliamentary Secretary Wilkinson,

As you know, Alberta released its Draft Provincial Woodland Caribou Range Plan on December 19, 2017. Since the release of the draft plan, The Government of Alberta has hosted public open houses in Whitecourt, Edmonton, Cold Lake, Fort McMurray, Grande Prairie and High Level. We have also held numerous stakeholder meetings attended by industry, municipalities, environmental non-governmental organizations and First Nations. The public meetings were attended by thousands of Albertans who are concerned about the impact caribou range plans will have on their communities and on the industries that support those communities.

We take these concerns very seriously and have heard loud and clear from Albertans that more work and time is needed to understand the socio-economic impacts of caribou range planning on northern communities.

Alberta views caribou recovery as a shared responsibility between federal and provincial governments. In order to meet the federal government's targets and our shared goal of putting woodland caribou populations and habitat on a positive trajectory towards recovery, Alberta

believes that the federal government needs to play greater role in supporting Alberta to understand the true impact of caribou range plans in Albertan communities.

Albertans deserve a plan that protects their jobs and the economy. The investment required to fulfill the federal requirements is enormous and cannot be shouldered alone by the Government of Alberta, and by extension, all Albertans.

The province has already invested \$9.2 million to date on caribou recovery but we know the cost of restoration alone over the next 40 years is estimated to be over \$1 billion, and that rearing facilities in our protection plan will cost in the neighbourhood of \$75 million. Caribou recovery cannot occur without an infusion of federal funds to restore habitat necessary to ensure population growth.

At this stage in the caribou range planning process Alberta is suspending consideration of conservation lands recommended in the Caribou Task Force Report pending further review and the outcome of the socio-economic impact study. Further to this, Alberta will redouble its efforts to work with industry to develop solutions that avoid the imposition of an Environmental Protection Order being imposed on Alberta by Ottawa. A meeting with industry representatives will happen in the coming weeks.

We have many willing Alberta participants in Caribou recovery actions. They include the oil and gas industry, the forestry sector, environmental groups, municipalities and small business. They all need more time to get this strategy right and fully conclusive.

Alberta understands the pressure the Federal Government is under with respect to the federal Species at Risk Act and the need to take action on Caribou recovery. We also know you understand the economic imperative across the country and in particular in northern Alberta. While we need more time and partnership from the federal government on this matter, we also need your support in not prematurely implementing federal protection orders that will not have effective outcomes for Canadians and Albertans.

Alberta's economy is recovering from the largest economic downturn in the history of the province. Alberta strongly believes that now is not the time to impede that recovery by implementing policies before the economic impacts are understood by government and all Albertans.

Albertans appreciate and understand the value of maintaining caribou on the landscape but remain deeply concerned about potential job losses and impacts to local economies resulting from caribou range planning. Alberta's approach to protecting caribou populations and fulfilling the requirements under federal law cannot and will not come at the expense of our economy. Our commitment is to ensuring these communities continue to grow and prosper into the future.

We believe it is essential that the political leadership in Ottawa has an opportunity to hear firsthand from Albertans regarding their concerns. Over the coming days we will assemble a delegation of representatives from northern Alberta to go to Ottawa to make Alberta's case with regard to the challenges, concerns and opportunities present in Alberta's range planning

process. We will also be sending a delegation of officials to Ottawa to begin to work together on a plan to analyze and mitigate the costs of this enormous undertaking to fulfill federal law.

We look forward to further discussions about how the federal government can partner with Alberta and industry to develop the right solutions that protect our wildlife and our economy.

Sincerely,



The Hon. Shannon Phillips  
Minister of Environment and Parks and the  
Minister Responsible for the Climate Change  
Office



The Hon. Margaret McCuaig-Boyd  
Minister of Energy



The Hon. Oneil Carlier  
Minister of Agriculture and Forestry

CC:

Debbie Jabbour, MLA Peace River

Eric Rosendahl, MLA West Yellowhead

Colin Piquette, MLA Athabasca-Sturgeon-Redwater

Cam Westhead, MLA Banff-Cochrane

Hon. Minister Danielle Larivee



# Town of Olds

## OFFICE OF THE MAYOR

March 12, 2018

Honourable Shannon Phillips  
Minister of Environment and Parks, Minister Responsible for the Climate Change Office  
Office of the Minister  
Environment and Parks  
208 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB  
T5K 2B6

[Via E-mail: AEP.Minister@gov.ab.ca](mailto:AEP.Minister@gov.ab.ca)

Re: Prevention of Quagga and Zebra Mussels

---

Dear Honourable Phillips,

On behalf of The Town of Olds, Alberta we write to express our concern about the threat of Quagga and Zebra mussels. The District of Sicamous, BC submitted a resolution at their UBCM that was endorsed requesting more funding from the Provincial Government to increase awareness and Education for the threat of Quagga and Zebra mussels into their Lakes.

The effects to ALL Lakes would be devastating:

- Zebra and quagga mussels filter water to the point where food sources such as plankton are removed, altering food webs. This also causes clearer water, allowing sunlight to penetrate deeper, increasing growth of aquatic vegetation. One mussel can produce one million mussels per year.
- Impact fish and wildlife by increasing toxic algal blooms.
- Large colonies affect spawning areas, impacting the survival of fish eggs.
- Affects recreational activities by cutting swimmers feet as a result of their sharp shell
- Non-reversible once infested with mussels, all Lakes will be contaminated and there is currently no solution to destroy them.
- Cost will be Billions, to government, taxpayers and businesses if mussels manage to get into our eco-system
- Eco-system compromised, water intakes plugged, fish destroyed, beaches destroyed
- No long-term research provided on drinking water quality
- Negative tourism impact

Solutions:

- Guard the boarders - cost Millions to guard the boarders 24/7 365 days per year to prevent infestation or Boat border crossing hours, that work.
- Train border patrols – this is a serious issue, they must collect the correct information from boaters (of all kinds such as zodiacs, blow up paddle boards)
- More conservation officers, with more authority
- This is no longer a campaign, it should now be a department of the government with funding to continue prevention
- This is no longer a provincial problem, it is a federal problem, lakes that are contaminated in Canada should not be allowed to let boats leave without inspection to prevent contaminating other lakes.
- Transport Canada should now prevent float planes from hopping provinces and states
- Education – Major Media campaign announcing commitment to keep our waters pristine. TV, Billboards, News paper, social media
- All Municipalities and Regional Districts should run a banner on their website home pages – “Alberta is Committed to keeping their lakes Quagga and Zebra Mussel free. Please respect our Lakes and boarder crossing patrols, STOP at the boat inspection stations”. This should have a link to a website explaining the seriousness of this issue, and explain fines for breaking the law by transporting invasive species.
- All tourism sites should also announce and run the banner on their sites. Tourism will stay healthy if the lakes stays healthy.
- Boaters registration, should include education
- Immediate allocations of funds dedicated to research, to enable biologists to work on a solution with Manitoba & US studies research groups. Let’s work on removing them, together.
- Collaborate with infested US bordering Lakes on research and prevention of cross contamination.
- Collaborate with British Columbia and Saskatchewan to stay mussel free.

Funding:

Alberta government will find the funds (billions) if we lose the battle against mussels, as we'll need to manage the problem. This is how we can help fund the prevention now (millions):

- Out of province user pay at all boat ramps
- Lake passes for boaters
- All fines are allocated back to the program
- Boat registration increase some funding back to project

Thank you for your consideration of this issue.

Regards,



His Worship  
Mayor Michael Muzychka

Cc: AI Kemmere, AAMDC President (via email: [akemmere@aamdc.com](mailto:akemmere@aamdc.com))  
AAMDC Members (via emails)  
AUMA President  
Town of Olds – Council



# Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0  
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office@mackenziecounty.com

March 22, 2018

Ms. Crystal McAteer, Mayor  
Town of High Level  
10511-103<sup>rd</sup> Street  
High Level, AB  
T0H 1Z0

Dear Mayor:

## **RE: TOWN OF HIGH LEVEL 2018 CAPITAL PROJECTS REQUEST**

Mackenzie County Council reviewed your letter dated November 20, 2017 identifying the Towns 2018 capital projects request under the Regional Service Sharing Agreement.

Council reviewed your request at their February 12, 2018 budget meeting and subsequently passed the following motion:

**MOTION 18-02-080**  
Requires 2/3

**MOVED** by Councillor Bateman

That the following 2018 capital projects requests from the Town of High Level be approved and that the Fire – Command Truck be denied in reference to Motion 17-07-527:

- Airport – Pick-up (\$11,400)
- Community Services – Aquatic Centre Pool Pilot/Chemical Controller Replacement (\$13,000)
- Fire – Breathing Apparatus Equipment Replacement (\$142,500)

**CARRIED**

As indicated above, Motion 17-07-527 approved the purchase of a refurbished fire truck pumper as requested by the Town due to their fire engine failure in July of 2017. This approval was given in lieu of the 2018 budget request.

...2

Town of High Level  
Page 2  
March 22, 2018

Additionally, Council reviewed your request for a scope change to the Aquatic Centre Pool Pilot/Chemical Controller Replacement Project and are pleased to advise that the request was approved.

If you have any questions please feel free to contact me at (780) 926-6238 or by email to [peter@mackenziecounty.com](mailto:peter@mackenziecounty.com) or our Chief Administrative Officer, Len Racher, at (780) 927-3718 or by email to [lracher@mackenziecounty.com](mailto:lracher@mackenziecounty.com).

Yours truly,

A handwritten signature in black ink, appearing to read "Peter Braun". The signature is written in a cursive style with a large initial "P".

Peter F. Braun  
Reeve  
Mackenzie County

c: Mackenzie County Council  
Len Racher, Chief Administrative Officer

**From:** MA.MSICapitalGrants@gov.ab.ca  
**To:** [CAO](#)  
**Subject:** 2017-18 Municipal Sustainability Initiative Additional Allocations  
**Date:** March 16, 2018 4:24:13 PM

---

Dear Chief Elected Official,

Our government is committed to supporting municipalities in providing quality infrastructure and services to Albertans. As part of that commitment I am pleased to confirm that \$800 million is being made available to Alberta's municipalities through a 2017-18 Supplementary Estimate. Municipalities will receive this funding in the 2018 calendar year, along with MSI allocations that will be approved in the upcoming provincial budget to support local infrastructure needs and priorities. More information on future MSI funding will be available as part of the budget.

Allocations for all municipalities are now available on the Municipal Affairs MSI webpage at [www.municipalaffairs.alberta.ca/msi](http://www.municipalaffairs.alberta.ca/msi). Details on the allocations, as well as the application process and payment requirements for these funds, are available on the MSI webpage in the *Addendum to 2017 MSI Capital Program Guidelines*. While this funding is intended to provide Alberta's municipalities with additional flexibility to plan for the future, it does not constitute an overall increase to anticipated MSI funding.

Please note that the additional MSI Capital funding is subject to the Alberta Legislature approval of the 2017-18 Supplementary Estimate, and ministerial authorization of the additional funding and individual allocations in accordance with the expressed guidelines of the program. Once approved, letters confirming the additional allocations will be sent to all municipalities.

I look forward to continuing our cooperative efforts to build strong and thriving communities for Albertans.

Sincerely,

Hon. Shaye Anderson

Minister of Municipal Affairs



**From:** ma.geptbranch@gov.ab.ca  
**To:** [CAO](#)  
**Subject:** 2018 MSI, GTF and SCF Funding Allocations  
**Date:** March 22, 2018 5:21:20 PM

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Dear Chief Elected Official,

Our government remains committed to supporting municipalities in providing quality infrastructure and services to Albertans. Since Budget 2015, \$3.3 billion has been provided to Alberta communities through the Municipal Sustainability Initiative (MSI), despite the significant economic challenges facing our province.

I am pleased to announce that the 2018 MSI allocations are now available at [municipalaffairs.alberta.ca/msi-funding-allocations-eligibility](http://municipalaffairs.alberta.ca/msi-funding-allocations-eligibility). The 2018 MSI allocations are based on the MSI program budget of \$668 million, which includes the Basic Municipal Transportation Grant component funding. When combined with the supplementary estimate of \$800 million in 2017-18, this means that the total amount of MSI funding provided to municipalities in the 2018 calendar year is nearly \$1.5 billion.

In addition, the 2018 funding allocations for the following federal programs are also available on the Municipal Affairs website:

- Gas Tax Fund (GTF) - \$229 Million
  - Available at [municipalaffairs.alberta.ca/gtf-funding-allocations-eligibility](http://municipalaffairs.alberta.ca/gtf-funding-allocations-eligibility)
- Small Communities Fund (SCF) - \$17 Million
  - Available at [municipalaffairs.alberta.ca/smallcommunitiesfund](http://municipalaffairs.alberta.ca/smallcommunitiesfund)

Please note program funding is subject to the Alberta Legislature approval of the Government of Alberta Budget 2018. Individual allocations and 2018 funding are subject to ministerial authorization under the respective program guidelines. In addition, federal GTF and SCF funding amounts are subject to confirmation by the Government of Canada. Letters containing the 2018 funding allocations will be sent to municipalities following approval of Budget 2018 (estimated by mid May).

I look forward to working with you to ensure Albertans continue to have access to the essential infrastructure they need.

Sincerely,

Hon. Shaye Anderson

Minister of Municipal Affairs

**From:** Darren Sandbeck  
**To:** [Darren Sandbeck](#)  
**Subject:** Important update: Air ambulance services in northern Alberta  
**Date:** March 16, 2018 3:37:24 PM  
**Attachments:** [image004.png](#)  
[03 16 18 BTH PeaceRiver AirAmbulance \(FINAL\).pdf](#)  
[03 15 18 PeaceRiver airambulance NR.DOC](#)

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Dear municipal leader,

Alberta Health Services (AHS) [announced on March 15](#) (click link to view news release) that Peace River residents will continue to have access to high quality air ambulance service based at the Peace River Airport.

Beginning April 1, 2018, AHS' contract provider, CanWest Aviation, will base one 24-hour emergency air ambulance in Peace River. When not in use, this plane will be stationed on the tarmac. A second plane, used for scheduled air ambulance service to northern Albertan communities, will be based out of Grande Prairie. These arrangements are both temporary as CanWest continues to work with the Town on having a hangar at the Peace River Airport.

There has been public reaction and commentary following this announcement suggesting that patient care will be somehow be negatively impacted. I am writing to provide assurances that this could not be further from the truth; AHS has taken every step possible to ensure those who depend on this important service continue to receive high quality care.

To counter any erroneous commentary on this issue, [AHS has prepared a response to these comments](#) (click link to view). That response is also attached as a PDF, along with our news release.

Please feel free to share these documents with your colleagues and associates. All Albertans, especially those in the north who rely so heavily on this vital service, have reason to be excited about these improvements to patient care.

Sincerely,

Darren Sandbeck  
Chief Paramedic  
Alberta Health Services EMS



**Darren Sandbeck, M.A ACP (R)**  
Senior Provincial Director & Chief Paramedic  
AHS Emergency Medical Services

10101 Southport SW, Calgary, AB T2W 3N2

cell: 403.701-3070 |  587.779-4161 | [darren.sandbeck@ahs.ca](mailto:darren.sandbeck@ahs.ca) | [www.albertahealthservices.ca](http://www.albertahealthservices.ca) |  @dsandbeck

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March 16, 2018

## Air ambulance updates will improve patient care

PEACE RIVER - Alberta Health Services announced on March 15 that Peace River residents will continue to have access to high quality air ambulance service based at the Peace River Airport.

There has been reaction following this announcement that patient care will be somehow negatively impacted.

This could not be further from the truth; AHS has taken every step possible to ensure those who depend on this important service continue to receive high quality care.

Northern Air Charter – which was the unsuccessful incumbent as a result of the AHS request for proposal (RFP) for air ambulance services across the province – is one group that has criticized this decision. They continue to challenge the outcome of the RFP process legally, and continue to spread information publicly that suggests patient safety will be jeopardized.

Northern Air Charter currently provides two fixed-wing air ambulance aircraft in Peace River and their agreement with AHS expires March 31, 2018.

Beginning April 1, 2018, AHS' new contract provider, CanWest Aviation, will base one 24-hour emergency air ambulance in Peace River. When not in use, this plane will be stationed on the tarmac.

A second plane, used for scheduled air ambulance service to northern Albertan communities, will be temporarily based out of Grande Prairie. This will not impact patient transports; this plane will start and end its day in Grande Prairie, but will otherwise do the same work as if it was based in Peace River.

These arrangements are both temporary as CanWest continues to work with the Town of Peace River on having a hangar at the Peace River Airport. Once a hangar is confirmed, both planes will once again be based at Peace River Airport.

Some parties have been so focused on the location of where a plane will take off and land in the short term, that little attention has been given to the improvements in quality of care that these changes signal in the long term.

All Albertans, especially those in the north who rely so heavily on this vital service, have reason to be excited. Both planes that will service Peace River are brand new and will directly benefit patient care through improved flight safety and quality enhancements, such as:

- Modern avionics technology, such as communications, navigation and improved proximity warning devices, to enhance flight and patient safety.
- Improved speed, comfort and reliability.

.../2

- Updated and standardized medical interiors creating a better workspace for air medical crews to provide care to patients. Standardized interiors provide improved patient care because the standardization ensures crews are familiar with the medical layout regardless of what aircraft they are flying in.

AHS has taken every step possible to ensure those who depend on this important service continue to receive high quality care – this is our mandate as Alberta’s healthcare provider, and is the driving goal of everyone at AHS involved in this process. These improvements have the support of physicians, the Peace Health Advisory Council and many in the community.

While the Peace River aircraft is temporarily located outside, steps will be taken to keep the aircraft warm and serviceable. These include wing covers, plug-in heaters, de-icing equipment and keeping pilots on site with the aircraft to allow routine monitoring.

Scheduled maintenance will be performed at CanWest’s Edmonton base and a mobile maintenance trailer will be on site at the Peace River Airport with the aircraft to manage unscheduled maintenance needs.

AHS will continue to use current contingency plans when aircraft are unable to take off or land due to weather; these procedures are already in place and are used routinely. When weathered in, consultation with a transport physician determines the safest care for the patient, which may include patients being transported by ground to the most appropriate airport that is not impacted by weather. This is standard procedure and already happens today.


AHS operates a provincial air ambulance system; resources are used across the province to service all Albertans; it is not uncommon for aircraft stationed at a non-Peace River base to transfer patients from Peace River. For example, the 24-hour Peace River-based aircraft did 568 medevacs last year; 145 of these were from the Peace River Hospital. During the same period, 327 patients were transported from Peace River by aircraft from other bases.

As various challenges are before the courts, we are unable to debate further details of those challenges other than to say that AHS remains confident that it conducted a fair RFP process with the goal of ensuring safe, excellent air ambulance service across the province.

With respect to any specific allegations that have been made relating to the RFP, AHS denies any wrongdoing and is prepared to make a full answer and defense, vigorously defending the RFP process, AHS’ conduct and resulting contract decision.

AHS is excited to bring new resources to Peace River and the surrounding area to better support patient care and safety.

March 15, 2018

Follow AHS\_Media on Twitter 

## Air ambulance service update

### *Plane remains stationed at Peace River Airport*

PEACE RIVER – Alberta Health Services (AHS) has confirmed that Peace River residents will continue to have access to high quality air ambulance service based at the Peace River Airport.

Beginning April 1, 2018, AHS' contract provider, CanWest Aviation, will base one 24-hour emergency air ambulance in Peace River. When not in use, this plane will be stationed on the tarmac. A second plane, used for scheduled air ambulance service to northern Albertan communities, will be based out of Grande Prairie. These arrangements are both temporary as CanWest continues to work with the Town on having a hangar at the Peace River Airport. AHS met with the Town of Peace River today and discussed this next step.

“We have taken every step possible to ensure those who depend on this important service continue to receive high quality care,” said AHS President and CEO Dr. Verna Yiu. “We are pleased to have a temporary solution in place as discussions continue between the Town and CanWest.”

Both planes that will service Peace River are brand new and directly benefit patient care through improved flight safety and quality enhancements.

“We are excited to bring these new resources to Peace River and the surrounding area to better support patient care and safety to Albertans,” said Yiu.

These two aircraft are part of a provincial fleet that offers:

- Modern avionics technology, such as communications, navigation and improved proximity warning devices, to enhance flight and patient safety.
- Improved speed, comfort and reliability.
- Updated and standardized medical interiors creating a better workspace for air medical crews to provide care to patients. Standardized interiors provide improved patient care because the standardization ensures crews are familiar with the medical layout regardless of what aircraft they are flying in.

Alberta Health Services is the provincial health authority responsible for planning and delivering health supports and services for more than four million adults and children living in Alberta. Its mission is to provide a patient-focused, quality health system that is accessible and sustainable for all Albertans.

-30-

**For media inquiries, contact:**

Haydon Dewes  
AHS Communications  
(403) 918 2290

**From:** Eilish Fallon  
**To:** [main.office@laclabicherecounty.com](mailto:main.office@laclabicherecounty.com); [Office@strathcona.ca](mailto:Office@strathcona.ca); [paulette.fitzgerald@rmwb.ca](mailto:paulette.fitzgerald@rmwb.ca); [md34@mdacadia.ab.ca](mailto:md34@mdacadia.ab.ca); [info@athabascacounty.com](mailto:info@athabascacounty.com); [info@countybarrhead.ab.ca](mailto:info@countybarrhead.ab.ca); [administration@beaver.ab.ca](mailto:administration@beaver.ab.ca); [biglakes@mdbiglakes.ca](mailto:biglakes@mdbiglakes.ca); [bighorn@mdbighorn.ca](mailto:bighorn@mdbighorn.ca); [administration@newellmail.ca](mailto:administration@newellmail.ca); [countyofnorthernlights@countyofnorthernlights.com](mailto:countyofnorthernlights@countyofnorthernlights.com); [general@northernsunrise.net](mailto:general@northernsunrise.net); [info@mdopportunity.ab.ca](mailto:info@mdopportunity.ab.ca); [tpeach@countypaintearth.ca](mailto:tpeach@countypaintearth.ca)  
**Subject:** Alberta Health Services - Air Ambulance RFP Concerns  
**Date:** March 17, 2018 10:26:05 AM  
**Attachments:** [image001.png](#)  
[2018 03 05 - Affidavit of Peter T. Sekulik filed Mar 6-18.pdf](#)

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Good morning,

As you may be aware, in 2016, Alberta Health Services issued a Request for Proposals for Air Ambulance services.

Since that time, a number of concerns have arisen with respect to how the RFP was conducted, scored and awarded.

As a result, communities have seen reductions in service levels and several legal actions have been initiated around this issue.

This is a matter which should be of concern to all Albertans as it has a direct impact on access to health care services.

Enclosed is the affidavit sworn by Peter Sekulik, who has experience not only in government, but procurement within both the public and private spheres.

While the document is comprehensive in its analysis, some items are of particular concern:

- The RFP fails all of the tests identified for best practices and did not comply with AHS's own procurement policies
- The RFP did not clearly identify the criteria used in evaluating the financial submission and further, that not all proponents were given equal opportunity, access to information or adherence to terms.
- Within the five weeks the RFP was open there were 9 addenda and 9 Amendments made to the RFP. In addition, there were 74 questions submitted by the proponents in that span – an indication of the lack of clarity surrounding the process. The previous RFP, in 2013, was open for six months before being withdrawn.
- Finally, AHS did not require verification of information contained in the RFP including for critical elements such as safety records, bariatric experience and basing arrangements.

We ask you to carefully review this matter and bring your concerns to the Minister of Health, your MLA, Alberta Health Services, the Auditor General or other agencies who should be advised.

**Eilish Fallon** | Executive Assistant to CAO and Council

**On Behalf of Christopher J. Parker, CLGM, CAO**



Box 6600, 9911 - 100 Street, Peace River, AB T8S 1S4

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**From:** owner-lus\_stakeholders@gov.ab.ca  
**Subject:** Public Release of the North Saskatchewan Regional Advisory Council's Recommendations Document  
**Date:** March 7, 2018 3:56:59 PM

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Dear friends,

The Government of Alberta is currently in the process of developing a Regional Plan for the North Saskatchewan Region of Alberta. The plan will provide the policy integration, direction and clarity needed to help guide decisions that collectively reflect and support the needs and values of Albertans; it will help to achieve Alberta's long-term economic, environmental, indigenous and social outcomes for the region.

Regional plans are a key element of the [Land Use Framework \(LUF\)](#), which was released in December 2008. The LUF establishes seven land-use regions and commits to the development of a regional plan for each. The next step in the planning process for the North Saskatchewan Regional Plan is the public release of the Recommendations Report from the North Saskatchewan Regional Advisory Council.

Established in 2014, the Regional Advisory Council was comprised of individuals with a cross-section of knowledge, experience, and perspective in the region who were appointed to develop recommendations to government on how to address the region's issues and challenges. Advice from the RAC, in addition to feedback from the public and stakeholders, will guide development of the draft land use plan for this region.

You are invited to:

Read the North Saskatchewan Regional Advisory Council's Recommendations Document available at:

[Recommendations Document](#)

Provide your input in the online survey through May 4, 2018 at:

[Online survey](#)

The release of the draft regional plan will initiate another round of consultation to gather feedback before the plan is finalized.

We appreciate your input regarding Alberta's regional plans. If you have any questions or comments please contact the Land Use Secretariat.





Land Use Secretariat

6<sup>th</sup> Floor, Forestry Building, 9920-108 St.

Edmonton AB T5K 2M4

Telephone: 780-644-7972/780-644-7973

Email: [LUF@gov.ab.ca](mailto:LUF@gov.ab.ca)

For more information regarding land-use regional planning in Alberta, visit [LANDUSE.ALBERTA.CA](http://LANDUSE.ALBERTA.CA).

To receive land-use regional planning information in the future, click [SUBSCRIBE](#).

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**From:** municipalservicesandlegislation@gov.ab.ca  
**To:** [CAO](#)  
**Subject:** Initiation of a New Performance Measure for the Alberta Municipal Affairs Business Plan and Related  
**Date:** March 23, 2018 8:48:08 AM  
**Attachments:** [Attachment.pdf](#)

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Dear CAO:

Municipal Affairs is implementing a new performance measure for the ministry. Beginning with the 2019-22 business plan, the ministry will report the percentage of municipalities deemed to be “not at risk” based on 13 defined financial, governance, and community indicators. Each indicator has a defined benchmark, and a municipality is deemed to be “not at risk” as long as it does not trigger on a defined number of indicators.

This initiative aligns with the Government of Alberta’s standards for ministry business plans, and ensures the Municipal Affairs business plan outcomes have correlating measures. The work in developing the municipal indicators has been informed by engagement with both the Alberta Urban Municipalities Association and the Rural Municipalities of Alberta over the course of the past several months.

The municipal indicators draw from a range of municipal data collected by the ministry:

- Information provided by municipalities annually through audited financial statements and financial information returns.
- Municipal election results collected in accordance with the *Municipal Government Act (MGA)* and the *Local Authorities Election Act*.
- Information provided by municipalities following the completion of a municipal census.
- A count of instances whereby the Minister was required to intervene because a municipality was operating in contravention of the *MGA*.

In connection with the aggregated ministry performance measure, the ministry will annually publish on the ministry website the indicators for each municipality based on the most recent municipal data.

It is anticipated municipalities that do not meet the benchmark on a specific indicator, or that do not meet the “not at risk” criteria used for the ministry performance measure, may receive questions from residents or businesses on what this means. The attached document titled “Understanding the Municipal Indicators” has been prepared to provide an explanation of how the indicator is calculated, what it is intended to measure, the limitations of the measure, and suggested municipal followup on indicator exceptions. Prior to publication of the indicator details, municipalities that do not meet the “not at risk” criteria will be advised of their indicator results by letter to allow time to prepare for possible questions.

Multiple indicator benchmark exceptions may indicate an increased concern for exposure to potential or emerging risks. In cases where multiple exceptions are triggered in a year, the ministry will be offering advisory supports to the municipality. In those rare situations where a municipality triggers on the defined number (or more) of indicators for three consecutive years, the ministry will initiate a viability screening to determine whether a viability review should be initiated.

The ministry is committed to supporting accountable, responsible, and transparent local governments. If you would like to discuss the new ministry performance measure, or the future release of indicator results, please contact the Municipal Services and Legislation Division, toll-free at 310-0000, then 780-427-2225, or [lgsmail@gov.ab.ca](mailto:lgsmail@gov.ab.ca).

Brad Pickering  
Deputy Minister

Attachment: Understanding The Municipal Indicators

# Understanding The Municipal Indicators

## Introduction

Alberta Municipal Affairs is implementing a new performance measure for the ministry, and associated indicators for municipalities.

The ministry performance measure will calculate the percentage of municipalities that are deemed to be “not at risk” based on defined financial, governance, and community indicators. The new ministry performance measure builds on the work of the Government of Alberta’s Municipal Sustainability Strategy.

Although the ministry performance measure is reported as an aggregate percentage, the underlying municipal indicators can provide each municipality and the department with useful information and alerts to emerging challenges.

## Source Data for the Municipal Indicators

The indicators are calculated using formulas applied to specific data collected by the ministry, including:

- information provided by Alberta municipalities annually through audited Financial Statements and Financial Information Returns;
- municipal election results collected in accordance with the *Municipal Government Act (MGA)* and the *Local Authorities Election Act*;
- information provided by Alberta municipalities following the completion of a municipal census; and
- a count of instances whereby the Minister was required to intervene because a municipality was operating in contravention of the *MGA*.

## The Municipal Indicators and What They Measure

The 13 municipal indicators are summarized in Table 1 of this document.

Each indicator is intended to measure a specific aspect of the municipality's governance, finances, or community.

Each indicator has a defined benchmark. The benchmarks established by Municipal Affairs for each indicator are rules of thumb that provide a general indication of acceptable risk; however, a municipality may have unique circumstances or alternative strategies that justify a different result.

## **How the Municipal Indicators Are Used By Alberta Municipal Affairs**

The department will use the municipal indicators to calculate its performance measure for Outcome 1 of its business plan: Albertans live in viable municipalities and communities with responsible, collaborative and accountable local governments.

The performance measure will be based on the percentage of municipalities that are deemed to be "not at risk". A municipality is deemed to be "not at risk" if it does not trigger the "audit outcome" or "legislation-backed ministry intervention" indicators, and does not exceed more than two of the other 11 indicators in the annual calculation.

If the municipality does not meet the criteria for being "not at risk", it does not necessarily mean there is any cause for concern; however, the municipality is encouraged to review the circumstances giving rise to the indicator results to ensure it is not exposed to potential or emerging risks.

Multiple indicator benchmark exceptions may indicate an increased concern for exposure to potential or emerging risks; in cases where multiple exceptions are triggered in a year, the department will offer advisory supports to the municipality. In those rare situations where a municipality triggers on the defined number (or more) of indicators for three consecutive years, the ministry will initiate a viability screening, to determine whether a viability review should be initiated.

## **Publication of Detailed Municipal Indicator Results**

In addition to the use of the aggregate performance measure in the ministry's annual report, Alberta Municipal Affairs will make the detailed results of the municipal indicators for each municipality available to the public through the ministry's website.

The indicator results will be reviewed internally for accuracy, but will otherwise be published based on the calculated results without modification. To the extent that a municipality is impacted by events beyond its control, the indicators will be allowed to reflect the impact of those events. For instance, if a municipality's on-time financial reporting is delayed due to a natural disaster, the related "on-time financial reporting" indicator will nevertheless be shown as an exception. This will ensure full transparency of the current situation for all municipalities in Alberta, and will reflect the possible associated elevation of risk regardless of cause.

An isolated indicator exception may serve as an alert that the municipality may be experiencing challenges in a specific aspect of its operation, but does not imply that the municipality is "at risk". The indicator results are based on high-level reporting, and further review is necessary before determining if there is a valid concern underlying an exception.

An exception to an indicator benchmark does not indicate fault or mismanagement on the part of a municipality; an indicator may be triggered by events beyond the control of council and administration, or may result from circumstances that are being effectively managed. For example, a decline in population may cause an exception to the

associated “population change” indicator benchmark, but the municipality may be making adjustments to effectively accommodate for the change. As another example, a municipality may exceed the benchmark for the “debt service to revenue percentage” indicator by using surplus funds to rapidly pay down its debt; to the extent that the municipality has allowed for this in its three year financial plan and five year capital plan, the debt repayment may be a prudent fiscal strategy.

Prior to publication of the indicator details, municipalities that do not meet the “not at risk” criteria will be advised of their indicator results by letter. This will allow the municipality to prepare in advance for related questions it may receive from its residents and business owners.

**Table 1 - Municipal Indicators**

<b>Indicator</b>	<b>Description</b>	<b>Expected Result</b>	<b>What It Means</b>	<b>Suggested Follow Up For Exceptions</b>
<b>Audit Outcome</b>	Audit report in the municipality's audited annual financial statements.	The audit report does not identify a going concern risk or denial of opinion.	The municipal auditor has been able to complete the audit and express an opinion, and has not identified a specific concern about the ability of the municipality to meet its financial obligations.	Follow auditor recommendations to resolve denial of opinion issues. Consider obtaining professional financial consulting services or requesting a viability review to address going concern issues.
<b>Legislation-Backed Ministry Interventions</b>	Interventions authorized by the Minister of Municipal Affairs in accordance with the <i>Municipal Government Act</i> , such as a viability review, or where directives have been issued pursuant to an inspection.	The municipality has not been the subject of a Municipal Affairs intervention.	Municipal Affairs is not undertaking formal intervention with respect to the municipality. The Minister typically intervenes only when requested by a council or through a petition, and only issues directives in cases where significant concerns are evident.	Complete Minister-directed processes and actions.
<b>Tax Base Ratio</b>	Tax base ratio is the proportion of the total municipal tax revenue generated by residential and farmland tax base, regardless of whether it is municipal property taxes, special taxes, or local improvement taxes.	The municipality's residential and farmland tax revenue accounts for no more than 95 per cent of its total tax revenue.	The municipality is able to rely in some measure on its non-residential tax base to generate a portion of its tax revenues. These properties are typically taxed at a higher rate than residential and farm properties.	Ensure taxes on residential and farm properties are sufficient to meet budgeted expenditure requirements.
<b>Tax Collection Rate</b>	The ability of the municipality to collect own-source revenues, including property taxes, special taxes, local improvement taxes, well drilling equipment taxes, and grants-in-place-of-taxes.	The municipality collects at least 90 per cent of the municipal taxes (e.g. property taxes, special taxes) levied in any year.	The municipality is able to collect its tax revenues and use those funds to meet budgeted commitments and requisitioning obligations.	Review tax collection and recovery policies and processes.
<b>Population Change</b>	The change in population of the municipality over the past ten years based on the Municipal Affairs Population List.	The population has not declined by more than 20 per cent over a ten-year period. Summer villages and improvement districts are excluded from this measure because they typically have little or no permanent population.	The population of the municipality is stable or growing.	Consider how services and infrastructure can be scaled down to accommodate reduced demands.

Indicator	Description	Expected Result	What It Means	Suggested Follow Up For Exceptions
<b>Current Ratio</b>	The ratio of current assets (cash, temporary investments, accounts receivable) to current liabilities (accounts payable, temporary borrowings, current repayment obligations on long-term borrowings).	The ratio of current assets to current liabilities is greater than one. This indicator is not measured if the municipality's total assets exceed current assets by a factor of two or more; these municipalities typically have significant financial resources including long-term investments, but manage with minimal current assets.	The municipality is able to pay for its current financial obligations using cash or near-cash assets.	Consider increasing revenues or reducing costs to provide additional working capital.
<b>Accumulated Surplus</b>	The total assets of the municipality net of total debt, excluding tangible capital property and debts related to tangible capital property.	The municipality has a positive (above zero) surplus. An accumulated deficit is a violation of Section 244 of the <i>Municipal Government Act</i> . Municipalities in a deficit position are required to recover the shortfall in the next year.	The municipality has more operational assets than liabilities, which generally provides the municipality with cash flow to meet ongoing obligations and manage through lean periods of the year where costs may exceed revenues.	Consider increasing revenues or reducing costs to provide additional surplus and maintain working capital.
<b>On-time financial reporting</b>	Whether the municipality has completed submission its annual financial statements and financial information returns to Municipal Affairs by the legislated due date.	The municipality's financial statements and financial information returns for the preceding calendar year are received by Municipal Affairs no later than May 8. Financial reporting is an important aspect of municipal accountability to its residents and businesses.	The municipality is preparing its audited financial reports on a timely basis.	Consider additional resources to complete year end accounting on a timely basis.
<b>Debt to Revenue Percentage</b>	The total amount of municipal borrowings, including long term capital leases, as a percentage of total municipal revenues.	The municipality's total borrowings represent less than 120 per cent (160 per cent for municipalities with a higher regulated debt limit) of its total revenue.	The municipality has maintained reasonable levels of borrowing debt.	Review anticipated funding sources for debt repayments to ensure borrowing commitments can be met.



<b>Indicator</b>	<b>Description</b>	<b>Expected Result</b>	<b>What It Means</b>	<b>Suggested Follow Up For Exceptions</b>
<b>Debt Service to Revenue Percentage</b>	The total cost of making scheduled repayments (including interest) on borrowings as a percentage of total municipal revenues.	The municipality's total costs for borrowing repayments do not exceed 20 per cent (28 per cent for municipalities with a higher regulated debt limit) of its total revenue.	The municipality has assumed a reasonable level of borrowing repayment obligations.	Review anticipated funding sources for debt repayments to ensure borrowing commitments can be met.
<b>Infrastructure investment – asset sustainability ratio</b>	The total cost of current year additions (through purchases or construction) to tangible capital assets (vehicles, equipment, buildings, roads, utility infrastructure, land) relative to the current year's amortization (depreciation) on all tangible capital assets.	The municipality's current capital additions exceed the current year's amortization (depreciation).	The municipality is replacing its existing tangible capital assets and investing in new assets and infrastructure at a rate exceeding the estimated wear or obsolescence of its existing assets. This measure does not account for the effects of inflation; typically, replacement costs for new assets exceed the historic cost of existing assets. This measure does not account for year to year fluctuations in capital asset construction and replacement activities.	Review asset replacement activities over past years and anticipated capital additions in future years to ensure average annual additions exceed average annual amortization. Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.
<b>Infrastructure age - net book value of tangible capital assets</b>	The net book value of tangible capital assets as a percentage of the total original costs. Net book value is the original purchase cost less amortization (depreciation).	The net book value of the municipality's tangible capital assets is greater than 40 per cent of the original cost.	The municipality is replacing existing assets on a regular basis. If the municipality is adding new services or expanded facilities and infrastructure, it would be expected that the ratio would be higher than 40 per cent.	Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.
<b>Interest in Municipal Office</b>	The number of candidates running in the most recent municipal election relative to the total number of councillor positions up for election.	The number of candidates exceeded the number of councillor positions.	The ratio of candidates to total council positions measures the willingness of electors to run for municipal office.	Consider increased focus on community engagement.

# MACKENZIE MUNICIPAL SERVICES AGENCY

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Are pleased to present a Seminar on

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#### KEY TOPICS INCLUDE:

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  - Due Process and Public Hearings
  - Recent Changes to Legislation
  - Development on Environmentally Sensitive Lands
  - Legalization of Cannabis
- 

#### PRESENTER: Jeneane S. Grundberg, Brownlee, LLP



Jeneane practices extensively in the municipal and planning law area. Her litigation experience provides a solid context for advising municipalities in the planning and development and general municipal areas.

#### WHO SHOULD ATTEND:

Elected Officials; Chief Administrative Officers; Development Officers; Land Use Planners

**WHERE:** Chateau Nova, 10010-74 Street, Peace River

**DATE & TIME:** Friday, May 11 2018, 8:30 am to 4:00pm

**FEE:** \$200.00 per person

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Pre—registration is required by April 26th 2018. Please complete the attached registration form and return to:

Mackenzie Municipal Services Agency

P.O. Box 450 Berwyn AB T0H 0E0

Fax: 780-338-3811 or [info@mmsa.ca](mailto:info@mmsa.ca)

For additional information contact our office at 780-338-3862 or [info@mmsa.ca](mailto:info@mmsa.ca)



**BROWNLEE LLP**  
*Barristers & Solicitors*



**2018 PLANNING & DEVELOPMENT 101: AGENDA**  
**Presented by Jeneane S. Grundberg (Partner, Brownlee LLP)**  
**Date: May 11, 2018**  
**8:30 a.m. to 4:00 p.m.**

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(Times are Approximate)

8:30-9:00am Coffee

9:00 am Introduction:

1. Where does a municipality's planning and development authority come from?
2. What areas can a municipality not regulate under its planning and development authority?
3. What represent some of the principal areas of jurisdiction with respect to which municipality's may pass bylaws?

9:30 am The Players:

1. Development Authority
2. Subdivision Authority
3. Subdivision and Development Appeal Board
4. Municipal Council
5. Other Bodies

10:00 am Court Approval:

1. Common Law v. Statutory Law
2. Precedents v. Influential Authority

10:15 am Planning Documents:

1. Intermunicipal Development Plans (s. 632)
2. Area Structure Plans (s. 633)
3. Area Redevelopment Plans (s. 634)
4. Municipal Development Plan (s. 632)
5. Land Use Policies (s. 622)
6. ALSA Regional Plans (s. 638.1)
7. Consistency (s. 638)
8. Land Use Bylaw (s. 640)
9. Development Agreements (ss. 650 and 655)

**10:45 am Refreshment Break**

11:00 am Planning Documents (continued)

- 12:00 pm**      **Lunch**
- 1:00 pm      Subdivision and Development Appeal Board:
1. The Board (s. 687)
  2. Development Appeals
  3. Subdivision Appeals
  4. Conflict with Government Agency (s. 620)
  5. Standing to Appeal — Development Appeals
  6. Standing to Appeal — Subdivision Appeals
  7. Time Limitations on Appeal
  8. Information to Supply Prior to Appeal Hearing
- 1:15 pm      Land Use Bylaw Enforcement:
1. What is the Authority for Land Use Bylaw Enforcement? What other remedies may be available in similar situations?
- 1:30 pm      Development on Environmentally Sensitive Lands:
1. Caveats and Restrictive Covenants
- 1:45 pm      Due Process and Public Hearings (From a Councillor’s Perspectives)
- 2:00 pm      Changes to Legislation
1. Planning & Development Policies
  2. Environmental Reserves and Conservation Reserves
  3. Inclusionary Housing
  4. IDPs and ICFs
  5. Expansion of Off-Site Levies
  6. Brownfield Incentives
  7. LUB Amendments
- 2:20 pm**      **Refreshment Break**
- 2:40 p      Cannabis – Municipal Planning overview
- 3:30 pm      Questions
- 4:00pm**      **Conclusion**

LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
JANUARY 11, 2018

Northern Lights Recreation Centre  
La Crete, Alberta

Present: Shawn, Wieler, President  
Simon Wiebe, Vice President  
Wendy Morris, Secretary-Treasurer  
George Derksen, Director  
Dave Schellenberg, Director  
John Zacharias, Director  
Peter Wiebe, Director  
Shawn Wieler, Director  
Philip Doerksen, Arena Manager  
Shane Krahn, Arena Assistant Manager  
Peter F. Braun, County Rep  
Abe Fehr, Book keeper

Absent:

Call to Order: President Shawn Wieler called the meeting to order at 5:56 p.m.

Approval of Agenda

1. Add 8.3 Official Smaller Nets  
Peter Braun moved to accept the agenda as amended.

CARRIED

Finance Report – Abe Fehr

1. Reviewed financials
2. The BHP Caretaker contract expense is lower because we have not received any invoices from Larry Goertzen.
3. Philip has been in contact with people/groups on the aged customer summary, and is expecting on revenue to come in from this.

Ken Derksen moved to accept the December 15<sup>th</sup> regular meeting minutes as presented.  
Darlene Bergen arrived at 6:00.  
Abe Fehr left at 6:10.

Approval of Previous Meeting's Minutes

1. Add Shane Krahn to the attendance.

Simon Wiebe moved to accept the December 15<sup>th</sup> regular meeting minutes as amended.

CARRIED

#### Business from the Minutes

There was no business from the minutes.

#### Review of Action Sheet

1. Reviewed items
2. It was discussed that each outdoor rink could be given a budget for making ice.

#### Manager's Report – Philip Doerksen

Reviewed Manager's Report.

1. Philip has been working hard on upgrading the occupational and safety programs for arena. It is quite a costly procedure. Chad Friesen has been hired to come in and get the arena up to standard.

Duffy Driedger moved to accept Manager's Report as presented.

CARRIED

#### New Business

##### 8.1 Splash Park

Darlene Bergen came to talk about the Splash Park grant of \$75 000. She said it is estimated that there will be about \$50 000 left over from our portion of the money. Paving for parking will be done this year.

Darlene left at 6:18 p.m.

##### 8.2 Funding/Funding Allocation Requests

Typically, when there is money left over from a project, it is board chairs that bring funding reallocation requests to the County. Philip has been for requesting on our behalf. If we would like this to continue a motion is required.

Shawn Wieler made a motion that Philip be given authorization to request reallocation of funds, pending an approved motion by the board.

CARRIED

##### 8.3 Official Smaller Nets

Duffy Driedger made a motion that Philip order official smaller nets for Novice/Tom Thumb as soon as possible.

CARRIED

Peter Wiebe moved to go in camera at 6:42 p.m.

Wendy Morris moved to go out of camera at 6:55 p.m.

On behalf of the board, Shawn asked Philip to continue to work with Abe, as Abe is doing a good job with the financials. Scheduling was also discussed. It was discussed that drop-in programs like "Shoot the Puck" should be cancelled for special events. And that the calendar should be updated as changes occur.

John Zacharias moved that the meeting be adjourned at 7:04 p.m.

Next Meeting: Thursday, February 8<sup>th</sup>, 2018

LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
FEBRUARY 8, 2018

Northern Lights Recreation Centre  
La Crete, Alberta

Present:

Shawn Wieler, President  
Simon Wiebe, Vice President  
Wendy Morris, Secretary-Treasurer  
Ken Derksen, Director  
George Derksen, Director  
Dave Schellenberg, Director  
Peter Wiebe, Director  
John Zacharias, Director  
Philip Doerksen, Arena Manager  
Shane Krahn, Assistant Arena Manager  
Abe Fehr, Book Keeper

Absent:

Duffy Driedger, Director  
Peter F. Braun, County Rep

Call to Order: President Shawn Wieler called the meeting to order at 5:52 p.m.

Approval of Agenda

1. Ken Derksen moved to accept the agenda as accepted.

CARRIED

Financial Report

1. Reviewed financials:
  - Need to set a date for the budget meeting.
  - Philip now has all the caretaker invoices for BH rink.
  - Capital expenses: after June the list of capital expenses will be sent out per project
  - GST is almost finished.
  - Invoices are being calculated at the end of the month and then sent to the County. They will show up on Customer Aged Summary.

Peter Wiebe moved to accept financials as presented.

CARRIED



Abe Fehr left at 6:05 p.m.

#### Approval of Previous Meeting's Minutes

1. Simon Wiebe moved to accept the January 11, 2018 Meeting Minutes as presented.

CARRIED

#### Business from the Minutes

1. Smaller nets have not been purchased yet. There is some discrepancy as to what will be ordered. Duffy Driedger is looking into this.

#### Review of Action Sheet

Reviewed items

#### Manager's Report – Philip Doerksen

Reviewed Manager's Report

1. Field House Schedule is attached to the agenda package. This space is being used more and more.
2. Philip sent out a grant letter from the County to the board prior to the meeting.
3. An operating budget meeting needs to be held ASAP. The date for this is March 8th at 6:00.

Ken Derksen moved to accept Manager's Report as presented.

CARRIED

#### New Business

##### 8.1 Floor Scrubber

Dave Schellenberg moved to buy the floor scrubber from Heimstead Lodge for \$2500.00.

CARRIED

George Derksen moved to go in camera at 6:20 p.m.

Wendy Morris moved to go out of camera at 6:30 p.m.

The board discussed the following with Philip: ice edging, players benches being loose and a chip/hole in the center of the ice.

Dave Schellenberg moved that the meeting be adjourned at 7:16 p.m.

Next Meeting: Thursday, March 8<sup>th</sup>, 2017

**From:** [Peter F. Braun](#)  
**To:** [Carol Gabriel](#); [Len Racher](#)  
**Subject:** Fwd: RMA/Economic Development  
**Date:** March 23, 2018 9:17:42 AM  
**Attachments:** [image001.png](#)  
[ATT00001.htm](#)  
[ATT00002.htm](#)  
[Export Development Fund news release \(FINAL\).pdf](#)  
[ATT00003.htm](#)

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Can this still be on the agenda??

Peter F Braun  
Reeve  
Mackenzie County  
780-926-6238

Begin forwarded message:

**From:** Matt Brassard <[mbrassard@urbansystems.ca](mailto:mbrassard@urbansystems.ca)>  
**Date:** March 23, 2018 at 9:11:23 AM MDT  
**To:** "[peter@mackenziecounty.com](mailto:peter@mackenziecounty.com)" <[peter@mackenziecounty.com](mailto:peter@mackenziecounty.com)>  
**Subject:** RMA/Economic Development

Hi Peter,

It was great meeting you at RMA earlier this week. Further to our conversation, a colleague of mine is the Chair of the Port of Prince Rupert. He sent me two pieces of information in the last week which I thought may be of interest to you (or ec. dec. associations in northwestern AB) from an economic development perspective. The first, attached, is an export development fund news release. This might be of interest to some of our province's economic development associations – particularly those along CN lines in Alberta.

The second, Yang Ming is hosting a reception at the Port on April 17<sup>th</sup>. This is a big deal for the northern corridor. This shipping line calling at Prince Rupert opens a whole new market. Yang Ming is a primary shipping line from the Republic of China. Taiwan is a fairly wealthy large market, with big potential for 'food' related exports from our communities across the CN/Hwy 16 corridor and further north. They're big importers of pork for example. Meats of all sorts. Grains. Packaged food of every variety. Preserves. Any kind of organic products. If any of our economic development associations or others are interested (provincial/community leaders), please let me know and I'll see if we can get them an invitation. Please note the turnaround time is pretty short.

If you have any questions, please let me know and I'll do my best to find the answers.

Cheers,

Matt

**Matthew Brassard, P.Eng.**  
Principal

**FOR IMMEDIATE RELEASE**

## **PORT LAUNCHES \$250,000 EXPORT DEVELOPMENT FUND TO EXPLORE NEW TRADE OPPORTUNITIES**

TUESDAY, MARCH 20, 2018 | [www.rupertport.com/news/releases/export-development-fund](http://www.rupertport.com/news/releases/export-development-fund)

PRINCE RUPERT, BRITISH COLUMBIA — The Port of Prince Rupert has launched a new funding initiative to help communities and economic development agencies in Western Canada assess new export opportunities in the Asia-Pacific region.

The \$250,000 Export Development Fund is a program to assist eligible organizations in developing new export opportunities across Canada's northwest trade corridor. Opportunities could be related to an existing industry entering new markets, new or expanded industries that would be viable for export, or existing export industries that are not currently using the Port of Prince Rupert.

"Export-oriented industries have a disproportionately large impact on our local economies, and are critical to achieving economic growth and expansion," said Ken Veldman, Director of Public Affairs for the Port of Prince Rupert. "By focusing on regional export 'clusters', and their need for competitive, reliable access to the markets that provide the most value, we hope to support a practical approach to growing our collective export trade portfolio."

The goal of the Export Development Fund is to accelerate the identification and development of export opportunities, ultimately strengthening the economic vitality of communities across the northwest trade corridor. Throughout 2018 the Port of Prince Rupert will be working with interested organizations in a process that will hopefully see the fund fully allocated across multiple worthy projects.

Anchoring a strategic link between North America and Asia, the Port of Prince Rupert has become a trade solution for Canadian industries exporting to markets such as China, Japan and South Korea. The value of trade flowing through the port is equivalent to \$35 billion annually, directly creating 3,100 jobs across northwestern British Columbia, and supporting tens of thousands of jobs in Canadian industries like agriculture and forestry that rely on the Port of Prince Rupert to reach overseas markets.

The Port of Prince Rupert will be introducing a formal application process for the Export Development Fund over the coming weeks. For more information about the Port of Prince Rupert's Export Development Fund, including eligible activities and applicants, as well as funding principles, please visit [www.rupertport.com/port-authority/edf](http://www.rupertport.com/port-authority/edf).

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**FOR MORE INFORMATION, PLEASE CONTACT:**

Kris Schumacher  
Communications Coordinator  
Port of Prince Rupert  
Direct: 250 627-2533  
Email: [kschumacher@rupertport.com](mailto:kschumacher@rupertport.com)

March 23, 2018

## Alberta Budget 2018-19: Initial Analysis

Today the Government of Alberta released their **budget** for the 2018-19 fiscal year (April 1, 2018 to March 31, 2019).

RMA President Al Kemmere's initial reaction to the 2018-19 provincial budget is as follows:

*"The RMA is pleased by the Government of Alberta's announcement to replace the Municipal Sustainability Initiative (MSI) upon its completion in the 2021-22 budget year with permanent, legislated municipal funding which will be based on a consistent portion of the province's overall revenue. This announcement signifies a respect for the critical role that municipalities of all types play in supporting sustainable, livable communities and a strong provincial economy. The RMA looks forward to working with the Government of Alberta and other partners to develop a funding model that is fair for all municipalities."*

*"The RMA applauds the Government of Alberta's decision to make available \$800 million of future Municipal Sustainability Initiative (MSI) funding in the 2018-19 budget year. While the overall level of MSI funding to be made available until the program's completion in 2021-22 **is unchanged**, this decision will support municipalities in developing long-term capital plans and investing in multi-year infrastructure projects."*

*"The RMA is concerned with the Government of Alberta's decision to reduce funding for the Strategic Transportation Infrastructure Program (STIP). While the RMA understands the importance of practicing fiscal restraint, the rural transportation infrastructure supported by STIP is, in many cases, critical to Alberta's economy by providing access to natural resources and connecting rural communities. Sustainable rural transportation infrastructure funding has been a priority for RMA members for many years, and the RMA will continue to advocate for stable targeted funding for rural infrastructure."*

RMA's initial analysis identifies the following key items:

- Funding for Alberta's share of the federal Investing in Canada plan has not been included in the 2018-19 budget. The RMA has been notified that this is because the province wants to first establish the bilateral funding agreement with the Government of Canada before allocating provincial funding.

The RMA understands that in order to allocate an accurate share of funding under the cost-shared Investing in Canada plan, the Government of Alberta must first complete negotiations with their federal counterparts. The RMA expects these negotiations to be complete by the end of March 2018, and looks forward to learning more about how the government of Alberta will contribute to the program at that time.

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RMAAlberta.com

- The Municipal Sustainability Initiative (MSI) will maintain a stable level of funding until the program is scheduled to conclude in the 2021-22 budget year. To support improved cash-flow from the province to municipalities, and to encourage long-term municipal capital planning, the Government of Alberta will be advancing \$800 million of MSI funding in the 2017-2018 budget year. It is important to note that this is **not** additional funding to that previously committed to MSI, but is rather the re-allocation of \$400 million of MSI funding originally budgeted for the 2019-2020 budget year, and \$400 million of MSI funding originally budgeted for the 2020-2021 budget year.
- The Government of Alberta has committed to replacing MSI with permanent, legislated municipal funding upon the conclusion of MSI in the 2021-22 budget year based on sharing of provincial revenues. This new program will be developed collaboratively between the Government of Alberta, the RMA, the Alberta Urban Municipalities Association, and other partners. The RMA is hopeful that this funding program will ensure that municipalities receive a consistent portion of provincial revenues each year.
- The Education Property Tax Requisition is forecast at \$2.4 billion which remains identical to the budgeted figure in 2017-18. This is welcomed as it will save property owners approximately \$114 million and potentially free up tax room for those municipalities that need it.
- The Strategic Transportation Infrastructure Program (STIP) has received \$26.5 million for 2018-2019, a decrease from the \$35 million budgeted for 2017-18 and \$85.4 million forecast during this same timeframe. This is concerning for Alberta's rural municipalities who manage 77% of Alberta's roads and 61% of Alberta's bridges and rely, to a certain degree, on provincial funding to ensure these roads and bridges continue to support Alberta's natural resource sector.
- Funding for the Alberta Community Partnership is maintained at the same level as 2017-18. This is the funding program that municipalities have used to fund the development of Intermunicipal Collaboration Frameworks (ICFs).
- Funding for municipal water infrastructure programs has increased to a total funding level of \$144 million in the 2018-19 budget. Water for Life has received \$75 million in funding, the AMWWP has received \$45 million, and the First nations water Tie-in Program has received 24 million.
- The Capital Plan is \$30 billion over five years, which includes \$3.3 for the SUCH (schools, universities, colleges, and hospitals) sector. One element of this capital plan is \$3.3 billion for roads and bridges to improve flow of goods and services throughout the province, as well as \$5.4 billion for capital maintenance and renewal to public facilities.
- The Orphan Well Abandonment program has received an increase in funding from \$30.5 million to \$45.5 million due to an increased number of orphan wells and more efficient administration of the program.
- The Policing Assistance to Municipalities Grant (MPAG) was increased slightly to \$87.7 million. This includes the Municipal Policing Assistance Grant (\$57.7 million) and the New Police Officer Program (\$30 million).
- Funding for provincial contract policing has increased from approximately \$236 million in 2017-18 to \$256 million in 2018-19. This increase is in part due to additional funding for rural crime reduction initiatives such as new officers, civilian staff and equipment focused on preventing crime in key rural locations across the province.
- Funding for agricultural services boards and agricultural societies remains at similar levels to the previous year. It was recently announced at the RMA convention that this funding would be secured for three years.

The RMA has prepared a supporting member bulletin highlighting the facts and figures in detail of the 2018-19 provincial budget. For a full breakdown of the Government of Alberta's 2018-19 budget and estimates, visit the [Government of Alberta's Budget 2018 webpage](#).

Enquiries may be directed to:

Gerald Rhodes  
Executive Director  
780.955.4077

Tasha Blumenthal  
Director of External Relations & Advocacy  
780.955.4094

## Alberta Budget 2018-19: The Facts

The Government of Alberta has released their [budget](#) for the 2018-19 fiscal year (April 1, 2018 to March 31, 2019).

The 2018-19 budget is based on three pillars identified by the Government of Alberta:

- **Diversifying the economy** – fighting for market access, adding value to our energy products and supporting new and developing industries.
- **Protecting vital public services** – making sure loved ones get the care they need, young people get the best education possible, and no one is left behind.
- **Returning to balance** – investing tax dollars where they are needed most, eliminating waste, and controlling spending to return to balance by 2023-24.

For a full breakdown of the budget and estimates, visit the [Government of Alberta's Budget 2018 webpage](#).

The following are details of the 2018-19 budget that will be important for RMA members:

- The Government of Alberta is expected to have a \$8.8 billion deficit in the 2018-19 fiscal year, compared to a \$10.3 deficit in the previous year's budget.
- The Municipal Sustainability Initiative (MSI) will maintain a stable level of funding until the program is scheduled to conclude in the 2021-22 budget year. To support improved cash-flow from the province to municipalities, and to encourage long-term municipal capital planning, the Government of Alberta will be advancing \$800 million of MSI funding in the 2017-2018 budget year, which results in lower than expected allocations in 2018-19 and 2019-20. It is important to note that this is **not** additional or reduced funding in comparison to the amount previously committed to MSI, but is rather the re-allocation of funding to support municipalities in undertaking long-term, multi-year capital projects.
- The Government of Alberta has committed to replacing MSI with permanent, legislated municipal funding upon the conclusion of MSI in the 2021-22 budget year based on the sharing of provincial revenues. This new program will be developed collaboratively between the Government of Alberta, the RMA, the Alberta Urban Municipalities Association, and other partners. The RMA is hopeful that this funding program will ensure that municipalities receive a consistent portion of provincial revenues each year.
- The Strategic Transportation Infrastructure Program (STIP) has received \$26 million for 2018-2019, a decrease from the \$35 million budgeted for 2017-18 and \$85 million forecast during this same timeframe.
- The Orphan Well Abandonment program has received an increase in funding from \$30.5 million to \$45.5 million due to an increased number of orphan wells and more efficient administration of the program.



- The Education Property Tax Requisition is forecast at \$2.4 billion which remains identical to the budgeted figure in 2017-18.
  - Instead of increasing the requisition based on the policy of 32% of total education system operating expense, the government has chosen to freeze revenue, which will save property tax-payers \$114 million throughout Alberta.
  - As a result of lower assessment values resulting from the two-year recession, education property tax mill rates are increasing slightly in 2018-19 but only to raise the same revenue that was raised in 2017-18.
  - The residential/farm rate is \$2.56 per \$1,000 of equalized assessment, and the non-residential rate is \$3.76 per \$1,000 of equalized assessment.
- Funding for Alberta's share of the federal Investing in Canada plan has not been included in the 2018-19 budget. The RMA has been notified that this is because the province wants to first establish the bilateral funding agreement with the Government of Canada before allocating provincial funding.

The attached backgrounder provides more budget highlights that may affect rural Alberta. The RMA will provide additional details through member bulletins as they become available. To view the complete budget and its supporting documents, please click [here](#).

Enquiries may be directed to:

Gerald Rhodes  
Executive Director  
780.955.4077

Tasha Blumenthal  
Director of External Relations and Advocacy  
780.955.4094

**Backgrounder Attached**

## **BACKGROUNDER: RMA Budget 2018-19 Details**

### **PROVINCIAL FINANCES**

- The Government of Alberta is expected to have a \$8.8 billion deficit in the 2018-19 fiscal year, compared to a \$10.3 deficit in the previous year's budget.
- Alberta's total revenue is forecast to be \$47.9 billion in 2018-19, an increase of \$2.9 billion, or 6.4%, from 2017-18.
- Total expenditures will increase by \$234 million to \$56.2 billion.
- There are no changes in personal and corporate income tax rates, nor are there increases for liquor and tobacco. In total, revenue collected through premiums, fees, licenses, and other sources is projected to increase slightly in 2018-19 to \$3.8 billion.
- Non-renewable resource revenue is expected to increase by \$800 million in budget 2018-19 to \$3.8 billion. The Government of Alberta projects this revenue stream to increase to \$5 billion by 2020-21.
- The carbon levy is estimated to raise \$1.4 billion in 2018-19.
- The Education Property Tax Requisition is forecast at \$2.4 billion which remains identical to the budgeted figure in 2017-18.
  - Instead of increasing the requisition based on the policy of 32% of total education system operating expense, the government has chosen to freeze revenue, which will save property tax-payers \$114 million throughout Alberta.
  - As a result of lower assessment values resulting from the two-year recession, education property tax mill rates are increasing slightly in 2018-19 but only to raise the same revenue that was raised in 2017-18.
  - The residential/farm rate is \$2.56 per \$1,000 of equalized assessment, and the non-residential rate is \$3.76 per \$1,000 of equalized assessment.

### **ADVANCED EDUCATION**

- Overall capital funding for post-secondary institutions (both expansion/upgrading and maintenance/renewal of post-secondary institutions) decreased from \$446.6 million in 2017-18 to \$298.4 million in 2018-19.

### **AGRICULTURE AND FORESTRY**

- The Ministry of Agriculture and Forestry's business plan lists several key outcomes including:
  - Alberta's agriculture and forest industries are innovative, diversified and competitive
  - Alberta's effective agri-food and forest assurance systems are effective
  - Alberta's agriculture and forest industries are managed in an environmentally responsible and sustainable manner
  - Alberta has thriving rural communities
- Budgeted amounts for Agriculture Income Support has decreased by \$2.2 million to \$120 million.
- Agri-Insurance, Livestock and Hail Insurance decreased from a budget of \$493 million last fiscal to \$485 million this fiscal.

- Funding for agricultural services boards and agricultural societies remains at similar levels to the previous year. It was recently announced at the RMA convention that this funding would be secured for three years.
- Wildlife compensation funding has increased from \$6.7 million to \$7.8 million.
- Wildfire management has decreased slightly from \$97.1 million to \$94.9 million.
- Forest management has increased by \$3 million over the 2017-18 budget amount to \$52.2 million.

#### **ALBERTA CLIMATE LEADERSHIP PLAN**

- Alberta's Climate Leadership Plan continues to be implemented with the following key aspects:
  1. Phasing out pollution from coal-generated electricity by 2030;
  2. Renewable energy accounting for 30% of generation by 2030;
  3. Reducing emissions from the oil and gas sector;
  4. Creating Energy Efficiency Alberta to deliver cost saving programs; and
  5. Implementing an economy-wide price on carbon.
- In total, the Climate Leadership Plan will cost \$1.9 billion in 2018-19.
- Over the next three years, \$5.3 billion will be spent to advance climate leadership initiatives including public transit, innovative research, energy efficiency programs, infrastructure projects, and support to Indigenous communities.
- The budget provides continued funding to Albertans, including a total of \$1.6 billion over three years in rebates to be dispersed to over 60% of Albertans.
- The provincial budget includes \$680 million over three years to support the phase-out of coal-generated electricity, including coal transition payments, financial support for coal workers through the Coal Workforce Transition Program, the Renewable Electricity Program and community generation.
- There is also \$662 million over three years identified to support energy efficiency projects, including \$214 million in 2018-19.

#### **COMMUNITY SERVICES**

- The budget for the Alberta First Responders Radio Communication System (AFRRCS) has decreased to \$24 million in 2018-19.
- Family and Community Support Services (FCSS) funding remains stable at \$101 million.
- The 2018 Community Initiatives Program budget has increased slightly to \$25 million.
- Funding for the Provincial Library Network has been maintained at \$35 million, though the additional \$12 million that was allocated to capital grants in 2017-2018 will not be included in 2018-2019.
- Funding for the Community Facility Enhancement Program (CFEP) remains steady at \$38 million.
- The Summer Temporary Employment Program remains steady at \$10 million.

- The Government of Alberta will continue to work with housing providers, government departments, and stakeholders to advance the actions of the Provincial Affordable Housing Strategy.

## **ECONOMIC DEVELOPMENT AND TRADE**

- Funding for the Ministry of Economic Development and Trade has increased minimally to \$358.6 million.
- The funding category for Jobs, Investment and Diversification has increased to \$28 million.
- Funding for the Northern Alberta Development Council is reduced slightly from \$2.4 million to \$2.3 million.

## **EDUCATION**

- The Small Schools by Necessity Grant will see a minor reduction in its funding from the previous budget and has been allotted \$50 million.
- Student Transportation Services funding will increase significantly from \$305 million to \$352.7 million.

## **ENERGY**

- Alberta Energy's business plan identifies a number of outcomes of interest to RMA members:
  - Albertans benefit economically from responsible energy and mineral development and access to global markets
  - Effective stewardship and regulation of Alberta's energy and mineral resources
  - Albertans benefit from a stable, reliable electricity system that protects consumers, attracts investment, and has improved environmental performance
- Orphan Well Abandonment program funding has increased from \$30.5 million to \$45.5 million, due to a combination of an increased number of orphan wells and more efficient administration of the program.
- Provincial funding of carbon capture and storage initiatives has increased from the previous year's estimate of \$215 million to \$274 million. It should be noted that the forecast amount for the previous year is much lower than the budgeted amount, at \$51 million.
- Funding for the Utilities Consumer Advocate remains steady at approximately \$9 million.
- The Coal Phase-Out Agreements are anticipated to cost \$30 million, a \$2 million decrease from last year's budget.

## **ENVIRONMENT AND PARKS**

- The business plan for Alberta Environment and Parks outlines the following key performance measures for 2018-19 are:
  - Environment and ecosystem health and integrity
  - Sustainable economic diversification
  - Social well-being
  - Protected public health and safety from environmental conditions and events

- Funding for the Alberta Municipal Water and Wastewater Partnership (AMWWP) has decreased from \$47 million to \$45 million.
- As the development of regional plans under the Land-use Framework continue, the budget for the Land Use Secretariat has been reduced to \$6.1 million – a significant drop from the budgeted amount of \$10.3 million in 2017-18.
- Funding for Water for Life has increased from \$65 million to \$75.3 million – a 15% increase.
- Funding for wildlife management is \$23.9 million, a slight increase from 2017-18.
- Funding for fisheries management has increased from \$9.9 million to \$13.7 million.
- The Government of Alberta identifies that work on flood hazard mapping will continue in 2018-19, though it is zero funded in the provincial budget estimates.

## HEALTH, SENIORS AND HOUSING

- Several strategies outlined in the Ministry of Health’s business plan have the potential to benefit rural communities, including:
  - Expand home care services to increase access to health services, reduce reliance on acute care facilities, and enable Albertans to stay at home longer
  - Develop a targeted approach for new continuing care spaces and upgrading or replacing existing sites, focusing on complex populations and communities in greatest need.
  - Improve access to health care providers across the province and develop sustainable strategies that ensure the appropriate education, scope of practice, supply, mix, and distribution of health care providers.
  - Improve the effectiveness and efficiency of Alberta’s emergency medical services system, and support the expanded role of paramedics in the delivery of patient care.
- \$12.5 billion has been budgeted for Alberta Health Services operations.
- The Ministry of Seniors and Housing has been budgeted \$737.6 million. This includes \$374 million for the Alberta Seniors Benefit, a \$9 million increase from the previous year.
- The budget also provides \$261 million for programs delivered by the Alberta Social Housing Corporation, a decrease of \$5 million from the previous budget year. Included in the \$256 million is \$84 million for seniors housing, a 16% decrease from last year; and \$87 million for family community housing, a 10% increase from last year’s budgeted amount.
- The Seniors Property Tax Deferral Program budget has increased from \$7.3 million to \$8.2 million.
- Funding for Alberta Primary Care Networks is steady at \$244 million.
- The new Affordable Housing Energy Savings Program will enable retrofits in affordable housing units. \$25 million has been allocated over three years to deliver this program.

## INDIGENOUS RELATIONS

- The Aboriginal Consultation Office has received a budget of \$5.3 million – a minor decrease from last year.

- This budget provides \$123 million for the First Nations Development Fund, a \$6 million decrease from last year.
- \$83 million over five years has been allocated from the Climate Leadership Plan to lead engagement among First Nations, Alberta Transportation, and the Government of Canada to connect regional drinking water systems for First Nations in Alberta.

## JUSTICE AND POLICING

- The Policing Assistance to Municipalities Grant (MPAG) was increased slightly to \$87.7 million. This includes the Municipal Policing Assistance Grant (\$57.7 million) and the New Police Officer Program (\$30 million).
- Funding for provincial contract policing has increased from approximately \$237 million in 2017-18 to \$256 million in 2018-19. This increase is in part due to additional funding for rural crime reduction initiatives such as new officers, civilian staff and equipment focused on preventing crime in key rural locations across the province.
- Capital funding for the Alberta Crown Prosecution Services increased significantly from being zero-funded in 2017-18 to receiving \$2.1 million in funding in this year's budget.

## MUNICIPAL AFFAIRS

- The total Municipal Affairs budget is approximately \$1.2 billion.
- The business plan for Alberta Municipal Affairs contains four key outcomes:
  - Albertans live in viable municipalities and communities with responsible, collaborative and accountable local governments
  - A comprehensive system of standards ensuring quality infrastructure so that Albertans are safe in their homes and communities
  - Alberta is well prepared for disasters and emergencies
  - Albertans and municipalities receive fair, timely and well-reasoned decisions on matters before the ministry's quasi-judicial boards.
- The Municipal Sustainability Initiative (MSI) will maintain a stable level of funding until the program is scheduled to conclude in the 2021-22 budget year. To support improved cash-flow from the province to municipalities, and to encourage long-term municipal capital planning, the Government of Alberta will advance \$800 million of MSI funding in the 2017-2018 budget year, which results in lower than expected allocations in 2018-19 and 2019-20. It is important to note that this is **not** additional or reduced funding in comparison to the amount previously committed to MSI, but is rather the re-allocation of funding to support municipalities in undertaking long-term, multi-year capital projects.
  - The MSI capital component is funded at \$294 million.
  - The MSI operating component is maintained at \$30 million.
  - The Basic Municipal Transportation Grant is funded at \$344 million.
- Alberta Community Partnership (ACP) funding has been maintained at \$18.5 million. The ACP will be used to support municipalities in the development of intermunicipal collaboration frameworks.

- Grants in Place of Taxes (GIPOT) have been allocated \$59 million in this budget, which is unchanged from the previous year's budgeted amount.
- The Education Property Tax Requisition is forecast at \$2.4 billion, which is unchanged from the previous budget year.
- Alberta Emergency Management Agency funding decreased slightly to \$33.3 million.

## STATUS OF WOMEN

- Status of Women has budgeted a total of \$6.9 million towards gender equality and advancement and gender policy, strategy, and innovation. One aspect of the Ministry's strategic context is the role of women in leadership positions. The Government of Alberta's Ready for Her campaign, in advance of the 2017 municipal elections, resulted in a three percent increase in the number of women on municipal councils.

## TRANSPORTATION AND INFRASTRUCTURE

- Alberta Transportation's business plan identifies several priority initiatives that are relevant to RMA members:
  - Support sustainable municipal road and bridge infrastructure that contributes to resilient local economies in rural and smaller urban communities.
  - Create and implement a transparent asset management plan in partnership with municipalities, other governments and industry, and examine the long-term sustainability of the network.
  - Implement approaches to ensure highway operations and maintenance programs achieve the best value for investment and the most effective results for Albertans.
  - Work with partners to support the development of local, regional and rural public transportation options that better connect Albertans to critical services and each other, and influence community development.
  - Continue to enhance the automated Transportation Routing and Vehicle Information Multi-Jurisdictional permitting system in collaboration with municipalities across Alberta, ensuring consistent overweight permit fee distribution to municipal partners to offset highway maintenance costs.
  - Work with partners to ensure all Albertans, including Indigenous communities, have reliable access to clean and safe drinking water and water/wastewater treatment systems by providing funding through the Alberta Municipal Water/Wastewater Partnership, Water for Life and the First Nations Water Tie-In Program.
- The Strategic Transportation Infrastructure Program (STIP) has received \$26.5 million for 2018-2019, a significant decrease from the \$85.4 million forecast for the 2017-18 budget.
- Federal Gas Tax funding is at a level of \$229.5 million.
- Funding for municipal water infrastructure programs, which includes Water for Life, the Municipal Water-Wastewater Program (AMWWP), and First Nations Water Tie-In Program is set for \$144 million. GreenTRIP funding has been reduced from a 2017-18 budget of \$484 million to \$250 million in this year's budget. Funding is anticipated to be reduced further in upcoming budget years as the GreenTRIP program winds down.

- Provincial highway maintenance operations funding is holding steady at approximately \$254 million.
- Funding for the Alberta Community Transit Fund has decreased significantly from \$40 million to \$22 million.
- \$1 million has been budgeted to support rural bus service pilot programs.