


MACKENZIE COUNTY

BUDGET COUNCIL MEETING

**DECEMBER 18, 2019
10:00 AM**

FORT VERMILION COUNCIL
CHAMBERS

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

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Mackenzie County

**MACKENZIE COUNTY
BUDGET COUNCIL MEETING**

**Wednesday, December 18, 2019
10:00 a.m.**

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

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	3
AGENDA:	2.	a) Adoption of Agenda	3
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the December 11, 2019 Budget Council Meeting	5
DELEGATIONS:	4.	a) None	
TENDERS:	5.	a) None	
PUBLIC HEARINGS:	6.	a) None	
GENERAL REPORTS:	7.	a) None	
AGRICULTURE SERVICES:	8.	a) None	
COMMUNITY SERVICES:	9.	a) None	
FINANCE:	10.	a) 2020 Operating Budget – Draft	15
		b) Mackenzie Wellness Centre Project	23
		c) 2020 Capital Project Requests	27
		d) 2020 Interim Operating Budget	31
		e)	
		f)	
OPERATIONS:	11.	a) None	

- UTILITIES:** 12. a) None
- PLANNING & DEVELOPMENT:** 13. a) None
- ADMINISTRATION:** 14. a) Agricultural Land Expansion (County Land Use Proposal) 35
b)
- COUNCIL COMMITTEE REPORTS:** 15. a) None
- INFORMATION / CORRESPONDENCE:** 16. a) None
- CLOSED MEETING:** *Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure*
17. a)
b)
- NOTICE OF MOTION:** 18. a)
- NEXT MEETING DATES:** 19. a) Regular Council Meeting
January 14, 2020
10:00 a.m.
Fort Vermilion Council Chambers
b) Committee of the Whole Meeting
January 28, 2020
10:00 a.m.
Fort Vermilion Council Chambers
c) Regular Council Meeting
January 29, 2020
10:00 a.m.
Fort Vermilion Council Chambers
- ADJOURNMENT:** 20. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Budget Council Meeting
Meeting Date:	December 18, 2019
Presented By:	Carol Gabriel, Deputy Chief Administrative Officer (Legislative & Support Services)
Title:	Minutes of the December 11, 2019 Budget Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the December 11, 2019, Budget Council Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Approved Council Meeting minutes are posted on the County website.

POLICY REFERENCES:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the December 11, 2019 Budget Council Meeting be adopted as presented.

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

**MACKENZIE COUNTY
BUDGET COUNCIL MEETING**

**December 11, 2019
10:00 a.m.**

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

PRESENT:

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Cameron Cardinal	Councillor (left the meeting at 2:36 p.m.)
David Driedger	Councillor
Eric Jorgensen	Councillor
Anthony Peters	Councillor
Ernest Peters	Councillor
Lisa Wardley	Councillor

REGRETS:

ADMINISTRATION:

Len Racher	Chief Administrative Officer
Carol Gabriel	Deputy Chief Administrative Officer/ Recording Secretary
Jennifer Batt	Interim Director of Finance
Byron Peters	Director of Planning and Development
Fred Wiebe	Director of Utilities
Doug Munn	Director of Community Services
Dave Fehr	Director of Operations
Grant Smith	Agricultural Fieldman
Don Roberts	Zama Site Manager
Willie Schmidt	Fleet Maintenance Manager

ALSO PRESENT: Members of the public.

Minutes of the Budget Council meeting for Mackenzie County held on December 11, 2019 in the Council Chambers at the Fort Vermilion County Office.

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

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

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

MOTION 19-12-783 **MOVED** by Deputy Reeve Sarapuk

That the agenda be approved with the following additions:

- 9. a) Fort Vermilion Recreation Board
- 9. b) Mighty Peace Watershed Alliance (MPWA)

CARRIED

**MINUTES FROM
PREVIOUS
MEETING:**

3. a) None

DELEGATIONS:

4. a) None

TENDERS:

5. a) None

PUBLIC HEARINGS:

6. a) None

**GENERAL
REPORTS:**

7. a) None

**AGRICULTURE
SERVICES:**

8. a) None

**COMMUNITY
SERVICES:**

9. a) Fort Vermilion Recreation Board (ADDITION)

MOTION 19-12-784
Requires Unanimous

MOVED by Councillor Bateman

That the 2019 budget be amended to include \$1,400.00 for the emergent replacement of the deep fryer for the Fort Vermilion Recreation Board with funding coming from the General Operating Reserve.

CARRIED UNANIMOUSLY

**COMMUNITY
SERVICES:**

9. b) Mighty Peace Watershed Alliance (ADDITION)

MOTION 19-12-785
Requires Unanimous

MOVED by Councillor Jorgensen

That the Mighty Peace Watershed Alliance update be received for information.

CARRIED

FINANCE:

10. a) 2020 Operating Budget – Draft

Review of the draft 2020 operating budget.

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

Continuation of the review of the draft 2020 operating budget.

CLOSED MEETING: 17. Closed Meeting

MOTION 19-12-786 MOVED by Councillor Bateman

That Council move into a closed meeting at 11:18 a.m. to discuss the following:

- 17. a) Contracted Services (s. 24)
- 17. b) 2020 Regraveling Program (s. 16)
- 17. c) Organizational Chart (s. 17, 24)

CARRIED

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

- All Councillors
- Len Racher, Chief Administrative Officer
- Carol Gabriel, Deputy Chief Administrative Officer
- Jennifer Batt, Interim Director of Finance
- Byron Peters, Director of Planning & Development
- Fred Wiebe, Director of Utilities
- Doug Munn, Director of Community Services
- Dave Fehr, Director of Operations
- Grant Smith, Agricultural Fieldman
- Don Roberts, Zama Site Manager
- Willie Schmidt, Fleet Maintenance Manager

MOTION 19-12-787 MOVED by Councillor Jorgensen

That council move out of a closed meeting at 12:15 p.m.

CARRIED

Reeve Knelsen recessed the meeting at 12:15 p.m. and reconvened the meeting at 12:56 p.m.

MOTION 19-12-788 MOVED by Councillor Jorgensen

That council move into a closed meeting at 12:56 p.m.

CARRIED

MOTION 19-12-789 **MOVED** by Councillor Jorgensen

That council move out of a closed meeting at 2:36 p.m.

CARRIED

Reeve Knelsen recessed the meeting at 2:36 p.m. and reconvened the meeting at 2:57 p.m.

Councillor Cardinal left the meeting at 2:36 p.m.

CLOSED MEETING: **17. a) Contracted Services**

MOTION 19-12-790 **MOVED** by Councillor Bateman

That administration issue an Expression of Interest for contract grader services.

CARRIED

CLOSED MEETING: **17. b) 2020 Regraveling Program**

MOTION 19-12-791 **MOVED** by Councillor Driedger
Requires 2/3

That the 2019 operating budget be amended by \$925,000 and allocated to the Gravel Crushing Reserve.

CARRIED

MOTION 19-12-792 **MOVED** by Councillor Wardley
Requires 2/3

That administration incorporate the spot graveling into the 2020 Operating budget with funding coming from the Gravel Crushing Reserve, as per Tracking Change #19.

CARRIED

MOTION 19-12-793 **MOVED** by Councillor E. Peters

That the Super B truck and trailers be disposed of in 2020.

CARRIED

CLOSED MEETING: 17. c) Organizational Chart

MOTION 19-12-794 **MOVED** by Councillor Driedger

That the organizational chart be amended and approved as discussed effective January 1, 2020, as per Tracking Change #20.

CARRIED

MOTION 19-12-795 **MOVED** by Councillor E. Peters

That administration prepare a bid package for the maintenance of the La Crete hamlet parks.

CARRIED

FINANCE: 10. a) 2020 Operating Budget – Draft

Continuation of the review of the operating budget.

MOTION 19-12-796 **MOVED** by Councillor A. Peters
Requires 2/3

That the dust control program be suspended and that administration develop a plan for the resale of the calcium chloride dust control product for consumer purchase at cost, and that the \$472,000 budget be reduced to \$100,000, as per Tracking Change #21.

Deputy Reeve Sarapuk requested a recorded vote.

In Favor

Councillor Driedger
Councillor A. Peters
Reeve Knelsen
Councillor Jorgensen
Councillor Braun
Councillor Bateman
Councillor Wardley

Opposed

Councillor E. Peters
Deputy Reeve Sarapuk

CARRIED

Reeve Knelsen recessed the meeting at 4:15 p.m. and reconvened the meeting at 4:26 p.m.

MOTION 19-12-797 **MOVED** by Councillor Jorgensen

That administration bring back Policy PW009 Dust Control to include private application of calcium.

CARRIED

FINANCE: **10. b) 2020 Grants to Non Profit Organizations**

MOTION 19-12-798 **MOVED** by Councillor Braun
Requires 2/3

That the 2020 Grants to Non Profit Organizations be incorporated into the 2020 operating budget as presented on Page 59-62.

CARRIED

FINANCE: **10. c) Veterinary Service Incorporated (VSI) Contract Extension**

MOTION 19-12-799 **MOVED** by Deputy Reeve Sarapuk
Requires 2/3

That the additional funding request from the Veterinary Service Incorporated (VSI) in the amount of \$13,000, based on estimated services in 2020, be added to the 2020 budget, as per Tracking Change #22.

CARRIED

FINANCE: **10. d) 2019 Capital Projects – Carry Forwards**

MOTION 19-12-800 **MOVED** by Councillor Wardley
Requires 2/3

That the 2019 Capital Projects – Carry Forwards be recommended as presented with the following amendments:

- Removal of additional funds requested for the Rebuild Blumenort Road East
- Removal of additional funds requested for the Rebuild Machesis Lake Road
- Addition of additional funds in the amount of \$102,500 for the La Crete Well #4 Project.

CARRIED

FINANCE: **10. e) 2020 Capital Project Requests**

MOTION 19-12-801 **MOVED** by Councillor Bateman

Requires 2/3

That the 2020 Capital Project requests be recommended as presented with the removal of the following:

- 45 Ave Hospital Emergency Entrance
- Rebuild Airport Road 14-4 to 14-5
- Oil Blumenort Road East
- Motor Starters

CARRIED

Reeve Knelsen recessed the meeting at 5:30 p.m. and reconvened the meeting at 5:49 p.m.

FINANCE:

10. f) Mackenzie Wellness Centre Project

MOTION 19-12-802

MOVED by Councillor Wardley

Requires 2/3

That the Mackenzie Wellness Centre Project be TABLED to the next budget meeting for more information.

CARRIED

OPERATIONS:

11. a) None

UTILITIES:

12. a) None

**PLANNING AND
DEVELOPMENT:**

13. a) None

ADMINISTRATION:

14. a) None

**COUNCIL
COMMITTEE
REPORTS:**

15. a) None

**INFORMATION /
CORRESPONDENCE:**

16. a) None

NOTICE OF MOTION:

18. a) None

**NEXT MEETING
DATE:**

19. a) Next Meeting Dates

Budget Council Meeting
December 18, 2019
10:00 a.m.

Fort Vermilion Council Chambers

Regular Council Meeting
January 14, 2020
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 20. a) Adjournment

MOTION 19-12-803 MOVED by Deputy Reeve Sarapuk

That the budget Council meeting be adjourned at 6:30 p.m.

CARRIED

These minutes will be presented to Council for approval on December 18, 2019.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

Meeting:	Budget Council Meeting
Meeting Date:	December 18, 2019
Presented By:	Jennifer Batt, Interim Director of Finance
Title:	2020 Operating Budget – Draft

BACKGROUND / PROPOSAL:

At the December 11th Budget Council meeting, Council requested the follow-up on the following:

- Provincial Grants in Payment of Taxes – GIPOT

The 2019 Levy for all Grants in Lieu of Payment was \$140,676. The 2020 Provincial Grants in Payment for Taxes has been reduced by \$55,972.

- Enhanced Policing –
 - o The Police Costing Model with the Province has any current Enhanced Policing agreements incorporated into the municipal costs.
 - o The ability to enter into any new full-time enhanced policing agreements have been put on hold until the RCMP has implemented its new staffing enhancements.
 - o Mackenzie County has Two (2) full-time positions incorporated into the Provincial Police Costing Model released.
 - o Council must pass a motion to extend the Enhanced Policing Agreement as previously discussed with the RCMP for enhanced policing.
 - o 2020 Budget anticipates a credit of \$36,348 which has been incorporated into the current operating budget presented.
- Grader costs – *Administration to present information during this meeting.*
- Dust Control - *Administration to present further information during this meeting.*
- Wellness Center – *Administration to present information during this meeting.*

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

Attached is the summary and detail of the 2020 budget deliberations and amendments to date. 2020 New Initiatives, and 2020 One Time Projects (Attached) that have been recommended by Council, and incorporated into the draft 2020 Operating budget. After the December 11th Budget Council Meeting, administration reviewed some calculations, and the overall gap, related to the Draft 2020 Operating Budget is \$113,761 (tracking sheet attached).

As this is a draft budget based on anticipated assessment reductions, as discussed with Council previously, there are various options Council could consider to continue to mitigate these gaps namely;

- 1- Reduce Service Level
- 2- Increase Fees
- 3- Defer/Reject/Amend New Items
- 4- Increase Tax Burden
- 5- Any combination of the above

Administration is prepared to discuss any other options that Council may wish to assist in the budget deliberations.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Policy FIN004 Operating Budget
Policy FIN022 Budget Development

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

RECOMMENDED ACTION:

Motion 1 – Enhanced Policing

Simple Majority Requires 2/3 Requires Unanimous

That the Enhanced Policing Agreement with Alberta Justice and Solicitor General be extended for a three-year term ending June 30, 2022.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

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

2020 Draft Budget

Revenue	2017 Actual	2018 Actual	2019 YTD	2019	2020
By Department	Total	Total	Actual	Budget	Budget
TAXES	\$23,443,283	\$24,427,435	\$25,714,773	\$25,673,767	\$23,949,792
Council	\$0	\$0	\$0	\$0	\$0
Administration	\$2,127,906	\$2,981,865	\$1,667,257	\$3,014,513	\$2,160,172
Fire Services	\$92,163	\$503,504	\$376,089	\$141,000	\$121,000
Ambulance	\$8,100	\$8,775	\$6,750	\$8,100	\$8,100
Enforcement Services	\$33,477	\$37,448	\$24,177	\$44,827	\$34,827
Public Works	\$523,186	\$2,633,340	\$394,957	\$702,299	\$783,135
Airports	\$34,350	\$36,150	\$68,522	\$147,285	\$47,692
Water Distribution	\$3,103,176	\$3,142,582	\$2,820,589	\$3,257,379	\$3,108,784
Sewer Disposal	\$1,137,187	\$1,139,117	\$905,611	\$1,154,796	\$1,153,398
Waste Management	\$87,889	\$86,575	\$72,772	\$86,250	\$85,050
Non Profit Organizations	\$296,682	\$232,647	\$255,659	\$354,573	\$298,682
Planning & Development	\$410,923	\$412,348	\$391,779	\$536,489	\$271,866
Agriculture	\$221,465	\$241,291	\$241,568	\$282,693	\$217,667
Subdivisions	\$108,580	\$124,520	\$170,847	\$105,000	\$140,000
Recreation Boards	\$0	\$3,933	\$0	\$25,877	\$0
Parks & Playgrounds	\$137,678	\$66,690	\$45,415	\$90,906	\$80,900
Tourism	\$0	\$0	\$0	\$0	\$0
Library	\$0	\$4,200	\$0	\$0	\$0
TOTAL REVENUES	\$31,766,045	\$36,082,420	\$33,156,765	\$35,625,754	\$32,461,065

Expenditures	2017 Actual	2018 Actual	2019 YTD	2019	2020
By Department	Total	Total	Actual	Budget	Budget
Council	\$687,754	\$768,764	\$575,501	\$928,077	\$925,779
Administration	\$7,345,340	\$10,766,786	\$4,967,147	\$9,253,593	\$6,617,162
Fire Services	\$820,213	\$840,493	\$9,757,666	\$861,200	\$776,833
Ambulance	\$7,931	\$2,832	\$6,306	\$5,000	\$5,000
Enforcement Services	\$452,789	\$531,131	\$400,299	\$661,485	\$555,005
Public Works	\$13,219,205	\$13,075,788	\$7,794,630	\$12,499,402	\$11,569,303
Airports	\$235,702	\$233,423	\$205,283	\$390,152	\$269,960
Water Distribution	\$2,193,591	\$2,445,970	\$1,875,145	\$2,885,837	\$3,047,747
Sewer Disposal	\$676,079	\$795,835	\$527,490	\$854,319	\$1,115,145
Waste Management	\$744,243	\$795,419	\$497,189	\$812,186	\$754,992
Non Profit Organizations	\$792,049	\$815,913	\$844,160	\$980,649	\$839,203
Planning & Development	\$1,061,709	\$1,151,596	\$940,844	\$1,381,748	\$1,453,897
Agriculture	\$1,425,956	\$1,130,548	\$1,119,372	\$1,661,243	\$1,934,402
Subdivisions	\$161,016	\$331,914	\$326,154	\$437,441	\$473,552
Recreation Boards	\$958,874	\$1,175,650	\$1,025,782	\$1,216,979	\$1,217,373
Parks & Playgrounds	\$696,274	\$411,485	\$309,393	\$493,098	\$488,596
Tourism	\$34,680	\$36,250	\$9,713	\$38,250	\$37,250
Library	\$239,491	\$248,250	\$260,518	\$265,395	\$266,106
TOTAL EXPENDITURES	\$31,752,893	\$35,558,047	\$31,442,592	\$35,626,054	\$32,347,304

Estimated Surplus \$113,761

MACKENZIE COUNTY
New Initiatives

Project Description	2020 Budget Requests	Description	Approved Y/N	
Lagoon Pond Odour Control- Fort Vermilion	\$12,500	Reduction of complaints regarding sewer smell, more continuous solid digestion	Y	\$12,500
Registered Apprentiship Program (RAP) Student	\$11,000	Mechanic RAP Student for La Crete. Curre	Y	\$11,000
Road Repairs Rural La Crete	\$50,000	Additional roads coming online. Increase	Y	\$50,000
<i>TOTAL New Initiative</i>	<i>\$195,500</i>			<i>\$73,500</i>

MACKENZIE COUNTY

2020 ONE TIME Projects

Project Description	2020 BUDGET REQUEST	External	Internal Funding			Notes
		Other Grant	Municipal levy	Restricted Surplus (previous years)	RS-type	
(12) - Administration Department						
Mackenzie County 25 year Anniversary	2,525		2,525			Mackenzie County 25th year anniversary
Total department 12	2,525	-	2,525	-	-	
(32) - Public Works						
FV - Repair Shop Operations Fence	6,600		6,600			Existing fence is bent and crooked and requires repair
Total department 32	6,600	-	6,600	-	-	
(61) - Planning & Development Department						
Aerial Imagery	100,000		100,000			Update the aerial imagery for all the white zone within Mackenzie County. Assist with development permitting, and taxation assessment. Some areas last updated 2008, 2012.
Municipal Development Plan	175,000		175,000	-	-	Review and update our Municipal Development Plan (MDP) which will include extensive public consultation. Last update 2014. Required under the MGA.
Total department 61	275,000	-	275,000	-	-	
(71) - Recreation						
LC -3 hash mark LOGO's	1,500		1,500			
LC -Shelving for Trophies	1,500		1,500			
LC -Court Line Taper	1,000		1,000			
LC -Replace 10 old exit signs	1,600		1,600			
LC -Air Conditioner for hall	800		800			
LC -Carpet Runner	1,500		1,500			
FV - Review Engagement - additional cost	5,000		5,000			
LC - Review Engagement - additional cost	5,000		5,000			
Total department 71	17,900	-	17,900	-	-	
(72) - Parks						
LC - Tree Removal 99 Ave	6,000		6,000			Remove damaged and dying trees
Total department 72	6,000	-	6,000	-	-	
TOTAL 2020 One Time Projects	308,025	-	308,025	-	-	308,025
Contingent on Grant Funding						
FRIAA Mitigation Study - West La Crete & Machesis Lake	60,000	60,000				Contingent on FRIAA Grant Funding
FRIAA Vegetation Management - Zama	142,170	142,170				Contingent on FRIAA Grant Funding
FV - Asset Management	125,000	50,000		75,000	GOR	Existing Project - requesting additional funds to assist in establishing asset management program for all departments, and building Capital plan. May require operating funds for license in future years.
Bridge Maintenance (7 bridges)	250,000	250,000				STIP funding - rebuild D rated bridges (?)
Contingent on Grant Funding Projects	577,170	502,170	-	75,000	-	
TOTAL 2020 One Time Projects w/ Contingent on Grant Funding Projects	885,195	502,170	308,025	75,000	-	Total One Time Projects + Contingent on Grant Funding projects 885,195

Mackenzie County
 2020 Budget
 Contributions to Reserves as per Policy

As of December 11, 2019

Reserves	Minimal contribution	Reserve Policy #
Roads	500,000	Reserve Policy #4
Vehicle & Equipment/Emergency Services	250,000	Reserve Policy #6
Recreation and Parks	50,000	Reserve Policy #8
Surface Water Management	500,000	Reserve Policy #9
Gravel Crushing	500,000	Reserve Policy #14
Street Light Replacement	253,750	Reserve Policy #19
Grants to Other Organizations	20,000	Reserve Policy #20
Total	2,073,750	

Contributions to Reserves as per Revenues/Policies		
Municipal Reserve	80,000	Reserve Policy #10
Gravel Reclamation Reserve	50,000	Reserve Policy #5
Off Site Levy Reserve	119,450	Reserve Policy #3
Water/Sewer Surplus (2020 Operating)	1,221,745	Reserve Policy #13
Total	1,471,195	

**TOTAL CONTRIBUTIONS TO RESERVES
 IN THE 2020 BUDGET**

3,544,945

Draws from Reserves

General Operating Reserve	370,200	Town of High Level 2020 Capital projects
General Operating Reserve	325,270	Town of Rainbow Lake Revenue Sharing Agreement
Gravel Crushing Reserve	290,000	Spot Graveling

**TOTAL DRAWS FROM RESERVES
 IN THE 2020 BUDGET**

985,470

BUDGET AMENDMENTS BY COUNCIL MOTIONS						
Tracking						
Change #			ADDITIONS (-)	REMOVE (+)	Acummunlative BASE Variance	Variance
	Proposed Base Budget (Existing Service Levels +New Initiatives)					
			\$-883,497		\$-883,497	
	One Time Projects			\$-312,625	\$-1,196,122	Oct 30 bud pres
1	MSI Operating Revenue		\$80,000		\$-1,116,122	N/A
2	ASB Grant Revenue		\$183,359		\$-932,763	
3	Line Painting FV			\$7,000	\$-925,763	
4	Line Painting LC			\$15,000	\$-910,763	
5	Spot Graveling - bring back as part of regravelling discussion			\$100,000	\$-810,763	
6	Boreal Housing			\$2,880	\$-807,883	
	MRWM			\$1,400	\$-806,483	
	FCM - reduce to 5 Councillors			\$15,390	\$-791,093	
	FCM - reduce to 5 Councillors			\$5,000	\$-786,093	
	RMA Correction in total			\$-3,000	\$-789,093	
	FCM - Reduce Council Honorariums			\$1,700	\$-787,393	
	Remove Consultant fee			\$25,000	\$-762,393	
	ASB Summer Tour - budget for 2021			\$4,000	\$-758,393	
	ASB Summer Tour - budget for 2021			\$1,500	\$-756,893	
	ASB Summer Tour - budget for 2021			\$720	\$-756,173	
	ASB Summer Tour - MAL budget for 2021			\$4,000	\$-752,173	
	FarmTech - reduced to 1			\$1,837	\$-750,336	
	FarmTech - reduced to 1			\$500	\$-749,836	
	Growing the North reduce to 9 (-1)			\$200	\$-749,636	
7	25th Anniversary			\$22,500	\$-727,136	
	CARRY FORWARD Airport Master Plan funded by way of reserve				\$-727,136	
9	Town of High Level 2020 Capital Project		\$-370,200		\$-1,097,336	
	Funding from the GOR		\$370,200		\$-727,136	
10	Connection Fees from \$50 - \$75		\$4,500		\$-722,636	
	Snowplow Clearing Fee \$30 - \$40		\$1,600		\$-721,036	
	Reduce Budget in Admin			\$80,000	\$-641,036	
	Reduce Budget in Operations			\$135,000	\$-506,036	
	Reduce Budget in Water Services			\$60,000	\$-446,036	Post Oct. 30 mtg
11	Various revenue adjustments		\$54,906		\$-391,130	
12	Administration Conference/Course reduction			\$31,450	\$-359,680	
13	Computer Programming Reduced - as One Time Aerial Imagery project was approved			\$6,125	\$-353,555	
14	Lift Station Meter & Valve replacement		\$-25,000		\$-378,555	
	Reduction in contribution to reserve (Sewer Budget)			\$14,500	\$-364,055	
15	Town of Rainbow Lake Revenue Sharing Agreement		\$-453,200		\$-817,255	
	Funding from the GOR		\$325,270		\$-491,985	Nov 26 bud pres
16	Additional Administration Conference/Course reduction			\$10,620	\$-481,365	
17	NPO Budget amendment			\$110,058	\$-371,307	
	Recreation Board utility increases		\$-5,671		\$-376,978	
	Recreation Boards Review Engagement Increase		\$-10,000		\$-386,978	
	Library Board utilities increase		\$-711		\$-387,689	
	Recreation Board One Time projects		\$-7,900		\$-395,589	
	Cemetaries - +1 request		\$-600		\$-396,189	
18	GIPO Impact		\$-55,972		\$-452,161	Post Nov 26 bud
	MSI Operating Funding Estimate Rec'd		\$38,835		\$-413,326	
	Police Funding Model - reduction		\$36,348		\$-376,978	
	AUPE Agreement		\$-232,141		\$-609,119	
	Reduction in contribution to reserve (Water & Sewer Budget)			\$18,850	\$-590,269	Dec 11 mtg pres
CM	Waste Transfer Station agreements CM 19-12-977		\$-5,687		\$-595,956	
19	Spotgraveling		\$-290,000		\$-885,956	
	Funding from the Gravel Crushing Reserve		\$290,000		\$-595,956	
20	Organizational Chart			\$286,721	\$-309,235	
	Organizational Chart - Seasonal			\$49,395	\$-259,840	
	Contract Parks La Crete		\$-35,000		\$-294,840	
21	Dust Control amendment (Exp)			\$472,000	\$177,160	
	Dust Control amendment (Exp)- Cost recovery		\$-100,000		\$77,160	
	Reduce current Rev		\$-50,400		\$26,760	
	Cost Recovery revenue		\$100,000		\$126,760	
22	VSI Services		\$-13,000		\$113,760	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Budget Council Meeting
Meeting Date:	December 18, 2019
Presented By:	Doug Munn, Director of Community Services
Title:	Mackenzie Wellness Centre Project

BACKGROUND / PROPOSAL:

The Mackenzie Aquatic Society made a presentation to Council on October 23rd where they presented a capital expenditure cost to build the Mackenzie Wellness Center in the amount of \$25,700,000. It may be possible to receive 40 to 50 percent funding through the Investing in Canada Infrastructure Program (ICIP) grant program.

At the December 11th, 2019 Budget Council meeting, this item was tabled for administration to provide the following information:

1. **Question:** Is the new Local Government Fiscal Framework (LGFF) Grant able to replace MSI for the 33% Provincial portion of the grant?
 - o **Answer:** We contacted ICIP official and he reported that they have not received word that the Municipal Sustainability Initiative (MSI) program is being replaced/renamed. ICIP grant clearly states that MSI and Community Facility Enhancement Program (CFEP) are the only sources of Provincial funding that will be accepted. This ICIP official agreed to look into this item and report back to us.
2. **Question:** Are there any ineligible costs within the budget for the Wellness Centre?
 - o **Answer:** A detailed budget was obtained from the Mackenzie Aquatic Society, and sent to an ICIP official with a request to identify any items which would not be eligible for funding. We are still waiting for their response.
 - o **Note:** Any costs incurred prior to grant approval are not eligible including any engineering/consulting fees.

Council did also pass a motion to fund the County portion by Borrowing Bylaw in the amount of \$5M; however under the program guidelines, the Provincial portion of using either MSI or CFEP grants for their funding portion would still apply.

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

There are multiple funding sources under the ICIP grant stream. If the project is submitted at the full anticipated costs of \$25.7M then the funding below would be required:

Community Culture and Recreation Infrastructure funding source-

Source	Amount
ICIP Federal (40%)	\$10,280,000
ICIP Provincial (33.3%)	\$8,566,581
Mackenzie County/Other Sources	\$6,853,419
TOTAL	\$25,700,000

Rural and Northern Communities Infrastructure funding source-

Source	Amount
ICIP Federal (50%)	\$12,850,000
ICIP Provincial (33.3%)	\$8,566,581
Mackenzie County/Other Sources	\$4,283,419
TOTAL	\$25,700,000

If approved, Council would have to allocate future years MSI to fund this project in the amount of \$8,566,581 assuming that the entire \$25,700,000 is eligible for grant funding.

The ICIP grant will reopen in spring 2020.

OPTIONS & BENEFITS:

Option #1

That administration apply for the Investing in Canada Infrastructure Program grant for the Mackenzie Wellness Centre project.

Option #2

That Mackenzie Wellness Centre Project report be received for information.

Option #3

That the Mackenzie Wellness Centre Project be tabled until more information is received from the granting body.

COSTS & SOURCE OF FUNDING:

Author: D. Munn Reviewed by: J. Batt CAO: _____

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: D. Munn Reviewed by: J. Batt CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Budget Council Meeting
Meeting Date:	December 18, 2019
Presented By:	Jennifer Batt, Interim Director of Finance
Title:	2020 Capital Project Requests

BACKGROUND / PROPOSAL:

During the November 26th, and December 11th Budget Council meeting, Council reviewed the 2020 Capital projects requested. Various items were recommended for the 2020 budget, while some required further follow up. The attached current recommended Capital Project amount is \$2,124,845.

Attached is the 2020 requested Capital projects for review. All projects approved would be funded by draws from reserves (attached 2019 year end estimates), or available grants below:

Grant	Balance Remaining*	2020**	2021**
Municipal Sustainability Initiative (MSI)		\$2,994,455	\$2,785,476
Federal Gas Tax Fund	\$1,413,863	\$600,000	\$600,000
TOTAL	\$1,413,863	\$3,594,455	\$3,385,476

* 2019 grant fund received and not allocated.

** Estimated amounts

If Council chose to support the Wellness Center application, the MSI funding would be allocated towards this project. All other recommended projects may be funded by other grants, various reserves, or by way of borrowing bylaw.

These projects once reviewed and recommended by Council will be incorporated into the 2020 Budget for final approval.

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

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

All projects approved would require funding by grants, or draws from reserve.

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

FIN008 – Capital Budget
Policy FIN022 Budget Development

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For review and recommendation.

Author: J Batt Reviewed by: _____ CAO: _____

MACKENZIE COUNTY
2020 TCA Projects

Project Description	2020 BUDGET REQUEST	2020 Council Recommended 11/26/2019	2020 Council Recommended 12/11/2019	Notes
(32) - Transportation Department				
FS01 Mill Razor	405,000	405,000	405,000	
FS02 AWD Graders x3	1,695,000			Buyback Option on 3 graders Bring back for further discussion
OFV01 45 Ave Hospital Emergency Entrance	120,000	120,000	-	Not recommended for funding
OFV02 Mara Road	351,712	-	-	Not recommended for funding
OFV03 46 St to 45 Ave Pave to Ambulance Bay	169,360	-	-	Not recommended for funding
OLC01 Intersection Lights 100 St 94 Ave	385,000			Bring back for further discussion
OLC02 Drone & Software	30,000	-	-	Not recommended for funding
OR01 New Road Infrastructure Endeavour to Assist	500,000	500,000	500,000	\$500,000/year, over 5 years, Total cost: \$2,500,000
OR02 Rebuild 27th Baseline	700,000	-	-	Year 1 of 3 year plan. Total cost: \$2,000,000 - 100ft agreements to be in place prior to request returning for consideration
OR03 Rebuild West La Crete Road	825,000			Bring back for further discussion
OR04 RGE RD 15-3 S of TWP RD 1060	350,000	-	-	Not recommended for funding
OR05 Overlay Heliport Road	450,000	450,000	450,000	
OR06 Rebuild Airport Road 14-4 to 14-5	304,000	304,000	-	Not recommended for funding
OR07 Oil Blumenort Road East	250,000	250,000	-	Not recommended for funding
Total department 32	6,535,072	2,029,000	1,355,000	
(41) - Water Treatment & Distribution Department				
LC - Motor Starters (VFD's)	80,000	80,000	-	Not recommended for funding
Total department 41	80,000	80,000	-	
(43) - Waste Bins Replacement				
Waste Bins Replacement	20,000	20,000	20,000	
Total department 43	20,000	20,000	20,000	
(63) - Agriculture				
LC - Blue Hills Erosion Repair Twp Rd 103-2	275,000	275,000	275,000	
Total department 63	275,000	275,000	275,000	
(71) - Recreation				
FV - New Hockey Boards and Glass with Protective Netting	199,500	99,750	99,750	Contingent on grant funding 50/50
FV - Fitness Centre Expansion	99,000	49,500	49,500	Contingent on grant funding 50/50
FV - Overhead Door Replacement/Completion of Hockey Netting	16,000			2019
FV - Paint Exterior of Fort Vermilion Community Complex and Cultural	16,000			2019
FV - Baseball Netting	75,000	37,500	37,500	Contingent on grant funding 50/50
FV - Outdoor Rink Repairs	14,000			2019
FV - Purchase Outhouses for Rodeo Grounds	10,000	6,542	6,542	2019
LC - VRA Gas Filler	8,000	-	-	Funded in 2019
LC - Synthetic Bowling Lanes	40,000	40,000	40,000	
LC - Urinal and Utility sink in Youth Centre	1,200	-	-	Not recommended for funding
LC - Wheel Chair Lift	50,000	25,000	25,000	Contingent on grant funding 50/50
LC -Tennis Court, Basketball Pickle ball Court	299,106	149,553	149,553	Contingent on grant funding 50/50
Total department 71	841,206	407,845	407,845	
(72) - Parks & Playgrounds Department				
Hutch Dock Pilings	7,000	7,000	7,000	
Jubilee Park Walkway	10,000	10,000	10,000	
Streetscape - Fort Vermilion	25,000	25,000	25,000	Include CF funds from 2019
Streetscape - La Crele	25,000	25,000	25,000	
Total department 72	67,000	67,000	67,000	
TOTAL 2020 Capital Projects	7,818,278	2,878,845	2,124,845	

Acronym	Name	2018 YE Bal	2019 Budget	2019 Projects	2019 Council Motions	2019 Estimated YE	2020 Budget	2020 Projects as of Dec 18, 2019	2020 Estimated Balance
	Operating Fund Reserves:								
	Bursaries	\$ 9,350				\$ 9,350			\$ 9,350
	Operating Fund Reserve - incl. non-TCA	\$ 291,389				\$ 291,389			\$ 291,389
GOR	General Operating	\$ 7,235,885	-\$1,093,947	-\$1,470,347	\$604,470	\$ 5,276,061	-\$695,470		\$ 4,580,591
GR-R	Gravel Reclamation	\$ 66,466	\$50,000			\$ 116,466	\$50,000		\$ 166,466
GR	Gravel Crushing	-\$ 111,245	\$500,000			\$925,000	\$210,000		\$ 1,523,755
OSL	Off-Site Levy	\$ 1,277,507				\$ 1,277,507	\$119,450		\$ 1,396,957
GOO	Grants to Other Organizations	\$ 54,222		-\$1,417	-\$2,000	\$ 50,805	\$20,000		\$ 70,805
NP	Non-profit Organizations	\$ 124,773				\$ 124,773			\$ 124,773
IC-DEV	Incomplete Development	\$ 29,416		-\$29,416		\$ -			\$ -
MR	Municipal Reserve	\$ 471,776	\$70,000	-\$95,987		\$ 445,789	\$80,000		\$ 525,789
	Subtotal - Operating Fund Reserves	\$ 9,449,539	-\$ 473,947	-\$ 1,597,167	\$ 1,527,470	\$ 8,905,895	-\$ 216,020	\$ -	\$ 8,689,875
	Capital Fund Reserves:								
IC-ADM	Incomplete Capital - Administration	\$ 22,245				\$ 22,245			\$ 22,245
ES-FV	Emergency Service - Fort Vermillion	\$ 450,000				\$ 450,000			\$ 450,000
V&E	Vehicle & Equipment Replacement	\$ 2,862,016	\$324,181	-\$1,684,524	\$33,200	\$ 1,534,873	\$250,000		\$ 1,784,873
SLR	Street Light Replacement	\$ 230,721				\$ 230,721	\$253,750		\$ 484,471
RD	Roads (General)	\$ 2,197,163	\$500,000	-\$396,918		\$ 2,300,245	\$500,000		\$ 2,800,245
IC-AIR	Incomplete Capital - Airport	\$ 109,224		-\$20,000		\$ 89,224			\$ 89,224
DR	Drainage	\$ 706,981		-\$663,414		\$ 43,567	\$500,000		\$ 543,567
PLT	Water Treatment Plant	\$ 724,925	\$392,846	-\$71,753	-\$55,000	\$ 991,018	\$1,221,745		\$ 2,212,763
WTR	Water (Line and Surplus water & sewer)	\$ 2,085,451		-\$1,048,862		\$ 1,036,589		-\$182,500	\$ 854,089
IC-WAS	Incomplete Capital - Waste	\$ 9,000		-\$9,000		\$ -			\$ -
RB-ZA	Recreation Board Reserve - Zama	\$ 15,456		-\$3,482		\$ 11,974			\$ 11,974
RB-FV	Recreation Reserve - Fort Vermillion	\$ 952	-\$20,891	-\$47,933	-\$9,963	-\$ 77,835			-\$ 77,835
RB-LC	Recreation Reserve - La Crete	\$ 146,531		-\$2,393	-\$8,000	\$ 136,138			\$ 136,138
RP	Recreation and Parks	\$ 210,356				\$ 210,356			\$ 210,356
IC-REC	Incomplete Capital - Recreation	\$ 102,837		-\$5,933		\$ 96,904	\$50,000		\$ 146,904
GCR	General Capital	\$ 5,496,462	\$81,100	-\$2,993,245	-\$474,182	\$ 2,110,135			\$ 2,110,135
	Subtotal - Capital Fund Reserves	\$ 15,370,320	\$ 1,277,236	-\$ 6,947,457	-\$ 513,945	\$ 9,186,154	\$ 2,775,495	-\$ 182,500	\$ 11,779,149
						\$ -			
	TOTAL RESERVES	\$ 24,819,859	\$ 803,289	-\$ 8,544,624	\$ 1,013,525	\$ 18,092,049	\$ 2,559,475	-\$ 182,500	\$ 20,469,024
Total Reserves are estimated contributions, and draws based on Budget and Council Motions in 2019 & 2020 Budget discussions									



Mackenzie County

REQUEST FOR DECISION

Meeting:	Budget Council Meeting
Meeting Date:	December 18, 2019
Presented By:	Jennifer Batt, Interim Director of Finance
Title:	2020 Interim Operating Budget

BACKGROUND / PROPOSAL:

The fiscal year for all municipalities in Alberta is the calendar year i.e. starts January 1st and ends December 31. Municipalities need to adopt an interim operating budget to continue day-to-day operations until the annual operating budget is adopted by Council. Over the last 5 years the earliest Council has adopted the annual Operating Budget has been April 7th. *Section 242(2) of the Municipal Government Act* provides the legislative authority for Councils to adopt an Interim Operating Budget for part of a calendar year.

As administration is anticipating reductions in the County's linear assessments in 2020, administration is recommending that Council pass an Interim Operating Budget based on approximately 50% of the approved 2019 Operating Budget as detailed in Appendix I until all assessments are received. The recommended interim budget includes only approved programs and levels of services (i.e. no new expenditures, only base programs) and excludes one time projects, and extra-ordinary expenditures that may have occurred in 2019 or items being proposed in the 2020 Operating Budget Submission.

Until the final assessment numbers are received administration is not anticipate that another Budget Council meeting will be required until February to review operating.

Historically, when Council passes the Interim Operating Budget, they released 50% of the Non Profit Organizations Operating Grants that was previously approved. Administration is requesting a motion if Council wishes to continue this practice.

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

OPTIONS & BENEFITS:

The approval of an interim operating budget is required to comply with legislation since the 2020 Annual Operating Budget will not be adopted prior to January 1, 2020. The approval of the interim will allow for the payment of expenses for normal operating needs and the provision of services to the ratepayers.

COSTS & SOURCE OF FUNDING:

The municipality will be relying on its working funds until the 2020 tax levy.

SUSTAINABILITY PLAN:

This report ensures the fiscal plan for the municipality is approved within the framework required under the *Municipal Government Act*.

COMMUNICATION/PUBLIC PARTICIPATION:

This information and data within this report will form the basis for the financial reporting and monitoring of the budget to Council related to the fiscal year.

POLICY REFERENCES:

Policy FIN004 Operating Budget
Policy FIN022 Budget Development

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the 2020 Interim Operating Budget as detailed in Appendix I - 2020 Interim Operating Budget be approved.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That fifty percent (50%) of the Operating Grants for Non-Profit Organizations for 2020 be released.

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

Appendix I – 2020 Interim Operating Budget

Operational Budget by Department	2019 Budget	2020 Interim Budget
Council	\$928,077	\$464,039
Administration	\$9,152,393	\$3,545,461
Fire Services	\$861,200	\$380,600
Ambulance	\$5,000	\$2,500
Enforcement Services	\$661,485	\$330,743
Public Works	\$12,649,402	\$4,987,132
Airports	\$390,152	\$89,411
Water Distribution	\$2,851,837	\$1,216,667
Sewer Disposal	\$854,319	\$403,389
Waste Management	\$812,186	\$406,093
Non Profit Organizations	\$943,649	\$471,825
Planning & Development	\$1,381,748	\$378,985
Agriculture	\$1,646,443	\$750,147
Subdivisions	\$437,441	\$218,721
Recreation Boards	\$1,216,979	\$582,613
Parks & Playgrounds	\$493,098	\$235,149
Tourism	\$38,250	\$19,125
Library	\$265,395	\$132,698
TOTAL EXPENDITURES:	\$35,589,054	\$14,615,293

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Budget Council Meeting
Meeting Date:	December 18, 2019
Presented By:	Byron Peters, Director of Planning & Development
Title:	Agricultural Land Expansion (County Land Use Proposal)

BACKGROUND / PROPOSAL:

The County has been lobbying for the completion of the previous agricultural land expansion sales for several years, along with lobbying for additional lands to be sold for agricultural purposes. Our understanding is that farmland expansion is a priority of the current government, and administration recommends that the County amplify communications with the province in this regard.

Lobbying materials were presented to Council at the August 27, 2019 Committee of the Whole meeting with regard to the agricultural land expansion. Extensive discussions were held and a lobbying package was prepared based on those discussions for presentation to the Minister in September 2019. A copy of this package was provided to Council.

Subsequently in preparation for a meeting with the Minister in November 2019, another letter was drafted regarding the County's land use proposal. The initial letter presented to the Minister was retracted and a revised letter was discussed at the December 10, 2019 Council meeting. Council requested that the letter be redrafted and that a letter also be drafted to neighboring municipalities and First Nations outlining the benefits that Mackenzie County feels exists for the region.

A copy of the draft letters will be distributed at the meeting.

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

Agricultural land expansion and the associated servicing and spin off effects impacts nearly every aspect of the sustainability plan.

COMMUNICATION / PUBLIC PARTICIPATION:

Administration recommends that some form of public involvement be integrated into the agricultural land expansion process, should the project proceed. It is also recommended that the County meet with neighbouring jurisdictions to explain our priorities and objectives.

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

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