



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

SEPTEMBER 24, 2018

10:00 A.M.

COUNCIL CHAMBERS
FORT VERMILION, AB

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Monday, September 24, 2018
10:00 a.m.**

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

AGENDA

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CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	3
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the September 11, 2018 Regular Council Meeting	7
		b) Minutes of the September 19, 2018 Special Council Meeting	29
		c) Business Arising out of the Minutes	
DELEGATIONS:	4.	a) Helix Engineering – La Crete Future Utility Servicing Plan (1:00 p.m.)	35
		b)	
COUNCIL COMMITTEE REPORTS:	5.	a) Council Committee Reports (verbal)	
		b) Municipal Planning Commission Meeting Minutes	37
		c) Subdivision & Development Appeal Board	49
GENERAL REPORTS:	6.	a) None	
TENDERS:	7.	a) None	
PUBLIC HEARINGS:	8.	a) None	

ADMINISTRATION:	9.	a)	Diseased Bison Awareness (Signage)	57
		b)	Applications for Property Tax Exemptions	59
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AGRICULTURE SERVICES:	10.	a)		
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		b)	Snow Removal Options - River Road Fort Vermilion	153
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	d)	Policy PW018 Hiring of Private Equipment	165
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PLANNING & DEVELOPMENT:	14.	a) Bylaw 1109-18 Land Use Bylaw Amendment to add regulation to Section 8 and to add regulation to Section 9.34, Section 9.16.9 and to correct typographical errors found in Section 9.17.3, Section 9.19.3 and to add tarp shelters as a permitted use in the Agricultural (A) and Forestry (F) zoning districts	167
		b) Bylaw 1115-18 Municipal Reserve Closure Plan 052 2360, Block 2, Lot 3MR (NW 3-106-15-W5M)	175
		c) Bylaw 1116-18 Lane Closure Between Lots 1 & 3MR, Block 2, Plan 052 2360 (La Crete)	183
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UTILITIES:	15.	a) Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist	197
		b)	
		c)	
INFORMATION / CORRESPONDENCE:	16.	a) Information/Correspondence	211
IN CAMERA SESSION:		<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	

- 17. a) Diversion Licence Review Update (s. 21)
- b)
- c)

NOTICE OF MOTION: 18. a)

**NEXT MEETING
DATES:**

- 19. a) Regular Council Meeting
October 9, 2018
10:00 a.m.
Fort Vermilion Council Chambers
- b) Organizational Council Meeting
October 23, 2018
10:00 a.m.
Fort Vermilion Council Chambers
- c) Regular Council Meeting
October 24, 2018
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2018
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Minutes of the September 11, 2018 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the September 11, 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 September 11, 2018 Regular Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**September 11, 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 10:14 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
Doug Munn	Director of Community Services
Fred Wiebe	Director of Utilities
Bill McKennan	Director of Finance
Grant Smith	Agricultural Fieldman
Don Roberts	Zama Site Manager
Chelsea Doi	Municipal Intern/Recording Secretary

ALSO PRESENT: Members of the public.

Minutes of the Regular Council meeting for Mackenzie County held on September 11, 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 10:02 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 18-09-634 MOVED by Councillor Knelsen

That the agenda be approved with the following deletion:
13. b) Road Rebuild Projects in Rocky Lane Area

CARRIED

A moment of silence was held in remembrance of the victims of the September 11, 2001 terrorist attacks.

**MINUTES FROM
PREVIOUS MEETING:**

3. a) Minutes of the August 29, 2018 Regular Council Meeting

MOTION 18-09-635

MOVED by Councillor Driedger

That the minutes of the August 29, 2018 Regular Council Meeting be adopted as presented.

CARRIED

3. b) Business Arising out of the Minutes

None.

**COUNCIL COMMITTEE
REPORTS:**

5. a) Council Committee Reports (verbal)

Councillor Jorgensen arrived at 10:14 a.m.

MOTION 18-09-636

MOVED by Deputy Reeve Wardley

That administration compile current and historical data regarding the operating days of the La Crete Ferry and Ice Bridge.

CARRIED

MOTION 18-09-637

MOVED by Councillor Sarapuk

That the Council Committee reports be received for information.

CARRIED

Reeve Braun recessed the meeting at 10:59 a.m. and reconvened the meeting at 11:14 a.m.

TENDERS:

7. a) Hamlet of Zama Lift Station Upgrade

MOTION 18-09-638

MOVED by Councillor Driedger

That the Hamlet of Zama Lift Station Upgrade Tenders – Envelope #1 be opened and that administration review the tenders for qualification prior to opening Envelope #2.

Tenders Received:

Chandos	All required documents enclosed.
Pomerleau Inc.	All required documents enclosed.

CARRIED

MOTION 18-09-639

MOVED by Councillor A. Peters

That the Hamlet of Zama Lift Station Upgrade Tenders - Envelope #2 be opened for the qualified bidders.

Tenders Received:

Chandos	\$2,923,000.00
Pomerleau Inc.	\$2,536,700.00
	Corrected value \$2,521,700.00
Two project deduction (Pomerleau Inc.)	\$75,000.00

CARRIED

MOTION 18-09-640

MOVED by Councillor Jorgensen

That administration review the Hamlet of Zama Lift Station Upgrade Tenders and bring back their recommendations to Council later in the meeting.

CARRIED

TENDERS:

7. b) Hamlet of Zama Water Treatment Plant Upgrade

MOTION 18-09-641

MOVED by Deputy Reeve Wardley

That the Hamlet of Zama Water Treatment Plant Upgrade Tenders – Envelope #1 be opened and that administration review the tenders for qualification prior to opening Envelope #2.

Tenders Received:

Chandos	All required documents enclosed.
Pomerleau Inc.	All required documents enclosed.

CARRIED

MOTION 18-09-642

MOVED by Councillor Jorgensen

That the Hamlet of Zama Water Treatment Plant Upgrade Tenders - Envelope #2 be opened for the qualified bidders.

Tenders Received:

Chandos	\$1,959,000.00
Pomerleau Inc.	\$1,965,000.00

CARRIED

MOTION 18-09-643

MOVED by Deputy Reeve Wardley

That administration review the Hamlet of Zama Water Treatment Plant Upgrade Tenders and bring back their recommendations to Council later in the meeting.

CARRIED

COUNCIL COMMITTEE REPORTS:

5. b) Municipal Planning Commission Meeting Minutes

MOTION 18-09-644

MOVED by Councillor Knelsen

That the Municipal Planning Commission meeting minutes of August 23, 2018 be received for information.

CARRIED

COUNCIL COMMITTEE REPORTS:

5. c) Finance Committee Meeting Minutes

MOTION 18-09-645

MOVED by Councillor A. Peters

That the unapproved Finance Committee meeting minutes of August 27, 2018 be received for information.

CARRIED

**COUNCIL COMMITTEE
REPORTS:**

5. d) Agricultural Service Board Meeting Minutes

MOTION 18-09-646

MOVED by Deputy Reeve Wardley

That the Agricultural Service Board review all options for large animal veterinary services in the region.

CARRIED

MOTION 18-09-647

MOVED by Councillor Knelsen

That the Agricultural Service Board meeting minutes of August 30, 2018 be received for information.

CARRIED

Reeve Braun recessed the meeting at 12:02 p.m. and reconvened the meeting at 12:52 p.m.

PUBLIC HEARINGS:

8. a) Bylaw 1111-18 Land Use Bylaw Amendment for a Zoning Overlay to add Shop – Farm as a Use and to increase the amount of Animal Units on NW 29-106-15-W5M

Reeve Braun called the public hearing for Bylaw 1111-18 to order at 1:06 p.m.

Reeve Braun asked if the public hearing for proposed Bylaw 1111-18 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 August 14, 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 1111-18. No submissions were received.

Reeve Braun asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1111-18. There was no one was present to speak to the proposed bylaw.

Reeve Braun closed the public hearing for Bylaw 1111-18 at 1:08 p.m.

MOTION 18-09-648

MOVED by Deputy Reeve Wardley

That second reading be given to Bylaw 1111-18 being a Land Use Bylaw Amendment for a Zoning Overlay to add Shop-Farm as a permitted use and to increase the amount of animal units on NW 29-106-15-W5M.

CARRIED

MOTION 18-09-649

MOVED by Councillor E. Peters

That third reading be given to Bylaw 1111-18 being a Land Use Bylaw Amendment for a Zoning Overlay to add Shop-Farm as a permitted use and to increase the amount of animal units on NW 29-106-15-W5M.

CARRIED

GENERAL REPORTS:

6. a) CAO & Directors Report for August 2018

MOTION 18-09-650

MOVED by Deputy Reeve Wardley

That administration draft a letter regarding the Disaster Recovery Program response and forward it to the Northern Alberta Elected Leaders and Rural Municipalities of Alberta (RMA) Northern Zone.

CARRIED

MOTION 18-09-651

MOVED by Councillor Bateman

That administration prepare a video to be sent to Premier Rachel Notley, Minister Shaye Anderson, Minister Richard Feehan, Minister Danielle Larivee, Minister Margaret McCuaig-Boyd, and MLA Debbie Jabbour and that a meeting date with Municipal Affairs be set before September 24, 2018.

CARRIED

MOTION 18-09-652

MOVED by Councillor Knelsen

That a Special Council Meeting be scheduled for September 19, 2018 at 10:00 a.m. to discuss Inter-municipal Agreements.

CARRIED

MOTION 18-09-653

MOVED by Councillor Sarapuk

That the CAO and Directors reports for August 2018 be received for information.

CARRIED

ADMINISTRATION:

9. a) Diseased Bison Awareness (Signage)

MOTION 18-09-654

MOVED by Deputy Reeve Wardley

That the County requests \$33,150.00 for the signage on Mackenzie highways as part of the bison watch initiative from the federal government within their federal wood bison recovery strategy.

CARRIED

ADMINISTRATION:

9. b) Caribou

MOTION 18-09-655

MOVED by Councillor Knelsen

That the update on Caribou be received for information.

CARRIED

Reeve Braun recessed the meeting at 1:57 p.m. and reconvened the meeting at 2:09 p.m.

FINANCE:

12. a) 2018 Budget Update

MOTION 18-09-656

Requires 2/3

MOVED by Councillor Bateman

That the 2018 Operating Budget in the amount of \$36,428,667 as detailed in Appendix I be approved.

CARRIED

MOTION 18-09-657
Requires 2/3

MOVED by Councillor Knelsen

That the 2018 Non-TCA Projects in the amount of \$2,477,076 and funding sources as detailed in Appendix II be approved.

CARRIED

MOTION 18-09-658
Requires 2/3

MOVED by Councillor Sarapuk

That the 2018 Capital Budget Expenditures in the amount of \$18,103,559 and funding sources as detailed for Projects Numbers 1 to 107 in Appendix III be approved.

CARRIED

MOTION 18-09-659
Requires 2/3

MOVED by Councillor Driedger

That the 2018 Capital Budget Expenditures in the amount of \$8,085,000 and funding sources for projects Number 108 to 110 in Appendix III be approved conditional on grant funding being confirmed.

CARRIED

MOTION 18-09-660
Requires 2/3

MOVED by Deputy Reeve Wardley

That the 2018 Operating Budget as detailed in Appendix I be amended to increase Administration Operating Expense by \$245,000 and decrease Contributions to Reserves by \$245,000.

CARRIED

DELEGATION:

4. a) S/Sgt. Bill Mooney, Fort Vermilion RCMP and S/Sgt. Brad Giles, District Advisory NCO, Western Alberta District

MOTION 18-09-661

MOVED by Councillor Driedger

That council move in-camera at 2:33 p.m. to discuss the following:

17. a) RCMP – Enhanced Policing Agreement and Clerical Support Position (*FOIP, Div. 2, Part 1, s. 17, 24*)

CARRIED

All Councillors, administration, and the RCMP were present during the in-camera discussion. (MGA Section 602.08(1)(6))

MOTION 18-09-662

MOVED by Councillor Knelsen

That council move out of camera at 3:45 p.m.

CARRIED

IN-CAMERA:

17. a) RCMP – Enhanced Policing Agreement and Clerical Support Position

MOTION 18-09-663

MOVED by Councillor E. Peters

That administration bring back additional options for the La Crete RCMP Clerical Support duties.

CARRIED

Reeve Braun recessed the meeting at 3:46 p.m. and reconvened the meeting at 3:54 p.m.

TENDERS:

7. a) Hamlet of Zama Lift Station Upgrade

MOTION 18-09-664

MOVED by Councillor Jorgensen

That administration contact the grant organizations to provide additional funding and research other cost-saving options for the Hamlet of Zama Lift Station Upgrade project and bring back recommendations.

CARRIED

TENDERS:

7. b) Hamlet of Zama Water Treatment Plant Upgrade

MOTION 18-09-665

MOVED by Deputy Reeve Wardley

That administration contact the grant organizations to provide additional funding and research other cost-saving options for the Hamlet of Zama Water Treatment Plant Upgrade project and bring back recommendations.

CARRIED

FINANCE:

12. b) Review Fire Service Fees

MOTION 18-09-666

MOVED by Councillor Jorgensen

That first reading be given to Bylaw 1113-18 being the Fee Schedule Bylaw for Mackenzie County with the following amendment:

Fire Services Fees – Other Incidents
Note: 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.~~

CARRIED

MOTION 18-09-667

MOVED by Councillor Bateman

That second reading be given to Bylaw 1113-18 being the Fee Schedule Bylaw for Mackenzie County.

CARRIED

MOTION 18-09-668
Requires Unanimous

MOVED by Councillor Knelsen

That consideration be given to go to third reading of Bylaw 1113-18 being the Fee Schedule Bylaw for Mackenzie County.

CARRIED UNANIMOUSLY

MOTION 18-09-669

MOVED by Deputy Reeve Wardley

That third reading be given to Bylaw 1113-18 being the Fee Schedule Bylaw for Mackenzie County.

CARRIED

Reeve Braun recessed the meeting at 4:28 p.m. and reconvened the meeting at 4:34 p.m.

**COMMUNITY
SERVICES:**

11. a) Mackenzie County Wellness Centre

MOTION 18-09-670

MOVED by Councillor Bateman

That the current application for the Mackenzie County Wellness Centre be withdrawn and that administration review other options.

CARRIED

MOTION 18-09-671

MOVED by Councillor E. Peters

That administration draft an emergent resolution to the Rural Municipalities of Alberta (RMA) regarding the Investing in Canada Infrastructure program.

CARRIED

OPERATIONS:

13. a) Bylaw 1112-18 Fee Schedule Bylaw

MOTION 18-09-672

MOVED by Deputy Reeve Wardley

That Bylaw 1112-18 Fee Schedule Bylaw be TABLED to the next council meeting for additional information.

CARRIED

OPERATIONS:

**13. c) Hutch Lake FireSmart Forest Resource
Improvement Association of Alberta (FRIAA Grant)**

MOTION 18-09-673

MOVED by Councillor Knelsen

That administration submit an application for the Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Grant for the purpose of addressing the recommended actions (Option 1 – 3) outlined in the Mitigation Study of the Hutch Lake and Area.

CARRIED

**INFORMATION /
CORRESPONDENCE:**

16. a) Information/Correspondence

MOTION 18-09-674

MOVED by Councillor Knelsen

That the information/correspondence items be received for information.

CARRIED

IN-CAMERA SESSION: 17. In-Camera Session

MOTION 18-09-675 MOVED by Councillor Driedger

That Council move in-camera at 5:04 p.m. to discuss the following:

17. b) Truckfill Project (*FOIP, Div. 2, Part 1, s. 16, 24*)

17. c) Personnel (*FOIP, Div. 2, Part 1, s. 17, 19, 24*)

CARRIED

All Councillors and administration were present during the in-camera discussion. (*MGA Section 602.08(1)(6)*)

MOTION 18-09-676 MOVED by Councillor Driedger

That Council move out of camera at 5:45 p.m.

CARRIED

IN-CAMERA SESSION: 17. b) Truckfill Project

MOTION 18-09-677 MOVED by Councillor Knelsen

That the discussion regarding the Truckfill Project be received for information.

CARRIED

IN-CAMERA SESSION: 17. c) Personnel

MOTION 18-09-678 MOVED by Councillor Jorgensen

That the discussion regarding Personnel be received for information.

CARRIED

NOTICE OF MOTION: 18. a) Policy PW018 Hiring of Private Equipment

MOTION 18-09-679

MOVED by Deputy Reeve Wardley

That notice be given that the following motion be presented at the next council meeting:

That Policy PW018 Hiring of Private Equipment be brought back to council for review and recommendation.

CARRIED

NEXT MEETING DATE:

19. a) Next Meeting Dates

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

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

ADJOURNMENT:

20. a) Adjournment

MOTION 18-09-680

MOVED by Councillor Jorgensen

That the council meeting be adjourned at 5:48 p.m.

CARRIED

These minutes will be presented to Council for approval on September 24, 2018.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer

**APPENDIX I
2018 OPERATING BUDGET**

OPERATIONAL REVENUES

Property taxes	\$24,555,587
User fees and sales of goods	\$4,713,200
Grants & Government transfers	\$1,551,966
Investment income (operating)	\$500,000
Penalties and costs on taxes	\$1,300,000
Licenses, permits and fines	\$358,000
Rentals	\$125,500
Municipal reserve revenue	\$60,000
Other	\$294,000
Draws from Reserves	\$2,970,414

TOTAL OPERATING REVENUE:	<u>\$36,428,667</u>
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OPERATIONAL EXPENSES

Legislative	\$845,150
Administration	\$5,479,900
Protective services	\$1,567,950
Transportation	\$13,053,400
Water, sewer, solid waste disposal	\$3,308,850
Public health and welfare (FCSS)	\$814,850
Planning, development	\$1,364,700
Agriculture and veterinary	\$1,417,810
Recreation and culture	\$1,865,500
Non-TCA projects	\$2,477,076
Principle - Long term debt	\$1,926,300
Bad Debt	\$646,000
Contributions to reserves	\$1,661,181

TOTAL OPERATING EXPENSE:	<u>\$36,428,667</u>
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Excess (deficiency)	(\$0)
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MACKENZIE COUNTY
Non-TCA Projects 2018 INCLUDING CARRY FORWARDS

Project Description	2018 BUDGET	County Cost	External Funding				Internal Funding				Notes
			FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	Restricted Surplus (previous years)	RS-type	Debenture	
(12) - Administration Department											
Wolf bounty (CF 2016)	51,520							51,520	GOR		
Caribou/industry Protection Strategy (CF 2016)	46,227							46,227	GOR		
Cumulative Effects Assessment Study (CF 2017)	269,426				200,000			69,426	GOR		
Information Technology Budget (2018)	48,000	-					48,000				
Building Maintenance Lifecycle Plan (2018)	28,000	-					28,000				
Building Appraisals (2018)	40,000	-					40,000				
FV - Asset Management (2018)	45,000	-			36,000		9,000				
ZA - FRIAA Firesmart Program (2018)	354,960	-			354,960						
Total department 12	883,133	-	-	-	590,960	-	125,000	167,173			-
(23) - Fire Department											
FV - Fire Dept Training Props (2018)	30,000	-				15,000	15,000				50/50 FVED
LC - Fire Dept Training Props (2018)	35,000	-				17,500	17,500				50/50 LCFD
Supplies for 2006 Ford Ambulance (2018)	-	-									
Total department 23	65,000	-	-	-	-	32,500	32,500	-	-		-
(26) - Enforcement											
Radar Lazer - Portable (2018)	4,200	-					4,200				
Total department 26	4,200	-	-	-	-	-	4,200	-	-		-
(32) - Public Works											
ZA - Aspen Drive Ditch Repair (CF 2016)	60,000							60,000	GOR		
LC & FV - Road Disposition - Survey Work (CF 2014)	41,359							41,359	GOR		
Assumption Hill Improvement (ditching) (CF 2014)	17,290							17,290	GOR		
Zama Road LOC (CF 2016)	100,000							100,000	GOR		
Rocky Lane Oil Dust Control (CF 2017)	125,000							125,000	GOR		
Oil Dust Control Willson Prairie Road (2018)	-	-									
Oil Dust Control Isaac Dycks Subdivision (2018)	-	-									
Total department 32	343,649	-	-	-	-	-	-	343,649			-
(33) - Airport											
Airport Master Plan (CF 2016)	66,496							66,496	GOR		
FV Airport Development (CF 2016)	9,169							9,169	GOR		
Total department 33	75,666	-	-	-	-	-	-	75,665			-
(41) - Water											
FV/HL Rural Comprehensive Water Study (CF 2017)	-										
LC - La Crete Future Water Supply Concept (2018)	200,000	-					200,000				
Water Diversion License Review	35,000							35,000	GOR		
Total department 41	235,000	-	-	-	-	-	200,000	35,000			-
(42) - Sewer											
LC - Future Utility Servicing Plan (2018)	85,000	-					85,000				
Total department 42	85,000	-	-	-	-	-	85,000	-	-		-

MACKENZIE COUNTY
Non-TCA Projects 2018 INCLUDING CARRY FORWARDS

Project Description	2018 BUDGET	County Cost	External Funding				Internal Funding				Notes
			FGTF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	Restricted Surplus (previous years)	RS-type	Debenture	
(43) - Solid Waste Disposal											
FV - Transfer Station Composting Program (CF 2015)	5,000							5,000	GOR		
LC - Transfer Station Composting Program (CF 2015)	5,000							5,000	GOR		
LC - Waste Packer Plan (CF 2015)	5,000							5,000	GOR		
Waste Bins 40 & 6 yd (2018)	20,000	-				8,000	12,000				Dispose of 20 waste bins
<i>Total department 43</i>	35,000	-	-	-	-	8,000	12,000	15,000	-	-	
(61) - Planning & Development Department											
Infrastructure Master Plans (CF 2016)	12,559							12,559	GOR		
Rural Addressing Signs (CF 2015)	-							-	GOR		Motion 18-05-355
Natural Disaster Mitigation Program (CF 2017)	105,000				90,000			15,000	GCR		
Municipal Census (2018)	120,000	-			25,000		95,000				REDI
MuniSight Software - GIS (2018)	98,000	-					98,000				
Seven (7) Intermunicipal Development Plan and Intermunicipal Collaborative Framework (2018)	350,000	-			200,000		150,000				Alberta Partnership grant
<i>Total department 61</i>	685,559	-	-	-	315,000	-	343,000	27,559	-	-	
(63) - Agricultural Services Department											
Dell Tough Book and software (2018)	20,500	-					20,500				
Paint MARA Building (2018)	10,000	-					5,000	5,000	GOR		\$5,000 Originally in 2017 Operating
<i>Total department 63</i>	30,500	-	-	-	-	-	25,500	5,000			-
(71) - Recreation											
ZA - Hall Electrical Upgrades (CF 2015/2016)	7,414							7,414	RB-ZA		
FV - Facility Security Camera System (2018)	3,000	-					3,000				
LC - 2 Sets of Mini Nets & Portable Boards (2018)	8,500	-					8,500				
LC - 2 Heaters for Bleachers (2018)	6,500	-					6,500				
LC - Ice Rink Foam Dividers (CF 2017)	116							116	RR-LC		
LC - Sidewalk to Tennis Courts (CF 2017)	88							88	GTOO		
<i>Total department 71</i>	25,619	-	-	-	-	-	18,000	7,618	-	-	
(72) - Parks											
FV - Bridge Campsite - Clear Trees (CF 2016)	5,000							5,000	GOR		
Fire Pits & Picnic Tables (CF 2017)	1,250							1,250	GOR		
Wadlin Lake - Blocking for Dock (CF 2014)	2,500							2,500	GOR		
<i>Total department 72</i>	8,750	-	-	-	-	-	-	8,750	-	-	
TOTAL 2018 Non-TCA Projects	2,477,076	-	-	-	905,960	40,500	845,200	685,414	-	-	

The impact to the individual Reserve is as follows:

General Operating Reserve	\$662,796
General Capital Reserve	\$15,000
Recreation Board Zama Reserve	\$7,414
Recreation Reserve La Crete	\$116
Grants to Other Organizations Reserve	\$88

Total **\$685,414**

MACKENZIE COUNTY

TCA Projects 2018 INCLUDING CARRY FORWARDS

	Project Description	2018 BUDGET	County Cost	External Funding				Internal Funding				Notes
				FGIF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debenture	
(12) - Administration Department												
1	Signs with Flags for FV Office (CF 2015)	14,859							GCR	14,859		
2	Payroll Software (CF 2016)	4,163							GCR	4,163		
3	LC - Floor Washer (CF 2017)	8,360							GCR	8,360		
4	ZC - Admin Building Tree Planting (CF 2017)	13,884							GCR	13,884		
5	Land Purchase (South of High Level) (CF 2015)	13,000							GCR	13,000		
6	Information Technology Network Equipment (2018)	30,000	-	30,000								
7	FV Office HVAC Photocopy Room/Meeting Room 1/Council Chambers (2018)	30,000	30,000						GOR	30,000		
8	FV Cargo Trailer (2018)	12,000	12,000						V&E	12,000		
Total department 12		126,266	42,000	-	30,000	-	-	-	-	96,266	-	
(23) - Fire Department												
9	FV - Training Facility (CF 2017)	11,350					10,000		GCR	1,350		Other Sources - Fort Vermilion Fire Dept 50/50
10	LC - Deck Gun (Tompkins) (2018)	15,000	-	15,000								
11	LC - Pison Intake Valve and Booster Reel (Tompkins) (2018)	18,500		8,600					V&E	9,900		Motion 18-03-243
12	LC - Wildland Skid (2018)	5,200	-	5,200								
13	LC - Install Generator Hook up (2018)	8,000	8,000						GOR	8,000		
14	LC - Fire Truck (2018)	500,000		-					V & E	500,000		
Total department 23		558,050	8,000	-	28,800	-	10,000	-	-	519,250	-	

MACKENZIE COUNTY

TCA Projects 2018 INCLUDING CARRY FORWARDS

	Project Description	2018 BUDGET	County Cost	External Funding				Internal Funding				Notes	
				FGIF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debenture		
(32) - Transportation Department													
15	New Road Infrastructure (CF)	255,478								RD	255,478		
16	LC - Engineering & Design for 113 Street and 109 Ave (CF 2015)	41,217								RD	41,217		
17	Gravel Reserve (CF 2014)	92,357								RD	92,357		
18	FV - 46 Ave Road Pave (CF 2017)	6,275								GCR	6,275		
19	LC - Teachers Loop Asphalt & Sidewalk (CF 2017)	404,903			254,475					RD/GCR	150,428		18-02-081 (80k RD, 70,428 GCR)
20	LC - Bridges to New Lands - Range Rd180 (CF 2017)	1,563,270			655,750	517,520						390,000	Other Grant Strategic Transportation Infrastructure Program
21	LC - Bridges to New Lands - Township Rd1020 (CF 2017)	950,636				533,500						417,136	Other Grant Strategic Transportation Infrastructure Program
22	Street Sweeper (2018)	335,000	-		310,000		25,000						Other Sources - Equipment Disposal Unit # 3206
23	AWD Grader x3 (2018)	1,488,261	377,298		532,863		578,100			V&E	377,298		Unit # 2137, # 2138, # 2139
24	FV - Tractor w/ Snowblower Attachment (2018)	256,500	-		195,500		61,000						Unit # 2415
25	FV - Skidsteer (2018)	51,000	-		26,000		25,000						Unit # 2326
26	LC - Tilt Trailer (2018)	11,000	11,000							V&E	11,000		
27	LC - Skidsteer (2018)	51,000	-		26,000		25,000						Unit # 2327
28	LC - Pick up Truck (2018)	42,000	-		27,000		15,000						Unit # 1045
29	ZA - Back Hoe (2018)	139,000	-		139,000								
30	ZA - Dump Trailer (2018)	12,000	12,000							V&E	12,000		
31	FV - Pressure Washer (2018)	17,000	16,500				500			GCR	16,500		
32	LC - Heated Oil Unit Setup/Storage (2018)	40,000	40,000							GCR	40,000		
33	FV - Overlay 45 Ave (2018)	80,000	-		80,000								
34	FV - Overlay 47 Street (Hospital Hill) (2018)	40,000	-		40,000								
35	FV - Rebuild Eagles Nest Road (2 miles) (2018)	800,000	183,874	616,126						RR	183,874		
36	FV - Crosswalk Lights (2018)	10,550	-		10,550								
37	FV - Fix Hill on Range Road 134 (2018)	13,000	-		13,000								
38	LC - Cross Walk Lights x2 (2018)	20,700	-		20,700								
39	LC - Chipseal North & South Access (2018)	275,000	-		275,000								
40	LC - Rebuild Golf Course Rd (1/2 mile) (2018)	205,000	205,000							RR	205,000		
41	LC - Rebuild Airport Road (2 miles) (2018)	800,000	800,000							GCR	800,000		
42	LC - Rebuild Blue Hills Road (2 miles) (2018)	800,000	800,000							GCR	800,000		
42	LC - Rebuild Range Road 180 N (2 miles) (2018)	800,000	800,000							GCR	800,000		
43	LC - Buffalo Head Tower Flood Mitigation (2018)	50,000	50,000							GOR	50,000		
44	LC - Oil Blumenort Road West (2018)	185,000	-		185,000								
45	LC - Overlay River Road (2018)	880,000	880,000							GCR	880,000		
46	FV - Shop Parking & Entrance Improvements (2018)	12,000	12,000							GCR	12,000		
47	LC - Various Overlays Hamlet of La Crete (2018)	250,000	250,000							RR	250,000		
48	LC - Thermoplastic Lines Hamlet of La Crete (2018)	48,000	48,000							RR	48,000		
49	LC - 1/2 mile Road South of Blue Hill Bridge (2018)	300,000	-							RR	300,000		Motion 18-02-082
Total department 32		10,526,147	3,685,672	616,126	2,790,838	1,051,020	729,600	-	-	-	4,531,427	807,136	
(33) - Airport													
50	FV - Parking Lot Drainage Improvements (CF 2017)	20,000								IC-AIR GCR	20,000		
Total department 33		20,000	-	-	-	-	-	-	-	-	20,000	-	
(41) - Water Treatment & Distribution Department													
51	LC - Well Number 4 (CF 2016)	900,095								RWTR/GCR	900,095		900,000 GCR 95 RWTR
52	ZA - Water Treatment Plant Upgrading (CF 2017)	834,615				662,128				RWTR	172,487		
53	FV - Frozen Water Services Repairs (River Road) (CF 2015)	138,268								RWTR	138,268		
54	LC - Waterline Bluehills (CF 2015)	833,250								RWTR	833,250		
55	LC - Rural Potable Water Infrastructure (CF 2015)	20,000								GCR	20,000		
56	FV - Storage Work (CF 2017)	3,192								GCR	3,192		
57	FV - Rural Water Supply North of the Peace River (2018)	420,000	-							GOR	420,000		\$20,000 from 2017 Non TCA Project - HL Rural Comprehensive Water Study, \$400,000
Total department 41		3,149,420	-	-	-	662,128	-	-	-	-	2,487,292	-	

MACKENZIE COUNTY

TCA Projects 2018 INCLUDING CARRY FORWARDS

	Project Description	2018 BUDGET	County Cost	External Funding				Internal Funding				Notes	
				FGIF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debenture		
(42) - Sewer Disposal Department													
58	ZA - Lift Station Upgrade (CF 2013-2017)	1,819,068				1,034,250				WTR/DR	784,818		585,606 DR, 199,212 WTR
59	FV - Main Lift Station Grinder (CF 2017)	10,244				10,244							
60	LC - Sanitary Sewer Expansion (CF 2016)	115,130	48,000							WTR SWR/GCR	115,130		\$67,130 WTR, \$48,000 GCR
61	LC - Main Lift Station Meter (2018)	50,000	-		50,000								
	Total department 42	1,994,442	48,000	-	50,000	1,044,494	-	-	-	-	899,948	-	
(43) - Waste													
62	Build Up Berm - Blumenort WTS (CF 2017)	9,000								IC-WST	9,000		
	Total department 43	9,000	-	-	-	-	-	-	-	-	9,000	-	
(61) - Planning & Development													
63	FV - Streetscape (CF 2017)	59,639								IC-DV/GCR	59,639		34,639 IC Development, 25,000 GCR
64	LC - Streetscape (CF 2017)	34,967								IC-DV/GCR	34,967		9,967 IC Development, 25,000 GCR
	Total department 61	94,606	-	-	-	-	-	-	-	-	94,606	-	
(63) - Agriculture													
65	HL - Rural Drainage - Phase II & Phase III (CF 2014/2015)	77,808								DR	77,808		
66	LC - Buffalo Head/Steep Hill Water Management (Phase I) (CF 2014/2015)	474,794								DR	474,794		
	Total department 63	552,602	-	-	-	-	-	-	-	-	552,602	-	
(71) - Recreation													
67	FV - Ball Diamonds (CF 2015)	2,250								RB-FV	2,250		
68	FV - Rodeo Grounds (CF 2016)	17,933								RB-FV	17,933		
69	FV - Skate Shack (CF 2015)	30,000								RB-FV	30,000		
70	ZA - Com. Hall: Property Full Landscaping (CF 2015)	2,302								RB-ZA	2,302		
71	FV - Ice Plant Repair (CF 2017)	51,846								RF-FV	51,846		
72	FV - Hall Reno (Kitchen) (CF 2017)	20,000								RB-FV	20,000		
73	FV - Bathroom Reno (CF 2017)	463								RB-FV	463		
74	LC - Fire Alarm (CF 2017)	6,000								RB-LC	6,000		
75	LC - Natural Gas, Hot Water Tank (big), 4 New Baseboards (CF 2017)	5,105								RB-LC	5,105		
76	LC - One Set of Lights for Outdoor Rink (CF 2017)	1,028								GOO	1,028		
77	LC - 2" Water Line to the Ball Diamonds (CF 2017)	750								GOO	750		
78	LC - 3 Windows Upstairs Overlooking the Ice (CF 2017)	4,000								GOO	4,000		
79	LC - Dressing Room Expansion including Gym/Weight Room (CF 2017)	190,243								GCR	190,243		
80	ZA - Water Repair in Furnace Room (CF 2017)	10,000								GOO	10,000		
81	ZA - Re-shingling Hall (CF 2017)	35,000								GOO	35,000		
82	ZA - Energy Efficiency Upgrade (CF 2017)	30,000								GOO	30,000		
83	FV - Boiler Condenser Heater (CF 2017)	3,250								RB-FV	3,250		
84	La Crete Arena Condenser Motor Purchase (CF 2017)	4,972								GOO	4,972		
85	FV - Arena Ice Surface Lighting Upgrade (2018)	20,000	20,000							GOR	20,000		
86	FV - Boiler Room Upgrades (2018)	45,000	45,000							GOR	45,000		
87	FV - Facility Door Upgrades (2018)	30,000	30,000							GOR	30,000		
88	LC - Blue Hills Skate Shack Repairs (2018)	20,000	20,000							GOR	20,000		
89	LC - Renovate Old Dressing Rooms (2018)	30,000	15,000				15,000			GOR	15,000		
90	LC - Floor Scrubber (2018)	7,000	7,000							GOR	7,000		
91	LC - Splash Park Electrical & Plumbing (2018)	18,000	18,000							GOR	18,000		
92	LC - Parking Lot Sturry & Lines (2018)	17,500	-			17,500							
	Total department 71	602,642	155,000	-	17,500	-	15,000	-	-	-	570,142	-	

MACKENZIE COUNTY

TCA Projects 2018 INCLUDING CARRY FORWARDS

	Project Description	2018 BUDGET	County Cost	External Funding				Internal Funding				Notes
				FGIF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debenture	
(72) - Parks & Playgrounds Department												
93	Bridge Campground - Survey & Improvements (CF 2014)	43,627							RP/GCR	43,627		18,627 Recreation & Parks, 25,000 GCR
94	FV - D.A. Thomas Park - Retaining Wall (CF 2016)	15,445							RP/GCR	15,445		5,445 Recreation & Parks, 10,000 GCR
95	Wadlin Lake - Grounds Improvements (CF 2016-2017)	11,851							RP	11,851		
96	Improvements to Provincial Park - Bridge Campground (CF 2017)	43,998				29,964			IC-REC	14,034		
97	Hutch Lake Cabins - Playground (CF 2017)	4,640							MR	4,640		
98	Hutch Lake Campground Improvements (CF 2017)	75,186							IC-REC/MR	75,186		12,186 IC- Recreation & Parks, 63,000 Municipal Reserve
99	Hutch Lake Dock Blocks (CF 2017)	10,000							IC-REC	10,000		
100	LC - Slide & Swings Big Back Yard (CF 2017)	2,987							MR	2,987		
101	Machesis Lake - Dock Blocks (CF 2017)	10,025							RP	10,025		
102	FV - Processor / Splitter (2018)	33,200	33,200						V&E	33,200		
103	LC - Zero Turn Mower (2018)	15,200	-		15,200							Donate Unit #3010 to La Crete Recreation Board
104	3/4 ton pickup (2018)	45,000	-		43,500		1,500					Unit #1646
105	FV - Parks Storage Shed (2018)	27,500	-		27,500							
106	FV - Hutch Lake Cabin Expansion (2018)	114,000	114,000						GOR	114,000		
107	FV - Wadlin Lake Land Purchase (2018)	17,725	-						GOR/GCR	17,725		\$15,000 transfer from 2017 Non TCA Project - Wadlin Lake Land Purchase- Motion 18-04-316
Total department 72		470,384	147,200	-	86,200	29,964	1,500	-	-	352,720	-	
TOTAL 2018 Capital Projects		18,103,559	4,085,872	616,126	3,003,338	2,787,606	756,100	-	-	10,133,253	807,136	
2018 Capital Projects - Conditional on Grant Funding												
108	ZA - Sewage Forcemain (2018)	1,085,000	-		542,500	542,500						- contingent on grant funding
109	FV - Rebuild Rocky Lane Road (2018)	1,000,000	5,000			500,000	495,000		RR	5,000		contingent on grant funding
110	ZC - Access Pave (PH V) (CF 2014)	6,000,000				3,000,000					3,000,000	contingent on grant funding
		8,085,000	5,000	-	542,500	4,042,500	495,000	-	-	5,000	3,000,000	
TOTAL 2018 Capital Projects		26,188,559	4,090,872	616,126	3,545,838	6,830,106	1,251,100	-	-	10,138,253	3,807,136	

The draws from reserves are comprised of the \$4,090,872 not allocated in the 2018 Approved Budget and the \$6,047,381 that reflect Carry Forwards and prior Council approvals by Motion for a total of \$10,138,253.

The impact to the individual Reserve is as follows:

General Operating Reserve	\$792,000
General Capital Reserve	\$3,929,979
Vehicle & Equipment Reserve	\$955,398
Road Reserve	\$1,460,926
Water & Sewer Reserve	\$266,342
Rural Water Reserve	\$1,144,100
Incomplete Capital - Airport	\$20,000
Surface Water Management Reserve	\$1,138,208
Incomplete Capital - Waste	\$9,000
Recreation Board - Fort Vermilion	\$73,896
Incomplete Capital - Development	\$44,606
Recreation Board - Zama	\$2,302
Recreation Board - La Crete	\$11,105
Grants to Other Organizations	\$85,750
RF - Fort Vermilion	\$51,846
Recreation & Parks	\$45,948
Incomplete Capital - Recreation & Parks	\$36,220
Municipal Reserve	\$70,627

Total \$10,138,253



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2018
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Minutes of the September 19, 2018 Special Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the September 19, 2018, Special 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 September 19, 2018 Special Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
SPECIAL COUNCIL MEETING**

**Wednesday, September 19, 2018
10:00 a.m.**

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

- PRESENT:** Peter F. Braun Reeve
Lisa Wardley Deputy Reeve
Jacquie Bateman Councillor
Cameron Cardinal Councillor (left the meeting at 3:07 p.m.)
David Driedger Councillor
Eric Jorgensen Councillor
Josh Knelsen Councillor
Ernest Peters Councillor (left the meeting at 12:06 p.m.)
- REGRETS:** Anthony Peters Councillor
Walter Sarapuk Councillor
- ADMINISTRATION:** Len Racher Chief Administrative Officer
Byron Peters Deputy CAO
David Fehr Director of Operations
Fred Wiebe Director of Utilities
Bill McKennan Director of Finance
Grant Smith Agricultural Fieldman
Don Roberts Zama Site Manager
Caitlin Smith Planning Supervisor/Recording Secretary
- ALSO PRESENT:** Ron Edgecombe, Buttertown Clean up Volunteer
Eugene Lizotte, Buttertown Resident

Minutes of the Special Council meeting for Mackenzie County held on September 19, 2018 in the Fort Vermilion Council Chambers.

CALL TO ORDER: 1. a) Call to Order

Reeve Braun called the meeting to order at 10:16 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 18-09-681 MOVED by Deputy Reeve Wardley

That the agenda be approved with the following addition:

4. a) Ron Edgecombe, Buttertown Clean up Volunteer

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. a) None

DELEGATIONS:

4. a) **Ron Edgecombe, Buttertown Clean up Volunteer**

Ron Edgecombe made a presentation addressing his concerns regarding the timeline involved in order for the residents to receive disaster relief funding. He is worried that the displaced residents won't be in their homes by winter.

Council suggests that the community rally together and collect donations to try and get the residents into their homes as soon as possible.

Councillor Cardinal is interested in heading this initiative by seeking donations through business owners and public.

Ron will come up with a comprehensive list of supplies needed and an estimated budget to complete the homes.

The delegates left the meeting at 10:44 a.m.

MOTION 18-09-682

MOVED by Deputy Reeve Wardley

That the County start a financial program to accept public donations on behalf of the Buttertown residents.

CARRIED

Reeve Braun recessed the meeting at 11:04 a.m. and reconvened the meeting at 11:16 a.m.

**COUNCIL
COMMITTEE
REPORTS:**

5. a) None

GENERAL REPORTS:

6. a) None

TENDERS:

7. a) None

PUBLIC HEARINGS:

8. a) None

ADMINISTRATION: 9. a) None

AGRICULTURE SERVICES: 10. a) None

COMMUNITY SERVICES: 11. a) None

FINANCE: 12. a) None

OPERATIONS: 13. a) None

PLANNING & DEVELOPMENT: 14. a) None

UTILITIES: 15. a) None

INFORMATION: 16. a) None

IN-CAMERA SESSION: 17. In-Camera Session

MOTION 18-09-683 MOVED by Councillor Cardinal

That Council move in-camera at 11:26 a.m. to discuss the following:

17. a) Inter-municipal Agreements (*FOIP, Div.2, Part 1, s. 21*)

CARRIED

All Councillors and administration were present during the in-camera discussion. (*MGA Section 602.08(1)(6)*)

Councillor E. Peters left the meeting at 12:06 p.m.

Councillor Cardinal left the meeting at 3:07 p.m.

MOTION 18-09-684 MOVED by Councillor Knelsen

That Council move out of camera at 3:36 p.m.

CARRIED

NOTICE OF MOTION: 18. a) None

NEXT MEETING 19. a) Next Meeting Dates

DATE:

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

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

ADJOURNMENT: 20. a) Adjournment

MOTION 18-09-685 **MOVED** by Councillor Jorgensen

That the Special Council meeting be adjourned at 3:36 p.m.

CARRIED

These minutes will be presented to Council for approval on September 24, 2018.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2018
Presented By:	Fred Wiebe, Director of Utilities
Title:	DELEGATION Helix Engineering – La Crete Future Utility Servicing Plan

BACKGROUND / PROPOSAL:

The La Crete future utility servicing plan consists of a sanitary sewer design for the south side of the Hamlet of La Crete and a storm water management plan for the north side of La Crete. These plans will enable Mackenzie County to have offsite levy bylaws in place as interest in development continues.

The Infrastructure Master Plan provides a high level overview of the infrastructure that is needed and is a good guiding document, but it provides no specific sighting and design details. These details are needed in order to allow developers to complete their conceptual design and costing estimates, which typically occur a year or two before any actual development occurs.

Helix Engineering has developed a design and calculated estimated costs and scenarios as to how the costs can be recovered through off-site levies, grant funding, and/or municipal contributions. The presentation provides an overview of the project area, high end preliminary design, and cost breakdowns.

OPTIONS & BENEFITS:

The two draft design plans are attached for review prior to our second open house which is scheduled for October 1, 2018.

COSTS & SOURCE OF FUNDING:

The costs are presented in the presentation.

Author: F. Wiebe **Reviewed by:** _____ **CAO:** L. Racher

SUSTAINABILITY PLAN:

The sustainability plan has several references to the matter at hand, some specifically and some more ambiguously:

Goal E26: That Mackenzie County is prepared with infrastructure and services for a continually growing population.

Goal C1: That the capacity of infrastructure in County hamlets and rural communities keeps pace with their growth and is planned in a way that ensures their sustainability.

Goal C5: That the County continues to provide high quality utility services (water distribution and treatment as well as waste water collection and treatment) and ensures that they:

- Are available in each hamlet,
- Meet quality standards consistent with current national standards and demand,
- Are stable and reliable,
- Are each financially self-sustaining at both operational and capital levels.

COMMUNICATION:

A public open house meeting was held on July 4th where all affected developers were contacted and good attendance was recorded. Another open house is scheduled for October 1, 2018 to communicate final design and cost sharing breakdown, landowners have already been notified.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: F.Wiebe Reviewed by: _____ CAO: L. Racher



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2018
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The minutes of the September 6, 2018 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: B. Peters Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Municipal Planning Commission meeting minutes of September 6, 2018 be received for information.

Author: B. Peters Reviewed by: _____ CAO: _____

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, September 6, 2018 @ 2:00 p.m.

PRESENT:

Erick Carter	Chair, MPC Member
Jack Eccles	Vice Chair, MPC Member
Beth Kappelar	MPC Member
David Driedger	Councillor, MPC Member (via teleconference)
Jacquie Bateman	Councillor, MPC Member (via teleconference)

ADMINISTRATION:

Byron Peters	Deputy Chief Administrative Officer
Caitlin Smith	Planner
Kristin Darling	Planner
Lynda Washkevich	Development Officer
Laura Braun	Administrative Assistant/Recording Secretary

MOTION 1. **CALL TO ORDER**

Erick Carter called the meeting to order at 2:02 p.m.

2. **ADOPTION OF AGENDA**

MPC-18-09-129 **MOVED** by Beth Kappelar

That the agenda be adopted as presented.

CARRIED

3. **MINUTES**

a) **Adoption of Minutes**

MPC-18-09-130 **MOVED** by Jack Eccles

That the minutes of August 23, 2018 Municipal Planning Commission meeting be adopted as presented.

CARRIED

b) **Business Arising from Previous Minutes**

None.

4. **TERMS OF REFERENCE**

For information.

5. **DEVELOPMENT**

- a) **178-DP-18 Curtis Wiens
Garage – Detached with a 50% Setback Variance
Rural Country Residential “RCR1”
Plan 942 4004, Lot 01**

MPC-18-09-131 MOVED by Jack Eccles

That Development Permit 178-DP-18 on Lot 01, , Plan 942 4004 in the name of Curtis Wiens be APPROVED with the following conditions:

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

1. A **50% Setback Variance** for the Garage – Detached is hereby granted. The Garage – Detached shall be **12.5 feet (3.81meters)** from the West Property Line.

Minimum building setbacks for the remainder yards are:

- a) **41.2 meters (135 feet) front (North) yard;**
b) **7.6 meters (25 feet) side (East) yard;**
c) **15.2 meters (50 feet) rear (South) yard; from the property lines.**

2. **AN APPROVED ROADSIDE DEVELOPMENT PERMIT IS REQUIRED FROM ALBERTA TRANSPORTATION. ALL CONDITIONS AND REQUIREMENTS BY ALBERTA TRANSPORTATION SHALL BE MET TO THEIR SPECIFICATIONS AND STANDARDS PRIOR TO COMMENCEMENT OF DEVELOPMENT. (CONTACT ALBERTA TRANSPORTATION AT 1-780-624-6280).**

3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
4. The Garage – Detached will have a maximum vehicle entrance door height of 4.6 m (15 feet) and shall not exceed one story in height.

5. **The Garage – Detached is approved for residential purposes only and no commercial activity is permitted in this building. If the developer/landowner/occupant or other person or persons intend to use the Garage - Detached for commercial or industrial uses, a new development permit is required prior to the commencement of the commercial or industrial use.**
6. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
7. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
8. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
9. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
10. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- b) **179-DP-18 Westridge Apartments
8 – Unit Dwelling – Apartment (Phase 1) with a 25% Setback Variance (10 feet) from front property line facing 108A Street Hamlet Residential 2 “HR2”**

MPC-18-09-132 MOVED by Jacquie Bateman

That Development Permit 179-DP-18 on Plan 022 6610, Block 25, Lot 24 in the name of Westridge Apartments be APPROVED with the following conditions:

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

1. **A 25% Setback Variance** for the Dwelling – Apartment is hereby granted. The Dwelling – Apartment shall be **11.1 feet (3.38 meters)** from the front property line facing 108A Street.

Minimum building setbacks from the remainder are:

- a) **1.5 meters (5 feet) interior side (North and South) yards; and**
 - b) **1.5 meters (5 feet) rear (East) yard; from the property lines, or setbacks required by Safety Codes, whichever is greater. It is the responsibility of the developer to find out the Safety Codes setbacks.**
2. The Dwelling – Apartment shall meet all Alberta Safety Code requirements for Dwelling – Apartment buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
 3. **The Developer shall enter into a Development Agreement with Mackenzie County.**
 4. The developer must provide design drawings prior to construction. The architecture, construction materials and appearance of the Dwelling – Apartment shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
 5. **The Dwelling – Apartment is to be connected to the municipal water and sewer system which needs to be upgraded and the cost of connection fees will be borne by the owner. Please call the utilities department at 780-928-3983 for more information. Also the owner is responsible to ensure that all other utilities are made available to the tenants, which would include electricity, phone and natural gas.**
 6. **The Municipality has assigned the following address to the noted building 9905 – 108A Street. You are required to display the address (9905) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.**

Each unit must be numbered individually from 1-8 which will be assigned by the municipality.

7. **Provide adequate off street parking as follows: 1.5 stalls per 2 bedroom unit, 1 stall per 3 dwelling units for visitors. This would be a total of 14 parking stalls for the 8 units. *“One parking space, including the driveway area, shall occupy 300 square feet.”***
8. **Driveways within 108A Street shall be finished with concrete at the developer’s expense.**
9. The siting and development of the Dwelling – Apartment shall be in compliance with the regulations of the Land Use Zone intended to be

applied to the site to accommodate future residential development; provided that the development officer may attach additional conditions to minimize adverse impacts on adjacent development, including the construction of roadways or temporary turnarounds, in accordance with Mackenzie County's Design Standards.

10. The colours and materials employed for the exterior finishes, whether permanent or temporary, shall be compatible with those commonly found in Residential Zones. The façade styling and materials must be submitted to the Mackenzie County Planning and Development department to be approved by the Development Authority before construction commences.

11. Any exterior lighting shall be designed and located such that no light is directed at adjoining properties and such that the effectiveness of any traffic control devices is not impaired.

12. All DEVELOPMENT shall provide:

- a. Lighting between DWELLING UNITS;
- b. Orientation of buildings and general site appearance;
- c. Safe pedestrian access to and from the public sidewalk fronting the building; and
- d. Parking areas adjacent to streets must be paved.

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

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

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

CARRIED

6. SUBDIVISIONS

- a) **27-SUB-18 David Driedger
10.0 Acre Subdivision
SE 29-107-13-W5M**

MPC-18-09-133 MOVED by Jacquie Bateman

That Subdivision Application 22-SUB-18 in the name of David Driedger on SE 29-107-13-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 10 acres (4.04 Hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) The landowner shall enter into an easement agreement for a shared access with the adjacent landowner.
 - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
 - e) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
 - f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
 - g) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$5,000 per acre. Municipal reserve is charged at 10%, which is \$500 per subdivided acre. **10 acres times \$500 equals \$5,000.**
 - h) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667(1)(a).**
 - i) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.

- j) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- k) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

- b) **27-SUB-18 Frank & Dolores Bergen
46.90 Acre Subdivision
SW 20-105-14-W5M**

MPC-18-09-134 MOVED by Beth Kappelar

That Subdivision Application 27-SUB-18 in the name of Frank and Dolores Bergen on SW 20-105-14-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE A** subdivision, 46.90 acres (18.98 Hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
 - b) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
 - c) The landowner shall enter into an easement agreement for a shared access with the adjacent landowner.
 - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
 - I. The existing pumpout sewer discharge line shall be

relocated, as shown on the Tentative Plan drafted by Borderline Surveys JOB # 180004 to meet the current Alberta Private Sewage Systems Standards of Practice 2015, or the installation of a new sewer system that meets the setback regulation will be accepted. Proof of either the relocation of the existing line is required or an Approved Sewer permit for a new system. **This shall be completed prior to registration of the subdivision at Alberta Land Titles.**

- e) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- g) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- i) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

7. MISCELLANEOUS ITEMS

None.

8. IN CAMERA

None.

9. MEETING DATES

- ❖ Thursday, September 20, 2018 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, October 11, 2018 @ 10:00 a.m. in La Crete

❖ Thursday, November 1, 2018 @ 10:00 a.m. in Fort Vermilion

10. ADJOURNMENT

MPC-18-09-135 MOVED by Jack Eccles

That the Municipal Planning Commission Meeting be adjourned at 2:40 p.m.

CARRIED

These minutes were adopted this 20th day of September, 2018.

Erick Carter, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2018
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Subdivision & Development Appeal Board

BACKGROUND / PROPOSAL:

The Subdivision & Development Appeal Board met on September 6, 2018. A copy of their decision is attached for your information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the Subdivision & Development Appeal Board Decision for 02-SDAB-18 be received for information.

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

MACKENZIE COUNTY SDAB

Subdivision & Development Appeal Board

P.O. Box 640, 4511-46 Avenue,
Fort Vermilion, AB T0H 1N0
P: (780) 927-3718 Toll Free: 1-877-927-0677
F: (780) 927-4266
www.mackenziecounty.com

APPEAL BOARD DECISION

Date of Appeal Hearing:	September 6, 2018
Date of Issuance of SDAB Decision:	September 7, 2018
Appeal Application No.:	02-SDAB-18
Legal Description:	4717 River Road Fort Vermilion, AB
Appellant Name & Address:	Daniel and Trisha O’Neill Box 341, Fort Vermilion, AB T0H 1N0
Appeal:	Development Permit 122-DP-18 Daniel and Trisha O’Neill Retail – Convenience Store (Move On) & Enviro-Tank

APPEAL BOARD’S DECISION:

In the case of 02-SDAB-18, the Subdivision and Development Appeal Board rules as follows:

To **UPHOLD** the appeal, amending the Municipal Planning Commission’s decision for Development Permit 122-DP-18 approving a Retail – Convenience Store (Move-On) and Enviro-Tank on Plan 2938RS, Block 01, Lot 01 (4717 River Road) in the Hamlet of Fort Vermilion as follows:

- Maximum building setback is 75 feet from the backside of the sidewalk with the first 25 feet being landscaping (as per attached Schedule A).
- Landscaping shall be completed within 12 months from the date of this Decision (as per attached Schedule A)
- Surface applications (concrete/asphalt) shall be completed within 24 months from the date of Decision (as per attached Schedule A)
- Landscaping and surface application requirements shall form part of the Developer’s Agreement with Mackenzie County as per Land Use Bylaw – Fort Vermilion Commercial Centre Section 9.23.14.

REASONS FOR DECISION:

The Subdivision and Development Appeal Board considered all of the information submitted and presented by the Development Authority, the Appellant, and other parties present.

The Board hereby finds the following:

1. That the appellants proposed site design emphasizes a pedestrian friendly environment in terms of pedestrian and traffic flow safety. (Land Use Bylaw – Fort Vermilion Commercial Centre Section 9.23.9)
2. That the appellants proposed site design provides for a visually pleasing nature and vegetated buffer strip as sufficient screening. (Land Use Bylaw – Fort Vermilion Commercial Centre Section 9.23.6)
3. That the appellants proposed site design provides for adequate tree planting and landscaping. (Land Use Bylaw – Fort Vermilion Commercial Centre Section 9.23.13)
4. That parking may be allowed in the front yard of the proposed development as the property is a corner lot. (Land Use Bylaw – Fort Vermilion Commercial Centre Section 9.23.16)
5. Although the official appeal period ended August 1, 2018, the Council of Mackenzie County authorized an extension at their August 14, 2018 Council Meeting to August 21, 2018 (Council Motion 18-08-574). Additionally the Board determined that the development permit documents did not provide adequate clarity regarding timelines and information relating to the appeal period and process.

APPLICABLE LEGISLATION AND STATUTORY PLANS:

Municipal Government Act RSA 2000 Chapter M-26

Municipal purposes

3 The purposes of a municipality are

- (a) to provide good government,
- (a.1) to foster the well-being of the environment,
- (b) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality,
- (c) to develop and maintain safe and viable communities, and
- (d) to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

RSA 2000 cM-26 s3;2016 c24 s6;2017 c13 s1(3)

Grounds for appeal

685(1) If a development authority

- (a) fails or refuses to issue a development permit to a person,
- (b) issues a development permit subject to conditions, or
- (c) issues an order under section 645,

the person applying for the permit or affected by the order under section 645 may appeal to the subdivision and development appeal board.

(2) In addition to an applicant under subsection (1), any person affected by an order, decision or development permit made or issued by a development authority may appeal to the subdivision and development appeal board.

(3) Despite subsections (1) and (2), no appeal lies in respect of the issuance of a development permit for a permitted use unless the provisions of the land use bylaw were relaxed, varied or misinterpreted or the application for the development permit was deemed to be refused under section 683.1(8).

Hearing and decision

687(1) At a hearing under section 686, the subdivision and development appeal board must hear

- (a) the appellant or any person acting on behalf of the appellant,
- (b) the development authority from whose order, decision or development permit the appeal is made, or a person acting on behalf of the development authority,
- (c) any other person who was given notice of the hearing and who wishes to be heard, or a person acting on behalf of that person, and
- (d) any other person who claims to be affected by the order, decision or permit and that the subdivision and development appeal board agrees to hear, or a person acting on behalf of that person.

(2) The subdivision and development appeal board must give its decision in writing together with reasons for the decision within 15 days after concluding the hearing.

(3) In determining an appeal, the subdivision and development appeal board

- (a) must act in accordance with any applicable ALSA regional plan;
- (a.1) must comply with any applicable land use policies;
- (a.2) subject to section 638, must comply with any applicable statutory plans;
- (a.3) subject to clauses (a.4) and (d), must comply with any land use bylaw in effect;
- (a.4) must comply with the applicable requirements of the regulations under the *Gaming, Liquor and Cannabis Act* respecting the location of premises described in a cannabis licence and distances between those premises and other premises;
- (b) must have regard to but is not bound by the subdivision and development regulations;

- (c) may confirm, revoke or vary the order, decision or development permit or any condition attached to any of them or make or substitute an order, decision or permit of its own;
- (d) may make an order or decision or issue or confirm the issue of a development permit even though the proposed development does not comply with the land use bylaw if, in its opinion,
 - (i) the proposed development would not
 - (A) unduly interfere with the amenities of the neighbourhood, or
 - (B) materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land,
 - and
 - (ii) the proposed development conforms with the use prescribed for that land or building in the land use bylaw.

(4) In the case of an appeal of the deemed refusal of an application under section 683.1(8), the board must determine whether the documents and information that the applicant provided met the requirements of section 683.1(2).

RSA 2000 cM-26 s687;2009 cA-26.8 s83;
2015 c8 s74;2017 c21 s28;2018 c11 s13

Mackenzie County Land Use Bylaw

9.23 Fort Vermilion Commercial Centre (FV-CC)

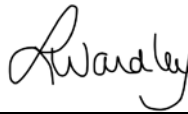
- 9.23.6 In addition to Section 8.32 of this BYLAW, the Development Authority may require any DISCRETIONARY USE to be screened from view with a vegetated buffer strip and/or other SCREENING of a visually pleasing nature, satisfactory to the Development Authority.
- 9.23.9 In addition to Section 8.8 of this BYLAW all new building and site designs fronting 50th Street or River Road should emphasize a pedestrian friendly environment which must include windows and doors that face the street on ground floor walls.
- 9.23.13 Tree planting and landscaping shall extend from the street frontage to surround the perimeter of the parking lot, to provide increased greenery and

SCREENING. Location, spacing and species type shall be to the satisfaction of the Development Authority.

- 9.23.14 A landscaping plan shall be submitted as part of a DEVELOPMENT PERMIT application.
- 9.23.16 Parking lots shall be located at the rear of the building. In the case of CORNER LOTS, parking is preferred in the rear, but may be allowed in the front yard.

September 7, 2018

Date



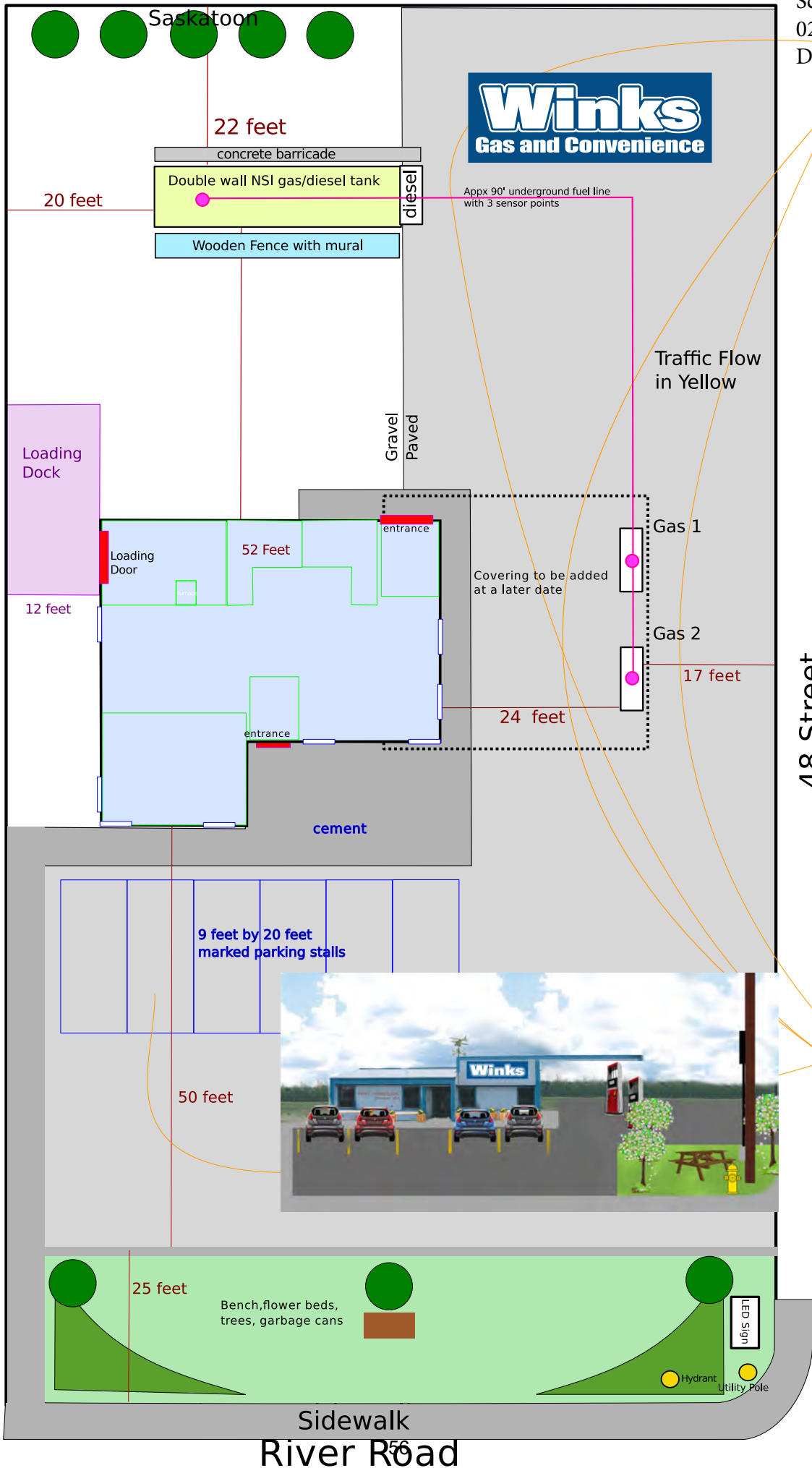
Lisa Wardley, Chair (Presiding Officer)
Subdivision and Development Appeal Board

A decision of the Subdivision and Development Appeal Board is final and binding on all parties and persons subject only to an appeal on a question of law or on a question of jurisdiction, an appeal lies to the Court of Appeal from a decision of the Subdivision and Development Appeal Board, pursuant to section 688 of the Municipal Government Act 2000. An application for leave to appeal shall be made:

- (a) *to a judge of the Court of Appeal, and*
- (b) *within thirty (30) days after the issue of the decision sought to be appealed.*

Utility Pole

Schedule "A"
02-SDAB-18
Decision



Sidewalk
River Road



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2018
Presented By:	Don Roberts, Zama Site Manager
Title:	Diseased Bison Awareness (Signage)

BACKGROUND / PROPOSAL:

On February 13, 2018 Council made the motion:

“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.”

On June 14, administration initiated talks with Nataalka Melnycky Senior Wildlife biologist – Peace Region – Environment and parks.

On July 13, a teleconference was called by Nataalka titled ‘Managing TB and Brucellosis Disease Risk in WBNP Working & Stakeholder Groups’.

On August 23, administration had further conversations with Nataalka to discuss the current plan and the funding required. It was still unsure how or in what way Mackenzie County or other stockholders could/would be providing support or funding.

Administration requested that Nataalka provide a written letter to the County regarding the initiative and the requested support. The letter indicates municipal support either through financial and/or in-kind help for the installation of the bison signs.

On September 11, this letter was brought to Council and it was carried that

“the County requests \$33,105.00 for the signage on Mackenzie highways as part of the bison watch initiative from the federal government within their federal wood bison recovery strategy.”

On September 13, Council's decision was brought back to Nataalka. She has stated that Mackenzie County applying for grants from the Federal government on their behalf is not how she would like to move forward with this project. As this Diseased Bison Awareness Signage initiative is the project of Alberta Environment and Parks and other

Author: K Hiltz **Reviewed by:** D Roberts **CAO:**

agencies' outside of Mackenzie County she feels that any applications for Federal funds should come from their department and not Mackenzie County.

There are other monies available.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the diseased bison awareness signage update be received for information.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2018
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Applications for Property Tax Exemptions

BACKGROUND / PROPOSAL:

As a result of several requests coming forward for property tax exemptions from non-profit organizations, administration has been doing some research and is in the process of drafting a policy for Council review and consideration in this regard.

As organizations have come forward, administration has forwarded to them a copy of the Application for Property Tax Exemption. The deadline for application is September 30th of the year preceding the taxation year.

To qualify for property tax exemption, a completed application form along with full supporting information is to be submitted by the non-profit organization. Once completed, the application will be reviewed and considered for tax exemption according to *Section 362(n)(i) to (v) of the Municipal Government Act and the Community Organization Property Tax Exemption Regulation*. If it meets the requirements, the property, or a portion thereof, will be exempt from paying property taxes the next taxation year.

Attached is an excerpt from A Guide to Property Tax Exemptions in Alberta, which lists examples of properties that may be considered for exemption under Sections 362 and 363 of the Act. A copy of the Guide can be viewed via the following link:

http://www.municipalaffairs.alberta.ca/documents/as/pte_guide_2005.pdf

Section 364 (1) of the Municipal Government Act states that a Council may by bylaw exempt from taxation under this Division property held by a non-profit organization.

Author: C. Gabriel/J. Batt **Reviewed by:** _____ **CAO:** _____

OPTIONS & BENEFITS:

Administration will bring forward a draft policy and bylaw for purpose of exempting qualifying properties as well as the applications received for exemption for Council consideration on October 24, 2018.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the update regarding the property tax exemptions for non-profit organizations be received for information.

Author: C. Gabriel/J. Batt Reviewed by: _____ CAO: _____

1.0 Property Tax Exemption

TABLE 1: Examples of Properties That May be Considered for Exemption Under Sections 362 and 363 of the Act

Subject	Held By	Usual Status	Page Reference For Detailed Instructions
4 H Clubs	Non-profit	Exempt	32
Agricultural Societies	Non-profit	Exempt	16
Airports		Exempt	8
Army, Navy and Air Force Veterans Clubs	Non-profit	Exempt	9
Arts and Cultural Facilities and Organizations	Non-profit Private	Exempt Taxable	17, 24
Scouts	Non-profit	Exempt	32
Cemeteries		Exempt	9
Chambers of Commerce	Non-profit	Exempt	17
Charitable and Benevolent Institutions	Non-profit Private	Exempt Taxable	18, 24
Children's Aid Society	Non-profit	Exempt	18
Churches		Exempt	9
Community Association Facilities	Non-profit	Exempt	19
Community Halls	Non-profit	Exempt	19
Crown Interest in Property	Crown	Exempt	10
Curling Rinks	Non-profit Restricted Accessibility or liquor-licensed area	Exempt Taxable	30
Day Cares and Child Care Facilities	Non-profit Private	Exempt Taxable	20
Ducks Unlimited Properties	Non-profit	Exempt	10
Educational Facilities and Property Under <i>School Act</i>		Exempt	10
Educational Facilities Under <i>Post-secondary Learning Act</i>		Exempt	11
Elks	Non-profit	Taxable	27

1.0 Property Tax Exemption

Subject	Held By	Usual Status	Page Reference For Detailed Instructions
Ethno-cultural Associations	Non-profit Non-profit/Private	Exempt Taxable	21
Exhibitions, Fairs and Agricultural Exhibition Facilities	Non-profit Private	Exempt Taxable	22
Food Banks	Non-profit	Exempt	18
Free Masons	Non-profit	Taxable	27
Girl Guides	Non-profit	Exempt	32
Graduate Students Association	Non-profit	Exempt	11
Health Region Facilities (not including Hospitals)		Exempt	11
Hospitals	Crown/Non-profit Private	Exempt Taxable	11
Hostelling: Northern and Southern Divisions	Non-profit	Exempt	12
Ice Arenas	Crown or Municipal Non-profit & meets criteria	Exempt Exempt	29 19, 22, 30
Junior Leagues	Non-profit	Taxable	27
Kinettes Clubs	Non-profit	Taxable	27
Kinsmen Clubs	Non-profit	Taxable	27
Kiwanis Clubs	Non-profit	Taxable	27
Knights of Columbus	Non-profit	Taxable	27
Libraries		Exempt	12
Licensed Liquor Premises or Gaming Areas	Non-profit Private	Exempt Taxable	22
Linguistic Organizations And Facilities	Non-profit Private	Exempt Taxable	23
Lions Clubs	Non-profit	Taxable	27
Loyal Order of the Moose Clubs	Non-profit	Taxable	27
Municipal Properties	Municipal	Exempt	12
Municipal Seed Cleaning Plants and Land	Municipal Private	Exempt Taxable	12

1.0 Property Tax Exemption

Subject	Held By	Usual Status	Page Reference For Detailed Instructions
Museums	Crown or Municipal Private	Exempt Taxable	13, 17
Nursing Homes	Crown or Non-profit Private	Exempt Exempt	13
Properties Leased by the Municipality		Exempt	12
Public Swimming Pools	Crown, Municipal Non-profit	Exempt Exempt	29
Regional Services Commissions	Non-profit	Exempt	13
Royal Canadian Legions	Non-profit	Exempt	13
Seniors' Accommodations	Subsidized Non-profit Private Non-profit	Exempt Taxable	25
Senior Citizen Lodge Accommodations	Subsidized Non-profit	Exempt	13
Seniors' Recreation Facilities	Non-profit Private	Exempt Taxable	26
Seniors' Self-contained Units	Non-profit Private	Exempt Taxable	25
Service Clubs	Accessibility criteria met Accessibility criteria not met	Exempt Taxable	27
Sheltered Workshops	Non-profit	Exempt	28
Shriners Clubs	Non-profit	Taxable	27
Ski Facilities	Non-profit Private	Exempt Taxable	29, 30
Sports and Recreation Facilities	Non-profit Municipal Private	Exempt Taxable	29, 30
Student Dormitories	Non-profit Private	Exempt	14
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Province of Alberta

MUNICIPAL GOVERNMENT ACT

COMMUNITY ORGANIZATION PROPERTY TAX EXEMPTION REGULATION

Alberta Regulation 281/1998

With amendments up to and including Alberta Regulation 257/2017

Office Consolidation

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Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

(Consolidated up to 257/2017)

ALBERTA REGULATION 281/98

Municipal Government Act

**COMMUNITY ORGANIZATION PROPERTY
TAX EXEMPTION REGULATION**

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Interpretation

1(1) In this Regulation,

- (a) “Act” means the *Municipal Government Act*;
- (b) “charitable or benevolent purpose” means the relief of poverty, the advancement of education, the advancement of religion or any other purpose beneficial to the community;
- (c) “general public” means pertaining to the general community, rather than a group with limited membership or a group of business associates;
- (d) “professional sports franchise” means a professional sports franchise operating in the National Hockey League, the Canadian Football League, the National Professional Soccer League or the Pacific Coast League;
- (d.1) “subsidized accommodation” means
 - (i) rental accommodation where the Government of Alberta sets the rent at a maximum amount, sets the rent at a percentage of household income or provides the facility with ongoing operating funds,
 - (ii) rent to own units where the Government of Alberta sets the rent at a percentage of income or sets the rent at a maximum amount, and
 - (iii) accommodation where the Government of Alberta sets the mortgage payments as a percentage of income;
- (e) “taxation” means taxation under Division 2 of Part 10 of the Act.

(2) For the purposes of the Act and this Regulation, “community association” means an organization where membership is voluntary, but restricted to residents of a specific area, and that is formed for the purpose of

- (a) enhancing the quality of life for residents of the area or enhancing the programs, public facilities or services provided to the residents of the area, or
 - (b) providing non-profit sporting, educational, social, recreational or other activities to the residents of the area.
- (3) The definitions in sections 1 and 284 of the Act apply to this Regulation.

AR 281/98 s1;182/2008

Part 1 General Rules

Application

- 2** This Regulation applies to taxation in 1999 and later years.

Part of a property

- 3** An exemption under section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation applies only to the part of a property that qualifies for the exemption.

Primary use of property

- 4(1)** Property is not exempt from taxation under section 362(1)(n)(iii), (iv) or (v) of the Act or Part 3 of this Regulation unless the property is primarily used for the purpose or use described in those provisions.
- (2)** For the purposes of this Regulation, a property is primarily used for a purpose or use if the property is used for the specified purpose or use at least 60% of the time that the property is in use.

Holding property

- 5** When section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation requires property to be held by a non-profit organization, a society as defined in the *Agricultural Societies Act* or a community association for the property to be exempt from taxation, the property is not exempt unless
- (a) the organization, society or association is the owner of the property and the property is not subject to a lease, licence or permit, or
 - (b) the organization, society or association holds the property under a lease, licence or permit.

Non-profit organization

6 When section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation requires property to be held by a non-profit organization, community association or residents association as defined in section 13 for the property to be exempt from taxation, the property is not exempt unless

- (a) the organization or association is a society incorporated under the *Societies Act*, or
- (b) the organization or association is
 - (i) a corporation incorporated in any jurisdiction, or
 - (ii) any other entity established under a federal law or law of Alberta

that is prohibited, by the laws of the jurisdiction governing its formation or establishment, from distributing income or property to its shareholders or members during its existence.

AR 281/98 s6;204/2011

Meaning of restricted

7(1) In this Regulation, a reference to the use of property being restricted means, subject to subsections (2) and (3), that individuals are restricted from using the property on any basis, including a restriction based on

- (a) race, culture, ethnic origin or religious belief,
- (b) the ownership of property,
- (c) the requirement to pay fees of any kind, other than minor entrance or service fees, or
- (d) the requirement to become a member of an organization.

(2) The requirement to become a member of an organization does not make the use of the property restricted so long as

- (a) membership in the organization is not restricted on any basis, other than the requirement to fill out an application and pay a minor membership fee, and
- (b) membership occurs within a short period of time after any application or minor fee requirement is satisfied.

(3) Not permitting an individual to use a property for safety or liability reasons or because the individual's use of the property

would contravene a law does not make the use of the property restricted.

Gaming and liquor licences

8(1) For the purposes of section 365(2) of the Act, property described in section 362(1)(n) of the Act and Part 3 of this Regulation in respect of which a bingo licence, casino licence, pull ticket licence, Class C liquor licence or a special event licence is issued under the *Gaming and Liquor Regulation* (AR 143/96) is exempt from taxation if the requirements of section 362(1)(n) and this Regulation in respect of the property are met.

(2) Despite subsection (1), property in respect of which a bingo facility licence or casino facility licence is issued is not exempt from taxation.

Part 2

Qualifications for Exemptions Under Section 362(1)(n)(ii) to (v)

Exemption under section 362(1)(n)(ii) of the Act

9(1) The following property is not exempt from taxation under section 362(1)(n)(ii) of the Act:

- (a) property to the extent that it is used in the operation of a professional sports franchise;
- (b) property that is used solely for community games, sports, athletics or recreation if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older.

(2) Property is not exempt from taxation under section 362(1)(n)(ii) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

Exemption under section 362(1)(n)(iii) of the Act

10(1) Property referred to in section 362(1)(n)(iii) of the Act is not exempt from taxation unless

- (a) the charitable or benevolent purpose for which the property is primarily used is a purpose that benefits the general public in the municipality in which the property is located, and
- (b) the resources of the non-profit organization that holds the property are devoted chiefly to the charitable or benevolent purpose for which the property is used.

(2) Property is not exempt from taxation under section 362(1)(n)(iii) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7.

AR 281/98 s10;182/2008

Exemption under section 362(1)(n)(iv) of the Act

11 Property referred to in section 362(1)(n)(iv) of the Act is not exempt from taxation unless the accommodation provided to senior citizens is subsidized accommodation.

AR 281/98 s11;182/2008

Exemption under section 362(1)(n)(v) of the Act

12(1) The following property is not exempt from taxation under section 362(1)(n)(v) of the Act:

- (a) property to the extent that it is used in the operation of a professional sports franchise;
- (b) property if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older;
- (c) property in Calgary or Edmonton that is held by and used in connection with a community association if the association is not a member of the Federation of Calgary Communities or the Edmonton Federation of Community Leagues.

(1.1) Notwithstanding subsection (1)(c), property held by a community association referred to in that provision is exempt from taxation under section 362(1)(n)(v) of the Act where that community association was a member of the Federation of Calgary Communities or the Edmonton Federation of Community Leagues on January 1, 1999 but cancelled its membership after that date.

(1.2) Subsection (1.1) applies with respect to 2004 and subsequent years.

(2) Property is not exempt from taxation under section 362(1)(n)(v) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

AR 281/98 s12;283/2003

Part 3

Other Property Exempt Under Section 362(1)(n)

Definitions

13 In this Part,

- (a) “arts” means theatre, literature, music, painting, sculpture or graphic arts and includes any other similar creative or interpretive activity;
- (b) “chamber of commerce” means a chamber of commerce that is a non-profit organization and is a member of the Alberta Chamber of Commerce;
- (c) “ethno-cultural association” means an organization formed for the purpose of serving the interests of a community defined in terms of the racial, cultural, ethnic, national or linguistic origins or interests of its members;
- (d) “linguistic organization” means an organization formed for the purpose of promoting the use of English or French in Alberta;
- (e) “museum” means a facility that is established for the purpose of conserving, studying, interpreting, assembling and exhibiting, for the instruction and enjoyment of the general public, art, objects or specimens of educational and cultural value or historical, technological, anthropological, scientific or philosophical inventions, instruments, models or designs;
- (e.1) “residents association” means a non-profit organization that requires membership for residential property owners in a specific development area, that secures its membership fees by a caveat or encumbrance on each residential property title and that is established for the purpose of

- (i) managing and maintaining the common property, facilities and amenities of the development area for the benefit of the residents of the development area,
- (ii) enhancing the quality of life for residents of the development area or enhancing the programs, public facilities or services provided to the residents of the development area, or
- (iii) providing non-profit sporting, educational, social, recreational or other activities to the residents of the development area;
- (f) “retail commercial area” means property used to sell food, beverages, merchandise or services;
- (g) “sheltered workshop” means a facility designed to provide an occupation for and to promote the adjustment and rehabilitation of persons who would otherwise have difficulty obtaining employment because of physical, mental or developmental disabilities;
- (h) “thrift shop” means a retail outlet operated for a charitable or benevolent purpose that sells donated clothing, appliances, furniture, household items and other items of value at a nominal cost to people in need.

AR 281/98 s13;283/2003;204/2011

Exemption for other property

14 This Part describes property that is exempt from taxation under section 362(1)(n) of the Act that is not exempt under section 362(1)(n)(i) to (v) of the Act.

Property of residents association

14.1(1) Property that is owned and held by and used in connection with a residents association is exempt from taxation.

(2) Despite subsection (1), the following property owned and held by and used in connection with a residents association is not exempt from taxation under section 362(1)(n) of the Act:

- (a) property to the extent that it is used in the operation of a professional sports franchise;
- (b) property if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older;

- (c) property if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2)(c), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

AR 204/2011 s4

Day cares, museums and other facilities

15 A non-profit organization that holds property on which any of the following facilities are operated may apply to the municipality within whose area the property is located for an exemption from taxation:

- (a) a facility used for sports or recreation to the extent that the facility is not used in the operation of a professional sports franchise;
- (b) a facility used for fairs or exhibitions, including agricultural exhibitions;
- (c) a facility used for the arts or a museum;
- (d) a program premises as defined in the *Child Care Licensing Regulation* (AR 143/2008);
- (e) a facility used by a linguistic organization if
 - (i) the use of the property by the general public is actively encouraged, and
 - (ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;
- (f) a facility used by an ethno-cultural association for sports, recreation or education or for charitable or other benevolent purposes if
 - (i) the use of the property by the general public is actively encouraged, and
 - (ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;
- (g) a facility in a municipality operated and used by an organization for a charitable or benevolent purpose where

the majority of the organization's beneficiaries do not reside in the municipality;

- (h) a facility used as a thrift shop;
- (i) a facility used as a sheltered workshop;
- (j) a facility operated and used by a chamber of commerce;
- (k) a facility used for a charitable or benevolent purpose that is for the benefit of the general public if
 - (i) the charitable or benevolent purpose for which the facility is primarily used is a purpose that benefits the general public in the municipality in which the facility is located, and
 - (ii) the resources of the non-profit organization that holds the facility are devoted chiefly to the charitable or benevolent purpose for which the facility is used.

AR 281/98 s15:283/2003;182/2008;77/2010

Conditions for exemption

16(1) A municipality must grant a non-profit organization an exemption from taxation in a taxation year in respect of property referred to in section 15 that is held by the organization if

- (a) the non-profit organization makes an application for an exemption to the municipality by September 30 of the year preceding the taxation year and supplies the municipality with the following by November 30 of the year preceding the taxation year:
 - (i) any information the municipality requires to determine if the organization meets the conditions for the exemption, and
 - (ii) a description of any retail commercial areas in the facility,
- (b) the facility on the property is one of the facilities described in section 15 and the non-profit organization operates the facility on a non-profit basis,
- (c) the funds of the non-profit organization are chiefly used for the purposes of the organization and not for the benefit of the organization's directors and employees,
- (d) the property is not disqualified by virtue of subsection (2) or (3), and

- (e) the requirements of subsections (4) and (5), if applicable, are met.
- (2)** Property referred to in section 15(a), (b), (c), (e), (f), (j) or (k) is not exempt from taxation if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7.
- (3)** Property referred to in section 15(d) or (g) to (i) is not exempt from taxation if an individual is not permitted to use the property because of the individual's race, culture, ethnic origin or religious belief.
- (4)** Before granting an exemption under this section in respect of a property that is held by a non-profit organization, the municipality may require that an agreement between the organization and the municipality be in force that sets out that
- (a) the organization will provide the municipality with a report by a time and in a manner specified in the agreement that sets out the information the municipality requires to determine if the organization met the conditions for the exemption during the taxation year, and
 - (b) if the organization does not comply with the provisions referred to in clause (a), the organization will pay the municipality an amount equivalent to the property taxes that would be payable in respect of the property for the taxation year if the property was not exempt.
- (5)** Before granting an exemption under this section in respect of a property that is owned by a non-profit organization, the municipality may require that an agreement between the organization and the municipality be in force that sets out that
- (a) no disposition of the property may be made without the approval of the municipality, and
 - (b) if the organization is being wound-up and dissolved, the organization must, if required by the municipality, transfer the property to the municipality.
- (6)** If a municipality grants an exemption to a non-profit organization and later determines that the organization did not meet the conditions that applied to the organization for the exemption for all or part of the taxation year, the municipality may in the taxation year cancel the exemption for all or part of the taxation year, as the case may be, and require the organization to pay property tax in respect of the property for the period that the exemption is cancelled.

AR 281/98 s16;4/2010;77/2010

Waiver of application requirement

17(1) If a municipality has granted a non-profit organization an exemption from taxation under section 16 in respect of a property, the municipality may grant the non-profit organization an exemption from taxation in the following taxation year under section 16 in respect of the property without requiring the organization to apply for the exemption.

(2) A municipality that has waived an application requirement under subsection (1) in respect of a property for a taxation year may

- (a) require the non-profit organization that holds the property to provide any information that the organization may be required to provide if it was applying for an exemption, and
- (b) if the non-profit organization does not provide the information, cancel in that taxation year the exemption for all or part of that taxation year and require the organization to pay property tax in respect of the property for the period that the exemption is cancelled.

(3) A municipality may not waive the application requirement under subsection (1) in respect of a property for more than 3 consecutive taxation years.

Retail commercial areas

18(1) In this section, “exempt facility” means a facility or part of a facility

- (a) that is held by a non-profit organization, a society as defined in the *Agricultural Societies Act* or a community association and that is exempt from taxation under section 362(1)(n)(i) to (v) of the Act or section 16 of this Regulation, or
- (b) that is owned and held by a residents association and that is exempt from taxation under section 362(1)(n) of the Act.

(2) A retail commercial area that is located within an exempt facility is exempt from taxation if

- (a) the non-profit organization, society as defined in the *Agricultural Societies Act*, community association or residents association that holds the exempt facility also holds and operates the retail commercial area, and
- (b) the net income from the retail commercial area is used

- (i) to pay all or part of the operational or capital costs of the exempt facility, or
- (ii) to pay all or part of the operational or capital costs of any other facility that is held by the non-profit organization, society, community association or residents association and that is exempt from taxation under section 362(1)(n) of the Act or section 16 of this Regulation.

AR 281/98 s18;204/2011

Part 4 Repealed AR 283/2003 s5.

Part 5 Repeal and Review

Repeal

22(1) The *Community Organization 1998 Property Tax Exemption Regulation* (AR 289/97) is repealed.

(2) Repealed AR 182/2008 s6.

AR 281/98 s22;182/2008

Expiry

23 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on December 31, 2018.

AR 281/98 s23;283/2003;182/2008;4/2010;9/2015;
257/2017



Printed on Recycled Paper 

Application for Property Tax Exemption Non Profit Organization

**Application deadline September 30th of
the year preceding the taxation year**

FOR OFFICE USE ONLY									
Property Roll Identifier						Taxation Year		Date	
Legal Description	<i>Lot</i>	<i>Block</i>	<i>Plan</i>	<i>Part</i>	<i>Sec.</i>	<i>Township</i>	<i>Range</i>	<i>Mer.</i>	
Municipal Property Address									
Total Assessment			Land Assessment			Building Assessment			

PART 1 – PROPERTY INFORMATION <i>(Required by November 30th of the year preceding the taxation year)</i>		
Name of property owner	Telephone Number (Bus)	Telephone Number (Res)
Address of property owner	Postal Code	Fax Number
Address of property for which exemption is requested		
Portion/Area of the property held by the organization <input type="checkbox"/> All <input type="checkbox"/> Part Area Occupied is:		
Is there an agreement in place that confirms the portion of the property held by the organization?	<input type="checkbox"/> Yes If yes, provide expiry date _____ <i>(mm / dd / yyyy)</i>	Date organization took occupancy <i>(mm / dd / yyyy)</i>
<input type="checkbox"/> No		

PART 2 – ORGANIZATION INFORMATION		
Name of organization operating the facility	Telephone Number (Bus)	Fax Number
Act under which organization is registered as a non-profit organization	Registration Number	
Organization's objectives/purposes		
1.		
2.		
3.		
4.		
5.		
a) Are the resources of this organization devoted to the above objectives/purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No If No, attach explanation	
b) Are there any monetary gains or benefits received by the organization as a result of its provision of services?	<input type="checkbox"/> Yes If Yes, attach explanation <input type="checkbox"/> No	
c) Does your organization expect to move from this property during the following year(s)?	<input type="checkbox"/> Yes If Yes, attach explanation <input type="checkbox"/> No	
d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages?	<input type="checkbox"/> Yes If Yes, attach explanation <input type="checkbox"/> No	
e) Are the organization's services similar to any other organization and /or business?	<input type="checkbox"/> Yes If Yes, attach a sheet providing the organization/business name(s) <input type="checkbox"/> No	

This information is being collected for property tax exemption purposes in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR281/98) and s.33(c) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to _____
(Municipality Contact Information)

PART 3 – RETAIL COMMERCIAL OR LICENSED AREADoes the organization have a retail commercial area at this location? Yes NoIf yes, do you operate this area? Yes No

What goods or services are sold at the retail commercial area?

For what purpose is the net income from the retail commercial area used?

Has an area within the facility been issued a gaming/liquor license? Yes If yes, enclose copy No

Class

Area (Sq.Ft)

PART 4 – PROPERTY USE INFORMATION specific to a non profit organization

What facilities are on the property?

- 1.
- 2.
- 3.
- 4.

What times are they accessible to the general public?

What are the membership requirements including fees?

Describe the purpose for which the facility is used.

Describe the typical beneficiary and where they reside.

Are there any restrictions in place preventing anyone from using the facility? Yes No

If there are restrictions, explain

Are the services provided by the organization advertised and promoted to the general public, or primarily to members? General Public Members**PART 5 – CONTACT INFORMATION**

Contact Name	Position with Organization	Telephone Number (Bus)	Telephone Number (Res)
Mailing Address for non profit organization		Postal Code	Fax Number
President of Organization	Telephone Number (Bus)	Telephone Number (Res)	Fax Number
Treasurer of Organization	Telephone Number (Bus)	Telephone Number (Res)	Fax Number

PART 6 – REQUIRED INFORMATION – *please ensure the following are submitted as attachments*

- 1) Certificate of Incorporation, current confirmation that the organization is registered in good standing and the Memorandum of Association and the Articles of Association, if any.
- 2) Copies of:
 - The organizations most current financial statements,
 - Certificate of Title (if applicable),
 - The current lease agreement with the property owner (if applicable),
 - A plan showing the area leased.
- 3) If applicable, a letter from the property owner confirming that he/she is aware of this exemption application and understands that the municipality will estimate taxes on the area occupied by the organization based on methodology that may be different from that used by the landlord.
- 4) Any available brochures, newsletters or other pertinent information relative to the organization.
- 5) Any other information that the Assessment Department may deem necessary.

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form, and as attachments to this form, is true and accurate in every respect, and that all information required under Part 6 of this application is included.

Name (Please Print)

Date

Position

Signature



BOX 309
HIGH LEVEL, ALBERTA
T0H-1Z0
T: (780) 926-3005

Council of Mackenzie County

We would like to thank the Mackenzie County for the paving of the golf course road a few years ago, it has made a noticeable difference. As a non-profit golf course with a volunteer board of directors, the Fox Haven golf course has been struggling in the past years to keep the golf course operational with a limited amount of income. Our board relies heavily on volunteers and donations in order to keep the course in a useable condition. It is our request that Mackenzie County waive the 2018 property taxes for Fox Haven Golf Course. In addition, would it be possible to add our organization to the list of non profit organizations that are property tax exempt for future years to come.

Thank you for your consideration of this matter.

Board President.

Blaine Dimler

A handwritten signature in blue ink, appearing to read "Blaine Dimler", is written over a dotted line.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2018
Presented By:	Carol Gabriel, Director of Legislative Services
Title:	Participation in Community Events

BACKGROUND / PROPOSAL:

Mackenzie County participates in various community events throughout the year. These include the La Crete Chamber Annual General Meeting, La Crete Salmon Grill, La Crete & Fort Vermilion Firemen’s Ball, etc.

Several of these organizations provide a free table (typically 8 tickets) for Councillors to attend. Depending on the Councillor interest, additional tickets may be purchased.

Additionally, due to the fact that tickets are limited and sell quickly there is not enough time to obtain a council motion to purchase tickets. However, the information regarding the events are provided to council in the information section of the council package.

Councillors attending community events/functions are not eligible to claim honorariums or expenses. However, the Reeve or designate is eligible to claim honorariums and expenses when representing the municipality according to the Honorariums & Expense Reimbursement Bylaw.

MOTION 14-12-881

MOVED by Councillor Bateman

That Councillors not be eligible to collect honorariums and expenses to attend community events unless approved by Council prior to the event.

CARRIED

The County also supports several community events annually by way of sponsorship or donations which is funded through the Grants to Other Organizations – Miscellaneous annual operating budget.

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

These include some of the following:

- Sport Provincials held within our region
- High Level Agricultural Society – Rodeo
- RCMP Regimental Ball
- Field of Dreams Stampede
- Mackenzie Charity Golf
- Rocky Lane Agricultural Society – Annual Event
- Zama Recreation Society
- Northwest Health Foundation
- High Level Community Policing Society
- Rainbow Lake Oilmen’s Association
- Metis Women’s Association – annual calendar program
- Various sports tournaments – team sponsorship, silent auction items, prizes

OPTIONS & BENEFITS:

Attached is an invitation from the High Level Fire Department to attend their 2018 Firefighters Ball on October 13, 2018. The County purchased tickets for Councillors interested in attending last year. Prior to 2017, the County was not invited to attend this event.

COSTS & SOURCE OF FUNDING:

Cost per ticket - \$50.00
(Grants to Other Organizations – Miscellaneous Operating Budget)

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the County support the High Level Firefighters Ball and purchase tickets to attend the event annually.

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

From: Rodney Schmidt
To: [Lisa Wardley](#)
Cc: [Carol Gabriel](#)
Subject: Firefighter's Ball Invite
Date: September 12, 2018 3:46:11 PM
Attachments: [Firefighters Ball Poster.pdf](#)

Good afternoon Deputy Reeve Wardley,

Please accept this invitation to the Mackenzie County Council on Saturday, October 13th at the Best Western Mirage.

If you are able to forward this on our behalf to the rest of Council, it would be appreciated.

We would appreciate the attendance of Councillors and have someone bring greetings from Mackenzie County.

Please advise me of any attendance plans.

Thanks,

Rodney Schmidt, PCP

Fire Chief

Director of Protective Services

Town of High Level

Ph: 780-821-4016

Fax: 780-926-2899





THE HIGH LEVEL FIRE DEPARTMENT PRESENTS
THE 52ND ANNUAL

Firefighters Ball 2018



October 13th, 2018
Doors Open at 6:00 pm

Best Western Mirage
Live Music from: Overflow
Dinner, Dance & Door Prizes

Tickets \$50

lhauk@highlevel.ca
780-821-4020



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	Mackenzie County Advertising Space

BACKGROUND / PROPOSAL:

On July 26, 2018, the Community Services Committee made a motion to bring to Council a recommendation to purchase an addition full page of the Echo/Pioneer.

MOTION CS-18-07-062

MOVED by Reeve Braun

That a recommendation be taken to Council to purchase an additional page of the Echo/Pioneer.

Currently, the County has one full page which fills up with County information and required articles each week. There is very little space for any additional items. Also, many times, individual pieces are postponed placement to make room for time-sensitive materials.

The Community Services Committee would like to offer to the community the same as the Town of High Level with a space in the paper for all upcoming community events. The Advertising department advises that to do a proper job of adding Community Events, they would require an additional page in the paper.

Attached is a copy of both the County’s advertising page and the Town of High Levels “two” pages.

Administration contacted The Echo-Pioneer, Mile Zero-Banner Post on September 13, 2018, and received the following quote.

The regular cost of a full page is \$937.44 per week plus GST.

If Mackenzie County guarantees (signed agreement) a full page to run weekly for a period of one year, they can offer us 25% off the Continuous rate.

Author: L. Lambert **Reviewed by:** D. Munn/C. Gabriel **CAO** _____

Continuous Rate - \$807.24 per week plus GST with 25% off the above rate - \$605.43 per week plus GST. This saves the County \$332.01 off the weekly price. The total cost for a year would be \$7,628.42 with GST.

Mackenzie County currently pays annually \$51,000 plus GST for the full page weekly advertisement including a print subscription of the Echo/Pioneer for every household within the County. The current agreement with the newspaper terminates June 10, 2020.

OPTIONS & BENEFITS:

By providing an additional page for advertising enables administration the needed room to adequately place notifications and ads. It would also provide space for community organizations to post their up-coming events and functions.

Option 1

That an additional page of advertisement be purchased from the Echo/Pioneer at the quoted cost of \$7,628.42 per year be added to the 2019 advertising budget.

Option 2

That an additional page of advertisement be purchased from the Echo/Pioneer at the quoted cost of \$7,628.42 per year starting immediately, with funds coming from the General Operating Reserve. Each year afterward to be added to the yearly advertising budget.

Option 3

That the County continue with one page of weekly advertisement. Please note that additional advertising is available at their regular advertising rates. Additional advertising space would be on an as needed basis.

COSTS & SOURCE OF FUNDING:

\$7,628.42 be added to the 2019 advertising budget.

SUSTAINABILITY PLAN:

N/A

Author: L. Lambert **Reviewed by:** D. Munn/C. Gabriel **CAO** _____

COMMUNICATION:

N/A

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the cost of an additional advertising page in the Echo/Pioneer, at the quoted yearly cost of \$7,628.42, be considered in the 2019 budget deliberations.

Author: L. Lambert **Reviewed by:** D. Munn/C. Gabriel **CAO** _____

MACKENZIE COUNTY



FORT VERMILION - MAIN OFFICE 4511 - 46 Avenue, Box 640 Fort Vermilion, AB. T0H 1N0 P. 780.927.3718 F. 780.927.4266
HIGH LEVEL - SUB-OFFICE 10709 - 93 Street High Level, AB. T0H 1Z0 P. 780.926.5600 F. 780.926.4080

ZAMA - SUB-OFFICE 1025 Aspen Drive Zama City, AB. T0H 4E0 P. 780.683.2378 F. 780.683.2450
LA CRETE - SUB-OFFICE 9205 - 100 Street La Crete, AB. T0H 2H0 P. 780.928.3983 F. 780.928.3636

APPROVED DEVELOPMENT PERMITS

DP #	Legal Land Location	Civic Address	Location	Description	Applicant
178-DP-18	Plan 942 4004, Lot 01	13067 Hwy 88	Fort Vermilion	Garage—Detached with a 50% Setback Variance	Curtis Wiens
179-DP-18	Plan 022 6610, Block 25, Lot 24	9905-108A Street	La Crete	8—Unit Dwelling—Apartment (Phase 1) with a 25% Setback Variance (8.2 feet)	Westridge Apartments

Any person affected by the above decision may appeal that decision to the Clerk of the Subdivision and Development Appeal Board in writing, containing a statement of the grounds of appeal and appeal fee, in person or by registered mail, so as to reach the Clerk no later than **October 3, 2018** which is 21 days following the date of the initial notice. The required appeal fee is \$290.00.

Appeals shall be sent to the attention of the Clerk of the Subdivision & Development Appeal Board, at Box 640, Fort Vermilion, AB T0H 1N0.

2019 Grant Applications

Mackenzie County is now accepting 2019 Grant Applications from community non-profit organizations. The 2019 Grant Application Package is available at all County Offices and on our website at www.MackenzieCounty.com.

For questions please contact:
Janelle Veenstra, Finance Officer
 Mackenzie County - Fort Vermilion Office
 Phone: 780.927.3718
 Email: jveenstra@mackenziecounty.com

Deadline for applications - October 15, 2018

Mackenzie County

BOARD/COMMITTEE "MEMBER-AT-LARGE" POSITIONS AVAILABLE

Mackenzie County is now accepting applications for the following Member-at-Large positions. If any of these positions are of interest to you please submit your application by Wednesday, October 17, 2018.

- Assessment Review Board (1 Position)
- Boreal Housing Foundation (1 Position)
- Inter-Municipal Planning Commission (1 Position)
- Inter-Municipal Subdivision & Development Appeal Board (2 Positions)
- Land Stewardship Committee (5-10 Positions)
- Mackenzie Library Board (2 Positions)
- Municipal Planning Commission (3 Positions)
- Streetscape Implementation Committees—La Crete & Fort Vermilion (7-9 Positions)
- Subdivision & Development Appeal Board (4 Positions)

Appointments to the Board will be made by County Council. Members-at-Large, appointed to council committees, are paid a per diem according to the current Honorarium and Expense bylaw unless otherwise specified.

To be eligible for appointment as a Member-at-Large applicants must be 18 years of age, Canadian citizens or landed immigrants, residents of Mackenzie County for six consecutive months immediately prior to application submission or not otherwise ineligible. Must be able to attend daytime meetings.

To apply, please complete the Member-at-Large Application Form (available at any County office or on our website) and forward to:

Carol Gabriel, Director of Legislative & Support Services, Mackenzie County, PO Box 640, Fort Vermilion, AB T0H 1N0
 Email: cgabriel@mackenziecounty.com
 Phone: 780.927.3718 | Fax: 780.927.4266

To view the complete advertisement please visit our website at www.MackenzieCounty.com.

IT'S HARVEST TIME!

With harvest season starting to ramp up, the Mackenzie County Agricultural Service Board would like to remind Agricultural Producers of safety precautions that need to be taken while transporting farm equipment.

MAKE IT SAFE, MAKE IT VISIBLE

- Ensure your farm equipment is as visible as possible so approaching traffic has more lead time to react to a slow-moving vehicle.
- Follow all regulated requirements for lighting and signage including the use of a slow-moving vehicle (SMV) sign.
- Make sure that the SMV sign is clean, not faded, and properly mounted. It must be on the rear of the tractor or towed implement and clearly visible. SMV signs must be used on equipment travelling less than 40 km/hr.
- The use of reflective tape and reflectors for large equipment travelling at night or in dim lighting conditions are recommended. In Canada, reflective material should be red and white strips on the rear of the equipment, and yellow reflective material on the front.
- Confirm that all lights are operating properly.

OVERSIZED EQUIPMENT

- Oversized equipment requires careful planning when transporting. Make sure you check the route in advance for obstacles such as narrow bridges or roads with no shoulders.
- Use a pilot vehicle as a guide for large machinery and to warn motorists of oncoming large equipment.
- If possible, move equipment in daylight during periods of light traffic.
- Travel after dark only if absolutely necessary and use proper lighting for night driving.
- When cars are lined up behind, and a suitable shoulder is available, pull over to let traffic pass. Make sure that the shoulder is of sufficient width and solid enough to handle equipment. If there are obstructions, such as deep ruts or signage avoid shoulders.
- Equip your tractor with rear-view mirrors.
- Match the load to the towing vehicle. Loads that exceed the braking capacity of the towing vehicle can lead to dangerous situations should you have to stop suddenly.



Check out www.MackenzieCounty.com for available career opportunities.

**MACKENZIE COUNTY
 PUBLIC NOTICE
 AUGUST 31, 2018**

**RCMP CLERICAL SERVICES
 COUNTY OFFICE IN LA CRETE
 CLOSED UNTIL
 FURTHER NOTICE**

Please visit the RCMP Detachment in Fort Vermilion to complete your Criminal Record Checks, Accident Reporting, etc.

Mackenzie County

**MCLC
 Connecting Our Libraries!**

WITH YOUR LIBRARY CARD FROM ANY OF OUR LIBRARIES:

- In-House Library Services
- Reserve Materials
- eBook Lending
- Learn Languages Online
- Searchable online catalogue
- Access your library account online
- 5 Free Music Downloads per week
- Inter-Library Loans from any of the MCLC Libraries
- Over 60,000 titles in Books, Movies and Audio Books to choose from
- Search and like our Libraries and MCLC on Facebook for all the updates!

Visit: www.mclboard.com

Fort Vermilion Public Library
 La Crete Public Library
 Zama City Public Library

Partnering with High Level Library

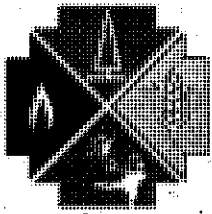
I ♥ READING



DATE	EVENT	LOCATION
September 24	Regular Council Meeting—10 am	Fort Vermilion Council Chambers
October 8	Thanksgiving Day—County Offices CLOSED	
October 9	Regular Council Meeting—10 am	Fort Vermilion Council Chambers
October 23	Organizational Council Meeting—10 am	Fort Vermilion Council Chambers
October 24	Regular Council Meeting—10 am	Fort Vermilion Council Chambers

Visit our online calendar for other events and additional meeting dates.

Email ads@mackenziecounty.com to have your local community event published in this section.



TOWN OF HIGH LEVEL

The BUZZ Around Town

Submit your community event by email to...
tourism@highlevel.ca

HIGH LEVEL FARMERS' MARKET
 HOUSE OF GENERATION
 2018-2019

AT THE HIGH LEVEL ARENA DUBLIN'S BIRDS EVERY FRIDAY

FOR MORE INFORMATION CONTACT:
ALEX BARREIRA
 MARKET MANAGER
 780-926-2100

Alberta Health Services Food Safe Certification Course

The 2 Day Food Safety Alberta Certification course taught by your local Public Health Inspector is coming to High Level! This course provides the knowledge required to safely prepare, handle and serve food for the public. Upon successful completion of the exam for this course you will receive Provincial Certification in Food Safety. The course will be held October 18 and 17, 2018 from 9:00 AM - 4:00 PM both days. The cost is \$125 per person. You are now able to register for a course and pay online. Visit our registration website at www.booking.ca/whsfoodpub. Contact: 780-841-3252 for more info.

SILENT AUCTION & FALL SUPPER

THE TOWN OF HIGH LEVEL SOCIETY PRESENTS

PROCEEDS FROM THIS EVENT GO TO THE HIGH LEVEL COMMUNITY CENTRE

DATE: OCTOBER 19, 2018

TIME: 5:00 PM - 9:00 PM

LOCATION: HIGH LEVEL ARENA

TICKETS: \$20.00

CONTACT: 780-926-2100

Be a Volunteer
 Make A Difference Today!

Volunteer Resources with Alberta Health Services we are looking for volunteers for **The La Crete Long Term Care Centre and Northwest Health Centre.** Come find out about volunteer opportunities, make a difference. Criminal reference check and updated immunizations required.

Contact: Corinne Rose 780-841-3290
Corinne.rose@albertahealthservices.ca

Alberta Health Services

Paws & Claws 2018 Raffle

Only 1200 Tickets Available!

Early Bird Prizes
 \$250.00 CASH \$500.00 CASH

GRAND PRIZE!
 2018 Ski-doo Summit SP 850 146"

Tickets available at...
 Flaming Inn
 Petro Canada
 True North Powersports
 Vector Video
 Little Farm Store

Raffle License No. 494542

NORTHERN LIGHTS REGIONAL HUMANE SOCIETY

BMO Bank of Montreal
 Main Street, High Level Ph. 780-926-3701

ECHO PIONEER
 10006-97 Street, High Level
 Ph. 780-926-2000
www.mrnews.ca
 Serving the Great People of Alberta's Northwest

GREGG DISTRIBUTORS (HIGH LEVEL) LTD.
 10207-96th Street, High Level, AB
 Ph. 780-926-2521

Community Calendar

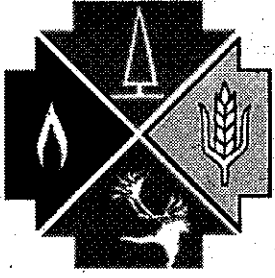
Upcoming Events...

Thursday	Sept 13	Northern Lights Rec. Centre AGM	Arena Upstairs Hall	La Crete
Friday	Sept 14 3:00 PM	High Level Farmers Market	Curling Rink	High Level
Wednesday	Sept 19 7:00 PM	Rainbow Lake Community Night	Arena	Rainbow Lake
Thursday	Sept 20 6:30 PM	Seniors Pot Luck	Senior Centre	High Level
Friday	Sept 21 3:00 PM	High Level Farmers Market	Curling Rink	High Level
Tuesday	Sept 25 2:00 PM	Seniors Birthday Party	Seniors Centre	High Level
Friday	Sept 28 3:00 PM	High Level Farmers Market	Curling Rink	High Level
Wednesday	Oct 3 7:00 PM	Golden Range Soc. Meeting	Seniors Centre	High Level
Saturday	Oct 13 1:00 PM	Pie & Coffee Fundraiser	Senior Centre	High Level
Thursday	Oct 18 6:30 PM	Seniors Pot Luck	Senior Centre	High Level
Saturday	Oct 27 6:00 PM	Silent Auction & Fall Supper	Senior Centre	High Level
Tuesday	Oct 30 2:00 PM	Seniors Birthday Party	Seniors Centre	High Level

Weekly Happenings...

Mondays	10:00 AM 1:00 PM 7:00-8:00 PM 7:00-9:00 PM	Baby and Me Afternoon Crafts AA Open Meeting Free Jam Session	Parent Link Centre Seniors Centre Action North HL Native Friendship Centre	High Level High Level High Level High Level
Tuesdays	7:00-8:00 PM 5:30 PM	AA Open Meeting Summer Bingo	Action North HL Native Friendship Centre	High Level High Level
Wednesdays	10:00 AM 5:00 PM 7:00-8:00 PM 6:30 PM	ASQ - Ages & Stages Weekly BBQ Supper NA Open Meeting High Level Army Cadets	Parent Link Centre Parent Link Centre Action North Spirit of the North School	High Level High Level High Level High Level
Thursdays	1:30-2:20 PM 7:00-8:00 PM	Toddler Explore Time AA Open Meeting	Parent Link Centre Action North	High Level High Level
Fridays	11:00 AM 7:00-8:00 PM	Soup Kitchen AA Open Meeting	HL Native Friendship Centre Action North	High Level High Level
Sundays	8:00-9:00 PM	AA Open Meeting	Town Hall	High Level

Advertise your community event or meeting in this calendar for **FREE!** (Community based, non-profit groups and charities only)
 Call 780-926-2000, Fax to 780-926-2001 or email echoads1@mrnews.ca



TOWN OF HIGH LEVEL

Gateway to the South

10511 - 103 St., High Level, AB T0H 1Z0 PH: 780-926-2201

REMINDER!
Next Council Meeting will be
September 24th
At 7:00 PM

PUBLIC NOTICES, COMMUNITY EVENTS AND MORE!

TOWN OF HIGH LEVEL

**Press Release Correction August 17th, 2018
Airport Runway Rehab**

The Town of High Level in partnership with Transport Canada, Airport Capital Assistance Program are proud to announce a \$5,586,404.00 project to resurface the runway and taxiways at the High Level Airport. During the weeks from August 23rd to October 8th 2018 Ruel Brothers Contracting will be milling out and repairing major cracks followed by a complete mill repave and painting of the runway and taxiway surfaces.

The runway availability will be:

- August 31st- September 10th the runway will be reduced length to 4000 feet daytime use only. Central mountain air traffic likely not affected.
- September 10th to September 30th, the runway and taxiways will be closed.
- No passenger air traffic.

The new surface will provide increased safety by increasing the load bearing capacity, smoothing the surface and making it easier for snow clearing equipment to remove all of the contaminants from the runway. The new runway markings will make the runway more visible to incoming aircraft. The resurface also will increase the longevity of operations at the airport.

We understand that there will be inconveniences associated with the closure of the runway during the construction. The Town of High Level is committed to working with all of our stakeholders to minimize the interruption to services during this time. During our reduced runway operations check with your airline to confirm flight availability.

Forward any questions regarding the project to:
yojapm@highlevel.ca

UPCOMING FACILITY CLOSURE

The R.E. Walter Memorial Aquatic Centre will be closed starting September 10, 2018 for maintenance. We are planning a quick turnaround and we look forward to seeing your smiling faces splashing in the water when we re-open.

(Stay tuned for updates)

EMPLOYMENT OPPORTUNITIES

Senior Lifeguard/Instructor

Full time, permanent (40hrs/week) OR Part time permanent (20hrs/week) with a comprehensive benefits package after 3 months of employment.

Reporting to Aquatic Centre Supervisor, the Lifeguard/Instructor's main responsibility is to ensure the safety of the public. This position will be responsible for lifeguarding facility programs, instructing facility swimming lessons, and performing day to day janitorial duties. The successful candidate must have excellent communication and public relation skills.

The minimum level of education required to perform these duties are:

- Completion of Grade 12 Diploma;
- Minimum of 18 years of age;
- Current NLS and WSI award
- Current Standard First Aid and/or AEC
- Preference will be given to LSI and Pool Ops 1 certified candidates or willingness to obtain

***The Town of High Level is willing to certify successful candidates that have a swimming ability.**

Salary to be commensurate with experience & training
(\$21.18 to \$26.05 per hour).

Sports Complex Operator

Reporting to the Sports Complex Manager the Sports Complex Operator is to perform duties to ensure the effective, efficient operation and maintenance of the Town of High Level sports facilities and playgrounds in accordance with approved Policies and Procedures. The Employee may be required on an ongoing basis to attend applicable training, workshops, seminars and courses at the discretion of the Employer in order to facilitate job knowledge and performance.

REQUIREMENTS

- Completion of Grade 12 Diploma;
- Arena Operator I course;
- Driver's License;
- Experience in related field, an asset.

Wage Scale: \$20.43 – \$25.13 per hour

PUBLIC WORKS – EQUIPMENT OPERATOR/LABOURER II
Full Time Position - 40 HRS/WK

Reporting to the Public Works Lead Hand, the Equipment Operator 2 is responsible for the safe operation of equipment including, but not inclusive to, Tandem Trucks with trail Front-end Loaders, Backhoe, Gravel Truck, Sander/Pl Truck Street Sweeper, Hydrovac and small equipment addition to medium to high amounts of physical labour. Equipment Operator 2 is also responsible for assisting v Water and Wastewater maintenance. During the absence of the Equipment Operator 3 the Equipment Operator 2 n be required to perform the some of the duties of Equipment Operator 3. The Employee may be required on an ongoing basis to attend applicable training, workshop seminars and courses at the discretion of the Employer to facilitate job knowledge and performance.

Minimum level of education required to perform these duties:

- Completion of Grade 10
- Must possess a valid Alberta Class 3 Driver's License w/ air brake endorsement

Minimum experience required to perform these duties are:

- 2-5 years Equivalent Heavy Equipment operator similar position with a Loader; Street sweeper, Backhoe, Sander, etc.
- Mechanical Aptitude an Asset
- Experience repairing Water distribution and Wastewater collection systems an asset.

Hours of work are Monday – Friday, 8:00am – 5pm. Wage to be commensurate with experience & training (ranging from \$23.35/per hour to \$28.47/per hour).

We thank everyone interested, however, only those selected for an interview will be contacted.

Closing Date: September 15, 2018 or until such time as a suitable candidate is found.

Please send your cover letter and resume to:
resumes@highlevel.ca

We thank everyone interested, however, only those selected for an interview will be contacted.

Full Ad and Job descriptions at www.highlevel.ca

Contact Your Local Council

Mayor	Crystal McAteer	cmcateer@highlevel.ca
Deputy Mayor	Boyd Langford	Blangford@highlevel.ca
Councillor	Brent Anderson	benderson@highlevel.ca
Councillor	Ellis Forest	eforest@highlevel.ca
Councillor	Beth Gillis	bgillis@highlevel.ca
Councillor	Terry Jessiman	tjessiman@highlevel.ca
Councillor	Mike Morgan	mmorgan@highlevel.ca

COMMUNITY AND DEVELOPMENT SERVICES APPROVED DEVELOPMENT PERMITS

Permit Number	Development	Address	Legal Land Description	Discretionary/Variance
DP18-029	Mobile Home	77 Deerglen Trailer Park	Lot 77 Block	Plan 052 4332
DP18-030	Mobile Home	75 Deerglen Trailer Park	Lot 75 Block	Plan 052 4332

Any person can appeal a discretionary use or permitted use that has been given a variance to the Secretary of the Subdivision and Development Appeal Board in writing, containing a statement of the grounds of the appeal, in person or by registered mail, so as to reach the secretary no later than 14 days from the date this notice is published in this paper.

The required appeal fee is \$100.00, which must accompany the letter of appeal.

Appeals are to be sent to:
SECRETARY OF THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD
10511 - 103 Street
High Level, Alberta, T0H 1Z0
Attention: Municipal Clerk

Visit our Website

For bylaws, meetings, community events and more!

www.highlevel.ca

TOWN DOG LICENSES

YOU ARE REQUIRED TO REGISTER YOUR PET EVERY JANUARY.

2018 tags can be purchased at the town office Monday Friday, 8:30am - 4:30pm

If you have any further questions you can call the Town Office at 780 926-2201.

REGISTER NOW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	Meetings with Ministers – Rural Municipalities of Alberta (RMA) Fall Convention

BACKGROUND / PROPOSAL:

The Rural Municipalities of Alberta (RMA) fall convention is coming up in November. Discussion is required regarding which Minister meetings should be set up and the topics for discussion at each meeting.

See attached excerpt from the January 24, 2018 council meeting minutes identifying Ministries and topics for discussion at the spring convention. Meetings were held with the Minister of Indigenous Relations, Minister of Health, and the Minister of Agriculture & Forestry.

OPTIONS & BENEFITS:

Administration recommends that Council consider limiting the number to topics to a few priority items as well as a limited delegation team to attend the meeting.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

Author: C. Gabriel **Reviewed by:** L. Racher **CAO:** _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That administration setup meetings with the following Ministers during the Rural Municipalities of Alberta (RMA) fall convention in November 2018 in Edmonton.

Author: C. Gabriel **Reviewed by:** L. Racher **CAO:** _____

HC” to accommodate the use of automotive sales and rental.

CARRIED

ADMINISTRATION:

9. a) Bylaw 1087-18 Subdivision & Development Appeal Board

Councillor A. Peters rejoined the meeting.

MOTION 18-01-059

MOVED by Councillor Sarapuk

That third reading be given to Bylaw 1087-18 being the Subdivision and Development Appeal Board for Mackenzie County as amended with the removal of the following:

- 15. c) If the Appellant attends the Subdivision & Development Appeal Board hearing at the time scheduled for the Board to hear the appeal, the fees paid by the Appellant shall be refunded regardless of the decision made by the Board.*

CARRIED

ADMINISTRATION:

9. b) Meetings with Ministers – AAMDC Spring Convention

MOTION 18-01-060

MOVED by Councillor Jorgensen

That administration setup meetings with the following Ministers during the Alberta Association of Municipal Districts & Counties (AAMDC) spring convention in March 2018 in Edmonton.

Alberta Transportation

- P3 Road Project
- High Load Corridor (Highway 88)
- La Crete Ferry/Bridge
- Bridge File/Roads to New Lands
- Update on Highway 697 Widening
- Highway 58 – Turning Lane at Ponton River, East Overlay, BC Connector, Connector through the Wood Buffalo

Minister of Agriculture & Forestry

- Farmland Expansion – Green Zone-White Zone
- Bovine Tuberculosis
- Grazing Leases
- Roads to New Lands
- G7G Railway
- Natural Gas Shortage
- Caribou

National Park

- Update on G7G Railway

Minister of Health

- Dialysis
- Maternity Services
- Chemotherapy
- Emergency Medical Services
- High Level Seniors Lodge
- Workers' Compensation Referral Locations

Minister of Environment & Parks

- Commercial Fishing
- Recreation and Campgrounds
- Grazing Leases
- Land Use Framework Update
- Caribou

Minister of Municipal Affairs

- Municipal Census
- Rural Water
- Natural Gas and Power Shortages
- Assessment Yearly Modifiers
- New Home Warranty Program (Modular Homes)

Minister of Economic Development and Trade

- Natural Gas and Power Shortages
- G7G Railway
- Farmland Expansion
- Assessment Decline
- Commercial Fishing
- Caribou

Solicitor General

- Conservation Officers
- Sheriffs Transporting Prisoners
- Fox Lake Courthouse

Minister of Indigenous Relations

- Partnership Program for Water to Reserves
- Caribou

Minister of Energy

- Natural Gas and Power Shortages
- Caribou

RCMP K Division

- Sheriff Duties
- CTA Staffing
- Fox Lake Courthouse
- Housing in Fox Lake and High Level

CARRIED

ADMINISTRATION:

9. c) AAMDC Spring Resolutions

MOTION 18-01-061

MOVED by Councillor Knelsen

That the AAMDC spring resolutions discussion be received for



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2018
Presented By:	Doug Munn, Director of Community Services
Title:	Blumenort Waste Transfer Station – Build Up Berm Project

BACKGROUND / PROPOSAL:

The 2018 Capital budget includes \$9,000 for the Blumenort Waste Transfer Station – Build up Berm project. This project is designed to increase the height of the ramp so that residents can be better situated to offload debris into the top of large waste bins. It would increase the height of the berm by 2.5’.

The original plan was to have the County Operations Department do this work however due to their busy schedule they have been unable to complete the work. We have therefore received quotes for the work and the lowest is \$12,000. The price would be higher but plans are to use existing blocks that we have in stock to complete the work.

We have received quotes to complete this work and the cost is going to increase to \$12,000 for several reasons:

1. The county does not have gravel or dirt to build up the ramp so this will need to be purchased.
2. The county does not have the manpower right now to do this work so it will need to be contracted.

Note that this project was carried forward from 2017 for much the same reason.

OPTIONS & BENEFITS:

1. Increase the 2018 Blumenort Waste Transfer Station – Build Up Berm Project budget by \$3,000 (\$12,000 total) and direct administration to proceed with the project in 2018.
2. Carry this project forward until 2019

Author: D. Munn **Reviewed by:** _____ **CAO:** _____

COSTS & SOURCE OF FUNDING:

If Council decides to increase the budget for 2018 to complete this project it is recommended that funds be brought from the General Operating Reserve.

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Blumenort Waste Transfer Station – Build Up Berm Project be postponed for 2018 and that the project be reconsidered during the 2019 budget deliberations.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2018
Presented By:	Bill McKennan, Director of Finance
Title:	Uncommitted Reserve Balances

BACKGROUND / PROPOSAL:

Council at its meeting held on September 11, 2018 requested administration to report back to Council on the uncommitted reserve balances. This report provides the information requested by Council.

The attached Schedule details the movements in the County’s established reserve accounts. The total uncommitted reserve balance as of September 11, 2018 is \$16,419,503. This is further classified under two major classifications and numerous individual reserve accounts. The balance in the “Operating Reserves” is \$6,522,159 and the balance in the “Capital Reserves” is \$9,897,344.

The “Operating” reserves are to provide for anticipated future operating expenditures and provided the necessary funds to ensure the County has adequate funds to pay its liabilities without utilizing its line of credit. The main purpose of the General Operating Reserve is to provide for the cash needs of the municipality. Depletion of this reserve would require the utilization of the County’s line of credit and the resulting costs would have to be provided in the tax rate.

The “Capital Reserves” are generally to fund planned expenditures in the future and is a prudent financial planning tool so that the tax rate is not spiked in any given year. There are numerous other reasons why the County has established these various reserves. However, this report purpose is to provide information on the uncommitted balances.

The estimated balance as of September 11, 2018 of \$16,419,503 does not account for additional factors such as:

- Future tenders requiring additional funding
- Projects being underspent/overspent
- Additional Provincial/Federal funding

Author: B. McKennan **Reviewed by:** _____ **CAO:** _____

Administration is currently completing various updates to the County allocations under the Gas Tax and MSI Programs which may have a positive impact on the available reserve balances.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

There is no direct financial implications resulting from this report.

SUSTAINABILITY PLAN:

This report assist Council in its long-term financial planning and financial sustainability focus for the municipality.

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the uncommitted reserve balances report be received for information.

Author: B. McKennan Reviewed by: _____ CAO: _____

Mackenzie County
As of September 11, 2018
Reserves as per established Policies

MUNICIPAL RESERVES								
RESERVE #	Name	Amount as of Dec. 31, 2017	2016 & 2017 YE Allocations	"A" Contributions 2018 Operating Budget	"B" 2018 Draws for Operating Budget & Non TCA	"C" 2018 Draws for Capital Budget	"D" Post Budget Motions	"E" Estimated (Sept. 11, 2018)
Operating Fund Reserves:								
17	Bursaries	13,350					(4,000)	9,350
1	General Operating	3,242,223	4,663,838	148,400	(2,232,796)	(792,000)	(107,700)	4,921,965
5	Gravel Reclamation	22,377						22,377
14	Gravel Crushing	543,955			(700,000)			(156,045)
3	Off-Site Levy	1,277,507						1,277,507
20	Grants to Other Organizations	108,202			(15,088)	(85,750)		7,364
	Recreation Emergent Funding	124,773						124,773
10	Municipal Reserve	385,495				(70,627)		314,868
Subtotal - Operating Fund Reserves		5,717,882						6,522,159
Capital Fund Reserves:								
	Emergency Service - Fort Vermilion	450,000						450,000
6	Vehicle & Equipment Replacement	2,221,487		669,235		(955,398)	(3,000)	1,932,324
19	Street Light Replacement	-		250,000			(20,000)	230,000
4	Roads (General)	3,025,508				(1,460,926)	(100,000)	1,464,582
9	Surface Water Management Reserve (Drainage)	2,181,776				(1,138,208)		1,043,568
13	Water/Sewer Infrastructure Reserve	121,874				(266,342)		(144,468)
18	Rural Water Reserve	2,334,819				(1,144,100)	(30,200)	1,160,519
	Recreation Board Reserve - Zama	19,389			(7,414)	(2,302)		9,673
	Recreation Reserve - Fort Vermilion	20,000				(20,000)		-
	Recreation Reserve - La Crete	160,833			(116)	(116,847)	(5,869)	38,001
	Recreation Facilities - Zama	-						-
	Recreation Facilities - Fort Vermilion	-						-
	Recreation Facilities - La Crete	-						-
8	Recreation and Parks	322,502				(82,168)		240,334
	Incomplete Capital - Recreation	-						-
2	General Capital	2,491,512	4,663,838	348,546	(15,000)	(4,003,585)	(12,500)	3,472,811
Subtotal - Capital Fund Reserves		13,349,700						9,897,344
TOTAL RESERVES		19,067,582	9,327,676	1,416,181	(2,970,414)	(10,138,253)	(283,269)	16,419,503

This reconcillation of reserves is from previous budget deliberation (CF projects+additional funds), 2018 budget approval and Council motions.

NOTES

- 16/17 YE Allocations As Per Reserve Policy 1 & 2, 2016 & 2017 Surplus needs to be reallocated
- "B" Gravel Crushing \$2,025,000; Town of HL Fire Pumper \$245,000; Non-TCA Projects \$685,414; Fields of Dreams Stampede \$15,000.
 - "C" 2018 Capital Budget Approvals
 - "D" Council motions after April 25, 2018 Budget Approvals (applied to both Operating & Capital).
 - "E" Does not account for upcoming tender awards, under/overspent projects, etc.

Committed funds
\$13,391,936.00

Uncommitted funds in the 2018
\$16,419,503



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2018
Presented By:	Bill McKennan, Director of Finance
Title:	Financial Reports – January 1, 2018 to August 31, 2018

BACKGROUND / PROPOSAL:

The Finance Department provides financial reports to Council as per policy.

OPTIONS & BENEFITS:

Financial Reports to Council

Council shall receive the following reports monthly:

- Statement comparing actual operating revenues and expenditures to budget for the year-to-date;
- A report on funds invested in term deposits and other securities.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: J Batt **Reviewed by:** _____ **CAO:** _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the financial reports for the period of January 1, 2018 to August 31, 2018 be received for information.

Author: J Batt Reviewed by: _____ CAO: _____

Mackenzie County Statement of Operations By Object Jan 1, 2018 - August 31, 2018

	2017 Actual	2018 Actual	2018	\$ Variance	% Variance
	Total	Total	Budget	(Remaining)	(Remaining)
OPERATING REVENUES					
100-Municipal Taxes	\$23,443,283	\$24,411,183	\$24,555,587	\$144,404	1%
101-Lodge Requisition	\$455,825	\$575,093	\$581,534	\$6,441	1%
102-School Requisition	\$6,521,520	\$6,139,708	\$6,172,537	\$32,829	1%
124-Frontage	\$103,557	\$113,316	\$103,250	(\$10,066)	-10%
261-Ice Bridge	\$130,000	\$145,780	\$140,000	(\$5,780)	-4%
420-Sales of goods and services	\$577,825	\$699,130	\$498,400	(\$200,730)	-40%
421-Sale of water - metered	\$3,075,611	\$2,360,235	\$3,122,445	\$762,210	24%
422-Sale of water - bulk	\$998,789	\$692,615	\$952,050	\$259,435	27%
424-Sale of land	\$8,000	\$12,520		(\$12,520)	N/A
510-Penalties on taxes	\$1,030,335	\$797,265	\$1,300,000	\$502,735	39%
511-Penalties of AR and utilities	\$59,519	\$19,881	\$65,750	\$45,869	70%
520-Licenses and permits	\$46,704	\$41,473	\$39,000	(\$2,473)	-6%
521-Offsite levy	\$21,851	\$4,728		(\$4,728)	N/A
522-Municipal reserve revenue	\$70,980	\$68,738	\$60,000	(\$8,738)	-15%
526-Safety code permits	\$241,453	\$155,224	\$225,000	\$69,776	31%
525-Subdivision fees	\$30,350	\$32,664	\$35,000	\$2,336	7%
530-Fines	\$22,685	\$13,761	\$50,000	\$36,239	72%
531-Safety code fees	\$9,764	\$6,214	\$9,000	\$2,786	31%
550-Interest revenue	\$452,659	\$222,708	\$500,000	\$277,292	55%
560-Rental and lease revenue	\$127,969	\$119,753	\$125,500	\$5,747	5%
570-Insurance proceeds	\$3,234			\$0	N/A
592-Well drilling revenue		\$134,134		(\$134,134)	N/A
597-Other revenue	\$124,614	\$40,493	\$55,500	\$15,007	27%
598-Community aggregate levy	\$118,216	(\$28,273)	\$80,000	\$108,273	135%
630-Sale of non-TCA equipment	\$16,146	\$2,418		(\$2,418)	N/A
790-Tradeshaw Revenues	\$23,248	\$25,363	\$30,000	\$4,638	15%
830-Federal grants			\$36,000	\$36,000	100%
840-Provincial grants	\$788,122	\$305,796	\$1,475,450	\$1,169,654	79%
890-Gain (Loss) Penny Rounding	\$0	\$1		(\$1)	N/A
Transfers from reserves			\$3,133,683	\$3,133,683	100%
TOTAL REVENUE	\$38,502,260	\$37,111,921	\$43,345,686	\$6,233,765	14%
OPERATING EXPENSES					
110-Wages and salaries	\$7,108,121	\$4,292,864	\$7,449,750	\$3,156,886	42%
132-Benefits	\$1,377,797	\$1,039,009	\$1,530,550	\$491,541	32%
136-WCB contributions	\$78,085	\$65,016	\$115,500	\$50,484	44%
142-Recruiting	\$19,227	\$7,359	\$15,000	\$7,641	51%
150-Isolation cost	\$92,184	\$64,579	\$100,900	\$36,321	36%
151-Honoraria	\$579,179	\$367,550	\$684,200	\$316,650	46%
211-Travel and subsistence	\$343,183	\$276,151	\$419,900	\$143,749	34%
212-Promotional expense	\$71,341	\$34,165	\$84,000	\$49,835	59%
214-Memberships & conference fees	\$130,382	\$109,945	\$157,550	\$47,605	30%
215-Freight	\$93,365	\$44,489	\$116,000	\$71,511	62%
216-Postage	\$53,504	\$34,119	\$46,550	\$12,431	27%
217-Telephone	\$123,156	\$75,047	\$144,010	\$68,963	48%
221-Advertising	\$72,961	\$63,126	\$72,850	\$9,724	13%
223-Subscriptions and publications	\$7,630	\$5,258	\$11,650	\$6,392	55%
231-Audit fee	\$75,600	\$124,900	\$90,000	(\$34,900)	-39%
232-Legal fee	\$109,152	\$38,030	\$85,000	\$46,970	55%
233-Engineering consulting	\$56,742	\$86,958	\$169,000	\$82,042	49%
235-Professional fee	\$1,582,817	\$934,648	\$1,655,900	\$721,252	44%
236-Enhanced policing fee	\$150,067	\$78,150	\$312,600	\$234,450	75%
239-Training and education	\$84,345	\$71,977	\$151,200	\$79,223	52%
242-Computer programming	\$89,701	\$65,218	\$122,100	\$56,882	47%

	2017 Actual	2018 Actual	2018	\$ Variance	% Variance
	Total	Total	Budget	(Remaining)	(Remaining)
251-Repair & maintenance - bridges	\$75,406	\$1,722	\$42,000	\$40,278	96%
252-Repair & maintenance - buildings	\$153,643	\$68,781	\$206,250	\$137,469	67%
253-Repair & maintenance - equipment	\$344,519	\$192,152	\$363,200	\$171,048	47%
255-Repair & maintenance - vehicles	\$119,764	\$66,205	\$129,800	\$63,595	49%
258-Contract graders	\$110,488	\$68,435	\$150,850	\$82,415	55%
259-Repair & maintenance - structural	\$1,643,522	\$689,392	\$1,888,050	\$1,198,658	63%
261-Ice bridge construction	\$131,094	\$129,720	\$130,000	\$280	0%
262-Rental - building and land	\$28,746	\$34,674	\$65,800	\$31,126	47%
263-Rental - vehicle and equipment	\$73,965	\$55,265	\$89,350	\$34,085	38%
266-Communications	\$103,920	\$66,599	\$119,100	\$52,501	44%
271-Licenses and permits	\$9,850	\$1,428	\$12,900	\$11,472	89%
272-Damage claims	\$3,560		\$5,000	\$5,000	100%
274-Insurance	\$398,646	\$299,852	\$322,800	\$22,948	7%
342-Assessor fees	\$286,581	\$52,268	\$260,000	\$207,732	80%
290-Election cost	\$12,372		\$5,000	\$5,000	100%
511-Goods and supplies	\$1,107,408	\$416,993	\$881,700	\$464,707	53%
521-Fuel and oil	\$817,731	\$520,695	\$815,050	\$294,355	36%
531-Chemicals and salt	\$321,301	\$200,327	\$341,800	\$141,473	41%
532-Dust control	\$545,077	\$848,024	\$1,065,000	\$216,976	20%
533-Grader blades	\$214,340	\$23,279	\$144,000	\$120,721	84%
534-Gravel (apply; supply and apply)	\$1,611,653	\$1,420,288	\$3,961,000	\$2,540,712	64%
535-Gravel reclamation cost				\$0	0%
543-Natural gas	\$88,256	\$79,673	\$92,750	\$13,077	14%
544-Electrical power	\$668,089	\$447,761	\$672,350	\$224,589	33%
550-Carbon Tax	\$73,658	\$62,354	\$112,500	\$50,146	45%
710-Grants to local governments	\$1,336,499	\$1,314,879	\$1,721,400	\$406,522	24%
735-Grants to other organizations	\$2,063,041	\$1,754,881	\$2,222,819	\$467,938	21%
747-School requisition	\$6,512,618	\$3,262,913	\$6,172,537	\$2,909,624	47%
750-Lodge requisition	\$461,788	\$581,534	\$581,534	\$0	0%
DIP Requisition		\$42,379	\$42,379	\$0	0%
810-Interest and service charges	\$24,104	\$14,653	\$25,000	\$10,347	41%
831-Interest - long term debt	\$510,030	\$243,713	\$472,500	\$228,787	48%
832-Principle - Long term debt	\$1,691,602	\$955,291	\$1,926,300	\$971,009	50%
Non-TCA projects	\$1,316,224	\$1,032,080	\$2,708,576	\$1,676,496	62%
921-Bad Debt	\$49,552		\$646,000	\$646,000	100%
Contributed to Capital Reserve	\$2,426,751	(\$92,182)	\$1,416,181	\$1,508,363	162%
TOTAL EXPENSES	\$37,634,337	\$22,734,587	\$43,345,686	\$20,611,099	48%
EXCESS (DEFICIENCY)	\$867,923	\$14,377,334	\$0		

Investment Report at the period ending August 31, 2018

Reconciled Bank Balance on August 31, 2018

Reconciled Bank Balance 5,333,665

Investment Values on August 31, 2018

Short term investments (EM0-0377-A)	11,949,071	
Short term T-Bill (1044265-26)	241,154	
Long term investments (EM0-0374-A)	8,337,557	
Short term notice on amount 31 days	6,194,088	
Short term notice on amount 60 days	15,388	
Short term notice on amount 90 days	24,742	
Vision Credit Union - 30 to 59 Days	1,705,557	
Vision Credit Union - 2 year	2,034,000	
Vision Credit Union - 30 to 59 Days	1,500,000	
Vision Credit Union - 30 to 59 Days	1,502,973	

Total Investments **33,504,530**

Total Bank Balance and Investments **38,838,195**

These balances include 'market value changes'.

Revenues

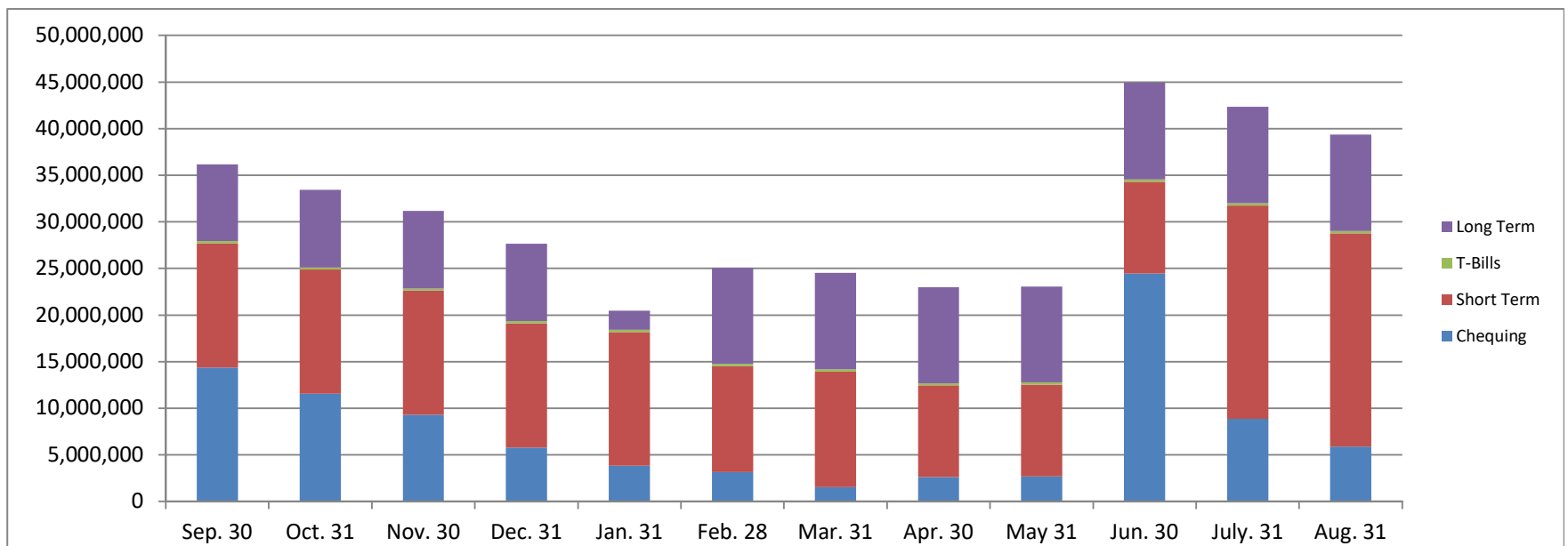
Interest received from investments
Interest accrued from investments but not received.

	Total July	Short Term July	Long Term July
Interest received from investments	364,744	244,070	120,674
Interest accrued from investments but not received.	142,195	37,301	104,894
	506,939	281,371	225,568

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

	77,424	77,424	
Total interest revenues before investment manager fees	584,364	358,795	225,568
Deduct: investment manager fees for investments	(-18,730)	(-1,899)	(-16,831)
Total interest revenues after investment manager fees	565,634	356,896	208,738

Balances in the Various Accounts - Last 12 Months





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2018
Presented By:	David Fehr, Director of Operations Fred Wiebe, Director of Utilities
Title:	Bylaw 1114-18 Fee Schedule

BACKGROUND / PROPOSAL:

At the September 11, 2018 Council meeting, the following motion was made:

OPERATIONS: **13. a) Bylaw 1112-18 Fee Schedule Bylaw**

MOTION 18-09-672 **MOVED** by Deputy Reeve Wardley

That Bylaw 1112-18 Fee Schedule Bylaw be TABLED to the next council meeting for additional information.

CARRIED

Note: As a result of changes to the Fire Service fees and the passing of the Fee Schedule Bylaw 1113-18 at the September 11, 2018 council meeting, administration has renumbered this Bylaw in order for the numbers to remain in sequential order.

AIRPORT

Administration has investigated the airport fees of some other airports (see attached summary and fees).

It is important to understand that raising fees too high will push airport users away. Also, the costs of implementing certain fees would likely make them revenue neutral, due to the increased equipment and/or staff time it would take to collect the fees. However, it is important to have the users pay a fair price for the services the County provides at the airport.

Proposed amendments to the Fee Schedule Bylaw with respect to the Airport Fees are attached (page 23 of Bylaw).

Author: S Wheeler **Reviewed by:** D Fehr, F Wiebe **CAO:** _____

UTILITIES

Assuming that Policy UT006 Municipal Rural Water Servicing is accepted as presented, proposed amendments to the Fee Schedule Bylaw with respect to the Water/Sewer Rates are attached (page 38 of Bylaw).

OPTIONS & BENEFITS:

For discussion.

COSTS & SOURCE OF FUNDING:

Costs will be limited to advertising/signage, and will be minimal. Funding will come from the current operating budget.

SUSTAINABILITY PLAN:

Goal E1 states the region's transportation system... provides an economically efficient access to business and industrial markets outside the County boundaries.

Goals E11 and **E12** refer to several aspects, including ensuring affordable air passenger service, and to promote additional air service providers to operate in the County.

Goal C5 Mackenzie County continues to provide high quality utility services (water distribution and treatment as well as waste water collection and treatment) and ensures that they:

- Are available in each hamlet.
- Meet quality standards consistent with current national standards and demand.
- Are stable and reliable.
- Are each financially self-sustaining at both operational and capital levels.

COMMUNICATION:

Any changes to airport fees will be communicated to airport users. This may be done through site signage, social media or letters, depending on the fees that are changed.

Author: S Wheeler **Reviewed by:** D Fehr, F Wiebe **CAO:** _____

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1114-18 being the Fee Schedule Bylaw for Mackenzie County.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1114-18 being the Fee Schedule Bylaw for Mackenzie County.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1114-18 being the Fee Schedule Bylaw for Mackenzie County at this meeting.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1114-18 being the Fee Schedule Bylaw for Mackenzie County.

Author: S Wheeler **Reviewed by:** D Fehr, F Wiebe **CAO:** _____

BYLAW NO. ~~1113-18~~ 1114-18

**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

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

HAWKERS AND PEDDLERS LICENSE

Item	Amount	GST
Fees:		
Application Processing Fee	\$200.00	N/A
Operational Fee – Per Day	\$30.00	N/A
Penalties:		
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

Item	Amount	GST
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

Item	Amount	GST
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 st Offence - \$290.00 Fine 2 nd Offence - \$575.00 Fine 3 rd 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

RESIDENTIAL	HOMEOWNER	CONTRACTOR
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

COMMERCIAL/ INDUSTRIAL/ INSTITUTIONAL
\$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

RESIDENTIAL INSTALLATIONS (New Single Family Dwellings, Additions and Farm Buildings)		
Square footage of area to be wired	HOMEOWNER	CONTRACTOR
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

DESCRIPTION	HOMEOWNER	CONTRACTOR
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

OTHER THAN NEW NON-RESIDENTIAL AND RENOVATION		
INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$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

INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$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

INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$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

INSTALLATION COST	HOMEOWNER	CONTRACTOR
\$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

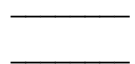
* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

SAFETY CODES FEES CONT'D

GAS PERMIT FEES

RESIDENTIAL INSTALLATIONS, INCLUDING MOBILE HOMES AND FARM BUILDINGS		
Number of Outlets	HOMEOWNER	CONTRACTOR
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
Add \$15.00 per outlet over 20		

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

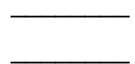


SAFETY CODES FEES CONT'D

GAS PERMIT FEES - RESIDENTIAL

RESIDENTIAL PROPANE TANK SET	HOMEOWNER	CONTRACTOR
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

GAS PERMIT FEES - NON-RESIDENTIAL		
NON-RESIDENTIAL INSTALLATIONS		
BTU Input	HOMEOWNER	CONTRACTOR
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
Add \$8.00 for each 100,000 BTU (or portion thereof) over 1,000,000 BTU		

* 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

NON-RESIDENTIAL INSTALLATIONS		
TEMPORARY HEAT		
BTU Input	OWNER	CONTRACTOR
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

REPLACEMENT GAS APPLIANCES		
BTU Input	OWNER	CONTRACTOR
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

NON- RESIDENTIAL PROPANE TANK SET	HOMEOWNER	CONTRACTOR
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

RESIDENTIAL INSTALLATIONS AND FARM BUILDINGS		
Number of Fixtures	HOMEOWNER	CONTRACTOR
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
Add \$8.00 for each fixture over 20		

* 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
51	\$500.25
52	\$506.00
53	\$511.75
54	\$517.50
55	\$525.55
56	\$532.45
57	\$537.05
58	\$543.95
59	\$549.70
60	\$556.60
61	\$561.20
62	\$568.10
63	\$575.00
64	\$580.75
65	\$586.50
66	\$592.25
67	\$600.30
68	\$606.05
69	\$611.80
70	\$617.55
71	\$624.45
72	\$631.35
73	\$635.95
74	\$642.85
75	\$648.60

Number of Fixtures	CONTRACTOR
76	\$655.50
77	\$660.10
78	\$667.00
79	\$675.05
80	\$680.80
81	\$683.10
82	\$686.55
83	\$688.85
84	\$692.30
85	\$694.60
86	\$699.20
87	\$701.50
88	\$704.95
89	\$709.55
90	\$710.70
91	\$713.00
92	\$716.45
93	\$721.05
94	\$723.35
95	\$726.80
96	\$730.25
97	\$733.70
98	\$734.85
99	\$738.30
100	\$741.75

Add \$1.00 for each fixture over 100

* 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

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

MISCELLANEOUS

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

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"> • 88 Connector • Assumption (Chateh) • Fox Lake Road • Golf Course Road (High Level) • Heliport Road • Wadlin Lake Road • Watt Mountain Road (Hutch Lake) • Zama Access 	\$35.00 Non-Refundable	N/A

EQUIPMENT AND LABOUR

Item	Amount	GST
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) (no power)	\$250.00 \$500.00 annually (no power) \$75.00 monthly (>5 consecutive days)	Applicable
Aircraft & Vehicle Parking (power)	\$5.00 per day (power) (provided own power cord)	Applicable
Parking Area Maintenance	\$50.00 per occasion, grass trimming	Applicable
Terminal Fees	No charge	N/A
Landing Fees	No charge	N/A

SOLID WASTE

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

At Regional Landfill	
Current rate as set by the Mackenzie Regional Waste Management Commission	
At Transfer Station	
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.

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
Wadlin Lake					
No Charge	\$20	\$120	\$50/day for shelter rental	N/A	\$8/day with camping stall; \$10/day without camping stall
Machesis Lake					
No Charge	\$20	\$120	\$50/day for shelter rental	Non-Serviced: \$200/Month	N/A
Machesis Lake Equine Campground					
\$5/horse	\$20 plus \$5 per horse	\$120 plus \$5 per horse	N/A	N/A	N/A
Hutch Lake					
No Charge	\$20	\$120	\$50/day for shelter rental	N/A	N/A
Zama Community Park					
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	Monthly: Non-Serviced: \$200 Partially Serviced: \$275 Fully Serviced: \$400	N/A
Tourangeau Lake					
No Charge	N/A	N/A	N/A	N/A	N/A
Fort Vermilion Bridge Campsite					
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:

Section (Municipal Parks Bylaw)	Offence	Penalty
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

Section (Municipal Parks Bylaw)	Offence	Penalty
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

Section	Offence	Fine
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

Section	Offence	Fine
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

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

Traffic Regulation Bylaw Part 5: Miscellaneous

Section	Offence	Fine
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

Section	Offence	Fine
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.

Item	Amount
<i>Response fees including man power:</i>	
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

Item	Amount
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

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

FIRE SERVICES FEES CONT'D

Other Incidents:

Item	Amount
<i><u>Response Fees including Driver:</u></i>	
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%
<i><u>Manpower Fee:</u></i>	
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.

False Alarms

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

FIRE SERVICES FEES CONT'D

Other Fees

Item	Amount
Violation Ticket*– 1 st Offence	\$250.00
Violation Ticket* – 2 st and Subsequent Offences	\$500.00
Filling of Air Cylinders (breathing air)	
Small cylinder (30 min)	\$25.00
Cascade cylinder	\$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

Fees & Penalties	General	Dogs	Dangerous Dogs
Failure to obtain a valid license penalty		\$35.00	\$50.00
Failure to wear a dog tag penalty	\$35.00		
Annual Fees			
– neutered male or spayed female		\$10.00	\$50.00
– unneutered male or unspayed female		\$25.00	\$100.00
Lifetime Fee			
– 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 – Handling fee			
1 st offence		\$50.00	\$500.00
2 nd offence		\$100.00	\$1,000.00
3 rd 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		

DOG CONTROL FEES CONT'D

Fees & Penalties	General	Dogs	Dangerous Dogs
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 of leash a dangerous dog properly penalty			\$500.00

DOG CONTROL FEES CONT'D

Fees & Penalties	General	Dogs	Dangerous Dogs
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 ³ of consumption	\$31.52/month plus \$0.73 per m ³ of water consumption
Rates for Cardlock Users (treated water)	\$3.18 per m ³ of consumption	\$0.73 per m ³ of water consumption
Rates for Cardlock Users (raw water)	\$2.31 per m ³ 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 ³ of consumption	\$0.73 per m ³ 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 ³ of consumption	\$0.73 per m ³ 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</u> the one (1) working day requirement (see Water & Sewer Services Bylaw)	\$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 lateral construction or 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 Municipal Rural Water Servicing – Endeavor to Assist
Deposit for Expression of Interest for construction of lateral waterline and servicing.	\$1,000 - Prior to October 1 \$2,000 – October 1 to project completion
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)

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

Description	Fee Amount
Deposit for Cardlock	\$200.00 for residential \$500.00 for commercial
Replacement card for Cardlock cards	\$25.00
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
3/4" Residential	\$490.00
3/4" 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:

Description	Penalty
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
Description	Penalty
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 ~~1092-18~~ 1113-18 Fee Schedule.

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

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

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

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

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2018
Presented By:	Dave Fehr, Director of Operations
Title:	Snow Removal Options - River Road Fort Vermilion

BACKGROUND / PROPOSAL:

At the June 12, 2018 Council meeting a discussion about the Fort Vermilion River Bank was an addition to the agenda. From that discussion the following motion was made:

MOTION 18-06-433

MOVED by Councillor Cardinal

That administration bring back snow removal options along River Road in the Hamlet of Fort Vermilion.

CARRIED

The current practice for snow removal from River Road in Fort Vermilion is plowing the snow over the river bank.

As per Policy PW004 Winter Road Maintenance, Hamlet Snow Removal options are listed below.

Policy PW004 Winter Road Maintenance is attached for any clarification.

OPTIONS & BENEFITS:

Option 1: Generally, plowing of snow should only be undertaken when snow accumulates to a minimum of ten (10) cm of snow.

Benefit/Result:

As stated this is the general option.

Author: S Wheeler **Reviewed by:** D Fehr **CAO:** _____

Option 2: Rural Standard Areas (Ditches) Includes Hamlet Country Residential – Snow should be plowed into the ditch area, and windrows created on driveways as a result of this operation should be removed using County resources.

Benefit/Result:

This is not packed snow. Snow can be cleared more regularly since it can be plowed into ditches or in the case of River Road, over the river bank.

Option 3: Urban Standard Areas (Curb & Gutter)

The following procedures should be used:

1. Snow may be left on the street until the packed snow reaches ten (10) cm, at which time the snow should be windrowed to the middle of the street and hauled away.
2. Snow may be plowed to the non sidewalk side of the street when able and practical to do so, and windrows created on driveways as a result of this operation should be removed using County resources.
3. The removal and hauling of snow from within the Hamlet boundaries to a designated snow dump area should take place at the discretion of the CAO or designate when deemed necessary.

Benefit/Result:

This option will nearly eliminate salty snow and garbage being deposited onto the river bank. This will require more funding in the operational budget. The increase is due to hiring trucks to haul the snow away at about four to five times a winter taking two days each time. The cost is approximately \$9000 each clearing cycle. Snow clearing cycles are dependent on snowfall amounts. With this option there will be no snow plowing between snow clearing cycles.

COSTS & SOURCE OF FUNDING:

Funding will be from operational budget. Depending on the snow removal option chosen, the budget may require a significant increase.

SUSTAINABILITY PLAN:

COMMUNICATION:

Any snow clearing changes/announcements may be done through social media.

Author: S Wheeler Reviewed by: D Fehr CAO: _____

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For Discussion.

Author: S Wheeler **Reviewed by:** D Fehr **CAO:** _____

Mackenzie County

Title	WINTER ROAD MAINTENANCE/SNOW PLOWING INDICATOR POLICY	Policy No:	PW004
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Legislation Reference	Municipal Government Act, Section 18 and 532(1)
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Purpose

To set out the standards for winter maintenance of municipal roads.

To set the standards for snow removal of private driveways of rural residents who have purchased a snowplow indicator and have signed the snowplowing agreement.

To set the standards for snow removal of private driveways for rural senior citizens and/or handicapped persons.

This policy rescinds and replaces Policy FIN015 and Policy FIN020.

Policy Statement and Guidelines

The CAO and/or designate is responsible for dispatching winter maintenance equipment in accordance with this policy.

The priority for snowplowing operations shall be:

- 1) Air Ambulance airport runways
- 2) Major emergency routes, and facilities for emergency services
- 3) Arterial roads
- 4) School bus routes (public and private)
- 5) Collector roads/Hamlet streets
- 6) Local roads
- 7) Public sidewalks and walkways
- 8) Winter maintenance of rural private residential driveways
- 9) Other miscellaneous duties

Note: Generally rural residential driveways will be done after local road snowplowing, however, at times, driveways may be plowed in conjunction with local roads to improve efficiencies.

Hamlet Snow Removal:

Generally, plowing of snow should only be undertaken when snow accumulates to a minimum of ten (10) cm of snow.

Rural Standard Areas (Ditches) Includes Hamlet Country Residential – Snow should be plowed into the ditch area, and windrows created on driveways as a result of this operation should be removed using County resources.

Urban Standard Areas (Curb & Gutter)

The following procedures should be used:

1. Snow may be left on the street until the packed snow reaches ten (10) cm, at which time the snow should be windrowed to the middle of the street and hauled away.
2. Snow may be plowed to the non sidewalk side of the street when able and practical to do so, and windrows created on driveways as a result of this operation should be removed using County resources.
3. The removal and hauling of snow from within the Hamlet boundaries to a designated snow dump area should take place at the discretion of the CAO or designate when deemed necessary.

Sanding or ice blading of icy stretches and intersections should be done on an as required basis. The priority should be intersections and curves on roads. Other areas should be done within the available resources as need dictates.

Removal of snow piles – The County may remove snow piles that a ratepayer or business has placed on the County's Right of Way due to safety concerns, a charge shall be applicable as per the Fee Schedule Bylaw.

Rural Snow Removal: (Includes Rural Country Residential)

Arterial road maintenance shall be similar to Provincial Highway maintenance standards.

Arterial roads include:

- La Crete North & South Access
- Highway 88 Connector
- Zama Access Road

Generally, grading of snow should only be undertaken when snow accumulates to a minimum of ten (10) cm of snow.

Sanding or ice blading of icy stretches and intersections should be done on an as required basis. The priority should be intersections and curves on roads. Other areas should be done within the available resources as need dictates.

Excess snow should generally be stockpiled alongside the road in the road allowance and on other available public property. Snow will not be hauled to other stockpile locations unless public safety is at risk, e.g. when visibility at an intersection is obstructed.

Winging and other maintenance operations, such as ice blading driveways, should have a lesser priority unless they can be combined with the first.

Negotiations for stockpiling snow on private property should be carried out only where it is the lowest cost alternative.

Municipal grader operators will take all reasonable measures to minimize the size of the snow berm left on private driveways.

Culverts identified as problematic may be steamed in early spring in an attempt to prevent flooding.

Rural Private Residential Maintenance Operations/Sale of Rural Snowplowing Indicators

- Mackenzie County provides for snowplowing of rural residential driveways through the sale of snowplowing Indicators.
- The snowplowing Indicator is to be purchased at a fee established by Council and set out in the Fee Schedule By-law.
- An Indicator is intended to provide resident with ONE pass in and ONE pass out (most direct route to the residence) when present. When the Indicator is present the snowplowing will be to a maximum of ¼ mile (400 meters) or 15 minutes of snow clearing, whichever is less.
- The cost of the snowplowing service each time the Indicator is present is a fee set out in the Fee Schedule Bylaw, and will be invoiced monthly to the owner of the Indicator.
- Any rural resident residing within the boundaries of Mackenzie County shall be allowed to purchase a snowplowing Indicator if the resident enters into a standard Snowplowing Agreement (Appendix A) releasing Mackenzie County, its employees, and agents, from any liability arising from the snowplow operation.

- No service shall be provided prior to the purchase of a snowplowing Indicator.
- The snowplowing Indicator shall be placed visibly at the end of the driveway to signify the residents request for snow clearing.
- Ice blading shall be done to a maximum of 50 feet onto the driveway in rural area, owner must call County office to request this service specifically.

Rural Snowplowing Indicators for Senior Citizens and/or Handicapped Persons

Mackenzie County recognizes that the snowplowing of rural residential accesses may be cost prohibitive to Senior Citizens and/or Handicapped Persons. Therefore, Mackenzie County will provide qualified rural Senior Citizens and/or Handicapped Persons with snowplowing services of their rural residential driveways at no cost and/or as identified in the Fee Schedule Bylaw. Receiving the senior and/or handicap snowplowing services is subject to entering into the Senior and/or Handicapped Snowplowing Agreement (Appendix B).

In this policy the following definitions apply:

Dependents: “any person eighteen years of age and under and that such age can be documented.”

Handicapped Persons: “any resident who has a severe physical impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment and such impairment can be verified by a medical doctor.”

Senior Citizen: “any resident who is 65 years of age or older and that such age can be documented.”

Spouse: “means the husband or wife of a married person, or common-law partner.”

1. Rural Senior Citizen and/or handicapped residents may apply annually, through the completion of the Mackenzie County Seniors and/or Handicapped Snowplowing Agreement, subject to the following qualifications:
 - Service is limited to those qualified residents living in rural areas.
 - Service is limited to residences where one resident is by definition a senior citizen and/or a handicapped person.
 - Service is limited to residences where a handicapped dependent requires public transportation services to attend an educational facility.
 - Senior and/or handicapped residents shall provide proof as to their senior and/or handicapped status.

- All services are subject to an inspection in advance.
2. A Senior/Handicapped Indicator is intended to provide residents with ONE pass in and ONE pass out (most direct route to the residence) with the snowplow to a maximum of ¼ mile (400 meters) or 15 minutes of snow clearing, whichever is less.
 3. Any rural Senior Citizen and/or rural Handicapped Person residing within the boundaries of Mackenzie County shall be allowed to obtain a Senior Citizen and/or Handicapped Persons snowplowing Indicator if the resident enters into a Senior Citizen and/or Handicapped Person Snowplowing Agreement (Appendix B) releasing the County of Mackenzie, its employees, and agents, from any liability arising from the snowplow operation.
 4. The snowplowing Indicator shall be placed visibly at the end of the driveway to signify the residents request for snow clearing.

	Date	Resolution Number
Approved	10-Nov-98	98-341
Amended	23-Nov-05	05-632
Amended	23-Feb-11	11-02-195
Amended	12-Dec-11	11-12-975
Amended	11-Dec-12	12-12-836
Amended	26-Aug-15	15-08-576
Amended	2016-03-23	16-03-215
Amended	2017-01-11	17-01-037
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2018
Presented By:	Dave Fehr, Director of Operations
Title:	Review of Dispositions

BACKGROUND / PROPOSAL:

Council approved 'LC & FV - Road Dispositions – Survey Work for \$50,000' as a Non TCA Project in 2014. Administration has experienced some changes since the initial approval of this project, which make it difficult to pinpoint the status of the project. Administration is in possession of a very large document containing more than 150 dispositions held by Mackenzie County.

To be clear, many of these dispositions were 'given' to Mackenzie County through status changes within the Alberta government. Since many of the dispositions were not at the County's request we do not have any information on them. See attached list of dispositions and location map. Detailed map will be projected on screen.

Once we establish what each lease is for, we will require Council's decision on retention, renewal and reclamation. This will be an ongoing project as there are many leases requiring attention. Administration has requested more information from Dispositions Department with Alberta Environment and Parks. If this information is available at the time of Council meeting, a hand out will be presented.

As many of these dispositions require more investigation and likely more funds, we present the following step process rather than options:

OPTIONS & BENEFITS:

Step 1:

Proceed with certain time sensitive leases at once. If current allocated funds are not sufficient, Administration will request additional funds at a future Council meeting.

Author: S Wheeler **Reviewed by:** D Fehr **CAO:** _____

Step 2:

Carry forward the project to 2019 and request additional funds at budget preparation time.

COSTS & SOURCE OF FUNDING:

'X' number of funds may be required for 'X' number of years for ongoing 'clean up' concerning all dispositions.

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

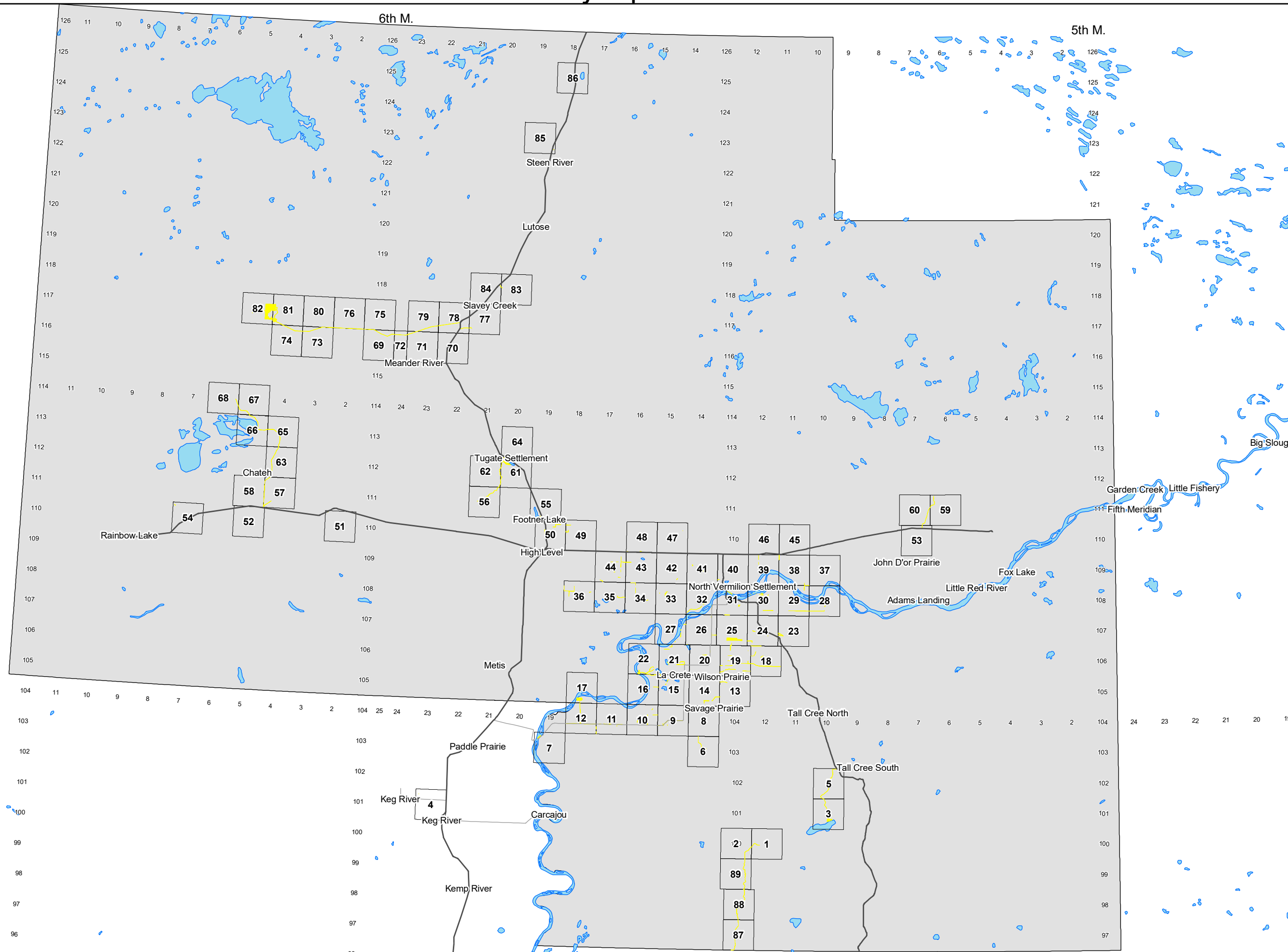
For Information and Discussion.

Author: S Wheeler **Reviewed by:** D Fehr **CAO:** _____

Disposition: Page	Disposition: Page	Disposition: Page	Disposition: Page	Disposition: Page	Disposition: Page
EZE100178: 18 EZE100227: 19 EZE870153: 24 EZE870243: 14 EZE890266: 13 EZE890267: 19 EZE900291: 31 EZE910232: 31 EZE910387: 9 EZE930336: 82 EZE940342: 33 EZE940343: 33, 34 EZE940346: 19, 25 EZE940349: 18, 24, 25 EZE950003: 19 FRD570011: 56, 61, 62 FRD620033: 54 FRD630012: 1, 2, 87, 88, 89	LOC040171: 49, 50 LOC040593: 81, 82 LOC090308: 82 LOC090670: 30 LOC091324: 61 LOC100182: 81, 82 LOC750355: 15 LOC780462: 22 LOC781197: 30 LOC800345: 24 LOC800782: 21 LOC810435: 50 LOC830342: 50 LOC830524: 23 LOC830701: 23 LOC860453: 4 LOC861309: 13, 14 LOC870231: 81, 82 LOC950041: 30 LOC950843: 15, 16, 21, 22 LOC951512: 17 LOC961475: 19 LOC962982: 21 MLL040062: 22 MLL050113: 22 MLL050118: 81 MLL090011: 82 MLL090052: 11 MLL3066: 82 MLL840021: 86 MLL870044: 81 MLL890071: 82 MLL890072: 70 MLL890073: 85 MLL930081: 82 MLL940010: 51 MLL950043: 48 MLL950045: 34 MLL960060: 48 MLL960123: 11	PLS060030: 81, 82 PLS080023: 81, 82 RDS020010: 9 RDS020033: 25, 26 RDS040021: 40 RDS050004: 57 RDS060010: 39 RDS080056: 71 RDS800060: 53, 59, 60 RDS800061: 76, 77 RDS870061: 44 REC030012: 7 REC090007: 61 REC100003: 61 REC100008: 21 REC2621: 31 REC820035: 21 REC880027: 3	RRD0224981: 30 RRD1178PX: 10 RRD1189PX: 9 RRD1508PX: 31, 40 RRD1522PX: 10 RRD2102EU: 41 RRD2141PX: 44 RRD2160EU: 41 RRD2437PX: 34, 43 RRD2653PX: 20 RRD2901PX: 31 RRD2905PX: 21 RRD3248PX: 83, 84 RRD3389PX: 26 RRD3677LZ: 42 RRD3871LZ: 15 RRD3884PX: 31 RRD3885PX: 32 RRD4000LZ: 26, 27 RRD4210PX: 30 RRD4418PX: 32 RRD4498PX: 39 RRD4727PX: 44 RRD4793PX: 31 RRD4969PX: 20, 26 RRD5709LZ: 11, 12 RRD7621130: 30 RRD7720558: 26 RRD7920193: 52, 57, 58 RRD8020178: 44 RRD8021388: 44 RRD8022999: 21 RRD8220836: 11 RRD8221687: 36 RRD8222077: 34, 35 RRD8223190: 32 RRD8420074: 15 RRD8420866: 12 RRD8420974: 47 RRD8421233: 21 RRD8421279: 30 RRD8421370: 41 RRD8421764: 49 RRD8421896: 49 RRD8521571: 36 RRD8521604: 21 RRD8620566: 38, 45, 46 RRD8620893: 43, 44 RRD8621394: 3, 5 RRD8622407: 18 RRD8622408: 18	RRD8622898: 18, 19 RRD8720360: 18, 19 RRD880PX: 11 RRD8920420: 9, 10 RRD8923305: 29, 37, 38 RRD8923319: 55 RRD9020811: 41 RRD9023296: 67, 68 RRD9120208: 65, 66, 67 RRD9120227: 57, 63 RRD9120371: 65 RRD9120580: 28 RRD9120581: 28 RRD9121446: 6 RRD9121447: 6 RRD9121448: 28 RRD9121451: 29 RRD9121452: 28, 29 RRD9123740: 19 RRD9221174: 21 RRD9221436: 11, 12 RRD9320416: 15, 16 RRD9322564: 11 RRD9421144: 19 RRD9421767: 31 RRD9824906: 71, 72 RRD9824907: 71, 72, 77, 78 RRD9824908: 77, 78 RRD9922485: 75, 79 RRD9922498: 69, 72, 75 RRD9922512: 81, 82 RRD9922514: 73, 79, 80 RRD9922516: 73, 74, 81	SML950026: 22 SML950057: 17

Mackenzie County Dispositions

Disposition
 1 Page Number





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	Policy PW018 Hiring of Private Equipment

BACKGROUND / PROPOSAL:

A Notice of Motion was made at the September 11, 2018 regular council meeting with regard to Policy PW018 Hiring of Private Equipment.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy PW018 Hiring of Private Equipment be brought back to Council for review and recommendation.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2018
Presented By:	Caitlin Smith, Planning Supervisor
Title:	Bylaw 1109-18 Land Use Bylaw Amendment to add regulation to Section 8 and to add regulation to Section 9.34, Section 9.16.9 and to correct typographical errors found in Section 9.17.3, Section 9.19.3 and to add tarp shelters as a permitted use in the Agricultural (A) and Forestry (F) zoning districts

BACKGROUND / PROPOSAL:

Mackenzie County administration has found some deficiencies within the Land Use Bylaw. These proposed amendments are to correct the errors within the Land Use Bylaw and to add Tarp Shelters to the Agriculture (A) and Forestry (F) zoning districts.

Barbed and tension wire fences within Hamlets are unsafe to have within a community. They are not highly visible thus creating a danger for individuals who are in the vicinity. Other than the safety concerns these types of fences are not visually appealing. The fence regulation is being proposed to section 8 with the intention of creating a safe and visually appealing environment.

Tarp shelters are proposed to be included as permitted uses within Agricultural (A) and Forestry (F) districts as they were missed in the original repeal and replace.

The SHOP-PERSONAL sizing regulation is within the additional regulation section in Rural Country Residential 3 and is being proposed to be added to the additional regulations within Country Residential 1 (RCR1) and Hamlet Country Residential (HCR). Both of these zoning districts have SHOP-PERSONAL as a permitted use but the sizing requirements were missed.

The typographical errors within the Land Use Bylaw are being corrected to ensure integrity of the document.

This item was taken to the Municipal Planning Commission on June 21, 2018 for recommendation and the following motion was made:

Author: K Darling **Reviewed by:** C Smith **CAO:**

MPC-18-06-098

MOVED by David Driedger

That the Municipal Planning Commission recommend to Council to approve Bylaw 10__-18 being a Land use Bylaw Revision to correct errors within land districts and to add tarp shelters as a permitted use in the agricultural and forestry zoning districts.

CARRIED

This item was taken to Council for first reading on July 25, 2018, where it was passed with the following motion.

MOTION 18-07-544

MOVED by Councillor Bateman

That first reading be given to Bylaw 1109-18 being a Land Use Bylaw Amendment to add regulation to Section 8 and to add regulation to Section 9.34, Section 9.16.9 and to correct typographical errors found in Section 9.17.3, Section 9.19.3 and to add tarp shelters as a permitted use in the Agricultural (A) and Forestry (F) zoning districts, subject to public hearing input.

CARRIED

This item was taken to Council for the Public Hearing and Second reading on August 14, 2018, where it was passed with the following motion.

MOTION 18-08-573

MOVED by Councillor Sarapuk

That second reading be given to Bylaw 1109-18 being a Land Use Bylaw Amendment to add regulation to Section 8 and to add regulation to Section 9.34, Section 9.16.9 and to correct typographical errors found in Section 9.17.3, Section 9.19.3 and to add tarp shelters as a permitted use in the Agricultural (A) and Forestry (F) zoning districts.

CARRIED

Council recommended changes to accommodate barbed wire fencing in the Urban Fringe "UF" zoning. The changes have been made before third reading.

Author: K Darling **Reviewed by:** C Smith **CAO:**

BYLAW NO. 1109-18
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

TO AMEND THE
MACKENZIE COUNTY LAND USE BYLAW
TO ADD REGULATION TO SECTION 8 AND TO ADD REGULATION TO SECTION
9.34, SECTION 9.16.9 AND TO CORRECT TYPOGRAPHICAL ERRORS FOUND IN
SECTION 9.17.3, SECTION 9.19.3 AND TO ADD TARP SHELTERS AS A
PERMITTED USE IN THE AGRICULTURAL (A) AND FORESTRY (F) ZONING
DISTRICTS.

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

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

WHEREAS, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to add regulation to Section 8 and to add regulation to Section 9.34, Section 9.16.9 and to correct typographical errors found in Section 9.17.3, Section 9.19.3 and to add tarp shelters as a permitted use in the Agricultural (A) and Forestry (F) zoning districts, subject to public hearing input.

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

1. That Mackenzie County Land Use Bylaw Section 8.24 Fences be amended with the following addition:

8.24.5 In a HAMLET, no person shall maintain or be permitted to maintain a fence comprised of barbed or tension wire EXCEPT within the Urban Fringe District "UF".

2. That the Mackenzie County Land Use Bylaw Section 9.1.2 Agriculture (A) district be amended with the following addition:

Permitted Uses	Discretionary Uses
ACCESSORY BUILDING	ABATTOIR
APIARY	AGGREGATE RESOURCE EXTRACTION

Permitted Uses	Discretionary Uses
AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES, MINOR	AGGREGATE RESOURCE PROCESSING
BED AND BREAKFAST BUSINESS	AGRICULTURAL SUPPLY DEPOT
BUNKHOUSE	AUCTION FACILITY
CABIN	AUTOMOTIVE EQUIPMENT AND VEHICLE SERVICES, MAJOR
CONTRACTOR, LIMITED	BULK FUEL STORAGE AND DISTRIBUTION
DUGOUT	CEMETERY
DWELLING - SINGLE FAMILY	COMMUNICATION TOWER
DWELLING UNIT	CONFINED FEEDING OPERATION
EXTENSIVE AGRICULTURE	CONTRACTOR, GENERAL
FARM SUBSIDIARY BUSINESS	DAY CARE FACILITY
GARAGE - ATTACHED	DAY CARE HOME
GARAGE - DETACHED	ENVIRO - TANK
GARDEN SUITE	INDUSTRIAL CAMP
HOME BASED BUSINESS MEDIUM	INSTITUTIONAL USE
HOME BASED BUSINESS MINOR	INTENSIVE RECREATIONAL USE
INTENSIVE AGRICULTURE 1	KENNEL
INTENSIVE AGRICULTURE 2	NATURAL RESOURCE EXTRACTION
MANUFACTURED HOME - MOBILE	OWNER/OPERATOR BUSINESS
MANUFACTURED HOME - MODULAR	PLACE OF WORSHIP
SHIPPING CONTAINER	PRESSURE VESSEL STORAGE
SHOP – COMMERCIAL	PUBLIC UTILITY
SHOP – FARM	RESIDENTIAL SALES CENTRE
SHOP – PERSONAL	SALVAGE YARD

Permitted Uses	Discretionary Uses
TARP SHELTER	SECONDARY SUITE
TOURIST HOME	SOLAR FARM
YARD SITE DEVELOPMENT	TEMPORARY/PORTABLE UNIT
	VETERINARY CLINIC
	WASTE MANAGEMENT
	WASTE TRANSFER STATION

3. That the Mackenzie County Land Use Bylaw Section 9.2.2 Forestry (F) district be amended with the following addition:

Permitted	Discretionary
ACCESSORY BUILDING	CAMPGROUND, MAJOR
CABIN	CAMPGROUND, MINOR
COMMUNICATION TOWER	COMMUNITY PASTURE
DUGOUT	EMERGENCY SERVICES FACILITY
FOREST BASED INDUSTRY	EXTENSIVE RECREATIONAL USE
GOVERNMENT SERVICE	NATURAL RESOURCE EXTRACTION
INDUSTRIAL CAMP	NATURAL RESOURCE PROCESSING
SHIPPING CONTAINER	RECREATIONAL SERVICE, OUTDOOR
TARP SHELTER	TEMPORARY/PORTABLE UNIT
WOODLOT MANAGEMENT	

4. That the Mackenzie County Land Use Bylaw Section 9.3.4 Country Residential 1 (RCR1) Additional Regulations be amended with the following addition:

9.3.11 Within the Hamlet Country Residential (RCR1) district a SHOP – PERSONAL shall have a maximum building:

- a. Area of 223.0m² (2400.0ft²); and
 - b. Height of 6.1m (20.0ft).
5. That the Mackenzie County Land Use Bylaw Section 9.16 Hamlet Country Residential Additional Regulations be amended with the following addition:
- 9.16.9 Within the Hamlet Country Residential (HCR) district a SHOP – PERSONAL shall have a maximum building:
- a. Area of 223.0m² (2400.0ft²); and
 - b. Height of 6.1m (20.0ft).
6. That the Mackenzie County Land Use Bylaw Section 9.17.3 Hamlet Residential 1 (H-R1) Regulations be amended to:
- 9.17.3 In addition to the regulations contained in Section 8, the following standards shall apply to every DEVELOPMENT in this LAND USE DISTRICT.

Regulation	Standard
Max. Lot Area	
Min. Lot Dimensions	
Width	16.8m (55.0ft)
Depth	33.5m (110.0ft)
Min. Setback	
Yard – Front	7.6m (25.0ft)
Yard – Interior Side	1.5m (5.0ft)
Yard – Exterior Side	3.1m (10.0ft)
Yard – Rear	2.4m (8.0ft) with overhead utility servicing 1.5m (5.0ft) with underground utility servicing

7. That the Mackenzie County Land Use Bylaw Section 9.19.3 Hamlet Residential 1B (H-R1B) Regulations be amended to:

Regulation	Standard
Min. Lot Dimensions	
Width	16.8m (55.0ft)
Depth	30.5m (100.0ft)
Min. Setback	
Yard – Interior Side	1.5m (5.0ft)
Yard – Exterior Side	3.1m (10.0ft)
Yard – Rear	2.4m (8.0ft) with overhead utility servicing 1.5m (5.0ft) with underground utility servicing
Required. Setback	
Yard – Front	7.6m (25.0ft)

READ a first time this 25th day of July, 2018.

PUBLIC HEARING held this 14th day of August, 2018.

READ a second time this 14th day of August, 2018.

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

Peter F. Braun
 Reeve

Len Racher
 Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2018
Presented By:	Caitlin Smith, Planning Supervisor
Title:	Bylaw 1115-18 Municipal Reserve Closure and Sale on Plan 052 2360, Block 2, Lot 3MR (La Crete)

BACKGROUND / PROPOSAL:

Administration has received a request from a developer to purchase Municipal Reserve in order to consolidate their two (2) lots at the corner of Main Street and 94th Avenue.

Their request is to purchase the municipal reserve lot, close the adjacent lane, to consolidate all the land into one commercial lot. Once consolidated, the lots will have to be rezoned, as they are currently zoned as Hamlet Country Residential “H-CR” and La Crete Highway Commercial “LC-HC”.

In order to sell the lot, the Municipal Reserve designation must be removed via bylaw. The applicant must purchase the Municipal Reserve from the County at market value. The market value of the land will be requested once Council has decided if they are willing to sell the Municipal Reserve and the designation is removed.

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

All expenses paid by developers.

Author: K. Darling **Reviewed by:** C. Smith **CAO:** _____

BYLAW NO. 1115-18

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

**FOR THE PURPOSE OF CLOSING A
MUNICIPAL RESERVE LOT BEING
PLAN 052 2360, BLOCK 2, LOT 3MR
IN ACCORDANCE WITH SECTIONS 671, 674, AND 675 OF THE
MUNICIPAL GOVERNMENT ACT, CHAPTER M-26
REVISED STATUTES OF ALBERTA 2000**

WHEREAS, Council of Mackenzie County has determined that a portion of the Municipal Reserve property, as outlined on Schedule "A" attached hereto, be subject to closure and consolidation, and

WHEREAS, notice of intention of Council to pass a bylaw will be published in a locally circulated newspaper and notify adjacent landowners in accordance with the Municipal Government Act, and

NOW THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF MACKENZIE COUNTY DOES HEREBY CLOSE, FOR THE PURPOSE OF CONSOLIDATION THE MUNICIPAL RESERVE PROPERTY DESCRIBED AS FOLLOWS, SUBJECT TO THE RIGHTS OF ACCESS GRANTED BY OTHER LEGISLATION OR REGULATIONS:

Part of Plan 052 2360
Block 2
Lot 3MR
Containing 0.87 hectares (2.15 acres) more or less
Excepting thereout all mines and minerals

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

PUBLIC HEARING held this ___ day of _____, 2018.

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

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

Peter F. Braun
Reeve

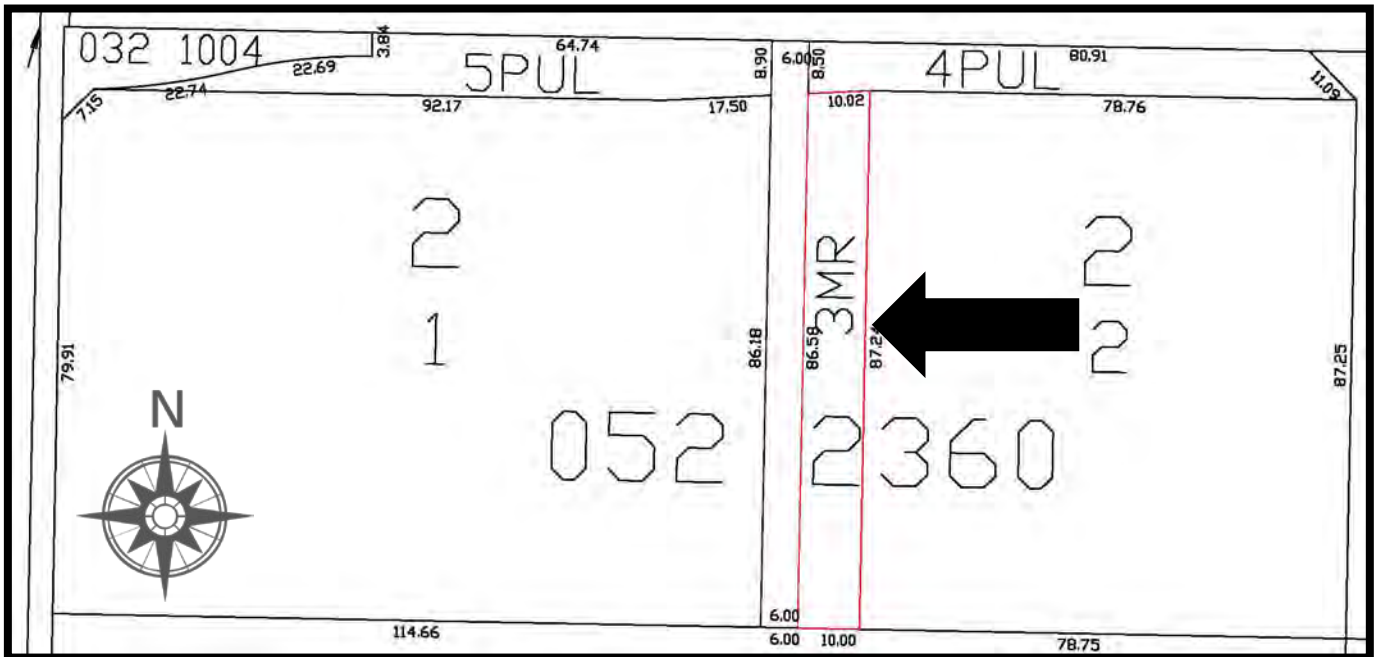
Len Racher
Chief Administrative Officer

BYLAW NO. 1115-18

SCHEDULE "A"

1. That the land use designation of the following property known as:

Part of Plan 052 2360, Block 2, Lot 3MR be closed and consolidated into Plan 1____
_____.



TENTATIVE PLAN
 showing CONSOLIDATION of
 LOTS 1, 2, 3MR, and LANE,
 BLOCK 2, PLAN 052 2360

Hamlet of La Crete
 Alberta 2018



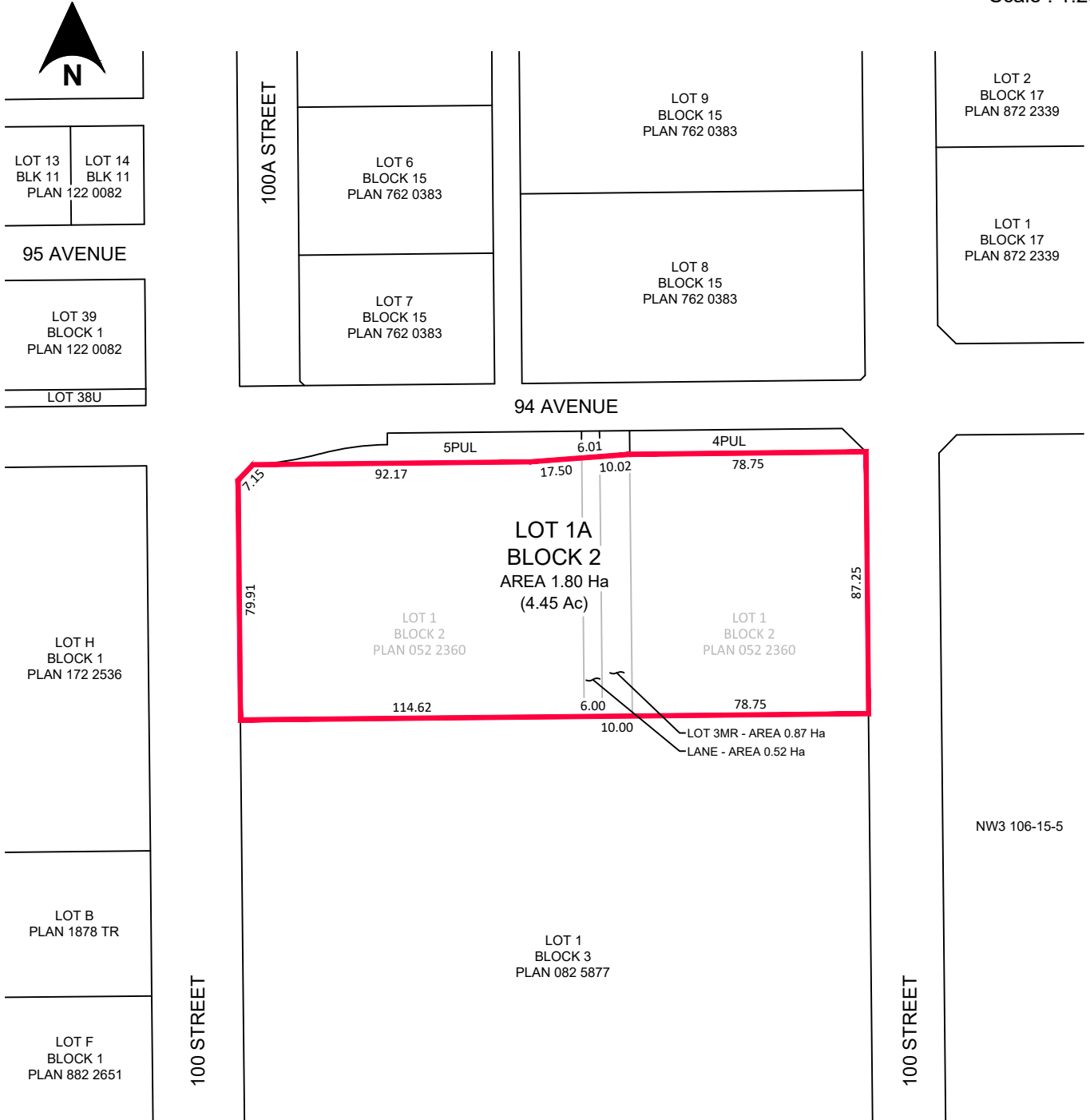
**Design Works
 Engineering+ Inspections Ltd.**

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 AB, T8V 0N2

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NOTE:
 NO FIELD INSPECTION WAS CARRIED OUT AND BOUNDARIES
 WERE NOT ESTABLISHED ON THE GROUND.
 AREA TO BE REGISTERED SHOWN OUTLINED THUS: ———

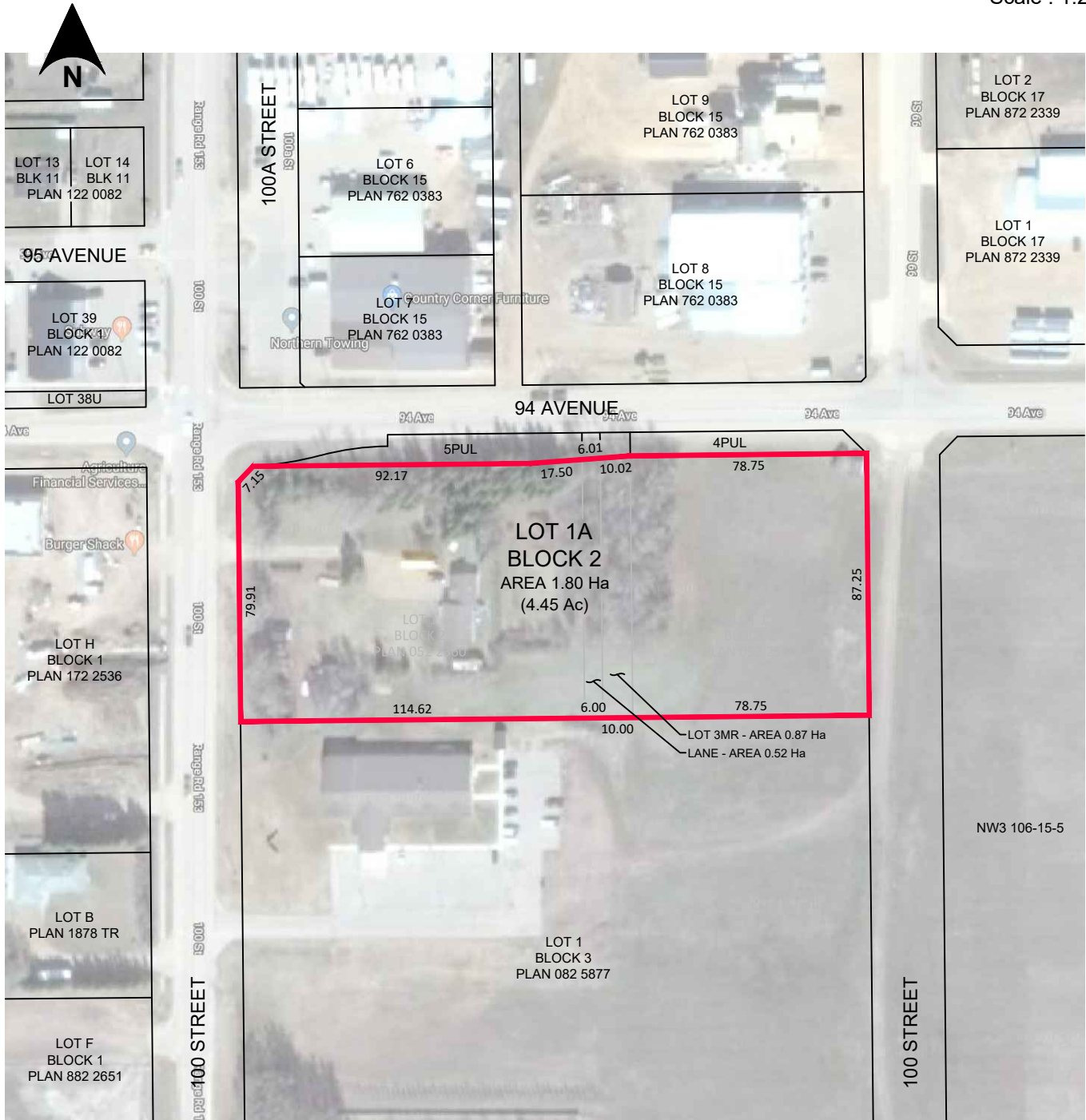
180175

TENTATIVE PLAN
 showing CONSOLIDATION of
 LOTS 1, 2, 3MR, and LANE,
 BLOCK 2, PLAN 052 2360
 showing AERIAL PHOTO
 Hamlet of La Crete
 Alberta 2018



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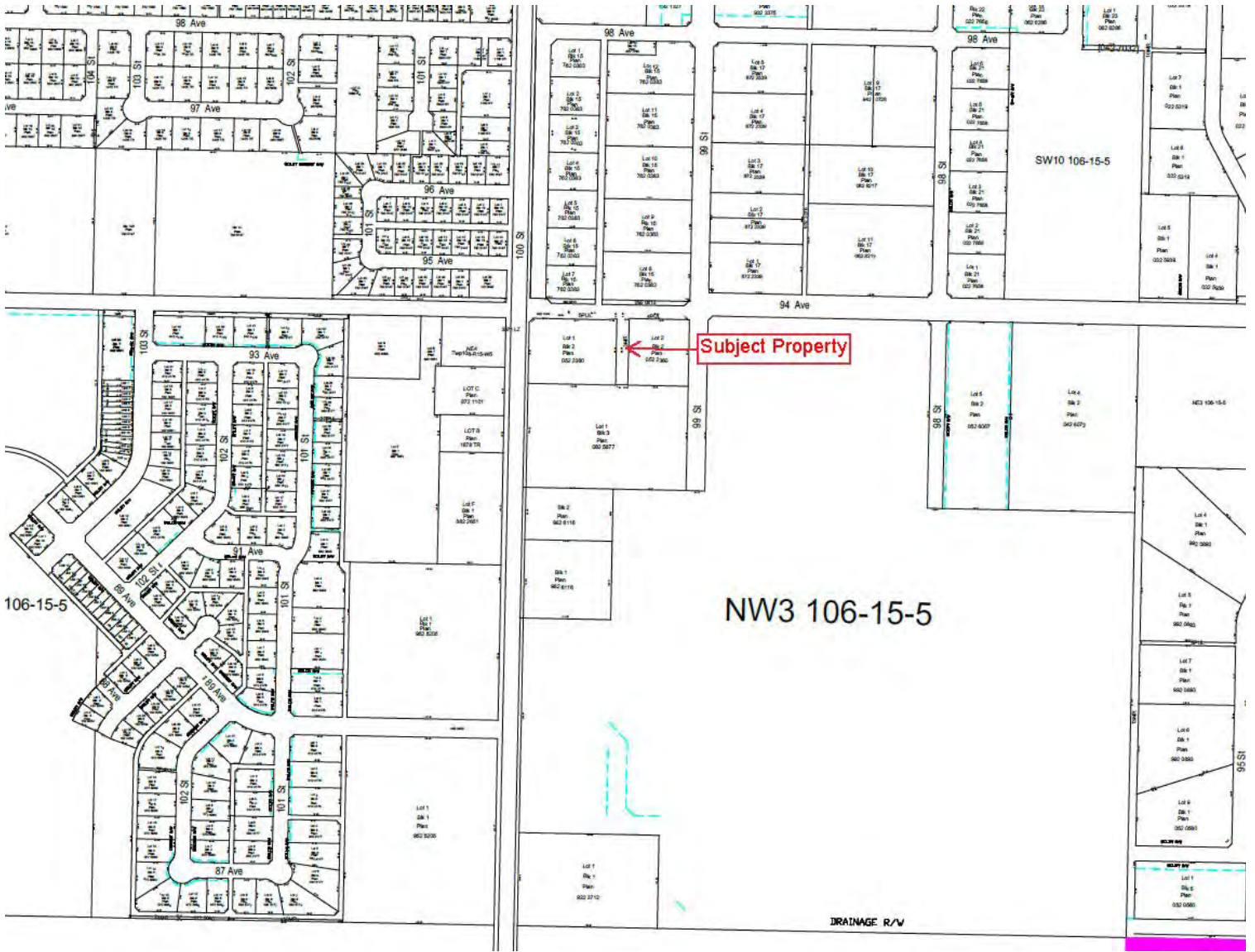
Scale : 1:2000



NOTE:
 NO FIELD INSPECTION WAS CARRIED OUT AND BOUNDARIES
 WERE NOT ESTABLISHED ON THE GROUND.
 AREA TO BE REGISTERED SHOWN OUTLINED THUS: ———

180175

APPLICATION



NOT TO SCALE

Disclaimer

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Mackenzie County



SUSTAINABILITY PLAN:

Goal E23 The County’s business communities can provide local products and services to meet consumer demand.

Strategy E23.3 Develop strategies to attract small- and medium-sized enterprises that provide support to the County’s existing business and industries.

Strategy 28.2 The County will support efforts to diversify its economic base.

COMMUNICATION:

The bylaw will be advertised as per Municipal Government Act requirements as well as all adjacent landowners.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1116-18 being a Road Closure Bylaw to close a portion of lane between Lots 1 & 3MR, Block 2, Plan 052 2360 for the purpose of consolidation, subject to public hearing input.

Author: K. Darling **Reviewed by:** C. Smith **CAO:** _____

BYLAW NO. 1116-18
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

FOR THE PURPOSE OF CLOSING A PORTION OF
ROAD PLAN IN ACCORDANCE
WITH SECTIONS 22, 24 AND 606 OF THE MUNICIPAL GOVERNMENT ACT,
CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000

WHEREAS, Council of Mackenzie County has determined that a portion of Public Lane as outlined on Plan 182 _____ attached hereto, be subject to a lane closure, and

WHEREAS, notice of intention of the Council to pass a bylaw will be published in a locally circulated newspaper in accordance with the Municipal Government Act, and

NOW THEREFORE, be it resolved that the Council of Mackenzie County does hereby close, for the purpose of consolidation, that portion of Public Lane described as follows, subject to the rights of access granted by other legislation or regulations:

Area 'A' Plan 182 _____

As outlined on Plan 182 _____

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

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer

PUBLIC HEARING held this _____ day of _____, 2018.

APPROVED this _____ day of _____, 2018.

Minister of Transportation

Approval valid for _____ months.

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

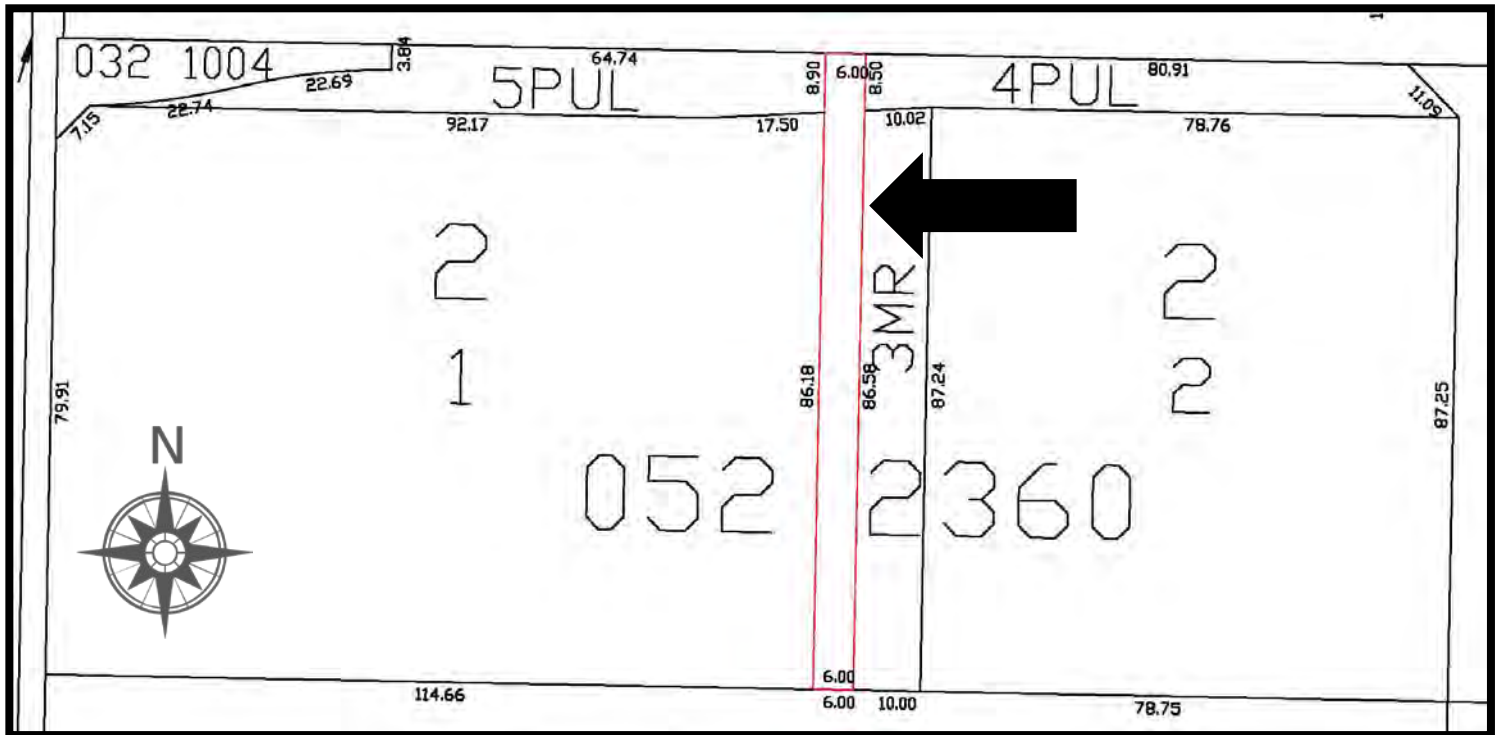
READ a third time and finally passed this ___ day of _____, 2018.

Peter F. Braun
Reeve

Len Racher
Chief Administrative Officer

BYLAW No. 1116-18

Plan 182 _____



TENTATIVE PLAN
 showing CONSOLIDATION of
 LOTS 1, 2, 3MR, and LANE,
 BLOCK 2, PLAN 052 2360

Hamlet of La Crete
 Alberta 2018



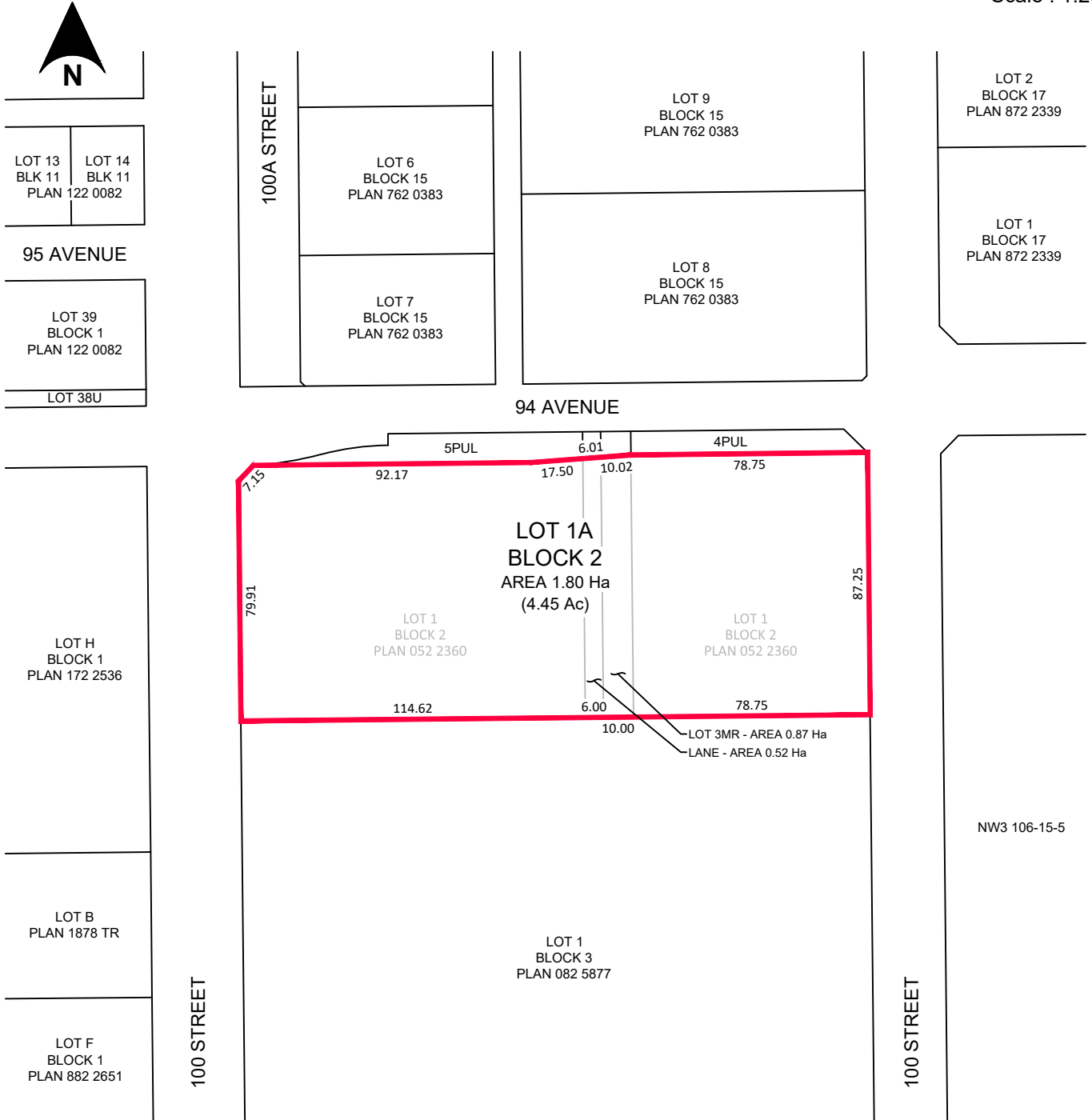
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NOTE:
 NO FIELD INSPECTION WAS CARRIED OUT AND BOUNDARIES
 WERE NOT ESTABLISHED ON THE GROUND.
 AREA TO BE REGISTERED SHOWN OUTLINED THUS: ———

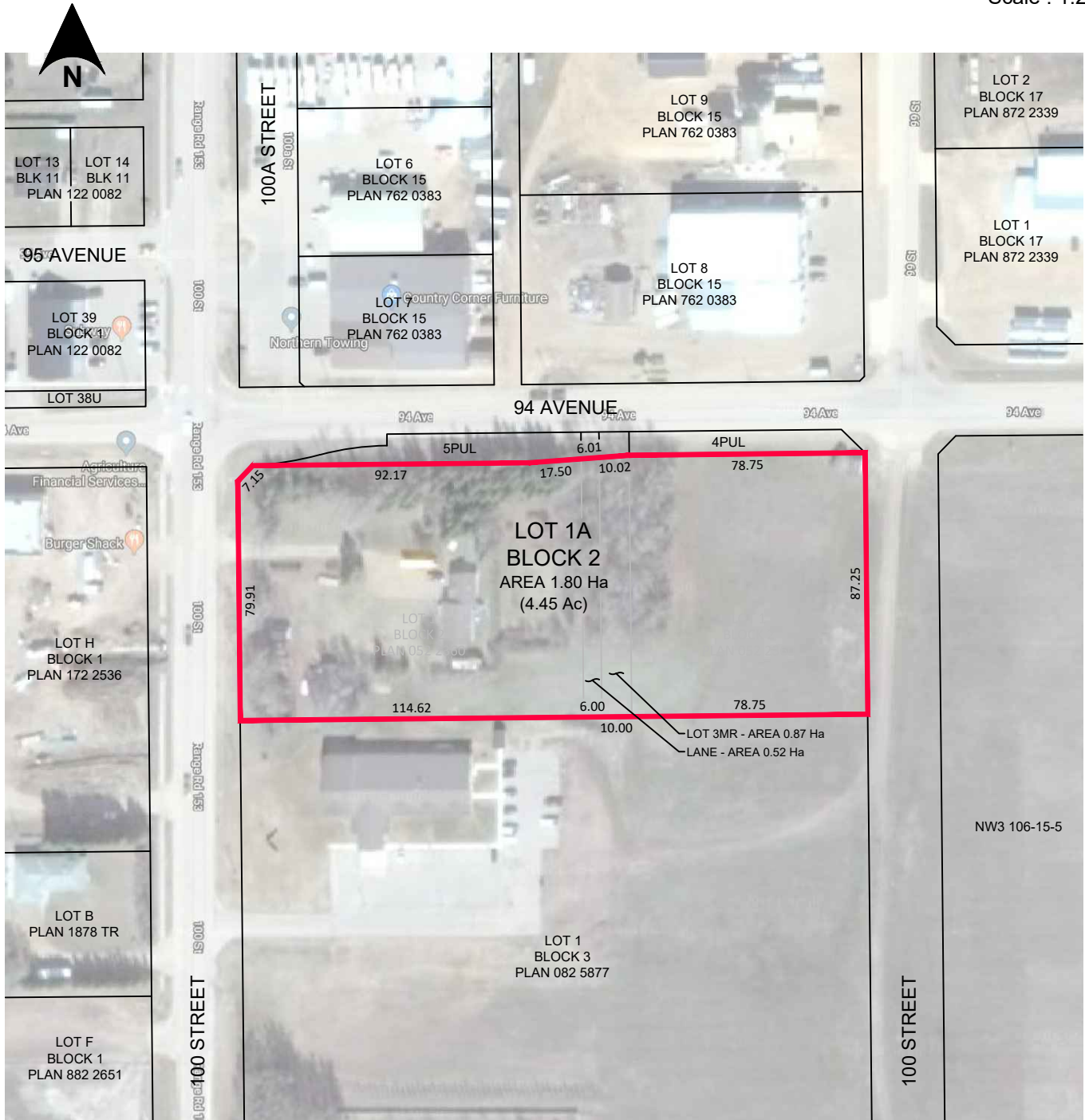
180175

TENTATIVE PLAN
 showing CONSOLIDATION of
 LOTS 1, 2, 3MR, and LANE,
 BLOCK 2, PLAN 052 2360
 showing AERIAL PHOTO
 Hamlet of La Crete
 Alberta 2018



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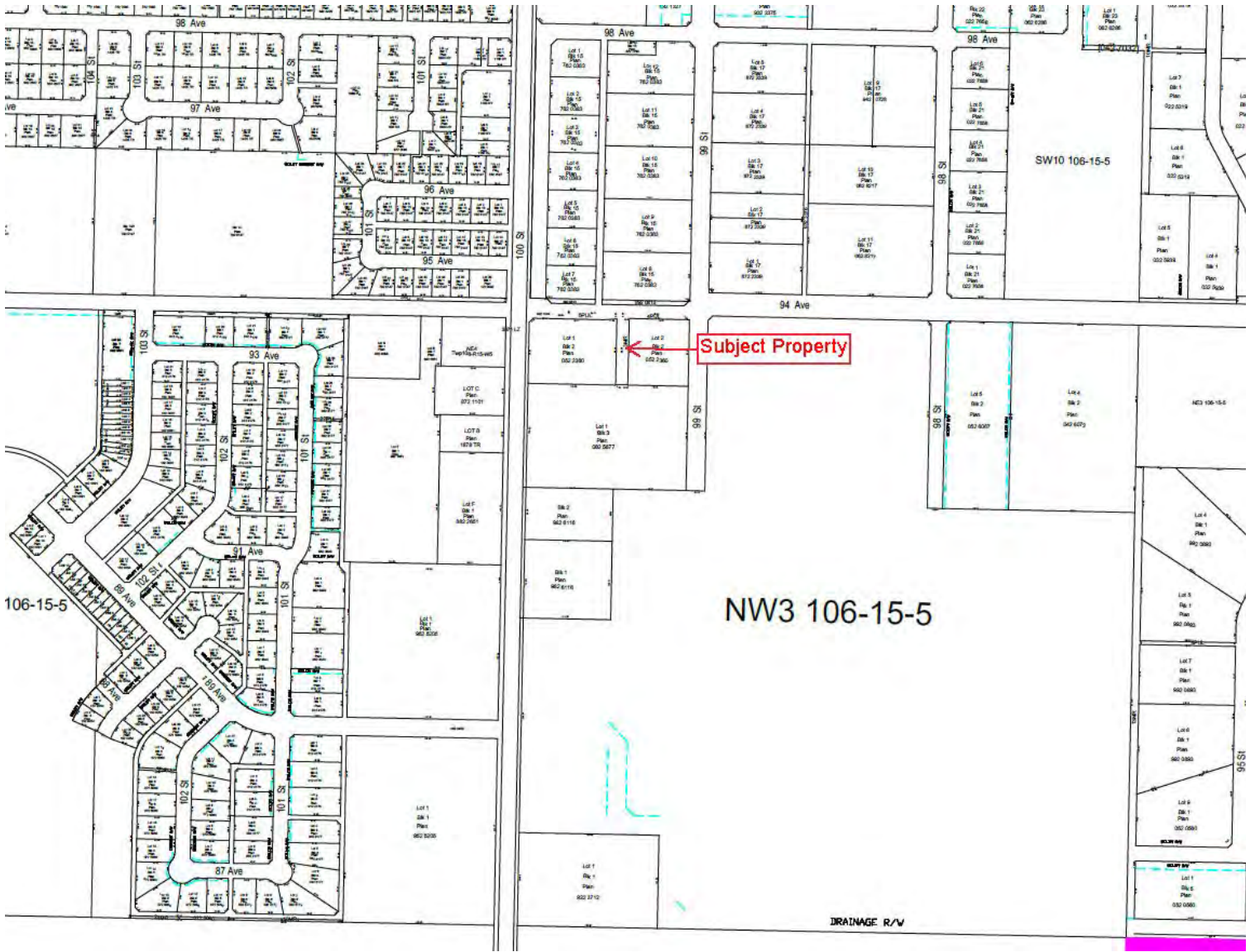
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NOTE:
 NO FIELD INSPECTION WAS CARRIED OUT AND BOUNDARIES
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 AREA TO BE REGISTERED SHOWN OUTLINED THUS: ———

180175

APPLICATION



NOT TO SCALE

Disclaimer

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Mackenzie County





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2018
Presented By:	Caitlin Smith, Planning Supervisor
Title:	Buttertown Recovery

BACKGROUND / PROPOSAL:

As a result of the Peace River ice-jam flooding in late April, 2018, several residents in Buttertown were displaced from their homes. Several of the residents remain displaced from their homes, or are living in their homes that have not been adequately repaired.

With winter and cold weather fast approaching, it is critical that the residents get the help they need in order to get back into their homes.

There was a delegation at the September 19th Special Council Meeting that spoke to the needs of the Buttertown residents, and a discussion followed regarding different options, resources and initiatives that may be available to the residents and the community to support the recovery.

This RFD is to follow up on the discussion that occurred on September 19th.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

Costs are dependent on the role that the County takes in support of the affected Buttertown residents.

Author: B Peters Reviewed by: _____ CAO: _____

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

As required, depending on the direction received from Council.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: BP Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2018
Presented By:	Caitlin Smith, Planning Supervisor
Title:	Investing Canada – Community Initiatives Grant

BACKGROUND / PROPOSAL:

At the September 19, 2018 REDI meeting a decision was made to apply for the Investing Canada – Community Initiatives (ICCI) Grant. The grant is for assisting communities in attracting, retaining and expanding foreign direct investment.

However; REDI cannot directly apply for the grant, but any of the member municipalities can. Mackenzie County was the only member municipality with a council meeting before the grant application deadline, and therefore it was requested that Mackenzie County apply for the grant on REDI’s behalf.

REDI administration will look after all aspects of the grant application and reporting, with the County acting as the grant sponsor.

OPTIONS & BENEFITS:

Accessing the grant funds would allow for REDI to pursue additional opportunities to support and grow our region.

COSTS & SOURCE OF FUNDING:

Any costs will be borne by REDI. The County’s role is to be the grant sponsor and allow the funds to flow through the County.

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

SUSTAINABILITY PLAN:

The Sustainability Plan has a large section on economic development, and regional partnerships are encouraged.

COMMUNICATION:

With REDI and the granting organization as required.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That Mackenzie County apply for the Investing Canada – Community Initiatives Grant, as the grant sponsor, and work with the Regional Economic Development Initiative (REDI) for all aspects of the grant application, administration and project deliverables.

Author: BP Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2018
Presented By:	Caitlin Smith, Planning Supervisor
Title:	Thought Leaders Summit – Protein Industries Canada

BACKGROUND / PROPOSAL:

At the September 19, 2018 REDI meeting there was a delegation from Plant Protein Alliance of Alberta. They are working with Protein Industries Canada (PIC) to help develop plant protein based superclusters in Western Canada. PIC has obtained \$150 million in federal funding to start the initiative, and they have since procured several hundred million dollars in potential private investment.

PIC is hosting a two day event in Winnipeg on October 3rd and 4th which includes the official launch of the organization, and is geared towards networking and developing collaboration with industry.

Winnipeg is also the headquarters of Richardson, Canadian International Grains Institute (CIGI), Cargill and most every other Canadian grain growers association and seed buying/processing companies.

There is a strong local desire to see more agriculture based processing developed in the County, and attending the Thought Leaders Summit and arranging a few other meetings during the event may be an ideal way to kick start some initiatives. The community does not currently have the grain processing and supply chain integration expertise to enter the market without external expertise, and it is recommended that the County support efforts to build this knowledge network within our region.

OPTIONS & BENEFITS:

The discussion at the REDI meeting was that a councillor or two and someone from administration attend the Thought Leaders Summit in Winnipeg. The benefits of

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

attending is to begin to build the social and business networks between our region and big industry in order to attract agribusiness investment to our region.

COSTS & SOURCE OF FUNDING:

Flights per person are approximately \$500, hotels per person approximately \$1000, conference registration is \$300 per person, plus subsistence and per diems.

The Planning Department's operating budget has sufficient funds to pay for three attendees.

SUSTAINABILITY PLAN:

There are several goals within the sustainability plan that support economic diversification and investment, and council also identified agribusiness growth as a priority during the strategic priority discussions earlier this year.

COMMUNICATION:

Attendees will be expected to report back to council and to continue to network within the community.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Councillor _____ and/or Member at Large _____ be authorized to attend the Thought Leaders Summit in Winnipeg on October 3rd and 4th, 2018.

Author: BP Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2018
Presented By:	Fred Wiebe, Director of Utilities
Title:	Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist

BACKGROUND / PROPOSAL:

On the August 24, 2016 Council Meeting, Council made the following motion:

MOTION 16-08-656 **MOVED** by Councillor Wardley

That administration draft an endeavor to assist policy for lateral water lines.

CARRIED

After many meetings and discussions Policy UT006 Municipal Water Servicing has been amended to include an endeavor to assist for lateral water lines and is being brought forward for approval.

Ratepayers that are not adjacent to the trunk waterline have expressed interest in lateral potable waterlines, this policy is being amended to include lateral lines with an endeavor to assist and provide potable water to ratepayers that wish to tie-in and are currently unable to.

OPTIONS & BENEFITS:

To provide potable water to rural ratepayers based on an acceptable financial arrangement that ensures all costs associated with the municipal water system improvements are reasonable and accounted for.

Author: S Martens **Reviewed by:** F Wiebe **CAO:** _____

COSTS & SOURCE OF FUNDING:

Mackenzie County will endeavor to assist as per Policy UT006. Endeavor to Assist submissions will be reviewed annually during budget time.

SUSTAINABILITY PLAN:

Goal C5 Mackenzie County continues to provide high quality utility services (water distribution and treatment as well as waste water collection and treatment) and ensures that they:

- Are available in each hamlet.
- Meet quality standards consistent with current national standards and demand.
- Are stable and reliable.
- Are each financially self-sustaining at both operational and capital levels.

COMMUNICATION:

Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist will be advertised annually as stated in the policy.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

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

Author: S Martens Reviewed by: F Wiebe CAO: _____

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.~~ Mackenzie County desires to provide potable water to Mackenzie County rural ratepayers based on an acceptable financial arrangement that ensures all costs associated with the municipal water system improvements are reasonable and accounted for.

POLICY STATEMENT

This policy is designed to set forth ~~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~~ 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) **Achieving** healthy aquatic ecosystems ~~defining and achieving health aquatic ecosystems);~~
- c) Reliable quality water supplies for a sustainable economy ~~(balanced approach: healthy/sustainable ecosystems, the economy, human health).~~

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

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

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

DEFINITIONS

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

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

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

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

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

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

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

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

Project Completion – is the time period that is associated with all improvements of the Project have been completed to the County's satisfaction.

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

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

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

GUIDELINE

1. Trunk Waterlines

Mackenzie County shall undertake construction of the ~~main water trunk lines~~ **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 line construction~~ **Trunk Waterline improvements**. The remaining amount may be funded through the general municipal tax and/or reserves, and ~~/or connection fees~~ **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 Council **formal approval** for each **of the following** phases in consultations with municipal engineers and with an endeavor to achieve the most cost effective outcome:

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

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

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

2. Water Distribution System

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

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

3. Lateral (Extension) Construction Waterline Improvements

In order to encourage continuing expansion of the County's water distribution systems a ratepayer or a group of ratepayers within servicing areas, rural customers will be permitted to connect a Lateral Waterline extension to the County's main-trunk-line 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. Other Customer's Water Service

~~Mackenzie County's water service~~ The county rural water servicing will be limited to the trickle fill water distribution in all rural areas system. 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~~ on a preset amount of water the customer 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.~~

A rural connection will typically include the following:

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

5. Program Advertised

The County will:

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

6. Program Approval Steps

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

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

August 15, 20XX	Subject to Council approval, Contractor is awarded the Contract to proceed with construction.
October 31, 20XX	Construction complete, and water system improvements commissioned.
December 31, 20XX	Project Final Report submitted.

7. Public Interest & Commitment

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

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

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

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

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

8. Construction within Easements

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

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

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

9. Administrative Responsibilities

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

FEES

1. Rural Customer's Servicing Fee

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

- Customer's Service Waterline from the County's water distribution system service connection up to and including;
- 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:

3. Usage Fee for Services

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

4. Financial Arrangements

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

ENDEAVOR TO ASSIST

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

1. Fee Reduction

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

2. Engineering Costs

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

3. Financial Arrangement Initiatives

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

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

a) Lateral Oversizing

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

b) Servicing Costs Financed

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

i. Local Improvement Plan

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

ii. Improvement Plan Bylaw

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

c) Connection Deferral

The policy's guideline for a servicing area with at least 70% of the property owners committing to proceed with the program will be a consideration for approval. Each benefitting property owner will share equally in all costs of the construction of the Lateral and Service Waterline improvements. If a service area is approved to proceed without 100% commitment, the customers that

connect prior to completion of the Installation of the water improvements will fund 100% of the Project. All rural property owners deferring their Connections to a date that follows the Project Completion, will be required to pay the total \$8000 Connection Fee in addition to the Rural Servicing Fee payable to the County prior to connecting to the County's water distribution system

	Date	Resolution Number
Approved	2014-01-14	14-01-034
Amended	2016-09-28	16-09-680
Amended		

Draft #8



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 24, 2018
Presented By:	Len Racher, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Action List
- Correspondence – Town of High Level (Review of Inter-Municipal Agreements)
- Correspondence – Tri-Council Letter to Minister of Transportation
- Correspondence – Minister of Municipal Affairs (Disaster Recovery Program)
- La Crete Recreation Board Meeting Minutes
- Mackenzie Library Board Meeting Minutes
- Boreal Housing Foundation Meeting Minutes
- Surface Water Allocation Directive – Alberta Environment & Parks
- Northern Lakes College Gala
-
-
-
-
-
-
-

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

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

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 September 11, 2018

Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
May 28, 2013 Council Meeting			
13-05-375	That the Zama Access paving be the first capital priority for paving a road outside a hamlet boundary and that administration continue reviewing options and applying for provincial and/or federal grants as these may become available with intent to complete the paving of this road.	Len	Expression of Interest Submitted
February 22, 2016 Council Meeting			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Refer to Motion 18-06-411 In progress. Meeting with landowners.
May 10, 2016 Regular Council Meeting			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> • cancel PLS 080023; • pursue acquisition of land parcels as identified on the map presented in red; • identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator. 	Don	PLS Cancelled. Asset list with all leases, caveats, dispositions, easements, etc. Response Received from AEP 2017-11-27. Application submitted. RFD to Council once response is received to our application.
July 12, 2016 Regular Council Meeting			
16-07-526	That the County pursue purchasing the leased lands at the Hutch Lake campground.	Doug Len	Application for purchase of Hutch Lake has been processed.
August 9, 2016 Regular Council Meeting			
16-08-599	That administration proceed with registering the utility right of way on NE 3-106-15-W5M and NW 3-106-15-W5M. (La Crete SE Drainage Ditch)	Byron	Re-negotiating with landowners.
August 24, 2016 Regular Council Meeting			
16-08-656	That administration draft an endeavor to assist policy for lateral water lines.	Fred Bill	To be presented for Council 2018-09-24.
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	Doug	Working on establishing relationships that will

Motion	Action Required	Action By	Status
	Understanding for a communication protocol between Mackenzie County and our First Nation neighbours.		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	Contract Awarded. Completion 2018-10-31
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	RSSA Review.
February 14, 2017 Regular Council Meeting			
17-02-113	That third reading of Bylaw 1050-16 being a Land Use Bylaw Amendment to rezone part of SE 16-106-15-W5M from La Crete General Commercial District "GC1" to Manufactured Home Subdivision 1 "MHS1" to accommodate the development of residential lots be TABLED until the area structure plan and servicing requirements have been reviewed for the area.	Byron	Developers are not actively pursuing, however they have not withdrawn their application. <i>(Bylaw will expire January 9, 2019 if not passed)</i>
March 14, 2017 Regular Council Meeting			
17-03-192	That administration apply for federal grant funding for the following projects: <ul style="list-style-type: none"> • Blue Hills Waterline • Waterline north of the Peace River 	Fred	Expressions of Interest submitted.
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.	Byron Bill	In progress.
June 13, 2017 Regular Council Meeting			
17-06-439	That administration look at options for a future fire hall in the Hamlet of Fort Vermilion, outside of the downtown core.	Byron Doug	Long term discussion for 5 year plan. Proposed locations being assessed.
June 28, 2017 Council Meeting			
17-06-445	That administration be directed to enter into an agreement with CanWest Air for the lease of a new terminal at the Fort Vermilion airport, with the terms and conditions as discussed.	Byron	<i>On hold until airport fees have been reviewed</i>
August 23, 2017 Council Meeting			
17-08-593	That administration proceed with meeting with the developers and draft an off-site levy bylaw for the La Crete Sanitary Sewer Expansion project.	Fred Byron	Finalizing report then draft offsite levy bylaw.
September 25, 2017 Council Meeting			
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	Dave	Ongoing.

Motion	Action Required	Action By	Status
	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.		
October 30, 2017 Council Meeting			
17-10-824	That weed notices be issued on public lands starting in the 2018 year.	Grant	Letter has been drafted to the Minister. <i>Met with AER 2018-07-27</i>
November 7, 2017 Council Meeting			
17-11-828	That Bylaw 1083-17 being the organizational and procedural bylaw for Mackenzie County be brought back to include additional information on delegations and public hearings.	Carol	October 2018
November 29, 2017 Council Meeting			
17-11-872	That administration investigate the status of the companies with uncollectable Education Property Taxes on oil and gas properties and verify the write-offs versus allowances.	Bill	In progress. Waiting for legal clarification. 2018-09-24
December 11, 2017 Budget Council Meeting			
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	2019 Budget Discussion
January 24, 2018 Council Meeting			
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.	Len	Completed.
February 13, 2018 Council Meeting			
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	Completed.
February 27, 2018 Council Budget Meeting			
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 Bill	Funding transfer complete. MSI Funding as per Motion 18-06-483
April 25, 2018 Council Meeting			
18-04-314	That administration be authorized to proceed with a Department License of Occupation (DLO) for existing and future walking trail expansion on SE 14-106-15-W5 once the title transfer has been completed for SE 15-106-15-W5.	Doug	Application submitted.

Motion	Action Required	Action By	Status
18-04-315	That administration move forward in purchasing more land north of the existing Hutch Lake Cabins and that final costs be brought back to Council for decision.	Doug	Survey in progress.
18-04-330	That the application to purchase Wadlin Lake leased land be suspended and that an application be made for a 25 year lease on the land.	Doug	In progress.
May 8, 2018 Council Meeting			
18-05-357	That administration forward an information package to the Little Red River Cree Nation regarding the County's lobbying efforts for Fox Lake court services.	Carol Len	In progress.
May 23, 2018 Council Meeting			
18-05-377	That a letter be sent to Alberta Environment & Parks regarding the Hay-Zama Wood Bison reporting system and that the information for the 2018-19 hunting season be shared on the County's social media.	Len	Letter on hold as hunt was suspended for 2018-19 season.
18-05-378	That Tax Roll 084425 (Rainbow Lake Campground Association) be waived for 2017 and 2018 taxes and penalties and that administration bring forward options for tax exemption.	Bill	Completed.
18-05-379	That administration research different taxation/assessment options/incentives for developers and bring back to Committee of the Whole for review and discussion.	Bill Byron	Completed.
18-05-384	That the Northwest Species at Risk Committee financial information be received for information and that administration work with the Town of High Level administration to review finances to date.	Bill Byron	Completed.
18-05-399	That the County apply for funding under the Green Infrastructure Projects Grant and the Alberta Municipal Water and Wastewater Partnership Grant for the Zama Sewage Forcemain project.	Fred	Application submitted for GIPG. Deadline for AMWWP is November 2018.
June 12, 2018 Council Meeting			
18-06-412	That administration bring forward a list of exempted properties, including grants in lieu, annually.	Bill	October 24, 2018
18-06-432	That the County apply to Alberta Environment & Parks for a bank stabilization and clean-up along the Peace River in the Hamlet of Fort Vermilion as a result of the ice jam flooding event.	Dave	RFD 2018-09-24
18-06-433	That administration bring back snow removal options along River Road in the Hamlet of Fort Vermilion.	Dave	RFD 2018-09-24
June 27, 2018 Council Meeting			
18-06-471	That the operating costs for the proposed La Crete Wellness Centre be brought back for review prior to	Doug	In progress

Motion	Action Required	Action By	Status
	passing the Borrowing Bylaw.		
18-06-472	That Mackenzie County apply to the Investing in Canada Grant Program for the La Crete Wellness Centre and that the County commit to funding up to a maximum of \$5M with funding by means of a borrowing bylaw, subject to approval of grant funding.	Doug	Application submitted.
18-06-476	That administration bring back the Purchasing Authority Directive and Tendering Process Policy to a future council meeting with recommendations to change the COR/SECOR requirements.	Bill	In progress
18-06-483	That the 2018 Capital budget be amended for the following projects with funding coming from the Municipal Sustainability Initiative (MSI) funding: 1. Fire Truck and equipment - \$528,000 2. Graders (3) - \$910,161 3. River Road Overlay - \$880,000	Finance	In progress
July 25, 2018 Council Meeting			
18-07-530	That the County fire departments consider donating old bunker gear and equipment to the Highway to Mexico Program.	Doug	In progress
18-07-532	That payment be provided to the Town of Rainbow Lake in the amount of \$5,000.00 for fine revenue generated by the Rainbow Lake Peace Officer with funding coming from the General Operating Reserve.	Doug Bill	In progress
18-07-535	That Tax Roll 192370 be exempt from local improvement tax Bylaw 1104-18 in the amount of \$1,381.21.	Bill	Send letter to Brighter Futures Society.
18-07-538	That administration brings back recommendations to Council for amendments to all Bylaws/Policies pertaining to tax payments.	Bill Carol	Fall 2018
18-07-540	That the chip seal project be carried forward to 2019.	Dave	2019
18-07-542	That the Road Closure Bylaw Application Fee be refunded to the applicant of Bylaw 1107-18.	Byron	In progress
August 14, 2018 Council Meeting			
18-08-563	That the Blue Hills Site 2 – Bridge Culvert Installation, Road Construction and Other Work contract be awarded to the lowest bidder while staying within budget.	Dave	In progress
18-08-564	That the Agricultural Service Board create a follow-up procedure for weed notices and Agricultural Appeal Board decisions.	Grant	
18-08-573	That second reading be given to Bylaw 1109-18 being a Land Use Bylaw Amendment to add regulation to Section 8 and to add regulation to Section 9.34, Section 9.16.9 and to correct typographical errors found in Section	Byron	3 rd reading with proposed changes required 2018-09-24

Motion	Action Required	Action By	Status
	9.17.3, Section 9.19.3 and to add tarp shelters as a permitted use in the Agricultural (A) and Forestry (F) zoning districts.		
18-08-578	That the budget be amended to include \$4,200 for half of the startup costs of the Blue Hills Satellite Library with funding coming from the General Operating.	Bill	
18-08-586	That the budget be amended to include an additional \$20,000 for the repair of light poles in the Hamlet of La Crete, with funding coming from the Street Light Replacement Reserve.	Bill	
18-08-587	That first reading be given to Bylaw 1111-18 being a Land Use Bylaw Amendment for a Zoning Overlay to add Shop-Farm as a permitted use and to increase the amount of animal units on NW 29-106-15-W5M, subject to public hearing input.	Byron	Completed.
18-08-588	That road allowance policies be referred to the Land Stewardship Committee for review and bring back recommendations to council.	Byron Dave	In progress.
18-08-589	That the budget be amended to include \$30,000 to conduct an Irrigation District Feasibility Study, with funding coming from the General Operating Reserve.	Bill	
18-08-591	That administration review options for the La Crete Boat Launch and bring it back for the next meeting.	Dave	2018-09-11 Review with AEP
18-08-592	That the letter from Maarten Braat regarding shelterbelts be forwarded to the Land Stewardship Committee.	Byron	2018-10-18
August 29, 2018 Council Meeting			
18-08-607	That the new setbacks for Fort Vermilion River Road be forwarded to the Municipal Planning Commission for further review and recommendation.	Byron	
18-08-608	That the Council conferences be presented at the Organizational Meeting for further discussion.	Carol	2018-10-23
18-08-610	That the relevant information relating to the extension of Highway 58 from Garden River through to Peace Point be made available to Council electronically.	Carol	In progress. Review FOIP in regards to release of information to other organizations, etc.
18-08-620	That a delegation be sent to meet with the Minister of Municipal Affairs to lobby on behalf of the Buttertown residents who are currently homeless, and the status of the Disaster Recovery application for the Peace River Flood/Ice Jam.	Len Carol	Meeting request sent 2018-08-31

Motion	Action Required	Action By	Status
18-08-621	That administration submit a Disaster Recovery Program application for the Ponton River Wildfire.	Bill Doug	
18-08-623	That administration prepare and submit a river search and rescue access plan to the Department of Fisheries and Oceans for the Peace River between the La Crete Ferry Campground and the D.A. Thomas Park.	Doug	
18-08-625	That the budget be amended to include an additional \$22,500 for the Municipal Census project with funds coming from the General Operating Reserve.	Bill	
September 11, 2018 Council Meeting			
18-09-636	That administration compile current and historical data regarding the operating days of the La Crete Ferry and Ice Bridge.	Dave Chelsea	Completed.
18-09-650	That administration draft a letter regarding the Disaster Recovery Program response and forward it to the Northern Alberta Elected Leaders and Rural Municipalities of Alberta (RMA) Northern Zone.	Doug Byron	
18-09-651	That administration prepare a video to be sent to Premier Rachel Notley, Minister Shaye Anderson, Minister Richard Feehan, Minister Danielle Larivee, Minister Margaret McCuaig-Boyd, and MLA Debbie Jabbour, and that a meeting date with Municipal Affairs be set before September 24, 2018.	Byron	
18-09-654	That the County requests \$33,150.00 for the signage on Mackenzie highways as part of the bison watch initiative from the federal government within their federal wood bison recovery strategy.	Don	Follow-up RFD 2018-09-24
18-09-660	That the 2018 Operating Budget as detailed in Appendix I be amended to increase Administration Operating Expense by \$245,000 and decrease Contributions to Reserves by \$245,000.	Bill	
18-09-663	That administration bring back additional options for the La Crete RCMP Clerical Support duties.	Doug	
18-09-664	That administration contact the grant organizations to provide additional funding and research other cost-saving options and bring back recommendations for the Hamlet of Zama Lift Station Upgrade.	Fred	
18-09-665	That administration contact the grant organizations to provide additional funding and research other cost-saving options and bring back recommendations for the Hamlet of Zama Water Treatment Plant Upgrade.	Fred	
18-09-670	That the current application for the Mackenzie County Wellness Centre be withdrawn and administration review other options.	Doug	

Motion	Action Required	Action By	Status
18-09-671	That administration draft an emergent resolution to the Rural Municipalities of Alberta (RMA) regarding the Investing in Canada Infrastructure program.	Doug	
18-09-672	That Bylaw 1112-18 Fee Schedule Bylaw be TABLED to the next council meeting for additional information.	Dave	2018-09-24
18-09-673	That administration submit an application for the FRIAA (Forest Resource Improvement Association of Alberta) FireSmart Grant for the purpose of addressing the recommended actions (Option 1 – 3) outlined in the Mitigation Study of the Hutch Lake and Area.	Dave	
18-09-679	Notice of Motion - That the PW018 Hiring of Private Equipment Policy be brought back to council for review and recommendation.	Dave	2018-09-24



Town of High Level
10511 – 103rd Street
High Level, AB T0H 1Z0
Canada

Telephone: 780-926-2201
Facsimile: 780-926-2899
reception@highlevel.ca
www.highlevel.ca

September 11, 2018

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

ATTN: Reeve Braun

Dear Peter:

RE: REVIEW OF INTER-MUNICIPAL AGREEMENTS

Thank you for your request for a meeting to begin discussions regarding our Inter-Municipal Agreements. The Town of High Level would like to propose that we schedule a meeting of our Inter-Municipal Negotiating Committee (Mayor, Deputy Mayor and Mike Morgan) to develop a work plan for these pending negotiations.

Our council schedules are fairly full, so we are looking at November/December. The Deputy Mayor and Councilor Morgan work until five, so meetings will have to be scheduled around for five or later. Please provide us with dates you are available and we will try to accommodate those dates.

Thank you for your consideration and please feel free to contact our CAO, Dan Fletcher, if you have any questions or concerns.

Sincerely,

Crystal McAteer
Mayor



“Gateway To The South”



PHONE: 780.927.3718
TOLL FREE: 1.877.927.0677
EMAIL: office@mackenziecounty.com

4511-46 AVENUE, BOX 640
FORT VERMILION, AB T0H 1N0

September 11, 2018

The Honourable Brian Mason
Minister of Transportation, Government House Leader
Office of the Minister
Transportation
320 Legislature Building
10800 - 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister:

We are writing today as a Tri-Council Committee which includes the Town of High Level, Town of Rainbow Lake and Mackenzie County. This letter is a request for increased maintenance service on Northwest Alberta Highways 35, 58 and 88.

This Tri Council met and discussed a number of items at our meeting on August 1st, 2018. One of the topics for discussion was the current state of the highways with two items of note. Firstly, the Mackenzie Regional Tri-Council would like to request consideration of sweeping of the highway shoulders to remove excess debris as a regular recurring maintenance item. This is something that is currently not happening and creates a hazard on the highways. The second request would be for consideration of maintenance and review of the bridge over the Boyer River on Highway 88 (Major Bridge, File number 76163). Local concerns over the safety and longevity of this treated timber deck bridge continue to grow, especially in the winter driving season.

If you would like to discuss this matter further or require further information please contact Dan Fletcher, Chief Administrative Officer for the Town of High Level at (780) 926-2201 or by email to dfletcher@highlevel.ca.

Thank you very much for your consideration of this essential service to this community.





PHONE: 780.927.3718
TOLL FREE: 1.877.927.0677
EMAIL: office@mackenziecounty.com
4511-46 AVENUE, BOX 640
FORT VERMILION, AB T0H 1N0

Yours sincerely,
ON BEHALF OF THE TRI-COUNCIL COMMITTEE

A handwritten signature in blue ink, appearing to read "Crystal McAteer", with a long horizontal flourish extending to the right.

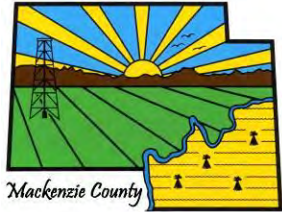
Crystal McAteer, Mayor
Town of High Level

Peter F. Braun, Reeve
Mackenzie County

Michelle Farris, Mayor
Town of Rainbow Lake

c: Debbie Jabbour, MLA – Peace River
Town of High Level Council
Mackenzie County Council
Town of Rainbow Lake Council





Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0
P: (780) 927-3718 Toll Free: 1-877-927-0677 F: (780) 927-4266
www.mackenziecounty.com
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September 19, 2018

Honourable Shaye Anderson
Minister of Municipal Affairs
Office of the Minister
Municipal Affairs
132 Legislature Building
10800 - 97 Avenue
Edmonton, AB. T5K 2B6

Dear Minister Anderson:

RE: DISASTER RECOVERY PROGRAM

Thank you for your response to our last letter on June 29th. Since then, we have worked with your staff to better understand our options as a municipality and the obligations of the province in the aftermath of disasters.

We ask again that you and your colleagues on Cabinet urgently consider our Disaster Recovery Program (DRP) application for the Peace River flooding that severely impacted residents of Buttertown. There are residents that remain displaced and who do not have their own means to get back into their home. Please follow the link in the email to view a short video to hear directly from an affected resident.

Our municipality, and region in general, does not have the social services in place to adequately support our residents in response to the flooding that occurred. As a result of this service gap, we have struggled as a municipality to understand the role that we are expected to fulfil in providing recovery funding and other assistance to residents.

First and foremost, we ask that you and your colleagues expedite a response to our DRP application. Secondly, we ask that your ministry provide support and clarification to all municipalities regarding the disaster recovery process, including items like: municipal role, available resources, funding mechanisms, government and non-governmental organization coordination process, and case management.

September 19, 2018

We thank you again for the work that AEMA does within our province, and specifically for the support they provided during the emergency. Please contact myself at (780) 926-6238 or peter@mackenziecounty.com, or Byron Peters, Deputy Chief Administrative Officer at bpeters@mackenziecounty.com, or (780) 928-3983. We look forward to hearing from you soon.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Peter Braun". The signature is fluid and cursive, with a large initial "P" and "B".

Peter F. Braun
Reeve
Mackenzie County

- c. Debbie Jabbour, MLA Peace River
Brad Pickering, Deputy Minister, Municipal Affairs
Jennifer Dolecki, Director Community Recovery Services, Alberta
Emergency Management Agency
Mackenzie County Council

**LA CRETE RECREATION SOCIETY
ANNUAL GENERAL MEETING
SEPTEMBER 14, 2017**

**Northern Lights Recreation Centre
La Crete, Alberta**

Present: Ken Derksen, President
Simon Wiebe, Vice President
Wendy Morris, Secretary-Treasurer
Peter A. Wiebe, Director
Shawn Wieler, Director
Dave Schellenberg, Director
George Derksen, Director
Peter F. Braun, County Rep
Philip Doerksen, Arena Manager
Shane Krahn, Assistant Manager
Richard Donaldson, Chartered Accountant
Abe Fehr, Bookkeeper
John Acreman, Recreation Coordinator
Doug Munn, Director of Community
Services Mackenzie County
Public: Philip Krahn, Ernie Peters, Jason
Knelsen, Duffy Driedger, Cindy Driedger,
George Fehr, Karen Fehr, Willie Derksen

Absent: Keegan Wood, Director
John Zacharias, Director

Call to Order: Chair Derksen called the meeting to order at 7:33 p.m. Everyone was welcomed and the Board of Directors was introduced.

Approval of Agenda

1. Abe Fehr made a motion to accept the Agenda as amended.
- Add County Report (7) and Recreation Director (6)

CARRIED

Approval of 2016 Annual General Meeting Minutes

1. Minutes were reviewed.
Jason Knelsen made a motion to accept the September 15, 2016 Annual General Meeting Minutes.

CARRIED

Business from the Minutes

1. No Business from the Minutes.

Recreation Director's Report – John Acreman

- The Recreation Director position was created by Recreation Coalition, in 2014. John started the position by surveying the community to determine needs.
- He has applied for student grants the past 3 summers to assist with programming. In 2016 John was successful in obtaining 4 Canada Student Grants. In 2017 he was successful in obtaining 4 Canada Student Grants and 2 Step Grants.
- Currently there is 47 hours of programming in the winter and 53 hours of programming in the summer.
- Over the last year, more children and community members are getting involved. An example of this is Timbits soccer. There were 128 children registered in the program this year.
- John has partnered with many community groups and agencies to offer different kinds of programming. Some of the groups include the FVSD, FCFS, and other community groups; this spring he partnered with Tim Horton's for the soccer program.
- John hopes to increase funding to bring in more staff to help with programming.
- John works hard to listen to the community and adjusts programs according to community needs/wants with existing facilities.
- Dreaming big, in the long term, he would love to see addition of field house to community. The community is full of children and youth who would benefit from such a facility.

Mackenzie County Report – Peter Braun

- Peter thanked the La Crete Rec Board for their hard work.
- Many new projects are happening this year.
 - o The new dressing room additions were funded 50/50 by Recreation fundraising and the County.
 - o \$175 000 lottery grant was received and \$350 000 in County money for lobby renovations and porch addition
 - o Splash park is currently being built at Knelsen's park. For this project \$255 000 was spent by the County; \$85 000 was spent by Knelsen's. \$100 000 playground equipment is going in (50-50 County/Knelsens)
 - o An additional \$20 000 was spent by the County for playground equipment at the Big Backyard park.

Manager's Report –Philip Doerksen

1. Reviewed Manager's Report as presented
 - Ice went in last year Sept 26 of last year.
 - The curling rink ice was not put in last year. John used the area for programming 6 days a week instead.

Duffy Driedger moved to accept the Manager's report.

CARRIED

Committee Reports:

Verbal reports were given

- i. Minor Hockey (Ken Derksen)
 - 120 children are registered
 - Last year Atom A and Midget went all the way to provincials. Midgets won Midget C provincials.
 - This year two age groups had enough children for 2 teams
- ii. Senior Hockey (Simon Wiebe)
 - There are 5 teams with a total of 85-90 players.
 - Games are played Monday and Tuesday and there are 2 games on Sat night.
 - There are also Thursday night and Friday night groups, (which each have around 40 players.)
- iii. Figure Skating Club (Peter Wiebe)
 - Last year there were 72 skaters in La Crete and 23 in Fort.
 - The Fort program was 2 days a week.
 - Skaters attended the Derrick Skating Center 50th Anniversary Skating Competition and Grande Prairie.
 - It is the coach's third year. She is from the Ukraine.
 - There was a lot of new interest at Get to Know You Night.
 - Skaters range from preschool to Junior Bronze.
 - There is also a certified CanSkate coach this year.
- iv. Swimming Pool Committee (Brief Report by Philip Doerksen.)
- v. Curling Club
 - There has been no one step up to represent the curling club.
 - Ice will not be made unless a group comes forward.
- vi. Ski Club (Dave Schellenberg)
 - A board was formed last year. The ski club has separated from the Rec Board and formed their own Society.
 - They are still completing paper work.
 - Dave is meeting with minister of environment tomorrow to find out what the last steps are before they can start on the hill.
 - They have completed consultations with all First Nation groups and they are in favor of the project.
 - The Society will eventually have to do a land study to ensure that they are taking out the right trees for land movement.
- vii. Shinny Hockey (Dave Schellenberg)
 - Lots of children are interested for the amount of ice time.

- Ninety children will be split between 4 ice slots. (Shinny hockey got an extra half hour of ice and has decided to shorten time slots to create a fourth time slot.)
- There is also shinny in Bluehills, Buffalo Head, Blumenort, Fort Vermilion, High Level and Rainbow Lake.
- After Christmas the teams got together to play games.
- There will be a girls team again this year.

Financial Report

1. Review Engagement Report was presented by Chartered Accountant Richard Donaldson from Daniel Ringrose's Office.
2. Capital Grants will be confirmed with County after internal audit is completed.
3. Revenue is down due to the curling ice not being put in.
4. Donations are fundraising for new dressing rooms.

Peter Braun moved to accept the draft Review Engagement Proposal as presented.
CARRIED

Elections

1. Two positions are vacant. Keegan Wood & Dave Schellenberg positions are up.
2. Jason Knelsen nominated Duffy Driedger.
3. Abe Fehr nominated Keegan Wood.
4. Ken Derksen nominated George Fehr.
5. Wendy Morris nominated Dave Schellenberg.
6. Ken Derksen called for scrutineers. Ernie Peters & Philip Krahn left to count ballots.
7. Ken Derksen moved that all nominations cease.
8. Duffy Driedger and Dave Schelleberg are each elected for 3 year terms.

Dave Schellenberg made a motion to destroy the ballots.

CARRIED

9. Business from the Floor

1. Minor Hockey
 - a. Duffy Driedger commented that Minor Hockey really appreciates that the ice was put in early this year. This will help so that minor hockey is not starting the year behind. They have tight deadlines with games and this will help meet them. Philip said that this would probably be the earliest that the ice could be put in.
2. Get To Know You Night
 - a. Peter Braun said that the trial of Get To Know You Night in the curling rink did not work very well. The date may have to change to an earlier

time to get it into the arena before the ice. FCSS, Ag Board, and Rec Board work together on Get To Know You Night.

3. Canada Day
 - a. Philip Krahn asked what the Recreation Board's role was in Canada Day. It is held on Rec Center grounds. Philip Krahn said he would like to see it expanded further with a few more options for events. Peter Braun and Philip D. suggested getting involved.
4. Doug Munn from the County thanked Philip and the Rec Board for their hard work and service to the community.

An organizational meeting of the board will be held immediately following the AGM.

Abe Fehr moved to adjourn the meeting at 8:26 p.m.

LA CRETE RECREATION SOCIETY
REGULAR MEETING
JUNE 14, 2018

Northern Lights Recreation Centre
La Crete, Alberta

Present: Shawn Wieler, President
Simon Wiebe, Vice President
Wendy Morris, Secretary-Treasurer
Dave Schellenberg, Director
Peter Wiebe, Director
Ken Derksen, Director
George Derksen, Director
John Zacharias, Director
Philip Doerksen, Arena Manager
Shane Krahn, Assistant 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 6:05 p.m.

Approval of Agenda

1. 8.4 amended to Capital Projects sub committee
Ken Derksen moved to accept the agenda as amended

CARRIED

Approval of Previous Meeting's Minutes

1. Simon Wiebe moved to accept the May 3, 2018 regular Meeting Minutes as presented.

CARRIED

Financial Report

1. Financials were discussed.
 1. June 30 is year end. Need to meet to finalize numbers after bills are in.
 2. Capital revenue hasn't changed much.
 3. \$17, 000 that is already spent is yet to be claimed with County.
 4. Received about \$9200 from GST, but this amount doesn't match the amounts Abe has calculated.

5. Capital Project Summaries were reviewed.

John Zacharias moved to accept financials as presented.

CARRIED

Abe Fehr left the meeting at 6:22 p.m.

Business from the Minutes

1. As grants have to be allocated specifically, we cannot apply for grants for multiple outdoor rinks in one grant, only one specific rink at a time. For this reason, we will have to just leave the outdoor rink projects for now. Philip suggested that we calculated amounts for all the outdoor rinks and the work that needs to be done and then ask for money & apply for grants next year.

John Zacharias left at 6:30

Review of Action Sheet

1. Reviewed Action Sheet.
 - a. Dave has offered to compile bylaws, etc and email out to board. Board members will review and a decision will be made about the best way to proceed with this.

Manager's Report – Philip Doerksen

1. The outdoor rinks were inspected. The north end of Buffalo Head was replaced. At Blumenort temporary floor needs to be put in.
2. The washrooms at the Splash Park are done now.
3. Philip is on the subcommittee for Big Recreation Facility.

George Derksen moved to accept Manager's Report as presented.

CARRIED

New Business

8.1 Yard dust Control

An auction was held at the arena on a very dusty and windy day. The auction people requested the yard be watered for future events as it was very dirty. It was suggested that for events like this, we get the yard watered down. The County has done this in the past. Philip has called the County to get them to water.

8.2 Price quotes & Contractors for Approved Projects

The board discussed that if the lowest bids come in under projected amounts, then decision can be made. Philip needs to write a letter to County to get approval for landscaping.

Dave Schellenberg move that landscaping will be awarded to DBM Contracting as they were the lowest bidder.

CARRIE

8.3 Book Keeper

Corina Doerksen was hired to assist with book keeping. Abe is training her. It was advertised in the Big Deal Bulletin.

8.4 Capital Projects Subcommittee

Shawn discussed that many things come up with projects between Rec board meetings. He suggested that the Capital Project subcommittee should have a limit that they can spend on their specified project when costs come up, so they can make decisions without bringing every little thing to the board, provided they stay within budget.

George Derksen moved that the Lobby Renovation subcommittee be authorized to approve extra work items up to the cost of \$5000 per occurrence, pending that the project is under budget.

CARRIED

Wendy Morris moved to go in camera at 7:04 p.m.

Simon Wiebe moved to go out of camera at 7:05 p.m.

Peter Wiebe moved that the meeting be adjourned at 7:05 p.m.

Next Meeting will be August 23th, 2018.

LA CRETE RECREATION SOCIETY
REGULAR MEETING
AUGUST 22, 2018

Northern Lights Recreation Centre
La Crete, Alberta

Present: Shawn Wieler, President
Simon Wiebe, Vice President
Wendy Morris, Secretary-Treasurer
Duffy Driedger, Director
Peter Wiebe, Director
Peter F. Braun, County Rep
Philip Doerksen, Arena Manager
Shane Krahn, Arena Assistant Manager
Abe Fehr, Accountant

Absent:
George Derksen, Director
Dave Schellenberg, Director
Ken Derksen, Director
John Zacharias, Director

Call to Order: President Shawn Wieler called the meeting to order at 6:03 p.m.

Approval of Agenda

1. Budget list (8.6) was added to agenda

Peter Braun moved to accept the agenda as ammended.

CARRIED

Financials

1. Abe Fehr presented the financials.
2. Mackenzie County Operating funds should be around \$171 000. The number is incorrect.
3. Accounts receiveable should be down by \$132,000. Some money was transferred to cover expenses for County money that hadn't come in yet.

Duffy Driedger moved to accept the financials as presented.

CARRIED

Abe Fehr left the meeting at 6:12.

Approval of Previous Meeting's Minutes

1. Simon Wiebe moved to accept the June 14, 2018 regular Meeting Minutes as presented.

CARRIED

Business from the Minutes

Review of Action Sheet

1. Need to go over bylaws before the AGM. AGM will be advertised for 7:30 p.m. to accommodate this.

Manager's Report – Philip Doerksen

1. Canada Day celebration was held June 30 since Canada Day was on a Sunday.
2. Shane and Kelly have been doing a lot of work and working with the health inspector at the splash park.
3. John Acreman's last day is August 24th. He is pursuing a degree in education. Philip has hired Jason Neustaeter to do some work as Rec Director in John's absence. John will be continuing with some part-time work on the website and plans to come back in April for the summer.
4. Ice making will start Sept 10.

Peter Wiebe moved to accept Manager's Report as presented.

CARRIED

New Business

8.1 Buffalo Head boards and asphalt

1. Asphalt quote \$30,000. Boards quote \$45,000. If we go ahead with this project, both asphalt and boards need to be done.

8.2 Blumenort Shack

1. Discussion about getting an engineered drawing for skate shack.
Simon Wiebe moved that engineered drawings are obtained for outdoor skate shacks at a cost of up to \$5000.

CARRIED

8.3 Water Hauling and Ice Making Procedures for Outdoor Rinks

It was discussed that outdoor rink caretakers should be given a date that ice has to be in and should arrange for their own water delivery for ice making. This will allow caretakers to do necessary work before water is delivered. Philip is going to research average cost of water delivery for outdoor rinks and see if there would be any interest from outdoor caretakers.

8.4 Arena Renovations, Entrance and Dressing Rooms

There have been a few extra costs. About \$800 extra has been spent on the sound system. Speakers were put in the lobby and washrooms. A water bottle fill station was added to the water fountain: this cost about \$1000. Styrofoam for around windows cost approximately an extra \$3200. Tin for roofing will be

an extra \$3000. Also need to do some more painting for approximately an extra \$1200. The project is approximately 90% complete.

Duffy Driedger made a motion to complete the painting for an estimated \$1200.

CARRIED

8.5 AGM

Will be held on September 13 at 7:30. September Rec Board meeting will be held prior to this at 6:00 p.m.

8.6 Capital list

Philip brought forth a budget list for 2018/2019 Capital projects. Priority of items is as follows:

1. Rebuilding compressor
2. Boards at BHP is next
3. Blumenort shack
4. YC Renovation Flooring
5. Portable toilets, window in board room, hash marks logos and Tennis court practice wall
6. Wheel chair lift
7. Olympia

Simon Wiebe moved to go in camera at 7:08 p.m.

Wendy Morris moved to go out of camera at 7:14 p.m.

Duffy Driedger moved that the meeting be adjourned at 7:15 p.m.

Next Meeting will be September 13, 2018 at 6:00 p.m. The AGM will be at 7:30 p.m. on September 13.

**LA CRETE RECREATION SOCIETY
ANNUAL GENERAL MEETING
SEPTEMBER 14, 2017**

**Northern Lights Recreation Centre
La Crete, Alberta**

Present: Shawn Wieler, President
 Simon Wiebe, Vice President
 Wendy Morris, Secretary-Treasurer
 Peter A. Wiebe, Director
 Ken Derksen, Director
 Dave Schellenberg, Director
 George Derksen, Director
 Duffy Driedger, Director
 John Zacharias, Director
 Peter F. Braun, County Rep
 Philip Doerksen, Arena Manager
 Shane Krahn, Assistant Manager

Public: Philip Krahn, Tim Driedger, Chad
 Fyke, Holly Neudorf, Rosalee Harder, Suzi
 Friessen, Dawn Thompson, Clarisse
 Friessen, Russell Friesen

Absent:

Call to Order: Chair Wieler called the meeting to order at 7:42 p.m. Everyone was welcomed and the Board of Directors was introduced.

Approval of Agenda

Tim Driedger made a motion to accept the Agenda as presented.

CARRIED

Approval of 2017 Annual General Meeting Minutes

1. Minutes were reviewed.

Philip Krahn made a motion to accept the September 13, 2018 Annual General Meeting Minutes.

CARRIED

Business from the Minutes

1. Chad Fyke asked about the Field House. Shawn Wieler explained that the curling rink was converted to a field house.

Manager's Report –Philip Doerksen

1. Reviewed Manager's Report as presented
 - Chad Fyke asked about possible capital items for the upcoming year. Ideas were shared for information.
 - Holly Neudorf asked if upstairs viewing area would be available this year again.

Philip Krahn moved to accept the Manager's report.

CARRIED

County Report – Peter Braun

1. Peter thanked the Rec Board for their vision and hard work on the facility. He spoke about the splash park and playground equipment. Peter mentioned that the management and staff were doing a good job and he is looking forward to another good year.
 - Philip Krahn asked if there plans for another covered rink outside. Peter said that we have looked for grants, but that right now it would be a challenge to get money. The thought is there, but timing is not right.

Recreation Director – Philip Doerksen on behalf

1. Jason Neustaeter is taking over on the 19th. John will be kept on part time to do website and other work. Jason will be running the programs in the winter and then John will take over again in April. Timbits was a huge hit. Over 200 children registered. Baseball was also very popular.

Committee Reports:

Verbal reports were given

- i. Minor Hockey (Ken Derksen)
 - 114 children were registered at Get To Know You Night
 - Tiering meeting this weekend. They will know tiering game dates by Oct 1. Regular season starts November 10th.
 - Philip Krahn said that he is the coordinator of referees this year, with George Fehr. The referee clinic will be held October 13. Registration is online. The sign up deadline is October 3. Minor hockey is looking for players 12 and over that will referee Tom Thumbs. Once the referee some games and commitment is proved, referees will get their money back from the course.
- ii. Shiny Hockey (Dave Schellenberg)
 - They had 110 players last year. This year there may be more players and they are looking for more ice time.
 - Many parents have stepped up to volunteer.
 - Last year there were 6 teams in different areas with school teams
 - They are hoping to have Super Saturdays in various communities

-Holly asked if there was a legal max for number of skaters on the ice for shinny hockey.

- iii. Senior Hockey (Simon Wiebe)
 - There are five teams that play Monday, Tuesday and a double header on Sat night. Also Senior hockey groups on Thursday and Friday.
- iv. Figure Skating (Peter Wiebe)
 - Due to the coach leaving last year, this year's coaches are young, but they are certified.
 - There are 59 skaters registered to date
 - David Howe will come up to coach. This will be especially beneficial for older skaters and for helping to get them to a level where they can be fully certified to coach.

Financial Report

1. The review Engagement Report was prepared by Chartered Accountant Richard Donaldson from Daniel Ringrose's Office. It was reviewed by Philip Doerksen. No representative from Daniel Ringrose's office was present.
2. Peter Braun pointed out the municipal operating grants provided by Mackenzie County.

-Chad Fyke asked what was included in travel expenses: Philip explained that this was his monthly travel allowance and travel to conferences.

Chad Fyke moved to accept the Year End Financial Statement as presented.

CARRIED

Elections

1. Three positions are vacant. Shawn Wieler & John Zacharias positions are up. Wendy Morris has resigned.
2. Peter Wiebe nominated Shawn Wieler.
3. John Zacharias was nominated by Tim Driedger.
4. Holly Neudorf was nominated by Philip Krahn.
5. Philip Krahn was nominated by Ken Derksen.
6. Dave Schellenberg moved that all nominations cease.
7. Duffy Driedger and Dave Schelleberg are each elected for 3 year terms.

Dave Schellenberg made a motion to destroy the ballots.

CARRIED

9. Business from the Floor

1. Figure Skating
 - a. Thank you for allowing Sunday ice for David Howe. Amber Keats has moved to High Level. She is a certified coach who is interested in

coaching until December. After she is finished her schooling, she is interested in coming back to work in the area. She is willing to coach in La Crete on Wednesday and Saturday mornings. She is a pairs skater, can coach synchronized skating and power skating as well. Suzi explained that David Howe sits on the Skate Canada Board. He promotes skating in the Peace region and has coaches that can help him coach. Suzi explained that we need to keep higher level girls skating, without them CanSkate cannot run.

An organizational meeting of the board will be held immediately following the AGM.

Tim Driedger moved to adjourn the meeting at 8:36 p.m.

**LA CRETE RECREATION SOCIETY
ORGANIZATIONAL MEETING
SEPTEMBER 14, 2017**

**Northern Lights Recreation Centre
La Crete, Alberta**

Present:	George Derksen	Peter A. Wiebe
	Wendy Morris	Ken Derksen
	Simon Wiebe	Shawn Wieler
	Philip Doerksen, Arena Manager	Peter Braun, County Rep
	Shane Krahn, Assistant Manager	Duffy Driedger
	Dave Schellenberg	Holly Neudorf
		Philip Krahn

Absent

Call to Order: Philip Doerksen called the meeting to order at 8:39 p.m.

Philip Doerksen called for nominations for the position of Chair:

George Derksen nominated Shawn Wieler who accepted.

Shawn Wieler was appointed by acclamation.

Philip Doerksen turned the meeting over to Chair Wieler.

Chair Wieler called for nominations for the position of Vice-Chair:

Peter Braun nominated Dave Schellenberg who accepted.

Dave Schellenberg was appointed by acclamation.

Chair Wieler called for nominations for the position of Secretary-Treasurer:

Duffy Driedger nominated Holly Derksen who declined.

George Derksen nominated Philip Krahn who declined.

Dave Schellenberg nominated Simon Wiebe who declined.

Peter Wiebe nominated Ken Derksen who declined.

George Derksen nominated Peter Wiebe.

Peter Wiebe was appointed by acclamation.

Dave Schellenberg made a motion that signing authority for all accounts, including Aquatics/Leisure Centre will be given to Shawn Wieler, Ken Derksen and Simon Wiebe. Cheque runs will occur bi-monthly. Two will be required to sign.

CARRIED

Honorariums will remain the same.

Meetings will be held on the first Thursday of the month after the 10th or as decided at previous meeting.

Dave Schellenberg moved to adjourn at 8:45p.m.

Mackenzie County Library Board (MCLB)
June 25, 2018 Board Meeting Minutes
Fort Vermilion County Office
Fort Vermilion, Alberta

Present: Beth Kappelar, Cameron Cardinal, Kayla Wardley, Lisa Wardley, La Dawn Dachuk, Lucille Labrecque, Lorraine Peters, Lorna Joch,

1.0 Meeting called to order at 7:08 pm by Beth Kappelar.

2.0 Approval of Agenda:

MOTION #2018-06-01 La Dawn moved the approval of the agenda with additions. **CARRIED**

3.0 Approval of the Minutes:

MOTION #2018-06-02 Lucille moved the approval of the May 7, 2018 MCLB minutes. **CARRIED**

4.0 Review of Action Items:

- The action items of the previous MCLB meeting were reviewed.

5.0 Financial:

5.1 MCLB Financial Report as of May 31/2018:

- Balance Brought Forward:	\$ 68,398.07
- Total Revenues	\$ 120,796.43
- Total Expenses	\$ 95,010.01
- Ending Bank Balance	\$ 94,184.49

MOTION #2018-06-03 Lorna moves to accept the financial report as presented. **CARRIED**

5.2 MCLB 2016 Budget – 2 installment:

MOTION #2018-06-04 Cameron moves to accept the 2018 report for information. **CARRIED**

6.0 Library Reports:

6.1 La Crete:

- Georgia Graham author visits- children's books
- Librarian concerned about extra work Blue Hills Satellite library may generate
- Discussion on reasons why a satellite is easier to start than starting a whole new society for Blue Hills library
- ratepayer meeting follow up

6.2 Blue Hills Satellite:

- there is a great deal of interest in opening a new library in Blue Hills, excitement of community members
- Plans for staffing is being reviewed
- Plans for library shelving are being looked into
- Proposed budget submitted.
- Lisa and Cameron will take to Council in July – ½ startup costs, support for expansion of services, support for increase in operating for future years.

6.3 Fort Vermilion

- Odell not present. Discussion on new crib furniture that was constructed and has been set up. It is much taller and larger than had been envisioned by librarian. Lucille met with Debbie and saw the crib area the week it was installed.

6.4 Zama:

- Sign has been received for building as well as road sign and both are installed.
- getting ready for Homecoming and assisting with the set up and the history area. Facility tours on Saturday
- working on weeding and getting ready for inventory.

6.5 High Level

- Beth met with new HL Library Society members regarding library services for County residents. Improvements but not to the extent that MCLB is prepared to disburse funding for services. More meetings with HL Library Chair/Society to continue working on equalizing services to County residents.

6.6 Mackenzie County Library Consortium (MCLC):

- Nothing to report.

7.0 Old Business:

7.1 Local author coordinator review:

- Discussion about local librarians adding authors to the Excel Spreadsheet. Zama- Lisa added none. Fort Vermilion- Debbie added a few. La Crete- Lorna, Tammy sent information to Irene.

7.2 Service agreements

- should look at adding a timeline into the agreements and need to add Blue Hills into the agreement.

7.3 Board vacancy- secretary position

- Wally Schroder is the successful candidate for secretary position.

8.0 New Business

8.1: Bursaries:

- Two applications for Bursaries were received: E.M.H. and S.E.F. both reviewed but neither met criteria

9.0 Correspondence:

9.1 Insignia

9.2 Supernet Axia

9.3 Black Dog Books- arrived, Lucille to make labels to recognize donation from MCLB to Addiction and Mental Health

10.0 In Camera:

- No agenda items.

11.0 Next Meeting Date and Location: Fort Vermilion County Office September 10, 2018 at 7:00 p.m.

12.0 Adjournment:

MOTION # 2018-06-05 Lucille moved the meeting adjourned at 10:10 p.m.

CARRIED

These minutes were adopted this 10th day of September 2018.

Beth Kappelar, Chair

Boreal Housing Foundation

**Regular Board Meeting
June 28, 2018 at 10:00 am
Hiemstaed Lodge – Fireside Room**

In Attendance: George Friesen
Paul Driedger
Bill Neufeld
Wally Olorenshaw
Michelle Farris
Josh Knelsen
Daphne Lizotte

Missing: Wanda Beland
Clark McAskile
Crystal McAteer
Cameron Cardinal

Administration: Mary Mercredi, Chief Administrative Officer
Evelyn Peters, Executive Assistant

Call to Order: Chair George Friesen called the meeting to order at 10:03 am.

Agenda:

Approval of Agenda

18-57 Moved by Michelle Farris

That the agenda be approved as amended
Remove from New Business item 4.3 Jennifer Hoskins, High Level
Safe Home
And Add item 6.3 AHS letter 2016/2017 funding

Carried

Minutes: **May 24, 2018 Regular Meeting Minutes**

18-58 Moved by Bill Neufeld

That the Regular Meeting Minutes from May 24, 2018 be approved as distributed.

Carried

New Business

Policy HSG-008 Tenant Responsibilities

18-60 Moved by Paul Driedger

That the Policy HSG-008 Tenant Responsibilities be approved as presented.

Carried

Policy H&S-013 Contractor Safety Program

18-61 Moved by Josh Knelsen

That the Policy H&S-013 Contractor Safety Program be approved as presented

Carried

Policy ADM-014 Tobacco and Cannabis

18-62 Moved by Wally Olorenshaw

That the Policy ADM-014 Tobacco and Cannabis be approved as presented.

Carried

Reports:

Financial Reports

CAO Report

18-59

Moved by Paul Driedger

That the CAO report be accepted as presented.

Carried

18-63

Moved by Bill Neufeld

That administration writes a letter to Minister Sigerson expressing concerns with the provincially implemented placement procedure, placing seniors into Lodge facilities outside of region to wait for bed availability in home regions.

Carried

Lodge Financial Reports – May 31, 2018

18-64

Moved by Wally Olorenshaw

That the May 31, 2018 Lodge financial report be received for information.

Carried

High Level Lodge – May 31, 2018

18-65

Moved by Josh Knelsen

That the May 31, 2018 High Level Lodge financial report be received for information.

Carried

Supportive Living Financial Reports – May 31, 2018

18-66

Moved by Michelle Farris

That the May 31, 2018 Supportive Living financial report be received for information.

Carried

Housing Financial Reports – May 31, 2018

18-67

Moved by Daphne Lizotte

That the May 31, 2018 Housing financial report be received for information.

Carried

Grants & Reserves – May 31, 2018

18-68

Moved by Bill Neufeld

That the May 31, 2018 Grants & Reserves report be received for information

Carried

Information items

18-69

Moved by Josh Knelsen

That the following information items be received as information.

6.1 Patient Care Based Funding Phase 1 Implementation

6.2 DSL Funding Increase

Carried

18-70

Moved by Wally Olorenshaw

That item 6.3 AHS 2016/2017 Funding be received as information.

Carried

Regular Board Meeting
June 28, 2018

Next Meeting Date:

That the next Regular Board Meeting be changed to
September 20, 2018 at 10:00 am Fireside Room – Phase I
Heimstaed Lodge.

Adjournment:

Moved by Josh Knelsen

That the meeting of June 28, 2018 be adjourned at 11:07 am.

Carried

Chair George Friesen

Evelyn Peters, Executive Assistant

Surface Water Allocation Directive

Alberta's rivers and lakes support important environmental, recreational, cultural, aesthetic and economic values. The Water for Life strategy strives to provide healthy aquatic ecosystems, reliable, quality water supplies for a sustainable economy, and safe, secure drinking water. In order to address all three goals of the Water for Life strategy, a directive for surface water allocations has been developed for watersheds without current policy or legislation. Water allocation is the process of licencing water supplies for diversion and use from our rivers and lakes in the province.

What is the Directive?

The Surface Water Allocation Directive ('the Directive') provides consistent water allocation decision guidance informed by science to attempt to balance both ecological needs and economic considerations where planning processes have not established specific water management objectives. The Directive criteria maintains natural hydrologic variability and takes a cumulative water allocation approach to minimize changes to aquatic habitats. The Directive was developed based on the Desktop Method for Establishing Environmental Flows in Alberta Rivers and Streams (Locke and Paul 2011), also referred to as the 'Alberta desktop method'. In addition to rivers, this Directive also provides guidance to lakes and wetlands while using a sustainable watershed approach for water allocations.

The goal of the Directive is to help minimize the impacts to our aquatic environments due to water withdrawals while considering economic water needs.

Who does it impact?

The development of this Directive is an update to the current process by setting out provincially consistent criteria and expectations for licence applications and water allocation decisions.

The legislative basis for the Directive is the *Water Act*, however it does not replace or override requirements specified in other existing or future guidelines, directives, regulations, policies or legislation. For example, water management plans and water conservation objectives (*Water Act*), land-use framework regional plans or environmental management frameworks (*Alberta Land Stewardship Act*), transboundary agreements, and fisheries management objectives take precedence over this Directive.

The Directive does not impact existing licences which do not expire; however the Directive will apply for new applications, temporary diversion licences (TDLs), and licence renewal applications.

When does it come into effect?

While some regions across Alberta have been piloting concepts from the Directive, it will be reviewed based on feedback provided during public engagement –from October 1 to October 31, 2018. Approval timelines for the Directive will be dependent on the comments received.

How can you contribute?

Alberta Environment and Parks is currently informing stakeholders of the Directive. Beginning October 1, 2018, comments can be provided online at talkaep.alberta.ca/surfacewaterallocation.

From: Melane LeBlanc
To: [Carol Gabriel](#)
Subject: Northern Lakes College Gala Update
Date: September 11, 2018 1:55:40 PM
Attachments: [NLC Gala Low Res - FINAL.pdf](#)



9/11/2018
Mackenzie County
Carol Gabriel
PO BOX 640, 4511-46 Avenue
Fort Vermilion, AB
TOH 1N0

Dear Carol Gabriel

On behalf of Northern Lakes College's Board of Governors, students and staff, I would like to sincerely thank you for your support to the 2019 Northern Lakes College Gala. Please see the attached package to review your commitment.

You have graciously transferred your allocation from the Cancelled Golf tournament to the Gala you commitment of \$750.00 has been identified at the Bronze sponsorship for the upcoming Northern Lakes College Gala to be held on January 26, 2019 in Slave Lake at our main campus.

All net proceeds from this Gala Event will support Northern Lakes College Students. On-going support from community, industry and business is critical to delivering the best possible education. We are grateful for your involvement.

Thank you again for your contribution. To make any adjustments or order tickets for this limited event please contact me personally. If possible if you could share the poster or the sponsorship package with other clients that would be wonderful. If you have any feedback on the new program please give me a call.

Sincerely,

M LeBlanc

Melane LeBlanc
Manager, Fund Development

External Relations
Northern Lakes College
Office 780-849-8697 Cell 780-805-9518
leblanm@northernlakescollege.ca



NORTHERN LAKES
COLLEGE

NORTHERN LAKES COLLEGE GALA

Dinner and Dance

SATURDAY, JANUARY 26, 2019

NORTHERN LAKES COLLEGE
SLAVE LAKE, ALBERTA

SPONSORSHIP OPPORTUNITIES

New Beginnings. Endless Possibilities.



*Ann Everatt, President and CEO
Northern Lakes College*

AN INVITATION TO ALL FRIENDS AND PARTNERS

It is my pleasure to invite you to the Northern Lakes College Gala on Saturday January 26, 2019, at Northern Lakes College in Slave Lake. Enjoy an evening of networking and the opportunity to meet new people. The evening will also include chances to bid and win some amazing prizes. We would also like to take this opportunity to thank you for your support. This evening will have a meaningful impact on our students from across the region and without your participation; this evening cannot be a success.

We look forward to seeing you at the Northern Lakes College Gala.

Sincerely,
Ann Everatt
President and CEO
Northern Lakes College

Enjoy an elegant evening

with a plated, three-course meal and live entertainment by Canadian Music Award winners, Hey Romeo. There will be raffles, a live and silent auction.

* Semi-formal attire

OUR REGION

Northern Lakes College (NLC) is a growing and unique institution that serves a region of 164,000 square kilometers, and more than 50 communities including 16 First Nations and 4 Métis Settlements. With the key value of access at our core, we have developed distance-learning strategies to enable students throughout our region to access most of the programs that we deliver.

Our distance learning strategies are a blended delivery model using a variety of integrated technologies to connect our students and faculty, and to provide necessary supports for students in remote campuses or communities.

We have a wide range of programs, including:

- Academic Upgrading
- Business and Administrative Studies
- Continuing Education and Corporate Training
- Health Careers
- Human Service Careers
- Trades and Resource Technology
- University Studies

The net funds raised from this event will help create student awards, expand activities to support students, and upgrade classroom equipment and facilities to benefit NLC's entire student body.



Northern Lakes College provides top-quality post-secondary education right where you live, using technology that connects you to your instructors and other students throughout northern Alberta.

SPONSORSHIP OPPORTUNITIES

New Beginnings. Endless Possibilities.

DIAMOND SPONSOR

\$2,500*

Exclusive Naming Opportunities (Maximum 4)

Volunteer Sponsor

Dinner Sponsor

Live Auction Sponsor

Live Band Sponsor

All Diamond Sponsors will receive:

- Twelve complimentary tickets valued at \$100 each
- Company logo recognition on print materials
- Company logo placed in the event program
- Company logo placed in thank-you advertisement
- Prominent on-screen logo recognition during the event
- Social media recognition

PLATINUM SPONSOR

\$2,000*

Exclusive Naming Opportunities (Maximum 4)

Welcome Refreshment Sponsor

Photo Booth Sponsor

Table Wine Sponsor

Raffle Sponsor

All Platinum Sponsors will receive:

- Eight complimentary tickets valued at \$100 each
- Company logo recognition on print materials
- Company logo placed in the event program
- Company logo placed in thank-you advertisement
- Prominent on-screen logo recognition during the event
- Social media recognition

GOLD SPONSOR

\$1,500

All Gold Sponsors will receive:

- Six complimentary tickets valued at \$100 each
- Company name placed in the event program
- Company logo placed in thank-you advertisement
- Prominent on-screen logo recognition during the event
- Social media recognition

SILVER SPONSOR

\$1,000

All Silver Sponsors will receive:

- Four complimentary tickets valued at \$100 each
- Company name placed on thank you page of the event program
- Company name placed in thank-you advertisement
- Social media recognition

BRONZE SPONSOR

\$500 GIFT in Kind

All Bronze Sponsors will receive:

- Company name placed on thank you page of the event program
- Company name placed in thank-you advertisement
- Social media recognition

** Cash Sponsorship Only.
Additional tickets are available to sponsors as needed.*

SPONSORSHIP OPPORTUNITIES

New Beginnings. Endless Possibilities.

PLEDGE FORM

Register online to secure your sponsorship. [Click here](#)
Registrations will also be accepted via email:
leblancm@northernlakescollege.ca



Company Name *(as you would like to be recognized)*

Primary Contact Name

Date: _____

Telephone Number

Email

Address / City / Province / Postal Code

SPONSORSHIP LEVEL *(Please indicate your sponsorship level.)*

- Diamond (\$2,500)
- Platinum (\$2,000)
- Gold (\$1,500)
- Silver (\$1,000)
- Bronze (\$500)

ADDITIONAL TICKETS

_____ x \$100 each = \$ _____

GIFT-IN-KIND SPONSORSHIP

All gift-in-kind donations must be approved in order to receive a receipt, all donors must provide proof of fair market value for the service/item(s) donated. Please provide your value documentation at the time of pledge form submissions.

Items: _____

Total Fair Market Value *(Receipt attached)*: \$ _____

PAYMENT

Total Payment Amount \$ _____

Please indicate your method of payment:

- Cheque Please invoice Online

If paying by cheque, please make payable and mail to:

Northern Lakes College
1201 Main Street SE
Slave Lake, Alberta
T0G 2A3

FOR MORE INFORMATION

To find out more about sponsorship opportunities at the Northern Lakes College Gala, please contact, Melane LeBlanc
Phone: 780-849-8697 Email: leblancm@northernlakescollege.ca

Reg. Charitable No. 305959



NORTHERN LAKES
COLLEGE

Plan your holiday team party in January.
Bring in 2019 with friends, family and the community.
This fun-filled evening will make a great holiday gift.

NORTHERN LAKES COLLEGE GALA

SATURDAY, JANUARY 26, 2019

Dinner and Dance

LIVE ENTERTAINMENT BY:

HEY  ROMEO



Event includes

CATERED SIT-DOWN DINNER
LIVE AND SILENT AUCTION
RAFFLES

Semi-formal attire

6:00 PM COCKTAILS
7:00 PM DINNER