



MACKENZIE COUNTY

REGULAR COUNCIL MEETING

JULY 13, 2022
10:00 AM

FORT VERMILION COUNCIL
CHAMBERS

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

 office@mackenziecounty.com



Mackenzie County

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, July 13, 2022
10:00 a.m.**

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the June 22, 2022 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
		c)	
CLOSED MEETING:		<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	4.	a) Mackenzie County Legal Status Update (s. 23, 24, 25 and 27)	
		b) Tallahassee Exploration Inc. 2022 Tax Levy (s.24, s 25, s 27)	
		c) 2022 Bursary Applications – Extended June 30, 2022 (s.17)	
		d)	
TENDERS:		Tender openings are scheduled for 11:00 a.m.	
	5.	a) Range Road 15-5 Request for Proposal	23
		b)	
PUBLIC HEARINGS:		Public Hearings are scheduled for 1:00 p.m.	
	6.	a) None	

		b)		
DELEGATIONS	7.	a)	None	
		b)		
GENERAL REPORTS:	8.	a)	CAO & Director Reports for June 2022	49
		b)	Disaster Recovery Program & Mitigation Update	63
		c)		
AGRICULTURE SERVICES:	9.	a)	Roadside Mowing Contractors Rate Increase Request	67
		b)	2022 Overland Flood Ratepayer Invoice	73
		c)		
COMMUNITY SERVICES:	10.	a)	La Crete Fire Department – Funding Request	75
		b)		
		c)		
FINANCE:	11.	a)	Workshop Scheduling - Infrastructure	79
		b)	Financial Reports – January 1 – June 30, 2022	81
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		e)		
		f)		
PROJECTS & INFRASTRUCTURE:	12.	a)	Commercial Business Incentive Options	113
		b)		
OPERATIONS:	13.	a)	None	
		b)		
UTILITIES:	14.	a)	None	

		b)		
PLANNING & DEVELOPMENT:	15.	a)	Development Statistics Report – January to June 2022	117
		b)		
		c)		
ADMINISTRATION	16.	a)	Review Policy FIN025 – Purchasing Policy	125
		b)	Future Advertising Options	137
		c)	Alberta Municipalities (ABmunis) Convention	149
		d)	2022 Alberta Forest Products Association Annual General Meeting and Conference	151
		e)		
		f)		
COMMITTEE OF THE WHOLE ITEMS:	17.	a)	Business Arising out of Committee of the Whole	
		b)		
COUNCIL COMMITTEE REPORTS:	18.	a)	Council Committee Reports (verbal)	
		b)	Municipal Planning Commission Minutes	153
		c)	Development AD HOC Meeting Minutes	181
		d)		
INFORMATION / CORRESPONDENCE:	19.	a)	Information/Correspondence	187
NOTICE OF MOTION:	20.	a)		
NEXT MEETING DATES:	21.	a)		
		b)		
ADJOURNMENT:	22.	a)	Adjournment	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 13, 2022
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Minutes of the June 22, 2022 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the June 22, 2022 Regular 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: J. Schmidt **Reviewed by:** _____ **CAO:** _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the June 22, 2022 Regular Council Meeting be adopted as amended.

Author: J. Schmidt **Reviewed by:** _____ **CAO:** _____

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, June 22, 2022
10:00 a.m.**

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

- PRESENT:** Josh Knelsen Reeve
Walter Sarapuk Deputy Reeve
Jacquie Bateman Councillor
Peter F. Braun Councillor
Cameron Cardinal Councillor
Darrell Derksen Councillor
David Driedger Councillor
Lisa Wardley Councillor – virtual
Ernest Peters Councillor – left 4:04 p.m.
- REGRETS:** Garrell Smith Councillor
- ADMINISTRATION:** Byron Peters Interim Chief Administrative Officer/
Director of Projects and Infrastructure
Jennifer Batt Director of Finance
John Zacharias Director of Utilities
Don Roberts Director of Community Services
Caitlin Smith Director of Planning and Agriculture
Grant Smith Agricultural Fieldman
Colleen Sarapuk Administrative Officer/Recording Secretary
- ALSO PRESENT:** Members of the Public

Minutes of the Regular Council meeting for Mackenzie County held on June 22, 2022 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 22-06-446 MOVED by Councillor Braun

That the agenda for the June 22, 2022 Council meeting be approved with the following additions;

- 4.c) Contractors
- 4.d) CAO Update
- 10.a) Waste Transfer Station Hours of Operation

- 10.b) Northern Roadbuilders – Wadlin Lake Agreements
- 11 g) Re billing of Disaster Costs
- 14.b) Site Selection Development
- 15.c) Minister of Municipal Affairs
- 15.d) Community Meetings

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. a) Minutes of the June 8, 2022 Regular Council Meeting

MOTION 22-06-447

MOVED by Councillor Wardley

That the minutes of the June 8, 2022 Regular Council Meeting be adopted as presented.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. b) Business Arising out of the Minutes

CLOSED MEETING

4. a) CLOSED MEETING

MOTION 22-06-448

MOVED by Councillor Driedger

That Council move into a closed meeting at 10:06 a.m. to discuss the following:

- 4.a) Fort Vermilion Redevelopment Contracts (s.23, 24, 25, 27)
- 4.b) Inter Municipal Agreements (s.21, 22, 23, 24)
- 4.c) Contractors (s.23, 24, 27)
- 4.d) Personnel (s 17)

CARRIED

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

- All members of Council other than Councillor Smith
- Byron Peters, Interim Chief Administrative Officer
- Jennifer Batt, Director of Finance
- Don Roberts, Director of Community Services
- John Zacharias, Director of Utilities
- Caitlin Smith, Director of Planning & Agriculture
- Grant Smith, Agricultural Fieldman
- Colleen Sarapuk, Administrative Officer/Recording Secretary

Administration left the Closed Meeting at 10:45 a.m.

MOTION 22-06-449 **MOVED** by Councillor Driedger

That Council move out of a closed meeting at 11:07 a.m.

CARRIED

CLOSED MEETING **4. a) Fort Vermilion Redevelopment Contracts**

MOTION 22-06-450 **MOVED** by Councillor Bateman

That the Fort Vermilion Redevelopment Contracts be received for information.

CARRIED

CLOSED MEETING **4.b) Inter Municipal Agreements**

MOTION 22-06-451 **MOVED** by Councillor Braun

That the Inter Municipal Agreements be received for information.

CARRIED

CLOSED MEETING **4.c) Contractors (ADDITION)**

MOTION 22-06-452 **MOVED** by Councillor Peters

Requires unanimous

That administration bring back the PW018 Hiring of Private Equipment to later in the Council meeting.

CARRIED UNANIMOUSLY

CLOSED MEETING **4.d) CAO Update (ADDITION)**

MOTION 22-06-453 **MOVED** by Deputy Reeve Sarapuk

Requires unanimous

That the CAO update be received for information.

CARRIED UNANIMOUSLY

TENDERS: **5.a) Hauling of Transfer Station Waste**

Councillor Bateman declared herself in conflict of interest and left the meeting at 11:21 a.m.

MOTION 22-06-454 **MOVED** by Councillor Braun

That Waste Transfer Station Hauling Tenders – Envelope 1 be opened.

CARRIED

Bidder	Qualifying Documents
J L Waste Management	All required documents included
L& P Disposal Inc	All required documents included

MOTION 22-06-455 **MOVED** by Councillor Driedger

That Waste Transfer Station Hauling Tenders – Envelope 2 be opened for qualified bidders.

CARRIED

Bidder	Option 1 (All)	Option 2 GP1(South)	Option 2 GP2 (North)
JL Waste Management	\$89,455	\$58,298	\$27,150
L& P Disposal Inc	\$145,169.65	\$110,315.50	\$34,854.15

MOTION 22-06-456 **MOVED** by Councillor Wardley

That administration reviews the Waste Transfer Station Hauling Tenders and bring back to Council later in the meeting for awarding.

CARRIED

Councillor Bateman returned to the meeting at 11:32 a.m.

AGRICULTURE SERVICES:

9. a) Wood Buffers

MOTION 22-06-457 **MOVED** by Councillor Peters

That Mackenzie County supports sustainable agriculture and requests Alberta Environment and Parks to establish a minimum percentage of trees to remain on each quarter section sold as well as treed quarters within each township during the next phase of Provincial land sales.

CARRIED

Reeve Knelsen recessed the meeting at 12:13 p.m. and reconvened the meeting at 12:46 p.m.

PUBLIC HEARINGS: 6.a) Bylaw 1259-22 Partial Plan Cancellation and Consolidation of Plan 1160NY, Block 3, Lots 1 & 2

Reeve Knelsen called the public hearing for Bylaw 1259-22 to order at 1:01 p.m.

Reeve Knelsen asked if the public hearing for proposed bylaw 1259-22 was properly advertised. Caitlin Smith, Director of Planning & Agriculture answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Bylaw 1259-22 Partial Plan Cancellation and Consolidation of Plan 1160NY, Block 3, Lots 1 & 2

Caitlin Smith, Director of Planning & Agriculture presented the following:

Mackenzie County has received a request to consolidate Plan 1160NY, Block 3, Lots 1 & 2 in the Hamlet of La Crete, to accommodate the existing store, a proposed addition and the parking lot. Currently the store is on Lot 2 and parking is on Lot 1. There is adequate access via 100 Street and 101 Avenue.

The lots are zoned La Crete Town Centre "LC-TC", which is appropriate for the proposed use however, one lot is not large enough to accommodate for the building and parking. The requirement was given by the Municipal Planning Commission as a condition of approval to consolidate the two (2) properties into one (1).

Reeve Knelsen asked if Council has any questions of the proposed Bylaw There were no questions.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1259-22. There were no submissions.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1259-22. There was no one present to speak.

Reeve Knelsen closed the public hearing for Bylaw 1259-22 at 1:02 p.m.

MOTION 22-06-458 **MOVED** by Councillor Braun

That second reading be given to Bylaw 1259-22 Partial Plan Cancellation and Consolidation of Plan 1160NY, Block 3, Lots 1 & 2.

CARRIED

MOTION 22-06-459 **MOVED** by Councillor Derksen

That third reading be given to Bylaw 1259-22 Partial Plan Cancellation and Consolidation of Plan 1160NY, Block 3, Lots 1 & 2.

CARRIED

PUBLIC HEARINGS: **6.b) Bylaw 1260-22 Partial Plan Cancellation and Consolidation of Plan 012 4176, Block 01, Lots 5 & 6**

Reeve Knelsen called the public hearing for Bylaw 1260-22 to order at 1:02 p.m.

Reeve Knelsen asked if the public hearing for proposed bylaw 1260-22 was properly advertised. Caitlin Smith, Director of Planning & Agriculture answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Bylaw 1260-22 Partial Plan Cancellation and Consolidation of Plan 012 4176, Block 01, Lots 5 & 6.

Caitlin Smith, Director of Planning & Agriculture presented the following:

Mackenzie County has received a request to consolidate Plan 012 4176, Block 1, Lots 5 & 6 in the Hamlet of La Crete, to combine the two lots separating the front and back yards, into one large lot. The lots are currently zoned Hamlet Residential 1A (H-R1A) which is appropriate for the proposed use.

Reeve Knelsen asked if Council has any questions of the proposed Bylaw. There were no questions.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1260-22. There were no submissions.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1260-22. There was no one present to speak.

Reeve Knelsen closed the public hearing for Bylaw 1260-22 at 1:03 p.m.

MOTION 22-06-460 **MOVED** by Councillor Driedger

That second reading be given to Bylaw 1260-22 being a Partial Plan Cancellation and Consolidation Bylaw for Plan 012 4176, Block 01, Lots 5 & 6.

CARRIED

MOTION 22-06-461 **MOVED** by Councillor Peters

That third reading be given to Bylaw 1260-22 being a Partial Plan Cancellation and Consolidation Bylaw for Plan 012 4176, Block 01, Lots 5 & 6.

CARRIED

DELEGATIONS 7. a) **None**

GENERAL REPORTS: 8. a) **None**

TENDERS: 5.a) **Hauling of Transfer Station Waste**

Councillor Bateman declared herself in conflict of interest and left the meeting at 2:06 p.m.

MOTION 22-06-462 **MOVED** by Councillor Braun

That the Waste Transfer Station Hauling contract Option 2 Group 1 & 2 be awarded to the lowest qualified bidder, while staying within budget.

CARRIED

COMMUNITY SERVICES: 10.a) **Waste Transfer Station Hours of Operations (ADDITION)**

MOTION 22-06-463 **MOVED** by Councillor Wardley

Requires unanimous

That Council approve the recommended changes to the hours of operation for Waste Transfer Stations as presented.

CARRIED UNANIMOUSLY

COMMUNITY SERVICES:

10.b) Northern Roadbuilders – Wadlin Lake Agreement (ADDITION)

MOTION 22-06-464
Requires unanimous

MOVED by Councillor Cardinal

That the “Compensation Agreement for Wadlin Lake Site Expansion” with the FTEN Group of Companies Inc. for marina docking sites be amended from a period of five (5) years to (10) Years.

CARRIED UNANIMOUSLY

FINANCE:

11.a) Amend - Policy ADM015 Hiring Contract Suppliers

MOTION 22-06-465

MOVED by Councillor Wardley

That administration draft a policy combining PW018 Hiring of Private Equipment, ADM015 Hiring Contract Suppliers and FIN 025 Purchasing Policy and bring back to future Council Meeting.

CARRIED

FINANCE:

11.b) Amend - Policy FIN025 Purchasing Authority Directive and Tendering Process

FINANCE:

11. c) Amend - Policy FIN028 Credit Card Policy

MOTION 22-06-466

MOVED by Councillor Derksen

That Policy FIN028 Credit Card Policy be amended as discussed.

CARRIED

FINANCE:

11. d) Financial Reports – January 1 – May 31, 2022

MOTION 22-06-467

MOVED by Councillor Braun

That the financial reports for January 2022 to May 31, 2022 be received for information.

CARRIED

FINANCE:

11. e) Councillor Expense Claims

MOTION 22-06-468

MOVED by Councillor Bateman

That the Councillor expense claims for May 2022 be received for

information.

CARRIED

FINANCE:

11. f) Members at Large Expense Claims

MOTION 22-06-469

MOVED by Councillor Bateman

That the Member at Large Expense Claims for May 2022 be received for information.

CARRIED

FINANCE:

11. g) Re-billing of Disaster Costs (addition)

MOTION 22-06-470

Requires unanimous

MOVED by Councillor Bateman

That the expenses incurred due to illegal blockage of water courses be billed to the property owner plus a 10 % administrative fee.

CARRIED UNANIMOUSLY

OPERATIONS:

12. a) Zama Access Road Repair

MOTION 22-06-471

MOVED by Councillor Bateman

That administration proceed with repairing the 500 meter undulating portion of the Zama Access Road by removing the asphalt and adding gravel and regular grading and maintenance.

CARRIED

Reeve Knelsen recessed the meeting at 3:02 p.m. and reconvened the meeting at 3:24 p.m.

UTILITIES:

13. a) None

**PLANNING &
DEVELOPMENT:**

14. a) Underground Power Installation Delays

MOTION 22-06-472

MOVED by Councillor Bateman

That administration research a combination of above ground power to underground lot servicing.

CARRIED

**PLANNING &
DEVELOPMENT:**

14. b) Site Selection Development (ADDITION)

MOTION 22-06-473
Requires unanimous

MOVED by Councillor Bateman

That the Site Selection Development be received for information.

CARRIED UNANIMOUSLY

ADMINISTRATION:

15. a) Appointment of Assessment Review Board & Subdivision & Development Appeal Board Clerk

MOTION 22-06-474

MOVED by Councillor Braun

That Louise Flooren be appointed as the Clerk of the Assessment Review Board and the Subdivision & Development Appeal Board for Mackenzie County, subject to successfully completing the training program in accordance with the Municipal Government Act.

CARRIED

ADMINISTRATION:

15. b) Streetscape Implementation Committee – Member at Large Appointment (La Crete)

MOTION 22-06-475

MOVED by Councillor Braun

That Lorna Dyck be appointed as a Member at Large to the Streetscape Implementation Committee (La Crete) for the remainder of the two year term ending October 2024.

CARRIED

ADMINISTRATION:

15. c) Minister of Municipal Affairs (ADDITION)

MOTION 22-06-476
Requires Unanimous

MOVED by Councillor Bateman

That a letter be sent to the Minister of Municipal Affairs requesting a date to meet regarding Mackenzie Regional Restructuring.

CARRIED UNANIMOUSLY

ADMINISTRATION:

15. d) Community Meetings (ADDITION)

MOTION 22-06-477

MOVED by Councillor Derksen

Requires Unanimous

That the Community meeting be rescheduled as follows:

- Zama – August 15, 2022 6:00 p.m. to 8:00 p.m.
- La Crete - August 16, 2022 -6:00 p.m. to 9:00 p.m.
- Blue Hills – August 17, 2022- 6:00 p.m. to 9:00 p.m.
- Fort Vermilion – August 18- 6:00 p.m. to 8:00 p.m.
- Rocky Lane - August 19, 2022 – 6:00 p.m. to 8:00 p.m.

CARRIED UNANIMOUSLY

Councillor Peters left the meeting at 4:04 p.m.

COMMITTEE OF THE WHOLE ITEMS:

16. a) Business Arising out of Committee of the Whole

COUNCIL COMMITTEE REPORTS:

17. a) Council Committee Reports (verbal)

MOTION 22-06-478

MOVED by Deputy Reeve Sarapuk

That the Council Committee verbal reports be received for information.

CARRIED

COUNCIL COMMITTEE REPORTS

17. b) Municipal Planning Commission Meeting Minutes

MOTION 22-06-479

MOVED by Councillor Driedger

That the unapproved Municipal Planning Commission meeting minutes of June 9, 2022 be received for information.

CARRIED

INFORMATION / CORRESPONDENCE:

18. a) Information/Correspondence

MOTION 22-06-480

MOVED by Councillor Braun

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

CARRIED

MOTION 22-06-481 **MOVED** by Councillor Cardinal

That the Fort Vermilion Mitigation Meeting be rescheduled from July 7, 2022 to July 14, 2022 at the Fort Vermilion Complex.

CARRIED

**AGRICULTURE
 SERVICES:**

9. b) Drainage/Road Projects (hand out)

MOTION 22-06-482 **MOVED** by Councillor Braun
 Requires 2/3

That the 2022 Capital Budget be amended by cancelling the La Crete North Access project to be reconsidered during the 2023 Capital Budget development.

CARRIED

MOTION 22-06-483 **MOVED** by Councillor Bateman
 Requires 2/3

That the 2022 Capital Budget be amended to include the RR155 project in the amount of \$400,000 with funding coming from the Municipal Sustainability Initiative grant.

CARRIED

MOTION 22-06-484 **MOVED** by Deputy Reeve Sarapuk
 Requires 2/3

That the Washout & Culvert Upgrades Capital Budget be amended by \$52,000 with funding coming from the Road Reserve.

CARRIED

MOTION 22-06-485 **MOVED** by Councillor Cardinal
 Requires 2/3

That the 2023 Capital Budget be amended by \$188,000 for the Rural Drainage Project with funding coming from the Surface Water Management Reserve.

CARRIED

MOTION 22-06-486 **MOVED** by Councillor Driedger
 Requires 2/3

That the 113 Ave Reshape and Shoulder project be renamed RR154 -94 Ave to TWP 1060 road rebuild, with an additional \$75,000 to be funded by

Municipal Sustainability Initiative grant.

CARRIED

NOTICE OF MOTION: 19. a)

NEXT MEETING DATE: 20. a) Next Meeting Dates

Committee of the Whole Meeting
July 12, 2022
10:00 a.m.
Fort Vermilion Chambers

Regular Council Meeting
July 13, 2022
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 21. a) Adjournment

MOTION 22-06-487 MOVED by Councillor Bateman

That the council meeting be adjourned at 4:45 p.m.

CARRIED

These minutes will be presented for approval at the July 13, 2022 Regular Council Meeting.

Joshua Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 13, 2022
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	TENDERS Range Road 15-5 Request for Proposal

BACKGROUND / PROPOSAL:

Administration advertised the Range Road 15-5 Request for Proposal on July 7, 2022 on social media and called many local contractors for pick up of the package. Administration was directed to get the RFP out as soon as possible.

Due to nature of the RFP and a scope of work limited to construction and installation, administration felt that this was a sufficient amount of time for submission. The scope of work for the road is construction of road, ditching, and installation of culverts. The County will supply all the materials for the project.

Submission was due July 12, 2022 at 4:30 p.m.

At the Regular Council Meeting on June 22, 2022 the following motion was made:

MOTION 22-06-483 **MOVED** by Councillor Bateman
Requires 2/3 *That the 2022 Capital Budget be amended to include the RR155 project in the amount of \$400,000 with funding coming from the Municipal Sustainability Initiative grant.*

CARRIED

The following matrix is to be used for evaluating the qualifying tenders.

Evaluation Criteria	Mark (%)	Points Available	Subtotal
Project Bid Price	85%	85	

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

Local	10%	10	
Experience	5%	5	
Total Points Available	100%	100	

The RFP is attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

2022 Capital Budget

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Successful bidders will be notified.

POLICY REFERENCES:

FIN025 Purchasing Authority Directive and Tendering Process

RECOMMENDED ACTION:

Motion 1:

Simple Majority Requires 2/3 Requires Unanimous

That the Range Road 15-5 Tender – Envelope #1 be opened.

Motion 2:

Simple Majority Requires 2/3 Requires Unanimous

That the unqualified Range Road 15-5 Tenders be returned to the senders without opening Envelope #2.

Motion 3:

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

Simple Majority Requires 2/3 Requires Unanimous

That the Range Road 15-5 Tender – Envelope #2 be opened for the qualified bidders.

Motion 4:

Simple Majority Requires 2/3 Requires Unanimous

That Administration review the tenders and return for awarding later in the meeting.

Motion 5:

Simple Majority Requires 2/3 Requires Unanimous

That the Range Road 15-5 contract be awarded to the highest scoring, qualified bidder while staying within budget.

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

Range Road 155 (1.3 km)

Range Road 155

Request for Proposals for
Mackenzie County

2022-07-07

REQUEST FOR PROPOSAL (“RFP”) WITH RESPECT TO THE: CONSTRUCTION OF RANGE ROAD 155 (the “Work”)

1.0 INTRODUCTION

1.1 Purpose of RFP

- 1.1.1 **Mackenzie County** (the “County”) seeks innovative proposals from interested parties for the following:

CONSTRUCTION (“the Work”).

Proposals are to include a list of certifications, experience on similar projects and a general description as to how the Proponent will handle the County’s needs. It is the Proponent’s responsibility to identify any inability to meet the requirements specified by the County in this RFP

- 1.1.2 If the County receives a proposal acceptable to it, the County will select one (1) or more parties who submitted a proposal (the “Proponents”) with whom the County, in its sole and unfettered discretion, will negotiate regarding the terms of a contract (the “Contract”) to perform the Work.

1.2 Submission of RFP

- 1.2.1 Proponents shall submit their Proposal in a sealed envelope marked “Request for Proposal – **RANGE ROAD 155** (the “Proposals”) on or before **4:30:00 p.m.** (Mountain Standard Time) on **July 12, 2022** (the “RFP Closing Time”) to:

Mackenzie County
4511 46 Avenue
Box 640
Fort Vermilion, Alberta
T0H 1N0
Attention: CAO or Designate

No faxed or electronically submitted Proposals will be accepted by the County”.

Additionally, Proponents are required to use a two-envelope submission, as follows:

Bidder's
 Company Name: _____
 Address: _____

**Mackenzie County
 Request for Proposals – RANGE ROAD 155
 ENVELOPE #1 MANDATORY SUBMISSION REQUIREMENTS**

Business License with Mackenzie County	<input type="checkbox"/>
WCB Clearance Letter/number	<input type="checkbox"/>
SECOR/COR Certificate	<input type="checkbox"/>
Bid Bond, Certified Cheque or Bank Draft	<input type="checkbox"/>
Certificate of Insurance	<input type="checkbox"/>

By 4:30:00 p.m. on:
 July 12, 2022

Bidder's
 Company Name: _____
 Address: _____

**Mackenzie County
 Request for Proposals – RANGE ROAD 155
 ENVELOPE #2 PROPOSAL REQUIREMENTS**

Schedule "B" Pricing Forms	<input type="checkbox"/>
Schedule "C" Experience	<input type="checkbox"/>

By 4:30:00 p.m. on:
 July 12, 2022

Bidders that do not submit the required documents in Envelope #1 will have their Envelope #2 returned unopened. Both envelopes should be placed inside a larger envelope CLEARLY MARKED 'Request for Proposal – RANGE ROAD 155' and mailed/couriered.

- 1.2.2 Proposals will be opened at the Regular Council Meeting on July 13, 2022. No Proposal(s) submitted after the RFP Closing Time will be accepted.
- 1.2.3 Each Proponent may submit only one Proposal. Collusion between Proponents will be sufficient cause for the affected proposal(s) to be rejected outright by the County without further consideration.
- 1.2.4 Any inquiries respecting this RFP should be directed, in writing, to:
- Grant Smith, gsmith@mackenziecounty.com**
- 1.2.5 Each Proponent shall designate within 5 days of the receipt of this RFP, and no later than 7 calendar days prior to the RFP Closing Time of this RFP, one (1) person to whom any additional information, as may be deemed relevant to this RFP by the County, may be communicated. The name and contact information is to be emailed to the County's designated contact person indicated in paragraph 1.2.4 above noted.
- 1.2.6 The County is under no obligation to respond to any inquiry submitted to it in respect of this RFP.
- 1.2.7 If the County, in its sole and unfettered discretion, determines that a written response to an inquiry is warranted, a written response will be prepared and distributed to all Proponents who have requested a copy of this RFP and completed the acknowledgment form. Such written response(s) will be issued in the form of an addendum to this RFP, and will be deemed to be part of this RFP.
- 1.2.8 No inquiry submitted to the County will be responded to after **Tuesday, July 12, 2022.**

1.3 **General Conditions Applicable to this RFP**

1.3.1 **Appendices and Addenda**

The appendices to this RFP and any subsequent addenda are incorporated into and form part of this RFP. The information and data contained in any appendices and any subsequent addenda may form the basis upon which the Contract will be entered into with the County.

1.3.2 **Disclaimer of Liability and Indemnity**

By submitting a Proposal, a Proponent agrees:

- 1.3.2.1 to be responsible for conducting its own due diligence on data and information upon which its Proposal is based;
- 1.3.2.2 that it has fully satisfied itself as to its rights and the nature extended to the risks it will be assuming;

- 1.3.2.3 that it has gathered all information necessary to perform all of its obligations under its Proposal;
- 1.3.2.4 that it is solely responsible for ensuring that it has all information necessary to prepare its Proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect its Proposal;
- 1.3.2.5 to hold harmless the County, its elected officials, officers, employees, agents or advisors and all of their respective successors and assigns, from all claims, liability and costs related to all aspects of the RFP process;
- 1.3.2.6 that it shall not be entitled to claim against the County, its elected officials, officers, employees, insurers, agents or advisors on grounds that any information, whether obtained from the County or otherwise (including information made available by its elected officials, officers, employees, agents or advisors), regardless of the manner or form in which the information is provided is incorrect or insufficient;
- 1.3.2.7 that the County will not be responsible for any costs, expenses, losses, damages or liability incurred by the Proponent as a result of, or arising out of, preparing, submitting, or disseminating a Proposal, or for any presentations or interviews related to the Proposal, or due to the County's acceptance or non-acceptance of a Proposal; and
- 1.3.2.8 to waive any right to contest in any proceeding, case, action or application, the right of the County to negotiate with any Proponent for the Contract whom the County deems, in its sole and unfettered discretion, to have submitted the Proposal most beneficial to the County and acknowledges that the County may negotiate and contract with any Proponent it desires.

1.3.3 **No Tender and no Contractual Relationship**

The Proponent acknowledges and agrees that this procurement process is a Request for Proposal and is not a tendering process. It is part of an overall procurement process intended to enable the County to identify a potential successful Proponent. The submission of a Proposal does not constitute a legally binding agreement between the County and any Proponent. For greater certainty, by submission of its Proposal, the Proponent acknowledges and agrees that there will be no initiation of contractual obligations or the creation of contractual obligations as between the County and the Proponent arising from this RFP or the submission of a Proposal.

Further, the Proponent acknowledges that a Proposal may be rescinded by a Proponent at any time prior to the execution of the Contract.

1.3.4 **Contract**

Should this RFP be accepted, the undersigned agrees to enter into a formal Contract with Mackenzie County **Schedule "D"**, for the faithful performance of the works covered by this RFP, in accordance with the said conditions, specifications and provisions and complete the majority of the works on or before, **October 15, 2022**.

1.3.5 **Payment**

By signing the Contract, the undersigned shall invoice the County by progress or at the completion of the project(s), less 10% holdback.

Invoice(s) should be specific including locations, dates worked, equipment, personnel, project number, and Purchase Order number.

No project shall be deemed complete until final inspection by County representative.

1.4 **Discretion of County**

Notwithstanding any other provision of this RFP to the contrary, the provisions in this Section 1.4 prevail, govern and override all other parts of this RFP. The County is not bound to accept any Proposal. At any time prior to execution of the Contract, the County may, in its sole and unfettered discretion, or for its own convenience, terminate the procurement process, cancel the Work or proceed with the Work on different terms. All of this may be done with no compensation to the Proponents or any other party.

The County reserves the right, in its sole and unfettered discretion, to:

- 1.4.1 utilize any designs, ideas or information contained in any of the Proposals for its sole use and benefit without making payment or otherwise providing consideration or compensation to any Proponent or any other party;
- 1.4.2 negotiate the specific contractual terms and conditions, including but not limited to the fee or price of the Work, and the scope of the Work;
- 1.4.3 waive any formality, informality or technicality in any Proposal, whether of a minor and inconsequential nature, or whether of a substantial or material nature;
- 1.4.4 receive, consider, and/or accept any Proposal, regardless of whether or not it complies (either in a material or non-material manner) with the submission requirements or is the lowest priced proposal, or not accept any Proposal, all without giving reasons;

- 1.4.5 determine whether any Proposal meets the submission requirements of this RFP; and
- 1.4.6 negotiate with any Proponent regardless of whether or not that Proponent is the Proponent that has received the highest evaluation score, and
- 1.4.7 negotiate with any and all Proponents, regardless of whether or not the Proponent has a Proposal that does not fully comply, either in a material or non-material way with the submission requirements for the RFP or any requirements contained within this RFP.

1.5 **Selection**

Selection of the successful Proponent, if any, is at the sole and unfettered discretion of the County.

1.6 **Disqualification**

The failure to comply with any aspect of this RFP (either in a material way or otherwise), shall render the Proponent subject to such actions as may be determined by County, including disqualification from the RFP process, suspension from the RFP process and/or imposition of conditions which must be complied with before the Proponent will have its privilege of submitting a Proposal reinstated.

1.7 **Representations and Warranties**

- 1.7.1 The County makes no representations or warranties other than those expressly contained herein as to the accuracy and/or completeness of the information provided in this RFP.
- 1.7.2 Proponents are hereby required to satisfy themselves as the accuracy and/or completeness of the information provided in this RFP.
- 1.7.3 No implied obligation of any kind by, or on behalf of, the County shall arise from anything contained in this RFP, and the express representations and warranties contained in this RFP, and made by the County, are and shall be the only representations and warranties that apply.
- 1.7.4 Information referenced in this RFP, or otherwise made available by the County or any of its elected officials, officers, employees, agents or advisors as part of the procurement process, is provided for the convenience of the Proponent only and none of the County, its elected officials, officers, employees, agents and advisors warrant the accuracy or completeness of this information. The Proponent is required to immediately bring forth to the County any conflict or error that it may find in the RFP. All other data is provided for informational purposes only.

2.0 DESCRIPTION OF THE WORK TO BE PERFORMED

Proponents to review the General Specifications attached hereto as Schedule "A".

3.0 PROPOSAL REQUIREMENTS

The County reserves the right, but is not required, to reject any Proposal that does not include the requirements.

3.1 Description of the Proposal

- 3.1.1 Proposals shall be referred to specifically by referencing projects as they are named in **Schedule "A"**. Projects are not necessarily similar in scope, required equipment, materials, and /or construction.
- 3.1.2 Proposals shall include the legal name, address and telephone numbers of the individual, the principals of partnerships and/or corporations comprising the Proponent, and in the case of partnerships or corporations, the individual who will be the representative of the partnership or corporation.
- 3.1.3 Proposals shall include a description of any subcontractors, agents or employees that the Proponent expects to involve in the performance of the Work. Mackenzie County reserves the discretion to approve or reject the proposed use, by the selected Proponent of any proposed subcontract which discretion shall be exercised reasonably.
- 3.1.4 Proposals shall include a description of the individuals who will be performing the Work including their previous experience and qualifications.
- 3.1.5 Proposals shall include a list of previous work of a similar nature to the Work required by the County as set out in this RFP.
- 3.1.6 Prices for the Work shall be inserted by the Proponent in the form attached hereto as **Schedule "B"** and the form shall be submitted by the Proponent at the time of the submission of its Proposal.
- 3.1.7 Experience shall be referred to specifically by referencing applicable projects and contracts as they are named in **Schedule "C"**.

3.2 Execution of the Proposal

Proposals shall be properly executed in full compliance with the following:

- 3.2.1 Proposals and the pricing form attached as **Schedule "B"**, must be signed by the representative for the Proponent;
- 3.2.2 if the Proposal is made by a corporation, the full name of the corporation shall be accurately printed immediately above the signatures of its duly authorized officers and the corporate seal shall be affixed;

- 3.2.3 if the Proposal is made by a partnership, the firm name or business name shall be accurately printed above the signature of the firm and the Proposal shall be signed by a partner or partners who have authority to sign for the partnership;
- 3.2.4 if the Proposal is made by an individual carrying on business under a name other than his own, his business name together with the individual's name shall be printed immediately above its signature; and
- 3.2.5 if the Proposal is made by a sole proprietor who carries on business in his own name, the proprietor shall print his name immediately below his signature.

4.0 MANDATORY SUBMISSION REQUIREMENTS

4.1 Documents to be Submitted with the Proposal

At the time of the submission of its Proposal, the Proponent shall provide the following:

- 4.1.1 Copy of a valid Business License with Mackenzie County;
- 4.1.2 Proof of Workers' Compensation (WCB) account in good standing at the time of Proposal submission;
- 4.1.3 A copy of a valid and subsisting Certificate of Recognition (COR) issued by the Alberta Construction Safety Association; and
- 4.1.4 A Bid Bond, Certified Cheque or Bank Draft in the amount of **10%** of the Proposal price.

4.2 Insurance to be carried by Successful Proponent

At the time of the submission of its Proposal, the Proponent shall provide evidence of insurance coverage as follows:

- 4.2.1 standard automobile, bodily injury and property damage insurance providing coverage of at least Two Million Dollars **(\$2,000,000)** inclusive and in respect of any one claim for the injury to or death of one or more persons or damage to or destruction of property;
- 4.2.2 a comprehensive general liability insurance policy providing coverage of at least Two Million Dollars (\$2,000,000) inclusive and in respect of any one claim for injury to or death of any one or more persons or damage to or destruction of property. Coverage to include:
 - 4.2.2.1 non-owned automobiles;
 - 4.2.2.2 independent subcontractors;

- 4.2.2.3 contractual liability including this Agreement;
 - 4.2.2.4 broad form property damage endorsement;
 - 4.2.2.5 environmental liability; and
 - 4.2.2.6 products and completed operations coverage.
- 4.2.3 If applicable, Aircraft Liability Insurance covering bodily injury (including passenger hazard) and property damage with inclusive limits of not less than Two Million Dollars (\$2,000,000) any one occurrence;
 - 4.2.4 Contractors' Equipment Insurance on an "All risks" basis for replacement cost covering construction machinery and equipment used by the Construction Manager for the performance of the work, including boiler insurance on temporary boilers and pressure vessels.
 - 4.2.5 Workers' Compensation coverage for all employees, if any, engaged by the Proponent in accordance with the laws of the Province of Alberta;
 - 4.2.6 employer's liability insurance respecting employees, if any, of the Proponent with limits of liability of not less than Two Million Dollars (\$2,000,000) per employee for each accident, accidental injury or death of an employee or any subcontractor engaged by the Proponent; and
 - 4.2.7 such other insurance as the County may from time to time reasonably require.

The Proponent shall cause all insurance coverage maintained by the Proponent in accordance with this RFP, except for errors and omissions coverage (if required), to name the County and any other party designated by the County as an additional insured and to contain a severability of interests or cross liability clause. The Proponent shall cause all insurance coverage to provide that no such insurance policy may be cancelled without the insurer providing no less than thirty (30) days' written notice of such cancellation to the County. The Proponent shall, upon the request of the County, furnish written documentation, satisfactory to the County, evidencing the required insurance coverage. The cost of all of the insurance required to be held by the Proponent as set forth herein shall be borne by the Proponent.

4.3 **Evaluation**

- 4.3.1 After the RFP Closing Time, the County will review and evaluate all the Proposals received based upon the information supplied by the Proponents in accordance with the submission requirements of this RFP.
- 4.3.2 In evaluating the Proposals received, the County will consider all of the criteria listed below in Section 4.3.3, and the County will have the sole and unfettered discretion to award up to the maximum number of points for each criterion as listed below. By submitting a Proposal, the Proponent acknowledges and agrees that the County has, and is hereby

entitled to exercise, the sole and unfettered discretion to award the points for the evaluation of the noted criteria.

- 4.3.3 By submitting a Proposal, each Proponent acknowledges and agrees that it waives any right to contest in any legal proceedings the decision of the County to award points in respect of the criteria noted below (the "Evaluation Criteria"). The Evaluation Criteria and the maximum number of points for each criterion are as follows:

Evaluation Criteria	Mark (%)	Points Available	Subtotal
Project Bid Price	85%	85	
Local	10%	10	
Experience	5%	5	
Total Points Available	100%	100	

The County may select a Proponent with the lowest, or not necessarily the lowest, Points with whom to negotiate the contract for the Work. Points will be assigned for each criteria based on the information provided in the proponent's submission. Scoring will be consistently applied by the County's evaluation team through the use of the specified scoring system noted below.

Points will be awarded on a scale of 0 to 10 as noted below:

Score	Description
0-2	UNACCEPTABLE: does not satisfy the requirements of the criterion in any way
3	VERY POOR: address some requirements but only minimally
4	POOR: addresses most of the requirements of the criterion but is lacking in critical areas
5	MARGINAL: barely meets most of the requirements of the criterion to a minimum acceptable level
6	SATISFACTORY: average capabilities and performance, and meets most of the requirements of the criterion
7	ABOVE AVERAGE: fully meets all of the requirements of the criterion
8	SUPERIOR: exceeds the requirements of the criterion

9-10	EXCEPTIONAL: feature is clearly exceptional to the requirements of the criterion
------	--

- 4.3.4 The County also reserves the right to accept conditions to be offered by and/or negotiated with the successful Proponent which are not specifically contained in this RFP. Such options and/or alternatives shall be included in the Proposal review process as part of the evaluation.
- 4.3.5 At all times, the County reserves the right to seek written clarification regarding a Proposal from a Proponent. Such clarification shall be deemed an amendment to such Proponent's Proposal.

4.4 Period Open for Consideration

The Proposals received shall remain irrevocable for a period of thirty (30) days following the RFP Closing Date in order to allow for the County to undertake the evaluation of the Proposals received and to undertake the negotiations as provided for herein.

The draft contract which will form the basis of the negotiations between the County and the selected Proponent(s) is attached hereto as **Schedule "C"**.

4.5 Information Disclosure and Confidentiality

All documents submitted to County will be subject to the protection and disclosure provisions of the *Freedom of Information and Protection of Privacy Act* ("FOIP"). FOIP allows persons a right of access to records in County's custody or control. It also prohibits County from disclosing the Proponent's personal or business information where disclosure would be harmful to the Proponent's business interests or would be an unreasonable invasion of personal privacy as defined in sections 16 and 17 of FOIP. Proponents are encouraged to identify what portions of their Proposals are confidential and what harm could reasonably be expected from its disclosure. However, the County cannot assure Proponents that any portion of the Proposals can be kept confidential under FOIP.

4.6 Independent Determination

A Proposal will not be considered by the County if it was not arrived at independently without collusion, consultation, communication or agreement as to any matter, such as prices, with any other Proponent.

4.7 Documents

All documents submitted by a Proponent shall become the property of County upon being presented, submitted, or forwarded to County. Should any documents be submitted electronically, notwithstanding the prohibition on same contained elsewhere in this RFP, then their content and the media they are contained in shall also become the property of County upon their being presented, submitted or forwarded to County.

4.8 Use of Documents, Drawings and Ideas

Notwithstanding anything contained in this RFP as to the purpose for the submission of Proposals, the County may use the concepts, ideas, suggestions, and directions contained within the documents, drawings, plans, written descriptions and other materials contained in Proposals and in any communication surrounding the Proposals provided by the Proponents or their agents, for any purpose whatsoever including, but not limited to, use of portions of the Proposals or of ideas, information, enhancements to the Evaluation Criteria and designs contained therein in other County works. For clarity, the confidentiality obligations set out herein applicable to the County's use of information shall not interfere with the County's right to use concepts, ideas, suggestions and directions as herein described.

4.9 Agreement on Internal Trade and New West Partnership Trade Agreement

The provisions of the Canadian Free Trade Agreement (CFTA), Chapter Five – Government Procurement and the New West Partnership Trade Agreement (“NWPTA”) apply to this Proposal.

4.10 Site Conditions

The Proponent is responsible for inspecting the site of the Work and for making whatever inquiries or arrangements are necessary for it to become fully informed of the nature of the site of the Work, including, but not limited to, the soil structure and topography of the site, and of the Work to be performed and all matters which may in any way affect the Work. Without limiting the foregoing, by the submission of its Proposal, the Proponent acknowledges that it has investigated and satisfied itself as to:

4.10.1 the nature of the Work;

4.10.2 the location and all conditions relating to the site of the Work including, but not limited to, accessibility, general character, surface and sub-surface conditions, soil structure, utilities, road, uncertainties of seasonal weather and all other physical, topographical, geological and geographic conditions;

4.10.3 the general character, conditions, laws and restrictions applicable to the Work that might affect the performance of the Work;

4.10.4 all environmental risks, conditions, laws and restrictions applicable to the Work that might affect the Work; and

4.10.5 the magnitude of the construction required to execute and complete the Work.

The Proponent is fully responsible for obtaining all information required for the preparation of its Proposal. The County is not responsible for undertaking any investigations to assist the Proponent. Any information, plans, drawings, shop drawings or existing equipment or facilities, photos of the original construction, reports or other documents which are not included or referred to in a Proposal (the "Non-Proposal Information"), form no part of such Proposal. County and County's consultants assume no responsibility of any kind whatsoever arising from or relating to its failure to include or refer to such Non-Proposal Information.

The Proponent's obligation to become familiar with the information described in herein is not lessened or discharged by reason of any technical reports, including soils reports or data, test hole drilling reports or other soils information, made available or supplied in conjunction with the proposal process. Any technical reports so provided are for informational purposes only and neither the County nor the County's consultants accept or assume any responsibility for the contents or accuracy of such technical reports, and the Proponent agrees that the County, the County's consultants and their representatives shall not be liable in any way to the Proponent in respect of such technical reports.

The Proponent further agrees that it shall not rely upon any oral information provided to it by the County, the County's consultants or any of their respective representatives.

4.11 **Law and Forum of Proposal**

The law to be applied in respect of this RFP shall be the law of the Province of Alberta and all civil actions commenced in relation to this RFP shall be adjudicated by the Courts of the Province of Alberta. By submitting a Proposal, the Proponent is deemed to have agreed to attorn to the jurisdiction of the Courts of the Province of Alberta.

GENERAL SPECIFICATIONS**PROJECT: RANGE ROAD 155****SCOPE OF WORK**

- Construction Staking and Survey Majority by County
- Supply of Aggregate – County will supply and apply

Utilities

It is the Contractor's responsibility to locate all underground and aboveground utilities and pipelines. The Contractor is responsible for the cost of repairing any gas line, telephone cable or any utilities damaged as a result of his operations.

Construction of Range Road 155 (1.3 km)

The Work consists of clearing, stripping, and constructing Range Road 155 to the cross section and profile indicated on the drawings. An estimation of cut and fill quantities are included. The included estimates do not include stripping quantities.

The road allowance shall be cleared of all trees. All brush piles are to be burned or removed from site. No brush piles will be allowed to remain. The contractor is responsible for obtaining burning permits.

All topsoil is to be stripped, salvaged, and replaced on the completed ditch and backslope. All disturbed areas are to be reseeded with an approved grass mixture.

All soils used in the road embankment must be adjusted to optimum moisture content and compacted to 98 percent of Standard Proctor Density. In areas, where no adjustment in grade is required, the soils shall be scarified 0.6 meters deep, adjusted to optimum moisture content, and recompact to 98% Standard Proctor Density.

Construct a road, with an 8m top, 3:1 side slopes, 3:1 backslopes; a packer to be used when constructing the road up to County standards as per the Mackenzie County General Municipal Improvement Standards.

Length of required road construction commencing at NW 30-104-15-5 and ending at NW 32-104-15-5.

Contractor will assume all construction signage requirements.

Ditching

Construct an oversized ditch along RR 15-5 from SW 29-104-15-5 (TWP RD 104-4) ending at NW 32-104-15-5. Length of ditching is 3.25 kms/2 miles. Ditch will be placed on the east side of RR 15-5 from TWP RD 104-4 and will be diverted to the west side of RR 15-5 at NE 30-104-15-5. Ditch will be 2 meters in width, with 3:1 bermed side slopes (if required) to provide sufficient capacity to contain runoff flows.

Contractor will install erosion protection matting, and rip-rap where required. County will determine location and supply.



Installation of Culverts

Installation of culverts to County specification

Location of the culverts will be determined at the time of construction in consultation with the County. It is estimated that at least 6 – 800mm culverts will be installed and will be supplied by the County.



PRICING FORM

RANGE ROAD 155

We, _____
 (Company)
 of _____
 (Business Address)

having examined the RFP Documents as issued by: Mackenzie County (the "County"), and having visited the site(s) of where the Work is required to be undertaken; hereby offer to enter into a Contract to perform the Work required by the RFP Documents for the RFP Sum as follows:

Bid Item	RANGE ROAD 155	Estimated Quantities		Unit Price	Total Bid
1	Construction of Range Road 155 including ditching	1	lump sum	lump sum	\$ _____
2	Clearing and grubbing	1.7 acres	lump sum	lump sum	
3	Mob/de-mob	1	lump sum	lump sum	\$ _____
4	Culvert installation	6	Price per culvert	Price per culvert	
5	Rip-rap placement	200	\$/sq. m	Price per square meter	
6	Erosion control matting placement	4000	\$/sq. m	Price per square meter	
TOTAL BID					\$ _____

Bid Price is in Canadian funds, which price includes any specified cash and contingency allowances and the applicable taxes in force at this date and except as may be otherwise provided in the RFP Documents.

In strict accordance with the plans and specifications of said work named as Schedule "A" hereto attached.



Declarations:

We hereby acknowledge and declare that:

- (a) we propose to perform the Work as set out in our Proposal;
- (b) no person, firm or corporation other than the undersigned has any interest in this RFP or in the proposed Work for which this RFP is made;
- (c) we hereby acknowledge and confirm that the County has the right to accept any Proposal or to reject any or all Proposals in accordance with the Instructions to Proponents;
- (d) this RFP is open to acceptance for a period of thirty (30) days from the date of RFP Closing.

Signatures:

Signed, sealed and submitted for and on behalf of:

Company: _____
(Name)

(Street Address or Postal Box Number)

(City, Province & Postal Code)

(Apply SEAL above)

Signature: _____

Name & Title: _____
(Please Print or Type)

Witness: _____

Dated at _____ this _____ day of _____, 2022



EXPERIENCE:

Please provide a detailed outline of applicable experience as it relates to new road construction, project management, and project specifics.

Please include a list of previous applicable projects, completed in the last 5 years.



SW-6-105-15-W5

SE-6-105-15-W5

SW-5-105-15-W5

SE-5-105-15-W5

NW-31-104-15-W5

NE-31-104-15-W5

NW-32-104-15-W5

NE-32-104-15-W5

SW-31-104-15-W5

SE-31-104-15-W5

SW-32-104-15-W5

SE-32-104-15-W5

NW-30-104-15-W5

NE-30-104-15-W5

NW-29-104-15-W5

NE-29-104-15-W5

Range Road 155 Construction

Mackenzie County

Work Type

- New Road construction (1.3 mi)
- Upgrade - Ditches only (0.7 mi)
- Road
- Quarter Section

SW-30-104-15-W5

SE-30-104-15-W5

SW-29-104-15-W5

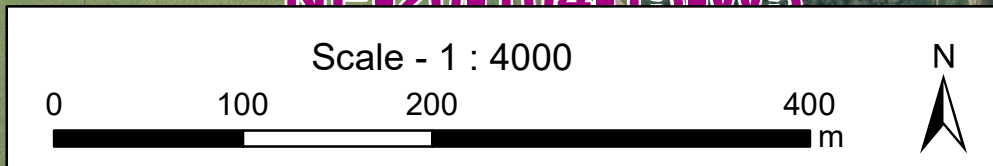
SE-29-104-15-W5

NW-19-104-15-W5

NE-19-104-15-W5

NW-20-104-15-W5

NE-20-104-15-W5





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 13, 2022
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	CAO & Director Reports for June 2022

BACKGROUND / PROPOSAL:

The CAO and Director reports for June 2022 are attached for information.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

Author: J. Schmidt **Reviewed by:** _____ **CAO:** _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the CAO & Director reports for June 2022 be received for information.

Author: J. Schmidt **Reviewed by:** _____ **CAO:** _____

Monthly Report to the CAO

For the month of June, 2022

From: Caitlin Smith,
Director of Planning and Agriculture

Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Joint project report; see Byron's report for project update
Municipal Development Plan, Land Use Bylaw, and Fort Vermilion Area Redevelopment Plan	Q3 2022	Administration meets with the consultant bi-weekly. O2 has been given direction to make changes as discussed with Council. The online survey has been made public for additional consultation and the summary should be ready for next meeting. The Fort Vermilion draft ARP is undergoing review by administration, The Fort Vermilion Mitigation meeting will be treated as initial public consultation for the ARP project.

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
La Crete Area Structure Plan	Q4 2022	Administration is creating a scope of work for the RFP.
100A Street Land Acquirement (Future Main Street Widening in La Crete)	Q2 2022	The subdivision of the South lots has been approved and sent for registration. This process will take 2 months until we receive separate titles and an additional 3 months until land transfers can be registered. All adjacent landowners have been notified.

Personnel Update:

The Agricultural Fieldman position has been filled by Landon Driedger with a start date of July 4 2022.

Other Comments:

The development season is still in full swing, we are expecting another multi-lot residential subdivision application for the hamlet of La Crete. Administration has also received an enquiry regarding multi-lot housing in the hamlet of Fort Vermilion from a private developer.

Construction is expected to start in Phase 1 of the rural country residential subdivision in La Crete pending a preconstruction meeting and the submission of final documents and fees.

Staff are doing regular site inspections for new subdivisions and new developments. The Municipal Planning Commission has been implementing the use of caveats on new lands considered at risk for pluvial flooding. This notification serves as a warning for purchasers to let them know there will be a requirement of fill or other mitigation measures for potential overland flooding should they choose to purchase.

The subdivision for the Storm Pond A is still awaiting registration.

The fence by Vanguard park has been constructed and the developer has been sent the bill, the opposite side of the walkway fence is to be constructed at a later date in conjunction with the adjacent landowner as they are building their own fence this summer.

Administration hosted the first Development Ad Hoc Committee meeting, administration has been requested to research development incentives/support options from comparable municipalities.

We have looked into the hybrid option of overhead power with underground tie ins for residential properties. ATCO has installed this option before and it is a feasible option should there be a shortage of underground materials.

Administration is working on several disposition applications, renewals, and ensuring that all our lease agreements are up to date. This includes starting First Nation Consultation for certain sites. We are proceeding as directed as per the previous COW meeting.

I have been working with the Agriculture department to move forward with the summer projects which include road construction, culverts, and drainage ditch cleanouts. Grant Smith will oversee the proposed projects and the site management. The RR155 RFP has gone out for bid with hopes to award ASAP. Site drainage meetings with flood affected landowners are on July 11, 2022 in Buffalo Head and July 15, 2022 in High Level rural.

The Ag department will be hosting a tradeshow booth at the Organic Alberta - Organic Variety Trial and Crop Walk on July 22 at the MARA site.

Meetings Attended:

Date	Description
06-01-22	Subdivision file update
06-02-22	Meet with Paddle Prairie Metis Settlement
06-07-22	P&D meeting
06-08-22	Council meeting

06-08-22	Tri-Council meeting
06-09-22	MPC meeting
06-10-22	Meet with developer
06-13-22	Meet with developer
06-14-22	Meet with AEP
06-14-22	P&D meeting
06-15-22	Meet with private advertisers
06-16-22	Drainage meeting – multiple departments
06-17-22	Meet with developer
06-20-22	ASB meeting
06-21-22	MARA Field Day
06-22-22	Council meeting
06-24-22	MPC meeting
06-27-22	Manager's meeting
06-28-22	JH&S meeting
06-28-22	Drainage/Road projects meeting
06-28-22	Development Ad Hoc Committee meeting
06-29-22	P&D meeting

REPORT TO CAO

June, 2022

From: Grant Smith, Agricultural Fieldman

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Roadside Spraying	2022	Roadside Spraying has been completed. To date there are no issues with the contractor. All roads north of the Peace River have been sprayed. The ASB still maintains a “Do Not Spray” program.
Weed Inspection	2022	Regular weed inspections are under way. As usual there are fields that require attention. Two Weed Notices have been issued so far.
Ag Land Development Proposals	2021	A land lease agreement was signed with Tom Braun of High Level on June 8 th . Length of lease is 15 years. Expiry date is 2035.
Emergency Livestock Response Plan	2021	The Draft has been completed, and will be forwarded to AEMA for ratification.
Seed Cleaning Plant Inspections	2022	Frontier Seed Cleaning Plant was inspected on December 6 th . Efficiency was 93%. The High Level Plant was not inspected. Sunrise Mobile plant was also inspected in December, with an efficiency rating of 93%.
Shelterbelt Program	June, 2022	Shelterbelt seedlings have been distributed to area ratepayers. About 90% of the seedling order was filled. Suppliers were Woodmere Nursery in Fairview and La Crete Forestry.
VSI Program & Veterinary Subsidy	2022	Mackenzie County is still participating in the program. Council agreed to continue at the current 50% rate. Council extended the Vet Subsidy for a period of one year.
Water Pumping Program	October 31, 2022	The water pumping program commenced on April 1 st . Fall is the busy rental season. The program ends on October 31 st . The rental rates double on November 1 st . Total rentals were six.

Roadside Mowing	2022	Roadside Mowing will commence on July 11 th , completion is August 15 th . All roads north of the Peace River will receive a full width cut, roads south of the Peace River will receive a single pass (15 ft.) cut.
Spring Flood Control Channel Maintenance	2022	Local contractors have been hired to open flood control ditches with excavators to assist with spring runoff in all areas of the County. Local water pumps have been rented to help combat water problems.

Capital Projects

Projects	Timeline	Comments

Personnel Update:

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Other Comments:

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MONTHLY REPORT TO THE CAO

For the Month Ending June 2022

From: Jennifer Batt
Director of Finance

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
2022 Budget	Ongoing	Update Budget as per Council motions. Review and update funding sources for projects. Monthly Budgets provided to Directors.
Provincial Grant Reporting	Ongoing	Submit 2022 projects for various GOA funding
Accounts Payable	Ongoing	Payments for all authorized invoices received by June 30 th completed.
Accounts Receivable	Ongoing	Invoices sent for all June services. Collection calls for outstanding accounts ongoing.
Taxation	Ongoing	Pre-authorized payment agreements Title changes completed Advertisement Updates Collection of taxes
Utilities	Ongoing	Update move in/out Pre-authorized payment agreements, and draws Monthly billing and collections
Disaster Recovery Program	Ongoing	
<i>2018 Peace River Ice Jam</i>		Submit engineers report to GOA.- Scope of work requested for 3 repairs on River Road. Working w Director of CS to obtain.
<i>2020 Peace River Ice Jam / Overland Flood</i>		Work w various GOA agencies on the flood recovery plan and funding streams available. Resident meetings for relocation.
<i>2021 Overland Flood</i>		Project approved, and submitted to DRP. Submitted all documents, awaiting final approval letter.
2021 Sever Storm Overland Flooding		Application denied – Council request to appeal letter sent. Letter from GOA received, and under further review.

2022 Rapid Snowmelt – Overland flooding		Application Part 1 submitted. Map w pictures submitted. Awaiting review by DRP.
Attend Various meeting		<p>Regular Council meeting – June 8, 22</p> <p>Committee of the Whole Meeting – June 23</p> <p>Managers Meeting – June 27</p> <p>Administration June 3, 8, 14, 15, 17x2, 21, 28</p> <p>Mitigation Meetings – June 7x2, 13x2, 17, 20x2, 21, 27x3, 28</p> <p>Mitigation Team Meeting – N/A</p> <p>GOA Agencies Infrastructure June 30</p>
<p>Supply staff to High Level Office most Tuesdays, and 2 additional days end of June.</p> <p>2 Vacant positions – Finance Officer, Admin assistant</p>		

MONTHLY REPORT TO THE CAO

For the Month of June 2022

From: John Zacharias
Director of Utilities

Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Oct/22	Sewer flushing and valve exercising has started in some locations.

Capital Projects

Projects	Timeline	Comments
FV-Frozen Water Service Repairs	Dec/22	Two trickle systems remain to be repaired and contractor has been given the go ahead to do them.
Potable Water Supply North of the Peace River	Dec/22	Awaiting grant funding opportunities.
Waterline Blue Hills	Dec/22	Awaiting grant funding opportunities.
Diversion License Review	Jul/22	Continuing to meet with AE and AEP to get this resolved.
La Crete Future Water Supply Concept	Dec/22	Well 4 project has been awarded. Report from AE to AEP will have some information in it for this study. Will follow up with getting this study going.
LC – Well #4	Dec/22	Project has been awarded to Hotflash Electric. The underground construction was completed and are awaiting electrical items.
LC – North Sanitary Trunk Sewer	Dec/22	Have been in meetings with HELIX and Byron on project. Project on hold as per Council motion.
ZA – Sewage Forcemain	Dec/22	AMWWP project has been cancelled. Funding reallocated to Fort Vermilion mitigation project. Council Motion 21-12-865 on Dec 16 meeting.

ZA- Distribution Pump House Upgrades	Dec/22	Project is nearing the end. Most of the piping and electrical is done. Final phase will be done early July.
ZA- Lift Station Upgrades	Nov/22	Will apply for grant funding in a future year as per council motion.
Fort Water Model	June/22	Project completed.
FV – Rural Truckfill Pump Install	May/22	Equipment was installed and commissioned and now working through deficiency list. Will await final approval of project before bringing pumps online.
Zama Water Quality	Sept/22	ATAP to look into the water quality in Zama. Looking into their recommendations (possible blending of water). Getting a pigging proposal done also.

Personnel Update:

Have several projects that took a good jump forward with some construction happening so was good to see.

Getting many questions about water in sumps of houses that have been dry for years. With the high water table I am expecting this to continue.

Projects are moving slowly with the supply chain issues contractors are having. Next few months we should get going on these hopefully.

Other Comments:

Respectfully submitted,

John Zacharias
 Director of Utilities
 Mackenzie County

REPORT TO THE CAO

For the Month of June 2022

From: Louise Flooren, Manager of Legislative & Support Services (Commenced - June 13, 2022)

Meetings Attended

- 2022-06-14 – Legislative Staff Meeting
- 2022-06-15 – Meeting with Advertisers
- 2022-06-16 – Meeting with Advertisers
- 2022-06-23 – Committee of the Whole Meeting
- 2022-06-27 – Manager’s Meeting

Council

- Preparing for various meetings of Council, correspondence, etc.

Appeal Boards

- Deadline for assessment appeals is July 25, 2022.
- Completed Assessment Review Board Clerk Training on June 22, 2022.

Bylaws/Policies/Reports/Publications:

- Update of recent polices, Bylaws as approved by Council.
- Working on the 2021 Annual Report

Emergency Management

- None.

Communications:

- Emergency Preparedness Campaign

Human Resources/Records/IT

- New Xerox printer was installed on June 30, 2022.
- Judy Quewezance – Human Resources Coordinator resigned.
- Sarah Martens started in the Human Resources Coordinator position.
- Human Resources – Responding to employee inquiries, advertising for various positions, interviews and orientation.
- Records department is working on previous backlog as well as current items.

Other:

- Assisting Legislative and Support Services department staff (ie. Human Resources, Records Management, Information Technology, etc.)
- Ongoing form review and updating.
- Preparing for various meetings.
- Assisting other departments as required.
- Begin work with Records department to implement changes to flow and maintenance of the electronic management of files.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 13, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Disaster Recovery Program & Mitigation Update

BACKGROUND / PROPOSAL:

Disaster Recovery Program

Mackenzie County administration currently has 3 approved applications with the Disaster Recovery Program:

- 2018 Overland Flood (ongoing)
- 2020 Overland Flood (ongoing)
- 2021 Overland Flood (complete).

Both 2018 & 2020 programs have some projects submitted, and under review, while other have costs still being incurred. These projects will have claims submitted once projects are complete.

The 2021 Overland flood claim was complete, and submitted for review late 2021.

Administration also submitted a claim in 2021 for overland flooding for a severe storm, which affected the Chateh road. This application was initially denied, Council directed administration to appeal, and is now currently under review.

Another application was submitted in 2022 for overland flooding, and is awaiting approval.

2020 Overland Flood Mitigation Program

Administration continues to work with residents affected by the 2020 overland flood under the Mitigation program, with the support of multiple Government Agencies.

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

Administration submits quarterly reports on progress, and costs to Alberta Emergency Management Agency, for review and information. This report includes quarterly cost reports, and construction/relocation updates.

Unfortunately, due to various factors, supplies have been delayed, trades & services have limited availability, and administration is finding an increase in costs for services after the original application was submitted in 2020. Administration is investigating further grants to assist with funding the Mitigation project, and future development of the flood plain.

Resident Recovery

Case managers from DRP continue to assist with residents on their individual claim, including DRP funding to assist with repairs. Samaritan's Purse case managers remain in the area to assist residents with their cases.

Interim Housing site

Administration continues to work with Alberta Social Housing & Alberta Infrastructure on gaining a lease, and possible purchase of this site.

Mackenzie County Phase 1 Housing site development

Fort Vermilion:

Phase 1

6.37 Acres of Land Purchased in 2020

16 lots Engineered in 2020, and completed construction in 2021

15 lots spoken as of Dec 31, 2021

- 11 homes moved and occupied
- 1 lot awaiting trailer
- 3 lots spoken for by Boreal Housing that will be moving in the coming month
- discussion of a small community garden space

1 large swing site for either multiplex or commercial site developed in Phase 1.

Phase 2

28.05 Acres of Land Purchased in 2020

Engineering is completed, and construction tender awarded March 23, 2022. Construction began in June 2022, with construction to be completed by mid August.

- 53 mid-size lots
- lot lottery held May 16th & 17th

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

- community garden allocated area
- 41 lots have been allocated by way of lottery, or post lottery discussions
- movement of mixed housing from residential area, and Boreal Housing units
- additional resident meeting ongoing.

Phase 3

13.95 Acres of Land Purchased in 2021

Engineering completed and tender awarded in May.
Construction began in June 2022, with construction to be completed late September.

- Water/sewer study is complete
- 14 lots ranging in size from .50 acres to just over 1 acre
- walking trail allocated
- lot lottery held May 16th
- all lots have been allocated by way of lottery, or post lottery discussions.

Phase 4

61.38 Acres of Land Purchased in 2021

-No engineering completed to date, need to determine lot sizes, and resident/business needs

Commercial/Business Phase

2.55 Acres of Land Purchased in 2021

- 6 lots in total
 - 1 lot spoken for – construction well underway

Buttertown

Land development is underway with clearing of new access North of properties affected. Road construction tendered and awarded March 23, 2022. Nearing completion.

- 1 home has been relocated, and the construction is underway
- 4 residents moving North on existing land
 - 1 resident requires subdivision from South to North portion of land
- 2 lots chose other options
- 1 home owner still in discussions on available land and requests
- 3 residents have land title updates to resolve before decisions can be finalized
- additional resident meeting ongoing.

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

Beaver Ranch

Resident is still discussing claim with DRP on business.
Still investigation options acceptable to resident on relocation from flood plain.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2022 Capital Budget

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Disaster Recovery Program & Mitigation Update be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 13, 2022
Presented By:	Grant Smith, Agricultural Projects Coordinator
Title:	Roadside Mowing Contractors Rate Increase Request

BACKGROUND / PROPOSAL:

The County contracts all roadside mowing, all roadsides within the County are mowed once each year. Commencement date is July 11, 2022 and completion date is August 15, 2022.

The current contractors are local companies: Cross Country Mowers and Northwest Mowing. These existing contracts will expire after this season as they are in the option year and will be publicly tendered in 2023.

Due to the huge increase in operating costs specifically for fuel and parts, these contractors are requesting an increase in contract rates.

Alberta Roadbuilders & Heavy Construction Association (ARHCA) has increased their fuel surcharge rates on June 14, 2022 to adjust for the inflation of fuel. For 100-150hp piece of equipment there is be an additional \$9.25 added to the hourly rate to account for fuel, this is a 7% increase.

Each contractor has submitted a request individually.

Cross Country Mowers is requesting an increase of 12% and Northwest Mowing is requesting an increase of 10%.

The contract was awarded in 2019 and the total 2022 mowing budget is \$220,002 as per their original bid.

Attached are copies of the letters of request from both contractors.

OPTIONS & BENEFITS:

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

The cost of parts and fuel have increased substantially this past year. It is expected that rates will increase across all contracts and that there will be more requests to come forward.

COSTS & SOURCE OF FUNDING:

Contract costs for 2022:

Cross Country Mowing	\$144,800
Northwest Mowing	\$ 75,202

Additional funds requested:

Cross Country Mowing	\$17,376
Northwest Mowing	\$ 7,520
Total	\$24,896

ARHCA Rates

Cross Country Mowing	\$10,136
Northwest Mowing	\$ 5,264
Total	\$15,400

The additional funds would be taken from the Mackenzie County Operating Reserve.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That recommendation be made to Council to amend the 2022 budget to increase the mowing budget by \$15,400 with funding coming from the operating reserve.

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

Attn: Grant Smith

Re: Cross Country Mowing Expense Increase

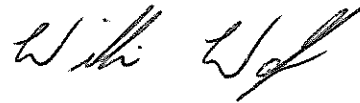
In March of 2019, while I was submitting the mowing contract for Mackenzie County, I price my fuel cost out based on average price 85¢ per litre for the past 3 years. With the fuel prices out of control at \$1.77, fuel cost for the remaining time of my contract will be a large additional expense for me. Since the start of my contract in 2019 parts and tires have also increased significantly.

I am asking Mackenzie County to consider these additional cost of 12% for an increase in the contract to help cover the fuel and parts.

Thanks

Willie Wolfe

Cross Country Mowing



July 5 2022

To whom it may concern,

I am asking Mackenzie County to consider an 10% increase on the contract price for the 2022 mowing season due to the high cost of fuel and parts.

In 2021 mowing season a mower tire cost \$282/tire now they are \$382/tire. That's an increase of \$100 per tire.

The fuel price is more then double the price it was in 2019 when we submitted the contract.

Thank you.

North west Mowing

David Wall





ADDENDUM TO 2022 RENTAL RATE GUIDE

Cost-Recovery Fuel Surcharge 2022

ARHCA is issuing this addendum to the 2022 Rental Rate Guide for a fuel surcharge to be added to the hourly rates as per the table below. To establish a new rate for a piece of equipment, please use the existing rental rate as published in the 2022 Rental Rate Guide and **add** the surcharge based upon the NET horsepower of the equipment being used. The net horsepower is available on the sites below using the manufacturer and the model number of the unit:

Constructionequipmentguide.com

Ritchiespecs.com

Lectura-specs.com

COST RECOVERY FUEL SURCHARGE FOR 2022 - as of June 14, 2022 *Includes applicable taxes

Net Horsepower Rating	0-150 HP	\$9.25
	151-300 HP	\$20.75
	301-450 HP	\$30.25
	451-600 HP	\$38.00
	601-750 HP	\$48.50
	751-900 HP	\$68.00
	901-1050 HP	\$79.50
	1051-1200 HP	\$106.00

****This surcharge is in effect as of June 14, 2022 and may be revised should fuel markets vary significantly during the 2022 construction season.*



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 13, 2022
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	2022 Overland Flood Ratepayer Invoice

BACKGROUND / PROPOSAL:

Administration received copies for two invoices that a ratepayer has paid for and is requesting reimbursement. The invoices are in regards to services provided by private contractors to clear out ditches and create a berm to keep water off of the family farm land in the Buffalo Head area.

Mackenzie County has applied for DRP, the program provides financial assistance to qualifying applicants to help restore uninsurable property lost or damage to its basic pre-disaster functional condition. If the county is approved for funding, homeowners can make an application for any damages and if eligible may be reimbursed by DRP.

OPTIONS & BENEFITS:

Option 1:

Reimburse ratepayer for the full amount of the cost for the services rendered from private contractors.

Option 2:

Deny request for reimbursement for the full amount of the invoices.

Option 3:

Reimburse a portion of the cost for the services that the ratepayer has paid, for services rendered from private contractors.

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

COSTS & SOURCE OF FUNDING:

One invoice is for “made a dam to ward off water from land” in the amount of \$433.13. The other invoice is “clean up ditches with skid steer & hauled it to the dugout” in the amount of \$630.00. The sum of both invoices is \$1063.13.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: S Gibson Reviewed by: _____ CAO: B Peters



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 13, 2022
Presented By:	Don Roberts, Director of Community Services
Title:	La Crete Fire Department – Funding Request

BACKGROUND / PROPOSAL:

The La Crete Fire Department is requesting funds in order to improve their training grounds to enable the facility to be brought up to code to provide training to County Fire department members.

At this time the facility does not meet the current approved guidelines to host training. The department wants to complete the second phase of the NFPA 1001 training, level 1 & level 2. Having the capability would significantly reduce the cost of sending our members to neighboring departments or certified training schools.

As per their Letter

“The quoted total cost to complete and repair the next phase of the training facility is \$34,417.95 incl. GST. The La Crete Fire & Rescue Association has approved to contribute a total of \$16,000 towards this project. We are seeking a matched contribution of \$16,000 from Mackenzie County.”

OPTIONS & BENEFITS:

Option 1

Approve request.

Option 2

Divert request to the 2023 Budget year

Author: D. Roberts **Reviewed by:** _____ **CAO:** B Peters

Option 3

Receive for information

COSTS & SOURCE OF FUNDING:

La Crete Fire and Rescue Association \$16,500, Mackenzie County \$16,500 from the General Capital Reserve

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Bylaw 985-15 Fire Services
EMR004 Level of Fire Service

Part 3 – Training Standards

3.1 Mackenzie County will provide funding for the Fire department to facilitate training courses or send volunteers to courses that are related to fire and or rescue training.

3.2 The Fire Chief shall present the training needs of their department to the CAO or designate. The training budget will then be developed and allocated as per the training needs for each volunteer department.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2022 Budget be amended to include funds for the La Crete Training Grounds for \$35,000 with \$16,500 coming from the La Crete Fire and Rescue Association and \$16,500 coming from the General Capital Reserve.

Author: _____ Reviewed by: _____ CAO: B Peters

Mackenzie County Grant Proposal

The La Crete Fire Department is seeking capital funds for equipment repairs and completion of our training facility. We have partnered with The La Crete Fire and Rescue Association who since 2018 have been an integral part of constructing and expanding our current facility. Our hope with this application is to receive the necessary funds to complete our current project at our training facility.

Our current training facilities consist of 3.5 sea-cans consisting of a lower level, upper level, and attached with a stairway, that simulates a 2 story structure. The purpose of this is to allow members of the Department to train on various scenarios that they might encounter in real-life situations. With the repairs and expansion, we will be able to complete the Stage 5 Flashover Training.

Our goal is to repair the current facility to bring it up to the standard it needs to be to pass the Site Inspection by the Office of the Fire Commissioner, as per AEMA all fire department training facilities must be inspected and approved by a certified inspector for in house training. This includes repairing the current flashover chamber, adding specialized equipment, adding additional sea-cans, and completing a confined space entry grain bin. This training facility is a vital part of our NFPA 1001 training, without this facility we cannot complete our own in-house training.

At this time our facility does not meet the current approved guidelines to host our own training. We are wanting to complete the second phase of the NFPA 1001 training, level 1 & level 2, this fall but we would need this completed prior to applying to host these courses. Hosting our own training costs significantly less than sending our members to neighboring departments or certified training schools.

The quoted total cost to complete and repair the next phase of the training facility is \$34,417.95. The La Crete Fire & Rescue Association has approved to contribute a total of \$16000 towards this project. We are seeking a matched contribution of \$16000 from Mackenzie County.

Attached is the email from the Office of the Fire Commissioner stating that our site needs to be inspected and approved along with the meeting minutes from the La Crete Fire & Rescue Association approving the funding of \$16000.

Our site inspection in the fall of 2021 came back as unsatisfactory and needing repairs before it can pass a new inspection.



Iron Medic Enterprise
 PO Box 1193 La Crete, AB T0H 2H0
 (780) 841-4090
 ironmedicdave@gmail.com
 GST # 869122473RT0001

Customer Info

Name: La Crete Fire & Rescue
 Phone Number: (780) 928-3869
 Email: lcf1973@gmail.com
 Billing Address: Po Box 358 La Crete AB. T0H 2H0

Date: April 28th 2022
 Invoice # Estimate only

Job Description

Install Seacan to existing Fire Training Structure and build doors for access and egress, Remove old warped sheeting from the flash over chamber and reinstall with new sheeting, modify doors and bulid heavy duty door latch, build base footing for existing grain bin and install interior ladder for access and egress and repair bottom drain gate.

Labour

Project #	Hours	Rate	Subtotal	GST 5%	Total
Project # 1 Installing Seacan to existing structure	96	\$ 80.00	\$7,680.00	\$ 384.00	\$8,064.00
Project # 2 Repair flash over chamber	140	\$ 80.00	\$11,200.00	\$ 560.00	\$11,760.00
Project # 3 Finish grain bin	50	\$ 80.00	\$4,000.00	\$ 200.00	\$4,200.00
			\$ 0.00	\$ 0.00	\$ 0.00
			\$ 0.00	\$ 0.00	\$ 0.00
Total			\$22,880.00	\$1,144.00	\$24,024.00

Supplies

Project #	Price	GST 5%	Total
Project # 1 Material for Seacan Installation	\$2,817.00	\$ 140.85	\$2,957.85
Project # 2 Material for Flash over chamber	\$5,520.00	\$ 276.00	\$5,796.00
Project # 3 Material for grain bin	\$ 962.00	\$ 48.10	\$1,010.10
		\$ 0.00	\$ 0.00
		\$ 0.00	\$ 0.00
		\$ 0.00	\$ 0.00
		\$ 0.00	\$ 0.00
Total		\$ 464.95	\$9,763.95

Misc

Total Misc Material and Expenses	Price	GST 5%	Total
	\$ 600.00	\$ 30.00	\$ 630.00
		\$ 0.00	\$ 0.00
		\$ 0.00	\$ 0.00
		\$ 0.00	\$ 0.00
Total		\$ 30.00	\$ 630.00

Subtotal \$32,779.00
GST \$1,638.95
Job Total \$34,417.95



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 13, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Workshop Scheduling - Infrastructure

BACKGROUND / PROPOSAL:

During the last Committee of the Whole meeting in May, it was identified that a workshop may be beneficial to assist Council and administration in developing future year plans for the gravel reclamation, along with capital projects such as road rehabilitation, culvert maintenance & replacement, and possibly more.

The scheduling of a workshop would provide additional time allocated to Delegations, and future planning strategies from Council.

Administration recommends a 2-3 day workshop the first week of September, after the Community engagement meetings, and at the beginning of Budget development.

OPTIONS & BENEFITS:

Ensure Council & administration collectively identifies crucial infrastructure requirements, required for a safe and healthy municipality.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

Author: J. Batt **Reviewed by:** _____ **CAO:** B Peters

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That an Infrastructure workshop be scheduled for September __, __, and __.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 13, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Financial Reports – January 1 – June 30, 2022

BACKGROUND / PROPOSAL:

The Finance Department also provides monthly financial reports to Council as per policy. January – June 30, 2022 reports are attached for review.

During Budget deliberations, Council approved projects with funding from various reserves, and requested that administration review available grants to fund approved projects. The attached Capital project sheet identifies project-funding recommendations.

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 (January – June 30, 2022)
- A report of funds invested in term deposits and other securities
 - (January – May 31, 2022)
- Project progress reports including expenditures to budget until June30, 2022.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Policy FIN010 – Financial Reports

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the financial reports for January to June 30, 2022 be received for information.

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

Mackenzie County
Summary of All Units January - June 2022

	2022 Budget	2022 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
100-Municipal Taxes	\$24,358,080	\$24,311,676	\$46,404
101-Lodge Requisition	\$815,695	\$814,074	\$1,621
102-School Requisition	\$6,612,576	\$6,601,121	\$11,455
103-Designated Ind. Property	\$72,796	\$72,558	\$238
124-Frontage	\$99,450	\$53,204	\$46,246
261-Ice Bridge	\$140,000	\$135,000	\$5,000
420-Sales of goods and services	\$1,005,720	\$412,234	\$593,486
421-Sale of water - metered	\$3,529,675	\$1,754,730	\$1,774,945
422-Sale of water - bulk	\$937,608	\$537,316	\$400,292
424-Sale of land	\$10,000		\$10,000
510-Penalties on taxes	\$700,000	\$194,239	\$505,761
511-Penalties of AR and utilities	\$21,000	\$15,021	\$5,979
520-Licenses and permits	\$55,000	\$40,595	\$14,405
521-Offsite levy	\$20,000		\$20,000
522-Municipal reserve revenue	\$150,000	\$21,000	\$129,000
526-Safety code permits	\$300,000	\$89,113	\$210,887
525-Subdivision fees	\$75,000	\$46,805	\$28,195
530-Fines	\$9,000	\$4,204	\$4,796
531-Safety code fees	\$8,000	\$3,652	\$4,348
550-Interest revenue	\$325,000	\$44,025	\$280,975
551-Market value changes		\$4,896	(\$4,896)
560-Rental and lease revenue	\$174,127	\$92,423	\$81,704
597-Other revenue	\$28,662	\$17,363	\$11,299
598-Community aggregate levy	\$85,000		\$85,000
840-Provincial grants	\$602,353	\$168,362	\$433,991
909-Other Sources -Grants	\$65,000	\$7,500	\$57,500
930-Contribution from Operating Reserves	\$2,933,411		\$2,933,411
TOTAL REVENUE	\$43,133,153	\$35,441,112	\$7,692,041
Excluding Requisitions	\$35,632,086	\$27,953,359	\$7,678,727

Mackenzie County
Summary of All Units January - June 2022

	2022	2022 Actual	\$ Variance
	Budget	Total	(Remaining)
OPERATING EXPENSES			
110-Wages and salaries	\$6,770,291	\$3,280,746	\$3,489,545
132-Benefits	\$1,319,040	\$649,449	\$669,591
136-WCB contributions	\$127,393	\$21,466	\$105,927
142-Recruiting	\$15,000		\$15,000
150-Isolation cost	\$43,200	\$24,663	\$18,537
151-Honoraria	\$587,360	\$232,605	\$354,755
211-Travel and subsistence	\$336,614	\$105,582	\$231,032
212-Promotional expense	\$36,000	\$7,450	\$28,550
214-Memberships & conference fees	\$129,977	\$53,592	\$76,385
215-Freight	\$98,450	\$37,216	\$61,234
216-Postage	\$62,050	\$25,392	\$36,658
217-Telephone	\$118,420	\$50,708	\$67,712
221-Advertising	\$77,400	\$11,939	\$65,461
223-Subscriptions and publications	\$12,600	\$9,768	\$2,832
231-Audit fee	\$115,000	\$106,000	\$9,000
232-Legal fee	\$100,000	\$33,918	\$66,082
233-Engineering consulting	\$192,000	\$73,896	\$118,104
235-Professional fee	\$215,700	\$90,003	\$125,697
236-Enhanced policing fee	\$531,924	\$97,186	\$434,738
239-Training and education	\$101,340	\$21,941	\$79,399
242-Computer programming	\$214,675	\$21,201	\$193,474
243-Waste Management	\$531,800	\$165,760	\$366,040
251-Repair & maintenance - bridges	\$159,500	\$10,423	\$149,077
252-Repair & maintenance - buildings	\$155,640	\$55,997	\$99,643
253-Repair & maintenance - equipment	\$409,950	\$200,250	\$209,700
255-Repair & maintenance - vehicles	\$102,400	\$49,419	\$52,981
258-Contract graders	\$776,302	\$301,198	\$475,104
259-Repair & maintenance - structural	\$1,535,700	\$254,157	\$1,281,543
260-Roadside Mowing & Spraying	\$368,733	\$35,750	\$332,983
261-Ice bridge construction	\$125,000	\$117,521	\$7,479
262-Rental - building and land	\$64,650	\$52,060	\$12,590
263-Rental - vehicle and equipment	\$104,530	\$43,135	\$61,395
266-Communications	\$155,992	\$74,858	\$81,134
271-Licenses and permits	\$23,000	\$463	\$22,537
272-Damage claims		\$1,739	(\$1,739)
274-Insurance	\$590,534	\$531,502	\$59,032
342-Assessor fees	\$282,502	\$49,417	\$233,085
290-Election cost	\$3,000		\$3,000
511-Goods and supplies	\$963,313	\$501,395	\$461,918
515-Lab Testing	\$50,500	\$15,142	\$35,358
521-Fuel and oil	\$645,700	\$575,509	\$70,191
531-Chemicals and salt	\$456,800	\$82,502	\$374,298
532-Dust control	\$890,000	\$216,266	\$673,734
533-Grader blades	\$143,000	\$31,564	\$111,436
534-Gravel (apply; supply and apply)	\$3,578,583	\$895,833	\$2,682,750
994-Change in Inventory	\$300,000		\$300,000
543-Natural gas	\$128,013	\$111,728	\$16,285
544-Electrical power	\$717,093	\$391,093	\$326,000
550-Carbon Tax	\$104,000	\$78,644	\$25,356
710-Grants to local governments	\$2,250,000	\$625,000	\$1,625,000
735-Grants to other organizations	\$2,314,147	\$1,334,177	\$979,970
747-School requisition	\$6,612,576	\$1,572,367	\$5,040,209
750-Lodge requisition	\$815,695	\$798,705	\$16,990
760-Designated Ind. Property	\$72,796	\$70,195	\$2,601
763/764-Contributed to Reserve	\$2,407,959		\$2,407,959
810-Interest and service charges	\$22,360	\$10,568	\$11,792
831-Interest - long term debt	\$366,662	\$6,257	\$360,405
832-Principle - Long term debt	\$1,356,458	\$319,420	\$1,037,038
921-Bad Debt	\$1,500,000		\$1,500,000
Non-TCA projects	\$843,827	\$52,646	\$791,181
DRP Expenses		\$469,881	
TOTAL EXPENSES	\$43,133,149	\$15,057,262	\$28,545,768
Excluding Requisitions	\$35,632,082	\$12,615,995	\$23,039,901
995-Amortization of TCA	\$10,250,393		\$10,250,393

	2022	2022 Actual	\$ Variance
	Budget	Total	(Remaining)
OPERATING REVENUES			
<hr/>			
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OPERATING EXPENSES			
132-Benefits	\$45,836	\$23,078	\$22,758
136-WCB contributions	\$8,119	\$1,301	\$6,818
151-Honoraria	\$475,560	\$221,880	\$253,680
211-Travel and subsistence	\$210,373	\$61,202	\$149,171
214-Memberships & conference fees	\$64,150	\$30,908	\$33,242
216-Postage		\$789	(\$789)
217-Telephone	\$7,700	\$3,048	\$4,653
221-Advertising	\$1,000		\$1,000
223-Subscriptions and publications	\$750		\$750
235-Professional fee	\$8,000		\$8,000
239-Training and education	\$1,700	\$953	\$748
262-Rental - building and land		\$135	(\$135)
266-Communications	\$15,600	\$5,308	\$10,292
274-Insurance	\$2,194	\$1,828	\$366
290-Election cost	\$3,000		\$3,000
511-Goods and supplies	\$9,700	\$848	\$8,852
TOTAL EXPENSES	\$853,682	\$351,279	\$502,403
Excluding Requisitions	\$853,682	\$351,279	\$502,403

	2022	2022 Actual	\$ Variance
	Budget	Total	(Remaining)
OPERATING REVENUES			
420-Sales of goods and services	\$31,050	\$43,442	(\$12,392)
510-Penalties on taxes	\$700,000	\$194,239	\$505,761
511-Penalties of AR and utilities	\$9,000	\$6,793	\$2,207
550-Interest revenue	\$325,000	\$44,025	\$280,975
551-Market value changes		\$4,896	(\$4,896)
560-Rental and lease revenue	\$54,300	\$36,508	\$17,792
597-Other revenue	\$15,000	\$16,625	(\$1,625)
598-Community aggregate levy	\$85,000		\$85,000
840-Provincial grants	\$48,502	\$19,020	\$29,482
890-Gain (Loss) Penny Rounding		\$1	(\$1)
909-Other Sources -Grants	\$50,000		\$50,000
930-Contribution from Operating Reserves	\$75,000		\$75,000
TOTAL REVENUE	\$1,392,852	\$365,549	\$1,027,303
Excluding Requisitions	\$1,392,852	\$365,549	\$1,027,303
OPERATING EXPENSES			
110-Wages and salaries	\$1,791,159	\$820,040	\$971,119
132-Benefits	\$353,752	\$162,335	\$191,417
136-WCB contributions	\$28,995	\$5,407	\$23,588
142-Recruiting	\$15,000		\$15,000
150-Isolation cost	\$14,400	\$7,200	\$7,200
211-Travel and subsistence	\$29,851	\$8,478	\$21,373
212-Promotional expense	\$21,000	\$4,915	\$16,085
214-Memberships & conference fees	\$21,832	\$4,979	\$16,853
215-Freight	\$9,000	\$3,268	\$5,732
216-Postage	\$24,550	\$23,868	\$682
217-Telephone	\$43,600	\$23,209	\$20,391
221-Advertising	\$64,000	\$6,839	\$57,161
223-Subscriptions and publications	\$8,250	\$6,480	\$1,770
231-Audit fee	\$115,000	\$106,000	\$9,000
232-Legal fee	\$100,000	\$30,440	\$69,560
235-Professional fee	\$75,000	\$13,981	\$61,019
239-Training and education	\$19,620	\$1,585	\$18,035
242-Computer programming	\$124,300	\$6,956	\$117,344
243-Waste Management	\$4,800	\$3,836	\$964
252-Repair & maintenance - buildings	\$59,150	\$24,883	\$34,267
253-Repair & maintenance - equipment	\$9,100	\$411	\$8,689
255-Repair & maintenance - vehicles	\$5,600	\$1,403	\$4,197
259-Repair & maintenance - structural	\$500		\$500
262-Rental - building and land		\$30	(\$30)
263-Rental - vehicle and equipment	\$29,494	\$10,568	\$18,926
266-Communications	\$51,660	\$23,457	\$28,203
271-Licenses and permits		\$112	(\$112)
274-Insurance	\$106,711	\$101,289	\$5,422
342-Assessor fees	\$282,502	\$49,417	\$233,085
511-Goods and supplies	\$90,500	\$49,075	\$41,425
521-Fuel and oil	\$20,600	\$8,627	\$11,973
543-Natural gas	\$18,516	\$14,166	\$4,350
544-Electrical power	\$81,058	\$50,557	\$30,501
710-Grants to local governments	\$2,250,000	\$625,000	\$1,625,000
763/764-Contributed to Reserve	\$169,450		\$169,450
810-Interest and service charges	\$21,000	\$9,999	\$11,001
921-Bad Debt	\$1,500,000		\$1,500,000
Non-TCA projects	\$125,000	\$40,643	\$84,357
TOTAL EXPENSES	\$7,684,950	\$2,249,453	\$5,435,497
Excluding Requisitions	\$7,684,950	\$2,249,453	\$5,435,497
995-Amortization of TCA	\$347,368		\$347,368

	2022	2022 Actual	\$ Variance
	Budget	Total	(Remaining)
OPERATING REVENUES			
420-Sales of goods and services	\$173,900	\$6,038	\$167,862
909-Other Sources -Grants	\$15,000		\$15,000
930-Contribution from Operating Reserves	\$15,000		\$15,000
TOTAL REVENUE	\$203,900	\$6,038	\$197,862
Excluding Requisitions	\$203,900	\$6,038	\$197,862
OPERATING EXPENSES			
110-Wages and salaries	\$44,925	\$21,654	\$23,271
132-Benefits	\$7,618	\$4,464	\$3,154
136-WCB contributions	\$782	\$136	\$646
151-Honoraria	\$111,800	\$10,725	\$101,075
211-Travel and subsistence	\$5,950	\$3,531	\$2,419
214-Memberships & conference fees	\$3,630		\$3,630
215-Freight	\$1,000	\$558	\$442
217-Telephone	\$27,440	\$10,639	\$16,801
239-Training and education	\$44,420	\$3,065	\$41,355
252-Repair & maintenance - buildings	\$10,500	\$4,801	\$5,699
253-Repair & maintenance - equipment	\$29,600	\$8,953	\$20,647
255-Repair & maintenance - vehicles	\$8,700	\$2,361	\$6,339
258-Contract graders	\$17,000		\$17,000
259-Repair & maintenance - structural	\$1,500		\$1,500
263-Rental - vehicle and equipment	\$27,000	\$11,996	\$15,004
266-Communications	\$69,012	\$38,065	\$30,947
271-Licenses and permits	\$4,000		\$4,000
274-Insurance	\$48,867	\$41,691	\$7,176
511-Goods and supplies	\$113,274	\$22,206	\$91,068
521-Fuel and oil	\$17,000	\$7,828	\$9,172
543-Natural gas	\$14,166	\$12,597	\$1,569
544-Electrical power	\$16,707	\$9,932	\$6,775
Non-TCA projects	\$30,000		\$30,000
TOTAL EXPENSES	\$654,891	\$215,201	\$439,690
Excluding Requisitions	\$654,891	\$215,201	\$439,690
995-Amortization of TCA	\$202,247		\$202,247

Mackenzie County
25-Ambulance/Municipal Emergency

	<u>2022</u> <u>Budget</u>	<u>2022 Actual</u> <u>Total</u>	<u>\$ Variance</u> <u>(Remaining)</u>
OPERATING REVENUES			
560-Rental and lease revenue	\$40,500	\$20,250	\$20,250
TOTAL REVENUE	\$40,500	\$20,250	\$20,250
Excluding Requisitions	\$40,500	\$20,250	\$20,250
OPERATING EXPENSES			
252-Repair & maintenance - buildings	\$7,000	\$1,082	\$5,918
274-Insurance	\$3,434	\$1,715	\$1,719
TOTAL EXPENSES	\$10,434	\$2,797	\$7,637
Excluding Requisitions	\$10,434	\$2,797	\$7,637
995-Amortization of TCA	\$12,328		\$12,328

Mackenzie County
26-Enforcement Services

	<u>2022</u>	<u>2022 Actual</u>	<u>\$ Variance</u>
	<u>Budget</u>	<u>Total</u>	<u>(Remaining)</u>
OPERATING REVENUES			
520-Licenses and permits	\$1,000		\$1,000
530-Fines	\$9,000	\$4,204	\$4,796
560-Rental and lease revenue	\$13,827	\$8,066	\$5,761
TOTAL REVENUE	\$23,827	\$12,270	\$11,557
Excluding Requisitions	\$23,827	\$12,270	\$11,557
OPERATING EXPENSES			
110-Wages and salaries	\$14,975	\$7,218	\$7,757
132-Benefits	\$2,539	\$1,488	\$1,051
136-WCB contributions	\$261	\$45	\$216
211-Travel and subsistence	\$7,000	\$367	\$6,633
217-Telephone	\$1,200		\$1,200
223-Subscriptions and publications	\$1,300		\$1,300
235-Professional fee	\$2,000	\$80	\$1,920
236-Enhanced policing fee	\$531,924	\$97,186	\$434,738
239-Training and education	\$8,000	\$3,870	\$4,130
252-Repair & maintenance - buildings	\$12,050		\$12,050
258-Contract graders	\$8,000	\$3,600	\$4,400
266-Communications	\$500	\$345	\$155
274-Insurance	\$6,240	\$5,200	\$1,040
511-Goods and supplies	\$500	\$550	(\$50)
521-Fuel and oil	\$500	\$543	(\$43)
TOTAL EXPENSES	\$596,989	\$120,494	\$476,495
Excluding Requisitions	\$596,989	\$120,494	\$476,495
995-Amortization of TCA	\$565		\$565

	2022	2022 Actual	\$ Variance
	Budget	Total	(Remaining)
OPERATING REVENUES			
124-Frontage	\$81,100	\$34,910	\$46,190
261-Ice Bridge	\$140,000	\$135,000	\$5,000
420-Sales of goods and services	\$291,570	\$154,018	\$137,552
520-Licenses and permits	\$4,000	\$3,450	\$550
840-Provincial grants	\$121,262		\$121,262
930-Contribution from Operating Reserves	\$2,155,183		\$2,155,183
TOTAL REVENUE	\$2,793,115	\$327,378	\$2,465,737
Excluding Requisitions	\$2,793,115	\$327,378	\$2,465,737
OPERATING EXPENSES			
110-Wages and salaries	\$2,633,342	\$1,353,331	\$1,280,011
132-Benefits	\$486,010	\$236,289	\$249,721
136-WCB contributions	\$44,488	\$7,677	\$36,811
150-Isolation cost	\$14,400	\$7,771	\$6,629
211-Travel and subsistence	\$15,000	\$18,131	(\$3,131)
214-Memberships & conference fees	\$12,450	\$715	\$11,735
215-Freight	\$20,000	\$10,841	\$9,159
216-Postage		\$2	(\$2)
217-Telephone	\$15,180	\$4,960	\$10,220
221-Advertising	\$900		\$900
223-Subscriptions and publications	\$2,000	\$3,288	(\$1,288)
233-Engineering consulting	\$90,000	\$54,324	\$35,676
235-Professional fee	\$10,000	\$5,187	\$4,813
239-Training and education	\$6,000	\$11,479	(\$5,479)
251-Repair & maintenance - bridges	\$159,500	\$10,423	\$149,077
252-Repair & maintenance - buildings	\$28,390	\$17,317	\$11,073
253-Repair & maintenance - equipment	\$177,000	\$107,786	\$69,214
255-Repair & maintenance - vehicles	\$52,400	\$29,137	\$23,263
258-Contract graders	\$260,000	\$96,356	\$163,644
259-Repair & maintenance - structural	\$905,050	\$120,853	\$784,197
261-Ice bridge construction	\$125,000	\$117,521	\$7,479
262-Rental - building and land	\$3,150	\$20,495	(\$17,345)
263-Rental - vehicle and equipment	\$5,000	\$206	\$4,794
266-Communications	\$11,340	\$6,379	\$4,961
271-Licenses and permits	\$7,225		\$7,225
272-Damage claims		\$1,739	(\$1,739)
274-Insurance	\$179,782	\$153,965	\$25,817
511-Goods and supplies	\$371,239	\$299,538	\$71,701
521-Fuel and oil	\$540,000	\$327,674	\$212,326
531-Chemicals and salt	\$165,000		\$165,000
532-Dust control	\$890,000	\$216,266	\$673,734
533-Grader blades	\$143,000	\$31,564	\$111,436
534-Gravel (apply; supply and apply)	\$3,568,583	\$895,833	\$2,672,750
994-Change in Inventory	\$300,000		\$300,000
543-Natural gas	\$14,201	\$12,609	\$1,592
544-Electrical power	\$274,685	\$144,804	\$129,881
550-Carbon Tax	\$104,000	\$78,644	\$25,356
763/764-Contributed to Reserve	\$633,228		\$633,228
831-Interest - long term debt	\$345,554	(\$676)	\$346,230
832-Principle - Long term debt	\$1,006,843	\$166,857	\$839,986
Non-TCA projects	\$6,600	\$408,247	(\$401,647)
TOTAL EXPENSES	\$13,626,540	\$4,977,531	\$8,649,009
Excluding Requisitions	\$13,626,540	\$4,977,531	\$8,649,009
995-Amortization of TCA	\$6,709,150		\$6,709,150

	2022	2022 Actual	\$ Variance
	Budget	Total	(Remaining)
OPERATING REVENUES			
420-Sales of goods and services	\$27,500	\$7,474	\$20,026
560-Rental and lease revenue	\$34,542	\$26,681	\$7,861
930-Contribution from Operating Reserves	\$32,708		\$32,708
TOTAL REVENUE	\$94,750	\$34,155	\$60,595
Excluding Requisitions	\$94,750	\$34,155	\$60,595
OPERATING EXPENSES			
110-Wages and salaries	\$39,008	\$21,436	\$17,572
132-Benefits	\$7,947	\$2,994	\$4,953
136-WCB contributions	\$680	\$118	\$562
211-Travel and subsistence	\$4,000		\$4,000
214-Memberships & conference fees	\$4,500	\$200	\$4,300
215-Freight	\$1,000		\$1,000
223-Subscriptions and publications	\$300		\$300
235-Professional fee	\$10,000		\$10,000
239-Training and education	\$3,200		\$3,200
252-Repair & maintenance - buildings	\$3,500		\$3,500
253-Repair & maintenance - equipment	\$32,000		\$32,000
255-Repair & maintenance - vehicles	\$3,300		\$3,300
259-Repair & maintenance - structural	\$26,200		\$26,200
262-Rental - building and land	\$60,000	\$30,000	\$30,000
266-Communications	\$4,880	\$1,144	\$3,736
271-Licenses and permits	\$1,725		\$1,725
274-Insurance	\$7,027	\$5,969	\$1,058
511-Goods and supplies	\$1,000	\$2,888	(\$1,888)
521-Fuel and oil	\$1,700	\$798	\$902
531-Chemicals and salt	\$17,500	\$6,347	\$11,153
543-Natural gas	\$3,642	\$3,180	\$462
544-Electrical power	\$26,579	\$17,896	\$8,683
Non-TCA projects	\$32,708		\$32,708
TOTAL EXPENSES	\$292,396	\$92,970	\$199,426
Excluding Requisitions	\$292,396	\$92,970	\$199,426
995-Amortization of TCA	\$196,006		\$196,006

	2022 Budget	2022 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
124-Frontage	\$5,950	\$5,926	\$24
420-Sales of goods and services	\$68,500	\$37,533	\$30,967
421-Sale of water - metered	\$2,392,568	\$1,222,009	\$1,170,559
422-Sale of water - bulk	\$928,708	\$533,466	\$395,242
511-Penalties of AR and utilities	\$12,000	\$8,228	\$3,772
521-Offsite levy	\$20,000		\$20,000
597-Other revenue		\$738	(\$738)
930-Contribution from Operating Reserves	\$220,080		\$220,080
TOTAL REVENUE	\$3,647,806	\$1,807,899	\$1,839,907
Excluding Requisitions	\$3,647,806	\$1,807,899	\$1,839,907
OPERATING EXPENSES			
110-Wages and salaries	\$542,765	\$270,798	\$271,967
132-Benefits	\$94,871	\$49,938	\$44,933
136-WCB contributions	\$12,939	\$1,638	\$11,301
150-Isolation cost	\$8,640	\$5,815	\$2,825
211-Travel and subsistence	\$44,600	\$7,809	\$36,791
214-Memberships & conference fees	\$3,020	\$1,680	\$1,340
215-Freight	\$60,100	\$21,434	\$38,666
216-Postage	\$31,500	\$628	\$30,872
217-Telephone	\$18,000	\$6,795	\$11,205
221-Advertising	\$500		\$500
233-Engineering consulting	\$26,000	\$8,769	\$17,231
239-Training and education	\$8,750	\$920	\$7,830
242-Computer programming	\$7,500	\$2,426	\$5,074
252-Repair & maintenance - buildings	\$15,900	\$6,917	\$8,983
253-Repair & maintenance - equipment	\$73,950	\$29,051	\$44,899
255-Repair & maintenance - vehicles	\$10,800	\$9,420	\$1,380
258-Contract graders	\$77,600	\$25,738	\$51,863
259-Repair & maintenance - structural	\$69,700	\$14,908	\$54,792
262-Rental - building and land	\$1,500	\$1,400	\$100
263-Rental - vehicle and equipment	\$1,500	\$3,700	(\$2,200)
266-Communications	\$2,000	\$160	\$1,840
271-Licenses and permits	\$950	\$351	\$599
274-Insurance	\$136,369	\$124,927	\$11,443
511-Goods and supplies	\$302,300	\$101,465	\$200,835
515-Lab Testing	\$45,000	\$14,952	\$30,048
521-Fuel and oil	\$46,000	\$28,865	\$17,135
531-Chemicals and salt	\$143,300	\$62,027	\$81,273
543-Natural gas	\$71,997	\$65,835	\$6,162
544-Electrical power	\$276,800	\$143,112	\$133,688
763/764-Contributed to Reserve	\$1,066,043		\$1,066,043
831-Interest - long term debt	\$11,719	\$6,160	\$5,559
832-Principle - Long term debt	\$215,113	\$107,256	\$107,857
Non-TCA projects	\$220,080	\$2,727	\$217,353
TOTAL EXPENSES	\$3,647,806	\$1,127,620	\$2,520,186
Excluding Requisitions	\$3,647,806	\$1,127,620	\$2,520,186
995-Amortization of TCA	\$1,405,945		\$1,405,945

	2022	2022 Actual	\$ Variance
	Budget	Total	(Remaining)
OPERATING REVENUES			
124-Frontage	\$12,400	\$12,369	\$31
421-Sale of water - metered	\$1,137,107	\$532,721	\$604,386
422-Sale of water - bulk	\$8,900	\$3,850	\$5,050
TOTAL REVENUE	\$1,158,407	\$548,940	\$609,467
Excluding Requisitions	\$1,158,407	\$548,940	\$609,467
OPERATING EXPENSES			
110-Wages and salaries	\$358,918	\$154,912	\$204,006
132-Benefits	\$65,614	\$32,262	\$33,352
136-WCB contributions	\$8,724	\$1,083	\$7,641
150-Isolation cost	\$5,760	\$3,877	\$1,883
215-Freight	\$3,250	\$579	\$2,671
232-Legal fee		\$703	(\$703)
233-Engineering consulting	\$6,000		\$6,000
252-Repair & maintenance - buildings	\$1,750	\$76	\$1,674
253-Repair & maintenance - equipment	\$64,100	\$52,555	\$11,545
259-Repair & maintenance - structural	\$140,650	\$6,658	\$133,993
263-Rental - vehicle and equipment	\$2,000		\$2,000
271-Licenses and permits	\$100		\$100
274-Insurance	\$12,461	\$10,604	\$1,857
511-Goods and supplies	\$10,500	\$996	\$9,504
515-Lab Testing	\$5,500	\$190	\$5,310
531-Chemicals and salt	\$36,000	\$14,128	\$21,872
543-Natural gas	\$4,715	\$3,029	\$1,686
544-Electrical power	\$26,522	\$14,988	\$11,534
763/764-Contributed to Reserve	\$375,576		\$375,576
831-Interest - long term debt	\$7,789	\$418	\$7,371
832-Principle - Long term debt	\$22,478	\$5,536	\$16,942
TOTAL EXPENSES	\$1,158,407	\$302,595	\$855,812
Excluding Requisitions	\$1,158,407	\$302,595	\$855,812
995-Amortization of TCA	\$698,464		\$698,464

Mackenzie County
43-Solid Waste Disposal

	2022	2022 Actual	\$ Variance
	Budget	Total	(Remaining)
OPERATING REVENUES			
420-Sales of goods and services	\$297,000	\$124,579	\$172,421
TOTAL REVENUE	\$297,000	\$124,579	\$172,421
Excluding Requisitions	\$297,000	\$124,579	\$172,421
OPERATING EXPENSES			
110-Wages and salaries	\$58,938	\$27,116	\$31,822
132-Benefits	\$10,270	\$5,874	\$4,396
136-WCB contributions	\$1,028	\$178	\$850
221-Advertising	\$800		\$800
243-Waste Management	\$527,000	\$161,924	\$365,076
252-Repair & maintenance - buildings	\$5,400	\$900	\$4,500
253-Repair & maintenance - equipment	\$8,750		\$8,750
258-Contract graders	\$136,702	\$60,820	\$75,882
259-Repair & maintenance - structural	\$31,600	\$555	\$31,045
274-Insurance	\$5,645	\$1,977	\$3,668
511-Goods and supplies	\$2,100	\$650	\$1,450
521-Fuel and oil	\$7,000	\$4,613	\$2,387
544-Electrical power	\$13,510	\$8,940	\$4,570
810-Interest and service charges	\$1,360	\$569	\$791
TOTAL EXPENSES	\$810,103	\$274,116	\$535,987
Excluding Requisitions	\$810,103	\$274,116	\$535,987
995-Amortization of TCA	\$20,137		\$20,137

Mackenzie County
51-Family Community Services

	2022	2022 Actual	\$ Variance
	Budget	Total	(Remaining)
OPERATING REVENUES			
597-Other revenue	\$13,662		\$13,662
840-Provincial grants	\$298,682	\$149,342	\$149,340
TOTAL REVENUE	\$312,344	\$149,342	\$163,002
Excluding Requisitions	\$312,344	\$149,342	\$163,002
OPERATING EXPENSES			
255-Repair & maintenance - vehicles		\$2,224	(\$2,224)
274-Insurance	\$47	\$354	(\$307)
735-Grants to other organizations	\$836,800	\$532,312	\$304,488
763/764-Contributed to Reserve	\$13,662		\$13,662
TOTAL EXPENSES	\$850,509	\$534,889	\$315,620
Excluding Requisitions	\$850,509	\$534,889	\$315,620

Mackenzie County
61-Planning Development

	2022	2022 Actual	\$ Variance
	Budget	Total	(Remaining)
OPERATING REVENUES			
420-Sales of goods and services	\$19,000	\$24,815	(\$5,815)
520-Licenses and permits	\$50,000	\$37,145	\$12,855
526-Safety code permits	\$300,000	\$89,113	\$210,887
525-Subdivision fees		\$1,150	(\$1,150)
531-Safety code fees	\$8,000	\$3,652	\$4,348
930-Contribution from Operating Reserves	\$362,385		\$362,385
TOTAL REVENUE	\$739,385	\$155,875	\$583,510
Excluding Requisitions	\$739,385	\$155,875	\$583,510
OPERATING EXPENSES			
110-Wages and salaries	\$676,471	\$294,268	\$382,203
132-Benefits	\$136,742	\$65,101	\$71,641
136-WCB contributions	\$11,004	\$2,042	\$8,962
211-Travel and subsistence	\$5,500	\$1,436	\$4,064
212-Promotional expense	\$2,000	\$37	\$1,963
214-Memberships & conference fees	\$1,880	\$1,425	\$455
215-Freight	\$3,000	\$535	\$2,465
216-Postage	\$4,000	\$105	\$3,895
217-Telephone	\$1,080	\$231	\$849
221-Advertising	\$3,000	\$300	\$2,700
232-Legal fee		\$2,775	(\$2,775)
235-Professional fee	\$20,000	\$10,385	\$9,615
239-Training and education	\$4,400	\$0	\$4,400
242-Computer programming	\$73,875	\$11,819	\$62,056
255-Repair & maintenance - vehicles	\$1,800	\$115	\$1,685
258-Contract graders	\$180,000	\$107,298	\$72,702
263-Rental - vehicle and equipment	\$12,000	\$3,686	\$8,314
271-Licenses and permits	\$8,000		\$8,000
274-Insurance	\$5,060	\$4,207	\$853
511-Goods and supplies	\$12,000	\$9,613	\$2,387
521-Fuel and oil	\$2,500	\$1,224	\$1,277
Non-TCA projects	\$362,384	\$31,710	\$330,674
TOTAL EXPENSES	\$1,526,696	\$548,312	\$978,384
Excluding Requisitions	\$1,526,696	\$548,312	\$978,384
995-Amortization of TCA	\$11,998		\$11,998

	2022 Budget	2022 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
420-Sales of goods and services	\$6,200	\$7,050	(\$850)
560-Rental and lease revenue	\$30,958	\$919	\$30,039
840-Provincial grants	\$133,907		\$133,907
909-Other Sources -Grants		\$7,500	(\$7,500)
930-Contribution from Operating Reserves	\$42,655		\$42,655
TOTAL REVENUE	\$213,720	\$15,468	\$198,252
Excluding Requisitions	\$213,720	\$15,468	\$198,252
OPERATING EXPENSES			
110-Wages and salaries	\$252,832	\$125,242	\$127,590
132-Benefits	\$45,398	\$25,440	\$19,958
136-WCB contributions	\$4,425	\$763	\$3,662
211-Travel and subsistence	\$9,940	\$3,358	\$6,582
212-Promotional expense	\$2,000		\$2,000
214-Memberships & conference fees	\$2,870	\$1,060	\$1,810
217-Telephone	\$2,760	\$994	\$1,766
221-Advertising	\$500		\$500
233-Engineering consulting	\$20,000		\$20,000
235-Professional fee	\$65,600	\$60,330	\$5,270
239-Training and education	\$1,050		\$1,050
242-Computer programming	\$9,000		\$9,000
252-Repair & maintenance - buildings	\$500		\$500
253-Repair & maintenance - equipment	\$6,500	\$663	\$5,837
255-Repair & maintenance - vehicles	\$7,200	\$1,299	\$5,901
259-Repair & maintenance - structural	\$276,500	\$106,287	\$170,213
260-Roadside Mowing & Spraying	\$368,733	\$35,750	\$332,983
263-Rental - vehicle and equipment	\$22,136	\$9,830	\$12,306
274-Insurance	\$17,000	\$14,661	\$2,339
511-Goods and supplies	\$10,900	\$679	\$10,221
521-Fuel and oil	\$10,000	\$8,380	\$1,620
531-Chemicals and salt	\$95,000		\$95,000
735-Grants to other organizations	\$148,500	\$95,000	\$53,500
Non-TCA projects	\$42,655		\$42,655
TOTAL EXPENSES	\$1,421,999	\$489,735	\$932,264
Excluding Requisitions	\$1,421,999	\$489,735	\$932,264
995-Amortization of TCA	\$46,113		\$46,113

	2022 Budget	2022 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
424-Sale of land	\$10,000		\$10,000
522-Municipal reserve revenue	\$150,000	\$21,000	\$129,000
525-Subdivision fees	\$75,000	\$45,655	\$29,345
TOTAL REVENUE	\$235,000	\$66,655	\$168,345
Excluding Requisitions	\$235,000	\$66,655	\$168,345
OPERATING EXPENSES			
110-Wages and salaries	\$212,675	\$131,248	\$81,427
132-Benefits	\$39,793	\$28,684	\$11,109
136-WCB contributions	\$3,424	\$642	\$2,782
211-Travel and subsistence	\$2,000	\$845	\$1,155
214-Memberships & conference fees	\$1,425	\$125	\$1,300
216-Postage	\$2,000		\$2,000
217-Telephone	\$960	\$171	\$789
233-Engineering consulting	\$30,000	\$10,803	\$19,197
235-Professional fee	\$25,000	\$40	\$24,960
239-Training and education	\$2,000	\$70	\$1,930
263-Rental - vehicle and equipment	\$5,400	\$3,150	\$2,250
511-Goods and supplies	\$4,000		\$4,000
763/764-Contributed to Reserve	\$150,000		\$150,000
TOTAL EXPENSES	\$478,677	\$175,778	\$302,899
Excluding Requisitions	\$478,677	\$175,778	\$302,899

Mackenzie County
71-Recreation Department

	<u>2022</u>	<u>2022 Actual</u>	<u>\$ Variance</u>
	<u>Budget</u>	<u>Total</u>	<u>(Remaining)</u>
OPERATING REVENUES			
930-Contribution from Operating Reserves	\$6,000		\$6,000
TOTAL REVENUE	\$6,000	\$0	\$6,000
Excluding Requisitions	\$6,000	\$0	\$6,000
OPERATING EXPENSES			
274-Insurance	\$54,383	\$57,259	(\$2,876)
511-Goods and supplies		\$375	(\$375)
544-Electrical power		\$60	(\$60)
735-Grants to other organizations	\$1,066,788	\$575,560	\$491,228
831-Interest - long term debt	\$1,600	\$355	\$1,245
832-Principle - Long term debt	\$112,024	\$39,770	\$72,254
TOTAL EXPENSES	\$1,234,795	\$673,380	\$561,415
Excluding Requisitions	\$1,234,795	\$673,380	\$561,415
995-Amortization of TCA	\$486,433		\$486,433

	2022	2022 Actual	\$ Variance
	Budget	Total	(Remaining)
OPERATING REVENUES			
420-Sales of goods and services	\$91,000	\$7,285	\$83,715
930-Contribution from Operating Reserves	\$24,400		\$24,400
TOTAL REVENUE	\$115,400	\$7,285	\$108,115
Excluding Requisitions	\$115,400	\$7,285	\$108,115
OPERATING EXPENSES			
110-Wages and salaries	\$144,283	\$53,483	\$90,800
132-Benefits	\$22,650	\$11,502	\$11,148
136-WCB contributions	\$2,524	\$436	\$2,088
211-Travel and subsistence	\$2,400	\$424	\$1,976
214-Memberships & conference fees	\$1,720		\$1,720
215-Freight	\$1,100		\$1,100
217-Telephone	\$500	\$661	(\$161)
221-Advertising	\$1,700		\$1,700
233-Engineering consulting	\$20,000		\$20,000
235-Professional fee	\$100		\$100
239-Training and education	\$2,200		\$2,200
252-Repair & maintenance - buildings	\$9,000	\$20	\$8,980
253-Repair & maintenance - equipment	\$8,950	\$831	\$8,119
255-Repair & maintenance - vehicles	\$12,600	\$3,460	\$9,140
258-Contract graders	\$97,000	\$7,388	\$89,612
259-Repair & maintenance - structural	\$84,000	\$4,896	\$79,104
266-Communications	\$1,000		\$1,000
271-Licenses and permits	\$1,000		\$1,000
274-Insurance	\$3,122	\$2,811	\$311
511-Goods and supplies	\$35,300	\$12,513	\$22,787
521-Fuel and oil	\$400		\$400
534-Gravel (apply; supply and apply)	\$10,000		\$10,000
543-Natural gas	\$776	\$313	\$463
544-Electrical power	\$1,232	\$804	\$428
Non-TCA projects	\$24,400	\$15,386	\$9,014
TOTAL EXPENSES	\$487,957	\$114,926	\$373,031
Excluding Requisitions	\$487,957	\$114,926	\$373,031
995-Amortization of TCA	\$113,638		\$113,638

	<u>2022</u>	<u>2022 Actual</u>	<u>\$ Variance</u>
	<u>Budget</u>	<u>Total</u>	<u>(Remaining)</u>
OPERATING REVENUES			
<hr/>			
<hr/>			
OPERATING EXPENSES			
212-Promotional expense	\$11,000	\$2,498	\$8,502
214-Memberships & conference fees	\$12,500	\$12,500	\$0
221-Advertising	\$5,000	\$4,800	\$200
TOTAL EXPENSES	<u>\$28,500</u>	<u>\$19,798</u>	<u>\$8,702</u>
Excluding Requisitions	\$28,500	\$19,798	\$8,702

	2022	2022 Actual	\$ Variance
	Budget	Total	(Remaining)
OPERATING REVENUES			
<hr/>			
<hr/>			
OPERATING EXPENSES			
252-Repair & maintenance - buildings	\$2,500		\$2,500
274-Insurance	\$2,192	\$3,045	(\$853)
735-Grants to other organizations	\$262,059	\$131,305	\$130,754
TOTAL EXPENSES	\$266,751	\$134,349	\$132,402
Excluding Requisitions	\$266,751	\$134,349	\$132,402

Investment Report for Period Ending May 31, 2022

Reconciled Bank Balance on May 31, 2022

Reconciled Bank Balance 31-May-22 \$ 8,204,838

Investment Values on May 31, 2022

Short term T-Bill (1044265-26)	\$ 252,290.95
Long term investments (EM0-0374-A)	\$ 8,800,178.82
Short term notice on amount 31 days	\$ 6,176,635.34
Short term notice on amount 31 days (Mitigation)	\$ 9,025,944.64
Short term notice on amount 60 days	\$ 4,015,821.95
Short term notice on amount 90 days	\$ 2,045,401.99
Vision Credit Union - 2 year	\$ 2,180,252.05

Total Investments **\$ 32,496,525.74**

Total Bank Balance and Investments **\$ 40,701,363.30**

These balances include 'market value changes'.

Revenues

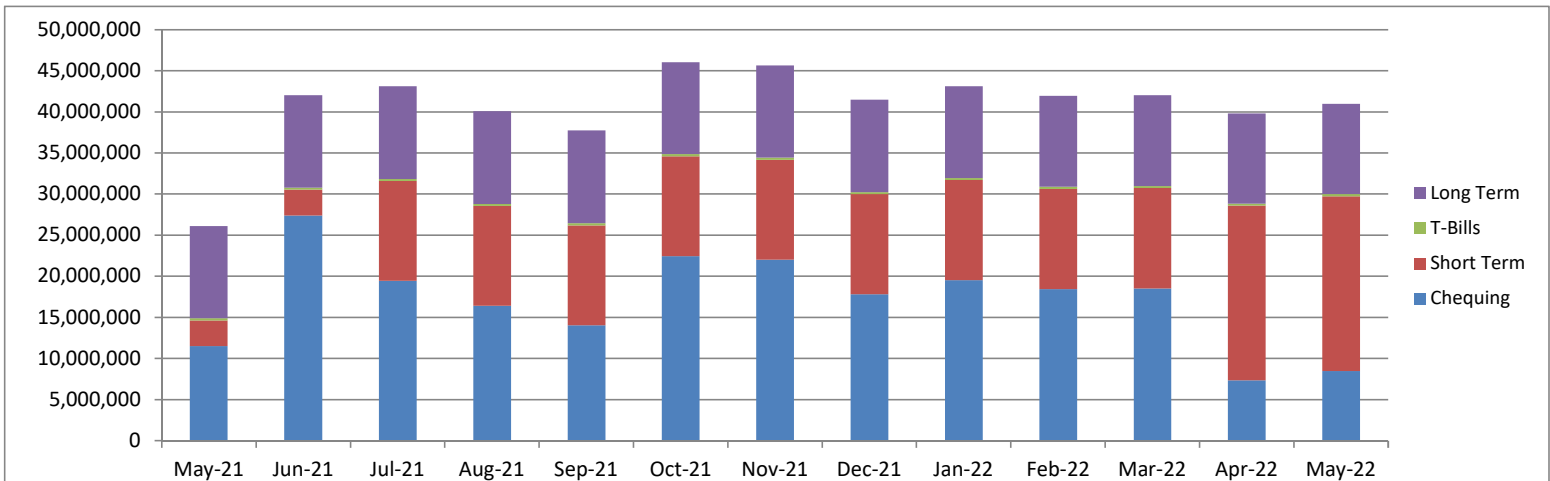
Interest received from investments
Interest accrued from investments but not received.

Total YTD	Short Term YTD	Long Term YTD
\$ 70,044.94	\$ 21,640.84	\$ 48,404.10
\$ 144,722.30	\$ -	\$ 144,722.30
\$ 214,767.24	\$ 21,640.84	\$ 193,126.40

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

\$ 72,486.35	\$ 72,486.35	
\$ 287,253.59	\$ 94,127.19	\$ 193,126.40
\$ (11,787.01)		\$ (11,787.01)
\$ 275,466.58	\$ 94,127.19	\$ 181,339.39

Balances in the Various Accounts - Last 13 Months



MACKENZIE COUNTY

ONE TIME Projects 2022 INCLUDING CARRY FORWARDS

Project Description	TOTAL PROJECT BUDGET	2022 BUDGET	TOTAL COSTS	2022 COSTS	2022 REMAINING BUDGET	External Funding				Internal Funding		Notes	Director Notes
						CCBF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Restricted Surplus (previous years)	RS-type		
(12) - Administration Department													
FV - Asset Management (2021)	125,000	125,000	4,233	4,233	120,767			50,000		75,000	GORF	CM 21-09-660	In progress
Total department 12	125,000	125,000	4,233	4,233	120,767	-	-	50,000	-	75,000	-		125,000
(23) - Fire Department													
FV - Fire Dept Training Props (2018)	30,000	30,000	-	-	30,000				15,000	15,000	GORF	50/50 FVFD	Fund raising required
Total department 23	30,000	30,000	-	-	30,000	-	-	-	15,000	15,000	-		30,000
(32) - Public Works													
FV - Repair Shop Operations Fence	6,600	6,600	-	-	6,600					6,600	GORF		In progress quotes being obtained
Total department 32	6,600	6,600	-	-	6,600	-	-	-	-	6,600	-		6,600
(33) - Airport													
Airport Master Plan (CF 2016)	75,000	32,707	42,293	-	32,707					32,708	GORF		Ongoing
Total department 33	75,000	32,707	42,293	-	32,707	-	-	-	-	32,708	-		32,708
(41) - Water													
LC -La Crete Future Water Supply Concept (2018)	200,000	190,910	9,090	-	190,910					190,910	GORF		Ongoing
Water Diversion License Review	55,000	29,170	27,148	1,318	27,852					29,170	GORF	CM 21-12-837 ADDED \$10k from GOR	Ongoing
Total department 41	255,000	220,080	36,238	1,318	218,762	-	-	-	-	220,080	-		220,080
(61) - Planning & Development Department													
Municipal Development Plan	305,000	36,384	285,978	17,362	19,022					36,385	GOR	20-08-494	In progress
LC - Atlas Landing Dispositions (2022)	25,000	25,000	14,348	14,348	10,652					25,000	GORF		In progress
LC - Storm Water Plan (2022)	151,000	151,000	-	-	151,000					151,000	MR		Working on RFP
La Crete Area Structure Plan (2022)	150,000	150,000	-	-	150,000					150,000	MR		Working on RFP
Total department 61	631,000	362,384	300,326	31,710	330,674	-	-	-	-	362,385	-		362,385
(63) - Agricultural Services Department													
Irrigation District Feasibility Study	30,000	30,000	-	-	30,000					30,000	GORF	Motion 18-08-589	No update
FV - 2022 Agricultural Fair & Tradeshow (2022)	12,655	12,655	-	-	12,655				12,655			CM 22-04-324	Ongoing
Total department 63	42,655	42,655	-	-	42,655	-	-	-	12,655	30,000	-		42,655
(72) - Parks													
LC Walking Trail	6,000	6,000	-	-	6,000					6,000	GORF		No update
La Crete Walking Trail LOC	15,400	15,400	15,386	15,386	14					15,400	GORF	CM 22-02-107	Complete
Wadlin lake Phase 2 Campground Expansion Development Plan	3,000	3,000	-	-	3,000					3,000	GORF	This may require potential expenditures in 2020+	Further information required
Total department 72	24,400	24,400	15,386	15,386	9,014	-	-	-	-	24,400	-		24,400
TOTAL 2022 ONE TIME Projects	1,189,655	843,826	398,475	52,646	791,180	-	-	50,000	27,655	766,173	-		843,828
2022 Contingent on Grant Funding													
Bridge Maintenance (7 bridges)	250,000							250,000					Contingent on Grant Funding 50/50
2022 Contingent on Grant Funding- Total	250,000	-	-	-	-	-	-	250,000	-	-	-	-	-

Funding Sources for the 2022 Approved Non TCA projects is as follows:

Other Grants/Sources	\$	77,655
Municipal Reserve	\$	301,000
General Operating Reserve	\$	465,173
General Capital Reserve		
Total	\$	843,828

TCA Projects 2022 INCLUDING CARRY FORWARDS

Project Description	TOTAL PROJECT BUDGET	2022 BUDGET	TOTAL COSTS	2022 COSTS	2022 REMAINING BUDGET	External Funding				Internal Funding				Director Notes
						CCBF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debenture	
(12) - Administration Department														
LC - 100 Street Plan	65,000	65,000	19,590	19,590	45,410						GCR	65,000		Awaiting lot registration
FV - Flood Mitigation (2021)	15,359,219	11,063,372	4,718,172	422,325	10,641,047			10,281,519	171,929		GCR/GOR	609,924		Phase 1 complete. Phase 2 & 3 under construction. Buttertown road construction 80%, Beaver Ranch ongoing
Council Chambers Windows (2021)	8,700	8,700	6,918	6,918	1,782						GCR	8,700		Complete
FV - Photocopier (2022)	72,500	72,500	6,100	6,100	66,400	62,500			10,000					Receiving in July
Zama Building - Air Conditioning & Heating (2022)	107,000	107,000	-	-	107,000	79,000					GCR	28,000		Project complete. Awaiting invoice
FV-Interim Housing Project (2022)	500,000	500,000	-	-	500,000						GCR	500,000		Awaiting documentation to finalize
Total department 12	16,112,419	11,816,572	4,750,779	454,932	11,361,640	141,500	-	10,281,519	181,929	-	-	1,211,624	-	
(23) - Fire Department														
FV - Training Facility (CF 2017)	20,000	1,733	18,267	-	1,733				383		GCR	1,350		No Update
LC - Air Compressor - Bottle Filling Station (2022)	87,000	87,000	-	-	87,000	87,000								In progress
Total department 23	107,000	88,733	18,267	-	88,733	87,000	-	-	383	-	-	1,350	-	
(32) - Transportation Department														
Gravel Reserve (CF 2014)	150,000	92,357	118,259	62,570	29,787						RDR	92,357		Finalizing in July - 100% complete
LC - 9 Street Lights - 94 Ave 106 St to Pioneer Drive (See Note 1)	75,000	75,000	-	-	75,000		75,000							ATCO creating a design
OR01 New Road Infrastructure Endeavour to Assist	1,165,986	500,000	675,623	9,637	490,363						GCR/RDR	500,000		Ongoing
30 m Right of way for road widening - various locations (2021)	200,000	194,209	86,041	80,251	113,959						RDR	194,209		Work is ongoing
Rebuild TWP Rd 1044 (1 mile) (2021)	300,000	273,663	26,338	-	273,663		273,663							Preparing tender
Washout & Culvert Upgrades (2021)	852,000	461,372	395,653	5,025	456,347		109,372				RDR	352,000		Work is ongoing
LC - 109 Avenue Widening (2021)	45,000	20,584	29,394	4,978	15,606						GCR	20,584		Complete
AWD 160M Graders X3 (2021)	1,714,101	1,714,101	-	-	1,714,101		1,039,101		675,000					new units on-order (est delivery Jan 2023)
FV - Office truck (2022)	50,000	50,000	50,026	50,026	(26)	48,000			2,000					90% complete, new unit in-service and replacement will be disposed in sep 2022
LC - Office truck (2022)	50,000	50,000	50,026	50,026	(26)	48,000			2,000					90% complete, new unit in-service and replacement will be disposed in sep 2022
FV- Zero Turn (2022)	21,500	21,500	16,504	16,504	4,996	15,000			6,500					Complete
Truck - Director of Utilities (2022)	42,000	42,000	-	-	42,000	42,000								Complete
10" pump x 2 (2022)	180,000	180,000	163,372	163,372	16,628						GCR	180,000		Complete
TWP RD 1050 (27 baseline) 2 miles (2022)	700,000	700,000	11,235	11,235	688,765		700,000							Preparing tender
113 Avenue Reshape & Shoulder Pull (2022)	175,000	175,000	-	-	175,000	175,000								Preparing tender
Zama Pavement Repair (2022)	1,000,000	1,000,000	11,850	11,850	988,150		1,000,000							Finalizing scope of work
BF 78209 NW 17 105 14 W5M - Teepee Creek (2022)	550,000	550,000	11,496	11,496	538,504	550,000								Cancelled
Range Road 154 - In 108-15 (2022)	350,000	350,000	-	-	350,000			350,000						Re-engineering
Rebuild 2 miles Heliport Road (Twp 1102 - Rge Rd 184-190) (2022)	250,000	250,000	12,045	12,045	237,955			250,000						Preparing tender
Machesis Lake - Road Rebuild and section Repairs (2022)	100,000	100,000	-	-	100,000	29,846	70,154							Preparing tender
Blue Hills - Road Rebuild and section Repairs (2022)	125,000	125,000	12,210	12,210	112,790		125,000							Preparing tender
Rebuild Fox Lake Road (2 miles) - spot repair (2022)	85,000	85,000	5,188	5,188	79,813	85,000								Project starting next week
Roller Packer (2022)	40,000	40,000	40,000	40,000	-						V&E	40,000		Finalizing scope of work
LC - RR 181 Culvert Replacement (2022)	198,275	198,275	198,275	198,275	-						RDR	198,275		Complete
Electrical Vehicle Charging Stations (2022)	179,010	179,010	-	-	179,010			179,010						Engineer preparing tender
Rebuild Rge Rd 155	400,000	400,000	-	-	400,000		400,000							Funding agreement approved, waiting on materials
Total department 32	8,997,872	7,827,070	1,913,534	744,686	7,082,384	1,117,846	4,267,290	179,010	685,500	-	-	1,577,425	-	
Airports														
FV - Airport - Lighting Upgrade	260,000	260,000	-	-	260,000						GOR/GCR	260,000		Materials ordered
FV - Spray Insulation & Radiant Heat Pole Building (2022)	50,000	50,000	-	-	50,000	50,000								Insulation complete
Total department 33	310,000	310,000	-	-	310,000	50,000	-	-	-	-	-	260,000	-	
(41) - Water Treatment & Distribution Department														
LC - Well Number 4 (CF 2016)	1,348,966	977,697	406,736	35,467	942,230			491,835			GCR	485,863		Underground work completed the week of June 20th. Waiting on electrical components.
ZA - Water Treatment Plant Upgrading (CF 2017)	1,153,569	879,324	651,495	377,250	502,074			486,837			RWTR/WTRSWR	392,487		Getting close to completion mechanically but also waiting on VFDs.
FV - Frozen Water Services Repairs (River Road) (CF 2015)	280,700	20,443	260,257	-	20,443						RWTR	20,443		Will be getting the contractor to really try to finish up this year.
LC - Waterline Bluehills (CF 2015)	833,250	690,722	142,528	-	690,722		690,722							On hold, looking for grant funding in the future.
FV - Rural Water Supply North of the Peace River (2018)	420,000	166,251	253,749	-	166,251						GOR	166,252		On hold, looking for grant funding in the future.
FV - Rural Truck Fill Pump Install (2021)	324,500	273,614	166,741	115,856	157,759		263,614				WTRSWR	10,000		Was commissioned and tested. Waiting on deficiencies to be repaired.
LC-North Waterline Oversizing (2021)	200,000	200,000	200,000	200,000	-						WTRSWR	200,000		Completed.
LC-North Sanitary Trunk Sewer (2021)	280,000	233,654	113,586	67,240	166,414						GOR	233,654		On hold - Design nearly complete
LC - Motor Starters (2022)	90,000	90,000	1,625	1,625	88,376						WTRSWR	90,000		Project started but waiting on supplies.
Water line Relocation (2022)	45,000	45,000	44,275	44,275	725						WTRSWR	45,000		Completed. Awaiting last invoices.
Water Point Building Replacements (BHP, Tompkins, Rocky Lane) (2022)	64,000	64,000	-	-	64,000						WTRSWR	64,000		Contractors given go ahead. Buildings to be built soon.
LC - East Waterline Oversizing SE 10-106-15-W5M (2022)	75,000	75,000	-	-	75,000						WTRSWR	75,000		Will happen once construction starts on this subdivision.
Total department 41	5,114,985	3,715,705	2,240,992	841,712	2,873,993	-	954,336	978,672	-	-	-	1,782,699	-	
(42) - Sewer Disposal Department														
LC - North Storm-Pond A (2021)	1,190,000	775,790	522,290	108,080	667,710						WTRSWR	90,000	685,790	Pond is almost complete. Waiting on Approval from AEP to continue work.
FV - Sewer Upgrades (2022)	1,226,000	1,226,000	-	-	1,226,000		105	1,226,000						Have started discussion with engineers to get a tender ready project together. 2022-07-07 jpb
Total department 42	2,416,000	2,001,790	522,290	108,080	1,893,710	-	-	1,226,000	-	-	-	90,000	685,790	

TCA Projects 2022 INCLUDING CARRY FORWARDS

Project Description	TOTAL PROJECT BUDGET	2022 BUDGET	TOTAL COSTS	2022 COSTS	2022 REMAINING BUDGET	External Funding				Internal Funding				Director Notes
						CCBF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debenture	
(63) - Agriculture														
HL - Rural Drainage - Phase II & Phase III (CF 2014/2015)	1,181,000	38,019	1,142,981	-	38,019						SWMR	38,019		Ongoing
Rural Drainage 2022	188,000	188,000	-	-	188,000						SWMR	188,000		In progress
Total department 63	1,369,000	226,019	1,142,981	-	226,019	-	-	-	-	-	-	226,019	-	
(71) - Recreation														
FV - Overhead Door Replacement/Completion of Hockey Netting	16,000	3,100	12,900	-	3,100						RB-FV	3,100		No Update
FV - Outdoor Rink Repairs	14,000	14,000	-	-	14,000						RB-FV	14,000		No Update
FV - Purchase Outhouses for Rodeo Grounds	10,000	10,000	-	-	10,000						RB-FV/GOR/GCR	10,000		No Update
LC - Tennis Court, Basketball Pickle Ball Court (2021)	304,080	141,215	304,080	141,215	0		68,121		73,095					In progress
LC - Northern Lights Recreation Center New Arena (2021)	5,389,274	1,196,059	4,675,449	482,234	713,825				1,196,059					In progress
FV - Community Hall Air Conditioning (2022)	50,000	50,000	-	-	50,000	50,000								Quotes rec'd
FV - Main lobby epoxy floor (2022)	8,400	8,400	-	-	8,400	8,400								No Update
FV - Roof leak exploration and repair (2022)	15,000	15,000	-	-	15,000	15,000								No Update
LC - Ball Diamond Water Line (2022)	6,000	6,000	-	-	6,000	6,000								No Update
LC - 3 new industrial snowblowers for outdoor rinks (2022)	12,329	12,329	-	-	12,329	12,329								Complete. Awaiting invoice
LC - New beach volleyball court (2022)	10,000	10,000	-	-	10,000	10,000								No Update
LC - Replace concrete pad by shop door (2022)	7,500	7,500	-	-	7,500	7,500								No Update
ZA - Plexiglass Window in Park Shelter (2022)	17,000	17,000	-	-	17,000	17,000								Ongoing
ZA - Cabin Utilities Development - \$120,000 - County share \$20,000 (2022)	20,000	20,000	-	-	20,000	20,000								In progress
LC - Electric Zamboni for Outdoor Rinks (2022)	176,500	176,500	-	-	176,500			50,000	126,500					Ordered - Oct arrival
LC - Walk Behind Floor Scrubber (2022)	14,000	14,000	-	-	14,000	5,671			8,329					Ordered
Total department 71	6,070,083	1,701,103	4,992,429	623,449	1,077,654	151,900	68,121	50,000	1,403,983	-	-	27,100	-	
(72) - Parks & Playgrounds Department														
Hutch Lake Campground Improvements (CF 2017)	112,000	2,228	109,772	-	2,228						MR	2,228		In Progress - Development Stage
River Search & Rescue Access Plan - Atlas & Tompkins Landing Boat Launch & FV Bridge Campground	92,000	22,671	72,406	3,077	19,594						GOR	22,671		In Progress - Development Stage
Vanguard Subdivision Playground Equipment	30,000	3,685	26,315	-	3,685						MR	3,685		In Progress - Development Stage
Wadlin Lake Dock Piling Improvements - Firewood Compound	13,000	10,045	2,955	-	10,045						GCR	10,045		In Progress - Development Stage
Jubilee Park Walkway	10,000	10,000	-	-	10,000						GOR	10,000		Require Additional Funding
FV - Streetscape (CF 2017)	125,000	86,641	38,359	-	86,641						GOR/GCR	86,641		In Progress - Development Stage
Streetscape - La Crete	50,000	29,291	20,709	-	29,291						GOR/GCR	29,291		In Progress - Development Stage
New Hamlet Park (2021)	38,000	8,685	29,315	-	8,685						MR	8,685		Nearing Completion
Water Well at Jubilee Park (2021)	17,955	17,955	-	-	17,955	17,955								Exploring Options
FV - Streetscape Second dock project (2021)	25,394	25,394	-	-	25,394						GCR/GOR	25,394		In Progress - Development Stage
Wadlin Lake Campground - Major Improvements (2022)	50,000	50,000	33,441	33,441	16,559						RP	50,000		In Progress - Development Stage
Hutch Lake Campground - Major Improvements (2022)	50,000	50,000	-	-	50,000						RP	50,000		In Progress - Development Stage
Bridge Campground - Major Improvements (2022)	100,000	100,000	-	-	100,000						RP	100,000		In Progress - Development Stage
Machesis Lake Campground (2022)	30,000	30,000	-	-	30,000						RP	30,000		In Progress - Development Stage
Zama Campground - Major Improvements (2022)	20,000	20,000	-	-	20,000						RP	20,000		In Progress - Development Stage
Hamlet Park Development (2022)	75,000	75,000	-	-	75,000						MR	75,000		In Progress - Development Stage
Total department 72	838,349	541,594	333,272	36,518	505,077	17,955	-	-	-	-	-	523,640	-	
TOTAL 2022 Capital Projects	41,371,208	28,253,560	15,937,433	2,821,740	25,431,820	1,586,701	5,289,747	12,715,201	2,271,795	-	-	5,704,332	685,790	

TCA Projects 2022 INCLUDING CARRY FORWARDS

Project Description	TOTAL PROJECT BUDGET	2022 BUDGET	TOTAL COSTS	2022 COSTS	2022 REMAINING BUDGET	External Funding				Internal Funding			
						CCBF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debenture
Contingent on Grant Funding													
ZC - Access Pave (PH V) (CF 2014)	6,000,000	6,000,000	-	-	6,000,000			3,000,000					3,000,000
ZA - Sewage Forcemain (2018)	1,085,000	1,085,000	-	-	1,085,000			1,085,000					-
288m asphalt upgrade 91 st	130,000	130,000	-	-	130,000					RR	130,000		
Carry Forward Contingent on Grant Funding- Total	7,215,000	7,215,000	-	-	7,215,000	-	-	4,085,000	-	-	-	130,000	3,000,000
2022 Contingent on Grant Funding													
FV - New Hockey Boards and Glass with Protective Netting	199,500								99,750		GCR	99,750	
FV - Fitness Centre Expansion	99,000								49,500		GCR	49,500	
FV - Baseball Netting	75,000								37,500		GCR	37,500	
LC - Wheel Chair Lift	50,000								25,000		GCR	25,000	
2022 Contingent on Grant Funding- Total	423,500	-	-	-	-	-	-	-	211,750	-	-	211,750	-
Total of Contingent Funding	7,638,500	7,215,000	-	-	7,215,000	-	-	4,085,000	211,750	-	-	341,750	3,000,000

Funding Sources for the 2022 Approved Capital projects is as follows:

CCBF & MSI	\$	6,876,448
Other Grants/Sources	\$	14,986,996
General Operating Reserve	\$	1,000,428
General Capital Reserve	\$	2,039,497
Municipal Reserve	\$	89,598
Road Reserve	\$	1,052,827
Vehicle & Equipment Reserve	\$	40,000
Rural Water Reserve	\$	192,930
Waste/Sewer Infrastructure Reserve	\$	794,000
Surface Water Management Reserve	\$	226,019
Recreation Board Fort Vermilion	\$	19,033
Recreation & Parks	\$	250,000
Debenture	\$	685,790
TOTAL		28,253,566



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 13, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Expense Claims – Councillors

BACKGROUND / PROPOSAL:

Councillor Honorarium and Expense Claims are reviewed by Council on a monthly basis.

A copy of the following Councillor Honorarium and Expense Claims will be presented at the meeting:

- June – All Councillors

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2022 Operating Budget

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

1248-21 Honorariums and Expense Reimbursement Bylaw

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Councillor expense claims for June 2022 be received for information.

Author: J Batt Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 13, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Expense Claims June – Members at Large

BACKGROUND / PROPOSAL:

Members at Large expense claims are reviewed by Council on a monthly basis.

A copy of the following Members at Large Expense Claims will be presented at the meeting:

Name	Board/Committee	Month
Tim Driedger	Municipal Planning Commission	June
Erick Carter	Municipal Planning Commission	June

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2022 Operating Budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

Bylaw 1248-21 - Honorariums and Expense Reimbursement Bylaw

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the Member at Large Expense Claims for June 2022 be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 13, 2022
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	Commercial Business Incentive Options

BACKGROUND / PROPOSAL:

At the November 9, 2021 Council meeting, administration presented options for commercial business incentives for Mackenzie County. The following motion was made:

MOTION 21-11-772 **MOVED** by Councillor Driedger

That the Commercial Business Incentive Options be brought a Committee of the Whole meeting for further discussion.

CARRIED

Administration has researched and been in contact with the assessor to discuss details in regards to business tax incentives or to refer to it as non-residential property tax incentive for new industrial and commercial development and expansions.

Options may allow for eligible new industrial and commercial developers to apply for a percentage reduction in taxes on the municipal portion of taxes for a period of three years. Provincial School and Senior Lodge property requisitions are excluded from any reduction.

A bylaw could be created providing developer incentives through tax exemptions on new industrial and commercial development and expansions. The bylaw would allow developers to apply for a tax exemption of 75% the first year, 50% the second year and 25% the third year.

The incentive for qualifying new industrial or commercial developments would be applied to the completed project for the applicable property assessment beginning in the first year it is assessed. New industrial and commercial expansion would only apply to the applicable property assessment on the expansion portion beginning in the first year it is

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

assessed. Expansion criteria should take into consideration that the expansion is of a certain percentage of the current square footage of the commercial property for eligibility.

Location is a consideration of where development is to be encouraged to grow. This can be either within hamlets or in specified areas of Mackenzie County where an industrial or commercial development has the infrastructure or potential to support the development.

Development that has already commenced may be eligible if the bylaw is written so that applications are received within a specific time frame of the passing of a bylaw.

The assessor offered some preliminary thoughts that should be kept in mind. Some new business ventures do not have the capital to purchase real estate and would not be able to benefit from this tax incentive.

Home based businesses may be taxed at a minimum rate if the assessor has been informed of a business being conducted on the property. Typically, if there is limited customer traffic to the residence commercial rates are not added to the property. If the residence has dedicated space for product inventory or work such as a hair dresser or a mechanic shop, the commercial mill rates are placed usually at the minimum tax rate. With this information homebased businesses may not be eligible based on tax rate and if location is considered an eligibility.

OPTIONS & BENEFITS:

Option 1:

That administration creates a Tax Exemption Bylaw for new industrial and commercial development in Mackenzie County.

Option 2:

That administration creates a Tax Exemption Bylaw for new industrial and commercial development in Mackenzie County, including new eligible expansion of current industrial and commercial development.

Option 3:

For information.

COSTS & SOURCE OF FUNDING:

The exemption of taxes may affect future operating revenue.

SUSTAINABILITY PLAN:

Author: S Gibson Reviewed by: _____ CAO: B Peters

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

Strategy E26.1 Infrastructure is adequate and there are plans in place to manage additional growth

Strategy E26.3 Take proactive measures to anticipate growth by preparing evidence-based plans for it.

Goal C1 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.

COMMUNICATION / PUBLIC PARTICIPATION:

None at this time.

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion

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

- 2019 Development Permits 113 permits
- 2020 Development Permits 161 permits
- 2021 Development Permits 159 permits
- 2022 Development Permits 133 permits

Issued Building Permits (Annual)

- 2018 Building Permits 153 permits (value \$22,394,765.00)
- 2019 Building Permits 160 permits (value \$18,663,160.00)
- 2020 Building Permits 288 permits (value \$22,865,960.89)
- 2021 Building Permits 215 permits (value \$61,411,419.48)
- 2022 Building Permits 64 permits (value \$16,310,936.00)

(January to June 2022)

**These numbers include all development that required a building permit.*

New Subdivision Applications (Annual)

- 2018 applications 38 applications
- 2019 subdivisions 55 applications
- 2020 subdivisions 40 applications
- 2021 subdivisions 73 applications
- 2022 subdivisions 36 applications

(January to June 2022)

Total amount of **acres** subdivided in 2022 is **424.54 acres**

- **Total Rural:** 356 acres
 - *Vacant land: 294 acres*
 - *Existing yard sites: 62 acres*
- **Total Urban:** 68.54 acres
 - *Fort Vermilion: 13.8 acres*
 - *La Crete: 54.74 acres*

Author: L Washkevich **Reviewed by:** C Smith **CAO:** B Peters

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the development statistics report for January to June 2022 be received for information.

Author: L Washkevich **Reviewed by:** C Smith **CAO:** B Peters

Total Approved Development Permits by Year

Type of Development	2018	2019	*2020	*2021	*2022 Jan- June
Residential	169	180	319	231	96
Industrial & Commercial	40	34	45	40	28
Other	9	18	28	30	9
Total	218	232	392	301	133

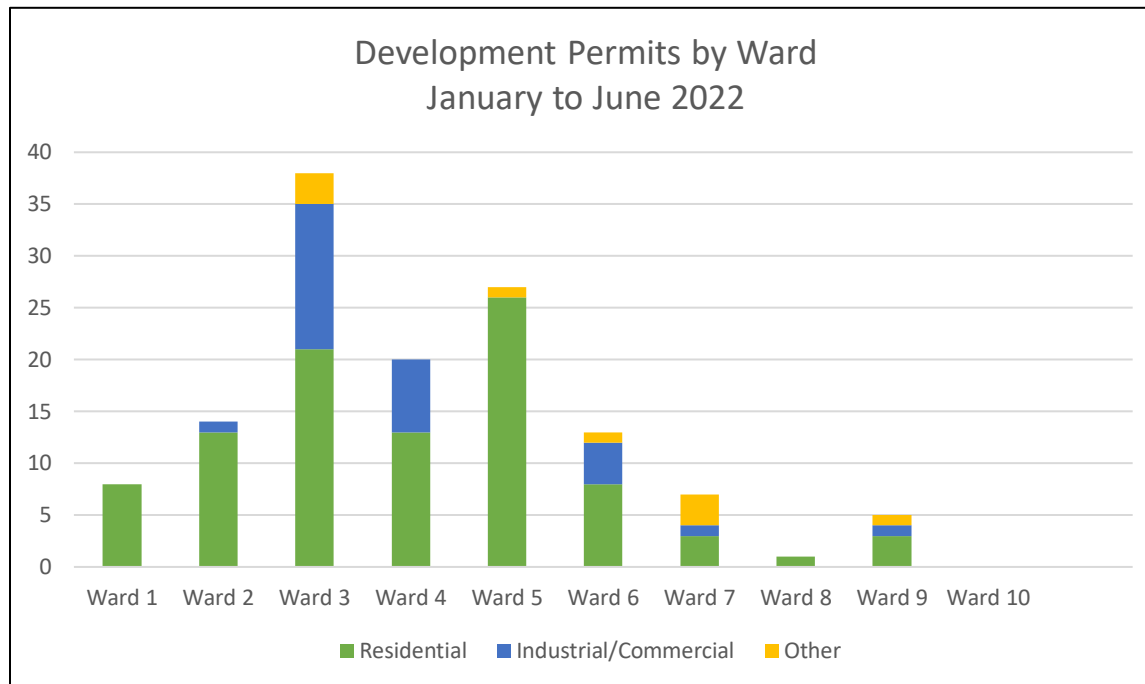
**107 permits due to the FV Flood Recovery in 2020*

** 18 permits due to the FV Flood Recovery in 2021*



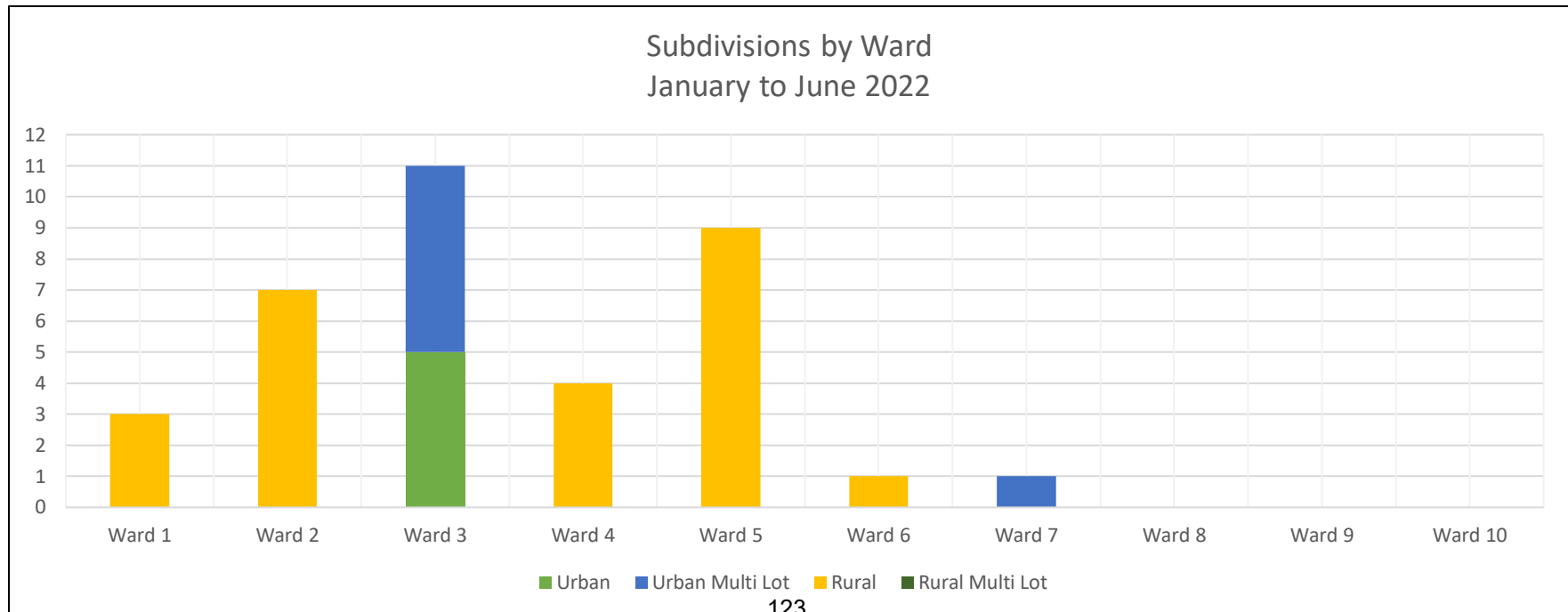
Approved Development Permits by Ward
January to June 2022

Type of Development	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Residential	8	13	21	13	26	8	3	1	3	0	96
Industrial & Commercial	0	1	14	7	0	4	1	0	1	0	28
Other	0	0	3	0	1	1	3	0	1	0	9
Total	8	14	38	20	27	13	7	1	5	0	133



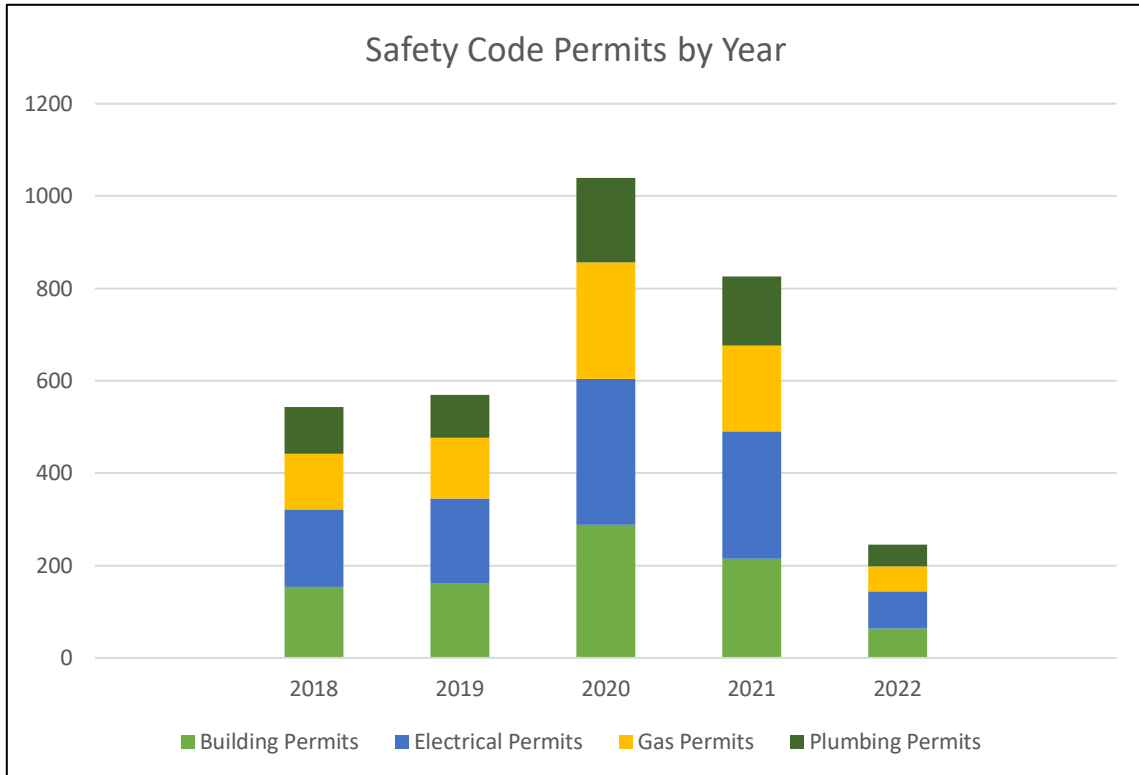
Subdivision Applications by Ward
January to June 2022

Type of Subdivision	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Urban	0	0	5	0	0	0	0	0	0	0	5
Urban Multi Lot	0	0	6	0	0	0	1	0	0	0	7
Rural	3	7	0	4	9	1	0	0	0	0	24
Rural Multi Lot	0	0	0	0	0	0	0	0	0	0	0
Total	3	7	11	4	9	1	1	0	0	0	36



Total Issued Safety Code Permits by Year

Type of Safety Codes	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>2022 Jan- June</i>
Building	154	162	288	215	64
Electrical	168	183	316	276	80
Gas	120	132	252	185	54
Plumbing	101	92	183	150	47
Total	543	569	1039	826	245





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 13, 2022
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	Review Policy FIN025 – Purchasing Policy

BACKGROUND / PROPOSAL:

At a recent council meeting, a proponent failed to successfully bid on a project because they did not have a current Certificate of Recognition (COR) for their safety program. This will directly result in increased annual costs to the County.

The County implemented a mandatory COR requirement quite a few years ago in order to reduce risk and potential liability to the municipality. Many contractors in the area have since obtained their COR certification, while others are no longer eligible to bid on County projects.

Administration will investigate costs and/or the reduction in costs associated with items such as our insurance, WCB and OH&S because of the COR requirement for bidders/contractors, and present the findings to council as a handout.

OPTIONS & BENEFITS:

The health and safety of all employees and contractors is critical to the success of Mackenzie County. COR certification has been the accepted standard for indicating a robust health & safety program, but it may be beneficial for the County to accept alternative methods of demonstrating health & safety.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

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

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: B Peters

Mackenzie County

Title	Purchasing Authority Directive and Tendering Process	Policy No:	FIN025
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Legislation & Policy Reference	Municipal Government Act, Section 209 and 248 (1) and Part 5 PW018 Hiring of Private Equipment
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Purpose

- To provide Council and municipal employees with a clear understanding of purchasing authority, what that purchasing authority is, and the process in which the municipality is committed to an expenditure, and approval for payment of such an expenditure.
- To establish a policy for the tendering for the supply of goods and services and the subsequent opening and award of contracts.
- Transparency of purchasing policy for all.

Policy Statement, Definitions and General Guidelines

1. Policy Statement

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

2. Definitions

Bidder:

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

COR:

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

Council:

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

Designated Officer:

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

Local Supplier:

- For the purpose of this policy, “local supplier” means a business located within Mackenzie County boundary, including Paddle Prairie.

Recurring expenditure:

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

SECOR:

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

Security:

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

Tender:

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

3. Responsibilities

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

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

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

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

Director of Finance will:

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

CAO, Directors and Managers will:

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

5. Purchasing from Local Suppliers

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

When using the Request for Proposal format, a point system shall be utilized and the local supplier shall be awarded a minimum 10 points or 10 % of the scoring.

Purchasing Authority

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

a) Chief Administrative Officer	As approved by Budget
Director of Community Services	\$10,000
Director of Finance	\$10,000
Director of Legislative and Support Services	\$10,000
Director of Operations	\$10,000
Director of Projects and Infrastructure	\$10,000
Director of Utilities	\$10,000
Agricultural Field Man	\$10,000
Manager of Planning & Development	\$10,000
Fleet Maintenance Manager	\$10,000

b) Delegated Expenditure Authority:

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

7. Spending Authority in a Disaster Situation

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

8. Regulations

Notwithstanding the above authorizations, the following regulations shall apply:

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

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

- f) Mackenzie County does not tolerate mandatory vaccination or any other discriminatory requirements for any employee, contractor, or sub-contractor at Mackenzie County workplaces or for any work sites within Mackenzie County.

9. Tendering Process and Proposal Call Process

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

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

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

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

- b. Where tenders are received that do not comply with Section 9(a), or where three (3) tenders cannot be obtained, the tenders received will be accepted provided that:

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

10. Request for Tender Process (excludes quotes)

- a) Sealed tenders shall be processed in the following manner:
 - i. Sealed tenders to be received marked in the specified manner prior to the designated tender closing. Each tender must be time and date stamped upon receipt and must be kept confidential in a secure place.
 - ii. The sealed tender will be considered invalid if opened prior to the public opening, or if the contents are disclosed to any municipal staff member prior to the public opening.
 - iii. All tenders procured through public advertising must be opened at a duly called Council meeting, and be recorded using a Tender Document Form.
 - iv. Multi-year projects are required to go to tender regardless of the purchase scale.
 - v. Two envelopes will be included in the tender package:
 - The first envelope will contain the required documents in a sealed envelope for the tender:
 - Performance Deposit (Certified Cheque, Bank Draft, Bid Bond, Consent of Surety)
 - WCB Clearance Letter/Number
 - Certificate of Insurance
 - Valid SECOR/COR Certificate
 - Mackenzie County Business License

- Additional documents as required for specialty contracts, for example:
 - Bidders Schedule for Work
 - Tender for Provision for Services
 - Addendum (if required – information only).
- The second envelope will contain the:
 - Signed and sealed bid for the tender
 - Pricing Form
 - Addendum (if required – price affected).
- vi. Should the first envelope not contain all the required documentation requested within the tender package, the second envelope containing the bid amount will not be opened or considered and will be returned to the proponent as per Policy ADM105 – Tendering Documentation Process.
- vii. If the proponent has had documented unsuccessful performance in the past with the Municipality, the second envelope may not be opened, and will be returned to the proponent within 5 business days.
- viii. A summary of the tender opening shall be included in the council meeting minutes.
- b) Withdrawal of a sealed or written tender will only be accepted prior to deadline for receipt of tenders. The request to withdraw the tender must be received in writing.

10. Information to Bidder

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

11. Security, Bonding and Other Requirements

- a) Prior to tender, bidder is required to have:

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

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

- Road Infrastructure Projects - \$100,000 and up
 - Water/Sewer Infrastructure (underground Construction) - \$75,000 and up
 - Buildings - \$100,000 and up
- e) All security and bonding documents shall be held in a safe at the Fort Vermilion Corporate Office.
- f) A contractor shall be required to have a valid COR/SECOR certification for all municipal works whereby the contractor is considered “the prime contractor” as per the Occupational Health and Safety Act.

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

The following guidelines shall apply:

COR/SECOR required:

- When the County can transfer prime responsibility for a project to a Contractor as defined in OH&S Act;

- When the project is considered high hazard (i.e. blasting) and no internal expertise exists (no task specific procedure/safe work practice to guide and/or a hazards assessment cannot be adequately achieved due to lack of internal expertise relative to the task)

COR/SECOR may not be required:

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

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

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

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

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

12. Analysis of Tenders

- a) The following factors, presented without any priority, may be used to evaluate all bids received and may include, but are not limited to the following:
 - i. **Ability** of the bidder to meet the requirements of the tender regarding quality, specifications, delivery and service.
 - ii. **Bulk Purchasing**, through larger quantities, cumulative quantities or bulk packaging.

- iii. **Life Cycle Costs** of goods or services.
- iv. **Local Supplier** is a business located within Mackenzie County boundary, including Paddle Prairie.
- v. **Price**, based on the same FOB location, same currency including goods and services tax, and with discounts applied.
- vi. **Record** of a bidder's previous performance on quality, experience, service, delivery and safety.
- vii. **Standardization** of goods to reduce inventory and future costs.

- b) The municipality reserves the right to reject any and all tenders for any cause, to award tenders based on conditions other than price, or to reject all tenders without cause.
- c) The municipality shall not accept tenders, quotations or the supply of services from contractors or suppliers of services who have initiated litigation against the municipality, for a period of one year after the litigation is resolved.

13. Contingency Allowances

- a) Contingency allowances may only be spent to meet the costs of unexpected site conditions, which prevent the contractor from meeting the project specifications as approved by Council. Project contingency will be established at or before time of tender awarding.
- b) Contingency allowances and unspent project funds may only be applied to changes in project specifications and approved by CAO or Council.

	Date	Resolution Number
Approved	2007-12-11	07-12-1120
Amended	2008-12-09	08-12-979
Amended	2011-03-30	11-03-278
Amended	2011-12-12	11-12-970
Amended	2012-10-09	12-10-650
Amended	2015-01-30	15-01-058
Amended	2015-06-22	15-06-463
Amended	2015-12-21	15-12-970
Amended	2016-04-27	16-04-301
Amended	2018-02-13	18-02-121
Amended	2022-01-11	22-01-021
Amended	2022-02-16	22-02-135



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 13, 2022
Presented By:	Caitlin Smith, Director of Planning and Agriculture
Title:	Future Advertising Options

BACKGROUND / PROPOSAL:

At the Regular Council Meeting on June 8, 2022, administration brought the Advertising Memorandum of Agreement with Mackenzie Report to Council. The notice of intention concerning the continuation of the Agreement is due on or before July 15, 2022. The following motion was made:

ADMINISTRATION: 15. b) Mackenzie Report – Advertising Memorandum of Agreement

MOTION 22-06-440 MOVED by Councillor Derksen

That the Mackenzie Report – Advertising Memorandum of Agreement discussion be TABLED and be brought back to a future Council meeting with more information.

CARRIED

Following the meeting administration scheduled meetings with the local advertising companies and discussed our advertising needs. Quotations were received from each firm.

According to the Municipal Government Act, a municipality has the ability to use any means of advertising provided that the methods are within a bylaw. The minimum advertising requirement is 2 consecutive weeks of advertising prior to a public hearing. An advertising bylaw will have to be created should the County not continue with a weekly newspaper.

At this time distribution with the local newspaper is reaching a third of our ratepayers.

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

Both the Big Deal Bulletin and La Crete Online stated that if municipal news were in their publications that the post office would consider them news and all mailboxes would receive them despite being considered “junk mail”.

The Mackenzie Report is also able to distribute to all our ratepayers at our request rather than have ratepayers sign up.

The table below lists a two-year contract with editions mailed to residents of Fort Vermilion, La Crete, High Level, Zama and Buffalo Head Prairie.

Advertising Company	Number of Editions	Schedule
Big Deal Bulletin	48	Monthly 1 st & 15 th
*La Crete Online	48	2 nd & 4 th Friday of Month
Mackenzie Report Inc.	96	**Weekly

*La Crete Online prints in full colour and offers an online presence.

**Mackenzie Report Inc. (Echo-Pioneer) has a two-week advertising break in summer and a two week break in winter.

Page sizes are not the same per advertising company. Both the Big Deal Bulletin and La Crete Online pages are 5 x 8, the Echo-Pioneer page is 11 x 17. To remain comparable, we would require 4 pages with the Big Deal Bulletin and La Crete Online based on what we have been submitting to the Echo-Pioneer.

Memorandum of Agreement attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

Author: S Wheeler Reviewed by: _____ CAO: _____

That the notice of intention letter be forwarded to Mackenzie Report Inc.

Simple Majority Requires 2/3 Requires Unanimous

That Administration sign a contract/agreement with XXXXXXXXXX, beginning July of 2023 for a 24 month term.

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

Mackenzie County Subscriptions & Advertising

Memorandum of Agreement

Contracting

Between:

Mackenzie County
(called the "County" in this Agreement)

AND

Mackenzie Report Inc.
(called the "Contractor" in this agreement)

THE COUNTY AND THE CONTRACTOR AGREE AS FOLLOWS:

1. The Contractor undertakes to provide COUNTY resident ratepayer households with a weekly newspaper in print or digital form (The Echo-Pioneer); and the COUNTY with one full page of advertising space for 48 editions per year.
2. The COUNTY will pay to the Contractor for the provision of services under this Agreement a sum not to exceed:
 - Year 2020 (July 16, 2020-July 15, 2021) @ \$54,000 + GST per year.
 - Year 2021 (July 16, 2021-July 15, 2022) @ \$54,000 + GST per year.
 - Year 2022 (July 16, 2022-July 15, 2023) @ \$54,000 + GST per year.Inclusive of all expenses and disbursements.
3. Payment will be calculated at beginning of July each year according to a maximum number of 3000 recipient households. The COUNTY may issue revisions to the list of newspaper recipients from time to time as resident ratepaying households come and go.
4. This Agreement will come into effect July 16, 2020 and will terminate July 15, 2023. Notice that the COUNTY's intent is to not enter into a new agreement will be given in writing to the Contractor one year in advance on or before July 15, 2022.
5. The representatives of the parties for this Agreement are:

(a) for the COUNTY

Chief Administrative Officer
Mackenzie County
PO Box 640
Fort Vermilion, AB T0H 1N0

(b) for the Contractor

Tom Mihaly, Publisher
Mackenzie Report Inc.,
PO Box 1018
High Level, AB T0H 1Z0

Any notice required to be given by one party to the other can be given to the parties' representatives at the addresses set out above.

6. This Agreement incorporates the following terms and conditions:
- (a) The services of the Contractor shall be performed and completed to the specifications and satisfaction of the COUNTY.
 - (b) This Agreement shall come into effect when signed by both parties
 - (c) The parties by mutual agreement in writing may terminate this Agreement in full or in part at any time.
 - (d) The Contractor is an independent contractor and shall not for any purpose be a servant, employee or agent of the COUNTY.
 - (e) This Agreement may be amended by mutual agreement in writing of the parties.
 - (f) This Agreement shall not be assigned without first obtaining the written consent of the COUNTY.
 - (g) The Contractor shall indemnify and hold harmless the COUNTY, its employees and agents from any and all claims, demands, action, and costs that may arise, directly or indirectly out of any act or omission of the Contractor, his employees or agents, in the performance by the Contractor of this Agreement.

Such indemnification shall survive termination of this Agreement.

The COUNTY shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever that may be suffered or sustained by the Contractor, his employees or agents in the performance of this Agreement.

- (h) It is agreed that this written document contains the entire agreement of the parties in regard to the matters dealt with, and that no understanding or Agreements, verbal or otherwise, exist between the parties except as expressly set out.
- (i) The validity and interpretation of this Agreement and of each clause or part is to be governed by the laws of the Province of Alberta.

7. The Contractor shall not either directly or indirectly use personal information contained in the attached "Schedule A" except for the purpose of issuing and addressing newspapers to the COUNTY's resident ratepayers, necessary for the performance of the services provided by the Contractor under this Agreement. Any other uses for any purpose other than those set out in the Agreement must be expressly authorized by the COUNTY in writing in advance of the use. At the termination of this Agreement the Contractor, its employees and agents shall not use any personal information obtained, collected or compiled as a result of this Agreement for any purpose.


8. In the event of a sale of the Mackenzie Report Inc. to a third party during the life of this agreement, the new owner(s), if they so desire, will have the right to terminate this agreement, with written notice, effective at the end of the year in which the newspapers were sold. Any portion of the agreement which has been pre-paid for the upcoming year will be proportionately refunded to the COUNTY based upon the effective termination date.

The parties have signed this Agreement of this 27 day of August, A.D. ^{19th} 2020. *gm* *hr*

Signed in the presence of:

Mackenzie County

SEAL



 Len Racher, CAO

Signed in the presence of:

Mackenzie Report Inc.



 Witness



 Tom Mihaly, Publisher



 Print Name

- (a) something is to be done, or
- (b) proceedings are to be taken,

the Minister may by order specify another number of days or another day for doing it or taking proceedings.

(3) An order under subsection (2) may be made at any time before or after the day that the thing is to be done or proceedings are to be taken and the time for doing any other thing that is determined in relation to that day is subject to a like delay.

(4) Anything done or proceedings taken within the number of days or by the day specified in an order under subsection (2) is as valid as if it had been done or taken within the number of days or by the day specified in this Act or the regulations.

1994 cM-26.1 s605

Requirements for advertising

606(1) The requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something else to be advertised by a municipality, unless this or another enactment specifies otherwise.

(2) Notice of the bylaw, resolution, meeting, public hearing or other thing must be

- (a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held,
- (b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or
- (c) given by a method provided for in a bylaw under section 606.1.

(3) A notice of a proposed bylaw must be advertised under subsection (2) before second reading.

(4) A notice of a proposed resolution must be advertised under subsection (2) before it is voted on by council.

(5) A notice of a meeting, public hearing or other thing must be advertised under subsection (2) at least 5 days before the meeting, public hearing or thing occurs.

(6) A notice must contain

- (a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing,
- (b) the address where a copy of the proposed bylaw, resolution or other thing, and any document relating to it or to the meeting or public hearing may be inspected,
- (c) in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it, and
- (d) in the case of a meeting or public hearing, the date, time and place where it will be held.

(7) A certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in the certificate.

(8) The certificate is admissible in evidence without proof of the appointment or signature of the person who signed the certificate.

RSA 2000 cM-26 s606;2015 c8 s56;2017 c13 s3

Advertisement bylaw

606.1(1) A council may by bylaw provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606.

(2) Before making a bylaw under subsection (1), council must be satisfied that the method the bylaw would provide for is likely to bring proposed bylaws, resolutions, meetings, public hearings and other things advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held.

(3) Council must conduct a public hearing before making a bylaw under subsection (1).

(4) A notice of a bylaw proposed to be made under subsection (1) must be advertised in a manner described in section 606(2)(a) or (b) or by a method provided for in a bylaw made under this section.

(5) A notice of a bylaw proposed to be made under subsection (1) must contain

- (a) a statement of the general purpose of the proposed bylaw,

- (b) the address or website where a copy of the proposed bylaw may be examined, and
 - (c) an outline of the procedure to be followed by anyone wishing to file a petition in respect of the proposed bylaw.
- (6) A bylaw passed under this section must be made available for public inspection.

2015 e8 s57;2017 e13 s3

Service of documents

607 The service of a document on a municipality is sufficient if

- (a) the document is served personally on the chief administrative officer or a person working for the municipality in the office of the chief administrative officer,
- (b) the document is sent by certified or registered mail to the chief administrative officer at the municipality's office and the document is delivered to the municipality's office, or
- (c) the document is sent to the municipality by electronic means in accordance with a bylaw made by the municipality.

RSA 2000 cM-26 s607;2015 e8 s58

Sending documents

608(1) Where this Act or a regulation or bylaw made under this Act requires a document to be sent to a person, the document may be sent by electronic means if

- (a) the recipient has consented to receive documents from the sender by those electronic means and has provided an e-mail address, website or other electronic address to the sender for that purpose, and
- (b) it is possible to make a copy of the document from the electronic transmission.

(2) In the absence of evidence to the contrary, a document sent by electronic means in accordance with subsection (1) is presumed to have been received 7 days after it was sent unless the regulations under subsection (4) provide otherwise.

(3) For greater certainty, a reference in this Act to a mailing address is to be interpreted as including an electronic address referred to in subsection (1)(a) if the requirements of subsection (1) are met.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 13, 2022
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Alberta Municipalities (ABmunis) Convention

BACKGROUND / PROPOSAL:

Alberta Municipalities (ABMunis) represents Alberta’s municipalities where over 85% of Albertans live which include summer villages, villages, cities, towns, and specialized municipalities, advocating the interests of members to the provincial and federal orders of government.

ABmunis hosts a convention once a year which is being held on September 20 – 23, 2022 in Calgary, Alberta. Booking will need to be made soon as space is limited.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Registration fee (\$600), Travel Expenses and Honorarium – General Operating Budget. The 2022 operating budget includes two councillors to attend. There are funds in the operating budget for all councillors to attend due to previous conferences being held virtually.

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Author: L. Flooren **Reviewed by:** _____ **CAO:** B Peters

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be authorized to attend the ABmunis Conference from September 20 – 23, 2022 in Calgary, Alberta:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 13, 2022
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	2022 Alberta Forest Products Association Annual General Meeting and Conference

BACKGROUND / PROPOSAL:

The Alberta Forest Products Association AGM and Conference is scheduled for September 28 – 30, 2022 in Jasper, Alberta.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Registration fee (\$1050/member), Travel Expenses and Honorarium – General Operating Budget. The 2022 operating budget includes the attendance for five councillors.

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

Author: L. Flooren **Reviewed by:** _____ **CAO:** B Peters

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be authorized to attend the Alberta Forest Products Association Conference from September 28 – 30, 2022 in Jasper, Alberta:

- 1.
- 2.
- 3.
- 4.
- 5.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 13, 2022
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the June 24, 2022 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: K Unrau **Reviewed by:** _____ **CAO:** _____

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the unapproved Municipal Planning Commission meeting minutes of June 24, 2022 be received for information.

Author: K Unrau **Reviewed by:** _____ **CAO:** _____

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
Fort Vermilion, AB**

Friday, June 24, 2022 @ 10:00 a.m.

- PRESENT:**
- | | |
|-----------------|---|
| Erick Carter | Chair, MPC Member |
| William Wieler | Vice Chair, MPC Member (virtual) |
| David Driedger | Councillor, MPC Member (joined @ 10:16 a.m) |
| Jacquie Bateman | Councillor, MPC Member (virtual) |
| Tim Driedger | MPC Member |
- ADMINISTRATION:**
- | | |
|--------------------|--|
| Caitlin Smith | Director of Planning and Agriculture |
| Ryleigh-Raye Wolfe | Environmental Planner |
| Lynda Washkevich | Development Officer |
| Kristyn Unrau | Administrative Assistant/Recording Secretary |
- MEMBERS OF THE PUBLIC:**
- | | |
|----------------------|--|
| Paul Driedger (FTEN) | |
|----------------------|--|

MOTION

1. CALL TO ORDER

Erick Carter called the meeting to order at 9:58 a.m.

2. ADOPTION OF AGENDA

MPC 22-06-091 MOVED by William Wieler

That the agenda be adopted as presented.

CARRIED

3. MINUTES

a) Adoption of Minutes

MPC 22-06-092 MOVED by Jacquie Bateman

That the minutes of the June 9, 2022 Municipal Planning Commission meeting be adopted as presented.

CARRIED

4. **TERMS OF REFERENCE**

For Information.

6. **SUBDIVISIONS**

- a) **32-SUB-21 Paul Driedger (FTEN) Time Extension
45.48 acre Subdivision (34 lots) Phases 1&2 in "RIG"
Plan 182 1653, Block 2, Lot 4 (North La Crete)**

MPC 22-06-093 **MOVED** by Tim Driedger

That the subdivision file number 32-SUB-21 be granted a time extension for two years.

CARRIED

- b) **43-SUB-21 Paul Driedger (FTEN) Time Extension
56.46 acre Subdivision (47 lots) Phases 1&2 in "RCR4"
Plan 182 1653, Block 2, Lot 4 (North La Crete)**

MPC 22-06-094 **MOVED** by Jacquie Bateman

That the subdivision file number 43-SUB-21 be granted a time extension for two years.

CARRIED

5. **DEVELOPMENT**

- a) **026-DP-18 Northern Towing Time Extension
Accessory Building (tarp shelter) in "LC-HC"
Plan 122 3197, Block 2, Lot 3 (La Crete)**

MPC 22-06-095 **MOVED** by Tim Driedger

That a time extension for 026-DP-18 on Plan 122 3197, Block 2, Lot 3 in the name of Northern Towing be granted to expire on June 29, 2024.

CARRIED

- b) **108-DP-22 Ray Toews/Grandpas
Cannabis Retailer/Distributor in "FV-CC"
Plan 2938RS, Block 2, Lot 25 (4803 49 Street)
(Fort Vermilion)**

MPC 22-06-096 MOVED by William Wieler

That Development Permit 108-DP-22 on Plan 2938RS, Block 2, Lot 25 in the name of Ray Toews be APPROVED with the following conditions:

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

1. Minimum building setbacks:
 - a. 3.1 meters (10 feet) rear yard
 - b. 1.5 meters (5 feet) side yards
2. **Prior to commencing operation, the applicant must provide proof of the appropriate Provincial and Federal license.**
3. **The developer must meet all provincial and federal requirements to operate a Cannabis Retailer/Distributor business. FAILURE TO DO SO WILL RENDER THIS PERMIT NULL AND VOID.;**
4. **The Cannabis Retailer/Distributor shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
5. The Cannabis Retailer/Distributor shall not exceed the hours of 10 am to 2:00 pm.
6. The Cannabis Retailer/Distributor shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.;
7. This permit may be revoked at any time if, in the opinion of the Development Authority, the proposed development has become detrimental or otherwise incompatible with the amenities of the neighbourhood.
8. 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.
9. The municipality has assigned the following address to the noted property **4803 49 Street**. You are required to display the address (**4803**) 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.

10. The building is to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
11. Where the lowest opening of the building is 25 feet from the front property line it is required to be at a minimum 4% grade above the curb level. Where the lowest opening of the building is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.
12. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 37.2 square meters (400 square feet) of building area which in this case is 5 public parking stalls, 1 space per each full time employee and 1 space for every 2 part time employees. *“One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet).”*
13. The sign shall be located a minimum of:
 - a. 20 meters from regulatory signs, and
 - b. 1.5 meters (5 feet) from the curb/sidewalk.
14. **The sign shall be placed on site and is not permitted to be placed on any County lands and/or road rights-of-way.**
15. The sign shall be a minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk.
16. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
17. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.
18. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
19. Wiring and conduits of the sign must be concealed from view.
20. 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 to Mackenzie County standards and at the developers' expense.

21. 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.
22. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
23. **The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.**

CARRIED

- c) **113-DP-22 Philip Peters
Manufactured Home – Mobile Addition and Deck in
“RCR3” Plan 062 7138, Block 3, Lot 17
(317 River Drive Grove) (River Drive Estates)**

MPC 22-06-097 MOVED by Jacquie Bateman

That Development Permit 113-DP-22 on Plan 062 7138, Block 3, Lot 17 in the name of Philip Peters be APPROVED with the following conditions:

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

1. Minimum building setbacks:
 - a) 15.2 meters (50 feet) front yard from any road allowances;
 - b) 7.6 meters (25 feet) side yards;
 - c) 7.6 meters (25 feet) rear yard; from the property lines.
2. The Manufactured Home – Mobile Addition and Deck shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
3. The Addition and Manufactured Home shall be constructed and finished with similar construction materials as the existing Building

to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority. The exterior of the existing Building and Addition shall be similar in appearance and color;

4. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
5. Any doors, windows and other openings to any DEVELOPMENT shall be at the same or greater elevation as the downstream ROAD centerline elevation to avoid overland flood damage, water seepage and other water related damage.
6. All basement or below grade developments shall have an operational sump pump.
7. Any permanent buildings on the property must be constructed 2% greater than the grade of the road.
8. No accessory building erected/or moved onto the site shall be used as a dwelling.
9. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
10. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
11. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighboring properties.
12. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of - new access or changing location of existing access, complete - Request to Construct an Access form by contacting the Operations Department for Mackenzie County at (780) 928-3983. Access to be constructed at the developer's expense.
13. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

- d) 115-DP-22 Matthew & Karleen Doerksen
Dwelling – Single Family in “MHS”
Plan 992 5549, Block 25, Lot 13
(10525-102nd Street) (La Crete)**

MPC 22-06-098 MOVED by William Wieler

That Development Permit 115-DP-22 on Plan 992 5549, Block 25, Lot 13 in the name of Matthew & Karleen Doerksen 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. The front of the Dwelling – Single Family shall be:

- a) 7.6 meters (25 feet) from the front property line, facing 102nd Street;**

Minimum Dwelling – Single Family setbacks for the side and rear yards are:

- b) 2.4 meters (8 feet) rear yard;
c) 1.5 meters (5 feet) interior side yards, from the property lines.**

- 2. The existing Manufactured Home-Mobile shall be removed from the property before occupancy of the new Dwelling – Single Family.**
- 3. The Dwelling-Single Family shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
4. The architecture, construction materials and appearance of accessory buildings and other structures shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
- 5. Where the lowest opening of the house is 25 feet from the front property line it is required to be at a minimum 4% grade above the curb level. Where the lowest opening of the house is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.**
6. The Municipality has assigned the following address to the noted property **10525 – 102nd Avenue**. You are required to display the

address (**10525**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.

7. Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. *“One parking space, including the driveway area, shall occupy 300 square feet.”*
8. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner.
9. No construction or development is allowed on right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility right-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility rights-of-way.
10. This permit approval is subject to an access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
11. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
12. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

CARRIED

MPC 22-06-099

- e) **121-DP-22 William S. Fehr
Cabin with a 45% Size Variance (225 square feet) in “A”
SW 35-109-15-W5M (Highway 58 East)**

MOVED by Tim Driedger

That Development Permit 121-DP-22 on SW 35-109-15-W5M in the name of William S. Fehr 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 45% Size Variance** for the Cabin is hereby granted. The Cabin shall be a maximum of 725 square feet (67 square meters).
2. Minimum building setbacks:
 - a. 41.15 meters (135 feet) from any road allowances; and
 - b. 15.24 meters (50 feet) from any other property lines.;
3. The Cabin shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.;
4. The Cabin is to be used as a seasonal dwelling.
5. 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.
6. Any doors, windows and other openings to any DEVELOPMENT shall be at the same or greater elevation as the downstream ROAD centerline elevation to avoid overland flood damage, water seepage and other water related damage.
7. All basement or below grade developments shall have an operational sump pump.
8. Any permanent buildings on the property must be constructed 2% greater than the grade of the road.
9. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
10. **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.
11. **No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.**

12. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
13. 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

MPC 22-06-100

- f) **126-DP-22 Gary Samuelson
Shop – Personal with Secondary Suite (Change of Use) in
“A” Plan 072 9412, Block 1, Lot 1 (High Level Rural)**

MOVED by Tim Driedger

That Development Permit 126-DP-22 on Plan 072 9412, Block 1, Lot 1 in the name of Gary Samuelson 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. This permit is for the APPROVAL of a Shop – Personal with a Secondary Suite (Change of Use) in the Existing Shop.
2. The Shop – Personal and Secondary Suite shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
3. The architecture, construction materials and appearance of 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. This Shop is approved for personal purposes only and no commercial activity is permitted in this building. Should the applicant change the intention of this building a new development permit is required.
5. SECONDARY SUITES shall be limited to one per LOT/Residence.
6. The Secondary Suite must have a separate entrance that can be directly accessed from outside or through a common area inside or both.

7. 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.
8. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
9. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of - new access or changing location of existing access, complete - Request to Construct an Access form by contacting the Operations Department for Mackenzie County at (780) 928-3983. Access to be constructed at the developers expense.;
10. All basement or below grade developments shall have an operational sump pump;
11. All sewage disposals shall conform to the Alberta Private Sewage Systems Stand of Practice 2015.;
12. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.;

CARRIED

MPC 22-06-101

- g) 127-DP-22 MARA
Temporary Portable Unit (Manufactured Home – Mobile)
in “I” Plan FORTVER, Block 3, Lot 11/12
(5901 River Road) (Fort Vermilion)**

MOVED by Jacquie Bateman

That Development Permit 127-DP-22 on Plan FORTVER, Block 3, Lot 11/12 in the name of MARA 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. The proposed use must be a minimum of 210 feet from the center line of Highway 88.
2. Remaining minimum building setbacks:

- a. 41.15 meters (135 feet) from any road allowances; and
 - b. 15.24 meters (50 feet) from any other property lines.
3. The Temporary Portable Unit shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
 4. 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). FAILURE TO DO SO WILL RENDER THIS PERMIT NULL AND VOID.
 5. No accessory building erected/or moved onto the site shall be used as a dwelling.
 6. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
 7. The undercarriage of the Temporary Portable Unit shall be screened from view by skirting or such other means satisfactory to the Development Authority.
 8. All basement or below grade developments shall have an operational sump pump;
 9. All sewage disposals shall conform to the Alberta Private Sewage Systems Stand of Practice 2015.
 10. Any doors, windows and other openings to any DEVELOPMENT shall be at the same or greater elevation as the downstream ROAD centerline elevation to avoid overland flood damage, water seepage and other water related damage.
 11. Any permanent buildings on the property must be constructed 2 % greater than the grade of the road.
 12. 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.

13. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
14. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of - new access or changing location of existing access, complete - Request to Construct an Access form by contacting the Operations Department for Mackenzie County at (780) 928-3983. Access to be constructed at the developer's expense.
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

- h) **129-DP-22 Platinum Fuels Ltd.
Bulk Fuel Storage & Distribution (Propane Filling Station)
in "LC-HI" Plan 212 1586, Block 22, Lot 3 (La Crete)**

MPC 22-06-102 MOVED by Jacquie Bateman

That Development Permit 129-DP-22 on Plan 212 1586, Block 22, Lot 3 in the name of Platinum Fuels Ltd. 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. **Upon receipt of an application for a DEVELOPMENT PERMIT which includes a pressure vessel with a liquid volume/capacity in excess of 4,546 L (1,000 gallons), the DEVELOPMENT OFFICER shall refer the DEVELOPMENT proposal to the applicable fire department Fire Chief for comments and recommendations.**
2. **Upon receipt of a DEVELOPMENT PERMIT application for a DEVELOPMENT which includes a pressure vessel container with a liquid volume/capacity exceeding 4,546 L (1,000 gallons), the DEVELOPMENT OFFICER may require the applicant to include:**
 - a.) **A site plan detailing the location of each pressure vessel;**
 - b.) **An approved emergency response plan detailing procedures in the event of a pressure vessel rupture or**

explosion; and

- c.) Where applicable, a contact person and the location of the nearest emergency response team provided by the product vendor.**
- 3. The developer must enter into a development agreement with Mackenzie County.**
 - 4. All conditions and regulation set out by the Safety Codes Council of Alberta are to be met to their specifications and standards. Copy of the approval from Safety Codes Council of Alberta must be submitted to Mackenzie County prior to operation. Failure to do so will render this permit Null and Void.**
 - 5. All PRESSURE VESSEL STORAGE containers shall be constructed, located, and inspected in accordance with the provisions of the *Alberta Safety Codes Act and/or Petroleum Tank Management Association of Alberta (PTMAA)*, and its regulations.**
 - 6. An Environmental Containment Plan shall be completed and a copy submitted to Mackenzie County prior to any construction. Failure to do so will render this permit Null and Void.**
 - 7. The landowner/developer shall provide a remediation certificate from the province of Alberta to Mackenzie County within three (3) years of vacating the site.**
 - 8. The Propane Shed shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
 - 9. Minimum building and Bulk Fuel station setbacks;**
 - a. 9.1 meters (30 feet) from the front yard, and
 - b. 3.1 meters (10 feet), from the rear yard.
 - 10. 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 to Mackenzie County standards and paved at**

the developers' expense.

11. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
12. The property must at all times be kept in a neat and orderly fashion.
13. Provide adequate clear signage locating exits, entrance and parking, as required by the Development Authority.
14. The municipality has assigned the following address to the noted property **9401-106 Avenue**. You are required to display the address (**9401**) 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.
15. This permit may be revoked at any time if, in the opinion of the Development Officer, the proposed development has become detrimental, unsightly or otherwise incompatible with the amenities of the neighbourhood.
16. The developer shall provide the municipality with a site drainage and surface water management plan that outlines the following:
 - a. Erosion prevention systems, as required
 - b. Direction of site drainage
 - c. Petroleum spill containment and or separation system
17. The Development is to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
18. 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.
19. If a sign is placed on the property the sign shall be located a minimum of:
 - a. 200 meters from regulatory signs, and
 - b. 3 meters (9 feet) from the outer edge of the road or not less than 1.5 meters from the property line if on private property.

20. The sign shall be a minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk.
21. The sight and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
22. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.
23. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
24. **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

- i) **130-DP-22 Lyndell Enns/Vangard Realty Residential Sales Centre (3 Units) (Dwelling Row) with 25% Setback Variance on the North (1.25ft) and South (2.5ft) Sides in "H-R2" Part of NW 9-106-15-W5M (10103-112 Street Units 1-3) (La Crete)**

MPC 22-06-103 MOVED by David Driedger

That Development Permit 130-DP-22 on Part of NW 9-106-15-W5M in the name of Lyndell Enns 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 Residential Sales Centre (Dwelling – Row) is hereby granted. The Residential Sales Centre shall be a minimum of 1.14 meters (3.75 feet) from the North property line and 2.36 meters (7.75 feet) from the South property line.
2. Remaining minimum building setbacks for the Residential Sales Centre are:

- a) 4.5 meters (14.8 feet) front yard (West); 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.
3. The developer shall enter into a Development Agreement with Mackenzie County.
 4. The Residential Sales Centre shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
 5. The developer must provide design drawings prior to construction. The architecture, construction materials and appearance of the Residential Sales Centre shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
 6. The Residential Sales Centre is to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
 7. **The Municipality has assigned the following address to the noted building 10103-112 Street. You are required to display the address (10103) 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 1-3 which will be assigned by the municipality.

8. The siting and development of the Residential Sales Centre 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.
9. Where the lowest opening of the dwelling-row is 25 feet from the front property line it is required to be at a minimum 4% grade above the curb level. Where the lowest opening of the dwelling-row is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.
10. On-site parking shall be provided at a rate of parking spaces per 100.0m² (1076.9ft²) of FLOOR AREA of the RESIDENTIAL

SALES CENTRE, and all curb crossings and access points shall be designed and located so as to minimize on-site and off-site traffic impacts, to the satisfaction of the DEVELOPMENT AUTHORITY.

11. The colours and materials employed for the exterior finishes, whether permanent or temporary, shall be compatible with those commonly found in Residential Zones.
12. 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.
13. **A development permit for occupancy must be obtained by the developer after the subdivision conditions have been met and the lots have been registered.**
14. A RESIDENTIAL SALES CENTRE may not be used for occasional or permanent residential accommodation purposes.
15. Where full services are not available to the site, a RESIDENTIAL SALES CENTRE shall be provided with a sanitary privy which meets the standards of all applicable health and safety legislation.
16. **The owner of the site on which a RESIDENTIAL SALES CENTRE is located shall, within two (2) weeks or otherwise determined by the DEVELOPMENT AUTHORITY following the placement of BASEMENT or foundation walls, provide to the Planning & Development Department a Real Property Report confirming the location of the same on the site.**
17. Prior to the commencement of any clearing, excavation or other work in respect of the construction of the RESIDENTIAL SALES CENTRE, the permit holder shall:
 - Contact an Alberta Land Surveyor to survey the proposed LOTS in accordance with the Plan of Subdivision;
 - Provide access to the RESIDENTIAL SALES CENTRE such that the total unobstructed distance from a fire hydrant / fire pond to the principal entrance of each RESIDENTIAL SALES CENTRE is not more than 90.0m (295.3ft) or such distance as approved by Fire Rescue Operations. An access ROAD(S) shall be constructed to Mackenzie County's General Municipal Improvement Standards suitable for fire truck use; and
 - Have erected on the site a SIGN bearing the words:

“This RESIDENTIAL SALES CENTRE has been approved for the sole purpose of marketing homes in this area. Be advised that this RESIDENTIAL SALES CENTRE cannot be sold or occupied as a residential dwellings until such time that it has been approved for occupancy by Mackenzie County. For more information call – Insert Developer Name and Phone Number”.

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.

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.

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

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 to Construct an Access form by contacting the Operations Department for Mackenzie County at (780) 928-3983. Access to be constructed at the developer’s expense.

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

- c) **29-SUB-22 Alan Doerksen
80 acre Split (2 lots) in “A”
NE 6-104-18-W5M (Blue Hills)**

MPC 22-06-104 MOVED by William Wieler

That Subdivision Application 29-SUB-22 in the name of Alan Doerksen NE-6-104-18-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE A** subdivision totalling 80 acres (32.37 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with 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,
 - I. Any permanent buildings on the property must be constructed 2% above the grade of the road.
 - b) Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding,
 - c) 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,
 - 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 utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, 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.

- j) **A caveat shall be registered on the title of the property; a fill above the grade of the road is required prior to any development as a preventative measure to mitigate any potential pluvial flooding. Fill specifications to be determined at time of development.**

CARRIED

- d) **31-SUB-22 Julius Unrau
10.00 acre Subdivision (1 lot) in "A"
NE 32-105-13-W5M (Buffalo Head Prairie)**

MPC 22-06-105 **MOVED** by Jacquie Bateman

That Subdivision Application 31-SUB-22 in the name of Julius Unrau NE-32-105-13-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision totalling 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with 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) Any permanent buildings on the property must be constructed 2% above the grade of the road.
 - c) Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding,
 - d) 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,

- e) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015, **subject to conforming to the tentative plan.**
- f) **Provision of a storm water management plan. Contact Planning and Development staff at (780) 928-3983 to discuss the requirements for your subdivision.**
- g) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration,
- h) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others,
- i) 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,
- j) **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

- e) **33-SUB-22 George & Justine Krahn
7.00 acre Subdivision (1 lot) in "A"
NE 30-107-13-W5M (Blumenort)**

MPC 22-06-106 **MOVED** by Jacquie Bateman

That Subdivision Application 33-SUB-22 in the name of George & Justine Krahn NE-30-107-13-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 1 lot, 7 acres

(2.83hectares) in size.

2. Applicant/developer shall enter into and abide by a Development Agreement with 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,
 - I. Any permanent buildings on the property must be constructed 2% above the grade of the road.
 - b) Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding,
 - c) 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,
 - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015, **subject to conforming to the tentative plan.**
 - 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 rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others,
 - h) 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 in accordance with Policy DEV005. The current market value for this property is \$7,000 per acre. Municipal reserve is charged at 10%, which is \$ 700 per subdivided acre. **10.00 acres times \$700 equals \$7,000.00;**
 - i) **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);

- 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

- f) **34-SUB-22 Willy & Lisa Wiebe
10.00 acre Subdivision (1 lot) in "A"
SE 33-106-14-W5M (La Crete Rural)**

MPC 22-06-107 **MOVED** by David Driedger

That Subdivision Application 34-SUB-22 in the name of Norcan Carriers Ltd. SE-33-106-14-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 1 lot, 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with 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,
 - I. Any permanent buildings on the property must be constructed 2% above the grade of the road.

- b) Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding,
- c) 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,
- 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 utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others,
- h) 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 in accordance with Policy DEV005. The current market value for this property is \$7,000 per acre. Municipal reserve is charged at 10%, which is \$ 700 per subdivided acre. 10.00 acres times \$700 equals **\$7,000.00**
- i) **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);**
- 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

7. MISCELLANEOUS ITEMS

a) None.

8. IN CAMERA

a) None.

9. MEETING DATES

- ❖ Thursday, July 14th, 2022 @ 10:00 a.m. in La Crete
- ❖ Thursday, August 11th, 2022 @ 10:00 a.m. in Fort Vermilion

10. ADJOURNMENT

MPC 22-06-108 MOVED by David Driedger

That the Municipal Planning Commission Meeting be adjourned at 10:36 a.m.

CARRIED

These minutes were adopted this 14th day of July, 2022.

Erick Carter, Chair

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the unapproved Development Ad HOC meeting minutes of June 28, 2022 be received for information.

Author: K Unrau **Reviewed by:** _____ **CAO:** _____

MACKENZIE COUNTY
Development Ad Hoc Committee Meeting

Mackenzie County Office
La Crete, AB

Tuesday, June 28, 2022 @ 5:00 p.m.

PRESENT: Paul Driedger Chair, Committee Member
George Fehr Vice Chair, Committee Member
Jacquie Bateman Councillor
Cameron Cardinal Councillor
Darrell Derksen Committee Member
Danny Friesen Committee Member

REGRETS: David Driedger Councillor
Chad Wiebe Committee Member

ADMINISTRATION: Byron Peters Interim Chief Administrative Officer
Caitlin Smith Director of Planning and Agriculture/Recording Secretary

MEMBERS OF THE PUBLIC: Peter Braun

MOTION 1. **CALL TO ORDER**

Caitlin Smith called the meeting to order at 5:31 p.m.

2. **ADOPTION OF AGENDA**

DAHC 22-06-001 MOVED by George Fehr

That the agenda be adopted as presented.

CARRIED

3. **ELECTIONS**

a) Chair

Caitlin Smith called for nominations for the position of Chairperson.

First Call: George Fehr nominated Paul Driedger. Accepted.

DAHC 22-06-002 MOVED by Jacquie Bateman

That the nominations cease for the position of Chairperson.

CARRIED

Caitlin Smith declared Paul Driedger Chairperson by acclamation.

b) Vice Chair

Caitlin Smith called for nominations for the position of Vice Chairperson.

First Call: Danny Friesen nominated George Fehr. Accepted.

DAHC 22-06-003 MOVED by Darrell Derksen

That the nominations cease for the position of Vice Chairperson by acclamation.

CARRIED

Caitlin Smith declared George Fehr Vice Chairperson by acclamation.

Caitlin Smith turned the meeting over to Paul Driedger at 5:34 p.m.

4. TERMS OF REFERENCE

For information.

5. REVIEW OF PROCEDURAL BYLAW 1204-21

For information.

6. BUSINESS

a) Off-Site Levy Bylaws

Administration presented the options available for cost sharing and development incentives and the regulations thereof within the Municipal Government Act:

- Off-site levy fees
- Local improvement tax
- Cost sharing – County commitment of funds
- Development incentive bylaws

Options available for community development:

- Developers front the cost of project including engineering and installation and the County enters into an Endeavour to Assist. Developer would be reimbursed

as benefitting landowners tie in.

- County front the cost of engineering and the developer builds based on the findings and the County enters into an Endeavour to Assist. Developer would be reimbursed as benefitting landowners tie in.
- Review urban development standards.
- Committee member request that administration look into Naturalized Storm Water Grant Opportunities for the existing storm pond to beautify the pond and to recover some of the costs.
- The committee feels that the infrastructure costs are estimated too high but understand the cost to do business has risen.
- Committee discussed that potentially we could raise tie in fees at time of connection and apply the levy costs at time of development to lessen the amount paid at front. Administration stated that this is a possibility but lot purchasers would need to know fees prior to sale of land.
- Developers shouldn't have to pay for all infrastructure installation at 100% cost recovery to the County.
- The committee asked about implementing a Special Tax for municipal infrastructure improvements which would include both rural and urban residents. Council should consider raising minimum farm taxes for rural road maintenance.
- Administration has been directed to look deeper into what other comparable municipalities are doing to incentivize or support development.

b) Development Policy DEV001 Urban Development Standards

- Committee would like to study the policy in more detail to discuss at next meeting.

7. MEETING DATES

❖ Tuesday, August 2, 2022 @ 3:00 p.m. in La Crete

8. ADJOURNMENT

DAHC 22-06-004 MOVED by Danny Friesen

That the Development Ad Hoc Committee Meeting be adjourned at 7:28 p.m.

CARRIED

These minutes were adopted this 2nd day of August, 2022.

Paul Driedger, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 13, 2022
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Council Action List
- 2022-06-01 Correspondence- RCMP Rural Municipalities of Alberta (RMA) Conference Spring 2022
- 2022-06-16 Correspondence- Northern Lights Forest Education Society
- 2022-06-22 Municipal District of Spirit River No. 133 Disparity in Electricity Distribution & Transmission Rates
- University of Calgary - Canadian Northern Corridor Research Roundtable Meeting Summary
- 2022-03-07 Fort Vermilion Recreation Board Meeting Minutes
- 2022-04-04 Fort Vermilion Recreation Board Meeting Minutes
- 2022-06-07 Fort Vermilion Recreation Board Special Meeting Minutes

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Author: J. Schmidt **Reviewed by:** J. Schmidt **CAO:** _____

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

Author: J. Schmidt **Reviewed by:** _____ **CAO:** _____

Mackenzie County Action List as of June 22, 2022

Council and Committee of the Whole Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
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. Impacted by 2020 flood.
June 12, 2018 Council Meeting			
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.	Jen	Engineers report submitted to DRP. Awaiting final review and approvals prior to proceeding Submitted updated report 2022-03-28 2022-05-04 (update) DRP reviewing coverage for "road repairs" only not bank stabilization COMPLETE
October 9, 2018 Regular Council Meeting			
18-10-763	That administration proceeds with the water diversion license's as discussed.	John	Waiting on AEP letter to accept proposal on diversion license amendments Having meeting with AEP and AE to hopefully finalize direction on it in July.
January 29, 2020 Regular Council Meeting			
20-01-055	That Administration move forward with applying for Recreational Leases for the Bistcho Lake cabin areas and consideration be given to the work being done by the Caribou Sub-regional Task Force.	Don	On hold. Pursuing reinstatement of commercial fishing. * Not an Option COMPLETE
June 5, 2020 Special Council Meeting			
20-06-334	That administration continues to support a community recovery plan that includes a community engagement component.	DRT	Ongoing

Motion	Action Required	Action By	Status
July 15, 2020 Regular Council Meeting			
20-11-744	That the concepts and guidance provided within the La Crete Industrial Growth Strategy be incorporated into County planning documents.	Byron	Incorporated into the MDP Drafting ASP RFP
November 25, 2020 Regular Council Meeting			
20-11-748	That Administration proceed in developing an offsite levy bylaw for the benefitting area of the La Crete South Sanitary Trunk Sewer for the purpose in recovering all costs associated with the sanitary sewer trunk improvements.	Byron	Working on draft offsite levy bylaw. Ad Hoc Development Committee
December 16, 2020 Budget Council Meeting			
20-12-799	That the County lobby the provincial government (Red Tape Reduction) to consolidate grazing leases into a single tax roll to assist the province and the municipality to reduce red tape.	Byron	In progress 2022-05-20 (update) Ongoing dialogue with MA
June 8, 2021 Regular Council Meeting			
21-06-498	That Mackenzie County attempt to gain representation in the next policy framework replacing Canadian Agriculture Partnership.	Grant	Presented at 2022-03-19 ASB Meeting – TABLED until next ASB meeting. Follow up on program timeframe.
September 14, 2021 Regular Council Meeting			
21-09-623	That second reading be given to Bylaw 1231-21 being the La Crete Offsite Levy Bylaw be tabled until further date.	Byron	TABLED
21-09-637	That administration obtain required approvals and agreements with affected landowners for the West La Crete Road ditch cleanout.	Grant	In Progress
21-09-644	That a commemorative sign be placed at the Heritage Centre in La Crete and the Fort Vermilion lean-to museum highlighting the contribution that Bill Neufeld had in the paving of the Hwy 88 Connector.	Don/Byron	Ongoing. May Draft
21-09-658	That administration work with the Fort Vermilion School Division to complete a trade and land transfer for properties adjacent to the La Crete Distribution Pumphouse and Fort Vermilion Public School.	Byron	Ongoing
October 12, 2021 Budget Council Meeting			
21-10-696	That Administration proceed with the sale of the closed portions of 100A Street to adjacent landowners at assessed value with all associated costs being borne by the buyer with the exception of those costs associated with registration of a waterline URW where required.	Caitlin	All adjacent landowners have been notified Awaiting lots to be registered.
21-10-697	That the north portions of 100A Street (adjacent landowners) be sold back for the same price it was originally purchased to the adjacent landowners with all associated costs being borne by the applicant.	Caitlin	In Progress 2022-05-12 (update – no change)

Motion	Action Required	Action By	Status
November 9, 2021 Regular Council Meeting			
21-11-772	That the Commercial Business Incentive Options be brought a Committee of the Whole meeting for further discussion.	Byron	In Progress
November 30, 2021 Regular Council Meeting			
21-11-794	That administration bring budget options to a future council meeting for a plow truck for Zama.	Willie	COMPLETE
21-11-813	That a letter be sent to the Minister of Justice and Solicitor General outlining the successes with RCMP and the oversight of the real problem which is justice.	Louise/Byron	Assistance from Councillor Wardley
December 14, 2021 Regular Council Meeting			
21-12-854	That Policy DEV001 & DEV007 be brought back to Council for review.	Caitlin	Administration to research options for ROW urban standard development 2022-05-12 (update – no change) Bring to Developers AD-HOC for discussion.
January 11, 2022 Regular Council Meeting			
22-01-017	That administration proceed with land purchase as discussed, with funding coming from the Gravel Reserve Project.	Jen	COMPLETE
February 2, 2022 Regular Council Meeting			
22-02-085	That administration move forward with the application process to purchase the following and bring back to Council any future costs related to the purchase such as FNC, survey and assessed value for deliberation and approval. PLS140031 PLS170002 PLS180022 PLS180027 PLS190005 La Crete Ferry Campground Atlas Landing Area Bridge Campsite Machesis Lake Campground Wadlin Lake Campground	Don/Caitlin	FNC In Progress COW 22-06-073
February 16, 2022 Regular Council Meeting			
22-02-103	That administration enter into a tax payment agreement with Tallahassee Exploration Inc. as discussed.	Jen	1 st payment received Agreement received awaiting signature COMPLETE

Motion	Action Required	Action By	Status
22-02-120	That administration bring back options regarding insurance	Jen	COMPLETE
22-02-137	That Mackenzie County prepare to put in a regional bid to host the 2026 Alberta Winter or Summer Games.	Byron	Started Data Gathering
March 8, 2022 Regular Council Meeting			
22-03-146	That administration proceed with land purchases as discussed.	Jen	In Progress
22-03-155	That administration bring back the Gravel Reclamation Reserve Policy for amendment as discussed.	Jen	In progress Scheduling Workshop
22-03-174	That Mackenzie County create an educational campaign to raise awareness and to promote care of County infrastructure to fund maintenance cost with potential input from ratepayer meetings.	Louise	Spring 2023
22-03-175	That administration proceed with amending the PW010 Road Protection Agreement Policy as discussed and bring back to the next Council meeting.	Don/Byron	COW – 22-05-360 COMPLETE
March 22, 2022 Committee of the Whole Meeting			
COW-22-03-019	That the Committee of the Whole receive the Municipal Development Plan Overview as discussed and a recommendation be made to bring back an updated draft for review to a future Council meeting.	Byron/Caitlin	In progress 2022-05-12 (update – no change)
COW-22-03-022	That Policy ASB021 – Weed Control Policy be TABLED for further information.	Grant	
March 23, 2022 Committee of the Whole Meeting			
22-03-213	That once the Operating Agreement with the Zama Recreation Society for the Zama City Park/Campground is signed the 2022 operating budget be amended with \$10,000 for the Zama Recreation Society coming from the Parks and Receptions 2022 Operating budget.	Jen	Awaiting signed agreement COMPLETE
22-03-215	That the La Crete North Access – Capital Project review be TABLED until a future Committee of the Whole meeting agenda with maps and design options.	Byron	Potential Fall Capital Project Fall of 2023 Motion – 22-06-482
22-03-218	That a lobbying package be created for the Minister of Agriculture requesting that the Grazing Association be able to keep revenue from the logging and farming on the Fort Vermilion Grazing Reserve for grazing lease improvements.	Byron	Discussion held with Grazing Reserve President in regards to grant applications.
22-03-222	That administration communicate with the Recreation Boards regarding backup generators and bring back recommendations to council.	Don	In Progress

Motion	Action Required	Action By	Status
April 12, 2022 Regular Council Meeting			
22-04-275	That the Fort Vermilion Airport Flood Recovery Phase 3 tender for the Fort Vermilion Airport Lighting Upgrade Project & Disaster Recovery Program Flood Recovery be awarded to Northern Road Builders as originally tendered and including previously negotiated price reductions, while staying in budget.	Byron	Contracts Signed COMPLETE
22-04-288	That Mackenzie County requests the Register to cancel the existing Certificate of Title for the following parcels of land and now issue new certificate of Title in the name of Mackenzie County: Tax Roll 076930 Tax Roll 296434	Jen	In Progress
April 27, 2022 Regular Council Meeting			
22-04-308	That administration reach out to the Mighty Peace Fish & Game Association regarding fish stocking local ponds.	Don	COMPLETE
22-04-317	That administration develop a culvert maintenance program.	Byron/Don	Scheduling Workshop
22-04-320	That Mackenzie County apply for the Disaster Mitigation and Adaptation Fund to address the overland flooding throughout Mackenzie County.	Jen	Awaiting Approval COMPLETE
22-04-325	That Council direct administration to bring back Bylaw 908-13 – Unsightly Premises Bylaw for review to a future Council meeting.	Don	
22-04-329	That Council directs the Agricultural Services Board (ASB) to develop an Agricultural Education Program.	Caitlin	Planned for Fall 2022 COMPLETE
May 10, 2022 Regular Council Meeting			
22-05-344	That the 2022 Gravel Crushing contract be awarded to the lowest qualified bidder while staying within budget.	Byron	Well underway COMPLETE
22-05-351	That Administration conduct a 2022 Fort Vermilion Residential Garbage Pick Up Survey and bring the results back to Council.	Don	In Progress Survey sent out deadline July 15, 2022
May 25, 2022 Regular Council Meeting			
22-05-379	That Policy ASB013 – Beaver Control be referred to the Agriculture Services Board (ASB) to investigate the beaver problems in the Rocky Lane and High Level area.	Grant/Caitlin	ASB Meeting 22-06-20 Fall 2022 COMPLETE
22-05-391	That administration proceed with charging those that removed gravel from the Mackenzie County gravel stockpiles at market price, plus 20% including a penalty.	Byron	On going

Motion	Action Required	Action By	Status
22-05-406	That administration advertise the 140M AWD Grader publicly for sale with a reserve bid of \$ 225,000.	Willie	Pending Warranty & Delivery Date
22-05-407	That administration advertise the 160M AWD Grader publicly for sale with a reserve bid of \$ 270,000.	Willie	Pending Warranty & Delivery Date
22-05-408	That the County enter into a ten-year lease for the trailer being used by the Fort Vermilion Royal Canadian Mounted Police (RCMP) as discussed.	Don	In Progress
22-05-411	That administration work with the Royal Canadian Mounted Police (RCMP) in renewing the Memorandum of Understanding Agreement for the Enhanced Policing Agreement between Mackenzie County and the RCMP and bring back the draft agreement with changes as discussed.	Don	In Progress
22-05-412	That administration invite the Boreal Housing Foundation Board members as a delegation for the Committee of the Whole meeting on June 23, 2022 at 11:00 a.m.	Caitlin	COW 2022-06-23 Re-invite – Following up to confirm a date
June 8, 2022 Regular Council Meeting			
22-06-437	That a meeting be set with the Minister of Environment and Parks and the Minister of Agriculture, Forestry, and Rural Economic Development in regards to northern recreation.	Louise	
22-06-440	That the Mackenzie Report – Advertising Memorandum of Agreement discussion be TABLED and be brought back to a future Council meeting with more information.	Louise	In Progress 2022-07-13
22-06-441	That a Public Meeting be held in Fort Vermilion regarding the 2020 flood and future land use on July 7, 2022 at 7:00 p.m.	Caitlin/Jen Don	Advertised – Legion Fort Vermilion. Refer to Motion - 22-06-481 COMPLETE
June 22, 2022 Regular Council Meeting			
22-06-457	That Mackenzie County supports sustainable agriculture and requests Alberta Environment and Parks to establish a minimum percentage of trees to remain on each quarter section sold as well as treed quarters within each township during the next phase of Provincial land sales.	Caitlin/Byron	Letter to be written
22-06-463	That Council approve the recommended changes to the hours of operation for Waste Transfer Stations as presented.	Don	Advertised COMPLETE
22-06-464	That the “Compensation Agreement for Wadlin Lake Site Expansion” with the FTEN Group of Companies Inc. for marina docking sites be amended from a period of five (5) years to (10) Years.	Don	COMPLETE

Motion	Action Required	Action By	Status
22-06-465	That administration draft a policy combing PW018 Hiring of Private Equipment, ADM015 Hiring Contract Suppliers and FIN 025 Purchasing Policy and bring back to future Council Meeting.	Jen	In Progress
22-06-466	That Policy FIN028 Credit Card Policy be amended as discussed.	Jen	COMPLETE
22-06-470	That the expenses incurred due to illegal blockage of water courses be billed to the property owner plus a 10 % administrative fee.	Grant	
22-06-471	That administration proceed with repairing the 500 meter undulating portion of the Zama Access Road by removing the asphalt and adding gravel and regular grading and maintenance.	Don/Byron	
22-06-472	That administration research a combination of above ground power to underground lot servicing.	Byron	In Progress
22-06-475	That Lorna Dyck be appointed as a Member at Large to the Streetscape Implementation Committee (La Crete) for the remainder of the two year term ending October 2024.	Louise	COMPLETE
22-06-476	That a letter be sent to the Minister of Municipal Affairs requesting a date to meet regarding Mackenzie Regional Restructuring.	Louise	Virtual Meeting July 6, 2022. COMPLETE
22-06-477	That the Community meeting be rescheduled as follows: Zama – August 15, 2022 6:00 p.m. to 8:00 p.m. La Crete - August 16, 2022 -6:00 p.m. to 9:00 p.m. Blue Hills – August 17, 2022- 6:00 p.m. to 9:00 p.m. Fort Vermilion – August 18- 6:00 p.m. to 8:00 p.m. Rocky Lane - August 19, 2022 – 6:00 p.m. to 8:00 p.m.	Louise	Advertisement posted
22-06-481	That the Fort Vermilion Mitigation Meeting be rescheduled from July 7, 2022 to July 14, 2022 at the Fort Vermilion Complex.	Louise	Replaced Motion 22-06-441 COMPLETE
22-06-482	That the 2022 Capital Budget be amended by cancelling the La Crete North Access project to be reconsidered during the 2023 Capital Budget development.	Jen	2023 Budget Development
22-06-483	That the 2022 Capital Budget be amended to include the RR155 project in the amount of \$400,000 with funding coming from the Municipal Sustainability Initiative grant.	Jen	COMPLETE

Motion	Action Required	Action By	Status
22-06-484	That the Washout & Culvert Upgrades Capital Budget be amended by \$52,000 with funding coming from the Road Reserve.	Jen	COMPLETE
22-06-485	That the 2023 Capital Budget be amended by \$188,000 for the Rural Drainage Project with funding coming from the Surface Water Management Reserve.	Jen	COMPLETE
22-06-486	That the 113 Ave Reshape and Shoulder project be renamed RR154 -94 Ave to TWP 1060 road rebuild, with an additional \$75,000 to be funded by Municipal Sustainability Initiative grant.	Jen	COMPLETE
June 23, 2022 Committee of the Whole Meeting			
22-06-072	That administration work with Alberta First Responders and bring back a recommendation to Council during budget deliberations.	Don	(AFFRCS)
22-06-073	That administration proceed with Public Land Sales as discussed.	Don	Refer to Motion 22-02-085

Royal Canadian Mounted Police



Gendarmerie royale du Canada

Commanding Officer
Alberta

Commandant
de l'Alberta

June 1, 2022

Reeve Josh Knelsen
Mackenzie County
PO Box 640, 4511-46 Ave
Fort Vermilion, AB T0H 1N0

Dear Reeve Knelsen:

RE: Rural Municipalities of Alberta (RMA) Conference – Spring 2022

Thank you to you and your team officials for taking the time to meet with me and my Senior Leadership Team at the Spring 2022 RMA Conference. While these meetings are brief, they are very valuable to our team. Not only is it an opportunity to connect with your leadership, these meetings help to ensure our services are meeting the needs of the Albertans you represent.

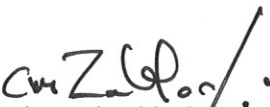
One of the main concerns brought up during our meeting was with regards to the county's inability to perform criminal record checks due to the incumbent staff being placed on leave without pay. Chief Superintendent Peter Tewfik is currently working with district and detachment leadership to find an interim solution. Although the online criminal record check pilot tool was discontinued on March 6, 2022, there have been several key points of learning throughout the six-month pilot period. These technical and logistical insights will prove useful for future tool development.

Your frustration with the inconsistency of the judicial system to hold prolific offenders in custody post arrest was echoed by many other Albertan communities. While the provincial court system operates independent of police, one of the things we can do is to shift our focus towards crime prevention and rehabilitation, directing some well-needed attention to community-based solutions such as offender management and restorative justice. These are tangible strategies that can often address local concerns while also relieving the congestion within the court system. We would be open to any ideas you may have that are within our sphere of influence that may alleviate your frustrations.

Collaboration and communication between us are vital to both our relationship with your community and our shared priority of keeping Albertans safe. Your guidance and counsel are important in helping us identify and respond to the concerns of your citizens, contributing to a safer, resilient, and thriving Alberta.

Should any questions or concerns arise before our next meeting, please do not hesitate to contact me at 780-412-5444 or curtis.zablocki@rcmp-grc.gc.ca; or our RMA Liaison Officer, Inspector Ed Moreland at 780-412-5259 or edward.moreland@rcmp-grc.gc.ca.

Yours Truly,


C. M. (Curtis) Zablocki, M.O.M
Deputy Commissioner
Commanding Officer Alberta RCMP

Canada

11140 - 109 Street
Edmonton, AB T5G 2T4

Telephone: 780-412-5444
Fax: 780-412-5445

Cc: Chief Superintendent Sean Curry, District Officer, Western Alberta District, Alberta Royal Canadian Mounted Police



FOREST EDUCATION SOCIETY
Box 414, High Level, AB. T3H 1Z0

780-502-0459

Thurston@incentre.net

June 16, 2022

Dear Mackenzie County Council,

This letter is to inform you that the Northern Lights Forest Education Society very much appreciates access to the Machesis Lake Campground for Forestry Science Camps. For many years the day camps have been providing educational forest-related field trips to grade 4 and 6 students from local schools.

During our program this May and June, a total of 186 students visited the park, along with 38 adults who were school staff, parent helpers, and school bus drivers. Our 2 Forest Educators who were there daily would count for 22 visits.

Each day there were new learning adventures as spring brought forth plants and various creatures to be studied. Feedback from teachers and students was very positive.

We found the campground and picnic area spotlessly clean every day and would like to commend the caretakers for their efforts. It added to the experience for students, and encouraged them to use respect in the park as well. We would welcome the caretakers' engagement in the future to inform us of conditions in the area, such as bear sightings or interesting nature observations.

Lastly, thank you to Mackenzie County for maintaining the Machesis Lake Campground for the public to enjoy. It is deeply appreciated as a learning resource and natural refuge.

Sincerely,

A handwritten signature in cursive script that reads "Gale f. Dodd Hayday".

Gale Dodd Hayday, director



Municipal District of Spirit River No. 133

Box 389 Spirit River, Alberta T0H 3G0
E-mail: mdsr133@mdspiritriver.ab.ca

Telephone (780) 864-3500
Fax: (780) 864-4303

June 22, 2022

Rural Municipalities Association of Alberta
2510 Sparrow Dr.
Nisku, AB T9E 8N5

ATTENTION: Paul McLauchlin
President

Dear President McLauchlin:

RE: Alberta Municipalities Resolution
Disparity In Electricity Distribution & Transmission Rates

During a recent Northern Alberta Elected Leaders Association meeting a copy of a resolution presented at the Alberta Municipalities Association spring convention sponsored by the City of Grande Prairie and seconded by Town of Drumheller relating to electricity distribution and transmission rates disparity was presented.

A copy of the resolution and supportive documentation was then presented at the June 15th, 2022 Municipal District of Spirit River No. 133 Council meeting for their reviewed. Subsequently Council has passed a motion to support the said resolution which calls for the Provincial government to eliminate the disparity in electricity pricing for transmission and distribution charges across the Province by adopting a model similar to the provinces of British Columbia or Saskatchewan.

The MD of Spirit River No. 133 is providing you with this information in an effort to have the RMA also support this action initiated by Alberta Municipalities Association.

Sincerely,

Tony Van Rootselaar
Reeve
/dn

cc: Alberta Municipalities Association
City of Grande Prairie
NAELA

Meeting Summary

CNC Roundtable 1 – Municipal Governments (West)

Canadian Northern Corridor Research Program

Overview

On January 25th, 2022, the University of Calgary's School of Public Policy hosted a roundtable event, Sharing Knowledge and Informing Research, for the Canadian Northern Corridor (CNC) Research Program. This was the first of a series of 17 roundtable events for the CNC Research Program. The event was held via Zoom (9:00AM – 12:00PM PST | 10:00AM – 1:00PM MDT | 11:00AM – 2:00PM CST) and brought together municipal representatives from Western Canada to discuss the feasibility, desirability, and acceptability of a connected series of infrastructure corridors throughout Canada. The roundtable event was facilitated by Cascade Projects.

Outreach and Participation

Outreach

Representatives from northern and rural municipalities throughout British Columbia, Alberta, Saskatchewan and Manitoba were invited to participate in the roundtable session via email. Email invitations were followed up with a phone call from a member of the Cascade Projects team. A week prior to the session, participants were sent pre-session materials for preparation, including the CNC Research Overview, participant consent and confidentiality form (which were verified upon entry into the session), pre-session survey, and roundtable agenda.

Participation

Nineteen municipal representatives from British Columbia, Alberta, and Saskatchewan participated in the session. The majority of participants represented municipalities in northern and central Alberta. Representatives of municipalities in Manitoba were invited but none attended the session.

The following members of the Cascade Projects team and University of Calgary's SPP research team were present at the session:

Cascade Projects:

- Josh Burger – Government Relations Manager & Lead Facilitator
- Allison Smith – Engagement Manager
- Jade McLean – Engagement & Communications Coordinator
- Maham Aftab – Engagement & Communications Coordinator

- Anne Harding – Engagement Facilitation Lead

SPP Research Team:

- Dr. Robert Mansell – Senior Scientific Advisor, CNC Research Program
- Emily Galley – Research Coordinator
- Jordan Williams – Research Assistant

Summary

The session included a brief presentation by Cascade Projects (introductions, roundtable overview, Zoom instructions, etc.), as well as a presentation by Dr. Mansell which provided an overview of the research program and northern corridor concept.

The remainder of the roundtable discussion focused on four key topic areas relating to long-term infrastructure planning and corridor development in northern communities. These were:

- 1) Needs and Priorities
- 2) Barriers, Challenges, and Lessons Learned
- 3) Expected Benefits
- 4) Trade-offs

Participants engaged on these topics through verbal discussion, Zoom chat box, as well as anonymously through Google Jamboards. The following section outlines the key themes identified in the roundtable discussion regarding these four topic areas.

See Appendix for the roundtable agenda.

Key Themes

Local infrastructure and accessibility are priorities for long-term development

In discussing municipalities' most pressing needs and priorities, clear commonalities emerged among participants.

Improving local infrastructure was identified as a top priority for many municipalities and regions, including establishing reliable broadband internet services. Other priorities included improving transportation systems; maintaining and improving health care services; improving access to and reducing the costs of food; increasing training and skills development for the north and near north; and establishing adequate housing infrastructure. In particular, the lack of reliable high-speed internet services in many remote municipalities was identified as a key barrier to attracting more people (e.g. health care professionals) to live and work within these regions, as well as attracting business and investment opportunities.

In addition, the ability for rural municipalities to get their goods to market was identified as another key priority. A current lack of air, road, rail and/or marine access for many rural areas has challenged their ability to get their resources and products to market, as well as to facilitate the movement of people in and out of these communities. This was a particular concern voiced by representatives from northern municipalities who experience challenges in exporting their natural resources via existing southern transportation corridors. Many participants expressed that the establishment of a multi-modal northern

corridor with access to northern, western and eastern ports would better allow their community to develop and transport their resources in a more efficient and cost effective manner.

Participants emphasized that improving local infrastructure and accessibility to rural regions was critical to supporting the potential growth of economic activity generated by the development of a northern corridor. Because rural municipalities experience higher costs of living and doing business, partly due to high transportation costs, participants also noted that improvements to local and regional infrastructure could also reduce these costs to better attract economic activity to these regions.

Funding and funding inequities present barriers to growth and development

The majority of participants identified funding and funding inequities as the main barriers to further growth and development for rural and remote municipalities.

In general, rural and remote municipalities lack sufficient resources to implement many high-priority infrastructure and development initiatives. For example, one participant shared that a rural community in Alberta was quoted upwards of \$40 million to install high-speed internet for a population of less than 6,000 people. Because small and dispersed populations correlate to smaller tax bases for rural and remote municipalities, many participants expressed that their communities often cannot afford to share the costs of infrastructure developments with provincial governments, leaving smaller municipalities reliant on government grant funding.

Participants expressed frustration that government funding for smaller municipalities is often constrained by politics. For example, some felt that funding for urban development initiatives in vote-rich areas are often prioritized over rural developments due to their ability to provide higher value and impact for governments. Participants shared that these challenges are often compounded by inefficient government processes and regulatory red tape that effectively hinder their ability to advance their development initiatives in a timely manner. Some participants described how provincial and federal grant stipulations do not allow for formal partnerships between municipalities and neighbouring Indigenous governments and communities.

Participants shared that the lack of available funding and necessary infrastructure within rural municipalities has led to increased movement and relocation of residents to urban centers. Many participants expressed that this phenomenon has created significant economic challenges for many rural and remote communities. For example, many remote communities have difficulty attracting and retaining skilled workers and professionals, particularly healthcare professionals. As a result, residents must travel long distances to the closest urban center to receive needed healthcare services. In addition, small populations and low economic activity have challenged their ability to attract housing developers to establish adequate housing infrastructure, such as multi-family units and seniors housing. Participants shared that this directly impacts who they are able to attract to, and keep in, their communities.

Municipal collaboration is essential to realizing common goals

Participants expressed a strong desire for municipalities to play a bigger role in planning and policymaking processes as it relates to provincial and inter-provincial infrastructure development. Though municipal governments are the closest level of government to the people and are responsible for the bulk of infrastructure planning and construction, concerns were raised over the lack of consideration and influence afforded to smaller municipalities for decisions that directly affect them. As large infrastructure developments are often prohibitively expensive for smaller municipalities, participants shared that infrastructure planning and development is often steered by other levels of government and/or industry whose priorities and interests may not align with that of rural and remote municipalities.

Many participants also spoke of the need to establish collaborative partnerships among rural municipalities, as well as local Indigenous governments, in Western Canada to support their mutual interests and overcome common challenges to infrastructure development. For example, some expressed that cost sharing could help to alleviate the significant financial and regulatory constraints faced by smaller municipalities. Employing a collaborative approach could help to establish a coordinated vision for long-term infrastructure development in northern and Western Canada, including the ability to garner greater public support and educate affected stakeholders. Participants emphasized that collaborative efforts must start with inclusive discussions among municipal and Indigenous government counterparts.

A Northern Corridor would present trade-offs for remote municipalities

Participants acknowledged that the development of a Northern Corridor would offer both benefits to and challenges for northern municipalities.

In terms of expected benefits, many participants spoke about the economic boost that a Northern Corridor could generate for rural and remote municipalities. For example, some participants expressed that rural municipalities could attract local industries to develop, upgrade, and export their local natural resources to international markets. Increased economic activity would also provide greater and more consistent tax revenues for municipal governments, which could allow them to direct more resources into developing local infrastructure (e.g. high-speed internet, active transportation infrastructure, etc.). Participants also emphasized that an influx of economic activity in their communities could result in a cascading impact of other local benefits, including the ability to retain and attract more people, particularly youth, to live and work in rural areas.

In addition, participants emphasized that a Northern Corridor could streamline regulatory processes and timelines (e.g. consultation, environmental assessments, etc.) for large infrastructure projects in northern Canada. Participants emphasized that greater prioritization of development opportunities in rural areas, rather than urban areas, could generate long-term benefits for all Canadians.

Participants also acknowledged that a Northern Corridor could also generate adverse trade-offs for rural municipalities. For example, a potential influx of workers and economic activity could drive up housing prices in rural areas, causing challenges for existing residents who typically earn lower wages compared to their urban counterparts. Greater numbers of visitors and temporary workers could also result in an increase in rural crime, meaning that municipalities would have to dedicate greater resources towards policing and public safety measures.

Ultimately, participants emphasized that the benefits of a Northern Corridor must outweigh the costs for their municipality to support its development. Some participants shared that they could be unwilling to support a corridor concept that provided narrow benefits to their community (such as single, 'one-off' infrastructure projects). Therefore, participants stressed that a Northern Corridor should be multi-modal to provide a broad range of services and benefits to residents and Canadians at large, as opposed to projects that generate narrow benefits for a select few. It was also noted that the program must be communicated in a way that emphasizes these broad ranging benefits.

Public Reporting

These findings will be incorporated into the Canadian Northern Corridor Research Program's reporting to the Government of Alberta, which will become publicly available in Winter 2023. As a participant in our Stakeholder Engagement Program, you will automatically receive a copy of this report by email.

If you have any concerns or questions about this summary, or would like to make additional comments, please contact our Research Coordinator at emily.galley@ucalgary.ca.

Sharing Knowledge and Informing Future Research

Roundtable Event for Municipal Governments in Western Canada

Roundtable	Roundtable Event for Municipal Governments in Western Canada
Hosted By	University of Calgary's School of Public Policy – Canadian Northern Corridor Research Program
Date	January 25 th , 2022
Time	9:00 AM – 12:00 AM PST 10:00 AM – 1:00 PM MST 11:00 AM – 2:00 PM CST
Purpose	The aim of the roundtable is to gather insight, perspectives and information needs from groups with specific expertise and perspectives on the Canadian Northern Corridor (CNC) Research program, as well as to share ongoing research and knowledge with interested participants on the CNC Research Program. Information collected during these sessions will be used for future CNC research purposes and will be shared with participating groups.
Security	Please join the Zoom session at 15 minutes early to provide enough time for the verification process. When joining the session participants will be verified in the Zoom waiting room which may take up to 5 minutes.
Participants	Representatives from municipal governments in British Columbia, Alberta, Saskatchewan and Manitoba.
Registration	Eventbrite
Location	Zoom link provided 24 hours in advance via Eventbrite email invitation
Facilitators	Cascade Projects – Josh Burger and Anne Harding
Research Team	Dr. Robert Mansell and Emily Galley
More Information	Learn more about the CNC Research Program and the engagement process here: https://www.canadiancorridor.ca/
Pre-session Materials	Please review the pre-session materials prior to attending the virtual roundtable which includes the agenda, consent form, and research brief(s), and pre-session survey: https://www.surveymonkey.com/r/cncroundtable1 .

Roundtable Agenda

#	TIME (MST)	ACTIVITY
1	9:45 AM	Welcome Gathering & Zoom Support
2	10:00 AM	Getting Started
3	10:15 AM	Sharing Initial Insights
4	10:30 AM	Understanding the CNC Research Program and the Concept
5	11:00 AM	HEALTH BREAK
6	11:10 AM	Google Jamboard Orientation Topic #1 – Needs and Priorities <ul style="list-style-type: none"> • What are your community or region's most pressing needs and/or key priorities?
7	11:30 AM	Topic #2 – Barriers, Challenges, and Lessons Learned <ul style="list-style-type: none"> • What do you see as the most significant barriers or challenges for your community/region to realizing the infrastructure that would support your community's needs and priorities? • What lessons have you learned from your experience with infrastructure planning and development?
8	12:00 PM	STRETCH BREAK
9	12:05 PM	Topic #3 – Expected Benefits <ul style="list-style-type: none"> • What benefits would your community expect from the development of corridors or similar large-scale, national infrastructure programs?
10	12:20 PM	Topic #4 –Trade-offs <ul style="list-style-type: none"> • What sort of trade-offs might there be for your community/region related to corridor development?
11	12:45 PM	Wrap-Up

Meeting Minutes

Fort Vermilion Recreation Board – March 07, 2022

1. Call to Order @ 6:16pm
2. In attendance: Darren Nanooch, Wendy Nanooch, Karen Smith, Leah Lizotte, Steven Simpson, Clinton Edwards, Jaidyn McLean, Mike Smith
3. Additions to Agenda
 - a. Zamboni
 - b. AGM date
 - c.
4. Acceptance of Agenda: Steven moves to accept the agenda with additions.
5. Acceptance of Previous Minutes:
 - a. January 17, 2022
 - i. Mike moves acceptant of the January 17th minutes, Darren seconds, All in favor. Motion carried.
6. Guests: No guests.
7. Financial Statements:
 - a. Presented by Clinton Edwards:
 - i. Need to appoint a Bingo Chairperson and Lottery License Chairperson
 - ii. We will wait till after the AGM to do this.
8. Managers Report:
 - a. Presented by Clinton Edwards:
 - i. Need to appoint a Bingo Chairperson and Lottery License Chairperson
 - ii. We will wait till after the AGM to do this.
 - iii. Removal if ice is set for April 4th
 - iv. Will see if there is any interest in hosting a curling bonspiel
 - v. Practicum requirements, March 14 – April 8. Next year it will be for 8 weeks.
9. Old Business:
 - a. AGM Date
 - i. Set for April 29th, for FVRB AGM & Volunteer Appreciation Week
 1. 5pm AGM / 6pm Supper
 - ii. Clinton will contact FVSS (Sonya) and other community organizations to acknowledge their volunteers. Ask each organization to donate a door prize.
 - iii. Jaidyn will ask Becky to cater.
 - iv. Acknowledge the work Tamie McLean has done for the FVRB.
10. New Business:

- a. Zamboni
 - i. Raymond Friesen is interested in buying it.
 - ii. Do we have to put an “out to tender” post or request? Clinton will contact the County on this.
- b. AGM Date
 - i. Date tentatively set for April 29th at 5pm and a 6pm supper to follow.

11. Correspondence:

12. Next Meeting: April 4th, 2022

13. In Camera:

14. Adjournment @ 7:15pm

Fort Vermilion Recreation Board

Meeting Minutes

April 4th 2022

1. **Karen Smith Calls meeting to order at 6:08pm.**
2. **In attendance:** Karen Smith, Mike Smith, Steven Simpson, Clinton Edwards, Wendy Nanooch, Darren Nanooch, Jaidyn McLean, Cameron Cardinal.
3. **Additions to the agenda**
 - a. Steven Simpson adds "Zamboni" to Old business.
 - b. Steven Simpson adds "Farmers Market" to New business.
4. **Acceptance of the Agenda**
 - a. Cameron Cardinal moves acceptance of agenda as amended.
5. **Acceptance of Previous meeting minutes.**
 - a. Cameron Cardinal Moves to table approval of March 7 minutes to the next meeting.
6. **Financial Statements**
 - a. Steven Simpson moves approval of financial statements as presented.
7. **General reports**
 - a. Managers Report
 - i. Mike Smith Moves acceptance of the managers report as presented.
8. **Old business**
 - a. AGM / Volunteer appreciation Night. Date set is April 29th. FVSS has agreed to partner on this event and will be in charge of inviting groups and supplying food. The recreation board will hire a cook (Jaidyn Mclean to ask Becky) and provide the space.
 - b. Zamboni - Steven will discuss with Donny Roberts about the ownership of the old Zamboni. Cameron Cardinal moves to sell the Zamboni if possible.
9. **New Business**
 - a. "Penalty box" will be leaving the concession space as of April 13th. The Rec Board will advertise the space as available for rent.
 - b. Back up Generator- To maintain the building as a viable space for evacuation needs the county may be providing a backup generator to power the community complex facility.
 - c. Farmers Market. Steven Simpson proposes use of the curling rink space to host Market 1788 for the 2022 season. Cameron Cardinal moves to accept the proposal as presented.
10. **Correspondence**
 - a. None
11. **Next Meeting**
 - a. Annual General Meeting Scheduled for April 29th 2022.
12. **Meeting adjourns at 6:58pm**

Fort Vermilion Recreation Board
Special Meeting Minutes
June 7, 2022

Present: Clinton Edwards, Steven Simpson, Wendy Nanooch, Darren Nanooch, Cameron Cardinal, Leah Lizotte.

Call to Order at 7:26

Additions to the agenda:

1. Cameon adds Fireworks to new Business D
2. Wendy adds Teepee to Old Business B
3. Cameron moves to approve the agenda.

Acceptance of Previous minutes

1. Cameron moves to table minutes to the next meeting.

Financial Statements

1. Wendy moves to accept the financial statement.

Managers Report

1. Capital projects - quotes are over budget on both air conditioning and epoxy flooring.
2. Facebook page has been disabled. Clinton will create a new page.
3. No students have applied to the summer positions.
4. Dishwasher in the hall is rusted in the bottom and will leak, quote for replacement is \$11,00
5. Splash Park is well used and running well.
6. Soft ball league is up and running - extra maintenance will be required to keep the grounds operational.
7. Indegenous Peoples Day - Metis Local organizing events.
8. Canada Day. Cameron moves to spend \$500 on fireworks for Canada Day.

Old Business

1. Members of the board will look for a good spot to place new horseshoe pits.
2. Tipi are \$1600 each. Wendy moves to purchase one 18ft tipi with poles and liner.

New Business

1. Leah accepts a director position for two years.
2. Concessions. Cameron moves to accept Betty Congo submission for concessions operation.
3. Darren moves to change signing authority to Steven and Cameron.
4. Volleyball courts. Needs better equipment to ensure tillage happens routinely.

Correspondence

1. None to report.

Next Meeting

1. June 22, 6:30pm Dinner meeting.

Cameron Moves to go in Camera at 9:20

Cameron moves out of camera at 9:32

1. Cameron moves to supply staff with \$250 credit for use of facilities on an annual basis.

Meeting adjourned at 9:39.