



**Mackenzie County**

# **REGULAR COUNCIL MEETING AGENDA**

JUNE 10, 2015

10:00 A.M.

COUNCIL CHAMBERS  
FORT VERMILION, AB



# STRATEGIC PRIORITIES CHART

## COUNCIL PRIORITIES (Council/CAO)

NOW	ADVOCACY
1. <b>RATEPAYER ENGAGEMENT</b> 2. <b>REGIONAL RELATIONSHIPS</b> 3. <b>FISCAL RESPONSIBILITY</b> 4. <b>POTABLE WATER: Availability &amp; Infrastructure</b> 5. <b>CAMPGROUNDS: Expansion and New Boat Docks</b> 6. <b>RECREATION CENTRES &amp; ARENA UPGRADES</b> 7. <b>MASTER FLOOD CONTROL PLAN &amp; FLOOD CONTROL SYSTEMS</b> 8. <b>TRANSPORTATION DEVELOPMENT</b> 9. <b>ECONOMIC DEVELOPMENT</b> 10. <b>INDUSTRY RELATIONS</b>	<input type="checkbox"/> <i>Provincial Government Relationships</i> <input type="checkbox"/> <i>Land Use</i> <input type="checkbox"/> <i>Health Services</i> <input type="checkbox"/> <i>La Crete Postal Service</i> <input type="checkbox"/> <i>Transportation Development</i>

## OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Joulia)		ECONOMIC DEVELOPMENT (Joulia/Byron)	
1. <b>RATEPAYER ENGAGEMENT – Business Plan</b>	May	1. <b>ECONOMIC DEVELOPMENT – Establish Action Plan</b>	April
2. <b>REGIONAL RELATIONSHIPS</b>	June	2. <b>TRANSPORTATION DEVELOPMENT – Meet Ministers (P5/Zama, RBLK/Hwy 58)</b>	April
3. <b>FISCAL RESPONSIBILITY – non-traditional municipal revenue streams</b>		3. <b>INDUSTRY RELATIONS – Meet Industry Partners</b>	
<input type="checkbox"/> <i>Canada Post – La Crete</i>	April	<input type="checkbox"/> _____	
<input type="checkbox"/> <i>La Crete Library – ATB Building - Assessment</i>	May	<input type="checkbox"/> _____	
<input type="checkbox"/> <i>AUPE Negotiations – internal review of the agreement</i>			
COMMUNITY SERVICES (Ron)		AGRICULTURAL SERVICES (Grant)	
1. <b>CAMPGROUNDS – Identify expansion areas &amp; establish policy</b>	June	1. <b>MASTER FLOOD CONTROL PLAN – Completion of Plan</b>	April
2. <b>RECREATION CENTRES &amp; ARENA UPGRADES – Assessment</b>	June	2. Emergency Livestock Response Plan	October
3. <b>COR Certificate – Self Audit</b>	July	3. _____	
<input type="checkbox"/> Dock expansion plan for campgrounds		<input type="checkbox"/> County Ag Fair & Tradeshow Planning	
<input type="checkbox"/> _____		<input type="checkbox"/> Easements for Existing Drainage Channel	
PLANNING & DEVELOPMENT (Byron)		LEGISLATIVE SERVICES (Carol)	
1. Infrastructure Master Plans	April	1. <b>RATEPAYER ENGAGEMENT – Citizen Engagement Survey</b>	June
2. LC & FV Design Guide	Sept	2. Website Update	June
3. _____		3. Filing/Records Management Procedures	June
<input type="checkbox"/> Land Use Framework		<input type="checkbox"/> Human Resource Policy Review	
<input type="checkbox"/> LC & FV Airports – Infrastructure Review		<input type="checkbox"/> Communication Plan	
FINANCE (Mark)		PUBLIC WORKS* (Ron/Len)	
1. <b>FISCAL RESPONSIBILITY – Mill Rate Discussion &amp; Policy</b>	June	1. Inspection Procedure for New Roads	May
2. <i>AUPE Negotiations (calculations)</i>	June	2. Road Use Agreement Template Update	April
3. Multi-year capital plan		3. Finalize Meander River Gravel Pit Transfer	Aug
<input type="checkbox"/> _____		<input type="checkbox"/> Hamlet 3 Year Upgrading Plan – Review & Update	
<input type="checkbox"/> _____		<input type="checkbox"/> Engineering Services Procurement RFP	April
ENVIRONMENTAL (Fred)			
1. <b>POTABLE WATER – Comprehensive Water Study</b>	June	Codes:	
2. Hamlet Easement Strategy	July	<b>BOLD CAPITALS</b> – Council NOW Priorities	
3. FV Frozen Services Plan	Sept	CAPITALS – Council NEXT Priorities	
<input type="checkbox"/> _____		<i>Italics</i> – Advocacy	
<input type="checkbox"/> _____		Regular Title Case – Operational Strategies	
		* See Monthly Capital Projects Progress Report	

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, June 10, 2015  
10:00 a.m.**

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

**AGENDA**

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<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the May 27, 2015 Regular Council Meeting	7
<b>DELEGATIONS:</b>	4.	a) RCMP (11:00 a.m.)	
		b) Rory Badger, Assessment Auditor, Alberta Municipal Affairs (2:00 p.m.)	17
		c) Northern Lights Recreation Centre – Recreation Coordinator Funding Proposal (3:00 p.m.)	67
		d)	
		e)	
<b>GENERAL REPORTS:</b>	5.	a) CAO Report	101
		b) Municipal Planning Commission Meeting Minutes	113
		c) Community Services Committee Meeting Minutes	129
		d) Public Works Committee Meeting Minutes	135
		e) Tompkins Crossing Committee Meeting Minutes	141
		f)	
		g)	

<b>TENDERS:</b>	6.	a)	Request for Quote – Cracksealing 2015 (closes at 12:00 p.m.)	145
		b)	North La Crete Road and West Blumenort Road Reconstruction Tender (closes at 1:00 p.m.)	161
		c)	Request for Proposal – Fire Truck Tanker	163
<b>PUBLIC HEARINGS:</b>			Public hearings are scheduled for 1:00 p.m.	
	7.	a)	Bylaw 994-15 Land Use Bylaw Amendment to Add Township Road 1062 (88 Connector) Setback Requirements to General Regulations	165
		b)	Bylaw 996-15 Land Use Bylaw Amendment to amend the Hutch Lake Recreation “HLR” zoning into Country Recreational “CR”	179
<b>COMMUNITY SERVICES:</b>	8.	a)	Policy PW018 – Hiring of Private Equipment	185
		b)	Policy PW032 Road Fencing	191
		c)	Aerial Ladder Truck Cost Share with Town of High Level	195
		d)		
		e)		
<b>ENVIRONMENTAL SERVICES:</b>	9.	a)		
		b)		
<b>OPERATIONS:</b>	10.	a)	Waste Transfer Station Caretaking and Hauling and Collection Contracts Update	199
		b)		
		c)		

<b>PLANNING &amp; DEVELOPMENT:</b>	11.	a)	Policy DEV008 – General Municipal Improvement Standards	203
		b)	Commercial Subdivision Road Improvements	207
		c)	General Municipal Infrastructure Standards - Commercial Crossings	211
		d)		
		e)		
<b>FINANCE:</b>	12.	a)	Bylaw 989-15 – Local Improvement Curb, Gutter and Sidewalk on 99 <sup>th</sup> Avenue and 102 <sup>nd</sup> Street (Hamlet of La Crete)	217
		b)	Request to Waive Penalties – Tax Roll 083850	223
		c)	Financial Reports – January 1 – April 30, 2015	225
		d)		
		e)		
<b>ADMINISTRATION:</b>	13.	a)	2015 Property Tax Bylaw and Assessment	239
		b)	Petition – No Calcium For Dust Control	271
		c)	La Crete Recreational Society Request	275
		d)	Canada 150 Community Infrastructure Program (to be presented at the meeting)	
		e)	La Crete Municipal Nursing Association – Request for Partial Closure of 105 <sup>th</sup> Street in the Hamlet of La Crete	279
		f)	Blue Hills Post Office (to be presented at the meeting)	
		g)		
		h)		
<b>INFORMATION /</b>	14.	a)	Information/Correspondence	281

**CORRESPONDENCE:**

**IN CAMERA  
SESSION:**

15. a) Legal  
• Semi Annual Legal File Update
- b) Labour  
• Council Self-Evaluation
- c) Land

**NOTICE OF MOTION:**

16. Notices of Motion

**NEXT MEETING  
DATES:**

17. a) Regular Council Meeting  
Monday, June 22, 2015  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**

18. a) Adjournment



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>May 27, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the May 27, 2015 Regular Council Meeting</b>

## **BACKGROUND / PROPOSAL:**

Minutes of the May 27, 2015 Regular Council meeting are attached.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION:**

Approved council minutes are posted on the County website.

## **RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the May 27, 2015 Regular Council meeting be adopted as presented.

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

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, May 27, 2015  
11:00 a.m.**

**Conference Room – La Crete County Office  
La Crete, Alberta**

- PRESENT:**
- |                  |                                   |
|------------------|-----------------------------------|
| Bill Neufeld     | Reeve                             |
| Walter Sarapuk   | Deputy Reeve                      |
| Jacque Bateman   | Councillor                        |
| Peter F. Braun   | Councillor                        |
| Elmer Derksen    | Councillor                        |
| John W. Driedger | Councillor (arrived at 1:01 p.m.) |
| Josh Knelsen     | Councillor (left at 2:25 p.m.)    |
| Ricky Paul       | Councillor                        |
| Lisa Wardley     | Councillor                        |
- ABSENT:**
- |                |            |
|----------------|------------|
| Eric Jorgensen | Councillor |
|----------------|------------|
- ADMINISTRATION:**
- |                     |   |
|---------------------|---|
| Joulia Whittleton   | Chief Administrative Officer                |
| Len Racher          | Director of Facilities & Operations (South) |
| Byron Peters        | Director of Planning & Development          |
| Mark Schonken       | Interim Director of Finance                 |
| Fred Wiebe          | Manager of Utilities                        |
| Louise Flooren      | HR Coordinator (Recording Secretary)        |
| Alexandra Codispodi | Municipal Intern                            |
- ALSO PRESENT:** Members of the public.  
Member of the media.

Minutes of the Regular Council meeting for Mackenzie County held on May 27, 2015 in the Conference Room at the La Crete County Office.

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

Reeve Neufeld called the meeting to order at 11:00 a.m.

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

**MOTION 15-05-378 MOVED** by Councillor Braun

That the agenda be approved with the following additions/deletions:

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



- 13. d) School Resource Officer Program
- 13. e) Bylaw 992-15 - 2015 Tax Bylaw
- Delete item 4. a) Grade 6 Class – Ridgeview Central School (11:30 a.m.)

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

- 3. a) Minutes of the May 8, 2015 Regular Council Meeting**

**MOTION 15-05-379**

**MOVED** by Deputy Reeve Sarapuk

That the minutes of the May 8, 2015 Regular Council meeting be approved as presented.

**CARRIED**

**GENERAL REPORTS:**

- 5. a) Community Services Committee Meeting Minutes**

**MOTION 15-05-380**

**MOVED** by Councillor Braun

That the Community Services Committee meeting minutes of March 24, 2015 be received for information.

**CARRIED**

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

**MOTION 15-05-381**

**MOVED** by Councillor Bateman

That the Municipal Planning Commission meeting minutes of April 9, 2015 and April 23, 2015 be received for information.

**CARRIED**

**COMMUNITY  
SERVICES:**

- 8. a) None**

**ENVIRONMENTAL  
SERVICES**

- 9. a) None**

**OPERATIONS:**

- 10. a) Road Closure Update**

**MOTION 15-05-382**

**MOVED** by Councillor Wardley

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

That the Road Closure update be received for information.

**CARRIED**

**10. b) North La Crete Road and West Blumenort Road  
Reconstruction – Request for Proposals**

**MOTION 15-05-383**      **MOVED** by Councillor Derksen

That administration proceed with advertising the North La Crete Road and West Blumenort Road Reconstruction Request for Proposals, as amended, with a closing date of June 10, 2015 at 1:00 p.m.

**CARRIED UNANIMOUSLY**

**10. c) Spruce Road – Repair of Deficiencies**

**MOTION 15-05-384**      **MOVED** by Councillor Bateman

That the Spruce Road correction of deficiencies be accepted for information.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**11. a) None**

**FINANCE:**

**12. a) Bylaw 997-15 Fee Schedule Bylaw**

**MOTION 15-05-385**      **MOVED** by Deputy Reeve Sarapuk  
Requires 2/3

That first reading be given to Bylaw 997-15 as amended being the Fee Schedule Bylaw for Mackenzie County.

**CARRIED**

**MOTION 15-05-386**      **MOVED** by Councillor Braun  
Requires 2/3

That second reading be given to Bylaw 997-15 being the Fee Schedule Bylaw for Mackenzie County.

**CARRIED**

**MOTION 15-05-387**      **MOVED** by Deputy Reeve Sarapuk  
Requires Unanimous

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

That consideration be given to go to third reading of Bylaw 997-15 being the Fee Schedule Bylaw for Mackenzie County at this meeting.

**CARRIED UNANIMOUSLY**

**MOTION 15-05-388**  
Requires 2/3

**MOVED** by Councillor Wardley

That third reading be given to Bylaw 997-15 being the Fee Schedule Bylaw for Mackenzie County.

**CARRIED**

**12. b) Policy ADM041 Recreational Capital Funding**

**MOTION 15-05-389**

**MOVED** by Councillor Wardley

That Policy ADM041 Recreational Capital Funding be approved as AMENDED.

**CARRIED**

**12. c) Policy ADM043 Capital Equipment/Facilities Funding Recreation Board**

**MOTION 15-05-390**

**MOVED** by Councillor Bateman

That Policy ADM043 Capital Equipment/Facilities Funding Recreation Board be RESCINDED.

**CARRIED**

**12. d) 2014 Recreation Boards Incomplete Projects**

**MOTION 15-05-391**  
Requires 2/3

**MOVED** by Councillor Braun

That the 2015 operating budget be amended to include the incomplete capital projects for the Fort Vermilion and Zama recreational boards in the amount of \$32,280 with funding coming from the General Capital Reserve.

**CARRIED**

**ADMINISTRATION:**

**13. a) Land Acquisition Application (PLS13003 – potential landfill site)**

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

**MOTION 15-05-392**      **MOVED** by Councillor Wardley

That administration cancel the land acquisition application PLS130003 and requests that Alberta Environment and Sustainable Resources Development permit these parcels to be included in the next agricultural land sales.

**CARRIED**

Councillor Bateman declared herself in conflict and left the meeting at 11:58 a.m.

**MOTION 15-05-393**      **MOVED** by Councillor Wardley

That the waste transfer stations, waste hauling contract and recycling discussion be added to the next council meeting agenda.

**CARRIED**

Councillor Bateman rejoined the meeting at 12:12 p.m.

Reeve Neufeld recessed the meeting at 12:12 p.m. and reconvened the meeting at 1:01 p.m.

**13. b) Canada 150 Community Infrastructure Program**

**MOTION 15-05-394**      **MOVED** by Councillor Braun

That Mackenzie County encourages the recreation boards and non-profit groups within the County to apply for the Canada 150 Community Infrastructure Program.

**CARRIED**

**MOTION 15-05-395**      **MOVED** by Councillor Wardley

That administration prepares an application under the Canada 150 Community Infrastructure Program for the projects already identified in the current budget for parks and campgrounds.

**CARRIED**

**13. c) Northern Lakes College**

**MOTION 15-05-396**      **MOVED** by Councillor Paul

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

That a letter be sent to Northern Lakes College requesting an update and that Ann Everatt, President and CEO, be invited to Mackenzie County Council concerning the La Crete campus.

**CARRIED**

**DELEGATIONS:** 4. b) **George Fehr, ATCO Electric – Street Light Poles in the Hamlet of La Crete**

**MOTION 15-05-397** **MOVED** by Councillor Bateman

That ATCO Electric be authorized to proceed with the repair of one problem street light pole in the Hamlet of La Crete (estimated at \$5,500.00), with funding coming from the General Operating Reserve, and that the remaining street light pole repairs be deferred to the 2016 budget.

**CARRIED**

**MOTION 15-05-398** **MOVED** by Councillor Wardley

That administration investigate the invested versus the non-invested option for street lighting.

**CARRIED**

**PUBLIC HEARINGS:** 7. a) **Bylaw 993-15 Plan Cancellation for Consolidation Purposes Plan 882 1687, Block 3, Lots 1 and 2 (Zama)**

Reeve Neufeld called the public hearing for Bylaw 993-15 to order at 1:41 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 993-15 was properly advertised. Byron Peters, Director of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the proposed Plan Cancellation Bylaw. Byron Peters, Director of Planning & Development, presented the Development Authority's submission and indicated that first reading was given on April 29, 2015.

Reeve Neufeld asked if Council has any questions of the proposed Plan Cancellation Bylaw. There were no questions.

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

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 993-15. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 993-15. There was no one present to speak to the proposed Bylaw.

Reeve Neufeld closed the public hearing for Bylaw 993-15 at 1:44 p.m.

**MOTION 15-05-399**      **MOVED** by Councillor Wardley

That second reading be given to Bylaw 993-15, being a Plan Cancellation Bylaw to cancel and consolidate Plan 882 1687, Block 3, Lots 1 and 2 into one lot in the Hamlet of Zama.

**CARRIED**

**MOTION 15-05-400**      **MOVED** by Councillor Braun

That third reading be given to Bylaw 993-15, being a Plan Cancellation Bylaw to cancel and consolidate Plan 882 1687, Block 3, Lots 1 and 2 into one lot in the Hamlet of Zama.

**CARRIED**

**13. d) School Resource Officer Program (ADDITION)**

**MOTION 15-05-401**      **MOVED** by Councillor Bateman

That administration send letters to the Town of High Level, the Town of Rainbow Lake, Victim Service Units and First Nations inquiring about the possibility of partnering for a school resource officer program.

**CARRIED**

**TENDERS:**                      **6. a) Request for Proposal – Fire Truck Tanker**

**MOTION 15-05-402**      **MOVED** by Deputy Reeve Sarapuk

That the proposals for the Fire Truck Tanker be opened.

**CARRIED**

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

Proposals Received

	Total
Rocky Mountain Phoenix	\$298,161.00
First Truck Centre	\$291,000.00
Eastway 911	\$365,581.75
Hub Fire Engines	\$326,725.00

**MOTION 15-05-403**      **MOVED** by Councillor Knelsen

That the proposals for the Fire Truck Tanker be forwarded to the Community Services Committee for review with a recommendation to be brought back to Council for award.

**CARRIED**

Reeve Neufeld recessed the meeting at 2:13 p.m. and reconvened the meeting at 2:27 p.m.

**4. c) Randy Affolder, Alliance Assessment**

**MOTION 15-05-404**      **MOVED** by Councillor Braun

That the assessment report by Randy Affolder, Alliance Assessment, be received for information.

**CARRIED**

Reeve Neufeld recessed the meeting at 3:05 p.m. and reconvened the meeting at 3:21 p.m.

**13. e) Bylaw 992-15 – 2015 Tax Bylaw (ADDITION)**

**MOTION 15-05-405**      **MOVED** by Councillor Bateman

That administration looks into the application of the \$200 minimum tax and report back to the next council meeting.

**CARRIED**

**INFORMATION/  
CORRESPONDENCE:**      **14. a) Information/Correspondence**

**MOTION 15-05-406**      **MOVED** by Councillor Braun

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

That the information/correspondence items be received for information.

**CARRIED**

**IN-CAMERA  
SESSION:**

**15. In-Camera Session**

**MOTION 15-05-407**

**MOVED** by Deputy Reeve Sarapuk

That the in-camera items be TABLED to the next meeting.  
15. a) Legal – Semi Annual Legal File Update  
15. b) Labour – Council Self Evaluation

**CARRIED**

**NOTICE OF MOTION:**

**16. a) None**

**NEXT MEETING  
DATES:**

**17. a)** Regular Council Meeting  
Wednesday, June 10, 2015  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**

**18. a) Adjournment**

**MOTION 15-05-408**

**MOVED** by Councillor Driedger

That the council meeting be adjourned at 3:26 p.m.

**CARRIED**

These minutes will be presented to Council for approval on June 10, 2015.

---

Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>DELEGATION Rory Badger, Assessment Auditor – Alberta Municipal Affairs</b>

## **BACKGROUND / PROPOSAL:**

Presentation of the Mackenzie County Detailed Assessment Audit Report for the Assessment Roll Year 2014.

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION:**

## **RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

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

**Mackenzie County**

**Detailed Assessment Audit Report**

**Assessment Roll Year 2014**

*DRAFT*

DRAFT

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DRAFT

## **PART A - EXECUTIVE SUMMARY**

### **1.0 Overview**

#### **1.1 Introduction**

Assessments are prepared in accordance with Part 9 of the Municipal Government Act (MGA) and the regulations. Audits of assessments are performed under the authority of section 20 of the Matters Relating to Assessment and Taxation Regulation (Alberta Regulation 220/2004) by assessment auditors who are appointed by the Minister of Municipal Affairs.

#### **1.2 Objective of the Audit**

The objective of this detailed assessment audit is to provide an unbiased opinion as to the quality of Mackenzie County's 2014 assessment roll. The opinion will be based upon a review of assessment performance as measured by the degree to which the assessments meet the regulated quality standards and a review of practices and procedures used in the administration of the municipality's assessment program. The audit also provides a means to make recommendations to the municipality to improve assessment quality.

#### **1.3 Scope of the Audit**

##### **In Scope**

Properties that the municipality is required to prepare assessments for were reviewed.

##### **Out of Scope**

The following topics are out of scope for this audit:

- Provincial and municipal tax policy,
- Equalized assessment and education requisition policy,
- Business assessment and taxation provisions in Part 10 of the Act other than those for property tax,
- Supplementary assessments, and
- Linear property assessments.

## 1.4 Distribution of Assessment by Property Type

Figure 1: Overall Distribution by Property Type

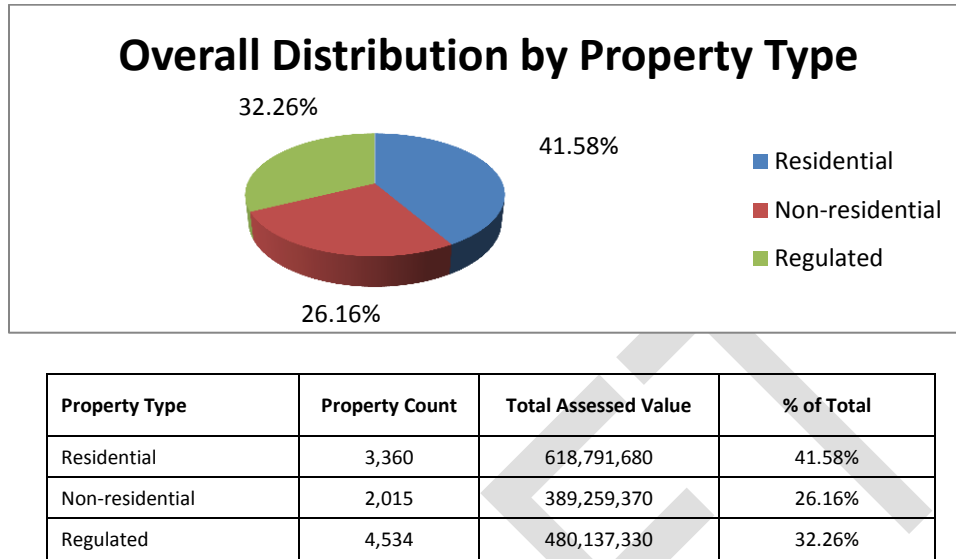


Figure 2: Distribution of Residential Property Types

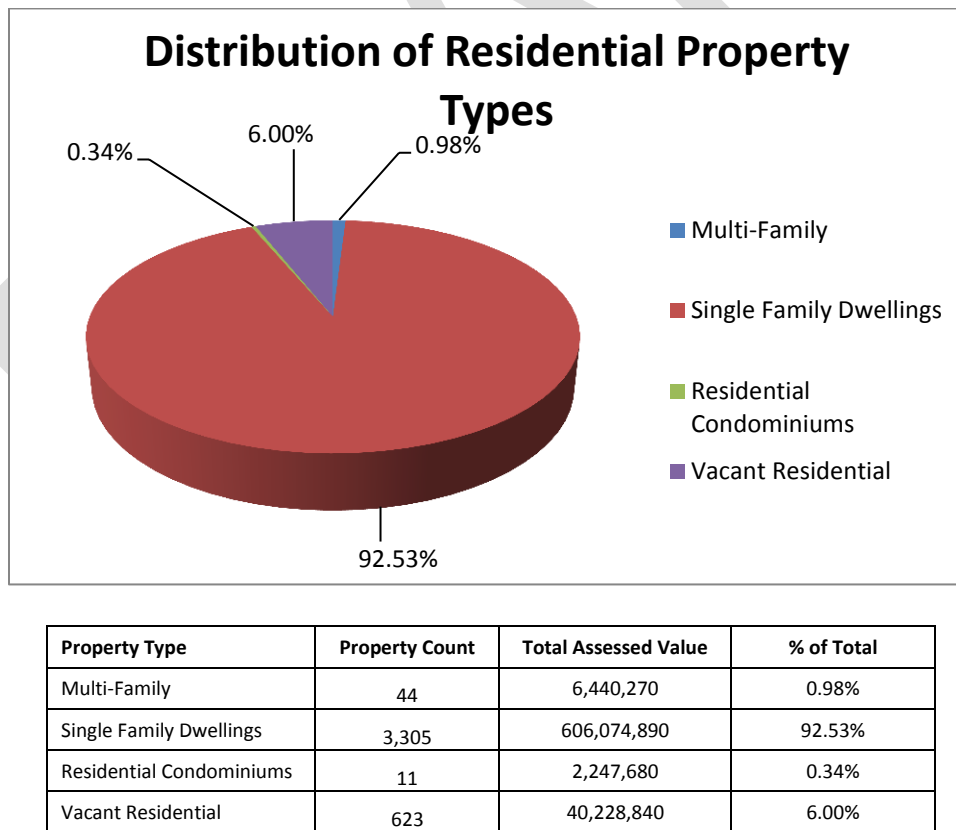
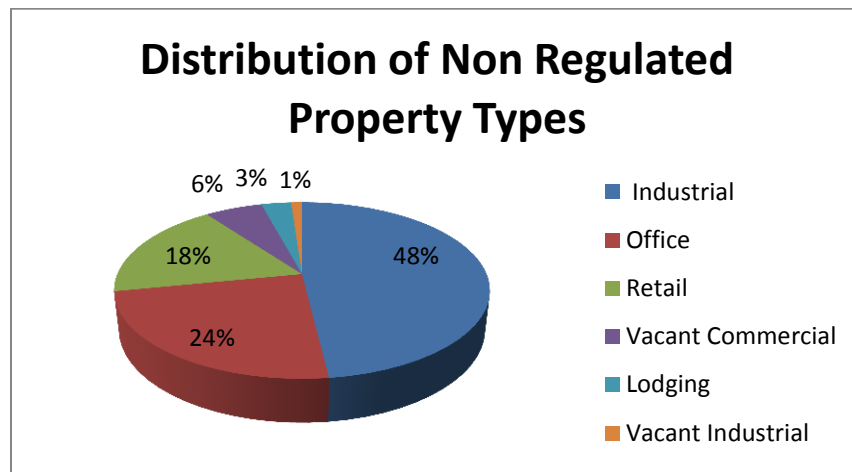


Figure 3: Distribution of Non Residential Property Types



Property Type	Property Count	Total Assessed Value	% of Total
Industrial	132	187,207,960	48%
Office	80	92,613,640	24%
Retail	188	70,097,540	18%
Vacant Commercial	1028	23,035,720	6%
Lodging	10	11,956,810	3%
Vacant Industrial	443	4,347,700	1%



## 2.0 FINDINGS OF AUDIT

In our opinion, Mackenzie County, in preparing its 2014 assessment roll, has met the majority of legislated standards for residential and non-residential property types. Most aspects of the assessor's procedures and practices used in the preparation of property assessments meet assessment best practices. In the interest of assisting the assessor in the continued production of high quality assessments this report contains 9 recommendations. Of these, there are 4 compliance recommendations, considered high priority, and 5 best practice recommendations require action in the upcoming assessment years.

### Recommendations:

#### **Compliance with Legislation Requirements (High Priority)**

1. The assessor must review the single family dwelling assessments for the Rural-High Level areas to ensure that the assessments meet quality standards. Based on the Indicators of Value (IOV), this area is under assessed.
2. The assessor must review the vacant residential assessments for the Rural La Crete/Ft Vermilion areas to ensure that the assessments meet quality standards. Based on the IOV's, this area is over assessed.
3. For machinery and equipment property, the assessor must review 21 sites that appear to have assessable property; by way of aerial image; that do not show assessable property on the roll. These need to be inspected and added to the assessment roll where appropriate for 2015.
4. For machinery and equipment property the Predominant Use Codes for "refining/gas plant" facilities must be changed to M102052.

### **Best Practice Recommendations (Medium Priority)**

It is recommended that:

1. The assessor review the coding requirements as it relates to exempt property to ensure that the ASSET reporting requirements are met.
2. For machinery and equipment property, the assessor implement a re-inspection cycle with frequency not less than 3 years, including reporting of inspection date and type into ASSET.
3. For machinery and equipment property, the assessor implement an annual RFI (Requests for Information) program with follow-up letters for non-compliant operators, and retain emails as documentation.
4. For machinery and equipment property, the assessor discontinue the practice of rounding equipment costs and ensure that sufficient records are kept to validate those entries.
5. For oil and gas property, the assessor report all inspection dates into ASSET.

### **Acknowledgements**

The cooperation received from the assessor and the assessment staff of Mackenzie County is greatly appreciated. We received all the information, reports and explanations that were required to conduct the audit in a timely and courteous manner.

### **Next Steps**

The municipality's acceptance of these recommendations will demonstrate a commitment towards the continued improvement of assessment practices in the municipality, and will contribute toward enhancing assessment quality across the province.

The assessor and the chief administrative officer were asked to respond to the conclusions and recommendations contained in the audit report, indicating the actions that will be taken to address the recommendations and the timeframe in which the actions will be completed.

A follow-up audit will be conducted in 2016 to evaluate the progress on actions taken by the municipality to address the recommendations contained in the report.

### **3.0 Municipal Response**

Mackenzie County Administration will work with the assessor to address all findings as recommended.

#### **ASSESSOR RESPONSE:**

##### **Compliance with Legislation Requirements (High Priority)**

1. We originally received the audit report on Feb. 17, 2015. Even though we were busy preparing 2014 assessments by Feb. 28<sup>th</sup>, we still responded to Rory on Feb 20<sup>th</sup>, our e-mailed findings are attached “Comments about Mackenzie Detailed Audit”

We felt Rory used Mobile homes sales in his analysis and we were correct.

Rory did respond March 9<sup>th</sup>, makes some of the changes we found and changed the numbers in his final report that we received on March 17<sup>th</sup>. We are not sure if Rory still has any concerns for the 2013 audit and asked him to review our current 2014 submission to see if they still exist?

Rory responded on March 13<sup>th</sup> that he could only comment on the 2013 assessment.

We are therefore not sure if we have addressed these concerns and if this is still an outstanding issue.

2. At the same timeframe we advised Rory our findings we also inconsistent with his regards these vacant sales, we feel ASR's and COD's are well within regulated standards.

We feel Rory has not taken into consideration the land values have increased dramatically around La Crete and we put more emphasis on the last two years compared with using three years which is the normal for asset calculations and the auditors.

We again asked Rory to review our 2014 submission and again he advised he would only look at the 2013.

We feel our values are not low, and in fact the 2014 submission again shows drastic increase to land values in these areas?

3. Please see enclosed spreadsheet for our detailed response for all 21 sites.
4. There were two accounts affected and when I checked these codes were already corrected for the 2014 assessment.

**Best Practice Recommendations (Medium Priority)**

1. These have been corrected.
2. We contact all operators on a yearly basis and try and conduct an inspection cycle on a five year basis which was the recommendation from the previous audit/auditor. As per #4 in the High Priority, of the 21 sites mentioned we basically missed nothing we feel our process exceeds finding addition/deletions to oil & gas properties in the County.  
  
We will start reporting the date of our inspection/confirmation from the operator of changes on a yearly basis.
3. As above, OK.
4. Costs are not always available, so need to use estimates? Most equipment added to a new installation is used and it is impossible to track original costs?
5. As already mentioned we will do.

## **PART B – PERFORMANCE BASED REVIEW**

A performance based review provides direct evidence of valuation accuracy and uniformity of properties assessed at market value. Ratio studies serve as the primary tool for the objective evaluation and measurement of mass appraisal performance.

### ***Assessment Ratio and Uniformity Quality Standards***

Various statistical studies are undertaken to review the quality and uniformity of assessments within an assessment roll. Conclusions were made when the sample size was 15 or more sold properties within a particular stratum. If the sample was less than 15 but more than 5 and if the sales were judged to be representative of the population, some weight may have been accorded to the results. The Matters Relating to Assessment and Taxation Regulation (AR 220/2004) (MRAT) sets forth the requirements to be met for assessment quality and uniformity. Statistical testing measures whether the standards have been met. For any stratum, the median assessment ratio and the corresponding coefficient of dispersion (COD) must be within the following ranges:

<b>Property Type</b>	<b>Median Assessment Ratio (ASR)</b>	<b>Coefficient of Dispersion (COD)</b>
Property containing 1, 2 or 3 dwelling units	0.950 – 1.050	0 – 15.0
All other property	0.950 – 1.050	0 – 20.0

The price related differential (PRD) is a non-regulated quality standard. PRD values between 0.98 and 1.03 indicate that high and low value properties are assessed at similar percentages of market value. PRD values below 0.98 indicate that there is a progressive bias that favours low value properties and that high value properties were over assessed. PRD values above 1.03 indicate a regressive bias that favours high value properties and that high value properties were under assessed.

### **RESIDENTIAL PROPERTIES**

Mackenzie County assesses its residential property using the market adjusted cost approach to derive market values for improved properties and the direct sales approach to derive land values. Residential properties are stratified into single family dwellings (SFD), residential condominiums (RC), multi-family (MF) and vacant land (VR).

**Single Family Dwellings (SFD)**

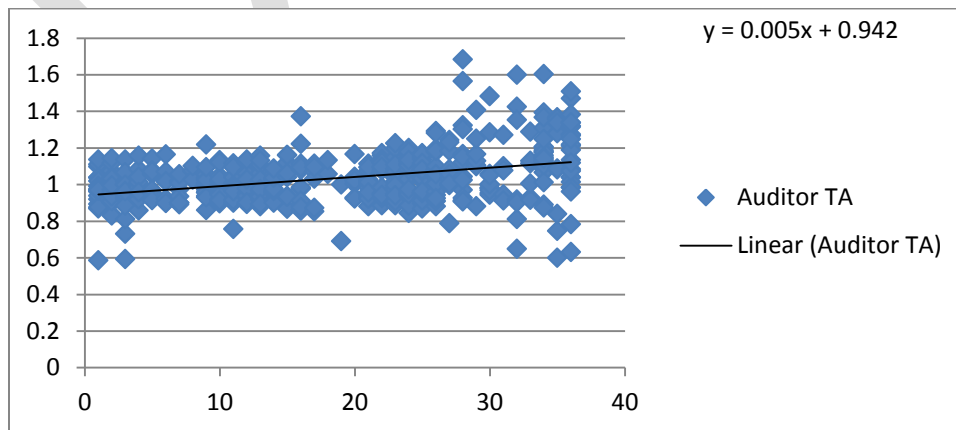
**SINGLE FAMILY DWELLING SOLD PARCEL RECONCILIATION**

Single Family Dwellings	Sales Verification Code	Count
Sales Code for Inclusion in the ASSET Ratio Study	8001 - Good Sale	470
	8002 - Non arm's length	2
Sales Code for Exclusion in the ASSET Ratio Study	8001 - Good Sale	137
	8002 - Non arm's length	78
	8000 - Not Verified	10
	8006 - Partial Interest	6
	8007 - From a Sales Agreement	2
	8008 - Foreclosure	7
	8015 - Developer to Builder Sale	2
	<b>Total</b>	<b>714</b>
No Sales Activity		2591

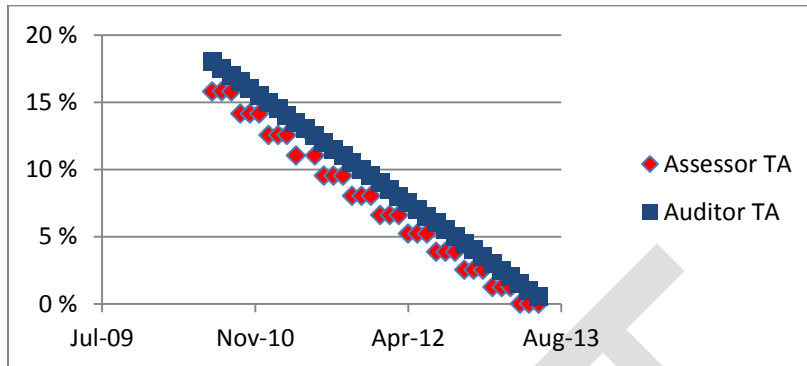
The total number of sales, for the sales period that the assessor submitted into Assessment Shared Service Environment (ASSET) system, was 714. These sales were correctly included and excluded based on their validity as an indicator of market value. The majority of “Good Sales” not included for the analysis related to homes that had a farm land component. These sales would not support inclusion in to an SFD exclusive analysis.

**SINGLE FAMILY DWELLING SALE PRICE TIME ADJUSTMENT**

The Matters Relating to Assessment and Taxation Regulation states that any assessment prepared in accordance with the MGA must be an estimate of the value of a property on July 1 of the assessment year. In other words, sale prices must be adjusted for time to the date of July 1, 2013. The time adjustment can be defined as “ the price at which a property sold, adjusted for the effects of price changes reflected in the market between the date of sale and the date of analysis” (IAAO Property Assessment and Assessment Administration). The following chart is the auditor’s sales ratio trend analysis (the sales to assessment ratio - SAR - is the sale price divided by the IOV assessment):



The following table/graph shows the assessor's monthly time adjustment compared to the auditor's time adjustment.



Sale Month	Assessor Time Adjustment (%)	Audit Time Adjustment (%)	Sale Month	Assessor Time Adjustment (%)	Audit Time Adjustment (%)
10-Jul	15.80	18.00	12-Jan	6.60	9.00
10-Aug	15.80	17.50	12-Feb	6.60	8.50
10-Sep	15.80	17.00	12-Mar	6.60	8.00
10-Oct	14.20	16.50	12-Apr	5.20	7.50
10-Nov	14.20	16.00	12-May	5.20	7.00
10-Dec	14.20	15.50	12-Jun	5.20	6.50
11-Jan	12.60	15.00	12-Jul	3.90	6.00
11-Feb	12.60	14.50	12-Aug	3.90	5.50
11-Mar	12.60	14.00	12-Sep	3.90	5.00
11-Apr	11.00	13.50	12-Oct	2.50	4.50
11-May	11.00	13.00	12-Nov	2.50	4.00
11-Jun	11.00	12.50	12-Dec	2.50	3.50
11-Jul	9.50	12.00	13-Jan	1.20	3.00
11-Aug	9.50	11.50	13-Feb	1.20	2.50
11-Sep	9.50	11.00	13-Mar	1.20	2.00
11-Oct	8.00	10.50	13-Apr	0.00	1.50
11-Nov	8.00	10.00	13-May	0.00	1.00
11-Dec	8.00	9.50	13-Jun	0.00	0.50

The time adjustment studies produced similar results which is encouraging. As a test to confirm the conclusion of the assessor's time analysis, the auditor completed an independent SAR analysis for calculating the time adjustment factors. The sales data indicates that the SFD market in Mackenzie County has been increasing in value over the three year period to June 2013. The 'Audit Time Adjustment' was plotted on a graph and a linear equation was developed for the time period. The assessor's analysis was also plotted on the same graph and is considered to be reasonable and acceptable and as such, the assessor's time adjustment factors will be used for SFD market analysis in this report.

**Other Sale Price Adjustments**

Other adjustments applied by the assessor were limited, appeared appropriate and were reasonable.

**SINGLE FAMILY DWELLING RATIO STUDY RESULTS**

**SFD Properties – All Property:**

Property Type	Parcel Count	Indicator of Value (IOV) Sales Count	Median ASR	COD	PRD
All SFD Properties	3305	472	0.964	7.3	1.02

The median ASR, COD and PRD are within the regulated standard for the SFD property type as a whole.

**SFD Properties by Value Range:**

Assessment Value Range	Parcel Count	IOV Sales Count	Median ASR	COD
\$0-\$99,000	737	77	0.993	7.8
\$99,001-\$152,999	708	121	0.960	6.5
\$153,000-\$217,999	777	111	0.976	7.3
\$218,000-	1083	163	0.954	7.2

The median ASRs and CODs are within the regulated standard. The stratification value ranges above were chosen based on parcel count to give the best indicator of the appropriate value ranges to use for Mackenzie County.



### SFD Properties by Era:

Era	Parcel Count	IOV Count	Median ASR	COD	PRD
Pre 1940	8	2	0.877	1.4	1.00
1940 - 1960	83	8	0.992	4.9	1.01
1960 - 1980	760	89	0.969	8.3	1.02
1980 - 2000	1225	203	0.959	7.6	1.01
2000 - Present	1072	167	0.966	6.4	1.01

The median ASRs and CODs are within the regulated standard, based on available sales data, for most 'Eras'. Although the 'Pre 1940' stratification group ratio is not within 0.95 and 1.05, there are insufficient sales to determine if they are outside the regulated standards.

### SFD Properties by Neighbourhood:

Neighbourhood	Parcel Count	IOV Count	Median ASR	COD	PRD
La Crete Residential	961	271	0.970	6.2	1.00
Fort Vermilion Residential	264	29	0.992	11.2	1.02
Zama City Residential	82	2	0.981	3.8	1.00
Rural High Level Residential	360	33	0.937	6.7	1.02
Rural La Crete/Ft Vermilion Residential	1357	126	0.959	7.8	1.02

The median ASRs and CODs are within the regulated standard for most 'neighbourhoods' based on available sales data. The 'Rural High Level Residential' area, however, has a median ASR that is below the regulated standards. This indicates that the property in this area may be under assessed and a review of the assessment model in this neighbourhood should be undertaken.

### SFD Properties – Single Section Manufactured Homes

Parcel Count	IOV Count	Median ASR	COD	PRD
981	203	0.971	7.4	1.00

The median ASR, COD and PRD are within the regulated standard, based on available sales data. Further stratification by model, quality and structure type is seen on the following table:

Model/Quality/Structure	Parcel Count	IOV Count	Median ASR	COD	PRD
Single Section Manufactured Homes-Substandard-Foundationless	45	6	0.994	7.331	0.996
Single Section Manufactured Homes-Fair-Foundationless	378	59	0.983	7.155	1.013
Single Section Manufactured Homes-Fair-Foundation - Basementless	12	4	0.864	3.003	1.009
Single Section Manufactured Homes-Fair-Basement	13	3	0.946	7.444	1.021
Single Section Manufactured Homes-Standard-Foundationless	470	120	0.972	7.069	1.004
Single Section Manufactured Homes-Standard-Foundation - Basementless	48	11	0.960	10.191	1.014

The results for most Model/Quality/Structure types are within the regulated standard. Note: There are too few sales of 'Single Section Manufactured Homes-Fair-Foundation – Basementless' and 'Single Section Manufactured Homes-Fair-Basement' to determine if this Model/Quality/Structure type is within the quality standards.

#### **SOLD AND UNSOLD ANALYSIS FOR SINGLE FAMILY DWELLINGS**

##### **Equity between the sold sample and unsold population**

If sold and unsold properties within a specified group are assessed in the same way, their assessments should reflect similar median percentage changes from year to year. Audit reviewed the sold samples and unsold populations to determine if the change or shift in assessment from the previous year was similar. A substantially greater year over year increase in the assessment of sold properties, when compared to the year over year assessment increase in unsold properties, could be indicative of selective re-assessment. A guideline used for Audit purposes is a 5% difference between the assessment shift for unsold and sold properties.

- Only IOV (indicators of value) that were flagged as available for analysis were included.
- The analysis did not include property where the actual use group was changed from the previous year.
- The analysis did not include property where the IOV actual use group was different from the ANN (annual load) actual use group.
- Only property that existed in the current and previous year was included.

The results based on the assessor ASSET submitted sales are as follows:

Stratifications	Unsold Count	Unsold Median % Asmnt Change	Sold Count	Sold Median % Asmnt Change	Difference in Sold and Unsold Median % Asmnt Change
All SFD properties	2356	6.77	428	6.46	0.31
<b>SFD Properties by Era</b>					
Pre 1940	6	3.01	2	1.05	1.96
1940 - 1960	71	6.95	8	7.82	0.86
1960 - 1980	582	5.95	82	4.95	1.00
1980 - 2000	915	7.08	183	6.90	0.18
2000 - present	678	7.87	152	7.00	0.87
<b>SFD Properties by Model Type (Manufactured Homes)</b>					
Single Section - Substandard	34	5.59	5	6.01	0.41
Single Section - Fair	293	4.86	63	4.89	0.03
Single Section - Standard	333	4.29	121	4.77	0.48
<b>SFD Properties by Building Size</b>					
<1000 Square Feet	258	2.88	33	4.02	1.15
1000 – 1999 Square Feet	1682	7.63	371	6.73	0.90
2000 – 2999 Square Feet	239	8.03	14	9.54	1.51
3000 – 3999 Square Feet	40	6.06	6	8.14	2.09

There appears to be little difference in the year over year assessment change for all of the strata shown in the above table.

### SFD CONCLUSIONS AND RECOMMENDATIONS

The auditor reviewed 80 sample properties and found that the valuation models used for the various property types have been applied consistently to similar properties.

At an overall level, the ratio study results for single family swellings are within the quality standards, however, once stratified it becomes apparent that the assessments for the Rural High Level areas need to be reviewed by the assessor.

The assessor must review the single family dwelling assessments for the Rural-High Level areas to ensure that the assessments meet quality standards. Based on the Indicators of Value (IOV), this area is under assessed.

### **Residential Condominiums (RC) Ratio Study**

The ratio study results using the assessor's time adjustments for various stratifications are as follows:

#### **RC Properties – All Property:**

Property Type	Parcel Count	IOV Count	Median ASR	COD	PRD
All RC properties	11	8	0.967	2.7	1.00

#### **RC CONCLUSIONS AND RECOMMENDATIONS**

The median ASR, COD and PRD are within the regulated standards. The low COD indicates a homogenous market in Mackenzie County for this property type.

### **Multi-Family (MF) Ratio Study**

The ratio study results using the assessor's time adjustments for various stratifications are as follows:

#### **MF Properties – All:**

Property Type	Parcel Count	IOV Count	Median ASR	COD	PRD
All MF properties	44	1	N/A	N/A	N/A

#### **MF CONCLUSIONS AND RECOMMENDATIONS**

Due to the lack of sales (1) no statistical inferences can be made.

**Vacant Residential (VR)**

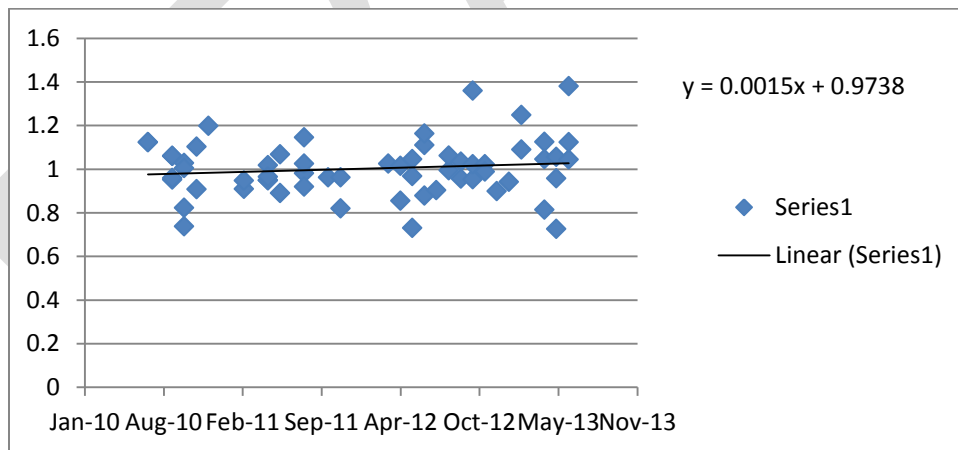
**VACANT RESIDENTIAL SOLD PARCEL RECONCILIATION:**

Vacant Residential	Sales Verification Code	Count
Sales Code for Inclusion in the ASSET Ratio Study	8001 - Good Sale	188
Sales Code for Exclusion in the ASSET Ratio Study	8001 - Good Sale	49
	8002 - Non arm's length	49
	8000 - Not Verified	12
	8006 - Partial Interest	3
	8010 - Sale by Municipality	4
	8008 - Opinion of Value	1
	<b>Total</b>	<b>306</b>
No Sales Activity		317

The total number of sales that the assessor submitted into ASSET, coded for inclusion in the ratio study or otherwise, was 306 (188 included sales and 118 excluded sales). The majority of “Good Sales” not included for the analysis related to homes that had a farm land component. These sales would not support inclusion in to a VR exclusive analysis.

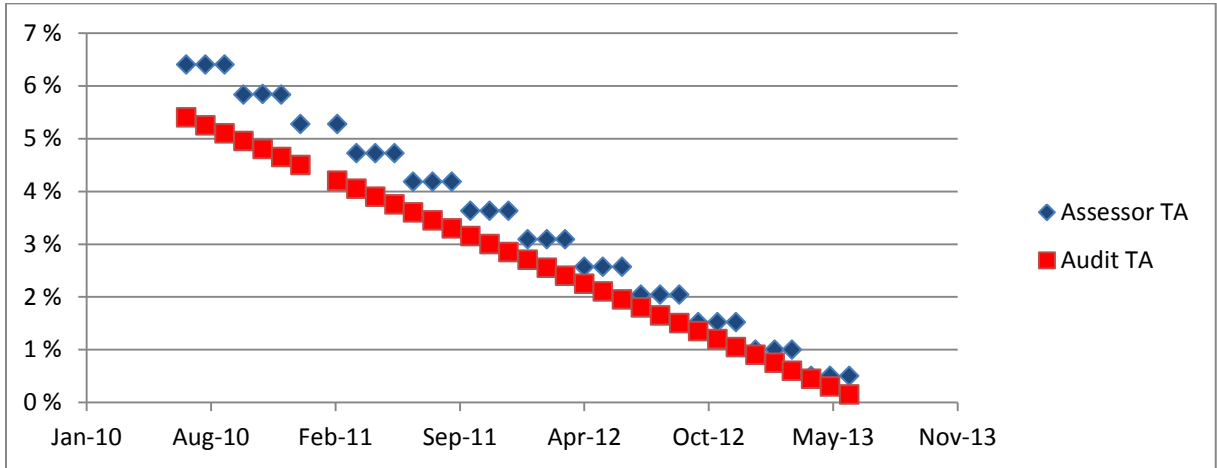
**VACANT RESIDENTIAL SALE PRICE TIME ADJUSTMENT**

The following chart is the auditor’s sales ratio trend analysis (the sales to assessment ratio - SAR - is the sale price divided by the IOV assessment):



The trend line in the preceding chart indicates a positive time adjustment to the vacant residential sale price of 5.40%. The time adjustments applied to the assessments, using linear distribution, are 0.15% per month.

The following table/graph shows the assessor's monthly time adjustment compared to the auditor's time adjustment.



Sale Month	Assessor Time Adjustment (%)	Audit Time Adjustment (%)	Sale Month	Assessor Time Adjustment (%)	Audit Time Adjustment (%)
10-Jul	6.40	5.40	12-Feb	3.09	2.55
10-Aug	6.40	5.25	12-Mar	3.09	2.40
10-Sep	6.40	5.10	12-Apr	2.57	2.25
10-Oct	5.83	4.95	12-May	2.57	2.10
10-Nov	5.83	4.80	12-Jun	2.57	1.95
10-Dec	5.83	4.65	12-Jul	2.04	1.80
11-Jan	5.27	4.50	12-Aug	2.04	1.65
11-Mar	5.27	4.20	12-Sep	2.04	1.50
11-Apr	4.72	4.05	12-Oct	1.52	1.35
11-May	4.72	3.90	12-Nov	1.52	1.20
11-Jun	4.72	3.75	12-Dec	1.52	1.05
11-Jul	4.18	3.60	13-Jan	1.00	0.90
11-Aug	4.18	3.45	13-Feb	1.00	0.75
11-Sep	4.18	3.30	13-Mar	1.00	0.60
11-Oct	3.63	3.15	13-Apr	0.50	0.45
11-Nov	3.63	3.00	13-May	0.50	0.30
11-Dec	3.63	2.85	13-Jun	0.50	0.15
12-Jan	3.09	2.70			

The time adjustment studies produced similar results which is encouraging. The sales data indicates that the VR market in Mackenzie County has been increasing in value over the three year period to June 2013. The 'Audit Time Adjustment' was plotted on a graph and a linear equation was developed for the time period. The assessor's analysis was also plotted on the same graph and is considered to be reasonable and acceptable and as such, the assessor's time adjustment factors will be used for VR market analysis in this report.

### VACANT RESIDENTIAL RATIO STUDY

The ratio study results using the assessor's time adjustments for various stratifications are as follows:

#### VR Properties – Overall:

Property Type	Parcel Count	IOV Count	Median ASR	COD	PRD
All VR properties	623	188	0.997	11.5	1.01

The median ASR, COD and PRD are within the regulated standards.

**VR Properties by Value Range:** (the value ranges in the following analysis are based on the current year assessment – the annual audit used the previous year assessment to establish value ranges).

Value Range	Parcel Count	IOV Count	Median ASR	COD
\$0-\$30,000	336	19	0.955	6.6
\$30,000 -	287	169	1.006	11.9

The median ASRs and CODs are within the regulated standards.

#### VR Properties by Neighbourhood:

Neighbourhood	Parcel Count	IOV Count	Median ASR	COD	PRD
La Crete	149	106	0.970	9.3	1.01
Fort Vermilion	91	11	0.976	7.2	1.02
Zama City	7	7	0.938	4.6	1.00
Rural High Level	42	18	1.047	8.2	1.03
Rural La Crete/Ft Verm	116	40	1.134	13.2	1.00

The results for most areas are within the regulated standard. The results for the 'Rural La Crete/Ft Vermilion' area are well above the regulated standard. This indicates that the properties in these areas are over assessed.

Note: There are too few sales of Vacant Residential property in Zama City to determine if this neighbourhood is within the quality standards.

**VR CONCLUSIONS AND RECOMMENDATIONS**

The assessor must review the vacant residential assessments for the Rural La Crete/ Ft Vermilion areas to ensure that the assessments meet quality standards. Based on the IOV's, this area is over assessed.

**NON-RESIDENTIAL (NR) (EXCLUDING SPECIAL PURPOSE PROPERTY)**

**NON-RESIDENTIAL SOLD PARCEL RECONCILIATION**

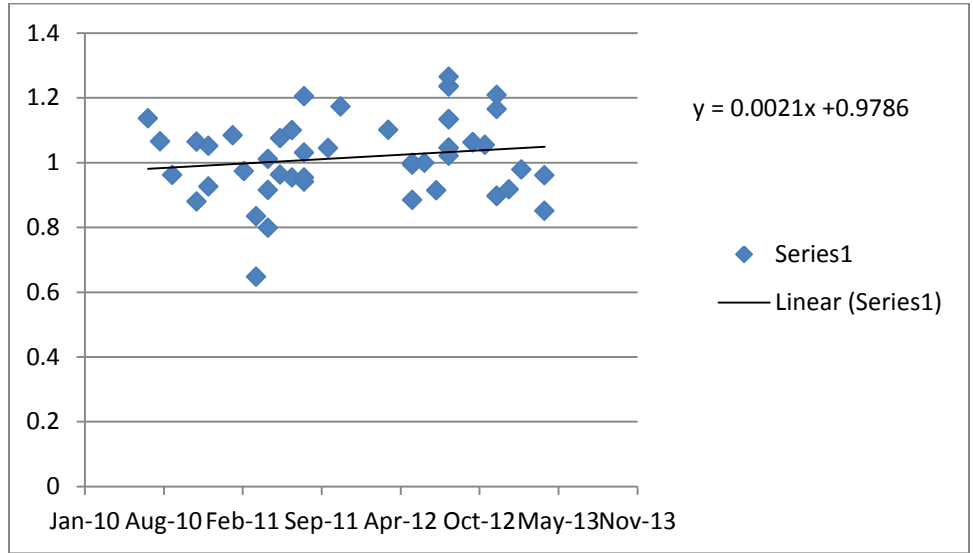
<b>Non-Residential</b>	<b>Sales Verification Code</b>	<b>Count</b>
Sales Code for Inclusion in the ASSET Ratio Study	8001 - Good Sale	54
	8010 - Sale by Municipality	1
Sales Code for Exclusion in the ASSET Ratio Study	8001 - Good Sale	27
	8002 - Non arm's length	27
	8000 - Not Verified	12
	8006 - Partial Interest	4
	8009 - Tax Recovery Sale	1
No Sales Activity		2591

There are 55 non-residential sales for the three year sales period that the assessor coded for inclusion in the ASSET ratio study comprised of 31 vacant properties and 24 improved. The ratio study results based on the assessor submitted non-residential sales coded for inclusion in the ASSET ratio study are as follows:



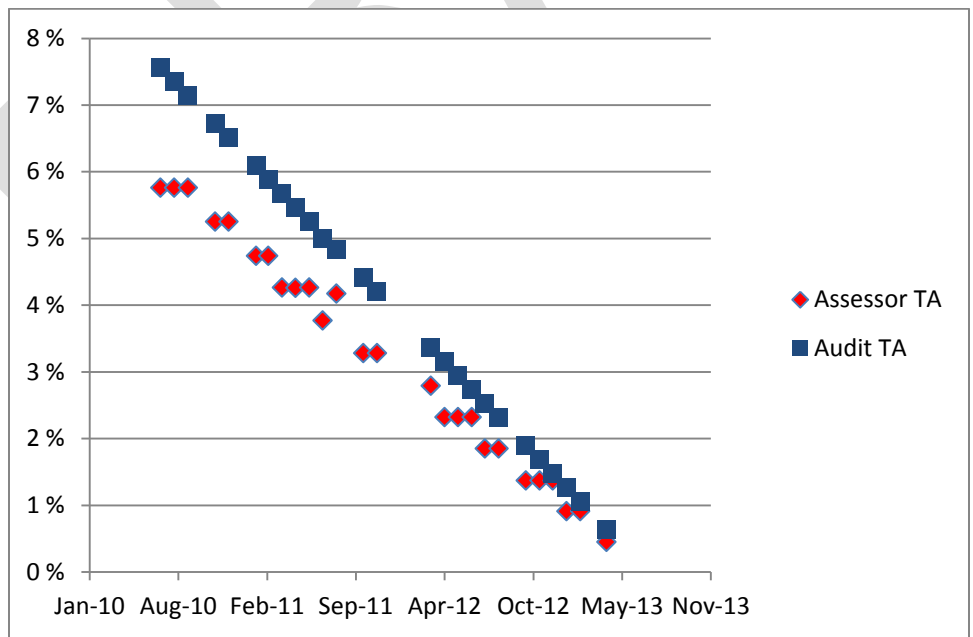
**NON-RESIDENTIAL SALE PRICE TIME ADJUSTMENT**

The following chart is the auditor's sales ratio trend analysis (the sales to assessment ratio - SAR - is the sale price divided by the IOV assessment):



The trend line in the preceding chart indicates a positive time adjustment to the vacant residential sale price of 5.76%. The time adjustments applied to the assessments, using linear distribution, are 0.16% per month.

The following table shows the assessor's monthly time adjustment compared to the auditor's time adjustment.



Sale Month	Assessor Time Adjustment	Audit Time Adjustment
Jul-10	5.76	7.56
Aug-10	5.76	7.35
Sep-10	5.76	7.14
Nov-10	5.25	6.72
Dec-10	5.25	6.51
Feb-11	4.74	6.09
Mar-11	4.74	5.88
Apr-11	4.26	5.67
May-11	4.26	5.46
Jun-11	4.26	5.25
Jul-11	3.77	5.04
Aug-11	4.17	4.83
Oct-11	3.28	4.41
Nov-11	3.28	4.20
Mar-12	2.79	3.36
Apr-12	2.32	3.15
May-12	2.32	2.94
Jun-12	2.32	2.73
Jul-12	1.85	2.52
Aug-12	1.85	2.31
Oct-12	1.37	1.89
Nov-12	1.37	1.68
Dec-12	1.37	1.47
Jan-13	0.91	1.26
Feb-13	0.91	1.05
Apr-13	0.45	0.63

The time adjustment studies produced similar results which is encouraging. The sales data indicates that the VR market in Mackenzie County has been increasing in value over the three year period to June 2013. The 'Audit Time Adjustment' was plotted on a graph and a linear equation was developed for the time period. The assessor's analysis was also plotted on the same graph and is considered to be reasonable and acceptable and as such, the assessor's time adjustment factors will be used for VR market analysis in this report.

## NR Properties – All:

Property Type	Parcel Count	IOV Count	Median ASR	COD
Improved Non Residential	471	24	1.001	1.0
Vacant Non Residential	1544	31	0.957	13.6

The median ASR and COD are within regulated standards.

## NR Properties by Actual Use Group

The ratio study using the improved and vacant non-residential strata are as follows:

Property Type	Parcel Count	IOV Count	Median ASR	COD
Improved Industrial (IND)	146	9	0.989	7.7
Vacant Industrial (VIND)	460	4	0.909	3.9
Lodging (LOD)	15	1	0.951	0.0
Commercial Retail (RET)	224	14	1.023	18.7
Vacant Commercial (VCOM)	1084	27	0.957	14.6

The vacant non-residential median ASR and COD are within regulated standards.

Note: There are too few sales of Vacant Industrial property to make statistical inferences.

## NR Properties by Market Area

Only the Commercial Retail (RET) and Vacant Commercial (VCOM) property types are shown in the tables below as the number of sales for the other non-residential property types was insufficient for further analysis.

### Commercial Retail (RET) Properties:

Market Area	Parcel Count	IOV Count	Median ASR
La Crete	76	9	1.050
Fort Vermilion	19	2	0.935
Zama City	16	1	1.253
Rural High Level	60	2	1.021

The median ASR of 1.05 for the La Crete market area meets the regulated quality standard at the top end of the allowable range. For all other market areas there are too few sales to make statistical inferences.

Market Area	Annual Parcel Count	Average Effective Improvement Age
La Crete	76	1998
Fort Vermilion	19	1976
Zama City	16	1994
Rural High Level	60	1985

The chart above indicates the average improvement age for property coded Commercial Retail (RET).

**Vacant Commercial (VCOM) Properties:**

Market Area	Parcel Count	IOV Count	Median ASR
La Crete	42	20	0.957
Fort Vermilion	10	1	0.853
Zama City	30	2	1.456
Rural High Level	123	4	1.048

The sales for the La Crete market area meet the regulated standards. For all other market area there are too few sales to make statistical inferences.

**NR CONCLUSIONS AND RECOMMENDATIONS**

The auditor reviewed 70 sample properties and found that the valuation models used for the various property types have been applied consistently to similar properties. Assessment Audit offers no recommendations.

## SOLD AND UNSOLD ANALYSIS FOR NON-RESIDENTIAL PROPERTY

### Equity between the sold sample and unsold population

If sold and unsold properties within a specified group are assessed in the same manner, their assessments should reflect similar median percentage changes from year to year.

Audit reviewed the sold samples and unsold populations to determine if the change or shift in assessment from the previous year was similar. A substantially greater year over year increase in the assessment of sold properties, when compared to the year over year assessment increase in unsold properties, could be indicative of selective re-assessment. A guideline used for Audit purposes is a 5% difference between the assessment shift for unsold and sold properties.

- Only IOV (indicators of value) that were flagged as available for analysis were included.
- The analysis did not include property where the actual use group was changed from the previous year.
- The analysis did not include property where the IOV actual use group was different from the ANN (annual load) actual use group.
- Only property that existed in the current and previous year was included.

Actual Use Group	Unsold Parcel Count	Unsold Median % Asmnt Change	Sold Parcel Count	Sold Median % Asmnt Change	Difference in Sold and Unsold Median % Asmnt Change
Industrial (IND)	123	0.83	9	2.31	1.48
Lodging (LOD)	9	-0.37	1	16.29	16.66
Commercial Office (OFF)	80	2.18	0	No Sales	No Sales
Commercial Retail (RET)	174	1.62	14	3.8	2.18
Vacant Commercial (VCOM)	1016	0	12	-16.29	-16.29
Vacant Industrial (VIND)	442	0	1	-0.17	-0.17

There appears to be little difference in the year over year assessment change for the strata shown in the above table where sufficient sales exist. Note: For LOD and VCOM insufficient sales occurred during the three year analysis period to draw statistically valid conclusions.

Further stratification for the non-residential property types was not done as insufficient sales are available to support any further ratio studies.

## PART C – PROCEDURAL REVIEW OF THE ASSESSOR’S PRACTICES

A process-oriented procedural review examines assessment methodology and procedures. Procedural reviews focus on how assessment are prepared and determine whether legislation requirements are met, valuation regulations are adhered to, appropriate manuals are used, and professional standards and guidelines are followed.

### *Property Inventory*

#### **Assessable Property**

<b>Task Reviewed</b>		<b>Findings Yes/No</b>	<b>Comments</b>
<i>Assessable properties are assessed</i>	Required by MGA s.285	Yes	A sample of registration changes in the assessment year was reviewed and all of the sampled properties did reflect December 31 of the assessment year.
<i>Partially completed improvements assessed</i>	Required by MGA s.291	Yes	A review of sample properties confirmed that the assessor has a procedure in place to assess partially completed improvements.

#### **Sufficient and Accurate Property Information**

The MGA, Matters Relating to Assessment and Taxation (AR 220/2004), the Minister’s Guidelines and assessment texts lists and discuss required data elements and the importance of complete and accurate information needed to produce accurate assessments and assigning an appropriate assessment class for determining tax rates. Assessment Audit reviewed the data reported in the annual submission for required data elements as well as a sampling of properties to determine if any data is incorrect or missing. Additionally, 150 properties were selected for inspection as part of confirming a high level of compliance with the legislation below.

Data Element Reviewed		Findings	Comments
Legal description	Required by MGA s.293(3)	Yes	100% reported from ASSET Submission. The sample property review results were consistent with these numbers.
Parcel size	Required by MGA s.293(3)	Yes	93.9% reported from ASSET Submission. The sample property review results were consistent with these numbers.
Improvement(s) size	Required by MGA s.293(3)	Partial	75.8% reported from ASSET Submission contain all of the required information. The sample property review results were consistent with these numbers.
Improvement(s) with standard MQS classification	Required by MGA s.293(3)		
Improvement(s) year built	Required by MGA s.293(3)		
Actual use	Required by MGA s.293(3)	Yes	91.8% reported from ASSET Submission. The sample property review results were consistent with these numbers.

The properties selected for review and inspection showed high compliance with the required legislation and input in to the ASSET database, where applicable.

### Property Characteristics at Date of Sale

According to IAAO texts and the *Property Assessment in Alberta Handbook*, assessors should preserve a “snapshot” of a property’s data at the date of sale so that sales prices and property characteristics can be properly matched during modeling. As well, the property characteristics at the date of sale may be different than the property characteristics as of December 31 of the assessment year.

The assessor’s computer assisted mass appraisal (CAMA) system identifies changes to the improvements since the property was sold.

### Conclusions and Recommendations

Assessment Audit offers no recommendations.

### Valuation of Market Value Property

#### Approaches to Value

The *Property Assessment in Alberta Handbook*, the IAAO *Standard on Mass Appraisal*, and the IAAO *Standard on the Three Approaches to Value* specify which valuation approaches are most commonly used for different property types. The availability of market information (e.g., sales and rent data) and the property type usually determine the best approach(es) to employ.

Task Reviewed		Findings Yes/No	Comments
Vacant property = Sales comparison approach	Required by best practice	Yes	No issues.
Single family residential = Sales comparison approach	Required by best practice	Yes	The assessor used the market modified cost approach. Sales information was analyzed to determine appropriate market factors, modifiers, depreciation, etc.  A combination of the sales comparison approach and the cost approach (market modified cost) was used to arrive at the market value for this property type.
Manufactured home communities = sales comparison approach for manufactured homes	Required by best practice	Yes	The assessor used the market modified cost approach. Sales information was analyzed to determine appropriate market factors, modifiers, depreciation, etc.  A combination of the sales comparison approach and the cost approach (market modified cost) was used to arrive at the market value for this property type.
Multi-family residential = Income approach	Required by best practice	No	The cost approach was used. There are too few properties of this type in the municipality to properly develop a model and apply the primary approach to value.
Strip commercial, retail = Income approach	Required by best practice	No	The cost approach was used. There are too few properties of this type in the municipality to properly develop a model and apply the primary approach to value.
Shopping centres = Income approach	Required by best practice	N/A	No Shopping Centres exist in Mackenzie County.
Office buildings = Income approach	Required by best practice	No	The cost approach was used. There are too few properties of this type in the municipality to properly develop a model and apply the primary approach to value.
Hotels and Motels = Income approach	Required by best practice	Partial	The cost approach was used for the majority. There are too few properties of this type in the municipality to apply the income approach as the primary approach to value. The income approach was used for 3 properties as sufficient income information was available.
Warehouses = Income approach or cost approach or sales comparison approach	Required by best practice	Yes	The cost approach was used.
Grain elevators = Cost approach	Required by best practice	Yes	The cost approach was used.
Gas stations = Cost approach	Required by best practice	Yes	The cost approach was used.
Golf courses = Cost approach or income approach	Required by best practice	Yes	The 3 golf courses in Mackenzie County are currently assessed using the cost approach for the buildings.

## Conclusions and Recommendations

Assessment Audit offers no recommendations.

### ***Assessor's Application of the Income Approach to Value***

#### Introduction

Income producing real estate is typically purchased as an investment, and because of this a property's earning power is the main element affecting property value. There is a lack of



income producing properties for most property types thus the cost approach was used for the majority of non-residential properties with improvements. The three motels that were done on the income approach were reviewed and the audit unit found the values to be reasonable based on the limited information for analysis.

**Valuation of Regulated Property**

Pursuant to sections 4, 7 and 9 in the Matters Relating to Assessment and Taxation regulation (AR220/2004), the assessor appointed by the municipality must follow the procedures set out in the Minister’s Guidelines.

A sample of regulated property was reviewed by Assessment Audit. The results are as follows:

Task Reviewed		Findings Yes/No	Comments
<b>Applicable Minister’s Guidelines are applied properly and consistently</b>			
Railway	Required by MGA s.293 and AR 220/2004	Yes	Railway is assessed where prescribed by MGA s.293 and AR 220/2004.
Farm land	Required by MGA s.293 and AR 220/2004	Yes	Farm land is assessed where prescribed by MGA s.293 and AR 220/2004. A total of 15 sample farm land properties were inspected and the land use, base rates, assessment year modifiers all met acceptable standards.

**Conclusions and Recommendations**

The assessor’s procedures used in the valuation of regulated property are generally in accordance with the applicable Minister’s Guidelines.

## PART D - ADMINISTRATIVE REVIEW

Administrative review is a review of the municipality's management of the assessment program with a focus on whether legislative requirements for the preparation and administration of the assessment program are met.

### Authority

Task Reviewed		Findings Yes/No	Comments
<i>Appointed assessor has appropriate qualifications</i>	Required by AR 54/99	Yes	The assessor, Mr. Randy Affolder, holds the designation of Accredited Municipal Assessor of Alberta (AMAA), which meets the requirements.
<i>Assessor as designated officer established by bylaw, and person appointed as assessor</i>	Required by MGA s.210(1) and s.284(1)(d)	Yes	The municipality passed bylaw 502/05 on May 10, 2005 establishing the position of assessor as a designated officer. Council appointed Mr. Randy Affolder to the position by resolution.

### Conclusions and Recommendations

Assessment Audit offers no recommendations.

### Administration of Exemptions

Task Reviewed		Findings Yes/No	Comments
<i>Application of exemptions pursuant to the MGA</i>	Required by MGA s.351 and s.361 to s.368	No	A total of 305 exempt properties were not given an 'exemption reason' when reported to the ASSET database.
<i>Application of exemptions pursuant to the regulations</i>			
a. Rural residences and farm buildings	Required by AR 220/2004	Yes	A sample of 25 properties were inspected and found to be assessed properly under the regulations.
b. Community organization property	Required by AR 281/98	Yes	27 properties in Mackenzie County are exempt under this legislation. There is a process in place to ensure compliance with this legislation.

### Conclusions and Recommendations

It is recommended that the assessor review the coding requirements as it relates to exempt property to ensure that the ASSET reporting requirements are met.

## Assessment Administration

Task Reviewed		Findings Yes/No	Comments
<i>Assessment roll is prepared by February 28</i>	Required by MGA s.302	Yes	The assessor submitted the required data on February 27, 2014.
<i>Assessment roll amended for assessment corrections</i>	Required by MGA s.305	Yes	171 corrections to annual roll were submitted by the assessor on October 15, 2014.
<i>Assessment roll contains the required contents</i>	Required by MGA s.303	Yes	After review of 80 sample properties it was determined that sufficient information is present.
<i>Bylaw designating manufactured home community as an assessed person</i>	Required by MGA s.304(1)(j)	Yes	Bylaw No. 697/09 fulfills this requirement.

### Conclusions and Recommendations

Assessment audit offers no recommendations.

## Assessment Notices

Task Reviewed		Findings Yes/No	Comments
<i>Assessment notices meet legislated requirements</i>	Required by MGA s.309	Yes	An assessment notice was reviewed and after discussion with the County administration it was determined that the assessment notices meet legislated requirements.
<i>Assessment notices sent by legislated date</i>	Required by MGA s.310(1)	Yes	
<i>Public notice that assessment notices sent</i>	Required by MGA s.311(1)	Yes	Notice published in the "County Image" which is a publication sent several times a year to all tax payers in Mackenzie County.

### Conclusions and Recommendations

Assessment Audit offers no recommendations.

## Assessment Complaints

Task Reviewed		Findings Yes/No	Comments
<i>Assessment record reflects decision of assessment review board</i>	Required by best practice	Yes	No issues.

## Public Relations

Task Reviewed		Findings Yes/No	Comments
<i>Sufficient information provided to assessed persons</i>	Required by MGA s.299	Yes	Upon request, property owners are directed to the assessor to receive sufficient information to determine how the assessment was calculated.
<i>Summary of assessment of any assessed property in municipality</i>	Required by MGA s.300	Yes	Upon request, property owners are directed to the assessor to receive sufficient information to determine how the assessment was calculated and information about comparable properties.

## Conclusions and Recommendations

Assessment Audit offers no recommendations.

## Governance

Task Reviewed		Findings Yes/No	Comments
<i>Information submitted to the department</i>	Required by MGA s.293(3) and s.319	Yes	The assessor submitted the required data on February 27, 2014.
<i>Assessment roll changes submitted to department</i>	Required by MGA s.305.1 and AR 220/2004 s.15	Yes	171 corrections to annual roll were submitted by the assessor on October 15, 2014.

## Conclusions and Recommendations

Assessment Audit offers no recommendations.

## **PART E - OIL AND GAS ASSESSMENT**

### **Introduction**

Oil and gas properties are special-purpose facilities that do not typically sell or rent, consequently, assessment performance is not easily measured by annual statistical testing. As part of the audit, Assessment Audit reviewed oil and gas property assessment data reported in the annual ASSET submission for required data elements and conducted on-site inspections on a random sampling of 37 properties within the municipality.

Based on this sample review Assessment Audit reports observations for the following tasks/procedures considered during the course of the audit.

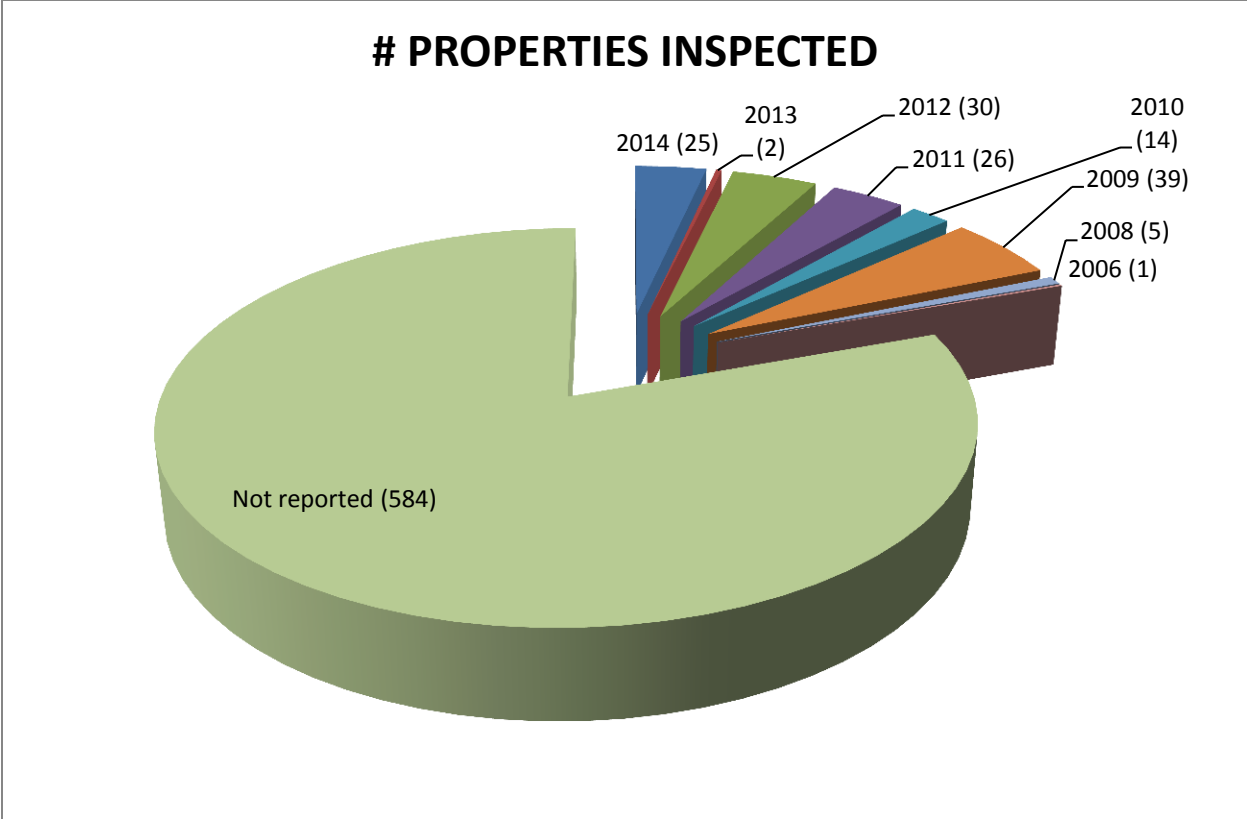
### **Data Collection**

The assessor has stated he does not mail RFI's (Requests for Information) but relies more on email exchanges (not retained for documentation), and direct contact with field operators during site visits. The sites are widely distributed, some are remote and reasonable access is on a seasonal basis in some cases. Assessable items of machinery and equipment are typically added/removed/replaced on a regular basis. In Assessment Audit's opinion relying on unretained emails and interviews to discover changes can result in undocumented lists of components; leaving the assessor vulnerable to casual reporting styles by operators.

The assessor states inspections are conducted on a 3 year cycle which is to be commended. The following chart shows the number of properties inspected by year based on the assessor's ASSET reported inspection dates for 726 oil and gas properties coded as M105012 ( Improved Industrial-Resource Extraction-Petroleum).

### **Recommendation:**

It is recommended that for machinery and equipment property, the assessor implement an annual RFI (Requests for Information) program with follow-up letters for non-compliant operators, and retain emails as documentation.



Since the assessor did not report an inspection date for most of the oil and gas properties (584 accounts), Assessment Audit cannot conclude that this inspection cycle is being followed.

**Recommendation:**

It is recommended that for machinery and equipment property, the assessor implement a re-inspection cycle with frequency not less than 3 years, including reporting of inspection date and type into ASSET.

**Valuation Methods**

For the bulk of smaller facilities, assessment value is based on the *2013 Alberta Machinery & Equipment Assessment-Minister’s Guidelines* and the *Alberta 2001 Metal Buildings Cost Manual*. For both the Minister’s Guidelines and the Metal Building Cost Manual, there are schedules for replacement costs new, depreciation and assessment modifiers. For some properties in the sample, all or parts of the assessment are based on reported installation costs which should be modified and depreciated according to the Minister’s Guidelines. The application of the schedules, modifiers and depreciation factors were reviewed, along with reasonableness of reported installation costs.

## **Unmatched Sites**

Municipal Affairs has a subscription to a third party data source used to help identify parcels. The information is compiled by *Abacus Data Graphics* (ABADATA). One of the data fields is for all “active” oil and gas sites in Alberta. The “active” sites were matched with assessments in Mackenzie County. Where an active site is indicated and there is not a matching assessment, aerial images were reviewed for the likely presence of an assessable facility.

Since equipment can be moved between sites on a regular basis, some of the “active” sites do not appear to have buildings; meaning there has been a change since the facility permit was granted. However, Assessment Audit has identified 21 “unmatched” locations where there appear to be buildings in an aerial image. The aerial images can be a strong indication of an assessable property, but the improvements could have been removed since the last image date. Also operators will occasionally use a site for storage purposes; which from the air appears like assessable improvements; or, a facility can be just a well site with a covering building (part of linear assessment). The only conclusive resolution for the “unmatched” facilities is a site visit by the assessor to ascertain the presence or not of assessable property, and to record sufficient details to create an assessment.

Of the 21 sites, auditors viewed 7 as a sample to see if assessable improvements are in place. Five of the sites have assessable property, separators, oil battery, compressor station, etc. The other three consist of a “former” site (M&E removed), a well site only, and one where it appears the assessor has an assessment for a legal description relating to a down-hole location near the correct surface legal description (an actual viewing should have clarified the legal/location).

### **Recommendation:**

For machinery and equipment property, the assessor must review 21 sites that appear to have assessable property; by way of aerial image; that do not show assessable property on the roll. These need to be inspected and added to the assessment roll where appropriate for 2015.

### **Sufficient and Accurate Property Information**

Assessment Audit reviewed the data reported in the annual ASSET submission for required data elements as well as a random sampling of 37 properties to determine if all items present on site are assessed, and conversely, if all items assessed are still present. Additionally, inspections focused on correct measurements, costs new, depreciation, indexing, coding, and site valuation (if any) according to the legislative regime. A copy of the auditor’s findings has been provided to the assessor.

The following table summarizes the findings where Assessment Audit described the assessor's inventory as: (Not all counts sum to 37 because the data element is not applicable in every instance.)

**Yes:** the data is essentially all correct and reported in the ASSET data load.

**Partial:** the data is partially correct and reported in the ASSET data load.

**No:** the data is significantly incorrect and/or not reported in the ASSET data load.

Property Information	Findings			Comments
	#Yes	#Partial	#No	
Legal description	37	0	0	1 may have had a down-hole legal description.
Parcel size	5	0	32	Needed when site valuations were appropriate.
Predominant Use Codes	35	0	2	2 should be M1020502 (refinery or gas plant).
B&S (Building & Structure) data	13	14	6	Most errors arise from building size, building count, or missing site improvements.
B&S: correct "Cost Conversion Factor"	6	0	0	Only 6 are based on "install costs".
B&S: correct Age/Life	30	1	4	Most Model "876" metal buildings should be 40 years.
B&S: correct AYM (assmt year modifier)	36	0	1	AYM from M&E used by mistake only once.
B&S: correct Depreciation	35	0	2	
M&E: Ministers Guidelines vs: reported (actual) install costs	n/a	n/a	n/a	Ministers Guidelines = 20 facilities Reported (install) costs = 10 facilities Both are used (hybridized): = 7 facilities
M&E: Ministers Guideline costs correct	6	13	7	Most "No" or "Partial" relate to inventory errors in equipment. Cost amounts for components are correctly drawn from the Minister's Guidelines. (Includes some site where reported costs are used primarily).
M&E: correct Cost Conversion Factor	17	0	0	Only 17 facilities have reported costs in part or in full.
M&E: correct Assmt Year Modifier (AYM)	37	0	0	
M&E: correct Depreciation	36	0	1	
M&E: correct Age/Life assigned	37	0	0	
M&E: <i>Schedule D</i> (add'n'l depreciation)	1	0	36	1 RTU panel @ 100%.
Site Valuation	5	0	32	



## Coding

The primary coding reviewed in the audit are Predominant Use Codes, and coding for Buildings and Structures (B&S), vs: M&E. It appears the assessor uses the M105012 Predominant Use Code (resource extraction-petroleum) for all oil and gas properties which is correct for the vast majority.

However, the code M102052 (refining/gas plant) is normally associated with larger oil and gas assessments. Of the 726 properties coded as M105012 (resource extraction), 6 have assessments ranging from \$9.0M to \$63.0M. There is increased likelihood these facilities are involved in more than simple resource extraction, and they along with the two inspected facilities should be coded as appropriate. (The \$9.0 to \$63.0 M range may not capture all property needing review but is a reasonable predictor).

For a single property coded M105012 (resource extraction), the M&E appears to be a cell phone tower and yard. Likely this is a simple coding error.

Concerning codes distinguishing B&S from M&E there is only one example *where electrical to site* is coded as B&S and should be corrected to M&E. All other coding of this type is correct in the sample.

### Recommendation:

For machinery and equipment property the Predominant Use Codes for “refining/gas plant” facilities must be changed to M102052.

## Data Collection

Legal descriptions are present for all 37 of the assessments. There is one case where it appears the legal description relates to a down-hole location; yet the correct legal description is posted on a sign at the site entrance. It is possible several of the “unmatched” (not assessed) facilities can be resolved by correcting the legal descriptions. This type of error could be symptomatic of not inspecting; but relying solely on reported corporate information.

Parcel sizes are provided for only five properties, where the assessor invokes a site value. It is part of prudent practice to collect/estimate all site sizes for possible valuation purposes.

B&S data from the sample has a large fraction of “partial” correct scores. Most of these arise from having the wrong building count, incorrect building sizes, or missing site improvements (fencing, yard lighting...).

Data collection for M&E scores 12 “partial” and seven “no” scores. Most of these scores arise from an outdated inventory of M&E components. This often arises when components are removed, added, or modernized.

The errors in inventory could be symptomatic of irregular site inspections (i.e. greater than every three years, and of not having a formal RFI (Request for Information) program in effect.

### Minister’s Guideline Costs

The majority of facilities (28) are calculated in full or in part using the Ministers Guidelines (cost manual in effect). For items listed by the assessor, the correct cost from the Ministers Guidelines was employed. The costs are integral with the CAMA assessment system reducing the likelihood of errors. The only costing errors are an outflow of incorrect inventory of M&E components as discussed under “Data Collection.”

### **Installation Costs**

In several cases, “install costs” are shown in conveniently rounded values. Install costs of \$50,000, \$75,000, \$100,000 are common place; with \$300,000, \$400,000, \$500,000 used less frequently. The likelihood of so many components having all-in costs, coincident with these rounded values is remote.

There are four examples of *free water knockouts* where the “install cost” is recorded as \$50k, \$75K and two at \$100K. This suggests the assessor and/or facility operators are using a generalized, rule-of-thumb approach to estimate actual costs new. Such an approach cannot be documented, is inaccurate, and invites abuse by astute operators.

The audit unit also observes widely ranging installation costs between several pipeline metering stations. The difference in reported costs between two reasonably similar properties was as high as 2.5 fold. The originating documentation for these installation costs should be reviewed.

### **Recommendation:**

It is recommended that for machinery and equipment property, the assessor discontinue the practice of rounding equipment costs and ensure that sufficient records are kept to validate those entries.

### **Modifiers and Factors**

For B&S, the Minister’s Base Year Modifier (BYM) should be used to index the manual rates to 2013; and for M&E the correct Assessment Year Modifier (AYM) should be employed. The two modifiers were used correctly in all but one instance, a good result.

For valuations based on installation costs there is the one extra Cost Conversion factor to adjust costs from year of construction to 2005, at which point the other modifiers are used as with the balance of components. The Cost Conversion factors from the Minister’s Guidelines were used correctly in every instance.

### **Age/Life**

The economic lives of both B&S, and M&E should be set according to schedules in the manual and guidelines. From the preceding table it can be seen the age/life were consistently and correctly applied to all items, excepting a single building.

### **Depreciation**

Deductions for depreciation should follow the building manual or Minister's Guidelines respectively for B&S and M&E. The auditor's analysis indicates the correct depreciation deduction was made for the associated age/life for each component. There is only one example where depreciation is incorrect by a minor amount because the chosen age/life was not consistent with the balance of similar buildings (as above).

### **Additional Depreciation**

For M&E there is provision in the Minister's Guidelines for additional depreciation (lower assessment) within "Schedule D." Occasionally, additional depreciation is over-used: but, only one minor component of M&E received additional depreciation from all 37 properties. There does not appear to be any systemic over-use of Schedule D depreciation.

### **Site Valuation**

There are only six sites with integral site valuations from the entire sample; relating to larger facilities. Many of the facilities are on Crown land in muskeg where there is little or no site value to consider for assessment. Several others have a well on site where the first \$5,000 of land value is integral with the well's linear assessment. Therefore, there are a limited number of sites where a site valuation is required. However, unless a site size is collected it is difficult to know if the site value exceeds the \$5,000 threshold for sites with wells, or to calculate a site value when one is appropriate.

### **Summary of Findings of PART E: Oil and Gas Audit**

Assessment Audit concludes many of the assessor's practices and valuations are reasonable. Replacement Costs New, modifiers, cost conversion factors, and depreciation were all implemented in high compliance with best-practices, and the Ministry's regulations.

Concerns arise from data collection, missed assessments ("unmatched"), undocumented and informally reported installation costs, and consistency between similar facilities.

## PART F - MAJOR INDUSTRIAL PLANT ASSESSMENT REVIEW

### Property: Ainsworth OSB Plant

<i>Task Reviewed</i>		<b>Findings Yes/No</b>	<b>Comments</b>
<i>Appropriate valuation procedures for special purpose property</i>	Required by best practice	Yes	A procedural audit was undertaken on the Ainsworth OSB Plant. The assessor gave a general overview of the process used in assessing the mega plant, and it would appear from this presentation that the assessor is following appropriate procedures. The auditor, to ensure that the procedure was followed, reviewed a sample spreadsheet for the plant.

### Introduction

Large industrial properties are special-purpose facilities that do not typically sell or rent. Consequently, assessment performance is not easily measured by annual statistical testing. With the subject property, the main press is described as being the "...largest, continuous OSB press..." in the industry. Since the equipment is unique; published, second-party costing manuals (like *Marshall Swift* or the Minister's Guidelines) do not have rates for the Machinery and Equipment. Therefore, for large, complex industrial property, assessments are prepared using reported (actual) construction costs as a starting point. The actual costs are analyzed for conformity with the *2005 Alberta Construction Cost Reporting Guide (CCRG)*, and the accompanying *Interpretive Guide*.

The CCRG, the *2003 Alberta Machinery and Equipment Assessment Ministers Guidelines* and the *Municipal Government Act* stipulate; which costs are excluded from assessment, the overall assessment level, and depreciation rates. The audit review focuses on the assessor's process in preparing the assessment according to regulated procedures. The following table/template lists various factors considered by assessors in following the CCRG, and considered by the auditor for the subject OSB plant.

## Industrial Plant Review

A review of processes used by the assessor in application of the 2005 Construction Cost Reporting Guide (CCRG) and applicable legislation to prepare an assessment for the following property:

Municipality: MACKENZIE COUNTY

Facility: AINSWORTH OSB PLANT

Task Reviewed	Required/ Desirable/ Information	Findings Yes/No/ Unknown	
<b>Section A- The assessor is familiar with standards for reporting costs as follows:</b>			
1. Does the assessor have the initial detailed budgets and final forecasted costs for the project?	Best practice guidelines	Y	These were provided to the auditor as requested.
2. Has the company provided the true and total project cost (fixed asset listing) and included a signed statement verifying costs?	Best practice guidelines	Y	These were provided to the auditor as requested.
3. Has the assessor calculated the total project construction costs prior to the application of CCRG, MGA, and MRAT?	Best practice guidelines	Y	
4. Has the company provided its own analysis of total project costs?	Best practice guidelines	N	Not necessary.
5. Is there any lump sum contracts included in the total construction costs?	Best practice guidelines	Y	Several components in the plant were constructed on a lump sum contract basis. Some exclusions were made for "non-assessable" expenses. Documentation (rationale) for exclusions within lump sum contracts are not available to the current assessor.
6. Has a copy of the contract (procurement) for the lump sum costs (indicating the detailed cost components) been provided?	Best practice guidelines	N	
7. Was the facility built using "in-house" construction or an EPC (Engineering, Procurement, & Construction) firm?	Information only	Both	
8. Have commissioning costs been reported as part of the total project costs?	Best practice guidelines	Y	
9. Have costs for Construction Management been identified?	Best practice guidelines	Y	"Project management home office" costs have been listed in the expenditure disclosure.
10. Has a complete project chart of accounts been received?	Best practice guidelines	Y	
11. Have detailed cost reports been received?	Best practice guidelines	Y	
12. Has a model been used to assign costs to various property types?	Best practice guidelines	N	
13. Has the allocation of overhead costs been based on actual costs?	Required by legislation (CCRG)	N/A	
14. Have extraordinary conditions been attributable to the project which increases exempt costs?	Required by legislation (CCRG)	Y	Costs associated with roof collapse during construction.
<b>Section A Findings: The assessor has a fairly complete record (documentation) of costs new, both from a budget and actual perspective. There is sufficient detail to apply the Minister's CCRG Guidelines.</b>			
<b>Section B- The assessor is familiar with legislation and has applied it correctly to calculate the property's assessment:</b>			

Task Reviewed	Required/ Desirable/ Information	Findings Yes/No/ Unknown	
1. Have non-assessable item (excluded) costs been removed from total project construction cost in accordance with section 298 of the MGA?	Required by MGA s.298	Y	Approximately 23% of total project costs new.
2. The assessor's policy, with respect to determining the portion of the assessment attributable to a water supply and distribution system, water conveyance system or sewage conveyance system operated in connection with a manufacturing or processing plant verifiable based on actual costs.	Required by MGA s.298(1)	Y	The costs of water and sewage conveyance system used for domestic purposes have been excluded.
3. Building and structure costs and the cost of machinery and equipment have been properly allocated.	Required by Legislation	Y	
4. When the land assessment is based on the value of finished industrial land (stripped and graded), the actual site preparation costs are excluded.	Required by legislation (CCRG)	N/A	The land has been assessed as unserviced industrial land. Site preparation costs have been valued and included in the calculation of the assessment.
5. Cranes and crane ways used operationally, as part of the process, are assessed as machinery and equipment.	Required by legislation (CCRG)	Y	
6. Tanks used exclusively for storage are assessed as building and structures.	Required by legislation (MGA)	N/A	
7. The assessor's policy, with respect to application of the Minister's Guidelines, is acceptable.	Required by legislation (Minister's Guidelines)	Y	
8. The assessor has acceptable evidence and documentation of the amount of obsolescence granted under Schedule "D".	Required by Part 5 of the Minister's Guidelines	Y	Based on production volumes, documented, and checked annually. Production volumes are lower than designed because of main press issues.
9. Have non-assessable item (excluded direct and indirect) costs been removed from the total project construction cost in accordance with the CCRG?	Required by legislation (CCRG) and Interpretive guide.	Y	It appears some partially excluded items have been determined through negotiations with the original owners at the time of construction...based in part perhaps on rules-of-thumb.  Exception: Railway spurline within site boundaries is under-assessed.
<b>The following excluded costs have been considered, calculated consistently and documented:</b>			
10. Feasibility Studies	Required by legislation (CCRG)	Y	
11. Cancellation Charges	Required by legislation (CCRG)	Y	
12. Commissioning, Pre-Production Run and Start-Up	Required by legislation (CCRG)	Y	
13. Consumable Materials	Required by legislation (CCRG)	Y	
14. Royalties, Licenses and Patent Fees	Required by legislation (CCRG)	Y	

Task Reviewed	Required/ Desirable/ Informable	Findings Yes/No/ Unknown	
15. Mobile Equipment	Required by legislation (CCRG)	Y	
16. Spare Equipment	Required by legislation (CCRG)	Y	
17. Design Changes, Alterations and Modifications	Required by legislation (CCRG)	Y	
18. Interference costs	Required by legislation (CCRG)	Y	
19. Goods and Services Tax	Required by legislation (CCRG)	Y	
20. Import Duty and Brokerage Fees.	Required by legislation (CCRG)	Y	
21. Bonus or Penalty	Required by legislation (CCRG)	Y	
22. Computer Costs.	Required by legislation (CCRG)	Y	
23. Travel Costs	Required by legislation (CCRG)	Y	
24. Transportation Costs	Required by legislation (CCRG)	Y	
25. Interest During Construction (IDC)	Required by legislation (CCRG)	Y	
26. Overtime Costs	Required by legislation (CCRG)	Y	
27. Un-productive labour due to extraordinary conditions.	Required by legislation (CCRG)	Y	
28. Accommodation costs	Required by legislation (CCRG)	Y	
29. Staff Training Costs	Required by legislation (CCRG)	Y	
30. Meal Costs	Required by legislation (CCRG)	Y	
31. Property Taxes	Required by legislation (CCRG)	Y	
<b>Findings Section B: The railway spur line within site boundaries is not assessed at full indexed costs in compliance with CCRG.</b>			
<b>Section C- The assessor adheres to best practice guidelines for the following miscellaneous procedural tasks:</b>			
1. The assessor's policy, with respect to providing the auditor with all information requested by the Minister, is acceptable.	Required by MGA s.293(3)	Y	

Task Reviewed	Required/ Desirable/ Informable	Findings Yes/No/ Unknown	
2. Does the assessor have the current project plot plan?	Best practice guidelines	Y	
3. Does the assessor have process flow diagrams and narratives, including a project execution plan, for the facility?	Best practice guidelines	Y	
4. The assessor's knowledge of processes involved in specialty plant operation is satisfactory.	Best practice guidelines	Y	
5. The assessor has verified the accuracy of submitted property data by completing a review and onsite inspection.	Best practice guidelines	Y	
6. There is documentation to validate the assessment and the assessor is using best practices with respect to information storage, retrieval and security.	Best practice guidelines	Y	
7. Annual review of additional depreciation granted under Schedule "D" is conducted.	Best practice guidelines	Y	Assessor makes direct, annual contact with property owner regarding changes.
8. Assessor sends out an RFI on an annual basis and follows up on missing and or insufficient information.	Best practice guidelines	Y	Direct annual contact and review.
9. If the municipality has a supplementary assessment, the auditor should request a copy.	Information only	N/A	
<b>Findings Section C:</b>			

### TOTAL PROJECT COST NEW

Cost new for the subject plant is well documented; including budgeted and actual costs. The overall plant costs as summed by the assessor reconcile with total costs reported at the time of construction. The reported costs appear to be all-in costs, with sufficient detail for the assessor to apply the CCRG.



## NON-ASSESSABLES

Within CCRG protocols, numerous components are excluded from assessment (non-assessables). Two examples include overtime costs, and transportation expenses beyond Edmonton (see preceding template).

The cost detailing is sufficient for the assessor to make line-item exclusions at 100%. Others components are partially excluded. For example overtime may not be segregated from labour costs as a whole, and documentation is required leading to the rationale for the partial exclusion. Partial exclusions range from a low of 5% to a high of 90%. The excluded items represent approximately 23% of the overall costs; not an unreasonable amount considering the type of operation and its location.

These partial exclusions were determined after construction by the assessor of the day. In the year after construction an appeal board increased some of the exclusions by 5%, and this element of the assessment remains unchanged...becoming an assessment of tradition. (The plant was closed for approximately 10 years, and only the land, buildings and structures were assessed during closure. The plant reopened during 2013, and the assessment under review reflects the first year in ten that M&E is part of the assessment).

The current assessor was not part of the calculations and negotiations leading to exclusion decisions. The initial records passed on to the current assessor do not contain full logic/documentation for partial exemptions. A list of excluded items with limited documentation, and the corresponding auditor's notes have been forwarded to the assessor for review.

The auditor observes the railroad spur line(s) are 90% excluded. This may arise from the fact much of the spur tracks rest outside the property lines; and, the regulated rates (much lower) would be used there. However, a portion of the spur line lies within property boundaries; where full, indexed, actual costs should be used. The railroad component as currently calculated does not appear to equal actual costs and should be reviewed by the assessor.

**Recommendation:** The railroad spur line within site boundaries be assessed at full indexed costs in compliance with the *2005 Alberta Construction Cost Reporting Guide*.

## MODIFIERS

Reported costs are indexed using a *Cost Conversion Factor* from the year of construction to 2005. The values are then indexed to 2013 using a *Base Year Modifier* (BYM) from the Ministers Guidelines to the valuation date of July 1, 2013. The auditor checked application of the *Cost Conversion Factors* and *Base Year Modifiers* throughout the assessment calculations; and, find in every instance the modifiers are used correctly.

## **DEPRECIATION**

Depreciation of machinery and equipment is regulated by the CCRG. The key elements in calculating depreciation are the age/life (economic life) of the plant, and applying the correct effective age. For heavy industrial property like the subject OSB plant, the applicable age/life is 20 years; which the assessor has used throughout.

Often the effective age and actual age are the same, especially for a property only 13 years old. However the plant sat idle for 10 years, and depreciation due to physical use would be decreased. During the 10 year shutdown, the building was not heated, and the exterior envelope of the building was not maintained. Water penetrated in places and some of the machinery weathered even though it was not in use. Changing technology is another part of depreciation that is not dependent on physical use. The computer systems used to operate and monitor the machines and processes have not been modernized periodically as would happen with an operating plant. Therefore the reduced physical wear and tear is partially for even fully mitigated by the weathering, possible water damage, and a lack of typical maintenance that would occur for an operating facility.

The assessor has left the effective age equal to the actual age (13 years in most cases) which is reasonable under the circumstances. The depreciation factors taken from the Ministers Guidelines are correct for the numerous components.

## **SUMMARY**

The assessment has been reasonably prepared in accordance with CCRG guidelines. The best opportunity for improvement is increased documentation concerning excluded costs. The only recommendation arises from the on-site railway spur line costs and resulting assessed value.



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>DELEGATION Northern Lights Recreation Centre - Recreation Coordinator Funding Proposal</b>

## **BACKGROUND / PROPOSAL:**

See attached Proposal to Mackenzie County Council for Continued Funding for Recreation Coordinator for La Crete and Area

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**


## **COMMUNICATION:**

## **RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

For discussion.

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



Proposal to Mackenzie County Council:  
Continued Funding for Recreation Coordinator  
for La Crete and Area

**Package Contents:**

- ❖ Letter with Rationale
- ❖ Program overview
- ❖ Activity guide
- ❖ Letters of Support

**Submitted by La Crete Community Coalition Members:**

Phillip Doerksen, Recreation Manager (Recreation Board)  
Mary Driedger, Coordinator (La Crete Family Services)  
Larry Neufeld, General Manager (La Crete Chamber of Commerce)  
Peter Brahn, Mackenzie County Councillor, (Ward 3)  
Sharon Wurtz, Health Promotion Facilitator (Alberta Health Services)

Dear Reeve and Council:

The La Crete Community Recreation Coalition would like to express our gratitude for your investment in La Crete's children, youth and families by supporting the La Crete Recreation program. Last year we presented to you the benefits of recreation; our program has been operating for 9 months and we are very pleased to report the success of the program. We offered the recreation coordinator position to John Acreman, who comes from a strong recreation background. We are very thankful that he accepted the position. His very first initiative was to take a recreation survey from the community, to build upon it. He has been able to lay a very strong foundation for recreation in La Crete, one that can be sustainable and can grow year after year with your continued investment and support.

The list of benefits of recreation is extensive and covered in last year's proposal. All the benefits of having a recreation position can be summarized in this way: to strengthen individuals and community. The La Crete recreation program has contributed to fostering a better community by building community capacity, by building strong community relationships, and by the variety of community programming. The La Crete Recreation Coordinator has added support to existing community programs and in doing so strengthened community capacity for programs such as the running club, softball, ball hockey & hockey tournaments. These programs in La Crete are pre-existing, but were in need of support; this is where having this position has been a benefit to the community. The program coordinator has been able to come along side these programs and help them get off the ground, organize them, or save them from closing down. Such as in the case of the running club, which was in danger of being shut down, the support of the recreation coordinator enabled the program to continue, thus making it to be a sustainable program for the community. Building community capacity is a benefit to healthy thriving community.

The next way La Crete recreation program has contributed to fostering a better community is by building strong community relationships. The La Crete Recreation Coordinator has excelled at building strong relationships with various community partners such as the Fort Vermilion School Division, Alberta Health Services, La Crete Support Services, and the youth Pastor from the Evangelical Mennonite Conference Church. His ability to achieve positive relationships has laid some very important ground work with the schools in La Crete, their administrators and their staff. This is essential as the schools are the gateway to the children and youth and their parents. Building and Maintaining trusting relationships with different community agencies is one of John's strongest skills, which is significant for the recreation programming and ensuring the communities support of the position.

The final and most impactful way La Crete recreation program has contributed to fostering a better community is by the variety of community programming. Fortunately, the recreation coordinator has been instrumental at facilitating and creating programs and events for the community of all ages. From strong children and youth programs to adult drop-in activities the community has been engaged week after week with the programs offered by this position. The programming will have a lasting Impact on the individuals

therefore the community as whole in the areas personal health, human development, social life, and quality of life. Details of the recreation coordinators contribution to the community is evident by the program overview attached in this proposal, please take time to read about all the success your investment has created.

Our proposal is that Mackenzie County continue to fund the full-time Recreation Coordinator for La Crete and area. We are interested in engaging Mackenzie County in a long-term commitment as this is an ongoing need. The position would continue to be accountable to the La Crete Community Recreation coalition. The position value will be evaluated by the coalition, community partners and community members. To fund the position for the following year we are asking for \$62,000. This is to cover wages including a wage increase, plus other related expenses such as phone, gas reimbursement. Other program costs would be covered through the Recreation Board's budget, fundraising, and grant applications. The La Crete Community Recreation Coalition would once again like to convey our appreciation for your support of this program; our success is also your success.

Thank you kindly for your consideration. We look forward to further exploring the possibility of continued funding for the Recreation Coordinator position at the June 10<sup>th</sup>, Council meeting.

Sincerely,

La Crete Community Recreation Coalition Members.

## Program Overview

In the first 9 months of operation La Crete Recreation Program has been very busy developing and administrating recreation programs, developing electronic, radio, and print media, searching for external program funding, and forming/building on existing partnerships within La Crete and surrounding areas. Within the upcoming months I plan on building on the firm foundation that has been laid.

To date La Crete Recreation has been the primary developer and administrator to ten brand new programs. For the most part these programs are reoccurring in nature, happening on a weekly basis. On average each week the programs provide 22 hours of service for people from infants to adults. These programs not only provide the physical benefits to the individuals who choose to partake, but also can provide great social interaction and personal development for its users: mentally, socially, physically.

I have also have been involved in adding support to pre-existing programs and events. We have done everything from providing advertising to absorbing and administrating the programs itself. This support for pre-existing programs provides a much needed relief of pressure to the existing program leads. This support allows the leads to concentrate on the events themselves and help reduce the chance of burnout which helps to ensure the health of the program. Through the first 9 months of operation La Crete Recreation helped add support to 7 pre-existing programs. At current 6 of these programs are in the process of running, (the 7<sup>th</sup> being curling a seasonal sport which is out of season) which is providing an addition of 14 hours of programs per week.

La Crete Recreation has been heavily involved with the development and publishing of electronic, radio and print media for advertising upcoming events and programs offered within the community. The development and updating of the Northern Lights Recreation Centre website ([www.nlrecentre.com](http://www.nlrecentre.com)), Facebook pages (La Crete slow-pitch softball, La Crete Recreation, La Crete Rec Centre and La Crete Challenge Cup), advertising within the Big Deal Bulletin, publishing and distributing of La Crete Recreation Activity Guide and La

Crete Two week Schedule, and radio advertising is very important to the success of the programs. Without these effort put forward to strength the information received by the public the program will never reach its' true potential.

Searching for external funding source has also been a mandate for La Crete Recreation. Currently I have applied for grant funding through Canada Summer Jobs and Farm Credit Canada AgriSpirit Fund grants. Unfortunately we were decline for the Canada Summer Job grants due to the volume of grants provided within La Crete area at present. But are still waiting to hear back form the FCC.

La Crete Recreation also has built up relationships with various organizations and agencies within La Crete and surrounding areas. Partnerships on multiple projects with such groups Health Promotion in Alberta Health Services, La Crete Support Service, La Crete Chamber of commerce, Agriculture Society, Evangelical Mennonite Conference Church, Fort Vermillion School Division, and La Crete Recreation Society has provided positive outcomes. Keeping this relationships in good standing with open communication not only helps provide much needed services to the community but also helps prevent duplication of services which in turn free up time for theses organizations and La Crete Recreation to adequately provide their programming.

La Crete Recreation has been or has plans to be involved in either leading or as a partner role on multiple events within La Crete and surrounding area. Such events are La Crete Challenge Cup, La Crete 4-on-4 Hockey Tournament, La Crete Canada Day Celebration, Alberta Health Promotion Bike Rodeo, Alberta Health Healthy Eating Challenge, and La Crete "Fun Run". These events not only provide activities for active participants but also provide entertainment for community as a whole.

In Conclusion La Crete Recreation has either been the leading force or a support for 46 hours of programming per week for La Crete and surrounding areas. All of theses programs are very cost efficient with the large majority of them being free of charge, making them very inclusive to the community as a whole. That accompanied with special event



involvement and building and fostering relationships with community organization La Crete Recreation has a very successful first 9 months. I believe that we have only scratched the surface of the needs of the community and there are huge opportunities for program development that can benefit. Please read below for a more comprehensive description of programs offered.

# La Crete Activity Guide

Feb - April  
2015



# NORTHERN LIGHTS REC.CENTER LA CRETE CHALLENGE CUP/2015

We would like to thank **PIZZA PLACE** for being our  
Major Challenge Cup sponsor for  
2015

ToWhom It May Concern:

We are again quickly approaching our annual Challenge Cup hockey tournament. Our dates for this event are set for March 20, 21, 22, and 2015 running an event of this size needs the support from the community and is greatly appreciated. Some of our costs are Prize money, ice fees, staffing, referees, time keepers and door prizes. We would like to offer you the opportunity to advertise your company and support us with running this event. All our sponsors will be acknowledged through various media throughout the tournament.

	<b><u>GENERAL SPONSORSHIP</u></b>	<b>Size</b>
<b>Bronze</b>	<b>\$ 250.00</b>	<b>Business card</b>
<b>Silver</b>	<b>\$ 500.00</b>	<b>¼ page</b>
<b>Gold</b>	<b>\$ 750.00</b>	<b>½ page</b>
<b>Platinum</b>	<b>\$ 1000.00</b>	<b>Full page</b>

General sponsorships will have there ad in our program that will be available at the Gate fee window. If you are interested in sponsoring us for this event, or for more information, please call Philip Doerksen @ (780) 928-3066 or 926-0503.

Cheque can be made payable to:

**La Crete Recreation**  
**Society**  
**Box 29**  
**La Crete, AB**  
**TOH 2HO**

All ads purchased over \$500 will receive two Tournament passes. Plus all Businesses with an ad purchase will receive a free program at the gate fee window. On behalf of the La Crete Rec board and Challenge Cup organizers, we would like to thank you for your Support!!

Philip Doerksen 780-926-0503  
Arena Manager  
E-mail [arenam@telus.net](mailto:arenam@telus.net)

John Acreman 780-841-5906  
Recreation Coordinator  
E-mail [lacrete.recreationcoordinator@gmail.com](mailto:lacrete.recreationcoordinator@gmail.com)

# ADULT PROGRAMS



## ADULT CO-ED BADMINTON

Try Badminton. Badminton is a great way to be active and enjoy a night out with your friends. Doesn't matter if you're the most advanced player or just new to the game, all players are welcome.

### Location/ Dates/Times:

**La Crete Public School**  
Sundays 3pm-5pm

**Sandhills Elementary School**  
Fridays 8pm-10pm  
Feb. 27, 2015  
Mar. 6, 13, 27, 2015  
April 24, 2015

**Ridgeview Central School**  
Fridays 8pm-10pm  
Mar. 20, 2015  
April 3, 10, 17, 2015

**Cost: Free**

Note: Bring your own Racquets & indoor shoes.

## ADULT CO-ED SOCCER

Try Soccer. Soccer is one of the most popular sports in the world. All you need to bring is your sneakers. Come out Sunday evening and have some fun kicking the ball around.

**Ages: 18+**

**Time: Sundays 7pm-9pm**

**Where: Ridgeview Central School**

**Cost: Free**

Note: Reminder to bring your indoor shoes.



# ADULT PROGRAMS



## ADULT CO-ED BASKETBALL

Try Basketball. When was the last time you shot a basketball? Felt the ball in your hands as you dribble it across the floor? Interested in doing it again, or possible for the first time? Well, Thursday night at Sandhills Elementary School is your chance.

### Date/Time:

Thursdays 7pm-9pm  
Feb.19, 2015  
April 2, 9, 16, 23, 30, 2015

Thursdays 8pm-10pm  
Feb. 26, 2015  
March 5, 12, 26, 2015

**No session March 19, 2015**

**Where:** Sandhills Elementary School  
**Cost: Free**

Note: Reminder to bring your indoor sneakers.

## ADULT CO-ED VOLLEYBALL

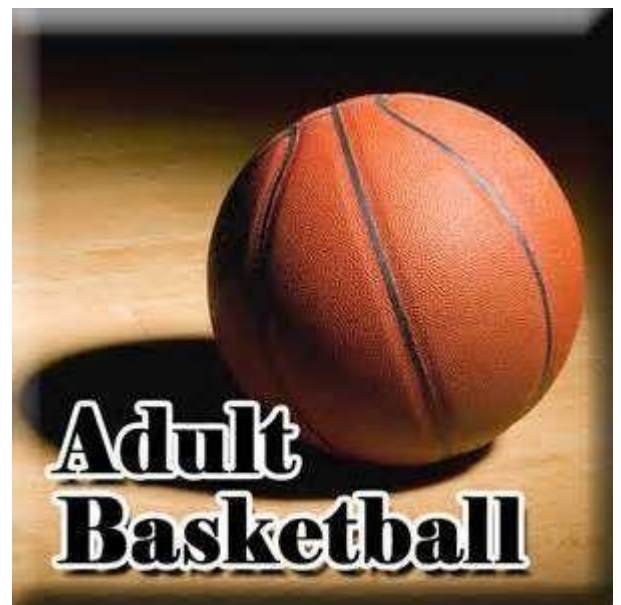
Try Volleyball. It doesn't matter what your skill level is; from the most experienced to the beginner, all are welcome. It's a great way to be active and have fun doing it. **Date/Time:** Tuesdays 7pm-9pm  
April 7, 14, 21, 28, 2015

Thursdays 6pm-8pm  
Feb. 26, 2015  
March 5, 12, 26, 2015

**No session March 19, 2015**

**Where:** Sandhills Elementary School  
**Cost: Free**

Note: Reminder to bring your indoor sneakers.



# YOUTH ACTIVITIES

## LA CRETE ACTIVE KIDS:

**La Crete Active Kids** is a drop in program focused on fun. Kids will experience a multitude of sports such as; badminton, basketball, soccer, etc. within a non-competitive environment.

### Times/Ages:

**5- 8 years old**

Saturdays 9:00am- 10:30am

**9- 12 years old**

Saturdays 10:30am-12:00pm

**Session Dates & Locations Feb- April**

**2015: Ridgeview School:**

March 21 & 28, 2015

April 4, 11, & 18, 2015

**Sandhills School:**

Feb. 21, & 28, 2015

March 7 & 14, 2014

April 25, 2015

**Cost: Free**

Note: Reminder to bring your indoor sneakers.



## TEEN DROP IN PROGRAM:

**La Crete Teen Drop-In** is a program focused on fun. Within a non-competitive environment the teens can choose the activity in which they wish to participate. Whether they choose volleyball, badminton, soccer, basketball, etc. they'll have fun while being active.

**Ages: 12-18 years**

**Session Dates & Locations Feb- April 2015:**

**Ridgeview School Fridays 6pm- 8pm:**

March 20, 2015

April 3, 10, 17, 2015

**Sandhills School Fridays 6pm-**

**8pm:** Feb. 20, & 27, 2015

March 6, 13, & 27, 2015

April 24, 2015

**La Crete Public School Sundays 1pm-3pm**

March 1- April 26, 2015

**Cost: Free**

Note: Reminder to bring your indoor sneaker.



# YOUTH ACTIVITIES



## LA CRETE YOUTH ACTIVITIES CENTRE

Are you a teen age 12- 18 years looking for somewhere to hangout talk, relax, and maybe play a game or two? Well, the **La Crete Youth Activity Centre** is for you! The Centre is fully equipped to meet your entertainment needs. Some of what it has is;

- 2 pool tables
- Bubble hockey game
- 2 big screen TV's
- Air Hockey Game
- Foosballs Table
- Lots of seating
- And

**Time:** Monday – Saturday 7pm- 10pm

**Where:** Northern Lights Rec. Centre

## LA CRETE YOUTH SOCCER PROGRAM

Try soccer. Looking to enrolee your child in an inexpensive sport that provides tons of physical activity, team building experience and piles of fun? Come join us enjoy the sport some people love Sundays at LCPS.

### Session Dates & Locations Feb. - April 2015:

Sundays

5- 8 years old

3:00pm- 4:00pm

La Crete Public School

9- 12 years old

4:00pm-5:00pm

La Crete Public School

**Note:** Feb. 22, 2015 session is at Sandhills School

**Cost: Free**

Note: Reminder to bring your indoor sneaker.



# YOUTH ACTIVITIES



## PARENTS & LITTLE ONES:

Looking for somewhere out of the cold for your child under 5 years old to run around and socialize with other children? Well **Parent and Little Ones Program** is for you. **Parents and Little Ones** is an unstructured program which parents stay and enjoy time with their kids within a warm welcoming environment.

**Ages:**0-5 years

**Session Dates & Locations Feb- April**

**2015: Ridgeview School:**

March 21 & 28, 2015

## La Crete Youth Bowling:

April 4, 11, & 18. 2015

### **Sandhills School:**

Feb. 21, & 28, 2015

March 7 & 14, 2015

April 25, 2015

### **Cost: Free**

Note: Reminder to bring your indoor sneaker.

Try **La Crete Youth Bowling**. Bowling is a great way for your kids to have fun and meet new friends in the process. This 5 week program is designed for children ages 8-12 years old and will occur every Thursday starting March 5, 2015. Make sure to register early for this program space is limited.

**Where:** Northern Lights Recreation Centre

**Dates:** March 5- 26, 2015

**Days/ Times:** Thursdays 4-5pm

**Cost:** \$15/Child

\$25/ Family

**Registration:** To register contact John Acreman @ 841-5906 or

Email @: [lacrete.recreationcoordinator@gmail.com](mailto:lacrete.recreationcoordinator@gmail.com)

*Parents Welcome to come & Help!*





# NORTHERN LIGHTS RECREATION CENTRE

## **PUBLIC SKATING SCHEDULE**

### **PUBLIC SKATING**

Time:

Sunday 530pm-7pm

Wednesday 12pm-

1pm Cost: FREE

### **PARENTS TOTS**

Time:

Friday 12pm-1pm

Cost: FREE

### **SHOOT THE PUCK**

Time:

Mon, Tues., Thurs. 12p-1pm

Cost: \$2.00



## **LA CRETE CURLING RINKS**

### **RENTAL RATES:**

\$30.00 per hour per sheet

For further details and retail

Availability

call Philip Doerksen:

780.928.3066

© 780.926.0503

(f)780.928.3022

Email: [arenam@telus.net](mailto:arenam@telus.net)

# NORTHERN LIGHTS RECREATION CENTRE



## La Crete Bowling Alley

### League Play

Seniors Men's Wednesday 10am-12pm

Seniors Ladies Thursday 10am -12pm

### Rental Rates

\$20.00 per hour per lane

### Rates Per Game

Under 10 years old--- \$2.00 per game

11-16 years old--- \$2.50

17+ years old--- \$3.00

Seniors --- \$2.50

## OUTDOOR SKATING RINKS

### LOCATION:

- Northern Lights Rec. Centre- La Crete
- Hill Crest Community School - Blumenort
- Buffalo Head Prairie School- Buffalo Head
- Blue Hills Community School- Blue Hills

### **COST: FREE**

For further details and retail availability call

Philip Doerksen: 780.928.3066

© 780.926.0503 (f) 780.928.3022

Email: arenam@telus.net



# NORTHERN LIGHTS RECREATION CENTRE

## *Northern Lights Recreation Centre Upcoming Events*

Dates	Event	Contact
March 13 <sup>th</sup> -15 <sup>th</sup>	Curling Bonspiel	Jeff Wiebe 841-3713
March 14 <sup>th</sup> -15 <sup>th</sup>	Figure Skating Carnival	Susie Friesen 821-9025
March 20 <sup>th</sup> -22 <sup>nd</sup>	Challenge Cup hockey tournament	John Acreman 841-5906 Philip Doerksen 926-0503
March 27 <sup>th</sup> -29 <sup>th</sup>	4 On 4 Hockey Tournament	John Acreman 841-5906 Philip Doerksen 926-0503
April 8 <sup>th</sup> - 11 <sup>th</sup>	Loggers & Truckers Hockey Tournament	Chad Friesen 926-6863 Henry Froese 841-1550



### **La Crete Support Services**

Is a non-for-profit organization that provides multiple programs and services to La Crete and surrounding area. Some of the programs and services are:

#### **Toy Lending Library**

The Toy Lending Library is a perfect place to find something extra for your children to play with. Located downstairs in the Pine Centre this unique library offers a broad selection of toys for infants to 8 year olds. Two toys and two videos may be signed out for a two week period.

#### **Women's Wellness Conference**

April 17-18, 2015 Heritage Centre

#### **Moms and tots:**

This program is designed specifically for children who are not of preschool age. This program provides an opportunity for mothers to meet while their children interact with each other.

**Days:** Thursdays

**Time:** 10:00am-11:30am

For further information or to registrar contact Mary (780)928-3967

Or Email [lcss@live.ca](mailto:lcss@live.ca)

# RENTAL RATES



## BOARD ROOM

	<b>Under 4 hrs.</b>	<b>More Than 4 hrs. +</b>
<b>Non for Profit</b>	\$150	\$200
<b>For Profit</b>	\$200	\$250

For further details & retail availability  
 Call Philip Doerksen 780.928.3066  
 © 780.926.0503 (f)780.928.3022  
 Email: arenam@telus.net

## HALL RENTAL

	<b>Under 4 hrs.</b>	<b>More than 4 hrs.</b>
<b>Non for profit</b>	\$60	\$90
<b>For profit</b>	\$100	\$150

For further details & retail availability  
 call Philip Doerksen 780.928.3066  
 © 780.926.0503  
 (f) 780.928.3022  
 Email: arenam@telus.net



**La Crete Recreation Society**  
**Box29**  
**La Crete, Alberta**  
**T0H2H0**

May 26, 2015

Mackenzie County  
Box 640  
Fort Vermilion, Alberta  
T0H 1 N0

Attn: Joulia Whittleton, CAO

Please accept this as The La Crete Recreation Society's Letter of Support for the Recreation Director Position.

The position of Recreation Director has been a huge benefit to our community. There have always been extracurricular activities in our community in past years, but the benefit of these programs now running under a single umbrella, has been immeasurable.

John Ackerman has done tireless work to first gain access to community facilities and then implement programs for the communities benefit. The only response I personally have heard from the community has been nothing but positive. I would also like to acknowledge and comment on the work done by the coalition group that first approached the County in regards to this position. Their work and direction has been hugely beneficial and a large part of the success of this program.

I would ask that the county continue with this program and state that The La Crete Recreation Society fully supports and stands behind the position of Recreation Director. Sincerely,

A handwritten signature in black ink, appearing to read 'Abe Fehr', with a long horizontal stroke extending to the right.

Abe Fehr  
President - La Crete Recreation Society



**HILL CREST COMMUNITY SCHOOL**

***“Providing the best possible education to all students”***

**PO Box 2210**

**La Crete, AB**

**T0H 2H0**

**780-927-3203**

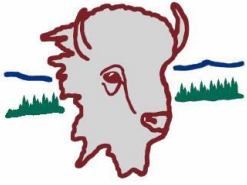
To Whom it May Concern:

I am writing this letter of behalf of John Acreman and the position of recreation coordinator for the La Crete Area, to recommend the continuation of this position for next year and beyond. I have worked with John in my capacity as principal for the last year and have also been involved in his programming as a participant and a parent of a participant. John, in his role as Recreation Coordinator has taken an active role in promoting the value of physical activity and the importance of maintaining a healthy, active lifestyle. As a former Physical Education Teacher, I can vouch for the importance of embedding active lifestyles; the obesity rate across Canada is skyrocketing, to the point that this generation has a life expectancy less than their predecessors. With your assistance, we can help keep the La Crete area healthy.

Once again, I fully endorse for the Recreation Coordinator position to be maintained and I believe you have the right person for the job in John Acreman. His dedication to the job goes beyond the norm. I believe it would be very beneficial for students in our school and all members of our community to not only maintain, but develop this position further. If you wish to contact me for any reason whatsoever, feel free to reach me via email ([ryanh@fvsd.ab.ca](mailto:ryanh@fvsd.ab.ca)), at work (780-927-3203) or at home (780-841-2927).

Sincerely,

Ryan Hunter  
Principal  
Hill Crest Community School



# Buffalo Head Prairie School

Box 60 (Hwy 697)  
Buffalo Head Prairie AB  
T0H 4A0

REACH for Success

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To whom it may concern,

I am extremely pleased and willing to write a letter of support for the recreation coordinator position that currently exists within the La Crete Recreation Society. Mr. John Acreman has worked within our community and has been a breath of fresh air to recreation opportunities and the people that use them.

In particular I have enjoyed the way that he has made use of existing gym space and other structures to run a variety of different programs for people of different ages. On a personal note my family has made use of the Parents and Little Ones program running on Saturday's from 12:00 – 2:00.

Opportunities like this for kids to get out and run, especially in the winter months, go a long way to establishing a healthy lifestyle.

I have also seen Mr. Acreman make efforts to get involved in volunteer events within our community such as coaching soccer here at Buffalo Head Prairie School.

I feel it would be a very sound financial decision to continue supporting this recreation position within Mackenzie County.

Sincerely,

Mr. Chad Fyke  
Principal, Buffalo Head Prairie School



Phone: (780) 928-2282

Fax: (780) 928-2448

*“REACH for Success”*



# Northern Home Education Centre

P.O. Box 838 - 9710-100 Street  
La Crete, AB TOH 2 H0  
Phone (780) 928-212  
Fax (780) 928-0212  
Cell (780) 8412931

May 29, 2015

To: Whom it May Concern

Re: Letter of Reference for John Acreman - Recreation Coordinators Position

It is without hesitation and great pleasure that I write this letter of reference for John Acreman and the position of Recreation Coordinators Position within the hamlet of La Crete. I have known John in both a personal and professional level for the past four years.

As a principal and a parent, I have found John to be extremely professional and diligently maintains the best of service for the children. John has done a tremendous job working with children and youth in all aspects. The support and patience that he shows with the children is amazing. He genuinely cares about the children and the programming that he provides. The programming provided under John's leadership is phenomenal. The diversity of programs, age range of children and youth that John works with, the numerous programs that he incorporates; is first rate and certainly needed within a hamlet this size.

John's friendly and positive demeanor is a major factor in making this role so successful. I have had the privilege to witness on a regular basis his amazing diversity of skills in his role of Recreation Coordinator. John handles all of his roles in a very professional and timely matter. I have been extremely fascinated with his collaborative and cooperative skills in dealing with a variety of building and facilities to run the numerous programs that are under his direction. The students and parents greatly appreciate all that he does within the hamlet.

I strongly endorse John Acreman for the role of Recreation Coordination and it is essential for the growth of a developing hamlet.

Please feel free to contact me at 780 928 0212 or 780 841 2931, if you have any questions.

The logo for Northern Home Education Centre features the lowercase letters 'n:e' in a blue, serif font. A blue wavy line extends from the right side of the 'e'.

Dean Wheeler  
Principal, Northern Home Education Centre





# Ridgeview Central School

P.O Box 1750  
La Crete AB TOH 2H0

Phone: (780) 928-3100 Fax (780) 928-2662

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To Whom It May Concern:

May 29, 2015

This letter is being written in support of the Recreation Coordinator position in La Crete. It is also a letter also written to share support for the individual currently hired for the position, Mr. John Acreman.

Being trained as a teacher, with a background in Physical Education, I always saw value in an active lifestyle. As I watched people carefully, I noticed that active people with healthy eating habits generally smiled more, coped with difficult situations better, and maintained positive social connections. In my current role as a school principal, I have also noticed a trend that demonstrates highly active people take fewer sick days at work.

I have long felt that the community of La Crete needed an individual to be hired to promote active living, and a healthy lifestyle. Someone who would be accepting of all citizens, not just a select group. Someone that was positive, energetic, and passionate about the greater cause of active living. Mr. John Acreman does just that and he is an excellent role model for others.

I have witnessed Mr. Acreman set up and lead or co-lead activities and events in the community such as ping pong tournaments, community soccer for both children and adults, and the Challenge Cup hockey tournament. Mr. Acreman has also partnered with Alberta Health and the FVSD to promote good food choices and a community cooking challenge. Mr. Acreman has taken time to present at a school assembly for children. I have watched Mr. Acreman develop wonderful programs from the ground up such as Active Kids, which is a FREE program for community children. This is an incredible opportunity for all parents to access active living programs for their children without financial strain. I have seen Mr. Acreman work considerably, yet determinedly, with school principals to build a positive relationship related to school use of facilities for the benefit of the community. In short, I have witnessed tireless efforts on the part of Mr. Acreman to make a difference in the community of La Crete while demonstrating respect for all citizens.

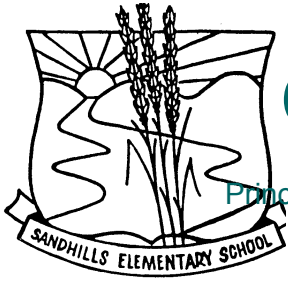
As a school principal and community member of close to 30 years, I have most certainly observed the many positive impacts that the recreation coordinator position has brought to La Crete. My sincere hope is that this position will continue for many more years, for the benefit of both children and adults.

Sincerely,

Mr. Chris Fehr  
Community Member & Principal of Ridgeview Central School

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**We Care**



# Sandhills Elementary School

**C**aring **A**ccountability **R**eading **E**xcellent Effort

Principal: Bonnie Hunley    Trustee: Tim Driedger    Date: June 1st, 2015

To Whom It May Concern,

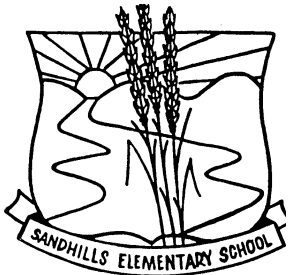
I'm writing in support of John Acreman who has been doing an outstanding job as Recreation Director for La Crete, this past year.

John's promotion of sports and recreation has provided an extra avenue for both youth and adults in La Crete. Many of whom, may never have participated in these types of activities had it not been for him. John's passion for physical activity has allowed many in our community to be active and to find a love for sport that may have been missing in their lives.

On a personal note, my wife and I were especially excited to see a program in place that we could take our 4 and 1 1/2 year old children to. It is hard to provide enough opportunities for our children to get the exercise that they need during the cold winter months. John's program, "Parent's and Little Ones", allowed our children to engage in physical activity, socialize, and have a whole lot of fun. We know that we are not alone in being extremely grateful for programs like this that have come to La Crete because of John's hard work. I know that, given the opportunity, John's programs will continue to grow as more and more people become aware of the activities he is providing.

As a Physical Education teacher in our community, I know first hand, that adding physical activity to ones' life will make them a better student, employee, citizen etc. A position like Recreation Director is important in any community. John is an exceptional person to have in this position. He demonstrates dedication, a strong work ethic and excellent people skills. Please consider keeping the position and keeping John Acreman here to help the community of La Crete grow.

Sincerely,  
Chris White  
Physical Education Teacher  
Sandhills Elementary School



**Northern Lights Rec Centre  
Box 29  
La Crete AB  
T0H 2H0**

May 28, 2015

**Attn: Joulia Whittleton, CAO**

I am writing a letter of support in requesting funding for the Recreation Director position.

I have worked closely with the Recreation Director over the past 10 months and I am very impressed with the progress that has been made in securing space to provide various programs and the amount of programming that is now available.

John Acerman has worked tirelessly on creating a new website and keeping it up to date. John's expertise, qualities and experience has made this trial position a huge success. I would like to acknowledge the coalition group for volunteering and helping to make this possible. The community has benefited and will benefit greatly in the future by continuing this program.

I want to thank all the people involved in supporting the Recreation Centre and this new position, I kindly ask if the County would consider renewing funding to continue this program.

**Sincerely**



**Philip Doerksen  
Arena Manager**

## RECREATION IN LA CRETE

Mackenzie County Council Meeting  
June 10, 2015

### Who do we represent?

- Group of Community Members and Agencies:
  - ▣ La Crete Support Services, Recreation Board, La Crete Chamber of Commerce, Alberta Health Services, Mackenzie County
  
- Letters of Support:
  - ▣ La Crete Recreation Society, Northern Lights Recreation Centre, Hill Crest Community School, Buffalo Head Prairie School, Ridgeview Central School, Northern Home Education Centre, Sandhills Elementary School

## Introduction

La Crete Community Recreation Coalition is dedicated to providing the community with creative and fun ways to be active, social and engaged.

Through your support we were able to hire John Acreman.

## Recreation in La Crete

What has John been up too.



## Introduction

- John Acreman
- Mount Pearl Newfoundland
- Population of about 26,000 people
- Worked with the community service department with the City of Mount Pearl
- Technical Director of the Feildians Soccer Academy





## Focus Areas

- Build on/strengthen relationship with organizations within La Crete
- Build on/support of pre-existing programs
- Develop New Programs
- Build a strong network of communication
- Search out external funding to aid with the program.

## Build/Strengthen Relationship







- Fort Vermillion School Board
  - 22 hours of gym time/week was secured for use for programming within the 3 schools in La Crete.
  - Strong partnership with the schools to use for distribution of information about the programming.
- Alberta Health Promotion
  - Partnered on multiple projects such as Iron Chief, Little Chief program, 21 days to Healthily Eating Challenge, Community Choosewell initiatives, bike rodeos.
  - Provided advertising via Northern Lights Rec Centre website Facebook pages.
- Agriculture Society
  - Canada Day event
- Evangelical Mennonite Conference Church
  - Canada Day event
- La Crete Support Services
  - Various programming



## Pre Existing Programs

- We have been involved in 10 pre-existing programs/events.
- The involvement with these 10 programs/events varies.
  - Some I took a lead role.
  - Some was a committee member.
  - Provided organization and advertising supports.
- These programs provide on average 17 hours per week of programing for the community.



## Pre Existing Programs

- Adult Ball Hockey
- Sunday Adult Basketball
- Adult Slo-pitch Softball League
- La Crete Running Club
- La Crete "Fun Run"
- La Crete Challenge Cup
- La Crete 4-on-4 Hockey Tournament
- La Crete Curling
- Canada Celebration
- Spring League Basketball

## Developing New Programs

- We have developed 10 brand new programs that run on a weekly basis.
- On average these programs provide 24 hours of service per week, to people within La Crete and surrounding area at minimal (bowling) or no cost.
- 12 of those hours provide services for child and youth.
- The other 12 hours, provide services to the adult population.

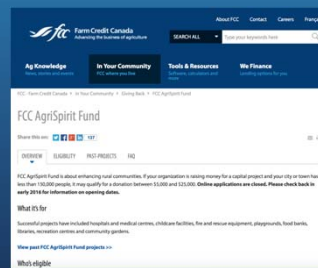
## Building a strong network of communication

- "Big Deal Bulletin" Advertising
- Northern Lights Recreation Centre Website  
[www.reccentre.com](http://www.reccentre.com)
- Activity Guide Booklet
- La Crete Recreation Two Week Schedule signs
- Facebook Pages
  - La Crete Recreation
  - La Crete Rec Centre
  - La Crete Challenge Cup
  - La Crete Slopitch
- Information included in School newsletter



## Search for External Funding

- Part of the La Crete Recreation Coordinator position is to search out and apply for funding and grant programs to help with the operation of the program.
- To date two grants have been applied for:
  - Canada Student Job- we were declined due to the number of Canada Student Jobs received in the La Crete Area.
  - FCC's Grant- Awaiting to hear back.



## Conclusion

- La Crete Recreation has been involved in:
  - On average 41 hours of recreation activities/week
  - Developed 10 new programs
  - Has been or will be partnering with 4 special events
  - Has built on/strengthen relationships within the community
  - Has built a strong communication network
  - Has and continues to search for external sources of funding.

## Benefits of Recreation

Last Year we presented on the benefits of recreation we are fortunate to be able to see those benefits already starting to bear fruit in La Crete

A strong foundation for recreation in La Crete laid, one that can be sustainable and can grow year after year with your continued investment and support.

## Questions



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>CAO Report</b>

**BACKGROUND / PROPOSAL:**

The CAO and Director reports are attached for information.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

That the CAO report for May 2015 be received for information.

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

# Mackenzie County

## Monthly CAO Report to Council – May 2015

Please review the updates on various initiatives:

1. **Regional Sustainability Study** – This item was discussed during the May 6, 2015 tri-council meeting and the following motion was made:

*That the Tri Council agrees to discontinue the contract with and obtain a release from Nichols Applied Management contingent on the only governance model being discussed in the Regional Sustainability Project being Status Quo. All additional funds will be directed towards looking at service sharing agreements.*

*Furthermore, the Town of High Level Administration will discuss the status of the Regional Collaboration Grant funds, options for extension and whether there would be a requirement to repay grant funds to Municipal Affairs with the discussed change in direction and contractors.*

Town of High Level is arranging a meeting with NAM to finalize our engagement with them on this project.

2. **ATB Property in La Crete** – The property transfer agreement is being drafted by ATB representatives and will be communicated to the County. Administration inquired regarding the disposal of furniture and we were informed that some furniture and shelving was sold to local ATB employees and some furniture and shelving are being left behind. ATB offered another tour to the Committee to see what's left. On June 1, La Crete Library representatives will be touring the building to determine what left over furniture/shelving (if any) they wish to keep.
3. **Municipal Intern Program** – Alexandra Codispodi has commenced her employment with us on May 19<sup>th</sup>.
4. **Knelsen Sand & Gravel Proposal** – we are waiting for their response.
5. **Capital Projects Program** – ongoing.
6. **La Crete Canada Post office** – I received a response from Carl Deane, Manager for Real Estate Planning for Canada Post Corporation stating that the La Crete Canada Post office expansion will be starting at the end of May with an expected completion date of September 20, 2015.
7. **Comprehensive Water Study** – the Study was completed, presented to Council and we now have Council's direction on this subject.
8. **2015 Property Taxes** – the 2015 combined tax and assessment notices were sent out in mid-May. The majority of concerns received so far are about increased assessments for acreages around the Hamlet of La Crete, in some cases as high as 25%. Administration is also looking

into application of \$200 and \$400 minimums and this information will be presented to Council at their June 10 meeting.

9. **Regional Emergency Planning** – attended a meeting with the Towns to discuss the Regional Disaster Emergency Planning. Mackenzie County is participating in the Community Emergency Management Planning pilot project. Through this project, we are in the process of completing our self-assessment and risk assessment. We will be involving various community organizations if necessary through this process. The draft documents will be presented to the Emergency Management Committee and to Council.

**10. Other -**

- a. Bursaries were reviewed and awarded (the application date is extended to August 28).
- b. Spruce Road – coordinated the meeting with contractor – moving ahead with repairs;
- c. RFPs for various projects were issued;
- d. County Safety Meetings – ongoing, staff are doing a very good job at following the best safety practices; one of the three annual mandatory building inspections was done;
- e. Emergency Preparedness BBQs were held at the LC, FV and Zama fire halls;
- f. Public Works Employee Recognition Week – BBQs were held in LC, FV (in Zama – in conjunction with the Emergency Preparedness week);
- g. 2015 Annual Report was prepared;
- h. Provincial grants reporting is done;
- i. La Crete ratepayers meeting was held; 68 surveys were completed at the meeting. Council and administration will need to discuss the topics that were brought up at the meeting and focus on what needs to be addressed.

Please review the attached Directors reports and we will be happy to answer your questions.

Respectfully submitted,

Joulia Whittleton

## MONTHLY REPORT TO THE CAO

For the month of May 2015

From: Byron Peters  
Director of Planning & Development

### Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Waiting for province to initiate the actual LUF process for the LPRP. No idea when this might start, or if it is an NDP priority.
Community Infrastructure Master Plans	Fall 2015	Several drafts received, some nearly complete, begun offsite levy discussion.
North West Bio-Industrial Cluster	Summer 2015	MARA received \$45,000 grant funding for bio-industrial opportunities study. To be complete by end of July.
La Crete & Fort Vermilion Design Guidelines	Fall 2015	Planning to have the RFP out in June, for project completion by late fall 2015.
Economic Development Strategy	Fall 2015	Planning to have the RFP out in a couple weeks, for project completion by late fall 2015.

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Community Investment Readiness package	Fall 2015	Information has been added to the website. REDI is completing profiles, and we plan to create portfolios after REDI has completed current project. REDI has had hiccups, delaying the start of our work.

### Capital Projects

Projects	Timeline	Comments
Rural Addressing	2015	Contractor has ordered the majority of the signs. Anticipate installation beginning towards end of June.



**Personnel Update:**

Three summer staff in place, had a change at a full time admin position.

**Other Comments:**

Remains busy. Both subdivisions and development permits are on nearly identical pace as 2014, which was a record year.

The non-compliant trailer issue in La Crete should be resolved this summer.

Several developers are moving forward with subdivisions, some challenging developments will be coming down the pipe in the coming months.

Business licensing – we're confident we have nearly all storefront and "public" (ones that do services for the general public, ie. Caterer) businesses, the contractors and truckers are the ones that are tough to track down. Over 400 businesses licensed to date. Need to figure out how to transfer all of our data over to a different system, which will be a challenge.

## MONTHLY REPORT TO THE CAO

For the Month of May 2015

**From:** Len Racher  
Director of Facilities and Operations (South)

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	<ul style="list-style-type: none"> <li>- grading oil patch repair</li> <li>- grading</li> </ul>
Roads to New Lands	Ongoing	- This is an ongoing venture as we have a number of roads at various stages of construction.
Strategic Priorities	Ongoing	Work with Fred Weins and Trent on Steephills Creek Outfall La Crete road improvement projects Dust control application Crack sealing and line painting Crushing contracts Oversee the North La Crete/West Blumenort road project
2015 Budget		Get familiar with Mackenzie County budget

### Capital Projects

Projects	Timeline	Comments
Bridge Repairs	Ongoing	Work with Trent
Graders, pickups, 5th wheel trailer, wood splitter	Ongoing	New Kenworth and trailer delivered
La Crete Street Projects	Summer 2015	In progress Traffic lights on main street working

88 Connector rd.	On going	Had Phillip Friesen sign agreement to pave approach Told Telus that they had to move their Pedestal at their expense as it is in our right of way and we were NOT going to pay \$16,653.25. I gave them two weeks to move it.
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**Personnel Update:**

My wife and I have secured a house for rent in LaCrete and would like to thank all that helped to find this beautiful home for us.

**Other Comments:**

I will be working with the grader operators in the near future to assure we are using the windrow eliminators properly. I will try to bring the team together to use this tool where needed and not all the time. We will discuss proper techniques with other attachments such as Sandvic Blades and when to switch to flat blades. Changing grader techniques in very dry conditions as we cannot supply a water truck for every grader. It takes time to change habits thus I will meet with our team of operators as we implement a change and get their feedback and work for buy in.  
I asked Cornie to repair the BBQ at the Heritage Village one side is not working properly.  
I have attended various rate payers meeting.

Respectfully;

Len Racher  
Director of Facilities and Operations  
Mackenzie County

## MONTHLY REPORT TO THE CAO

For the month of May 2015

From: Ron Pelensky  
 Director of Community Services and Operations

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	Regular road maintenance, installed 100m of guard rail on river road, litter pickup Park preparation and construction of the road for horse camp at Machesis Lake
Dogs	Ongoing	Picked up two dogs One in Rocky Lane and the other in La Crete (bite complaint)
By-Law	Ongoing	Dealt with Highway 88 connector cat track issue Dealing with site triangle complaint in La Crete Dealing with clean up issues in Hutch Lake and Zama Dealing with clearing utility right of ways for ditching projects
Emergency/Disaster Service	Ongoing	Radios and pagers switched over to the new system
Health and Safety	Ongoing	Joint Health and Safety meeting May 28 Fire extinguisher hands on training in Fort Vermilion Dealt with one incident involving a grader Working on conducting an internal Core Audit
Peace Officer	Ongoing	Patrolled La Crete two separate weekends in May. Issued 19 tickets and 53 warnings most of the tickets were speeding while the other ones were fail to stop, careless driving, fail to carry driver license \$6126.00 in fines issued
Fire Department	May	<b>Fort Vermilion</b> responded to 2 Medical Assists, 1 Motor Vehicle accidents, 1 Grass fire, 1 Tanker assist for La Crete <b>La Crete</b> responded to 1 Structure fire, 2 Medical Assists, 1 Motor vehicle accidents, 7

		grass/bush fires and 1 Structure fire <b>Zama</b> no calls however started active practice
Fire Department Training	Ongoing	1 Zama member and 7 La Crete members received training for basic pump course.
Zama Public Works	Ongoing	Street cleaning, cleaned bridges in Chateh, campground spring cleaning, equipment and building inspections

### Capital Projects

Projects	Timeline	Comments
High Level to Ainsworth Rural Waterline	May	Town of High Level and Mackenzie County waterline is 99% complete. Warranty period to expire this year
Fire Smart Grant	May	Applied for a 2015 grant for Zama however we were denied. Planning on reapplying in May
Gravel Crushing	May	Contract awarded to Sage Management Ltd. Shut down for the winter. Planned for restart in June 21300m <sup>3</sup> of gravel crushed at West La Crete & 30000m <sup>3</sup> at Fidler & 27000m <sup>3</sup> at North Vermilion
Zama Shower unit	May	Shower unit is built, and is now delivered in Zama
Regraveling Tender	May	Contract was advertised, tenders received and contracts awarded. Regraveling maps being produced
Gravel Truck with Trailer	May	Purchased a Kenworth truck and belly dump trailer
Vehicles	May	Contract was advertised, tender awarded to Northstar Chrysler and half of the units were delivered
FV 48 st and 47 Ave Paving	May	Contract awarded to Knelsen Sand & Gravel
Rocky Lane Paving	May	Contract awarded to Knelsen Sand & Gravel
Purchase 3 Graders	May	Graders are ordered to Finning

Meander River Genetic site road improvements	May	Road upgraded, waiting for ESRD to take over the road
Replacement Bridge file culvert 75117 (on Store Rd)	May	Tender awarded to Northern Road Builders Project planned to start in July 2015
Fire Department Radios	May	Radios and Pagers switched over to the new system. Still a few small glitches to work out
Fire Department Training yard	May	Training cans purchased (retrofitting started)
Water Truck	May	Received Quotes and negotiating the purchase of one

**Personnel Update:**

One grader operator position off on long term disability and one mechanic apprentice position off on sick leave

**Other Comments:**

Held a caretakers meeting for park attendants.  
Campgrounds to open Thursday May 14th

## MONTHLY REPORT TO THE CAO

For the month of May, 2015

From: Grant Smith  
Agricultural Fieldman

### Annual Operating Programs, Projects and Activities

	<i>Timeline</i>	<i>Comments</i>
A Weed Inspector and Spray Crew workshop was held in Jean Cote on May 21 <sup>st</sup> 22 <sup>nd</sup> .		Very informative workshops covering everything from weed identification, The <i>Alberta Weed Control Act</i> , dealing with difficult people, mapping, bear awareness, herbicide use and herbicide safety.

### Capital Projects

Projects	Timeline	Comments
Buffalo Head/Steephill Surface Water Management Project	2015	I met with Alberta Environment in Peace River on March 12 <sup>th</sup> to discuss the status of our application and was informed that it was being reviewed by the Wetlands Division of Alberta Environment in Grande Prairie. No timeline was given regarding their findings.
Tompkins Culvert	2015	The installation was completed on March 20 <sup>th</sup> .
Blue Hills Erosion Repair	2015	WSP has been given approval to proceed with a design and construction cost estimate. Work is to be completed in early summer 2015.

### Personnel Update:

Alex Orlesky has been hired as the White Zone (Agricultural Area) Weed Inspector and Bill Hayday has been hired as the Green Zone (Oilfield and areas beyond the Ag area) Weed Inspector.

### Other Comments:

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Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Municipal Planning Commission Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The adopted minutes of the May 7, 2015 Municipal Planning Commission meeting are attached.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

That the Municipal Planning Commission meeting minutes of May 7, 2015 be received for information.

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



**Mackenzie County  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
La Crete, AB**

**Thursday, May 7, 2015 @ 10:00 a.m.**

<b><u>PRESENT:</u></b>	John W Driedger	Chair, Councilor, MPC Member
	Jack Eccles	Vice Chair, MPC Member
	Erick Carter	MPC Member
	Beth Kappelar	MPC Member
	Jacque Bateman	Councilor, MPC Member
<b><u>ADMINISTRATION:</u></b>	Byron Peters	Director of Planning & Development
	Liane Lambert	Planner
	Caitlin Smith	Development Officer
	Margaret Fehr	Administrative Assistant, Recording Secretary
<b><u>MEMBERS OF THE PUBLIC:</u></b>	Frank Peters	
	Benny Gerbrandt	

**MOTION      1.    CALL TO ORDER**

John W Driedger called the meeting to order at 10:03 a.m.

**2.    ADOPTION OF AGENDA**

**MPC-15-05-058    MOVED** by Beth Kappelar

That the agenda be adopted as presented.

**CARRIED**

**3.    MINUTES**

**a) Adoption of Minutes**

**MPC-15-05-059    MOVED** by Erick Carter

That the minutes of the April 23, 2015 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

b) **Business Arising from Previous Minutes**

There was no business arising from previous minutes.

4. **DEVELOPMENT**

- a) **Development Permit Application 059-DP-15  
Charles LaForge; Intensive Recreation Use (Storage Shop)  
In Recreation “REC” (Fort Vermilion)  
Fort Vermilion Settlement, Block 2, Lot 7**

**MPC-15-05-060**      **MOVED** by Beth Kappelar

That this item be tabled until the May 21, 2015 MPC meeting and the developer be invited to attend as delegate.

**CARRIED**

- b) **Development Permit Application 060-DP-15  
Charles LaForge; Intensive Recreational Use (5 - Unit Multi –  
Family) in Recreation 2 “REC2” (Fort Vermilion)  
Fort Vermilion Settlement, Block 2, Lot 8**

**MPC-15-05-061**      **MOVED** by Beth Kappelar

That Development Permit 060-DP-15 on Fort Vermilion Settlement, Block 02, Lot 08 in the name of Charles LaForge 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 Dwelling – Row shall be a minimum of:**
  - a. 7.6 meters (25 feet) from the front (47<sup>th</sup> Ave) property line;
  - b. 1.5 meters (5 feet) side (East & West) yard; and
  - c. 1.5 meters (5 feet) rear (North) 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. All setbacks are to be measured from your property lines.
2. **The Dwelling – Row shall meet all Alberta Safety Code requirements for Dwelling – Row buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
3. **The front yard shall be landscaped to the satisfaction of the Development Authority. Landscaped strips are required**

**between the parking area and the right of way (47<sup>th</sup> Avenue). The landscaped strips shall be a minimum of 3.1 m (10 feet) in width and consistent of a combination of grass, shrubs, and/or trees.**

4. The architecture, construction materials and appearance of the Dwelling – Row shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
5. The Dwelling – Row is to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner, **each unit must be serviced individually.**
6. The Municipality has assigned an address to each unit on the Dwelling – Row as follows from **South to North**:
  - 4802-47 Ave, Unit 1
  - 4802-47 Ave, Unit 2
  - 4802-47 Ave, Unit 3
  - 4802-47 Ave, Unit 4
  - 4802-47 Ave, Unit 5

You are required to display the addresses on the units 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: 2 stalls per dwelling unit plus 1 additional stall for visitor parking. This would be a total of 11 parking stalls for the building. “One parking space, including the driveway area, shall occupy 300 square feet.”**
8. 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.
9. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
10. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

**c) Development Permit Application 083-DP-15**

**Philip Martens; Dwelling-Single Family with Setback  
Variance in Agricultural "A" (La Crete Rural)  
Plan 042 0392, Block 1, Lot 1**

**MPC-15-05-062**      **MOVED** by Jack Eccles

That Development Permit 083-DP-15 on Plan 042 0392, Block 01, Lot 01 in the name of Philip Martens 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 19% Setback Variance from the side (West) property line is hereby granted. The Dwelling – Single Family shall be 33.5 meters (110 feet) from the right-of-way.
2. **Minimum Dwelling – Single Family setbacks: 41.15 meters (135 feet) from the front (North) road allowance and 15.24 meters (50 feet) from any other property line.**
3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
4. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
5. 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 of Mackenzie County at 780-928-3983. Access to be constructed at the developer's expense.
6. 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.
7. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
8. 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) **Development Permit Application 102-DP-15  
La Crete Community Equine Centre; Intensive  
Recreational Use (Riding Arena) in  
Agricultural "A" (La Crete Rural)  
NE 32-105-15-W5M**

**MPC-15-05-063**      **MOVED** by Beth Kappelar

That Development Permit 102-DP-15 on NE 32-105-15-W5M in the name of La Crete Community Equine Centre 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 Intensive Recreational Use (Riding Arena) shall meet all Alberta Safety Code requirements for Public Use and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
2. Minimum setbacks:
  - a. **41.2 meters (135 feet) from any Right of Way and;**
  - b. **15.2 meters (50 feet) from all other property lines.**
3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
4. This permit may be revoked at any time if, in the opinion of the Development Authority, the proposed development has become detrimental, unsightly or otherwise incompatible with the amenities of the neighbourhood.
5. 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 at the developers' expense.
6. 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.

7. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
8. 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**

Members of the public left the meeting at 10:30 a.m..

- e) **Development Permit Application 104-DP-15  
Michael & Jill Janzen; Manufactured Home-Single Wide with  
Deck and Addition (Setback Variance of 8%) in Hamlet  
Residential 1 “HR1” (La Crete)  
Plan 792 1881, Block 15, Lot 11**

**MPC-15-05-064**      **MOVED** by Erick Carter

That Development Permit 104-DP-15 on Plan 792 1881, Block 15, Lot 11 in the name of Michael and Jill Janzen 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. **An 8% setback variance for the Manufactured Home – Single Wide with Addition and Deck from the front (South) property line is hereby granted. The Manufactured Home – Single Wide with Addition & Deck shall be 7.01 meters (23 feet) from the front (South) property line.**
2. **Minimum Manufactured Home – Single Wide setbacks for the side and rear yards are:**
  - a) **2.4 meters (8 feet) rear (North) yard;**
  - b) **1.5 meters (5 feet) side (East & West) yards, from the property lines.**
3. **The Manufactured Home – Single Wide with Addition and Deck shall meet all Alberta Safety Code requirements for Residential Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
4. The undercarriage of the Manufactured Home and Addition shall be screened from view by skirting or such other means satisfactory to the Development Authority.



5. The architecture, construction materials and appearance of ancillary buildings and other structures (Deck) shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
6. **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.**
7. The Municipality has assigned the following address to the noted property **10502-102<sup>nd</sup> Avenue**. You are required to display the address (**10502**) 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.
8. 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.”*
9. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner.
10. 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.
11. 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.
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**

f) **Development Permit Application 108-DP-15  
Foothills Carpentry; Contractors Business/Yard in  
Hamlet Industrial 1 “HI1” (La Crete)  
Plan 152 1632, Block 5, Lot 5**

**MPC-15-05-065**      **MOVED** by Jack Eccles

That Development Permit 108-DP-15 on Plan 152 1632, Block 05, Lot 05 in the name of Foothills Carpentry 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 Shop shall meet all Alberta Safety Code requirements for Commercial/Industrial Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
2. **Minimum building setbacks:**
  - a. **9.1 meters (30 feet) front (North) yard;**
  - b. **3.05 meters (10 feet) side (East & West) yards;**
  - c. **3.05 meters (10 feet) rear (South) yard; from the property lines.**
3. **A Real Property Report must be provided with proximity to the property lines, complete with exact building placement after the foundation is dug and before construction commences.**
4. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
5. Building to be connected to the Municipal water and sewer system and the cost of connection fees will be borne by the owner.
6. All sewage disposal systems to be in conformance with the Alberta Private Sewage Treatment and Disposal Regulations.
7. **This permit approval is subject to the access to the property being constructed to County standards.** PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
8. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to

investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.

9. 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.
10. The sign shall be a minimum of 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.
11. The sign and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
12. 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.
13. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
14. 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**

**5. SUBDIVISION**

- a) **Subdivision Application 08-SUB-13  
SW 27-106-15-W5M (La Crete Rural)  
John Krahn (Time Extension)**

**MPC-15-05-066**      **MOVED** by Beth Kappelar

That a Time Extension be GRANTED to Subdivision Application 08-SUB-13 in the name of John Krahn, on Part of SW 27-106-15-W5M. The Time Extension will expire on May 7, 2016.

**CARRIED**

John W Driedger declared himself in conflict and left the meeting. Jack Eccles assumed the position of chair at 10:30 a.m.

**g) Subdivision Application 11-SUB-14  
NE 5-106-13-W5M (La Crete Rural)  
Simon Driedger (Time Extension)**

**MPC-15-05-067**      **MOVED** by Jacquie Bateman

That a Time Extension be GRANTED to Subdivision Application 11-SUB-14 in the name of Simon Driedger, on NE 5-106-13-W5M. The Time Extension will expire on April 28, 2016.

**CARRIED**

**c) Subdivision Application 13-SUB-14  
SE 8-106-13-W5M (La Crete Rural)  
Simon Driedger, (Time Extension)**

**MPC-15-05-068**      **MOVED** by Beth Kappelar

That a Time Extension be GRANTED to Subdivision Application 13-SUB-14 in the name of Simon Driedger, on SE 8-106-13-W5M. The Time Extension will expire on April 28, 2016.

**CARRIED**

John W Driedger returned and resumed the position of chair at 10:35 a.m.

**d) Subdivision Application 53-SUB-14  
SE 6-106-14-W5M (La Crete Rural)  
Jake Martens, (Revision)**

**MPC-15-05-069**      **MOVED** by Jacquie Bateman

That Subdivision Application 53-SUB-14 in the name of Jake Martens on SE 6-106-14-W5M be REVISED with the following conditions:

1. This approval is for a **TYPE B** single lot subdivision, be REVISED from 5 acres (2.02 hectares) to 6.3 +- acres (2.54 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:

- a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
- b) Provision of access to the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
- c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
- d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- f) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- g) 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.
- h) **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) **Subdivision Application 03-SUB-15  
SW 15-108-14-W5M (Fort Vermilion Rural)  
Harold & Marilyn Boissy**

**MPC-15-05-070**      **MOVED** by Erick Carter

That Subdivision Application 03-SUB-15 in the name of Harold & Marilynn Boissy on SW 15-108-14-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, 2 lots – The homestead = 13.37 acres (5.41 hectares) and the Fragmented Parcel = 13.54 acres (5.48 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b) Provision of access to both of the subdivisions and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
  - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
    - a. The existing pumpout sewer discharge line shall be relocated, as shown on the Tentative Plan drafted by WPS Surveys JOB # 010052846 to meet the current Alberta Private Sewage Systems Standards of Practice 2009, or the installation of a new sewer system that meets the setback regulation will be accepted. Proof of an Approved permit will be required. (The old system shall then be removed) **This shall be completed prior to registration of the subdivision at Alberta Land Titles.**
    - b. **Proof of sewer re-location is required.**
  - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
  - e) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
  - f) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$1,869.86 per acre. Municipal reserve is charged at 10%, which is \$186.99 per subdivided acre. 13.37 acres times **\$186.99** equals **\$2,500.00.**
  - g) **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)*.

- h) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas 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**

**6. MISCELLANEOUS ITEMS**

**a) La Crete Co-op Petroleum Expansion Project**

**MPC-15-05-071**      **MOVED** by Beth Kappelar

That the La Crete Co-op Petroleum Expansion Project be received for information.

**CARRIED**

**b) Action List**

For information.

**7. NEXT MEETING DATES**

Municipal Planning Commission meeting dates are scheduled as follows:

- ❖ May 21, 2015 at 10:00 a.m. in Fort Vermilion
- ❖ June 17, 2015 at 10:00 a.m. in La Crete
- ❖ June 25, 2015 at 10:00 a.m. in Fort Vermilion

Beth Kappelar left the meeting at 10:58 a.m.

8. **ADJOURNMENT**

**MPC-15-05-072** **MOVED** by Jack Eccles

That the Municipal Planning Commission Meeting be adjourned at 10:59 a.m.

**CARRIED**

These minutes were adopted this day of May 21, 2015.

---

John W Driedger, Chair





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Community Services Committee Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The adopted minutes of the May 8 & May 11, 2015 Community Services Committee meeting are attached.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

That the Community Services Committee meeting minutes of May 8 & May 11, 2015 be received for information.

Author: J. Batt Reviewed by: \_\_\_\_\_ CAO: JW



**MACKENZIE COUNTY  
Community Services Meeting**

**May 8, 2015  
8:45 AM**

**Fort Vermilion Conference Room 2  
Fort Vermilion, Alberta**

**MINUTES**

**PRESENT:**

Lisa Wardley	Chair-Councillor
Peter Braun	Vice Chair-Councillor
Josh Knelsen	Councillor
Ricky Paul	Councillor
Bill Neufeld	Reeve

**ALSO PRESENT:**

Ron Pelensky	Director of Community Services & Operations
Len Racher	Director of Facilities & Operations (South) Public Works Administrative Officer
Sylvia Wheeler	Public Works Administrative Officer/Recording Secretary
Jennifer Batt	

**REGRETS:** N/A

**CALL TO ORDER:** 1. **Call to Order: 8:50 am**

Chair Wardley called the meeting to order.

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

**MOTION CS-15-05-27** **MOVED by Councillor Braun**

That the agenda be approved with the following addition:

- 6a. *Machesis Lake Seasonal Camping*
- 6b. *Waterwell timelines*

**CARRIED**

**MINUTES:** 3. **Minutes of the March 24, 2015 meeting**

**MOTION CS-15-05-28** **MOVED by Reeve Neufeld**

That minutes of the March 24, 2015 Community Services Committee meeting is adopted as presented.

**CARRIED**

**BUSINESS ARISING** **NONE**  
**OUT OF MINUTES:**

**NEW BUSINESS:**

4. a. **Wadlin Lake Update**

**MOTION CS-15-05-030**

**MOVED by Councillor Paul**

That administration request the attendance of the steering committee at the next Community Services Committee Meeting May 11<sup>th</sup>, 2015 @ 7:00pm.

**CARRIED**

4. b. **Park Toilet**

**MOTION CS-15-05-031**

**MOVED by Councillor Braun**

That administration utilize County owned porta potties as discussed,

**CARRIED**

4. c. **Campground Opening Dates**

**MOTION CS-15-05-032**

**MOVED by Councillor Knelsen**

That the campground opening dates be received for information.

**CARRIED**

6. a. **Machesis Lake Seasonal Camping**

**MOTION CS-15-05-033**

**MOVED by Councillor Paul**

That the Machesis Lake Seasonal Camping site requests be at the discretion of the caretakers.

**CARRIED**

6. b. **Waterwell Timeline**

**MOTION CS-15-05-034**

**MOVED by Councillor Paul**

That the report be received for information.

**CARRIED**

**NEXT MEETING DATE:**

The next Community Service Committee Meeting will be May 11<sup>th</sup>, 2015 @ 7:00 pm in La Crete.

**MOTION CS-15-05-035**

**MOVED by Chair Wardley**

**ADJOURNMENT:**

Meeting was adjourned at 9:52 am

**CARRIED**

**MACKENZIE COUNTY  
Community Services Meeting**

**May 11, 2015  
7:00pm  
La Crete Meeting Room  
La Crete, AB**

**MINUTES**

**PRESENT:** Lisa Wardley Chair-Coucillor  
Peter Braun Vice Chair-Councillor  
Josh Knelsen Councillor  
Bill Neufeld Reeve

**ALSO PRESENT:** Ron Pelensky Director of Community Services & Operations  
Len Racher Director of Facilities & Operations (South)  
Madison Dyck PW Administrative Assistant/Recording Secretary  
Paul Driedger Steering Committee  
Harvey Wolfe Steering Committee  
Andrew Friesen Steering Committee  
David Froese Steering Committee

**REGRETS:** Ricky Paul Councillor

**CALL TO ORDER:** 1. **Call to Order: 7:04pm**  
Chair Wardley called the meeting to order.

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

**MOTION CS-15-05-36** **MOVED by Councillor Knelsen**  
  
That the agenda be approved as presented.

**CARRIED**

**MINUTES:** 3. **Minutes of the May 8, 2015 meeting**

**MOTION CS-15-05-37** **MOVED by Reeve Neufeld**  
  
That the minutes from the May 8, 2015 Community Services Meeting is adopted as presented.

**CARRIED**

**BUSINESS ARISING  
OUT OF MINUTES:** **NONE**

**NEW BUSINESS: 4. a.**

**Wadlin Lake Update**

**MOTION CS-15-05-38**

**MOVED by Councillor Knelsen**

That the Steering Committee be allowed to move ahead as discussed.

**CARRIED**

**NEXT MEETING DATE:**

The next Community Services Meeting will be May 28<sup>th</sup> @ 10am in La Crete.

**MOTION CS-15-05-39**

**MOVED by Chair Wardley**

**ADJOURNMENT:**

Meeting was adjourned at 8:17pm

**CARRIED**



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Len Racher – Director of Facilities &amp; Operations (South)</b>
<b>Title:</b>	<b>Public Works Committee Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The adopted minutes of the March 30, 2015 meeting are attached.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

That the Public Works Committee meeting minutes of March 30, 2015 be received for information.

Author: S Wheeler Reviewed by: \_\_\_\_\_ CAO: JW





**MACKENZIE COUNTY**  
**Public Works Committee Meeting**  
**March 30, 2015**  
**10:00 a.m.**  
**Council Chambers**  
**Fort Vermilion, AB**

**MINUTES**

**PRESENT:** Bill Neufeld Reeve  
Josh Knelsen Councillor/Chair  
John W. Driedger Councillor  
Peter Braun Councillor  
Eric Jorgensen Councillor/Vice-Chair (arrived at 10:23)

**ADMINISTRATION:** Joulia Whittleton Chief Administrative Officer  
Ron Pelensky Director of Community Services & Operations  
Len Racher Director of Facilities & Operations (South)  
Fred Wiebe Manager of Utilities (arrived at 11:58)  
Sylvia Wheeler PW Admin Officer/Recording Secretary  
Jennifer Batt PW Admin Officer

**ALSO PRESENT:** Alan Lui Associated Engineering (for presentation)  
Raj Subramanian Associated Engineering (for presentation)

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

Chair Knelsen called the meeting to order at 10:05 a.m.

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

**MOTION PW-15-03-035 MOVED by Councillor Driedger**

That the agenda be adopted with the following additions:

5. e) Review Terms of Reference

5. f) Gravel Truck

5. g) Residential Cleanup

5. h) Garbage Compactor

5. i) Public Works Week Celebration

**CARRIED**

**MINUTES: 3. a) Adoption of Minutes from March 3, 2015**

**MOTION PW-15-03-036** **MOVED** by Reeve Neufeld

That the minutes from March 3, 2015 Public Works Committee be adopted as presented.

**CARRIED**

**NEW BUSINESS:** **5. a) La Crete Office – Building Roof (Discussion)**

**MOTION PW-15-03-037** **MOVED** by Councillor Driedger

That this item be received for information.

**CARRIED**

**5. b) Policy PW039 - Amend**

Councillor Jorgensen arrived at 10:23.

**MOTION PW-15-03-038** **MOVED** by Councillor Braun

That administration make the discussed amendments to Policy PW039 and present to Council.

**CARRIED**

**5. c) Snow Plow Flags**

**MOTION PW-15-03-039** **MOVED** by Councillor Braun

That administration amends Policy PW004 Winter Road Maintenance – Snow Plow Flags to include discussed procedure and bring back to Committee for consideration.

**CARRIED**

Chair Knelsen recessed the meeting at 11:12 and reconvened at 11:22.

**5. d) Access to NW 11 106 12 W5M**

**MOTION PW-15-03-040** **MOVED** by Reeve Neufeld

That the item be tabled for development comments.

**CARRIED**

**5. e) Review Terms of Reference**

**MOTION PW-15-03-041    MOVED by Reeve Neufeld**

That Public Works Committee review and revise municipal road improvements, including a multi-year plan for municipal roadway infrastructure under Public Works Services, Terms of Reference.

OPPOSED by Councillor Jorgensen

**CARRIED**

**5. f)    Gravel Truck**

**MOTION PW-15-03-042    MOVED by Reeve Neufeld**

That administration proceed with the gravel truck purchase.

**CARRIED**

Chair Knelsen recessed the meeting at 12:08 and reconvened at 12:54.

**DELEGATIONS:            4. a)    Water Study – Associated Engineering**

Councillor Jorgensen left the meeting at 1:57.

**MOTION PW-15-03-043    MOVED by Councillor Braun**

That the Water Study be received for information.

**CARRIED**

Chair Knelsen recessed the meeting at 2:33 and reconvened at 2:43.

**5. g)    Residential Cleanup**

**MOTION PW-15-03-044    MOVED by Councillor Driedger**

That administration promote the treasure hunt idea in conjunction with the yard site cleanup.

**CARRIED**

**5. h)    Garbage Compactor**

Councillor Jorgensen returned at 2:52.

**MOTION PW-15-03-045    MOVED by Reeve Neufeld**

That the County not use Mackenzie Regional Waste Management and further investigate the garbage compactor and other options.

**CARRIED**

**5. i) Public Works Week Celebration**

**MOTION PW-15-03-046** **MOVED** by Councillor Braun

That the item be received for information.

**CARRIED**

**5. d) Access to NW 11 106 12 W5M**

**MOTION PW-15-03-047** **MOVED** by Councillor Driedger

That this item be brought to Council along with Policy PW039 for discussion.

**CARRIED**

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

**NEXT MEETING  
DATE:** 7. **Next meeting – At the call of the Chair**

**ADJOURNMENT:** 8. **Adjournment**

**MOTION PW-15-03-048** **MOVED** by Councillor Driedger

That the Public Works Committee Meeting be adjourned at 3:03 p.m.

**CARRIED**

These minutes were adopted at May 13, 2015 meeting.

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**Josh Knelsen, Chair**

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**Joulia Whittleton,  
Chief Administrative Officer**



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Len Racher – Director of Facilities &amp; Operations (South)</b>
<b>Title:</b>	<b>Tompkins Crossing Committee Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The adopted minutes of the March 3, 2015 meeting are attached.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

That the Tompkins Crossing Committee meeting minutes of March 3, 2015 be received for information.

Author: S Wheeler Reviewed by: \_\_\_\_\_ CAO: JW



That Administration works with PHK Herefords on amending the PHK Hereford and County contract to include the ice bridge designs, drawings and the approach work.

**CARRIED**

**4. b) Mackenzie County's Contract with Alberta Transportation**

**MOTION TC-15-03-004** **MOVED by** Reeve Neufeld

That Administration works with Alberta Transportation on amending the Alberta Transportation and County contract to allow some emergency repair work as may be necessary.

**CARRIED**

**4. c) Best Practice (handout)**

**MOTION TC-15-03-005** **MOVED by** Councillor Driedger

That the Best Practice guideline be accepted for information.

**CARRIED**

**4. d) Ice Bridge Designs**

**MOTION TC-15-03-006** **MOVED by** Councillor Driedger

That the future tender and contract documents for the ice bridge include the ice bridge designs/drawings.

**CARRIED**

**4. e) Snowmaker Rates**

**MOTION TC-15-03-007** **MOVED by** Councillor Driedger

That the snowmaker rates be received for information.

**CARRIED**

**4. f) Ice Bridge Historical Data**

**MOTION TC-15-03-008** **MOVED by** Reeve Neufeld

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That the Ice Bridge Historical Data be received for information.

**CARRIED**

**ADDITIONS:**

**5. a) March 3, 2015 Ice Bridge Measurements**

**MOTION TC-15-03-009**

**MOVED by** Reeve Neufeld

That the March 3, 2015 Ice Bridge Measurements be received for information.

**CARRIED**

- *The Committee's consensus is to open the ice bridge to 63.5 tonnes and reassess the situation in a week.*
- *Alberta Transportation representatives have no safety concerns based on March 3, 2015 ice measurements.*
- *Further, the reliability of approaches in the long term is an operational decision.*
- *A discussion took place about our strategy – heavier traffic now will lead to faster deterioration of the approaches and therefore shorter term crossing opportunities for lighter traffic.*
- *Administration will work with the contractor to assure daily work on the approaches occurs to prolong the life of the approaches.*

**NEXT MEETING:**

**6. a)** At the call of the Chair

**ADJOURNMENT:**

**7. a) Adjournment**

**MOTION TC-15-03-010**

**MOVED by** Councillor Driedger

That the meeting be adjourned at 12:36 p.m.

**CARRIED**

These minutes were adopted at April 28, 2015 meeting.

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**Josh Knelsen, Chair**

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**Len Racher,  
Director of Facilities &  
Operations (South)**





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Ron Pelensky-Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Request for Quote – Cracksealing 2015</b>

**BACKGROUND / PROPOSAL:**

As per the 2015 Operating budget, Council approved cracksealing within Mackenzie County at the below noted breakdowns:

Administration prepared and forwarded the Request for Quotes to past proposers within the last 3 years, with a closing date of 12:00 p.m. (noon), June 10, 2015 to be opened that same day during the Council meeting.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

2015 Operating Budget \$62,050

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Administration to communicate with all proposers.

Author: R. Pelensky Reviewed by: \_\_\_\_\_ CAO: JW

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

**Motion 1:**

That the proposals for the Cracksealing 2015 be opened.

Simple Majority       Requires 2/3       Requires Unanimous

**Motion 2:**

That the 2015 Cracksealing contract be awarded to the lowest qualified bidder.

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

# RFQ-CS015

## **1.0 INSTRUCTIONS TO BIDDERS**

1. Please read these instructions carefully before proceeding with quotation preparation.
2. This quotation package will include the following information:
  - 1.0 Instructions to Bidders
  - 2.0 Special Provisions
  - 3.0 Description of Work
  - 4.0 Conditions of Agreement
  - 5.0 Declaration of Equipment
  - 6.0 Schedule of Locations
  - 7.0 Quotation Form
3. Once all the information has been completed, return the completed quotation package. The successful company will have their package returned along with any Addendum that may be issued for this contract.
4. All Quotations must be received no later than **12:00 p.m. (noon)** in the Fort Vermilion Mackenzie County office on **June 10th, 2015** .
5. Quotations will be opened in Council following closing;

Mackenzie County  
PO BOX 640  
4511-46 Avenue  
Fort Vermilion, AB  
T0H 1N0

## **2.0 SPECIAL PROVISIONS**

### **2.1 HOURS OF WORK:**

In the interest of safety, all work will be done in daylight between ½ hour after sunrise and ½ hour before sunset.

### **2.2 WEATHER CONDITIONS:**

Work will stop when weather conditions do not allow for good quality crackfilling (for example, rain that could cause tracking or long curing times). No work will be permitted in temperatures less than 0°C.

### **2.3 PRE-COMMENCEMENT MEETING:**

The pre-commencement meeting will address safety items and suggested safety agenda will be required from the successful company.

### **2.4 OPTIONAL ITEMS:**

The items listed as “optional items” in the Quotation Form will be reviewed based upon the price and overall available budget. The deletion of this quoted item shall have no effect upon the other unit prices quoted and there will be no compensation payable. The County’s review of the quotation may include or exclude optional items at its discretion.

## **3.0 DESCRIPTION OF WORK**

- 3.1 The Work consists of filling cracks in highway surfaces in the areas designated by the Director. All cracks wider than 5 mm are to be crackfilled for the entire width of the paved roadway. The entire width includes and climbing lanes, roadside turnouts, acceleration/deceleration lanes, and intersectional flares for the edge of the right-of-way.
- 3.2 The successful company shall remove all loose materials from the crack, by compressed air, before filling the crack with asphalt.
- 3.3 The successful company shall apply the liquid asphalt to the cracks when the cracks are dry to ensure asphalt adheres to the pavement surface.
- 3.4 The successful company will supply and apply liquid asphalt to each crack until the depth of the crack is filled with asphalt.
- 3.5 The successful company will remove excessive amounts of liquid asphalt from the pavement surface by the use of a squeegee, in a direction from the centerline to the shoulder, immediately following the application of the liquid asphalt.
- 3.6 The successful company shall meet with the Director of Environmental Services and Operations, or his representative, prior to commencement of operations, to review and agree upon the proposed work plan. This will be done to ensure that critical portions of the work are completed on schedule and to reduce areas of conflict with traffic and other work projects.
- 3.7 The price quoted shall include the supply of crackfiller meeting the County’s specification for the crackfiller material as outlined in the “Specifications EC-101 – Cold Pour Rubber Filled Bituminous Emulsified Pavement Crackfiller” or for a suitable hot pour crackfiller for asphalt concrete pavements.
- 3.8 The following Section “Asphalt Pavement Crackfilling” forms part of this Quotation and all conditions must be met.
- 3.9 The contractor shall have completed the project by **August 8<sup>th</sup>, 2015**.

## **ASPHALT PAVEMENT CRACKFILLING:**

### i) GENERAL

The purpose of crackfilling is to prolong the life of existing pavement by preventing moisture from penetrating the roadway structure, and by preventing the spill of material from the edges of the cracks.

The work shall consist of cleaning and drying of cracks using compressed air and filling them with crackfiller between the limits shown on the plans and as specified herein.

### ii) MATERIAL

The successful company shall supply all materials necessary for the work including the crackfiller.

No work shall commence until the successful company has provided the Director with the following:

- Name and mailing address of crackfiller supplier and manufacturer
- Name of crackfiller product to be supplied
- Written confirmation from the manufacturer that the crackfiller to be supplied meets all specified requirements listed in Table #1 along with test results that demonstrate the product meets all specified requirements.

<b>TABLE #1</b>	
<b>PRODUCT</b>	<b>QUALITY CONTROL TESTING REQUIREMENTS</b>
EC-101	a) Uniformity
	b) Viscosity ASTM D562
	c) Solids Content ASTM D244
	d) Rate of Curing (24hour)

The County may obtain samples of the material from time to time. The successful company shall allow the County to obtain samples either at the storage or application stage for testing purposes. In the opinion of the Director, should any materials tested by the County fail to be satisfactory, no further work will be permitted until suitable material is obtained and the successful company shall have no claim on that account.

When necessary, the successful company shall supply one of the following blotting agents:

- pot ash
- cement

iii) EQUIPMENT

The successful company shall supply all equipment necessary for completion of the work including but not limited to the, air compressor unit, crackfilling equipment and all related equipment such as fork lifts, hoists, and transportation vehicles.

**4.0 CONDITIONS OF AGREEMENT**

- 4.1 The previous section (Description of Work) shall form part of this agreement
- 4.2 Only one quotation from an individual, firm, partnership or corporation will be considered. Reasonable grounds for believing that any bidder is interested in more than one quotation for the work may cause the rejection of all quotations in which such bidder is interested.

Any and all quotations will be rejected if there is reason for believing that collusion exists among the bidders, and none of the participants in such collusion will be considered in future Quotations.

- 4.3 The quotation shall include the supply and operation of all equipment for safe crackfilling. The rate quoted will include but are not limited to operator's wages, fuel, oil, repair and maintenance.

The successful company will be responsible for material storage activities at the time.

- 4.4 The successful company must provide proof of valid Workers' Compensation Board account number and expiry date.
- 4.5 The successful company shall familiarize himself, his staff and any sub-contractor with the terms of the Alberta Occupational Health and Safety Act and Regulations thereunder to ensure complete understanding respecting the responsibilities given and compliance required. The successful acknowledges that he is an "employer" as defined in the Alberta Occupational Health and Safety Act and the regulations thereunder.

The bidder equipment must meet the following minimum requirements:

- Must meet all safety regulations under Alberta Workers Compensation and Alberta Occupational Health and Safety Acts.
- Have adequate lights, including flashing amber light.

It is our objective to provide as safe a work place as possible on the job site. All Alberta Occupational Health and Safety Regulations will be complied with. Some general County requirements are as listed below:

## **GENERAL REGULATIONS:**

### Traffic Hazards

- All equipment operators will be required to wear safety vests.

### Head Protection

- If necessary, all equipment operators will be required to wear hard hats which are C.S.A. approved.

### Foot Protection, Safety Footwear

- All equipment operators will be required to wear safety footwear which is C.S.A. approved.

### Seat Belts for Equipment

- All equipment to have seat belts and be worn by operators.

## **NOISE REGULATIONS:**

- It is the successful company's responsibility to provide adequate hearing protection where required.

The equipment owner is to provide all the necessary safety equipment such as hard hat, vests, and steel-toe boots to his employee. If any employee arrives on-site without the proper equipment he will not be allowed to perform work.

- 4.6 The bidder is to complete the Proposed Equipment List. If any equipment is changed after the quotations are opened, that change must be acceptable to the Director, the equipment list will be amended, and the amended list shall form part of the Agreement. The successful company shall have his equipment available for inspection by County personnel before the Agreement is presented for signature.
- 4.7 The successful company is responsible for providing the equipment identified and shall maintain in good condition for the duration of the Agreement.
- 4.8 The successful company shall provide skilled and experienced operators, familiar with highway traffic movements and laws governing vehicular traffic. When not in use, equipment must be parked in such a manner so as not to create a hazard to traffic or an impediment to visibility. The successful company shall provide flagpersons trained and certified under the Alberta Construction Safety Association's flagperson training program, and erect signs to give advance warning of the work area as per Alberta Infrastructure specifications.
- 4.9 Prior to execution of the Agreement the successful company shall within (10) days meet with the Director or his representatives to discuss the bidder's experience and qualifications to perform all phases of the required work. Inability to perform any

portion of the required work may result in rejection of the quotation. The bidder who is accepted shall, within ten (10) days after the above meeting, execute the Agreement.

- 4.10 The successful company shall indemnify and hold harmless the County, its employees and agents, from any and all claims, demands, actions and costs whatsoever that may be arise, directly or indirectly, out of any act or omission of the successful company, his employees or agents, in the performance by the successful company of this Agreement.

Such indemnification shall survive termination of this Agreement.

Mackenzie 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 successful company, his employees or agents in the performance of this Agreement.

- 4.11 **Any contractor who is successful will be considered the prime contractor and must ensure that any acts or work performed complies with the Alberta Occupational Health and Safety Act Regulations. The successful contractor must submit an outline of their safety plan and for work to be performed. This may be signed after submission of quotes, but prior to commencement of work. By signing and submitting this quote that indicates reading and acknowledging this statement.**

**A copy of a valid SECOR/COR certificate must accompany this quotation.**

- 4.12 Prior to execution of the Agreement the successful company shall supply the Director a copy of his policy as evidence that he maintains Comprehensive or Commercial General Liability Insurance in the amount of not less than \$ 1,000,000 inclusive per occurrence (annual general aggregate, if any, not less than \$ 2,000,000), insuring against bodily injury, personal injury and property damage including loss of use thereof. Such insurance shall include clanked written contractual liability, products and completed operations liability and employee as additional insured.

The provision of such insurance shall be at the expense of the successful company and shall not limit his obligation under the Agreement.

The successful company shall provide a certified true copy of any and all required policies to Mackenzie County prior to commencement of work.

- 4.13 The successful company shall be responsible for providing insurance against loss or damage to his equipment. Mackenzie County, in the absence of negligence is not responsible for loss or damage to the equipment.

The successful company shall be responsible for loss or damage to property of Mackenzie County caused by the successful company's negligence or that of his employees or agents. The successful company shall extend his own "All Risks" property insurance to cover his legal liability for the property of others in his care, custody, or control and shall note the interest of Mackenzie County as applicable.

- 4.14 The insurance shall be maintained in full force and effect the duration of the Agreement and any extensions thereof. The insurer shall be licensed to do business in Alberta.



- 4.15 No work shall be performed until the Agreement has been executed by both parties thereto.
- 4.16 The quantities shown on quotation forms are approximate only and prepared for the comparison of quotations. Payment will be based on actual measured pay quantities of work performed at the unit quotation price per kilometer of highway crackfilled and will be compensated in full for all work performed. The successful company shall invoice the County for work performed at the completion of the project.

The invoice must include:

- location/s
- dates work performed

The Director or his representative will approve the invoice for payment.

- 4.17 Failure to provide crackfilling service satisfactory to the County may result in termination of the Agreement. The Director or his representative will determine an acceptable quality of work. Should termination of the Agreement occur the following shall apply:
- i) The Director or his representative may terminate the Agreement at any time without penalty upon giving the successful company seven (7) days written notice of such termination.
  - ii) Upon termination of the Agreement the successful company shall not perform any further work in connection with the Agreement except to advise Mackenzie County or it's representative of the work completed to termination date.
  - iii) In the event of termination of the Agreement all rights and obligations pursuant to the Agreement of both the successful company and Mackenzie County that have accrued to the date of termination shall remain in full force and effect.
- 4.18 Mackenzie County reserves the right to complete the work or allow another bidder to complete the work if results are not satisfactory to the Director or in the event that prescribed time constrains are not being met. In the event that costs incurred exceed the Agreement unit quotation price, the County will deduct the difference from payments due the original bidder for other work done under this Agreement.
- 4.19 The Director may request that the Successful company perform crackfilling on extra portions of the highway not included in the contract. This work would be done on mutual consent of both parties based on the price supplied for lineal meter spot repairs. This type of work is intended for new asphalt (less than 3 years old) with minimal cracks.
- 4.20 The successful company will be required to return and crackfill in areas missed, or not done to an acceptable standard, upon direction of the Director, without extra payment.

4.21 The successful company will not be allowed to sublet any of the work without written prior approval of the Director.

4.22 **Performance Deposit**

a) Each quotation must be accompanied by a deposit in the amount of ten (10%) of the total quoted price. The deposit will be in the form of a certified cheque, bank draft or bid bond made payable to Mackenzie County.

If within ten (10) days after the Agreement is presented to him for signature, hand delivered or sent by registered mail or courier addressed to him at the address stated in the quotation, the bidder refuses or fails:

1) To sign and return to the Director for supplying the services covered by his quotation.

OR

2) to provide the security for performance of the Agreement as required

OR

3) to provide the required insurance

OR

4) to provide proof of valid Workers Compensation Board account number and expiry date.

The deposit shall be subject to forfeiture to the County. If a bidder is unsuccessful, his deposit will be returned within 30 days of the opening date.

If a Certified Cheque or Bank Draft are submitted, the successful bidder's deposit will be retained in lieu of a performance bond.

If a Bid Bond is submitted, the Successful Bidder will be required to submit a Performance Bond in the amount of 10% of the total contract value.

*If for any reason the successful bidder*

a) fails to provide the necessary equipment on site and commence the work within five (5) days of being requested to do so,

OR

b) fails to provide service satisfactory to Mackenzie County,

the agreement may be terminated and the Performance Bond called upon or the Performance Bond forfeited.

Performance Bonds that have been forfeited will be returned within 30 days after the successful completion of the contract.

## 5.0 DECLARATION OF EQUIPMENT

The following equipment will be provided for the work:

<i>Make</i>	<i>Model</i>	<i>Serial Number</i>	<i>* Condition</i>

The estimated average production per day from above noted equipment is \_\_\_\_\_ km/day.

The listed equipment shall be capable of achieving the crackfilling commitment of this contract Agreement.

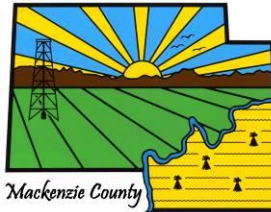
The information provided in this list may be periodically checked against the actual performance.

***\*Indicates poor, fair, or good***

## 6.0 SCHEDULE OF LOCATIONS

The highways / locations listed below are to have the surface crackfilled:

LOCATION	TOTAL KM
<b>La Crete</b>	
Hamlet of La Crete roads including 94 st, La Crete access North & South & 100 Ave. North	37
Blumenort	1.5
Walking Trail	5.5
Airport	Lump Sum
Water Treatment Plant	Lump Sum
La Crete Office	Lump Sum
88 Connector	30
La Crete arena parking lot	Lump Sum
Heritage Center Road	2.3
<b>Fort Vermilion</b>	
Fort Vermilion River road	7.4
Hamlet of FV (except River Road)	8.6
Administration Building	Lump sum
Heliport Road	1.4
Airport	Lump sum
<b>Zama</b>	
Zama Access and Hamlet	10



## 7.0 QUOTATION FORM - Crackfilling

The undersigned, having examined the Description, Conditions and Special Provisions attached, agrees to supply suitable machinery and required labor to complete the work as specified for the following unit price:

COMPANY NAME : \_\_\_\_\_

LOCATION	QUANTITY in KM	UNIT PRICE PER KM (Numerical)	TOTAL PRICE PER ITEM (Numerical)
<b>La Crete</b>			
Hamlet of La Crete roads including 94 st, La Crete access North & South & 100 Ave.			
North	37	\$	\$
Blumenort	1.5	\$	\$
Walking Trail	5.5	\$	\$
Airport	Lump Sum	\$	\$
Water Treatment Plant	Lump Sum	\$	\$
La Crete Office	Lump Sum	\$	\$
88 Connector	30	\$	\$
La Crete arena parking lot	Lump Sum	\$	\$
Heritage Center Road	2.3	\$	\$
<b>Fort Vermilion</b>			
Fort Vermilion River road	7.4	\$	\$
Hamlet of FV (except River Road)	8.6	\$	\$
Administration Building	Lump sum	\$	\$
Heliport Road	1.4	\$	\$
Airport	Lump Sum	\$	\$
<b>Zama</b>			
Zama Access and Hamlet	10	\$	\$
		<b>TOTAL</b>	\$
		<b>G.S.T.</b>	\$
		<b>TOTAL QUOTATION INCLUDING GST</b>	\$

**TOTAL QUOTATION INCLUDING GST IN WRITING**

In the event the written and numerical prices are not identical, the written price shall take precedence.

---

**Printed Name / Position**

---

**Contractor**

---

**Signature**

---

**Date**

---

**Contact phone no.**

---

**Email address**

***Please ensure a copy of the following is attached for submission:***

***WCB Clearance Letter / number***

***Certificate of Insurance***

***SECOR/COR Certificate***







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Len Racher, Director of Facilities &amp; Operations (South)</b>
<b>Title:</b>	<b>North La Crete Road and West Blumenort Road Reconstruction</b>

## **BACKGROUND / PROPOSAL:**

As per the 2015 capital budget, administration prepared and advertised the North La Crete Road and West Blumenort Road Reconstruction Tender. The closing date is 1:00 PM on June 10, 2015, to be opened following closing time at the Council meeting.

## **OPTIONS & BENEFITS:**

### Option 1:

That the North La Crete Road and West Blumenort Road Reconstruction Tender be forwarded to the Public Works Committee for review and recommendation to Council for award.

### Option 2:

That the North La Crete Road and West Blumenort Road Reconstruction Tender be awarded to ...

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

2015 Capital Budget code 6-32-30-30 for the amount of \$200,000.

## **SUSTAINABILITY PLAN:**

**Author:** S Wheeler      **Reviewed by:** L Racher      **CAO:** JW

**COMMUNICATION:**

Successful bidder will be notified.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

**Motion 1:**

That the North La Crete Road and West Blumenort Road Reconstruction Tenders be opened.

Simple Majority       Requires 2/3       Requires Unanimous

**Motion 2:**

That the North La Crete Road and West Blumenort Road Reconstruction Tender be forwarded to the Public Works Committee for review and recommendation to Council for award.

**Author:** S Wheeler      **Reviewed by:** L Racher      **CAO:** JW



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Request for Proposal – Fire Truck Tanker</b>

## BACKGROUND / PROPOSAL:

As per the 2014 Capital budget, Council approved the purchase of a Fire Truck Tanker for the Fort Vermilion Fire Department in the amount of \$375,000.

Administration prepared and advertised the Request for proposal on the Alberta Purchasing website, with a closing date of 1:00 p.m., May 27, 2015 to be opened that same day during the Council meeting where the following motions were made:

**MOTION 15-05-402**      **MOVED** by Deputy Reeve Sarapuk

That the proposals for the Fire Truck Tanker be opened.

**CARRIED**

### Proposals Received

	Total
Rocky Mountain Phoenix	\$298,161.00
First Truck Centre	\$291,000.00
Eastway 911	\$365,581.75
Hub Fire Engines	\$326,725.00

**MOTION 15-05-403**      **MOVED** by Councillor Knelsen

That the proposals for the Fire Truck Tanker be forwarded to the Community Services Committee for review with a recommendation to be brought back to Council for award.

**CARRIED**

Author: R. Pelensky      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>PUBLIC HEARING Bylaw 994-15 Land Use Bylaw Amendment to Add Township Road 1062 (88 Connector) Setback Requirements to General Regulations</b>

## BACKGROUND / PROPOSAL:

This item is being presented to address the future development of Township Road 1062 (88 connector road).

The 88 connector has been paved and is expected to be a prevalent truck route in the near future. It is projected that once the road is busier it may have to be doubled as most high traffic highways do. In order to prepare for this happening it is suggested that the building setbacks from the existing road be increased to ensure space for highway upgrades.

There has been a considerable increase of development taking place adjacent to the connector road. Currently, there is more development north of the connector with several existing yard sites that already access directly onto the connector. With this in mind, it would make more sense to apply an increased building setback only to the properties south of the connector road.

The suggested setback is double the current setback (135 feet) from the road which would equal 270 feet from right of way.

This item was presented to the Municipal Planning Commission at the February 12, 2015 meeting. The following motion was made:

**MPC-15-02-018** *That the Municipal Planning Commission recommend to Council the approval of Bylaw 9\_\_-15 being a Land Use Bylaw Amendment to add Section 7.49 to General Regulations, subject to public hearing input.*

**Author:** C. Smith      **Reviewed by:** B. Peters      **CAO:** JW

This item was also presented to Council at the May 8, 2015 meeting. The following motion was made:

**MOTION 15-05-351** That first reading be given to Bylaw 994-15 being a Land Use Bylaw Amendment to Add Township Road 1062 (88 Connector) Setback Requirements to General Regulations (Section 7.49), subject to public hearing input.

**OPTIONS & BENEFITS:**

Proactive planning will save the County time and money in the long run. It is easier to change setback requirements now for future expansions before new yard sites are created.

**COSTS & SOURCE OF FUNDING:**

Costs will consist of advertising the public hearing, and will be borne by the Planning Departments operating budget.

**SUSTAINABILITY PLAN:**

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

**COMMUNICATION:**

The bylaw amendment was advertised as per MGA requirements.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

**Motion 1**

That second reading be given to Bylaw 994-15 being a Land Use Bylaw Amendment to Add Township Road 1062 (88 Connector) Setback Requirements to General Regulations (Section 7.49).

Simple Majority       Requires 2/3       Requires Unanimous

**Motion 2**

That third reading be given to Bylaw 994-15 being a Land Use Bylaw Amendment to Add Township Road 1062 (88 Connector) Setback Requirements to General Regulations (Section 7.49).

**Author:** C. Smith      **Reviewed by:** B. Peters      **CAO:** JW

**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

**BYLAW 994-15**

**Order of Presentation**

\_\_\_\_\_ This Public Hearing will now come to order at \_\_\_\_\_.

\_\_\_\_\_ Was the Public Hearing properly advertised?

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

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

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

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

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

\_\_\_\_\_ This Hearing is now closed at \_\_\_\_\_.

**REMARKS/COMMENTS:**

**BYLAW NO. 994-15**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO AMEND THE**  
**MACKENZIE COUNTY LAND USE BYLAW**

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

**WHEREAS**, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2011, and

**WHEREAS**, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to allow for an increased setback regulation for properties south of Township Road 1062 (88 connector).

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

1. That the Mackenzie County Land Use Bylaw be amended with the following additions:

Add Section 7.49 to read as:

**7.49 Township Road 1062 (88 Connector Road) Setback**

- (a) Minimum setback shall be:

82.3 meters (270 feet) along the south side of Township Road 1062 to maintain the future use as a major utility corridor.

Add Section 8.1 D. (c) to read as:

**8.1 AGRICULTURAL “A”**

**D. ADDITIONAL REQUIREMENTS**

- (c) In addition Section 7.49 of this Bylaw relates specifically to development south of Township Road 1062 (88 Connector Road).

Add Section 8.23 D. (d) to read as:

**8.23 PUBLIC/INSTITUTIONAL “P”**



**D. ADDITIONAL REQUIREMENTS**

- (c) In addition Section 7.49 of this Bylaw relates specifically to development south of Township Road 1062 (88 Connector Road).

Add Section 8.24 D. (c) to read as:

**8.24 RECREATION “REC”**

**D. ADDITIONAL REQUIREMENTS**

- (c) In addition Section 7.49 of this Bylaw relates specifically to development south of Township Road 1062 (88 Connector Road).

Add Section 8.30 D. (d) to read as:

**8.30 RURAL LIGHT INDUSTRIAL DISTRICT “RI1”**

**D. ADDITIONAL REQUIREMENTS**

- (d) In addition Section 7.49 of this Bylaw relates specifically to development south of Township Road 1062 (88 Connector Road).

READ a first time this 08<sup>th</sup> day of May, 2015.

PUBLIC HEARING was held this \_\_\_\_ day of \_\_\_\_\_, 2015.

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2015.

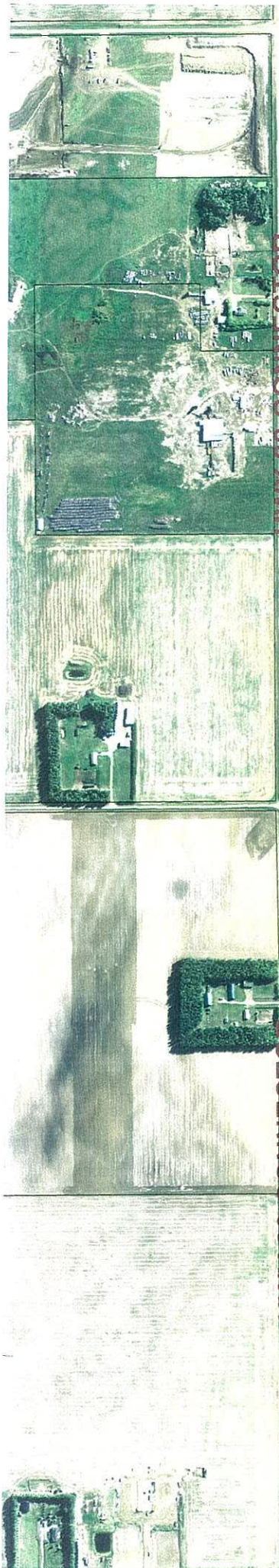
READ a third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 2015.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer



HWY 88 CONNECTOR

270 ft.

270 ft.

270 ft.

270 ft.

Driedger  
D.L.

Driedger  
H.J. & M.

Driedger  
J.W.

Driedger  
J.W.

11

12



HWY 88 CONNECTOR

270 ft.

270 ft.

HWY 88 CONNECTOR

270 ft.

270 ft.

Driedger S.

Schellenberg P.J. & G.

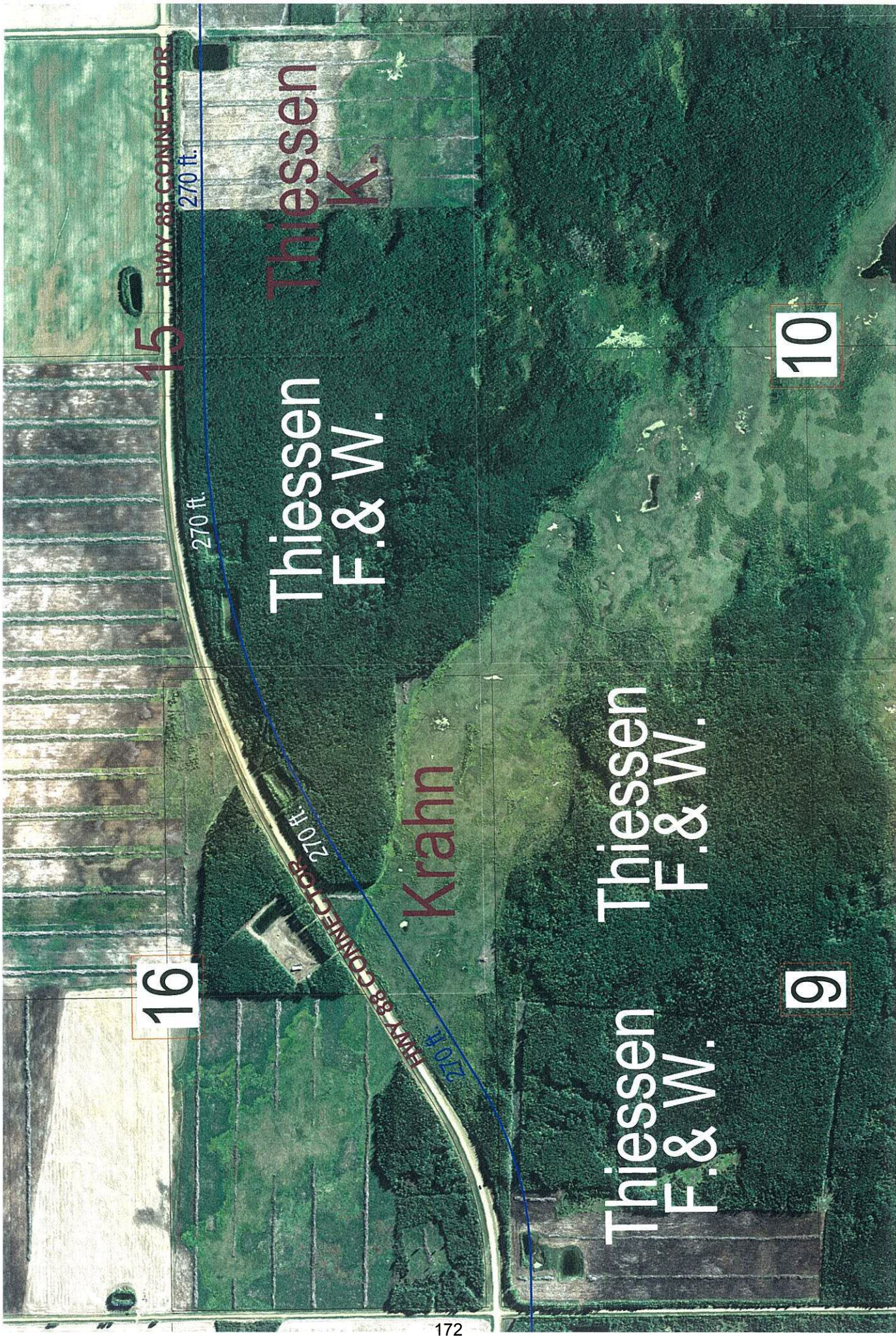
Driedger A. & M.

Unrau P.F. & S.

Driedger H.J. & M.

8

7



15 HWY 88 CONNECTOR 270 ft.

270 ft.

Thiessen F. & W.  
Thiessen K.

HWY 88 CONNECTOR 270 ft.

Krahn

HWY 88 CONNECTOR 270 ft.

16

Thiessen F. & W.  
Thiessen F. & W.

10

9



13 HWY 88 CONNECTOR

270 ft.

Thiessen  
J. & K.

270 ft.

Wiebe  
H. & T.

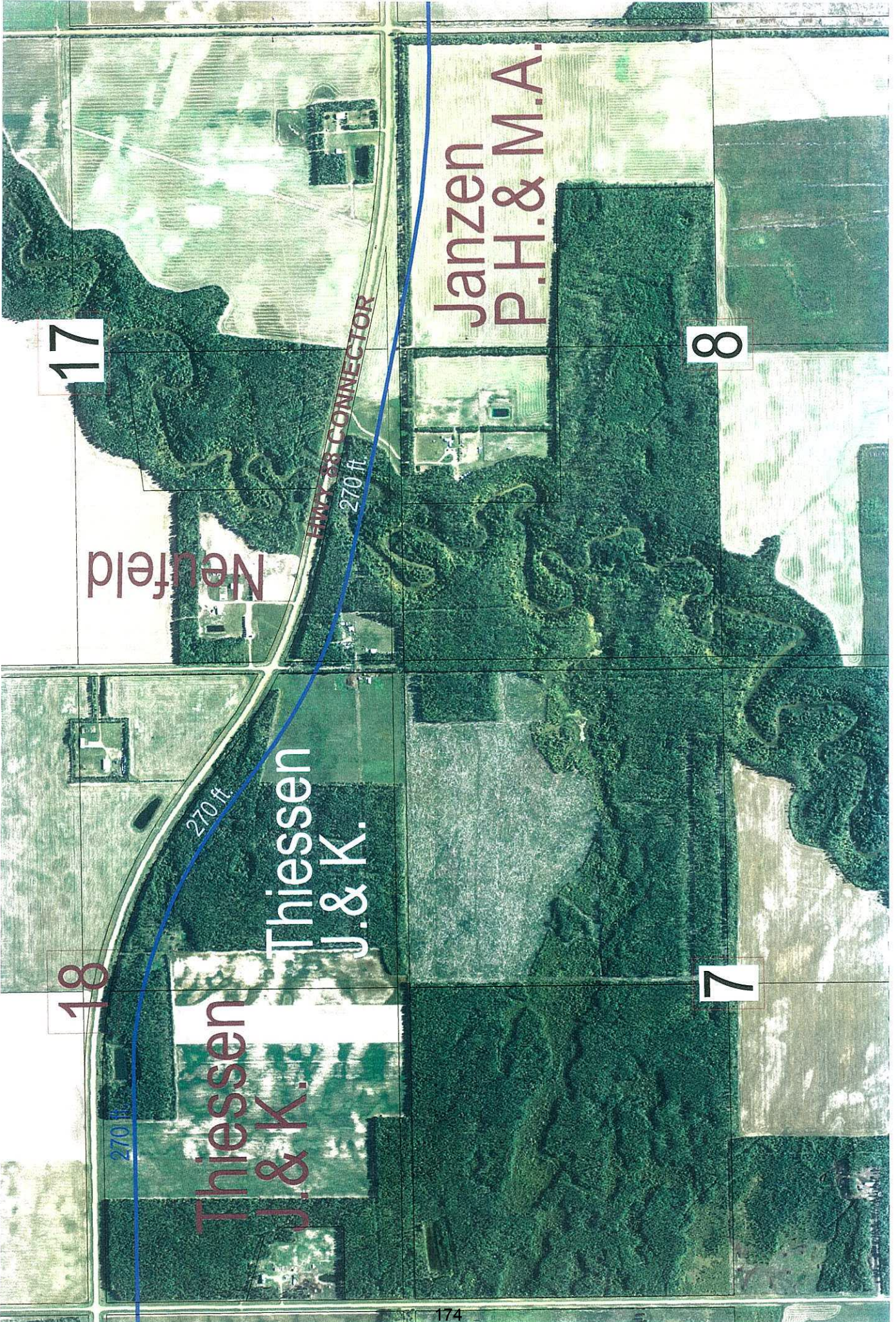
14 HWY 88 CONNECTOR

270 ft.

Krahn  
G.W. & E.

270 ft.

Harder  
E.W. & A.E.  
Krahn  
C.S. & A.



17

Neufeld

EMVY 88 CONNECTOR  
270 ft

Janzen  
P.H. & M.A.

8

18

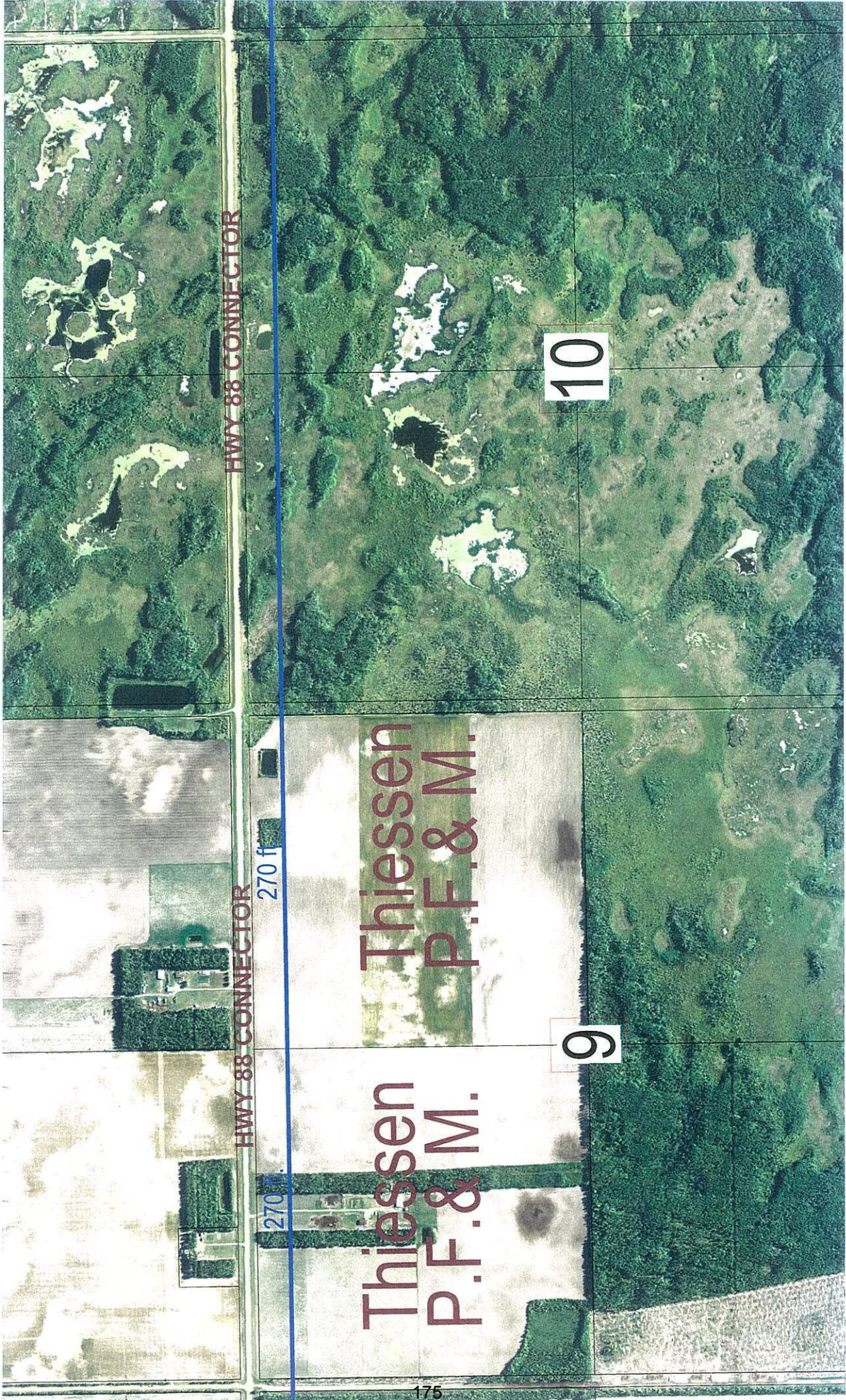
Thiessen  
J. & K.

270 ft

270 ft

Thiessen  
J. & K.

7



10

9

Thiessen  
P.F. & M.

Thiessen  
P.F. & M.

HWY 88 CONNECTOR

HWY 88 CONNECTOR

270 ft

270 ft



HWY 88 CONNECTOR

HWY 88 CONNECTOR

270 ft.

270 ft.

270 ft.

270 ft.

Miller  
O. & L.

Miller  
O. & L.

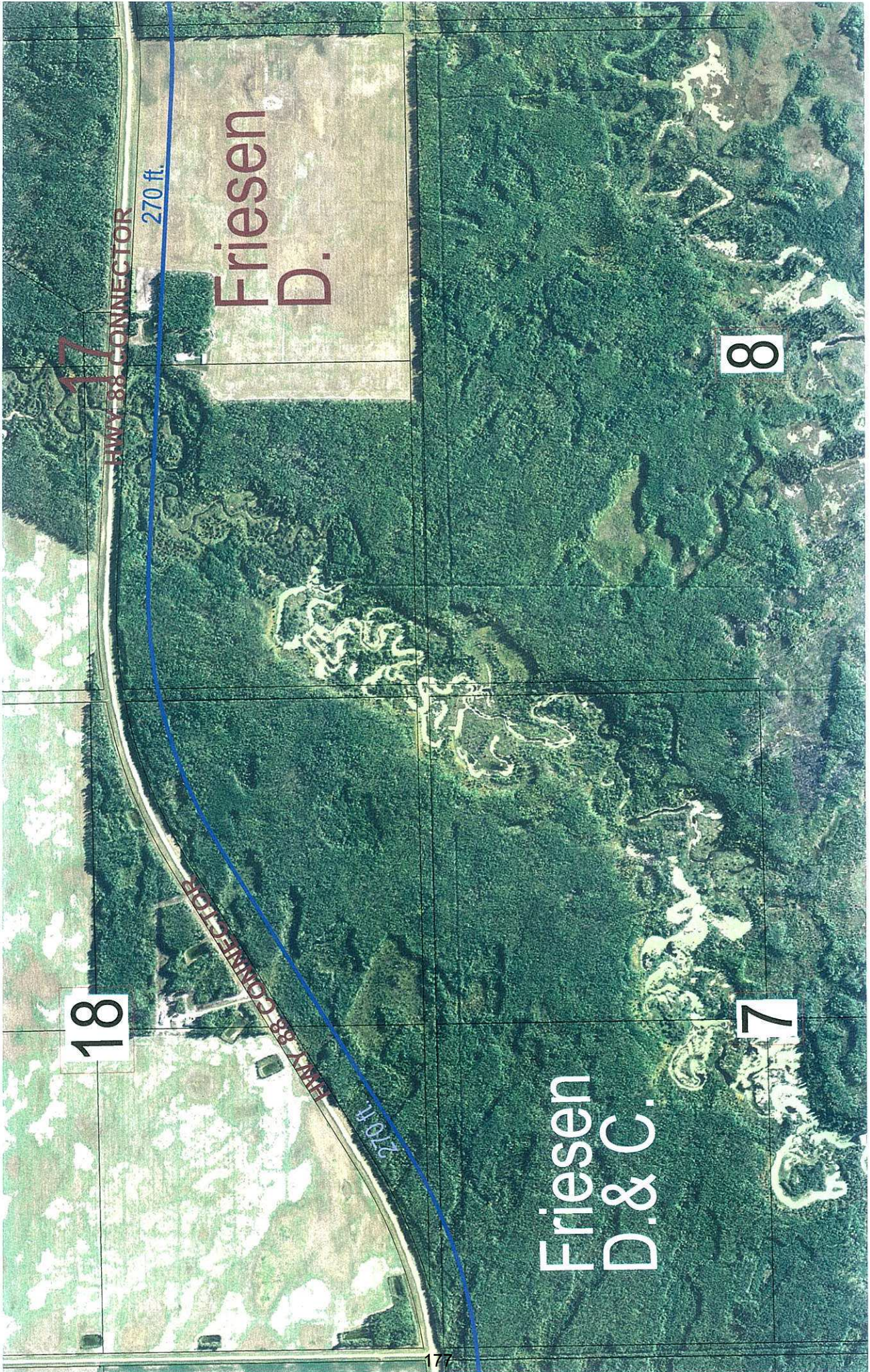
Miller  
O. & L.

Friesen  
P. & M.

12

11





18

HWY 88 CONNECTOR

270 ft.

Friesen  
D.

8

7

Friesen  
D. & C.

270 ft.





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>PUBLIC HEARING Bylaw 996-15 Land Use Bylaw Amendment to amend the Hutch Lake Recreation “HLR” zoning into Country Recreational “CR”</b>

**BACKGROUND / PROPOSAL:**

Hutch Lake Recreation “HLR” district was made specifically for the lots directly adjacent to Hutch Lake. These lots were created to give ratepayers an opportunity to build their own cottages and park their RV’s while enjoying lake life without having to stay at a campsite. Now, it has become more than a summer get away. Many owners have built cottages and live at Hutch Lake year-round. This was thought to be an issue but instead it has peaked interest in offering more sites where a family can live full time in a recreational area. In order to have more recreational areas to become available for residences the area must be zoned appropriately. The golf courses in the area may also want to utilize unoccupied land for residential development.

Currently, the zoning district used in Hutch Lake is made specifically for Hutch Lake but the Land Use Regulations can be utilized in other areas. In order for the district to be used it must be less unambiguous.

To prevent having to make a whole new zoning administration proposes amending the existing Hutch Lake “HLR” zoning to Country Recreational “CR”. This new title will have the same regulations as the existing zoning with a few amendments.

The Municipal Planning Commission made the following motion at the April 23, 2015 meeting:

**MPC-15-04-56**      *That the Municipal Planning Commission’s recommendation to Council is for the approval of Bylaw 9\_\_-15 being a Land Use Bylaw Amendment to revise Section 8.16 as discussed, subject to public hearing input.*

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

This item was also presented to Council at the May 8, 2015 Council meeting. The following motion was made:

**MOTION 15-05-352**      *That first reading be given to Bylaw 996-15 being a Land Use Bylaw Amendment to Amend Hutch Lake Recreation "HLR" zoning into Country Recreational "CR" (Section 8.16) as AMENDED, subject to public hearing input.*

**OPTIONS & BENEFITS:**

A title change will allow for more recreational areas to create lots for purchase which will give the County new tax revenue. This will also give ratepayers the ability to build permanent cottages for seasonal living in recreational areas.

**COSTS & SOURCE OF FUNDING:**

Costs will consist of advertising the public hearing, and will be borne by the Planning Departments operating budget.

**SUSTAINABILITY PLAN:**

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

**COMMUNICATION:**

The bylaw amendment was advertised as per MGA requirements.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

**Motion 1**

That second reading be given to Bylaw 996-15 being a Land Use Bylaw Amendment to Amend Hutch Lake Recreation "HLR" zoning into Country Recreational "CR" (Section 8.16).

Simple Majority       Requires 2/3       Requires Unanimous

**Motion 2**

That third reading be given to Bylaw 996-15 being a Land Use Bylaw Amendment to Amend Hutch Lake Recreation "HLR" zoning into Country Recreational "CR" (Section 8.16).

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

**Mackenzie County**

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT**

**BYLAW 996-15**

**Order of Presentation**

\_\_\_\_\_ This Public Hearing will now come to order at \_\_\_\_\_.

\_\_\_\_\_ Was the Public Hearing properly advertised?

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

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

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

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

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

\_\_\_\_\_ This Hearing is now closed at \_\_\_\_\_.

**REMARKS/COMMENTS:**

**BYLAW NO. 996-15**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO AMEND THE**  
**MACKENZIE COUNTY LAND USE BYLAW**

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

**WHEREAS**, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2011, and

**WHEREAS**, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to change the title of Hutch Lake Recreational to Country Recreational.

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

1. That the Mackenzie County Land Use Bylaw be amended with the following changes:

Revise Section 8.16 to read as:

**8.16 COUNTRY RECREATIONAL “CR” (Replaces former HLR)**

The general purpose of this LAND USE DISTRICT is to permit the DEVELOPMENT of **seasonal** recreational areas at ~~Hutch Lake~~ in **Mackenzie County**. All DEVELOPMENTS shall conform to the ~~Hutch Lake~~ **relevant** AREA STRUCTURE PLAN. This zoning is specific to recreational areas.

<b>A. PERMITTED USES</b>	<b>B. DISCRETIONARY USES</b>
a) ANCILLARY BUILDING/SHED b) COTTAGE c) DECK, (including a DECK screen enclosure, a DECK awning/canopy) for the recreation vehicle or COTTAGE d) YARD SITE DEVELOPMENT	a) GARAGE – DETACHED

**C. DISTRICT REGULATIONS**

In addition to the Regulations contained in Section 7, the following standards shall apply to every DEVELOPMENT in this LAND USE DISTRICT.

**(a) Dwelling Density (maximum):**

1 RECREATIONAL VEHICLE and 1 COTTAGE or 2 RECREATIONAL VEHICLES per LOT

**(b) LOT Area (minimum):** 0.2 ha (0.5 acres)

**(c) Lot Dimensions (minimum):**

LOT WIDTH (minimum): 30.5 m (100 feet)

LOT DEPTH (minimum): 45.7 m (150 feet)

**(d) Minimum Setbacks:**

YARD – FRONT: 15.2 m (50 feet)

YARD – SIDE: 7.6 m (25 feet)

YARD – REAR: 7.6 m (25 feet)

**(e) LOT COVERAGE (maximum):** 25%

The density of DEVELOPMENT (number of LOTS per hectare/acre) shall be in accordance with the provisions of the Hutch Lake relevant AREA STRUCTURE PLAN.

**C. ADDITIONAL REQUIREMENTS**

(a) The provision of access to each LOT shall be as required by the Development Authority and developed in accordance with County standards.

(b) ~~One (1) RECREATIONAL VEHICLE parking stall plus~~ A minimum of two (2) parking stalls.

(c) There shall be no allowance for on-street parking.

- (d) Each LOT shall be landscaped as required by the Development Authority to ensure proper vegetation and tree coverage for appearance and drainage purposes. Approval shall be required by the Development Authority prior to the removal of trees and/or vegetation from any LOT.
- (e) All DEVELOPMENT on a LOT shall be of a style and appearance which is compatible with the natural qualities of the recreation area. The character and appearance of all DEVELOPMENT on each recreation LOT shall be maintained to minimize any adverse impacts which may occur on adjacent recreation LOTS or the recreation area in general.
- (f) All water and sewage disposal must conform to the requirements of the ~~Hutch Lake~~ **relevant** AREA STRUCTURE PLAN and Alberta Private Sewage Systems Standard of Practice 2009.
- (g) The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment adjoining DEVELOPMENT and character of the site to the satisfaction of the Development Authority.

**E. OTHER REQUIREMENTS**

The Development Authority may decide on such other requirements as are necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of this LAND USE DISTRICT.

READ a first time this 08<sup>th</sup> day of May, 2015.

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

READ a second time this \_\_\_ day of \_\_\_\_\_, 2015.

READ a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2015.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer





**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy PW018 Hiring of Private Equipment is amended as presented.

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

## Municipal District of Mackenzie County No. 23

Title	Hiring of Private Equipment	Policy No:	PW018
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Legislation Reference	MGA Section 18
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### Purpose

To establish a procedure and standards for the hiring of private equipment to complete municipal work ~~exclusive of the gravelling and re-gravelling program.~~

~~This policy rescinds and replaces Policy PW002.~~

### Policy Statement and Guidelines

From time to time the municipality requires equipment, ~~which it does not own, for to assist with~~ municipal work. The municipality ~~shall usually go to the private sector to hire this equipment~~ will hire private equipment off of the equipment list.

### Definitions:

**Private equipment** shall be defined as any equipment which is owned and operated by an individual, partnership, or corporation ~~other than the Municipal District of Mackenzie No. 23.~~

The hired equipment list is an ongoing list of privately owned equipment that the County may hire from time to time.

### Guidelines:

1. The ~~contracted~~ private equipment on the Mackenzie County equipment list shall be the first source of equipment to be hired when privately owned equipment is required for work within the ~~Municipal District of Mackenzie County.~~
2. Contractors complete a Hired Equipment Form (Attached Schedule "A"), and must have a current WCB account, Certificate of Insurance with a minimum of two million dollars liability, to remain on the list. Vehicles and equipment must have a current Alberta CVIP, and commercial license plates.
3. ~~Equipment hiring shall take into consideration the most suitable equipment, at the lowest price, which is available for the work, and most economical for the job.~~ Mackenzie County may apply the following considerations when hiring equipment:
  - Past work history with the County along with the cooperative record of the contractor making equipment available to the County in times of need or difficult situations;
  - the experience of the operator, the suitability, productivity and condition of the equipment.

4. Equipment must be in good working condition. Supervisors may dismiss equipment that is in poor condition.
5. Contractors must supply experienced operators with proper PPE, and training certificates to complete the required task, in a safe and efficient manner.
6. ~~Tenders~~ Private equipment from contractors ~~and suppliers~~ shall be ~~considered~~ hired only if they have no outstanding accounts (including taxes) with the municipality and are not involved in any legal action against ~~the Municipal District of Mackenzie County No. 23~~.
7. A list of all equipment shall be prepared for public information in accordance with the Freedom of Information and Protection of Privacy Act.
8. ~~Contractors that placed a bid the previous year shall be notified in writing of the deadline for tender closure.~~
9. Contractors without a valid COR/SECOR shall be paid 80% of the current years Alberta Road Builders Rates.
10. Contractors with a valid COR/SECOR shall be paid 90% of the current years Alberta Road Builders Rates.
11. Once per year, ~~by the first Friday in April~~, the municipality ~~shall~~ will advertise that the ~~M.D. of Mackenzie County~~ is accepting ~~tenders~~ hired equipment updates, and new registrations for the hired equipment list. ~~“Day Labour Equipment.”~~
12. All Contractors of equipment on the hired equipment list must follow Mackenzie County’s Policies and procedures.

	Date	Resolution Number
Approved	January 17, 2002	02-025
Amended	March 25, 2003	03-191
Amended		

# PRIVATE EQUIPMENT REGISTRATION FORM



## Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0  
 Phone: (780) 927-3718 Fax: (780) 927-4266  
 office@mackenziecounty.com

Owner / Company: \_\_\_\_\_ Land Location: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Contact Name(s): \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Power Unit	Make	Model	Year	Serial Number	Attachment Description

GST #: \_\_\_\_\_ \*Liability Insurance Coverage #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

\*Insurance Coverage \$ \_\_\_\_\_ Expiry Date: \_\_\_\_\_ \*COR / SECOR: \_\_\_\_\_

\*Worker's Compensation Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**\*Please provide copies of the above documents.**

*I hereby certify that the information provided in this document is true and correct to the best of my knowledge. I/We hereby agree to the following:*

1. Rental conditions- please see reverse side of sheet
2. Payment for services rendered will be as per Policy PW018

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This information is being collected in accordance with Part 2 of the Freedom of Information and Protection of Privacy Act and is being collected for the purpose of ensuring appropriate equipment is hired specific to the requirements of the job as well as for determining a rate of payment for such equipment. Our Freedom of Information and Protection of Privacy Act Co-ordinator, Joulia Whittleton, is available to answer any questions you may have pertaining to the collection and use of the information and may be contacted at 927-3718. This information may be used for any municipal purpose.

# PRIVATE EQUIPMENT REGISTRATION FORM

## Procedure

- 1 The use of hired equipment is a pre-qualification of vendors and will be used in instances and to the limits as outlines in the "Hiring of Private Equipement" Policy.
- 2 Each year the County will advise once, in each of our local newspapers, and on the County website, calling for contractors to submit their Private Equipment list to the County and also to inform the public of our equipment hiring procedures. Contractors may notify in writing at any time if they want to add or delete equipment from the list, in accordance with this policy.
- 3 Companies or owners will be required to provide proof of valid WBC coverage, appropriate insurance (\$2,000,000.00 minimum), valid safety inspection where applicable and any other information the County deems necessary, prior to start of work. The information will be reviewed prior to payment being made to ensure it remains valid.
- 4 Companies or owners will not be considered who are delinquetly indebted to the County more than \$50 for taxes, utility accounts or any other accounts receiveable; and/or are involved in any current litigation with the County.
- 5 Supervisory staff are authorized to hire equipment as long as it is within their allowable signing authority limit. Anything above their signing authority limit will need approval from the appropriate Director and/or CAO.
- 6 Supervisory staff may apply the following considerations when hiring equipment;
  - Past work history with the County along with the cooperative record of the contractor making equipment available to the County in times of need or difficult situations;
  - the experience of the operator, the suitability, productivity and condition of the equipment;
  - the location of the equipment in relation to the work site;
  - charge out rates/price

Each supervisor will report to their respective Directors on a regular basis regarding the hired equipment he has working. These reports (and others such as financials) will be used by the respective Directors to access the degree of which work is being distributed and to direct supervisory staff on hiring equipment.

- 7 Supervisors are expected to provide justification for their choices when hiring, and to provide an accurate tracking of hours and costs of each project.



**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy PW032 Road Fencing be amended as presented.

Author: RP      Reviewed by: \_\_\_\_\_ CAO JW



**Municipal District of Mackenzie No. 23 County**

<b>Title</b>	<b>Road Fencing</b>	<b>Policy No:</b>	<b>PW032</b>
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**Purpose**

To establish the responsibility and standards for fencing alongside municipal roads on an adjacent landowner's property (section 1) and on road allowance (section 2).

**Policy Statement**

Fencing alongside municipal road allowance is generally the responsibility of the landowner. Fencing on private property must be constructed inside private property to a minimum of one foot from the municipal road allowance. Fencing cannot be constructed on any municipal road allowance unless a road license agreement is entered into in advance, according to existing MD Mackenzie County policies.

1. Where municipal work, such as road, drainage, or utility construction, requires the removal of existing functional fences it will be the normal practice of the municipality to replace the fence according to what previously existed. Higher quality fencing may be used if the landowner agrees to pay the difference in cost between that and the existing quality.
2. Where a landowner wishes to build a temporary fence on municipal road allowances, the landowner is responsible for installation, maintenance, and relocation of the temporary fence. Such operations are only to be permitted on low volume farm access, field access, and forestry classes of roads as defined by the MD Mackenzie County road classification map.

The temporary fence may be constructed a minimum of 5 feet from the shoulder of the road or as approved by the MD Mackenzie County. Any costs of repairs to the fence due to damages will be the landowner's responsibility. Adequate signage and/or flags must be installed by the landowner to ensure visibility of the fence. The landowner is responsible for identifying the temporary fence with reflective taping at a minimum of 15 meter intervals.

Temporary fences in the road right of way may be installed after May 1 of each year and must be removed prior to October 1 of each year. Temporary fences not removed prior to October 1 may be removed by the Municipal District of Mackenzie County at the landowner's expense. The landowner must sign an agreement each year with the Municipal District of Mackenzie County prior to installation.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>November 12, 2003</b>	<b>03-483</b>
<b>Amended</b>		
<b>Amended</b>		





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Aerial Ladder Truck Cost Share with Town of High Level</b>

## **BACKGROUND / PROPOSAL:**

In 2009 Mackenzie County entered into a Regional sharing agreement with the Town of High Level. In this agreement it states the County will pay 50% of capital expenditures of Fire Department equipment.

In 2015 Mackenzie County approved the cost share of an Aerial Truck with the Town of High Level at a cost of \$900,000 (County portion \$450,000).

The Town of High Level tenders came in higher than anticipated \$945,164, mainly due to the higher US dollar. The Town of High Level has also included a \$15,000 contingency making the total project cost \$960,000.

The Town of High Level has sent a letter to Mackenzie County requesting an additional \$30,000 to cover our portion of the overage. See attached letter.

The Town of High Level has also asked if we are willing to take over their existing aerial truck. This truck will provide better fire protection for higher buildings and also allow the fire department to fight fires from the top.

## **OPTIONS & BENEFITS:**

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

An additional \$30,000 will be needed for the purchase of the Aerial truck. The additional funds to be taken from the 2015 capital project High Level Aerial project.

**Author:** R. Pelensky **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

Motion 1

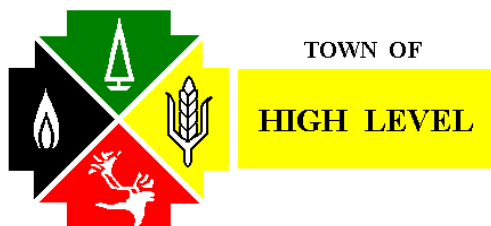
That Mackenzie County support the Town of High Level purchase of an Aerial Ladder Truck and that \$30,000 be reallocated from the High Level Aerial Truck project to Grants to Local Governments (Town of High Level Aerial Ladder Truck).

- Simple Majority       Requires 2/3       Requires Unanimous

Motion 2

That a letter be sent to the Town of High Level advising of our interest in their used aerial truck provided the purchase and future maintenance costs are acceptable to the County.

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



10511-103<sup>rd</sup> Street  
High Level, Alberta  
T0H 1Z0  
Tel: (780) 821-4016  
Fax: (780) 926-2058  
Email: rschmidt@highlevel.ca

## Protective Services

June 1, 2015

**Mackenzie County  
Box 640  
Fort Vermilion, AB  
T0H 1Z0**

**Attn: Joulia Whittleton, CAO**

### **RE: Aerial Ladder Truck Purchase**

Dear Joulia,

As per our meeting of May 26<sup>th</sup>, 2015, please accept this letter in regards to the Aerial Truck project for the Town of High Level.

The tender for the Aerial Truck closed on May 8<sup>th</sup>, 2015. There was a process of evaluation on the tenders and after that process, it was noted that all of the tenders came in over budget. The following is a list of the tender results:

1. Rocky Mountain Phoenix: 100' Aerial, 400 gallons water, 1500 gpm pump. Total price: \$1,073,038.00 Delivery: January 2016
2. Safetek Emergency Vehicles: 105' Aerial, 500 gallons water, 2000 gpm pump. Total Price: 999,952.00 – Delivery 90 days
3. Safetek Emergency Vehicles: 105' Aerial, 500 gallons water, 2000 gpm pump. Total Price: 1,034,252.00 – Delivery 90 days
4. Wholesale Fire Rescue: 105' Aerial 500 gallons water, 2000 gpm pump, Total price: \$966,120.00 – (prepayed price) Delivery – 1 year
5. Wholesale Fire Rescue: 107' Aerial 500 gallons water, 2000 gpm pump, Total price: \$945,164.00 –Single Axle option (Prepayed price) Delivery 1 year

The recommendation to Council was to accept the bid from Wholesale Fire and Rescue (option 5).

At the May 25<sup>th</sup>, 2015 Town Council meeting, Council approved an increase to the budget to \$960,000.00. The resolution allowed for a \$15,000.00 contingency. The total overage is 6.7% of the total project. The primary reason for the overage was the change in the CDN dollar against the US dollar. Funding was approved by our Council for the whole amount to get the project awarded.

The resolution also directed administration to formally notify Mackenzie County of the overage and discuss funding 50% of the overage as per the Shared Services Agreement. The Town is requesting that the County provide the additional funding in the amount of \$30,000.00.

This project is also a build project in so far as the expected delivery date will be approximately 9 months. The Town is still committed to providing the existing aerial apparatus to Mackenzie County upon delivery of the new unit. This will provide a newer back up apparatus to La Crete while at the same time increasing the department's capability for large fires in the area. Please advise us if the County is in agreement to this transfer. The Town will ensure all records are transferred and maintenance items are repaired on the unit before transfer to the County.

The Town thanks you for your continued commitment to regional cooperation in emergency services. Please advise us at your earliest convenience in regards to the funding request.

Sincerely,



Rodney Schmidt  
Fire Chief  
Director of Protective Services



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Waste Transfer Station Caretaking and Hauling and Collection Contracts Update</b>

## BACKGROUND / PROPOSAL:

Council has asked administration to provide an update on County contracts for Waste Collection, Waste Contract Operators and Waste Transfer Station hauling Contract.

### **Waste Transfer Station Contract Caretakers**

The following is a list of the Waste Transfer Station Caretakers, the location they work at and when their contract expires. The contracts are written that each one can be extended for another term (usually one year) at the same cost per month

<b>Transfer Station</b>	<b>Contractor</b>	<b>Contract Expires</b>
La Crete	Frank Wieler	Feb 18, 2015
Bluehills	Lloyd Derksen	June 30, 2015
Buffalo Head Prairie	Frank & Agatha Friesen	Feb 28, 2016
Fort Vermilion	James McAteer	July 14, 2015
Blumenort	Gertrude Doerksen	Sept 22, 2015
Rocky Lane	Marvin McNeil	March 15, 2016
Zama	Brad Forest	Sept 30, 2016

At the request of the Public Works Committee, the La Crete waste transfer station operating hours on Thursdays have been extended to 8 pm (additional 6 hours). This will run from June 1 to Sept 30. As a result, the contract was increased slightly to offset the additional hours.

In the last two years we have completed the following items in the transfer stations:

1. Administration has started to divert grass, leaves and garden waste out of our burn piles in La Crete and Fort Vermilion.

Author: R Pelensky Reviewed by: \_\_\_\_\_ CAO: JW

2. In 2014 administration removed/recycled the metal piles from Blue Hills, Blumenort and Fort Vermilion, this was done free of charge (Rocky Lane needs to be done).
3. In 2014 administration created a Recycle Center for La Crete. This center is being utilized to recycle valuable goods in the community.
4. Administration also provided a wooden shelter in Fort Vermilion that is being used to store paints, and hazardous wastes.
5. Recently administration has made agreements for L & P to provide a large bin for recycle oil jugs/pails at La Crete and Fort Vermilion transfer stations.
6. We are in the process of preparing a Request for Proposal to see if there is any interest in recycling the white goods and metal goods. Currently we are shipping the white goods to H&H in High Level for disposal in 40 yard containers, which is costly.
7. Administration is in the process of preparing a Request for Proposal to see if there is any interest in chipping/grinding of wood at the La Crete waste transfer station. If there is interest, this should help reduce the shipping cost of wood to Blumenort waste transfer station.

### **Transfer Station Hauling Contract**

The Transfer Station Hauling Contract is currently awarded to L&P Disposals and expires December 31, 2015 with an option to renew for an additional year. The original hauling contract started in 2012.

### **La Crete Hamlet Residential Waste Collection Contract:**

The La Crete Hamlet residential waste collection contract is presently awarded to D & E Ventures which expires December 31, 2015. Currently, as per Council request, we have offered a three year extension to D & E Venture and are awaiting his reply. The original collection contract started in 2013.

### **Rural Residential Waste Bins**

Currently the County pays the landfill disposal fee for those ratepayers that are signed up for the service. This service is available for rural residents, apartment buildings, trailer courts and some hamlet residences that have waste bins that the contractor collects from.

### **OPTIONS & BENEFITS:**

Administration understood that a possibility of transferring the waste transfer stations and the responsibility for hauling and collecting waste to the Mackenzie Regional Waste Commission has been discussed at the Commission's meetings. Mackenzie County Council need to discuss this subject and provide direction to the Council members that are appointed to the Commission, and/or formally inform the Commission of Mackenzie County's position.

Author: RP Reviewed by: \_\_\_\_\_ CAO: JW



**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

Motion 1:

That the Waste Transfer Stations caretaking, hauling and the hamlet collection contracts update be received for information.

Simple Majority       Requires 2/3       Requires Unanimous

Motion 2:

To Be Determined - *[Council to discuss the County's position regarding the possibility of transferring responsibilities for Waste Transfer Stations and hauling contracts to the Mackenzie Regional Waste Commission and to formally inform the Commission of the County's position.]*

Author: RP      Reviewed by: \_\_\_\_\_      CAO: JW





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Policy DEV008 – General Municipal Improvement Standards</b>

## **BACKGROUND / PROPOSAL:**

The County has utilized an engineering guideline, specifying the minimum requirements for infrastructure development, for many years. Administration has always viewed the upkeep and enforcement of the specifications as an administrative function, and therefore no policy has previously been developed regarding the General Municipal Improvement Standards (GMIS).

Administration has recently discussed the need to have at least some level of official Council endorsement of the specifications, and has therefore drafted Policy DEV008 – General Municipal Improvement Standards.

The GMIS itself is not an appendix or schedule to the policy, the policy primarily states that the County shall have a GMIS, and that it shall be adhered to and regularly reviewed.

## **OPTIONS & BENEFITS:**

Adopting Policy DEV008 will provide administration with the assurance that Council supports the need for an engineering guideline. It will be especially beneficial when working with developers to be able to tell them that the GMIS and the specifications it contains are the best development options for having quality community infrastructure, and a document that Council requires administration to use and enforce.

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

There will be no additional costs, as the GMIS is already used, enforced, and regularly updated.

**Author:** B. Peters      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

**SUSTAINABILITY PLAN:**

The sustainability plan does not address items this specific, but mentions in several places that the County shall maintain quality infrastructure and be an attractive place to live and visit.

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy DEV008 – General Municipal Improvement Standards be adopted as presented.

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

# MACKENZIE COUNTY

<b>TITLE</b>	<b>General Municipal Improvement Standards</b>	<b>POLICY NO.</b>	<b>DEV008</b>
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<b>LEGISLATION REFERENCE</b>	<b>Municipal Government Act, Section 5</b>
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<p><b>PURPOSE</b></p> <p>To establish that the minimum standards set forth in the General Municipal Improvement Standards (engineering guidelines) must be adhered to by Mackenzie County, Developers, Engineering Consultants, Contractors, and others in all aspects of municipal improvement installations.</p>
--

**POLICY STATEMENT**

Mackenzie County, Developers, Engineering Consultants, Contractors, and others all have a responsibility to ensure that the proper installation of infrastructure is met as set forth in the General Municipal Improvement Standards.

These guidelines are in place to ensure that the municipality is provided with quality cost efficient products that will meet an acceptable life expectancy with minimal maintenance requirements, while not prohibiting future land development.

**GENERAL PROVISIONS**

1. All standards set forth in the General Municipal Improvement Standards (GMIS) shall be met;
2. These standards shall only be considered the minimum requirements;
3. All municipal improvements shall be up to accepted engineering practices and standards that address and meet the specific needs and site conditions of the development;
4. The Planning & Development Department will ensure that the GMIS is reviewed annually to ensure the standards and practices remain current and to address new deficiencies or standards that may arise:
  - a) All County departments involved in the operation or maintenance of infrastructure shall be involved in the annual review process;
5. Any proposed revisions that significantly alter a standard and is likely to cause a large cost, either initially or for long term maintenance, shall be presented to the Public Works Committee for their consideration.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>		



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Commercial Subdivision Road Improvements</b>

## **BACKGROUND / PROPOSAL:**

A developer has recently submitted a proposal to develop 14 commercial lots on the north side of La Crete (near the tire shops). Policy DEV001 currently sets the criteria to which standard new developments must be constructed. Providing asphalt surfacing for all new developments within hamlets is now a requirement, but there is the option to waive the requirement depending on the surrounding development. Currently about 22% of the quarter section is developed, and administration would like to see the remainder of the phases provide asphalt.

The developer has not expressed any objections to asphalt surfacing the proposed phase, but immediately had questions about how the existing roads will be dealt with. I understand the primary concern is the need to guarantee the asphalt for the two year warrantee period when it can only be accessed by current graveled roads. Of secondary concern is the esthetic and goofiness of having an asphalt phase surrounded by gravel.

There is approximately 660 m of existing gravel subdivision road that was constructed in previous phases. The County currently provide calcium dust control on about 500 m of the road.

## **OPTIONS & BENEFITS:**

There are a few options for consideration, and the options below can also be further broken down and/or revised.

Option 1:

Do nothing with the existing roads; just leave them in their current gravel state.

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

Option 2:

Provide oil dust control on the existing roads, with no determined plan to upgrade the surface to asphalt.

Option 3: Provide oil dust control on the existing road (in anticipation of a three year lifespan), and work towards a cost shared project between perhaps the County, developer and lot owners to pave the road.

The Planning Department does not believe that any oil or other product would need to be applied in 2015. Any considerations for surface improvements would only begin in 2016.

**COSTS & SOURCE OF FUNDING:**

The cost to provide oil is estimated to be: \$18,000 for oil plus gravel/graders

The cost for paving is estimated to be: \$650,000 for paving to a highway standard. This cost could be considerably lower if the decision is made that the subgrade/base is sufficient, and only a little bit of base gravel and an overlay is needed.

**SUSTAINABILITY PLAN:**

The sustainability plan does not address items of this nature.

**COMMUNICATION:**

As required.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

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





S.W. 1/4 SEC.  
15-106-15-W5M

100th STREET (RANGE ROAD 153)

= Existing development  
 = Proposed development



S.E. 1/4 SEC.  
16-106-15-W5M  
(FUTURE COMMERCIAL DEVELOPMENT)

109th AVENUE  
(TOWNSHIP ROAD 1062)

N.E. 1/4 SEC.  
9-106-15-W5M

Revision	BY	APPD.	DATE
1. ISSUED FOR CLIENT REVIEW	D.L.	J.S.	15/05/28

	Existing	Proposed
Watermain		
Vent		
Hydrant		
Te		
Reducer		
Plug		
Breakout		

	Existing	Proposed
San. Sewer, V.H. & Cop		
Storm Sewer & Int.		
Catch Basin & Lead		
Curb & Gutter		
Curb & Sidewalk		
Gutter Elevation		
Edge of Pavement		

COMMERCIAL DEVELOPMENT; PHASE 2 - 2015  
 LA CRETE, ALBERTA  
 PRELIMINARY OVERALL PLAN

Designed: J.W.S.	Scale: 1:1000	Date: 2015/05/28
Drawn: D.Y.L.	Project No: 151-04577-00	
Checked: J.W.S.	Drawing No: 1 of 1	Rev: A
Approved: J.W.S.		

PHENIX LOGGING LTD.





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>General Municipal Infrastructure Standards - Commercial Crossings</b>

## **BACKGROUND / PROPOSAL:**

The topic of the specifications within the County’s General Municipal Improvement Standards (GMIS) has recently come up while reviewing a preliminary proposal for a significant commercial development in La Crete. The developer, among other things, wants to change their two current accesses onto 100 street (main street). Administration’s response was that it would likely be approved, but that the sidewalk would be required to take precedent over the driveway, and therefore extend through the driveway rather than be chopped off like it currently is.

The County has utilized a version of the GMIS since at least 2005, and more recently did a significant upgrade in 2012, with additional revisions in 2014. The specific item in question, technically referred to as a Commercial Crossing, was already specified and detailed in the 2005 version of the specifications. It is standard practice throughout North America to provide precedent to pedestrians over vehicles in regard to sidewalks.

There are several people with physical disabilities in wheel chairs navigating the streets of La Crete. Often they drive along the road in their power wheelchairs instead of along the sidewalk, because the road is smoother and more contiguous.

Administration believes that the Commercial Crossing requirement was not being enforced in the past as the access approvals have historically been provided by the Public Works department and not the Planning Department, which is the primary keeper and user of the GMIS. Access requests have not typically been circulated for inter-department review prior to approval either.

The GMIS has never been presented to Council for approval due to the volume of information and specific technical information it contains. It was presented to the Public Works Committee but was not reviewed in detail for the same reason. The Committee discussed that individual issues could be addressed one at a time as these may come

**Author:** B. Peters      **Reviewed by:** \_\_\_\_\_      **CAO:** JW

up. Although the GMIS document is an administrative function, Administration has recently developed a policy regarding the GMIS, which is also included as a separate RFD.

**OPTIONS & BENEFITS:**

Enforcing current standards specified by the GMIS will result in a better built environment for our communities. A better built environment demonstrates a commitment to the people, both now and in the future.

Relaxing current standards will result in a weaker public infrastructure system, and one that will not be able to be scaled up and smoothly transition into a more urban environment.

**COSTS & SOURCE OF FUNDING:**

There are additional capital costs incurred by both the County and private developers every time standards are upheld. These costs should, however; directly translate to a better product which will either increase lifespan or level of service, if not both.

**SUSTAINABILITY PLAN:**

The sustainability plan does not address items this specific, but mentions in several places that the County shall maintain quality infrastructure and be an attractive place to live and visit.

**COMMUNICATION:**

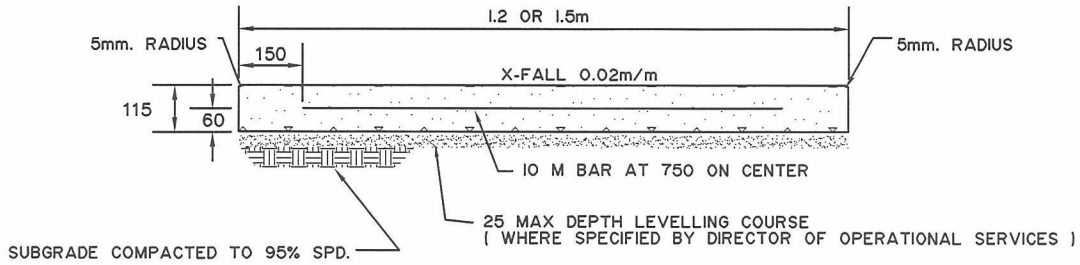
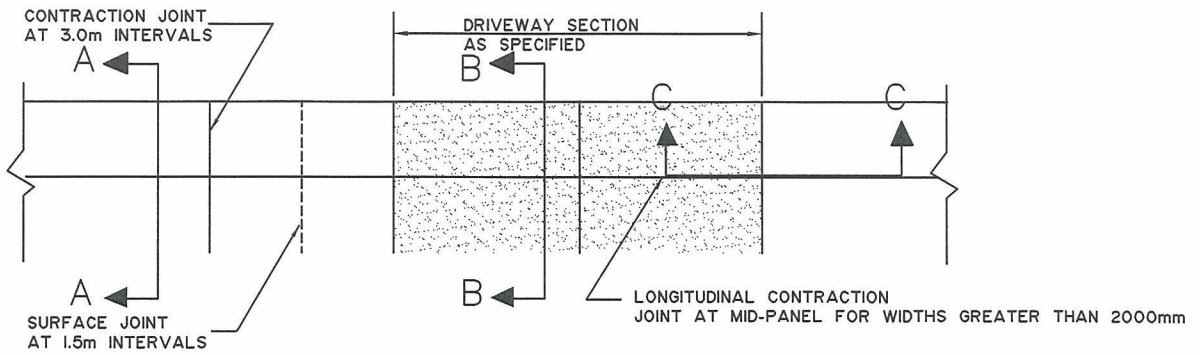
N/A

**RECOMMENDED ACTION:**

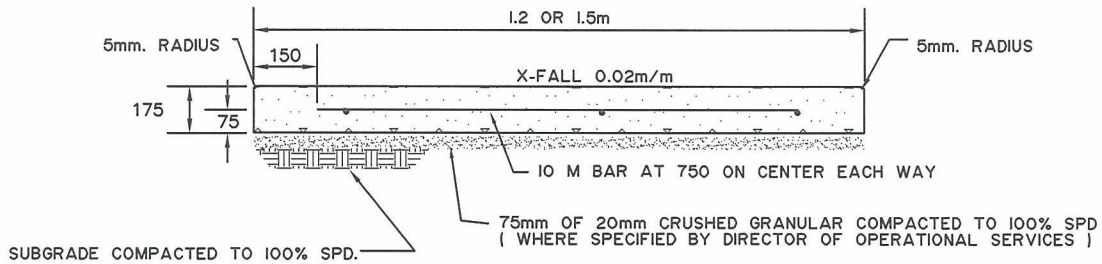
Simple Majority       Requires 2/3       Requires Unanimous

That the General Municipal Infrastructure Standards - Commercial Crossings discussion be received for information.

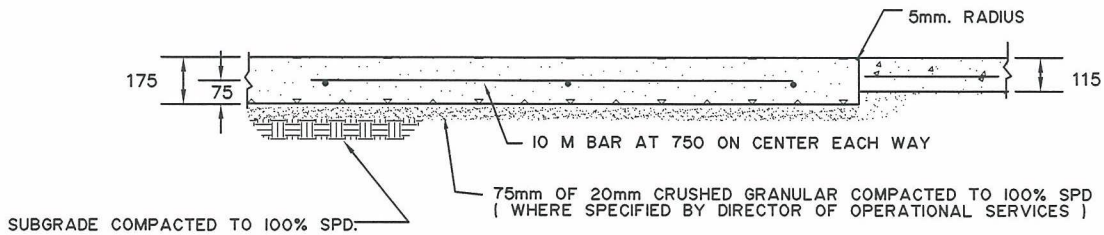
Author: B. Peters      Reviewed by: \_\_\_\_\_      CAO: JW



SECTION A-A...STANDARD SIDEWALK



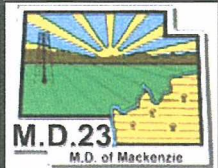
SECTION B-B...DRIVEWAY SECTION



SECTION C-C...TRANSITION

NOTE:

I. ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE STATED.



TITLE:

1.20m OR 1.50m  
SEPARATE SIDEWALK

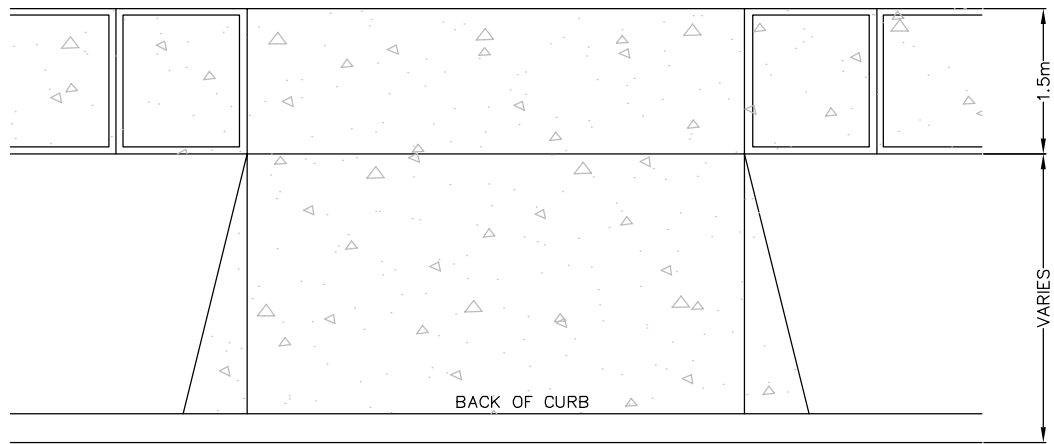
SCALE: N.T.S.

DATE: APRIL 2004

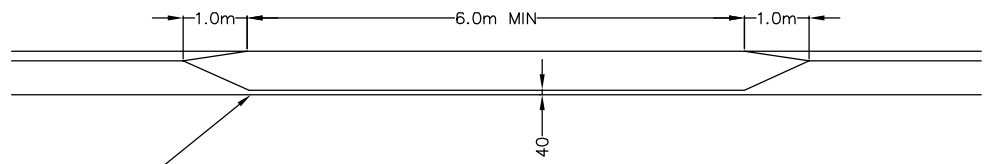
STD. DWG NO. G-120

APPROVED BY:

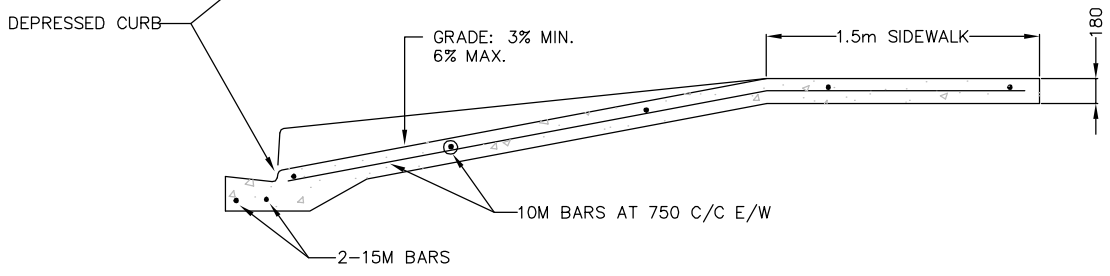
*[Signature]*  
DIRECTOR OF OPERATIONAL SERVICES



PLAN



ELEVATION

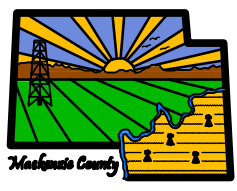


SECTION

- NOTES:
1. ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE NOTED.
  2. 30 MPa TYPE 50 SR CONCRETE.
  3. SUBGRADE TO BE COMPACTED TO 98% SPD.
  4. 100mm DEPTH OF GRANULAR COMPACTED TO 100% S.P.D. TO BE PLACED BELOW THE CONCRETE.
  5. PROPORTIONING AND PRODUCING QUALITY CONCRETE AS WELL AS ACCEPTANCE TESTS FOR THE CONSTITUENT MATERIALS ARE SPECIFIED IN CSA STANDARD A23.1.

# MACKENZIE COUNTY

General Municipal Improvements Standards



Rev.	<b>Stewart Weir</b> Naturally Resourceful	LANE OR COMMERCIAL CROSSING (HAND PLACED)		Approved:	Figure <b>G-32</b>
Rev.					
Rev.		File No.: GP60.33682	Design:	Approved:	Figure <b>G-32</b>
Date: 2010-AUG-31	Drawn: K.P.L	Scale: N.T.S			









Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>Bylaw 989-15 – Local Improvement Curb, Gutter and Sidewalk on 99<sup>th</sup> Avenue and 102<sup>nd</sup> Street (Hamlet of La Crete)</b>

**BACKGROUND / PROPOSAL:**

Council approved the La Crete street reconstruction project for 99<sup>th</sup> Avenue from 101<sup>st</sup> Street to 104<sup>th</sup> Street and including 102<sup>nd</sup> Street to 100<sup>th</sup> Avenue in the 2015 Capital budget.

**OPTIONS & BENEFITS:**

Council approved the local improvement plan and gave first reading to this Bylaw on April 14, 2015.

Administration has advertised this bylaw and provided notice and appropriate documentation to the benefiting owners. Administration has not received any petition against the bylaw.

**COSTS & SOURCE OF FUNDING:**

2015 Capital budget for County’s 70% share of project.

**SUSTAINABILITY PLAN:**

**Goal S4** 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.

Author: S Wheeler Reviewed by: \_\_\_\_\_ CAO: JW

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

**Motion 1:**

That second reading be given to Bylaw 989-15, being a bylaw authorizing imposition of a local improvement tax to the benefiting properties for construction of Curb, Gutter and Sidewalk on 99<sup>th</sup> Avenue and 102<sup>nd</sup> Street in the Hamlet of La Crete.

Simple Majority       Requires 2/3       Requires Unanimous

**Motion 2:**

That third reading be given to Bylaw 989-15, being a bylaw authorizing imposition of a local improvement tax to the benefiting properties for construction of Curb, Gutter and Sidewalk on 99<sup>th</sup> Avenue and 102<sup>nd</sup> Street in the Hamlet of La Crete.

Author: S Wheeler      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

**BYLAW NO. 989-15**

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

**TO IMPOSE A LOCAL IMPROVEMENT TAX  
FOR THE INSTALLATION OF CURB, GUTTER AND SIDEWALK  
ON 99TH AVENUE AND 102ND STREET IN THE HAMLET OF LA CRETE**

**This bylaw authorizes the Council of Mackenzie County to impose a local improvement tax in respect of all the lands that directly benefit from the curb, gutter and sidewalk on 99<sup>th</sup> Avenue from 101<sup>st</sup> Street to 104<sup>th</sup> Street and 102<sup>nd</sup> Street from 99<sup>th</sup> Avenue to 100<sup>th</sup> Avenue. The benefiting properties are being described as; Plan 2504TR, Block 7, Lots 5-9 and Plan 062 4734, Block 8, Lot 13 and Plan 752 1580, Block 5, Lot R1 and Plan 752 1580, Block 8, Lots 7-11 and Plan 962 4008, Block 5, Lot 34 in the Hamlet of La Crete.**

**WHEREAS**, the Council of Mackenzie County in the Province of Alberta has deemed it advisable to charge a local improvement charge for construction of Curb, Gutter and Sidewalk on 99<sup>th</sup> Avenue from 101<sup>st</sup> Street to 104<sup>th</sup> Street and 102<sup>nd</sup> Street from 99<sup>th</sup> Avenue to 100<sup>th</sup> Avenue for; Plan 2504TR, Block 7, Lots 5-9 and Plan 062 4734, Block 8, Lot 13 and Plan 752 1580, Block 5, Lot R1 and Plan 752 1580, Block 8, Lots 7-11 and Plan 962 4008, Block 5, Lot 34 in the Hamlet of La Crete; and

**WHEREAS**, the Council of Mackenzie County in the Province of Alberta, duly assembled, has decided to issue a Bylaw pursuant to Section 397 of the Municipal Government Act to authorize a local improvement tax levy to pay for the Curb, Gutter and Sidewalk on 99<sup>th</sup> Avenue from 101<sup>st</sup> Street to 104<sup>th</sup> Street and 102<sup>nd</sup> Street from 99<sup>th</sup> Avenue to 100<sup>th</sup> Avenue for; Plan 2504TR, Block 7, Lots 5-9 and Plan 062 4734, Block 8, Lot 13 and Plan 752 1580, Block 5, Lot R1 and Plan 752 1580, Block 8, Lots 7-11 and Plan 962 4008, Block 5, Lot 34 in the Hamlet of La Crete; and

**WHEREAS**, the Local Improvement Plan has been prepared and the required notice of the project given to benefiting owners in accordance with the attached Schedule "A", and no sufficient objection to the construction of Curb, Gutter and Sidewalk on 99<sup>th</sup> Avenue from 101<sup>st</sup> Street to 104<sup>th</sup> Street and 102<sup>nd</sup> Street from 99<sup>th</sup> Avenue to 100<sup>th</sup> Avenue for; Plan 2504TR, Block 7, Lots 5-9 and Plan 062 4734, Block 8, Lot 13 and Plan 752 1580, Block 5, Lot R1 and Plan 752 1580, Block 8, Lots 7-11 and Plan 962 4008, Block 5, Lot 34 in the Hamlet of La Crete has been filed with the Chief Administrative Officer of Mackenzie County; and

**WHEREAS**, plans and specifications have been prepared and the estimated sum of Four Hundred Nine Thousand Dollars (\$409,000.00) is required to construct Curb, Gutter and Sidewalk on 99<sup>th</sup> Avenue from 101<sup>st</sup> Street to 104<sup>th</sup> Street and 102<sup>nd</sup> Street from 99<sup>th</sup> Avenue to 100<sup>th</sup> Avenue for; Plan 2504TR, Block 7, Lots 5-9 and Plan 062 4734, Block 8, Lot 13 and Plan 752 1580, Block 5, Lot R1 and Plan 752 1580, Block 8, Lots 7-11 and Plan 962 4008, Block 5, Lot 34 in the Hamlet of La Crete. The said

project is subject to the local improvement charge of which 70% will be paid by Mackenzie County and 30% will be collected by way of local improvement assessment as follows:

Mackenzie County	\$286,300.	70%
Benefiting Owners	\$122,700.	30%
Total Cost	\$409,000.	100%

**WHEREAS**, all required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

**NOW, THEREFORE, THE COUNCIL OF MACKENZIE COUNTY DULY ASSEMBLED, ENACTS AS FOLLOWS:**

1. That for the purpose of completing Curb, Gutter and Sidewalk on Plan 2504TR, Block 7, Lots 5-9 and Plan 062 4734, Block 8, Lot 13 and Plan 752 1580, Block 5, Lot R1 and Plan 752 1580, Block 8, Lots 7-11 and Plan 962 4008, Block 5, Lot 34 in the Hamlet of La Crete, the sum of One Hundred Twenty Two Thousand Seven Hundred Dollars (\$122,700.); be collected by way of annual, uniform local improvement tax rate assessed against the benefiting owners as provided in **Schedule A** attached.
2. The local improvement tax will be collected for Ten (10) years and the total amount levied annually against the benefiting owners is Thirteen Thousand Five Hundred Two Dollars and Thirty Cents (\$13,502.30).
3. The net amount levied under the bylaw shall be applied only to the local improvement project specified by this bylaw.
4. This bylaw shall come into force and take effect upon receiving third and final reading thereof.

READ a first time this 14<sup>th</sup> day of April, 2015.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer

**Schedule A to Bylaw No. 989-15**

Curb, Gutter and Sidewalk on 99<sup>th</sup> Avenue and 102<sup>nd</sup> Street in the Hamlet of La Crete.

Lot	Block	Plan	Front	Rear	Average
5	7	2504TR	44.91	46.22	45.57
6	7	2504TR	36.58	36.58	36.58
7	7	2504TR	36.58	36.58	36.58
8	7	2504TR	27.38	33.58	30.48
9	7	2504TR	32.20	33.53	32.87
13	8	0624734	58.28	59.70	58.99
R1	5	7521580	218.33	218.34	218.34
7	8	7521580	40.24	41.57	40.91
8	8	7521580	20.41	20.26	20.34
8	8	7521580	20.41	20.26	20.34
9	8	7521580	40.82	40.52	40.67
10	8	7521580	40.82	40.52	40.67
11	8	7521580	26.60	26.60	26.60
34	5	9624008	191.10	191.60	191.35

840.26

Total Assessable Frontage (meters)	840.26m
Total Assessment per Front Meter of Frontage	\$146.03
Annual Unit Rate Per Front Meter of Frontage to be payable for a period of 10 years calculated at 1.779% interest rate	\$16.07
Total Yearly Assessment Against All Above Properties	\$13,502.30



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>Request to Waive Penalties – Tax Roll 083850</b>

**BACKGROUND / PROPOSAL:**

The tax notice for roll 083850 was originally sent to the business that rents a portion of land (20 acres) from the landowner (Roll 075010). The taxes were not paid as the business owner assumed that the taxes are being paid by the landowner; and the landowner assumed that the taxes for the 20 acres were included in the taxes for the whole quarter section.

We could not find any supporting documentation to substantiate why the notice was setup to be sent to the business owner.

The business owner informed County staff in January that he is not responsible for the taxes since he does not own the land. The tax notice was subsequently sent to the landowner. However, the outstanding taxes, excluding penalties, were eventually paid by the business owner.

Both the landowner and the business owner do not want to pay the overdue amounts. They feel that the oversight was as a result of miscommunication with County employees in the fall of 2014.

**OPTIONS & BENEFITS:**

Option 1: Decline the request to waive the penalties with no cost to the County.

Option 2: Waive the penalties which will reduce the operating revenue by \$418.28.

**Author:** N. Croy      **Reviewed by:** M. Schonken      **CAO:** JW

**COSTS & SOURCE OF FUNDING:**

If option 2 is pursued, source of funding would come from General Operating budget.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Both parties will be notified by letter of Council's decision.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For Council discussion.

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





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>Financial Reports – January 1 to April 30, 2015</b>

## **BACKGROUND / PROPOSAL:**

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

## **OPTIONS & BENEFITS:**

Please review the following financial reports for the five-month period, January 1 – April 30, 2015:

- Investment Report
- Operating Statement
- Projects Progress Report

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

N/A

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION:**

N/A

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the financial reports for the period, January 1 – April 30, 2015, be accepted for information.

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

## Investment Report for April 2015

### Chequing Account on April 30, 2015

Bank account balance 1,454,154

### Investment Values on April 30, 2015

Short term investments (EM0-0377-A) 11,071,639  
 Short term T-Bill (1044265-26) 236,991  
 Long term investments (EM0-0374-A) 8,042,354  
19,350,984

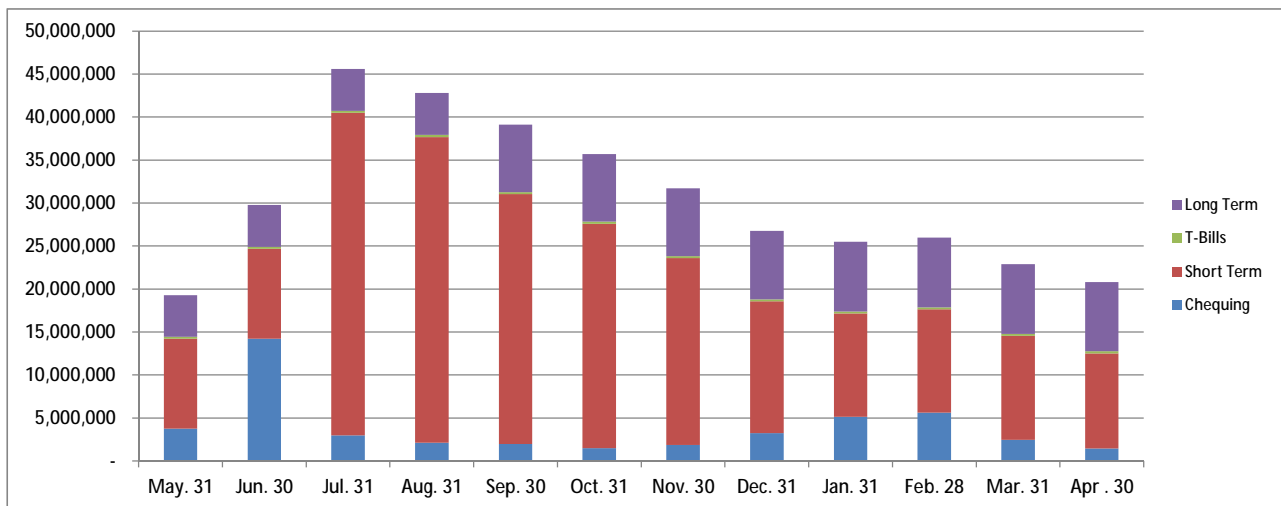
These balances include  
'market value changes'.

### Revenues

	Total	Short Term	Long Term
Interest received	122,640	83,044	39,596
Interest accrued	22,229	-9,869	32,098
	<b>144,869</b>	<b>73,175</b>	<b>71,694</b>
Market value changes	32,651		57,455
Interest received, chequing account	14,298	14,291	
<b>Grand total revenues before investment manager fees</b>	<b>191,818</b>	<b>87,466</b>	<b>129,148</b>
Deduct: investment manager fees for investments	-15,715	-4,719	-10,997
<b>Grand total revenues after investment manager fees</b>	<b>176,102</b>	<b>82,748</b>	<b>118,152</b>

### Balances in the Various Accounts - Last 12 Months

	Chequing	Short Term	T-Bills	Long Term	Total
May. 31	3,780,101	10,445,763	235,693	4,833,223	19,294,782
Jun. 30	14,211,420	10,458,637	235,810	4,883,676	29,789,543
Jul. 31	2,987,789	37,498,578	235,930	4,881,337	45,603,634
Aug. 31	2,138,210	35,545,833	236,050	4,886,457	42,806,551
Sep. 30	1,966,246	29,065,179	236,167	7,866,709	39,134,301
Oct. 31	1,504,669	26,084,925	236,287	7,862,312	35,688,193
Nov. 30	1,865,638	21,731,398	236,403	7,892,963	31,726,402
Dec. 31	3,231,036	15,343,781	236,524	7,956,300	26,767,641
Jan. 31	5,136,862	12,022,221	236,644	8,118,449	25,514,177
Feb. 28	5,612,524	12,024,112	236,753	8,111,304	25,984,693
Mar. 31	2,480,618	12,071,129	236,874	8,099,842	22,888,463
Apr. 30	1,454,154	11,071,639	236,991	8,042,354	20,805,138



**MACKENZIE COUNTY  
STATEMENT OF OPERATIONS**

April 30, 2015

	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2015</b>	<b>\$ Variance</b>	<b>% Variance</b>
	<b>Total</b>	<b>Total</b>	<b>Budget</b>		
<b>OPERATIONAL REVENUES</b>					
Property taxes	\$33,960,244	\$35,383,346	\$35,424,395	\$41,049	0%
User fees and sales of goods	\$4,317,992	\$1,393,180	\$4,558,590	\$3,165,410	69%
Government transfers	\$1,867,856	\$1,157,710	\$1,336,002	\$178,292	13%
Investment income (operating)	\$422,686	\$191,818	\$350,000	\$158,182	45%
Penalties and costs on taxes	\$444,838	\$232,717	\$250,000	\$17,283	7%
Licenses, permits and fines	\$527,160	\$225,974	\$383,800	\$157,826	41%
Rentals	\$124,928	\$44,838	\$77,831	\$32,993	42%
Insurance proceeds	\$25,603	\$0	\$0	\$0	
Development levies	\$112,359	\$4,855	\$0	(\$4,855)	
Municipal reserve revenue	\$60,132	\$25,424	\$50,000	\$24,576	49%
Sale of non-TCA equipment	\$76,982	\$0	\$0	\$0	
Other	\$482,106	\$80,663	\$347,425	\$266,762	77%
<b>Total operating revenues</b>	<b>\$42,422,887</b>	<b>\$38,740,525</b>	<b>\$42,778,043</b>	<b>\$4,037,518</b>	<b>9%</b>
<b>OPERATIONAL EXPENSES</b>					
Legislative	\$616,185	\$195,900	\$781,734	\$585,834	75%
Administration	\$6,214,049	\$1,252,394	\$6,347,151	\$5,094,757	80%
Protective services	\$1,608,343	\$392,776	\$1,808,679	\$1,415,903	78%
Transportation	\$16,084,363	\$1,983,984	\$18,918,919	\$16,934,935	90%
Water, sewer, solid waste disposal	\$4,846,137	\$642,657	\$4,888,386	\$4,245,729	87%
Public health and welfare (FCSS)	\$693,797	\$404,859	\$699,841	\$294,982	42%
Planning, development	\$1,054,417	\$312,281	\$1,116,749	\$804,468	72%
Agriculture and veterinary	\$1,315,747	\$331,091	\$1,652,736	\$1,321,645	80%
Recreation and culture	\$2,009,584	\$509,686	\$2,188,034	\$1,678,348	77%
School requisitions	\$6,306,111	\$1,574,514	\$6,535,310	\$4,960,796	76%
Lodge requisitions	\$490,719	\$0	\$783,885	\$783,885	100%
Non-TCA projects	\$379,279	\$176,911	\$2,094,122	\$1,917,211	92%
<b>Total operating expenses</b>	<b>\$41,618,731</b>	<b>\$7,777,052</b>	<b>\$47,815,546</b>	<b>\$40,038,494</b>	<b>84%</b>
<b>Excess (deficiency) before other</b>	<b>\$804,156</b>	<b>\$30,963,472</b>	<b>(\$5,037,503)</b>	<b>(\$36,000,975)</b>	<b>715%</b>
<b>CAPITAL REVENUES</b>					
Government transfers for capital	\$8,481,362	\$593,833	\$14,231,923	\$13,638,090	96%
Other revenue for capital	\$1,401,131	\$100	\$628,800	\$628,700	100%
Proceeds from sale of TCA assets	\$553,000	\$32,507	\$525,403	\$492,896	94%
	<b>\$10,435,493</b>	<b>\$626,440</b>	<b>\$15,386,126</b>	<b>\$14,759,686</b>	<b>96%</b>
<b>EXCESS (DEFICIENCY) - PSAB Model</b>	<b>\$11,239,649</b>	<b>\$31,589,912</b>	<b>\$10,348,623</b>	<b>(\$21,241,289)</b>	<b>-205%</b>
<b>Convert to local government model</b>					
Remove non-cash transactions	\$8,244,062	\$0	\$10,452,577	\$10,452,577	100%
Remove revenue for capital projects	(\$10,435,493)	(\$626,440)	(\$15,386,126)	(\$14,759,686)	96%
Long term debt principle	\$2,090,929	\$269,214	\$1,669,369	\$1,400,155	84%
Transfers to/from reserves	\$6,907,287	\$0	\$3,745,705	\$3,745,705	100%
<b>EXCESS (DEFICIENCY) - LG Model</b>	<b>\$50,001</b>	<b>\$30,694,259</b>	<b>\$0</b>	<b>(\$30,694,259)</b>	

Mackenzie County  
Summary of All Units  
For the Four Months Ending April 30, 2015

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2015</u>	<u>\$ Variance</u>	<u>% Variance</u>
	<u>Total</u>	<u>Total</u>	<u>Budget</u>		
<b>OPERATING REVENUES</b>					
100-Taxation	\$33,718,682	\$35,189,197	\$35,153,924	(\$35,273)	0%
124-Frontage	\$354,997	\$194,148	\$270,471	\$76,323	28%
420-Sales of goods and services	\$732,370	\$189,379	\$623,595	\$434,216	70%
421-Sale of water - metered	\$2,715,197	\$953,306	\$3,011,440	\$2,058,134	68%
422-Sale of water - bulk	\$870,425	\$250,495	\$923,555	\$673,060	73%
424-Sale of land	\$45,956	\$1	\$0	(\$1)	
510-Penalties on taxes	\$444,838	\$232,717	\$250,000	\$17,283	7%
511-Penalties of AR and utilities	\$49,657	\$15,708	\$40,000	\$24,292	61%
520-Licenses and permits	\$49,296	\$26,935	\$32,800	\$5,865	18%
521-Offsite levy	\$112,359	\$4,855	\$0	(\$4,855)	
522-Municipal reserve revenue	\$60,132	\$25,424	\$50,000	\$24,576	49%
526-Safety code permits	\$369,776	\$133,356	\$275,000	\$141,644	52%
525-Subdivision fees	\$55,162	\$20,738	\$30,000	\$9,262	31%
530-Fines	\$38,974	\$39,605	\$36,000	(\$3,605)	-10%
531-Safety code fees	\$13,952	\$5,341	\$10,000	\$4,659	47%
550-Interest revenue	\$533,261	\$159,167	\$350,000	\$190,833	55%
551-Market value changes	(\$110,574)	\$32,651	\$0	(\$32,651)	
560-Rental and lease revenue	\$124,928	\$44,838	\$77,831	\$32,993	42%
570-Insurance proceeds	\$25,603	\$0	\$0	\$0	
592-Well drilling revenue	\$103,826	\$11,114	\$50,000	\$38,886	78%
597-Other revenue	\$165,028	\$33,975	\$159,000	\$125,025	79%
598-Community aggregate levy	\$92,623	\$13,390	\$75,000	\$61,610	82%
630-Sale of non-TCA equipment	\$76,982	\$0	\$0	\$0	
790-Tradeshaw Revenues	\$25,016	\$6,475	\$23,425	\$16,950	72%
840-Provincial grants	\$1,867,856	\$1,157,710	\$1,336,002	\$178,292	13%
890-Gain (Loss) Penny Rounding	\$0	\$0	\$0	(\$0)	
990-Over/under tax collections	(\$113,435)	\$0	\$0	\$0	
<b>TOTAL REVENUE</b>	<b>\$42,422,887</b>	<b>\$38,740,525</b>	<b>\$42,778,043</b>	<b>\$4,037,518</b>	<b>9%</b>
<b>OPERATING EXPENSES</b>					
110-Wages and salaries	\$5,810,098	\$1,699,406	\$6,630,578	\$4,931,172	74%
132-Benefits	\$1,107,369	\$452,350	\$1,414,901	\$962,551	68%
136-WCB contributions	\$39,501	\$2,672	\$38,833	\$36,161	93% (1)
142-Recruiting	\$10,306	\$1,983	\$20,000	\$18,017	90%
150-Isolation cost	\$66,438	\$20,000	\$78,000	\$58,000	74%
151-Honoraria	\$571,863	\$160,881	\$602,250	\$441,369	73%
211-Travel and subsistence	\$288,543	\$96,119	\$396,920	\$300,801	76%
212-Promotional expense	\$100,672	\$10,964	\$82,500	\$71,536	87%
214-Memberships & conference fees	\$99,553	\$45,591	\$137,618	\$92,027	67%
215-Freight	\$117,871	\$25,524	\$134,640	\$109,116	81%
216-Postage	\$52,064	\$9,482	\$45,800	\$36,318	79%
217-Telephone	\$128,213	\$36,417	\$131,454	\$95,037	72%
221-Advertising	\$43,806	\$9,347	\$63,850	\$54,503	85%
223-Subscriptions and publications	\$7,254	\$4,116	\$12,245	\$8,129	66%
231-Audit fee	\$116,650	\$52,000	\$72,000	\$20,000	28%
232-Legal fee	\$50,814	\$1,909	\$73,000	\$71,091	97%
233-Engineering consulting	\$122,247	\$29,327	\$256,500	\$227,173	89%
235-Professional fee	\$1,535,390	\$411,362	\$1,711,364	\$1,300,002	76%
236-Enhanced policing fee	\$265,408	\$37,150	\$297,200	\$260,050	88%
239-Training and education	\$157,583	\$18,762	\$165,273	\$146,511	89%
242-Computer programming	\$78,337	\$27,427	\$98,428	\$71,001	72%
251-Repair & maintenance - bridges	\$26,536	\$178,662	\$838,500	\$659,838	79%
252-Repair & maintenance - buildings	\$150,824	\$24,817	\$158,320	\$133,503	84%
253-Repair & maintenance - equipment	\$339,438	\$165,486	\$379,870	\$214,384	56%
255-Repair & maintenance - vehicles	\$79,638	\$14,979	\$85,800	\$70,821	83%
258-Contract graders	\$144,000	\$22,152	\$150,840	\$128,688	85%
259-Repair & maintenance - structural	\$1,636,879	\$138,997	\$1,790,370	\$1,651,373	92% (2)
261-Ice bridge construction	\$79,564	\$66,320	\$120,000	\$53,680	45%

	2014 Actual	2015 Actual	2015	\$ Variance	% Variance
	Total	Total	Budget		
262-Rental - building and land	\$30,085	\$15,135	\$32,210	\$17,075	53% (3)
263-Rental - vehicle and equipment	\$56,286	\$19,824	\$60,045	\$40,221	67%
266-Communications	\$93,611	\$45,587	\$109,892	\$64,305	59%
271-Licenses and permits	\$4,118	\$136	\$8,300	\$8,164	98% (4)
272-Damage claims	\$285	\$0	\$5,000	\$5,000	100%
273-Taxes	\$0	\$0	\$1,000	\$1,000	100%
274-Insurance	\$279,950	\$0	\$298,960	\$298,960	100%
342-Assessor fees	\$260,117	\$97,725	\$263,000	\$165,275	63%
290-Election cost	\$0	\$0	\$5,000	\$5,000	100%
511-Goods and supplies	\$786,446	\$192,348	\$893,803	\$701,455	78%
521-Fuel and oil	\$920,643	\$309,447	\$905,350	\$595,903	66%
531-Chemicals and salt	\$204,158	\$63,901	\$319,100	\$255,199	80%
532-Dust control	\$698,227	\$0	\$694,018	\$694,018	100%
533-Grader blades	\$123,534	\$67,848	\$137,500	\$69,652	51%
534-Gravel (apply; supply and apply)	\$2,767,176	\$18,734	\$2,369,955	\$2,351,222	99%
535-Gravel reclamation cost	\$132,375	\$0	\$0	\$0	
543-Natural gas	\$132,863	\$34,266	\$122,966	\$88,700	72%
544-Electrical power	\$597,395	\$219,103	\$846,392	\$627,289	74%
710-Grants to local governments	\$1,711,647	\$288,328	\$2,287,400	\$1,999,072	87%
735-Grants to other organizations	\$2,020,465	\$880,561	\$1,891,012	\$1,010,451	53%
747-School requisition	\$6,306,111	\$1,574,514	\$6,535,310	\$4,960,796	76%
750-Lodge requisition	\$490,719	\$0	\$783,885	\$783,885	100%
810-Interest and service charges	\$39,831	\$8,483	\$36,000	\$27,517	76%
831-Interest - long term debt	\$687,927	\$0	\$621,195	\$621,195	100%
921-Bad debt expense	\$2,696	\$0	\$4,500	\$4,500	100%
922-Tax cancellation/write-off	\$1,402,310	\$0	\$50,000	\$50,000	100%
992-Cost of land sold	\$19,557	\$0	\$0	\$0	
993-NBV value of disposed TCA	\$771,676	\$0	\$315,993	\$315,993	100%
994-Change in inventory	(\$779,765)	\$0	\$1,197,655	\$1,197,655	100%
995-Depreciation of TCA	\$8,252,150	\$0	\$8,938,929	\$8,938,929	100%
<b>TOTAL</b>	<b>\$41,239,452</b>	<b>\$7,600,141</b>	<b>\$45,721,424</b>	<b>\$38,121,283</b>	<b>83%</b>
<b>Non-TCA projects</b>	<b>\$379,279</b>	<b>\$176,911</b>	<b>\$2,094,122</b>	<b>\$1,917,211</b>	<b>92%</b>
<b>TOTAL EXPENSES</b>	<b>\$41,618,731</b>	<b>\$7,777,052</b>	<b>\$47,815,546</b>	<b>\$40,038,494</b>	<b>84%</b>
<b>EXCESS (DEFICIENCY)</b>	<b>\$804,156</b>	<b>\$30,963,472</b>	<b>(\$5,037,503)</b>	<b>(\$36,000,975)</b>	<b>715%</b>
<b>OTHER</b>					
125-Connection rees	\$0	\$100	\$0	(\$100)	
840-Provincial transfers for capital	\$8,481,362	\$593,833	\$14,231,923	\$13,638,090	96%
575-Contributed TCA	\$1,401,131	\$0	\$298,800	\$298,800	100%
597-Other capital revenue	\$0	\$0	\$330,000	\$330,000	100%
630-Proceeds of sold TCA asset	\$553,000	\$32,507	\$525,403	\$492,896	94%
	<b>\$10,435,493</b>	<b>\$626,440</b>	<b>\$15,386,126</b>	<b>\$14,759,686</b>	<b>96%</b>
<b>EXCESS (DEFICIENCY) - PS MODEL</b>	<b>\$11,239,649</b>	<b>\$31,589,912</b>	<b>\$10,348,623</b>	<b>(\$21,241,289)</b>	<b>-205%</b>
<b>CONVERT TO LG INCOME STATEMENT</b>					
Remove non-cash transactions					
993-NBV value of disposed TCA	\$771,676	\$0	\$315,993	\$315,993	100%
994-Change in inventory	(\$779,765)	\$0	\$1,197,655	\$1,197,655	100%
995-Amortization of TCA	\$8,252,150	\$0	\$8,938,929	\$8,938,929	100%
Remove TCA revenues					
Total of OTHER per above	(\$10,435,493)	(\$626,440)	(\$15,386,126)	(\$14,759,686)	96%
Add LTD principle paid					
832-Principle Payments	\$2,090,929	\$269,214	\$1,669,369	\$1,400,155	84%
Add/Deduct LG model TF to/from reserves					
920-Contribution from Capital Reserve	(\$3,832)	\$0	\$0	\$0	
930-Contributions from Operating Reserve	(\$1,605,110)	\$0	(\$2,161,676)	(\$2,161,676)	100%
940-Contribution from Capital Reserve	(\$7,764)	\$0	(\$509,645)	(\$509,645)	100%

	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2015</b>	<b>\$ Variance</b>	<b>% Variance</b>
	<b>Total</b>	<b>Total</b>	<b>Budget</b>		
762-Contribution to Capital (funding TCA projec	\$2,112,492	\$0	\$4,182,026	\$4,182,026	100%
763-Contribution to Capital Reserves	\$3,678,692	\$0	\$1,735,000	\$1,735,000	100%
764-Contribution to Operating Reserves	\$2,732,808	\$0	\$500,000	\$500,000	100%
<b>EXCESS (DEFICIENCY) - LG MODEL</b>	<b>\$50,001</b>	<b>\$30,694,259</b>	<b>\$0</b>	<b>(\$30,694,259)</b>	

Note:

- (1) 93% of installment payments are still scheduled for remainder of 2015
- (2) Majority of work to be done in the summer and fall
- (3) Payments made in 2 installments
- (4) Permits and licenses have not reached renewal date yet

Project Name	Total costs	Costs in prior years	Costs in current year up to Apr 30, 2015	2015 Budget	2015 Budget Remaining on Apr 30, 2015	Status Update on Apr 30, 2015	Percentage of Completion (%)
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**Administration Department**

Signs with Flags for FV Office (CF)	6,940	6,940	-	18,060	18,060	Waiting for invoice approval	50%
LC - LC Office Heating/Cooling System	-	-	-	100,000	100,000		80%
Server Replacement	-	-	-	23,000	23,000	Building specs for server (summer 2015)	10%
FV Office Building Improvements (roof and other) (CF)	144,708	144,708	-	5,292	5,292		90%
Virtual City Hall (CF)	15,585	15,585	-	4,415	4,415	Waiting for a quote from Diamond.	80%
Office Security & Access Control	-	-	-	30,000	30,000	Summer 2015	0%
FV - Xerox Replacement	-	-	-	75,450	75,450	Reviewing options, waiting for revised quote from Xerox	0%
FV - Fireproof Storage Cabinet (Records)	-	-	-	8,000	8,000	Summer 2015	0%
Zama House Purchase	-	-	-	100,000	100,000	Investigating options	10%
LC - Library Building	-	-	-	100,000	100,000		
Automatic Generator Unit (FV) (CF)	77,000	77,000	-	11,400	11,400	Waiting on Redline to Finish Wiring	90%
Council Chamber Upgrade (CF)	-	-	-	22,500	22,500	Scheduling Work (July 2015)	0%
Zama Office Entrance (stones and a sign) (CF)	-	-	-	18,000	18,000	Planning stages - Completion due end of August	20%
Land Purchase from ESRD (CF)	42,673	42,673	-	133,328	133,328	Ongoing motion to purchase	15%
Land Purchase (South of High Level)	-	-	-	13,000	13,000	waiting on ESRD	0%
<i>Total department 12</i>			-	662,445	662,445		

**Fire Department**

LC - High Level Aerial	-	-	-	30,000	30,000		
LC - Command Unit	15,246	-	15,246	55,000	39,754	Pending delivery	15%
C-Cans, training props, setting up training grounds	12,750	-	12,750	24,000	11,250	Fire department to compensate 50%	70%
FV - Compressed air foam system for rescue unit	12,630	-	12,630	12,500	(130)	Complete	100%
LC - Upgrade foam system on tanker (new)	-	-	-	11,000	11,000	Admin to review purchases	100%



Project Name	Total costs	Costs in prior years	Costs in current year up to Apr 30, 2015	2015 Budget	2015 Budget Remaining on Apr 30, 2015	Status Update on Apr 30, 2015	Percentage of Completion (%)
FV - New tanker/pumper, with equipment (CF)	-	-	-	375,000	375,000	RFP received May 27/15	0%
FV - Work bench (new)	5,466	5,466		5,500	5,500	Complete	100%
ZA - Power pack (new) (CF)	9,137	-	9,137	9,500	363	Complete	100%
<i>Total department 23</i>			49,763	522,500	472,737		

#### Transportation Department

FV - Deck Replacement on PW shop	-		-	7,500	7,500		
FV - Shop floor repair	-		-	12,000	12,000		
FV - Steamer Unit - trailer	28,896		28,896	32,500	3,604	Small parts are still required	60%
FV - 3/4 ton Supervisor pick up	-		-	40,000	40,000	Pending delivery	10%
FV - 3/4 ton pick up (Accident)	54,971		54,971	35,000	(19,971)	Coding error	10%
FV - Parks Truck 3/4 ton	-		-	37,212	37,212		10%
LC - Trucks (x2)	1,030	-	1,030	80,000	78,970		0%
FV - 48th Street & 47th Avenue	17,385	-	17,385	616,000	598,615	Ongoing	5%
New Road Infrastructure (CF)	420,954	420,954	-	439,046	439,046	Ongoing	50%
FV & LC - AWD Graders x3	-	-	-	1,283,661	1,283,661	Pending delivery	10%
LC - Snow Plow Truck	9,546	-	9,546	259,000	249,454		100%
LC - BF 75117 (CF & New)	29,800	29,800	-	816,000	816,000		90%
FV & LC - Truck and Gravel Trailer	185,622		185,622	280,000	94,378	Waiting for invoices	98%
LC - Packer/Roller	24,980		24,980	30,000	5,020		100%
LC - 99th Ave 101 St. to 104 Ave	-		-	1,785,000	1,785,000		5%
Zama Bears paw Crescent (CF)	-		-	33,633	33,633	Waiting contractor availability	30%
LC - Engineering & Design for 113 Street and 109 Ave	1,511		1,511	100,000	98,489		
LC - Pave 2 Accesses	-		-	45,000	45,000		0%

Project Name	Total costs	Costs in prior years	Costs in current year up to Apr 30, 2015	2015 Budget	2015 Budget Remaining on Apr 30, 2015	Status Update on Apr 30, 2015	Percentage of Completion (%)
Zama Utility Pole Relocation (CF)	53,513	53,513	-	8,943	8,943	Atco poles relocated/other poles to be identified	90%
LC - Skidsteer 850	240,442	-	240,442	57,000	(183,442)		100%
LC - Tilt Deck Utility Trailer	15,894	-	15,894	16,000	106		100%
LC - Bobcat Attachment (snowblower)	5,940	-	5,940	8,000	2,060		100%
High Level South Rebuild	-	-	-	50,000	50,000		
FV - Heavy Duty Commercial Lawn Mower	-	-	-	21,000	21,000	Pending delivery	10%
Used Water Truck	-	-	-	50,000	50,000	Negotiating	10%
Blumenort Road & Rebuild Mile #3 on La Crete North Road	-	-	-	200,000	200,000		5%
Zama Access Pave (PH V) (CF)	-	-	-	6,000,000	6,000,000		
Rocky Lane Road Repair (Front of school)	2,767	-	2,767	330,000	327,233	Tender closed & awarded	10%
LC - Spruce Road Rebuild (CF & New)	258,003	258,003	-	43,459	43,459		98%
LC - 101 St & 100 Ave - Traffic lights (CF)	22,328	22,328	-	197,672	197,672		100%
LC - South - Shoulder pull and road rehabilitation (CF)	70,910	70,910	-	129,090	129,090		
Gravel Reserve (to secure gravel source) (CF)	14,349	13,845	504	137,155	136,651		0%
FV - Hamlet asphalt pavement overlay 44th Ave	9,631	9,631	-	50,369	50,369		
FV - Sand and salt shelter (CF)	-	-	-	200,000	200,000		
FV - Cold storage/Emergency generator building (CF)	-	-	-	132,250	132,250		
FV - Child Lake/Boyer River road rebuilds (CF)	-	-	-	70,200	70,200		
FV - North- Shoulder pull and road rehabilitation	147,600	147,600	-	461,661	461,661	Ongoing	20%
<i>Total department 32</i>			589,487	14,094,351	13,504,864		

**Airport Department**

LC - Pave Apron Extension	227		227	110,000	109,773		5%
FV Airport Development (CF)	1,363,667	1,363,667	-	16,382	16,382		

Project Name	Total costs	Costs in prior years	Costs in current year up to Apr 30, 2015	2015 Budget	2015 Budget Remaining on Apr 30, 2015	Status Update on Apr 30, 2015	Percentage of Completion (%)
LC Instrument Approach (CF)	36,112	36,112	-	13,889	13,889	Verifying obstacles	0%
<i>Total department 33</i>			227	140,271	140,044		

#### Water Treatment & Distribution Department

FV & LC - Utility Trucks 3/4 Tonne Crew Cab x4	-	-	-	164,500	164,500		
FV - 48th Ave Waterline Replacement	-	-	-	91,000	91,000	Need to create RFP	1%
FV - Booster Station and Truck Fill	-	-	-	975,605	975,605	Awaiting grant funding?	1%
FV - Hydrant Replacement	-	-	-	100,000	100,000	Confirming final details for supply order placement	3%
ZA - SCADA computer replacement	-	-	-	7,500	7,500	Installed and working	100%
ZA - Distribution pump house upgrades (CF & New)	74,641	74,641	-	843,928	843,928	Need to reapply for grant funding	1%
ZA - Well Reclamation	-	-	-	18,000	18,000	Building is removed, well casing needs to be sealed	50%
FV - Frozen Water Services Repairs (River Road)	-	-	-	75,000	75,000	Creating RFP, have compiled options and data.	2%
FV - Raw Water Truck fill (pressured and filtered)	-	-	-	40,900	40,900	Engineer is looking at costs for 2 different options	2%
LC - Raw Water Truckfill Upgrade	-	-	-	40,900	40,900	Awaiting final install estimates, have placed orders on some supplies.	2%
LC - Waterline Bluehills	-	-	-	833,250	833,250	Awaiting grant funding?	1%
LA - Rural Potable Water Infrastructure	-	-	-	4,316,495	4,316,495	Awaiting grant funding?	1%
FV - 50th St - Water & sewer extension (CF)	16,520	16,520	-	563,480	563,480	Awaiting grant funding?	1%
Generators for the three water treatment plants (CF)	686,512	66,512	620,000	633,488	13,488	Installed and working	100%
<i>Total department 41</i>			620,000	8,704,046	8,084,046		

#### Sewer Disposal Department

LC Lagoon Upgrade (CF)	6,136,004	6,134,541	1,463	1,168,809	1,167,347	Facultative cell has been drained as well as 2 anaerobic cells. Preparing to install forcemain piping to first manhole and preparing for de-sludge	90%
Zama - Lift station upgrade (CF & New)	116,439	116,439	-	1,256,052	1,256,052	Reapply for grant funding	1%
ZA/FV - Sewer Flusher	-	-	-	68,000	68,000	Ordered and should arrive within a week.	95%

Project Name	Total costs	Costs in prior years	Costs in current year up to Apr 30, 2015	2015 Budget	2015 Budget Remaining on Apr 30, 2015	Status Update on Apr 30, 2015	Percentage of Completion (%)
LC - Main Lift Station Repair & Modification	-		-	62,000	62,000	Engineers are in design stage.	5%
LC - Sanitary Sewermain Upgrades	-		-	475,000	475,000	Engineers are currently doing site survey to create pre-design to have tender ready for June 22/15	3%
LC - Lift Station 5 Grinder	-		-	45,000	45,000	Grinder will not fit original location. Need to update quotes for a revised location for install.	2%
FV - 49th Ave Sewer Repair	-	-	-	55,000	55,000	Engineer is requesting quotes for project.	3%
<i>Total department 42</i>			1,463	3,129,861	3,128,399		

#### Solid Waste Disposal

Two 40 Yard Bins (CF)	18,280	18,280	-	7,052	7,052	Ongoing	80%
Waste Bins	-	-	-	20,000	20,000		0%
LC - Blue Hills - Build up ramp	-		-	12,000	12,000		
LC - Waste Transfer Station - New Lights	-	-	-	12,000	12,000	Quotes Received	5%
<i>Total department 43</i>			-	51,052	51,052		

#### Planning & Development Department

LC - La Crete Production Room (GIS)	2,627	-	2,627	8,000	5,373	work essentially completed, waiting on some invoices	90%
<i>Total department 61</i>			2,627	8,000	5,373		

#### Agricultural Services Department

HL - Rural Drainage - Phase II & Phase III (CF)	1,093,312	1,093,312	-	100,000	100,000	Discussions are being held with the Dene Tha Band to secure an agreement to do earthworks on their property. The property in question is the east/south turn on 10 mile road.	
LC - Buffalo Head/Steep Hill/Bear River Drainage (Phase I) (CF)	85,433	85,433	-	1,314,567	1,314,567	waiting for a reply from ESRD on the status of the application under the Water Act.	
Blue Hills Erosion Repair	-		-	275,000	275,000	WSP is in the process of designing and then it will be submitted to local contractors for proposals.	
FV - Vehicle purchase for Ag Fieldman	-		-	40,000	40,000	June 15th.	
FV - ATV Purchase	-		-	12,000	12,000	June 15th.	
Tent	-	-	-	6,500	6,500	July 1st.	

Project Name	Total costs	Costs in prior years	Costs in current year up to Apr 30, 2015	2015 Budget	2015 Budget Remaining on Apr 30, 2015	Status Update on Apr 30, 2015	Percentage of Completion (%)
<i>Total department 63</i>			-	1,748,067	1,748,067		

**Recreation Department**

FV - Capital (requests from Recreation Society)	-	-	-	209,500	209,500		
LC - Capital (requests from Recreation Society)	34,058	-	34,058	92,030	57,972		
Grounds Improvements (2014 - FV Walking Trail) (CF)	511,276	511,276	-	36,524	36,524	Ongoing	
ZA - Capital (requests from Recreation Society)	-	-	-	155,000	155,000		
LC Splash Park (CF)	-	-	-	255,000	255,000		
FV - Skate Park	(301)	-	(301)	70,000	70,301		
<i>Total department 71</i>			33,757	818,054	784,297		

**Parks & Playgrounds Department**

FV - Machesis Lake Water Well	-	-	-	9,000	9,000	Received Quote	5%
LC - Wadlin Lake Water Well	-	-	-	9,000	9,000	Received Quote	5%
HL - Hutch Lake, construct additional sites (campground area)	-	-	-	15,000	15,000	Planning	5%
Machesis Lake - Horse camp - road (CF)	133	-	133	25,000	24,867	Road is complete	30%
Bridge campground - Survey & improvements (CF)	-	-	-	39,000	39,000	Ongoing	10%
LC - Wood Splitter	20,900	-	20,900	20,900	-	Complete	100%
OTHER	-	-	-	40,000	40,000		
FV - Table & Fire Pit Replacement	-	-	-	7,000	7,000	Received Quotes	15%
Wadlin Lake - Grounds improvements (CF)	-	-	-	20,000	20,000	Ongoing - Plan Completed	10%
FV - Walking Trails (CF)	9,275	9,275	-	725	725	Ongoing	85%
<i>Total department 72</i>			21,033	185,625	164,592		

<b>TOTAL 2015 Capital Projects</b>	<b>1,318,356</b>	<b>30,064,272</b>	<b>28,745,916</b>
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Mackenzie County

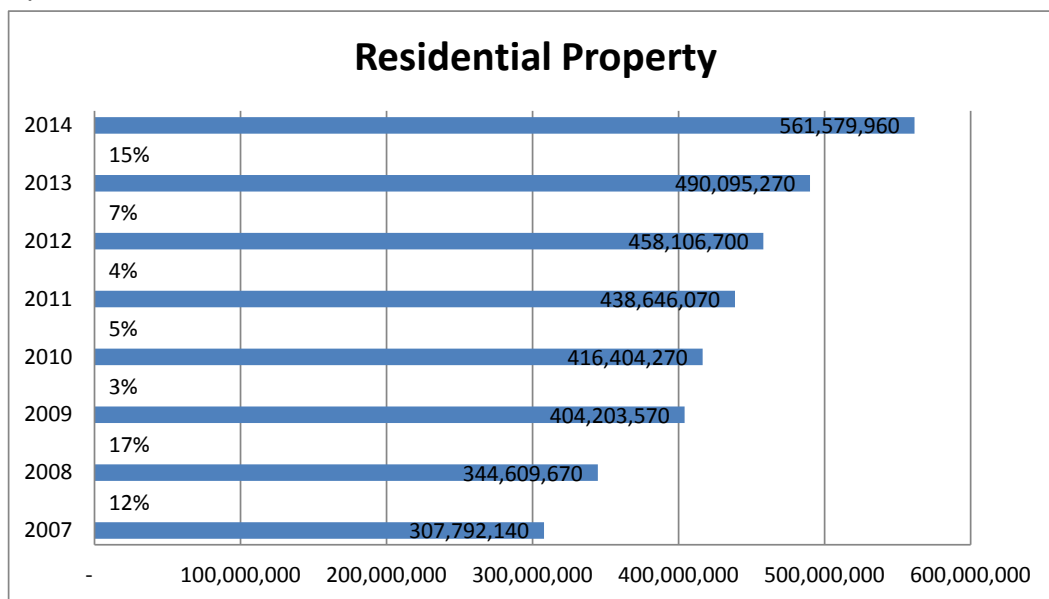
# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administration Officer</b>
<b>Title:</b>	<b>2015 Property Tax Bylaw and Assessment</b>

## BACKGROUND / PROPOSAL:

Mackenzie County’s actual assessment for residential properties has increased by 21.05%, from \$562M to \$680M. The County’s total taxable assessment has increased by 3.89%, which is not significant. The County’s municipal tax revenue has increased by 3.83% (from \$26.8M to 27.8M - by approximately \$1M). The decreases in Machinery and Equipment and Linear categories are offset by the increases in the residential and commercial assessments.

Please see the attached reports provided by Randy Affolder that show the split in increases – growth or market value (inflation). *Note: Code 101 – Farm Residential; Code 102 – Residential; Code 103 – Vacant Residential; Code 105 – Vacant Hamlet Residential; Code 104 – Res Imp/Site Nil RAP*



Note – the graph includes assessments for vacant residential properties.

Author: J. Whittleton Reviewed by: \_\_\_\_\_ CAO: JW

The residential assessments increased by \$46M due to new growth and by \$43M due to market value increases. The inflation factor from 2012 to 2013 was 6.8% and from 2013 to 2014 was 10.8% (please note the 2014 assessment is used for 2015 property taxes). The majority of the 2014 assessment increase is due to increases in land and home values (based on actual 2014 sales) for the residential properties around the Hamlet of La Crete.

It appears as the tax burden has shifted slightly from non-residential to residential, with no adjustments made to the rates (net non-residential assessments have been shrinking and net residential assessments have been increasing).

**OPTIONS & BENEFITS:**

As was evident at the La Crete ratepayers meeting, the owners of residential properties around the Hamlet of La Crete are not satisfied with the assessment valuation system as it does not reflect one’s ability to pay. These ratepayers think that Council could have done more to decrease the property tax burden on them; a few concerns regarding burden on seniors were also brought up. As Council is well aware, only one residential rate can be set. Considering the size of our municipality, not all residential property values have increased equally.

In addition, the \$200 minimum for residential tax, \$400 minimum for non-residential tax, and \$35 minimum for farm tax were implemented (in the past years only vacant hamlet properties paid the minimums, and in 2014 the farm land minimum was introduced). Please note that during Municipal Affairs session (provided in Grande Prairie in 2013), municipalities were advised that only one minimum can be established and must be applicable across all properties respectively under residential, non-residential or farmland. The minimum is set for the municipal property portion only and this is within the MGA.

We received several concerns from vacant residential property owners regarding the \$200 minimum. Some people own small lots which can only be accessed by a boat (Carcajou – north side of the River). There are some lots in one acre size; it is assumed that when these lots were subdivided, someone thought a hamlet will be established in that area, or the area will be developed in a similar fashion as the Hutch Lake lots (vacation properties). In discussion with Randy Affolder, if some lots are farmed, these can be reassessed as “farm land” due to its use (see the spreadsheet provided by Randy – identifying the lots that may be farmed); however, the other parcels would have to remain as vacant residential parcels. A suggestion was made to refund a portion of tax to the vacant residential land owners that have parcels less than 3 acres in size. The logic is that the County does not approve new country rural subdivisions below 3 acres due to the sewer pump out requirements. That being said, a residential development could occur on a one-acre parcel, but a holding tank would have to be used for sewer.

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



Some calls were received from non-residential vacant property owners (can be used for commercial purposes). Some years ago, a discussion in Council was held about the trapper cabins (under the Act these should be assessed). These are often not easily accessible and therefore the costs to assess outweigh potential municipal revenue, therefore these were often left unassessed, and now these property owners received \$400 minimum bills on their holdings.

It is projected that \$367,761 in additional municipal tax revenue will be collected in 2015 due to the minimum tax on residential, non-residential and farmland.

Administration calculated the municipal tax revenues that are being collected on the vacant lands located outside of the Hamlets boundaries:

Row Labels	Sum of Muni L (No Min Tax)	Sum of Muni L (with Min Tax)	Sum of Variance
103 – Residential	10,144	27,000	16,856
252 - Commercial	2,927	20,800	17,873
253 - Industrial	12,468	172,000	159,532
<b>Grand Total</b>	<b>25,540</b>	<b>219,800</b>	<b>194,260</b>

MGA, s. 354:

- (4) The tax rates set by the property tax bylaw must not be amended after the municipality sends the tax notices to the taxpayers unless subsection (5) applies.*
- (5) If after sending out the tax notices the municipality discovers an error or omission that relates to the tax rates set by the property tax bylaw, the Minister may by order permit a municipality to revise the property tax bylaw and send out a revised tax notice.*

There is no error or omission that relate to the tax rate set by the property tax bylaw.

*What can be done better in the future?*

MGA, s. 357:

- Special provision of property tax bylaw*
- 357(1) Despite anything in this Division, the property tax bylaw may specify a minimum amount payable as property tax.*
- (1.1) Despite section 353, a council may pass a bylaw separate from the property tax bylaw that provides for compulsory tax instalment payments for designated manufactured homes.*
- (2) If the property tax bylaw specifies a minimum amount payable as property tax, the tax notice must indicate the tax rates set by the property tax bylaw that raise the revenue required to pay the requisition referred to in section 326(a)(ii).*

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

The combined assessment and tax notice should be amended to specify that a minimum for municipal portion tax applies, and that it applies for property or per tax roll. From an administrative perspective, we should stop using the sealable forms for the combined tax and assessments notices and use basic envelopes so that information related to assessment valuation, budget and tax bylaw can be enclosed. The sealable forms are convenient and this is a fast way to get over ten thousand notices out. These forms, however, have a very limited space for adding any notes or enclosing some basic but important information.

In addition to the above, a question was asked whether a mobile home that is located in a mobile home park should be considered “a property” under the MGA. This question was asked because the mobile home park owner pays land taxes under a separate tax roll from that of the mobile homes owners. The mobile home owners receive their own tax notices, some of which have been effected by the \$200 minimum. Under the MGA, a mobile home is considered a property and therefore there is no administrative error in the application of the minimum tax.

What options council may be able to peruse that are permitted under MGA?

Under the MGA, s. 347, Council is permitted to cancel, reduce, refund or defer taxes:

*347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:*

- (a) cancel or reduce tax arrears;*
- (b) cancel or refund all or part of a tax;*
- (c) defer the collection of a tax.*

*(2) A council may phase in a tax increase or decrease resulting from the preparation of any new assessment.*

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

If Council decides to reduce part of a tax as permitted under section 347, these reductions (or refunds) will have to be offset with the equivalent amount from the General Operating Reserve in order to maintain the balanced budget.

### **SUSTAINABILITY PLAN:**

The County’s sustainability plan has a fiscal section. The municipality will continue to depend on municipal property tax revenues for provision of the valuable municipal services. Unless this system will be changed in the future, we will continue dealing with

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

much similar complaints and concerns. The MGA revisions will require the municipalities to implement three year operating and five year capital budgets (will be mandatory). While this may provide more certainty related to the future tax rate increases, the individual properties' assessments will continue to vary due to fluctuating market values.

**COMMUNICATION:**

Council's decision will be communicated to the ratepayers in applicable formats.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion (any action under section 347 will require 2/3 vote).

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

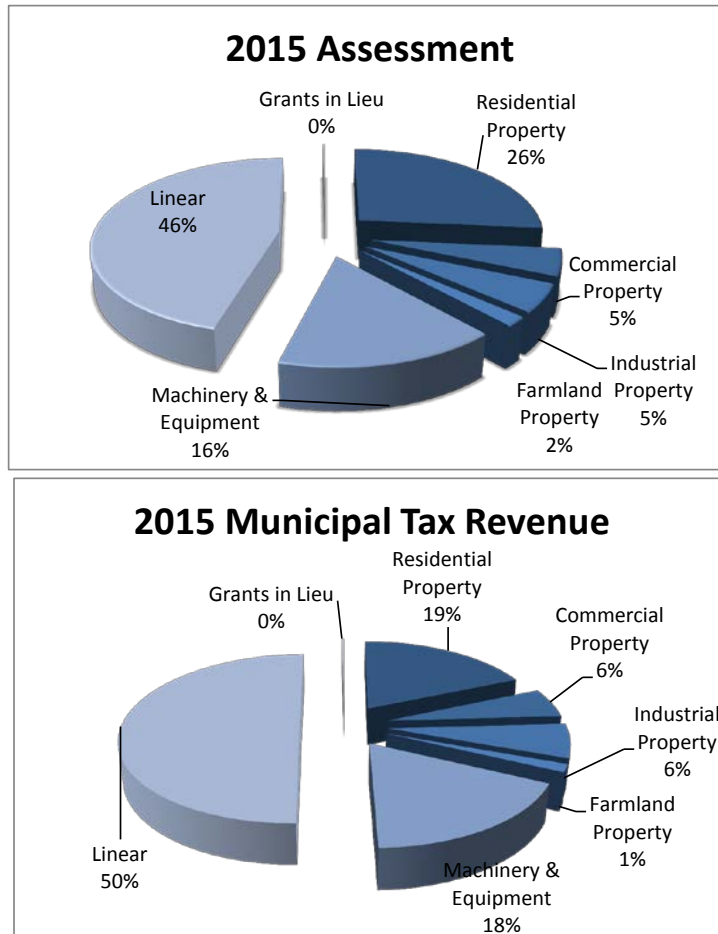
	2014 assessment	% change estimated	2015 assessment	2015 projected revenue
Residential Property	561,579,960	21.05%	679,812,470	5,152,469
Commercial Property	115,356,480	11.02%	128,068,660	1,554,740
Industrial Property	127,232,380	2.14%	129,955,210	1,792,349
Farmland Property	44,312,850	0.12%	44,364,740	413,327
Machinery & Equipment	429,507,410	-3.93%	412,638,740	4,914,357
Linear	1,182,792,130	-0.98%	1,171,219,970	13,944,110
Grants in Lieu	14,226,290	-63.65%	5,171,200	62,953
<b>Total Taxable Assessment</b>	<b>\$2,475,007,500</b>	<b>3.89%</b>	<b>\$2,571,230,990</b>	<b>\$27,834,306</b>
Tax exempt assessment	163,665,120	2.75%	168,167,220	0
<b>Total Assessment</b>	<b>\$2,638,672,620</b>	<b>3.82%</b>	<b>\$2,739,398,210</b>	<b>\$27,834,306</b> (2)

Notes:

(1) Please note that 2015 tax bylaw rates were used in the calculation of projected 2015 tax revenue

(2) Municipal tax revenue has increased from \$27,678,845 to \$27,834,306

(3) The above calculation includes \$200 minimum for residential, \$400 for non-residential and \$35 for farmland and grazing leases.





# Assessment Growth

Assessment Year: 2014

Assessment Code	Tax Status	Grand Totals			
		Previous (2013)	New (2014)	Growth	Inflation
101	T	141,011,740	163,545,310	3,964,030	18,569,540 13.2%
102	T	404,396,830	494,662,800	46,669,010	43,596,960 10.8%
103	T	6,160,690	6,988,080	57,330	770,060 12.5%
104	T	624,680	639,650	-31,510	46,480 7.4%
105	T	9,316,130	9,109,480	-589,210	382,560 4.1%
141	T	864,290	862,580	-1,710	0 0.0%
151	T	43,448,560	43,500,080	51,490	30 0.0%
200	T	3,295,680	3,429,670	0	133,990 4.1%
202	T	111,838,900	124,834,890	10,696,510	2,299,480 2.1%
203	T	15,161,360	18,008,030	2,555,690	290,980 1.9%
252	T	538,670	641,770	64,420	38,680 7.2%
253	T	1,265,620	1,375,450	102,590	7,240 0.6%
255	T	5,663,310	5,299,770	-515,800	152,260 2.7%
256	T	2,749,470	2,592,000	-193,200	35,730 1.3%
401	T	101,846,410	102,452,620	171,830	434,380 0.4%
402	T	429,507,410	416,792,130	-6,319,060	-6,396,220 -1.5%
601	G	953,400	992,080	0	38,680 4.1%
603	G	534,140	621,770	34,200	53,430 10.0%
605	G	5,196,390	5,393,340	0	196,950 3.8%
609	X	2,201,310	2,302,810	0	101,500 4.6%
641	G	554,130	554,130	0	0 0.0%
701	G	1,356,190	1,416,990	590	60,210 4.4%
703	G	3,407,230	3,612,510	224,530	-19,250 -0.6%
707	G	23,500	39,500	0	16,000 68.1%
801	E	130,650	147,490	-14,650	31,490 24.1%
802	E	27,380	27,580	0	200 0.7%
803	E	13,876,690	13,952,420	-10,200	85,930 0.6%
804	E	15,676,290	16,091,670	164,320	251,060 1.6%
806	E	258,480	309,060	0	50,580 19.6%
807	E	2,918,090	2,921,670	0	3,580 0.1%
808	E	38,295,160	38,578,290	319,720	-36,590 -0.1%
809	E	397,910	72,780	-341,050	15,920 4.0%
810	E	421,010	410,060	0	-10,950 -2.6%
811	E	8,801,540	9,414,170	505,380	107,250 1.2%
812	E	4,171,810	4,211,830	0	40,020 1.0%
813	E	96,200	97,640	0	1,440 1.5%
814	E	2,819,420	2,950,230	-34,970	165,780 5.9%
815	E	481,920	483,640	0	1,720 0.4%
816	E	11,124,860	11,051,100	0	-73,760 -0.7%
817	E	12,520,680	12,725,040	700	203,660 1.6%
819	E	632,810	807,920	155,330	19,780 3.1%
820	E	15,152,990	16,150,780	229,840	767,950 5.1%
841	E	81,300	81,300	0	0 0.0%
853	E	10,660	0	-10,660	0 0.0%
859	E	0	339,500	326,060	13,440
901	E	27,343,130	27,173,140	-186,270	16,280 0.1%
903	E	8,655,580	10,188,910	1,350,030	183,300 2.1%
Total:		1,455,810,600	1,577,853,660	59,395,310	62,647,750 4.3%



# Assessment Growth

Assessment Year: 2013

Assessment Code	Tax Status	Grand Totals			
		Previous (2012)	New (2013)	Growth	Inflation
101	T	126,640,210	141,011,740	4,617,650	9,753,880 7.7%
102	T	347,468,530	404,396,830	33,272,300	23,656,000 6.8%
103	T	4,899,790	6,160,690	576,100	684,800 14.0%
104	T	859,800	624,680	-252,860	17,740 2.1%
105	T	10,226,940	9,316,130	-1,281,410	370,600 3.6%
141	T	877,030	864,290	0	-12,740 -1.5%
151	T	42,183,150	43,448,560	1,277,390	-11,980 0.0%
200	T	3,268,890	3,295,680	0	26,790 0.8%
202	T	123,817,020	111,838,900	-12,122,090	143,970 0.1%
203	T	10,236,440	15,161,360	3,715,800	1,209,120 11.8%
252	T	661,670	538,670	-147,880	24,880 3.8%
253	T	1,097,300	1,265,620	168,320	0 0.0%
255	T	4,906,530	5,663,310	649,570	107,210 2.2%
256	T	1,820,670	2,749,470	890,490	38,310 2.1%
401	T	92,226,610	101,846,410	9,395,160	224,640 0.2%
402	T	340,209,990	429,507,410	100,744,670	-11,447,250 -3.4%
601	G	926,810	953,400	0	26,590 2.9%
603	G	389,850	534,140	139,370	4,920 1.3%
605	G	5,066,480	5,196,390	0	129,910 2.6%
609	X	2,182,990	2,201,310	0	18,320 0.8%
641	G	554,130	554,130	0	0 0.0%
651	G	46,540	0	-46,540	0 0.0%
701	G	1,333,140	1,356,190	-16,990	40,040 3.0%
703	G	3,355,420	3,407,230	8,590	43,220 1.3%
707	G	23,460	23,500	0	40 0.2%
801	E	130,360	130,650	0	290 0.2%
802	E	26,980	27,380	0	400 1.5%
803	E	13,874,830	13,876,690	-13,050	14,910 0.1%
804	E	15,127,770	15,676,290	-41,000	589,520 3.9%
806	E	250,170	258,480	0	8,310 3.3%
807	E	2,916,060	2,918,090	0	2,030 0.1%
808	E	37,380,080	38,295,160	408,110	506,970 1.4%
809	E	394,880	397,910	0	3,030 0.8%
810	E	422,620	421,010	0	-1,610 -0.4%
811	E	8,893,480	8,801,540	-201,970	110,030 1.2%
812	E	4,356,830	4,171,810	-217,200	32,180 0.7%
813	E	93,770	96,200	0	2,430 2.6%
814	E	2,774,870	2,819,420	13,400	31,150 1.1%
815	E	478,940	481,920	0	2,980 0.6%
816	E	11,113,520	11,124,860	0	11,340 0.1%
817	E	12,358,470	12,520,680	2,310	159,900 1.3%
819	E	626,340	632,810	0	6,470 1.0%
820	E	13,722,850	15,152,990	746,400	683,740 5.0%
841	E	81,300	81,300	0	0 0.0%
853	E	8,950	10,660	1,710	0 0.0%
901	E	27,122,520	27,343,130	289,670	-69,060 -0.3%
903	E	6,471,420	8,655,580	689,520	1,494,640 23.1%
Total:		1,283,906,400	1,455,810,600	143,265,540	28,638,660 2.2%

Row Labels	Sum of Muni L (No Min Tax)	Sum of Muni L (with Min Tax)	Sum of Variance
103	10,144	27,000	16,856
252	2,927	20,800	17,873
253	12,468	172,000	159,532
<b>Grand Total</b>	<b>25,540</b>	<b>219,800</b>	<b>194,260</b>

Code	Roll #	Land	Buildings	Other	Total	Type	Class	Muni TR Rate	Muni L (No Min Tax)	Muni L (with Min Tax)	Variance
103	71028	18,490	-	-	18,490	Annual	RES	0.007508	139	200	61
103	71120	3,540	-	-	3,540	Annual	RES	0.007508	27	200	173
103	71121	2,530	-	-	2,530	Annual	RES	0.007508	19	200	181
103	71129	1,460	-	-	1,460	Annual	RES	0.007508	11	200	189
103	71130	2,620	-	-	2,620	Annual	RES	0.007508	20	200	180
103	71131	1,460	-	-	1,460	Annual	RES	0.007508	11	200	189
103	71132	3,870	-	-	3,870	Annual	RES	0.007508	29	200	171
103	71168	9,980	-	-	9,980	Annual	RES	0.007508	75	200	125
103	71169	9,960	-	-	9,960	Annual	RES	0.007508	75	200	125
103	72119	23,290	-	-	23,290	Annual	RES	0.007508	175	200	25
103	74354	9,900	-	-	9,900	Annual	RES	0.007508	74	200	126
103	74356	1,740	-	-	1,740	Annual	RES	0.007508	13	200	187
103	74360	7,140	-	-	7,140	Annual	RES	0.007508	54	200	146
103	74690	2,450	-	-	2,450	Annual	RES	0.007508	18	200	182
103	74757	11,750	-	-	11,750	Annual	RES	0.007508	88	200	112
103	75066	18,850	-	-	18,850	Annual	RES	0.007508	142	200	58
103	76678	12,950	-	-	12,950	Annual	RES	0.007508	97	200	103
103	76706	17,820	-	-	17,820	Annual	RES	0.007508	134	200	66
103	76719	15,730	-	-	15,730	Annual	RES	0.007508	118	200	82
103	76748	1,310	-	-	1,310	Annual	RES	0.007508	10	200	190
103	77016	10,000	-	-	10,000	Annual	RES	0.007508	75	200	125
103	77017	9,980	-	-	9,980	Annual	RES	0.007508	75	200	125
103	77024	2,430	-	-	2,430	Annual	RES	0.007508	18	200	182
103	77025	2,570	-	-	2,570	Annual	RES	0.007508	19	200	181
103	77026	2,570	-	-	2,570	Annual	RES	0.007508	19	200	181
103	77027	2,570	-	-	2,570	Annual	RES	0.007508	19	200	181
103	77028	2,570	-	-	2,570	Annual	RES	0.007508	19	200	181
103	77029	2,570	-	-	2,570	Annual	RES	0.007508	19	200	181
103	77030	2,570	-	-	2,570	Annual	RES	0.007508	19	200	181
103	77072	4,230	-	-	4,230	Annual	RES	0.007508	32	200	168
103	77082	5,990	-	-	5,990	Annual	RES	0.007508	45	200	155
103	77095	730	-	-	730	Annual	RES	0.007508	5	200	195
103	77136	14,350	-	-	14,350	Annual	RES	0.007508	108	200	92
103	77138	15,790	-	-	15,790	Annual	RES	0.007508	119	200	81
103	77141	14,780	-	-	14,780	Annual	RES	0.007508	111	200	89
103	77142	14,280	-	-	14,280	Annual	RES	0.007508	107	200	93
103	77144	15,020	-	-	15,020	Annual	RES	0.007508	113	200	87
103	77145	12,160	-	-	12,160	Annual	RES	0.007508	91	200	109
103	77146	13,850	-	-	13,850	Annual	RES	0.007508	104	200	96
103	77147	15,590	-	-	15,590	Annual	RES	0.007508	117	200	83
103	77148	15,770	-	-	15,770	Annual	RES	0.007508	118	200	82
103	77149	15,900	-	-	15,900	Annual	RES	0.007508	119	200	81
103	77150	15,610	-	-	15,610	Annual	RES	0.007508	117	200	83
103	77153	10,510	-	-	10,510	Annual	RES	0.007508	79	200	121
103	77154	10,510	-	-	10,510	Annual	RES	0.007508	79	200	121
103	77155	10,510	-	-	10,510	Annual	RES	0.007508	79	200	121
103	77156	10,510	-	-	10,510	Annual	RES	0.007508	79	200	121
103	77157	10,510	-	-	10,510	Annual	RES	0.007508	79	200	121
103	77158	10,510	-	-	10,510	Annual	RES	0.007508	79	200	121
103	77160	11,820	-	-	11,820	Annual	RES	0.007508	89	200	111
103	77176	3,210	-	-	3,210	Annual	RES	0.007508	24	200	176
103	81944	23,380	-	-	23,380	Annual	RES	0.007508	176	200	24
103	81945	1,110	-	-	1,110	Annual	RES	0.007508	8	200	192
103	81946	1,110	-	-	1,110	Annual	RES	0.007508	8	200	192
103	81947	1,110	-	-	1,110	Annual	RES	0.007508	8	200	192
103	81948	1,110	-	-	1,110	Annual	RES	0.007508	8	200	192
103	81949	2,160	-	-	2,160	Annual	RES	0.007508	16	200	184
103	81950	2,160	-	-	2,160	Annual	RES	0.007508	16	200	184



103	81951	2,140	-	-	2,140	Annual	RES	0.007508	16	200	184
103	81952	2,140	-	-	2,140	Annual	RES	0.007508	16	200	184
103	81953	260	-	-	260	Annual	RES	0.007508	2	200	198
103	81956	110	-	-	110	Annual	RES	0.007508	1	200	199
103	82505	16,710	-	-	16,710	Annual	RES	0.007508	125	200	75
103	82576	24,870	-	-	24,870	Annual	RES	0.007508	187	200	13
103	82620	23,470	-	-	23,470	Annual	RES	0.007508	176	200	24
103	82621	22,140	-	-	22,140	Annual	RES	0.007508	166	200	34
103	82623	22,140	-	-	22,140	Annual	RES	0.007508	166	200	34
103	82624	22,140	-	-	22,140	Annual	RES	0.007508	166	200	34
103	82625	22,140	-	-	22,140	Annual	RES	0.007508	166	200	34
103	82626	23,600	-	-	23,600	Annual	RES	0.007508	177	200	23
103	82627	23,600	-	-	23,600	Annual	RES	0.007508	177	200	23
103	82628	23,600	-	-	23,600	Annual	RES	0.007508	177	200	23
103	82675	24,550	-	-	24,550	Annual	RES	0.007508	184	200	16
103	82801	17,070	-	-	17,070	Annual	RES	0.007508	128	200	72
103	82802	26,200	-	-	26,200	Annual	RES	0.007508	197	200	3
103	82971	6,420	-	-	6,420	Annual	RES	0.007508	48	200	152
103	83816	26,580	-	-	26,580	Annual	RES	0.007508	200	200	0
103	83835	23,180	-	-	23,180	Annual	RES	0.007508	174	200	26
103	83841	26,170	-	-	26,170	Annual	RES	0.007508	196	200	4
103	84004	8,060	-	-	8,060	Annual	RES	0.007508	61	200	139
103	84009	25,210	-	-	25,210	Annual	RES	0.007508	189	200	11
103	84037	26,170	-	-	26,170	Annual	RES	0.007508	196	200	4
103	84038	26,170	-	-	26,170	Annual	RES	0.007508	196	200	4
103	84041	26,170	-	-	26,170	Annual	RES	0.007508	196	200	4
103	105719	4,230	-	-	4,230	Annual	RES	0.007508	32	200	168
103	106132	4,730	-	-	4,730	Annual	RES	0.007508	36	200	164
103	117775	2,500	-	-	2,500	Annual	RES	0.007508	19	200	181
103	118524	2,570	-	-	2,570	Annual	RES	0.007508	19	200	181
103	118525	2,570	-	-	2,570	Annual	RES	0.007508	19	200	181
103	118526	2,570	-	-	2,570	Annual	RES	0.007508	19	200	181
103	118527	2,570	-	-	2,570	Annual	RES	0.007508	19	200	181
103	118528	2,570	-	-	2,570	Annual	RES	0.007508	19	200	181
103	118535	2,570	-	-	2,570	Annual	RES	0.007508	19	200	181
103	118536	2,570	-	-	2,570	Annual	RES	0.007508	19	200	181
103	118537	2,570	-	-	2,570	Annual	RES	0.007508	19	200	181
103	118538	2,570	-	-	2,570	Annual	RES	0.007508	19	200	181
103	118539	2,570	-	-	2,570	Annual	RES	0.007508	19	200	181
103	155351	170	-	-	170	Annual	RES	0.007508	1	200	199
103	182851	1,250	-	-	1,250	Annual	RES	0.007508	9	200	191
103	215384	10,510	-	-	10,510	Annual	RES	0.007508	79	200	121
103	229718	10,890	-	-	10,890	Annual	RES	0.007508	82	200	118
103	229764	7,950	-	-	7,950	Annual	RES	0.007508	60	200	140
103	230032	6,430	-	-	6,430	Annual	RES	0.007508	48	200	152
103	231040	2,820	-	-	2,820	Annual	RES	0.007508	21	200	179
103	234199	4,010	-	-	4,010	Annual	RES	0.007508	30	200	170
103	234211	4,080	-	-	4,080	Annual	RES	0.007508	31	200	169
103	234376	1,460	-	-	1,460	Annual	RES	0.007508	11	200	189
103	234378	1,460	-	-	1,460	Annual	RES	0.007508	11	200	189
103	234499	16,790	-	-	16,790	Annual	RES	0.007508	126	200	74
103	234500	16,660	-	-	16,660	Annual	RES	0.007508	125	200	75
103	234584	11,750	-	-	11,750	Annual	RES	0.007508	88	200	112
103	234592	2,570	-	-	2,570	Annual	RES	0.007508	19	200	181
103	237050	3,970	-	-	3,970	Annual	RES	0.007508	30	200	170
103	289333	1,880	-	-	1,880	Annual	RES	0.007508	14	200	186
103	291535	1,350	-	-	1,350	Annual	RES	0.007508	10	200	190
103	296444	23,560	-	-	23,560	Annual	RES	0.007508	177	200	23
103	300086	11,750	-	-	11,750	Annual	RES	0.007508	88	200	112
103	300087	11,750	-	-	11,750	Annual	RES	0.007508	88	200	112

103	300514	6,870	-	-	6,870	Annual	RES	0.007508	52	200	148
103	303328	5,210	-	-	5,210	Annual	RES	0.007508	39	200	161
103	303460	3,740	-	-	3,740	Annual	RES	0.007508	28	200	172
103	307094	14,350	-	-	14,350	Annual	RES	0.007508	108	200	92
103	307098	14,970	-	-	14,970	Annual	RES	0.007508	112	200	88
103	307101	15,240	-	-	15,240	Annual	RES	0.007508	114	200	86
103	307102	13,020	-	-	13,020	Annual	RES	0.007508	98	200	102
103	307103	13,020	-	-	13,020	Annual	RES	0.007508	98	200	102
103	307105	13,020	-	-	13,020	Annual	RES	0.007508	98	200	102
103	307107	13,020	-	-	13,020	Annual	RES	0.007508	98	200	102
103	307110	16,850	-	-	16,850	Annual	RES	0.007508	127	200	73
103	313764	9,580	-	-	9,580	Annual	RES	0.007508	72	200	128
103	313773	25,200	-	-	25,200	Annual	RES	0.007508	189	200	11
103	313866	2,560	-	-	2,560	Annual	RES	0.007508	19	200	181
103	410907	1,460	-	-	1,460	Annual	RES	0.007508	11	200	189
103	410953	1,470	-	-	1,470	Annual	RES	0.007508	11	200	189
103	410995	1,390	-	-	1,390	Annual	RES	0.007508	10	200	190
252	74357	5,910	-	-	5,910	Annual	NONRE	0.011903	70	400	330
252	74495	10,010	-	-	10,010	Annual	NONRE	0.011903	119	400	281
252	74662	9,010	-	-	9,010	Annual	NONRE	0.011903	107	400	293
252	74665	9,010	-	-	9,010	Annual	NONRE	0.011903	107	400	293
252	75595	3,970	-	-	3,970	Annual	NONRE	0.011903	47	400	353
252	75598	3,970	-	-	3,970	Annual	NONRE	0.011903	47	400	353
252	77097	2,000	-	-	2,000	Annual	NONRE	0.011903	24	400	376
252	80008	11,510	-	-	11,510	Annual	NONRE	0.011903	137	400	263
252	81620	4,650	-	-	4,650	Annual	NONRE	0.011903	55	400	345
252	82003	4,800	-	-	4,800	Annual	NONRE	0.011903	57	400	343
252	82172	1,470	-	-	1,470	Annual	NONRE	0.011903	17	400	383
252	82375	2,370	-	-	2,370	Annual	NONRE	0.011903	28	400	372
252	82760	4,720	-	-	4,720	Annual	NONRE	0.011903	56	400	344
252	82786	3,670	-	-	3,670	Annual	NONRE	0.011903	44	400	356
252	83644	1,150	-	-	1,150	Annual	NONRE	0.011903	14	400	386
252	83645	1,150	-	-	1,150	Annual	NONRE	0.011903	14	400	386
252	83660	12,930	-	-	12,930	Annual	NONRE	0.011903	154	400	246
252	98357	5,840	-	-	5,840	Annual	NONRE	0.011903	70	400	330
252	98362	5,520	-	-	5,520	Annual	NONRE	0.011903	66	400	334
252	98415	8,770	-	-	8,770	Annual	NONRE	0.011903	104	400	296
252	98416	3,720	-	-	3,720	Annual	NONRE	0.011903	44	400	356
252	98439	7,050	-	-	7,050	Annual	NONRE	0.011903	84	400	316
252	117759	7,030	-	-	7,030	Annual	NONRE	0.011903	84	400	316
252	159950	4,700	-	-	4,700	Annual	NONRE	0.011903	56	400	344
252	179157	2,380	-	-	2,380	Annual	NONRE	0.011903	28	400	372
252	184334	3,480	-	-	3,480	Annual	NONRE	0.011903	41	400	359
252	192277	6,410	-	-	6,410	Annual	NONRE	0.011903	76	400	324
252	192294	5,540	-	-	5,540	Annual	NONRE	0.011903	66	400	334
252	203651	1,550	-	-	1,550	Annual	NONRE	0.011903	18	400	382
252	234239	6,890	-	-	6,890	Annual	NONRE	0.011903	82	400	318
252	237950	6,120	-	-	6,120	Annual	NONRE	0.011903	73	400	327
252	289327	1,910	-	-	1,910	Annual	NONRE	0.011903	23	400	377
252	289866	1,220	-	-	1,220	Annual	NONRE	0.011903	15	400	385
252	291476	1,840	-	-	1,840	Annual	NONRE	0.011903	22	400	378
252	410952	1,470	-	-	1,470	Annual	NONRE	0.011903	17	400	383
252	410954	1,470	-	-	1,470	Annual	NONRE	0.011903	17	400	383
252	410955	1,460	-	-	1,460	Annual	NONRE	0.011903	17	400	383
252	410957	4,290	-	-	4,290	Annual	NONRE	0.011903	51	400	349
252	410958	4,670	-	-	4,670	Annual	NONRE	0.011903	56	400	344
252	410959	4,670	-	-	4,670	Annual	NONRE	0.011903	56	400	344
252	410960	4,290	-	-	4,290	Annual	NONRE	0.011903	51	400	349
252	410962	4,670	-	-	4,670	Annual	NONRE	0.011903	56	400	344
252	410963	4,670	-	-	4,670	Annual	NONRE	0.011903	56	400	344

252	410964	4,630	-	-	4,630	Annual	NONRE	0.011903	55	400	345
252	410965	4,630	-	-	4,630	Annual	NONRE	0.011903	55	400	345
252	411075	3,010	-	-	3,010	Annual	NONRE	0.011903	36	400	364
252	411076	3,000	-	-	3,000	Annual	NONRE	0.011903	36	400	364
252	422033	4,670	-	-	4,670	Annual	NONRE	0.011903	56	400	344
252	422034	6,000	-	-	6,000	Annual	NONRE	0.011903	71	400	329
252	422063	4,710	-	-	4,710	Annual	NONRE	0.011903	56	400	344
252	422121	6,740	-	-	6,740	Annual	NONRE	0.011903	80	400	320
252	422122	4,620	-	-	4,620	Annual	NONRE	0.011903	55	400	345
253	71045	1,620	-	-	1,620	Annual	NONRE	0.011903	19	400	381
253	71046	3,700	-	-	3,700	Annual	NONRE	0.011903	44	400	356
253	71071	1,770	-	-	1,770	Annual	NONRE	0.011903	21	400	379
253	71072	4,100	-	-	4,100	Annual	NONRE	0.011903	49	400	351
253	71101	1,430	-	-	1,430	Annual	NONRE	0.011903	17	400	383
253	71102	1,050	-	-	1,050	Annual	NONRE	0.011903	12	400	388
253	71103	1,860	-	-	1,860	Annual	NONRE	0.011903	22	400	378
253	71108	3,650	-	-	3,650	Annual	NONRE	0.011903	43	400	357
253	71109	3,620	-	-	3,620	Annual	NONRE	0.011903	43	400	357
253	71122	2,070	-	-	2,070	Annual	NONRE	0.011903	25	400	375
253	71124	3,940	-	-	3,940	Annual	NONRE	0.011903	47	400	353
253	71125	5,110	-	-	5,110	Annual	NONRE	0.011903	61	400	339
253	71126	2,990	-	-	2,990	Annual	NONRE	0.011903	36	400	364
253	71127	4,330	-	-	4,330	Annual	NONRE	0.011903	52	400	348
253	71146	1,870	-	-	1,870	Annual	NONRE	0.011903	22	400	378
253	71147	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	71148	1,630	-	-	1,630	Annual	NONRE	0.011903	19	400	381
253	71149	950	-	-	950	Annual	NONRE	0.011903	11	400	389
253	71150	900	-	-	900	Annual	NONRE	0.011903	11	400	389
253	71151	860	-	-	860	Annual	NONRE	0.011903	10	400	390
253	71152	1,340	-	-	1,340	Annual	NONRE	0.011903	16	400	384
253	71153	900	-	-	900	Annual	NONRE	0.011903	11	400	389
253	71154	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	71155	1,460	-	-	1,460	Annual	NONRE	0.011903	17	400	383
253	71156	1,120	-	-	1,120	Annual	NONRE	0.011903	13	400	387
253	71157	1,610	-	-	1,610	Annual	NONRE	0.011903	19	400	381
253	71158	1,220	-	-	1,220	Annual	NONRE	0.011903	15	400	385
253	71159	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	71160	850	-	-	850	Annual	NONRE	0.011903	10	400	390
253	71161	860	-	-	860	Annual	NONRE	0.011903	10	400	390
253	71162	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	71163	880	-	-	880	Annual	NONRE	0.011903	10	400	390
253	71164	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	71165	2,530	-	-	2,530	Annual	NONRE	0.011903	30	400	370
253	71166	1,150	-	-	1,150	Annual	NONRE	0.011903	14	400	386
253	71167	860	-	-	860	Annual	NONRE	0.011903	10	400	390
253	72148	1,950	-	-	1,950	Annual	NONRE	0.011903	23	400	377
253	74661	16,650	-	-	16,650	Annual	NONRE	0.011903	198	400	202
253	76585	2,270	-	-	2,270	Annual	NONRE	0.011903	27	400	373
253	76596	3,790	-	-	3,790	Annual	NONRE	0.011903	45	400	355
253	76613	2,860	-	-	2,860	Annual	NONRE	0.011903	34	400	366
253	76614	2,250	-	-	2,250	Annual	NONRE	0.011903	27	400	373
253	76615	3,830	-	-	3,830	Annual	NONRE	0.011903	46	400	354
253	76618	8,420	-	-	8,420	Annual	NONRE	0.011903	100	400	300
253	76622	2,000	-	-	2,000	Annual	NONRE	0.011903	24	400	376
253	76670	17,240	-	-	17,240	Annual	NONRE	0.011903	205	400	195
253	77183	2,480	-	-	2,480	Annual	NONRE	0.011903	30	400	370
253	77184	3,740	-	-	3,740	Annual	NONRE	0.011903	45	400	355
253	77214	3,080	-	-	3,080	Annual	NONRE	0.011903	37	400	363
253	77215	3,190	-	-	3,190	Annual	NONRE	0.011903	38	400	362
253	77219	4,240	-	-	4,240	Annual	NONRE	0.011903	50	400	350

253	77237	3,200	-	-	3,200	Annual	NONRE	0.011903	38	400	362
253	77250	4,100	-	-	4,100	Annual	NONRE	0.011903	49	400	351
253	77259	3,130	-	-	3,130	Annual	NONRE	0.011903	37	400	363
253	77260	2,570	-	-	2,570	Annual	NONRE	0.011903	31	400	369
253	77305	2,360	-	-	2,360	Annual	NONRE	0.011903	28	400	372
253	77307	1,350	-	-	1,350	Annual	NONRE	0.011903	16	400	384
253	77320	1,620	-	-	1,620	Annual	NONRE	0.011903	19	400	381
253	77329	3,740	-	-	3,740	Annual	NONRE	0.011903	45	400	355
253	77359	4,100	-	-	4,100	Annual	NONRE	0.011903	49	400	351
253	77363	3,080	-	-	3,080	Annual	NONRE	0.011903	37	400	363
253	77386	1,640	-	-	1,640	Annual	NONRE	0.011903	20	400	380
253	77420	5,410	-	-	5,410	Annual	NONRE	0.011903	64	400	336
253	77427	2,570	-	-	2,570	Annual	NONRE	0.011903	31	400	369
253	77446	3,020	-	-	3,020	Annual	NONRE	0.011903	36	400	364
253	77461	3,390	-	-	3,390	Annual	NONRE	0.011903	40	400	360
253	77465	2,400	-	-	2,400	Annual	NONRE	0.011903	29	400	371
253	77472	2,690	-	-	2,690	Annual	NONRE	0.011903	32	400	368
253	77517	1,830	-	-	1,830	Annual	NONRE	0.011903	22	400	378
253	77525	3,890	-	-	3,890	Annual	NONRE	0.011903	46	400	354
253	77539	3,020	-	-	3,020	Annual	NONRE	0.011903	36	400	364
253	77541	3,270	-	-	3,270	Annual	NONRE	0.011903	39	400	361
253	77558	3,270	-	-	3,270	Annual	NONRE	0.011903	39	400	361
253	77561	2,250	-	-	2,250	Annual	NONRE	0.011903	27	400	373
253	77584	8,040	-	-	8,040	Annual	NONRE	0.011903	96	400	304
253	77593	3,640	-	-	3,640	Annual	NONRE	0.011903	43	400	357
253	77603	1,040	-	-	1,040	Annual	NONRE	0.011903	12	400	388
253	77614	1,620	-	-	1,620	Annual	NONRE	0.011903	19	400	381
253	77629	1,030	-	-	1,030	Annual	NONRE	0.011903	12	400	388
253	77648	1,230	-	-	1,230	Annual	NONRE	0.011903	15	400	385
253	77664	3,880	-	-	3,880	Annual	NONRE	0.011903	46	400	354
253	77667	4,320	-	-	4,320	Annual	NONRE	0.011903	51	400	349
253	77669	2,270	-	-	2,270	Annual	NONRE	0.011903	27	400	373
253	77675	5,510	-	-	5,510	Annual	NONRE	0.011903	66	400	334
253	77691	3,660	-	-	3,660	Annual	NONRE	0.011903	44	400	356
253	77701	3,040	-	-	3,040	Annual	NONRE	0.011903	36	400	364
253	77730	2,950	-	-	2,950	Annual	NONRE	0.011903	35	400	365
253	77755	3,540	-	-	3,540	Annual	NONRE	0.011903	42	400	358
253	78103	3,070	-	-	3,070	Annual	NONRE	0.011903	37	400	363
253	78109	6,220	-	-	6,220	Annual	NONRE	0.011903	74	400	326
253	78113	5,420	-	-	5,420	Annual	NONRE	0.011903	65	400	335
253	78115	5,270	-	-	5,270	Annual	NONRE	0.011903	63	400	337
253	78118	2,990	-	-	2,990	Annual	NONRE	0.011903	36	400	364
253	78120	4,920	-	-	4,920	Annual	NONRE	0.011903	59	400	341
253	81701	2,410	-	-	2,410	Annual	NONRE	0.011903	29	400	371
253	81838	3,340	-	-	3,340	Annual	NONRE	0.011903	40	400	360
253	81900	4,590	-	-	4,590	Annual	NONRE	0.011903	55	400	345
253	81901	3,840	-	-	3,840	Annual	NONRE	0.011903	46	400	354
253	81902	1,780	-	-	1,780	Annual	NONRE	0.011903	21	400	379
253	81907	3,670	-	-	3,670	Annual	NONRE	0.011903	44	400	356
253	81957	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	81958	970	-	-	970	Annual	NONRE	0.011903	12	400	388
253	81959	890	-	-	890	Annual	NONRE	0.011903	11	400	389
253	82750	890	-	-	890	Annual	NONRE	0.011903	11	400	389
253	82751	890	-	-	890	Annual	NONRE	0.011903	11	400	389
253	82752	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	82753	900	-	-	900	Annual	NONRE	0.011903	11	400	389
253	82754	890	-	-	890	Annual	NONRE	0.011903	11	400	389
253	82755	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	82756	930	-	-	930	Annual	NONRE	0.011903	11	400	389
253	82757	870	-	-	870	Annual	NONRE	0.011903	10	400	390

253	82758	970	-	-	970	Annual	NONRE	0.011903	12	400	388
253	82759	1,060	-	-	1,060	Annual	NONRE	0.011903	13	400	387
253	82771	26,270	-	-	26,270	Annual	NONRE	0.011903	313	400	87
253	82772	27,190	-	-	27,190	Annual	NONRE	0.011903	324	400	76
253	83625	1,460	-	-	1,460	Annual	NONRE	0.011903	17	400	383
253	83626	940	-	-	940	Annual	NONRE	0.011903	11	400	389
253	83627	1,220	-	-	1,220	Annual	NONRE	0.011903	15	400	385
253	83628	930	-	-	930	Annual	NONRE	0.011903	11	400	389
253	83629	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	83631	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	83632	930	-	-	930	Annual	NONRE	0.011903	11	400	389
253	83633	930	-	-	930	Annual	NONRE	0.011903	11	400	389
253	83634	900	-	-	900	Annual	NONRE	0.011903	11	400	389
253	83635	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	83637	1,110	-	-	1,110	Annual	NONRE	0.011903	13	400	387
253	83638	1,110	-	-	1,110	Annual	NONRE	0.011903	13	400	387
253	83639	1,110	-	-	1,110	Annual	NONRE	0.011903	13	400	387
253	83640	1,110	-	-	1,110	Annual	NONRE	0.011903	13	400	387
253	83641	920	-	-	920	Annual	NONRE	0.011903	11	400	389
253	83642	3,010	-	-	3,010	Annual	NONRE	0.011903	36	400	364
253	83643	860	-	-	860	Annual	NONRE	0.011903	10	400	390
253	83648	930	-	-	930	Annual	NONRE	0.011903	11	400	389
253	83649	900	-	-	900	Annual	NONRE	0.011903	11	400	389
253	83650	1,020	-	-	1,020	Annual	NONRE	0.011903	12	400	388
253	83653	890	-	-	890	Annual	NONRE	0.011903	11	400	389
253	83654	890	-	-	890	Annual	NONRE	0.011903	11	400	389
253	83655	890	-	-	890	Annual	NONRE	0.011903	11	400	389
253	83656	890	-	-	890	Annual	NONRE	0.011903	11	400	389
253	83657	900	-	-	900	Annual	NONRE	0.011903	11	400	389
253	83658	940	-	-	940	Annual	NONRE	0.011903	11	400	389
253	83664	850	-	-	850	Annual	NONRE	0.011903	10	400	390
253	83665	860	-	-	860	Annual	NONRE	0.011903	10	400	390
253	83666	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	83667	1,700	-	-	1,700	Annual	NONRE	0.011903	20	400	380
253	83740	920	-	-	920	Annual	NONRE	0.011903	11	400	389
253	83741	980	-	-	980	Annual	NONRE	0.011903	12	400	388
253	83797	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	83798	860	-	-	860	Annual	NONRE	0.011903	10	400	390
253	83799	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	83800	1,670	-	-	1,670	Annual	NONRE	0.011903	20	400	380
253	83919	5,020	-	-	5,020	Annual	NONRE	0.011903	60	400	340
253	84005	30,940	-	-	30,940	Annual	NONRE	0.011903	368	400	32
253	98359	4,410	-	-	4,410	Annual	NONRE	0.011903	52	400	348
253	98360	2,410	-	-	2,410	Annual	NONRE	0.011903	29	400	371
253	98361	3,240	-	-	3,240	Annual	NONRE	0.011903	39	400	361
253	98364	9,270	-	-	9,270	Annual	NONRE	0.011903	110	400	290
253	98365	6,850	-	-	6,850	Annual	NONRE	0.011903	82	400	318
253	98366	7,020	-	-	7,020	Annual	NONRE	0.011903	84	400	316
253	98367	9,030	-	-	9,030	Annual	NONRE	0.011903	107	400	293
253	98372	9,220	-	-	9,220	Annual	NONRE	0.011903	110	400	290
253	98376	1,220	-	-	1,220	Annual	NONRE	0.011903	15	400	385
253	98378	8,650	-	-	8,650	Annual	NONRE	0.011903	103	400	297
253	98379	4,730	-	-	4,730	Annual	NONRE	0.011903	56	400	344
253	98380	1,540	-	-	1,540	Annual	NONRE	0.011903	18	400	382
253	98383	1,280	-	-	1,280	Annual	NONRE	0.011903	15	400	385
253	98387	1,440	-	-	1,440	Annual	NONRE	0.011903	17	400	383
253	98390	1,630	-	-	1,630	Annual	NONRE	0.011903	19	400	381
253	98397	4,280	-	-	4,280	Annual	NONRE	0.011903	51	400	349
253	98404	2,710	-	-	2,710	Annual	NONRE	0.011903	32	400	368
253	98407	2,500	-	-	2,500	Annual	NONRE	0.011903	30	400	370

253	98408	3,650	-	-	3,650	Annual	NONRE	0.011903	43	400	357
253	102057	1,160	-	-	1,160	Annual	NONRE	0.011903	14	400	386
253	102062	2,380	-	-	2,380	Annual	NONRE	0.011903	28	400	372
253	102074	2,590	-	-	2,590	Annual	NONRE	0.011903	31	400	369
253	102099	3,690	-	-	3,690	Annual	NONRE	0.011903	44	400	356
253	102121	3,220	-	-	3,220	Annual	NONRE	0.011903	38	400	362
253	102136	990	-	-	990	Annual	NONRE	0.011903	12	400	388
253	102163	4,680	-	-	4,680	Annual	NONRE	0.011903	56	400	344
253	104393	2,570	-	-	2,570	Annual	NONRE	0.011903	31	400	369
253	117292	3,710	-	-	3,710	Annual	NONRE	0.011903	44	400	356
253	117295	1,630	-	-	1,630	Annual	NONRE	0.011903	19	400	381
253	117321	3,580	-	-	3,580	Annual	NONRE	0.011903	43	400	357
253	117328	3,090	-	-	3,090	Annual	NONRE	0.011903	37	400	363
253	117749	1,560	-	-	1,560	Annual	NONRE	0.011903	19	400	381
253	117750	1,260	-	-	1,260	Annual	NONRE	0.011903	15	400	385
253	117760	7,380	-	-	7,380	Annual	NONRE	0.011903	88	400	312
253	117764	1,420	-	-	1,420	Annual	NONRE	0.011903	17	400	383
253	117766	3,440	-	-	3,440	Annual	NONRE	0.011903	41	400	359
253	117767	3,810	-	-	3,810	Annual	NONRE	0.011903	45	400	355
253	146753	5,670	-	-	5,670	Annual	NONRE	0.011903	67	400	333
253	148117	2,250	-	-	2,250	Annual	NONRE	0.011903	27	400	373
253	148119	5,430	-	-	5,430	Annual	NONRE	0.011903	65	400	335
253	148122	3,910	-	-	3,910	Annual	NONRE	0.011903	47	400	353
253	148127	1,430	-	-	1,430	Annual	NONRE	0.011903	17	400	383
253	153483	1,630	-	-	1,630	Annual	NONRE	0.011903	19	400	381
253	153501	1,410	-	-	1,410	Annual	NONRE	0.011903	17	400	383
253	153797	4,540	-	-	4,540	Annual	NONRE	0.011903	54	400	346
253	153814	1,730	-	-	1,730	Annual	NONRE	0.011903	21	400	379
253	153815	1,260	-	-	1,260	Annual	NONRE	0.011903	15	400	385
253	154727	1,830	-	-	1,830	Annual	NONRE	0.011903	22	400	378
253	159435	3,270	-	-	3,270	Annual	NONRE	0.011903	39	400	361
253	159954	1,630	-	-	1,630	Annual	NONRE	0.011903	19	400	381
253	179464	3,250	-	-	3,250	Annual	NONRE	0.011903	39	400	361
253	181737	1,620	-	-	1,620	Annual	NONRE	0.011903	19	400	381
253	182861	980	-	-	980	Annual	NONRE	0.011903	12	400	388
253	184332	1,710	-	-	1,710	Annual	NONRE	0.011903	20	400	380
253	184336	2,280	-	-	2,280	Annual	NONRE	0.011903	27	400	373
253	192323	3,770	-	-	3,770	Annual	NONRE	0.011903	45	400	355
253	203654	3,740	-	-	3,740	Annual	NONRE	0.011903	45	400	355
253	208962	3,180	-	-	3,180	Annual	NONRE	0.011903	38	400	362
253	219376	3,070	-	-	3,070	Annual	NONRE	0.011903	37	400	363
253	219377	3,270	-	-	3,270	Annual	NONRE	0.011903	39	400	361
253	221366	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	229997	1,600	-	-	1,600	Annual	NONRE	0.011903	19	400	381
253	229999	1,600	-	-	1,600	Annual	NONRE	0.011903	19	400	381
253	230006	2,070	-	-	2,070	Annual	NONRE	0.011903	25	400	375
253	230010	2,190	-	-	2,190	Annual	NONRE	0.011903	26	400	374
253	230013	3,410	-	-	3,410	Annual	NONRE	0.011903	41	400	359
253	230020	2,190	-	-	2,190	Annual	NONRE	0.011903	26	400	374
253	230096	2,600	-	-	2,600	Annual	NONRE	0.011903	31	400	369
253	234203	4,020	-	-	4,020	Annual	NONRE	0.011903	48	400	352
253	234204	4,000	-	-	4,000	Annual	NONRE	0.011903	48	400	352
253	234238	4,850	-	-	4,850	Annual	NONRE	0.011903	58	400	342
253	234242	3,160	-	-	3,160	Annual	NONRE	0.011903	38	400	362
253	234245	2,570	-	-	2,570	Annual	NONRE	0.011903	31	400	369
253	234246	3,960	-	-	3,960	Annual	NONRE	0.011903	47	400	353
253	234249	2,190	-	-	2,190	Annual	NONRE	0.011903	26	400	374
253	234556	2,530	-	-	2,530	Annual	NONRE	0.011903	30	400	370
253	234563	1,530	-	-	1,530	Annual	NONRE	0.011903	18	400	382
253	235722	3,110	-	-	3,110	Annual	NONRE	0.011903	37	400	363

253	238017	3,070	-	-	3,070	Annual	NONRE	0.011903	37	400	363
253	289278	4,240	-	-	4,240	Annual	NONRE	0.011903	50	400	350
253	289857	1,920	-	-	1,920	Annual	NONRE	0.011903	23	400	377
253	289867	2,880	-	-	2,880	Annual	NONRE	0.011903	34	400	366
253	291405	3,600	-	-	3,600	Annual	NONRE	0.011903	43	400	357
253	291650	3,630	-	-	3,630	Annual	NONRE	0.011903	43	400	357
253	296431	900	-	-	900	Annual	NONRE	0.011903	11	400	389
253	296442	2,930	-	-	2,930	Annual	NONRE	0.011903	35	400	365
253	296463	4,460	-	-	4,460	Annual	NONRE	0.011903	53	400	347
253	296472	2,800	-	-	2,800	Annual	NONRE	0.011903	33	400	367
253	296473	4,270	-	-	4,270	Annual	NONRE	0.011903	51	400	349
253	296474	1,960	-	-	1,960	Annual	NONRE	0.011903	23	400	377
253	296475	1,140	-	-	1,140	Annual	NONRE	0.011903	14	400	386
253	296476	2,730	-	-	2,730	Annual	NONRE	0.011903	32	400	368
253	300145	2,940	-	-	2,940	Annual	NONRE	0.011903	35	400	365
253	300346	1,030	-	-	1,030	Annual	NONRE	0.011903	12	400	388
253	300347	2,610	-	-	2,610	Annual	NONRE	0.011903	31	400	369
253	300348	3,520	-	-	3,520	Annual	NONRE	0.011903	42	400	358
253	300582	970	-	-	970	Annual	NONRE	0.011903	12	400	388
253	300583	950	-	-	950	Annual	NONRE	0.011903	11	400	389
253	303329	4,270	-	-	4,270	Annual	NONRE	0.011903	51	400	349
253	303331	3,580	-	-	3,580	Annual	NONRE	0.011903	43	400	357
253	303389	3,330	-	-	3,330	Annual	NONRE	0.011903	40	400	360
253	303411	1,830	-	-	1,830	Annual	NONRE	0.011903	22	400	378
253	303416	1,720	-	-	1,720	Annual	NONRE	0.011903	20	400	380
253	303417	1,790	-	-	1,790	Annual	NONRE	0.011903	21	400	379
253	303420	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	303421	3,170	-	-	3,170	Annual	NONRE	0.011903	38	400	362
253	303423	850	-	-	850	Annual	NONRE	0.011903	10	400	390
253	303424	880	-	-	880	Annual	NONRE	0.011903	10	400	390
253	303457	1,010	-	-	1,010	Annual	NONRE	0.011903	12	400	388
253	303458	930	-	-	930	Annual	NONRE	0.011903	11	400	389
253	303459	900	-	-	900	Annual	NONRE	0.011903	11	400	389
253	303477	1,390	-	-	1,390	Annual	NONRE	0.011903	17	400	383
253	307135	4,420	-	-	4,420	Annual	NONRE	0.011903	53	400	347
253	307140	2,570	-	-	2,570	Annual	NONRE	0.011903	31	400	369
253	307152	2,420	-	-	2,420	Annual	NONRE	0.011903	29	400	371
253	307153	4,850	-	-	4,850	Annual	NONRE	0.011903	58	400	342
253	307200	2,110	-	-	2,110	Annual	NONRE	0.011903	25	400	375
253	309860	1,460	-	-	1,460	Annual	NONRE	0.011903	17	400	383
253	309861	2,000	-	-	2,000	Annual	NONRE	0.011903	24	400	376
253	309862	2,460	-	-	2,460	Annual	NONRE	0.011903	29	400	371
253	410587	3,890	-	-	3,890	Annual	NONRE	0.011903	46	400	354
253	410905	2,710	-	-	2,710	Annual	NONRE	0.011903	32	400	368
253	410908	2,450	-	-	2,450	Annual	NONRE	0.011903	29	400	371
253	410924	720	-	-	720	Annual	NONRE	0.011903	9	400	391
253	410926	270	-	-	270	Annual	NONRE	0.011903	3	400	397
253	410927	60	-	-	60	Annual	NONRE	0.011903	1	400	399
253	410946	3,600	-	-	3,600	Annual	NONRE	0.011903	43	400	357
253	410947	4,560	-	-	4,560	Annual	NONRE	0.011903	54	400	346
253	410949	960	-	-	960	Annual	NONRE	0.011903	11	400	389
253	410951	3,190	-	-	3,190	Annual	NONRE	0.011903	38	400	362
253	410961	6,310	-	-	6,310	Annual	NONRE	0.011903	75	400	325
253	410966	930	-	-	930	Annual	NONRE	0.011903	11	400	389
253	410971	2,340	-	-	2,340	Annual	NONRE	0.011903	28	400	372
253	410972	2,340	-	-	2,340	Annual	NONRE	0.011903	28	400	372
253	410974	2,780	-	-	2,780	Annual	NONRE	0.011903	33	400	367
253	410976	2,340	-	-	2,340	Annual	NONRE	0.011903	28	400	372
253	410977	2,340	-	-	2,340	Annual	NONRE	0.011903	28	400	372
253	410978	4,680	-	-	4,680	Annual	NONRE	0.011903	56	400	344

253	411066	1,150	-	-	1,150	Annual	NONRE	0.011903	14	400	386
253	411068	850	-	-	850	Annual	NONRE	0.011903	10	400	390
253	411069	850	-	-	850	Annual	NONRE	0.011903	10	400	390
253	411070	850	-	-	850	Annual	NONRE	0.011903	10	400	390
253	411071	850	-	-	850	Annual	NONRE	0.011903	10	400	390
253	411072	1,460	-	-	1,460	Annual	NONRE	0.011903	17	400	383
253	411073	4,050	-	-	4,050	Annual	NONRE	0.011903	48	400	352
253	411074	4,250	-	-	4,250	Annual	NONRE	0.011903	51	400	349
253	411077	1,150	-	-	1,150	Annual	NONRE	0.011903	14	400	386
253	411098	2,470	-	-	2,470	Annual	NONRE	0.011903	29	400	371
253	411164	2,570	-	-	2,570	Annual	NONRE	0.011903	31	400	369
253	411165	2,530	-	-	2,530	Annual	NONRE	0.011903	30	400	370
253	411166	3,010	-	-	3,010	Annual	NONRE	0.011903	36	400	364
253	411167	5,630	-	-	5,630	Annual	NONRE	0.011903	67	400	333
253	411168	860	-	-	860	Annual	NONRE	0.011903	10	400	390
253	411250	1,630	-	-	1,630	Annual	NONRE	0.011903	19	400	381
253	411251	2,110	-	-	2,110	Annual	NONRE	0.011903	25	400	375
253	411252	1,100	-	-	1,100	Annual	NONRE	0.011903	13	400	387
253	411253	1,070	-	-	1,070	Annual	NONRE	0.011903	13	400	387
253	411254	1,070	-	-	1,070	Annual	NONRE	0.011903	13	400	387
253	411256	900	-	-	900	Annual	NONRE	0.011903	11	400	389
253	411257	4,660	-	-	4,660	Annual	NONRE	0.011903	55	400	345
253	411258	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	411259	890	-	-	890	Annual	NONRE	0.011903	11	400	389
253	411260	850	-	-	850	Annual	NONRE	0.011903	10	400	390
253	411261	4,900	-	-	4,900	Annual	NONRE	0.011903	58	400	342
253	422003	3,150	-	-	3,150	Annual	NONRE	0.011903	37	400	363
253	422004	2,740	-	-	2,740	Annual	NONRE	0.011903	33	400	367
253	422005	3,280	-	-	3,280	Annual	NONRE	0.011903	39	400	361
253	422006	3,760	-	-	3,760	Annual	NONRE	0.011903	45	400	355
253	422007	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	422008	970	-	-	970	Annual	NONRE	0.011903	12	400	388
253	422009	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	422010	890	-	-	890	Annual	NONRE	0.011903	11	400	389
253	422011	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	422012	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	422013	880	-	-	880	Annual	NONRE	0.011903	10	400	390
253	422014	880	-	-	880	Annual	NONRE	0.011903	10	400	390
253	422016	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	422017	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	422018	1,600	-	-	1,600	Annual	NONRE	0.011903	19	400	381
253	422019	1,600	-	-	1,600	Annual	NONRE	0.011903	19	400	381
253	422020	1,730	-	-	1,730	Annual	NONRE	0.011903	21	400	379
253	422021	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	422022	840	-	-	840	Annual	NONRE	0.011903	10	400	390
253	422023	900	-	-	900	Annual	NONRE	0.011903	11	400	389
253	422024	1,220	-	-	1,220	Annual	NONRE	0.011903	15	400	385
253	422025	1,070	-	-	1,070	Annual	NONRE	0.011903	13	400	387
253	422026	1,440	-	-	1,440	Annual	NONRE	0.011903	17	400	383
253	422027	930	-	-	930	Annual	NONRE	0.011903	11	400	389
253	422028	1,560	-	-	1,560	Annual	NONRE	0.011903	19	400	381
253	422029	1,390	-	-	1,390	Annual	NONRE	0.011903	17	400	383
253	422030	1,070	-	-	1,070	Annual	NONRE	0.011903	13	400	387
253	422031	900	-	-	900	Annual	NONRE	0.011903	11	400	389
253	422032	1,480	-	-	1,480	Annual	NONRE	0.011903	18	400	382
253	422035	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	422036	850	-	-	850	Annual	NONRE	0.011903	10	400	390
253	422037	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	422038	4,640	-	-	4,640	Annual	NONRE	0.011903	55	400	345
253	422040	1,560	-	-	1,560	Annual	NONRE	0.011903	19	400	381



253	422041	3,160	-	-	3,160	Annual	NONRE	0.011903	38	400	362
253	422042	1,360	-	-	1,360	Annual	NONRE	0.011903	16	400	384
253	422043	890	-	-	890	Annual	NONRE	0.011903	11	400	389
253	422044	850	-	-	850	Annual	NONRE	0.011903	10	400	390
253	422045	840	-	-	840	Annual	NONRE	0.011903	10	400	390
253	422046	1,120	-	-	1,120	Annual	NONRE	0.011903	13	400	387
253	422047	930	-	-	930	Annual	NONRE	0.011903	11	400	389
253	422048	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	422049	910	-	-	910	Annual	NONRE	0.011903	11	400	389
253	422050	850	-	-	850	Annual	NONRE	0.011903	10	400	390
253	422051	890	-	-	890	Annual	NONRE	0.011903	11	400	389
253	422064	1,060	-	-	1,060	Annual	NONRE	0.011903	13	400	387
253	422065	1,330	-	-	1,330	Annual	NONRE	0.011903	16	400	384
253	422066	3,510	-	-	3,510	Annual	NONRE	0.011903	42	400	358
253	422067	2,300	-	-	2,300	Annual	NONRE	0.011903	27	400	373
253	422068	2,630	-	-	2,630	Annual	NONRE	0.011903	31	400	369
253	422069	910	-	-	910	Annual	NONRE	0.011903	11	400	389
253	422082	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	422083	950	-	-	950	Annual	NONRE	0.011903	11	400	389
253	422084	890	-	-	890	Annual	NONRE	0.011903	11	400	389
253	422085	1,460	-	-	1,460	Annual	NONRE	0.011903	17	400	383
253	422086	1,400	-	-	1,400	Annual	NONRE	0.011903	17	400	383
253	422087	4,670	-	-	4,670	Annual	NONRE	0.011903	56	400	344
253	422089	1,040	-	-	1,040	Annual	NONRE	0.011903	12	400	388
253	422090	860	-	-	860	Annual	NONRE	0.011903	10	400	390
253	422091	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	422092	1,420	-	-	1,420	Annual	NONRE	0.011903	17	400	383
253	422102	920	-	-	920	Annual	NONRE	0.011903	11	400	389
253	422103	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	422105	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	422106	860	-	-	860	Annual	NONRE	0.011903	10	400	390
253	422111	1,190	-	-	1,190	Annual	NONRE	0.011903	14	400	386
253	422112	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	422113	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	422114	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	422115	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	422116	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	422117	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	422118	920	-	-	920	Annual	NONRE	0.011903	11	400	389
253	422119	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	422120	970	-	-	970	Annual	NONRE	0.011903	12	400	388
253	440001	1,910	-	-	1,910	Annual	NONRE	0.011903	23	400	377
253	440002	1,580	-	-	1,580	Annual	NONRE	0.011903	19	400	381
253	440003	3,640	-	-	3,640	Annual	NONRE	0.011903	43	400	357
253	440004	1,140	-	-	1,140	Annual	NONRE	0.011903	14	400	386
253	440005	990	-	-	990	Annual	NONRE	0.011903	12	400	388
253	440006	950	-	-	950	Annual	NONRE	0.011903	11	400	389
253	440007	1,150	-	-	1,150	Annual	NONRE	0.011903	14	400	386
253	440010	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	440011	3,080	-	-	3,080	Annual	NONRE	0.011903	37	400	363
253	440012	970	-	-	970	Annual	NONRE	0.011903	12	400	388
253	440013	900	-	-	900	Annual	NONRE	0.011903	11	400	389
253	440014	990	-	-	990	Annual	NONRE	0.011903	12	400	388
253	440017	1,220	-	-	1,220	Annual	NONRE	0.011903	15	400	385
253	440018	2,390	-	-	2,390	Annual	NONRE	0.011903	28	400	372
253	440019	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	440020	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	440021	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	440022	2,530	-	-	2,530	Annual	NONRE	0.011903	30	400	370
253	440023	1,840	-	-	1,840	Annual	NONRE	0.011903	22	400	378

253	440024	2,110	-	-	2,110	Annual	NONRE	0.011903	25	400	375
253	440025	1,000	-	-	1,000	Annual	NONRE	0.011903	12	400	388
253	440026	940	-	-	940	Annual	NONRE	0.011903	11	400	389
253	440027	2,110	-	-	2,110	Annual	NONRE	0.011903	25	400	375
253	440029	940	-	-	940	Annual	NONRE	0.011903	11	400	389
253	440030	940	-	-	940	Annual	NONRE	0.011903	11	400	389
253	440031	2,100	-	-	2,100	Annual	NONRE	0.011903	25	400	375
253	440032	870	-	-	870	Annual	NONRE	0.011903	10	400	390
253	440033	970	-	-	970	Annual	NONRE	0.011903	12	400	388
253	440034	2,540	-	-	2,540	Annual	NONRE	0.011903	30	400	370
253	440035	940	-	-	940	Annual	NONRE	0.011903	11	400	389
253	440043	2,440	-	-	2,440	Annual	NONRE	0.011903	29	400	371
253	440047	850	-	-	850	Annual	NONRE	0.011903	10	400	390
253	440049	840	-	-	840	Annual	NONRE	0.011903	10	400	390
253	440050	840	-	-	840	Annual	NONRE	0.011903	10	400	390
253	440051	930	-	-	930	Annual	NONRE	0.011903	11	400	389
253	440052	930	-	-	930	Annual	NONRE	0.011903	11	400	389
253	440053	930	-	-	930	Annual	NONRE	0.011903	11	400	389
253	440054	930	-	-	930	Annual	NONRE	0.011903	11	400	389

Roll	Assessment	Legal	Size				Comments
081956	\$ 110		SW-31-107-20-5	1	9900	F	Misc. Lease
155351	\$ 170		SW-8-109-12-5	0.3	2095	A1	The only property they own
081953	\$ 260		SE-1-112-1-5	2.37	9900	999999	Misc. Lease
077095	\$ 730		SW-21-118-12-5	1	9950	CR	Misc. Lease
081945	\$ 1,110		SE-27-110-24-5	10.27	9900	F	Misc. Lease
081946	\$ 1,110		SW-27-110-24-5	10.26	9900	F	Misc. Lease
081947	\$ 1,110		NW-27-110-24-5	10.26	9900	F	Misc. Lease
081948	\$ 1,110		NE-27-110-24-5	10.26	9900	F	Misc. Lease
182851	\$ 1,250		NE-3-121-19-5	1	7505	A1	Trappers Cabin
076748	\$ 1,310	NORTHVER 6		0.3	5005	A1	Could be Farmland
291535	\$ 1,350		NW-5-109-6-6	0.44	2085	F	Campsite
410995	\$ 1,390		NE-18-100-12-5	0.88	9950	F	Misc. Lease
071129	\$ 1,460		SW-6-99-8-5	1	9950	F	Trappers Cabin
071131	\$ 1,460		NE-8-101-9-5	1	9950	F	Trappers Cabin
234376	\$ 1,460		SW-8-123-3-6	1	9950	F	Trappers Cabin
234378	\$ 1,460		SW-5-123-4-6	1	9950	F	Fishing Cabin
410907	\$ 1,460		NW-31-112-20-5	1	9950	F	Trappers Cabin
410953	\$ 1,470		NE-25-123-4-5	1.01	9950	F	Fishing Cabin
074356	\$ 1,740		NE-28-108-5-5	1.06	2085	A	Misc. Lease
289333	\$ 1,880		S -9-105-17-5	1	2085	F	Trappers Cabin
081951	\$ 2,140		NE-7-117-5-6	19.77	9900	999999	Misc. Lease
081952	\$ 2,140		NW-8-117-5-6	19.77	9900	999999	Misc. Lease
081949	\$ 2,160		SW-26-107-6-6	19.98	9900	F	Misc. Lease
081950	\$ 2,160		SE-27-107-6-6	19.98	9900	F	Misc. Lease
077024	\$ 2,430	CARCAJOU 1 1		691.2	9005	CR	CARCAJOU 1 1
074690	\$ 2,450		SW-2-109-13-5	2	5505	A	Could be Farmland
117775	\$ 2,500		W -3-121-19-5	3	7505	F	S of Steen Rv.8-10 milesW hw
071121	\$ 2,530		NE-36-107-24-5	3.56	9950	F	Misc. Lease
313866	\$ 2,560		SW-27-110-6-6	3.64	9950	F	Marv's Blade Service
077025	\$ 2,570	CARCAJOU 1 2		919.7	9005	CR	CARCAJOU 1 1
077026	\$ 2,570	2 6	PT-30-101-19-5	919.7	9005	CR	CARCAJOU 1 1
077027	\$ 2,570	2 7	PT-30-101-19-5	919.7	9005	CR	CARCAJOU 1 1
077028	\$ 2,570	CARCAJOU 2 9		919.7	9005	CR	CARCAJOU 1 1
077029	\$ 2,570	CARCAJOU 2 10		919.7	9005	CR	CARCAJOU 1 1
077030	\$ 2,570	2 15	PT-30-101-19-5	919.7	9005	CR	CARCAJOU 1 1
118524	\$ 2,570	CARCAJOU 4 1		919.7	9005	CR	CARCAJOU 1 1
118525	\$ 2,570	CARCAJOU 4 2		919.7	9005	CR	CARCAJOU 1 1

118526	\$ 2,570	CARCAJOU 4 3		919.7	9005	CR		CARCAJOU 1 1
118527	\$ 2,570	CARCAJOU 4 4		919.7	9005	CR		CARCAJOU 1 1
118528	\$ 2,570	CARCAJOU 4 5		919.7	9005	CR		CARCAJOU 1 1
118535	\$ 2,570	CARCAJOU 4 12		919.7	9005	CR		CARCAJOU 1 1
118536	\$ 2,570	CARCAJOU 4 13		919.7	9005	CR		CARCAJOU 1 1
118537	\$ 2,570	CARCAJOU 4 14		919.7	9005	CR		CARCAJOU 1 1
118538	\$ 2,570	CARCAJOU 4 15		919.7	9005	CR		CARCAJOU 1 1
118539	\$ 2,570	CARCAJOU 4 16		919.7	9005	CR		CARCAJOU 1 1
234592	\$ 2,570	8621618 1 3	S -16-109-14-5	1.41	2095	A1		Could be Farmland
071130	\$ 2,620		NW-3-120-8-6	3.83	9950	F		Misc. Lease
231040	\$ 2,820		NW-23-104-18-5	0.65	2080	A1		Could be Farmland
077176	\$ 3,210	0226371 1 1	NE-19-108-13-5	13.27	2075	CR		Non Farm Sheds Travel Trailer
071120	\$ 3,540		SW-16-97-16-5	8.92	9950	F		Misc. Lease
303460	\$ 3,740		SE-28-122-22-5	11.73	9950	F	Portable Camp	Portable Camp
071132	\$ 3,870		NE-32-106-20-5	15.7	9950	F		Misc. Lease
237050	\$ 3,970		NW-27-110-15-5	157	2095	A1		Has Cabin N/V
234199	\$ 4,010		SE-20-116-22-5	20	9950	F		Misc. Lease
234211	\$ 4,080		SW-20-109-14-5	3.25	2095	A1		Could be Farmland
077072	\$ 4,230		NE-28-108-5-5	5.26	2085	A1		????? Remote
105719	\$ 4,230		SW-24-108-14-5	3.6	2095	A1		Cabin?
106132	\$ 4,730	3421RS 1		1	4005	A2		Old Farm Site
303328	\$ 5,210	9122501	SW-15-110-6-6	7.88	2085	F	Closed Camp	Closed Camp
077082	\$ 5,990	NORTHVER 6		40.29	5005	A1		Could be Farmland
082971	\$ 6,420	1120933 1 1	SW-6-106-10-5	14.83	2085	REC		Could be Farmland
230032	\$ 6,430	NORTHVER 7		71.2	5005	A1		Could be Farmland
300514	\$ 6,870		OT-14-104-17-5	2752	2070	A1		Could be Farmland
074360	\$ 7,140		SW-28-108-5-5	23.2	2085	A		????? Remote
229764	\$ 7,950		NW-3-110-12-5	148	2095	A1		Gravel Pit
084004	\$ 8,060	1423390 1 1	NE-21-109-12-5	19.99	2095	A		Could be Farmland
313764	\$ 9,580	FORTVER 4 2		4.85	4005	A1		Could be Farmland
074354	\$ 9,900		NE-21-108-5-5	151.3	2085	A		????? Remote
071169	\$ 9,960		SW-5-106-10-5	155.92	2085	A		Could be Farmland
071168	\$ 9,980		NW-5-106-10-5	157.89	2085	A		Could be Farmland
077017	\$ 9,980		SE-5-106-10-5	158	2085	999999		Could be Farmland
077016	\$ 10,000		NE-5-106-10-5	160	2085	999999		Could be Farmland
077153	\$ 10,510	0122639 53		1830	9505	CR		Hutch Lake
077154	\$ 10,510	0122639 54		1830	9505	CR		Hutch Lake
077155	\$ 10,510	0122639 55		1830	9505	CR		Hutch Lake

077156	\$ 10,510	0122639 56		1830	9505	CR		Hutch Lake
077157	\$ 10,510	0122639 57		1830	9505	CR		Hutch Lake
077158	\$ 10,510	0122639 58		1830	9505	HLR		Hutch Lake
215384	\$ 10,510		SW-12-110-15-5	76.2	2095	A1		Could be Farmland
229718	\$ 10,890		NW-2-110-11-5	97.51	2095	A1		Could be Farmland
074757	\$ 11,750		SW-31-109-13-5	160	2095	A		Could be Farmland
234584	\$ 11,750		SE-12-109-11-5	160	2095	A1		Could be Farmland
300086	\$ 11,750		NE-27-109-12-5	160	2095	A1		Could be Farmland
300087	\$ 11,750		NW-27-109-12-5	160	2095	A1		Could be Farmland
077160	\$ 11,820	0122639 60		1830	9505	CR		Hutch Lake
077145	\$ 12,160	0122639 45		2690	9505	CR		Hutch Lake
076678	\$ 12,950	FORTVER 2 7A		3	2075	CR		Old Farm Site
307103	\$ 13,020	9222231 10	NW-28-112-20-5	1780.7	9505	HLR		Hutch Lake
307102	\$ 13,020	9222231 9	NW-28-112-20-5	1780.7	9505	HLR		Hutch Lake
307105	\$ 13,020	9222231 12	NW-28-112-20-5	1780.7	9505	HLR		Hutch Lake
307107	\$ 13,020	9222231 14	NW-28-112-20-5	1780.7	9505	HLR	Tax Forfeiture	Hutch Lake
077146	\$ 13,850	0122639 46		2780	9505	CR		Hutch Lake
077142	\$ 14,280	0122639 42		2277	9505	CR		Hutch Lake
077136	\$ 14,350	0122639 36		2310	9505	CR		Hutch Lake
307094	\$ 14,350	9222231 1	NW-28-112-20-5	2306.8	9505	HLR		Hutch Lake
077141	\$ 14,780	0122639 41		2504.7	9505	CR		Hutch Lake
307098	\$ 14,970	9222231 5	NW-28-112-20-5	2590.1	9505	HLR		Hutch Lake
077144	\$ 15,020	0122639 44		2610	9505	CR		Hutch Lake
307101	\$ 15,240	9222231 7	NW-28-112-20-5	2711.5	9505	HLR		Hutch Lake
077147	\$ 15,590	0122639 47		2870	9505	CR		Hutch Lake
077150	\$ 15,610	0122639 50		2880	9505	CR		Hutch Lake
076719	\$ 15,730	FORTVER 4 10		57.65	4005	A1		Could be Farmland
077148	\$ 15,770	0122639 48		2950	9505	CR		Hutch Lake
077138	\$ 15,790	0122639 38		2310	9505	CR		Hutch Lake
077149	\$ 15,900	0122639 49		3010	9505	CR		Hutch Lake
234500	\$ 16,660		SE-3-109-12-5	4.96	2075	A1		Could be Farmland
082505	\$ 16,710	0721050 12 1		4.99	2075	A1		????? Remote
234499	\$ 16,790		NW-2-109-12-5	5.04	2075	A1		Could be Farmland
307110	\$ 16,850	9222231 17	NW-28-112-20-5	3440	9505	HLR		????? Remote
082801	\$ 17,070	1020707 1 1	SE-23-104-15-5	3.85	2065	A1		Vacant Residential
076706	\$ 17,820	FORTVER 3 11		13.24	2075	CR		Could be Farmland
071028	\$ 18,490		SW-16-106-11-5	6.16	2075	A		Could be Farmland
075066	\$ 18,850		NW-13-108-14-5	6.4	2075	A		Could be Farmland

082621	\$ 22,140	0826817 3 4	SW-12-107-14-5	2.99	2060	RC2		Could be Farmland
082623	\$ 22,140	0826817 3 5	SW-12-107-14-5	2.99	2060	RC2		Could be Farmland
082624	\$ 22,140	0826817 3 6	SW-12-107-14-5	2.99	2060	RC2		Could be Farmland
082625	\$ 22,140	0826817 3 7	SW-12-107-14-5	2.99	2060	RC2		Could be Farmland
083835	\$ 23,180	1322689 1 2	SE-9-110-15-5	7.46	2095	A		Could be Farmland
072119	\$ 23,290	0022624 1 1	SE-30-108-18-5	10.01	2045	A		Could be Farmland
081944	\$ 23,380		NE-22-110-24-5	10.27	2045	999999		Misc. Lease
082620	\$ 23,470	0826817 3 3	SW-12-107-14-5	3.01	2060	RC2		
296444	\$ 23,560	8920568 1 1	NE-11-110-18-5	4.99	2020	A1		
082626	\$ 23,600	0826817 3 8	SW-12-107-14-5	3.06	2060	RC2		
082627	\$ 23,600	0826817 3 9	SW-12-107-14-5	3.06	2060	RC2		
082628	\$ 23,600	0826817 3 10	SW-12-107-14-5	3.06	2060	RC2		
082675	\$ 24,550	0829126 1 1	SE-21-110-18-5	10.01	2030	A1		
082576	\$ 24,870	0729088 1 1	SE-16-109-16-5	9.98	2040	A1		
313773	\$ 25,200		NW-8-104-17-5	12.5	2075	A1		
084009	\$ 25,210	1423745 1 1	SE-15-107-13-5	12.53	2075	A1		
083841	\$ 26,170	1322902 1 3	NW-20-105-13-5	10.01	2070	A1		
084037	\$ 26,170	1424435 1 1	NE-7-106-12-5	10.01	2070	A1		
084038	\$ 26,170	1424435 1 2	NE-7-106-12-5	10.01	2070	A1		
084041	\$ 26,170	1424599 2 1	SW-4-107-13-5	10.01	2070	A1		
082802	\$ 26,200	1020707 1 2	SE-23-104-15-5	9.12	2065	A1		
083816	\$ 26,580	1321088 1 1	NW-9-104-17-5	11.1	2070	A1		
083852	\$ 27,220	1324359 1 1	SW-27-105-14-5	4.45	2060	A1		
082404	\$ 27,260	0624078 2 5	SE-32-110-19-5	3.43	2010	CR		
082403	\$ 27,550	0624078 2 4	SE-32-110-19-5	3.53	2010	CR		
083837	\$ 27,600	1322635 1 1	E -17-108-12-5	19.42	2075	A1		
082402	\$ 27,700	0624078 2 3	SE-32-110-19-5	3.58	2010	CR		
082401	\$ 27,790	0624078 2 2	SE-32-110-19-5	3.61	2010	CR		
306819	\$ 27,930	9220367 1 1	NW-18-109-13-5	5.19	2095	A1		
082619	\$ 28,630	0826817 3 2	SW-12-107-14-5	4.99	2060	RC2		
084044	\$ 28,630	1424684 1 2	SE-33-100-14-5	4.99	2060	A1		
307113	\$ 28,990	9222231 20	NW-28-112-20-5	1780.7	9506	HLR		
307121	\$ 29,790	9222231 27	NW-28-112-20-5	1942.6	9506	HLR		
082544	\$ 29,950	0725380 3 1		28.15	2075	HI1		
083817	\$ 30,260	1321235 1 1	SE-29-107-13-5	10.01	2065	999999		
083422	\$ 30,270	1220237 1 1	NW-15-104-15-5	10.03	2065	A		
291478	\$ 31,170	8822429 1 1	NE-31-110-19-5	4.78	2010	A1		
219402	\$ 32,140		NW-25-105-15-5	5.39	2055	A1		

082405	\$ 32,210	0624078 2 6	SE-32-110-19-5	5.14	2010	CR		
082761	\$ 33,160	0924953 2 1	NW-31-109-18-5	6.38	2015	A1		
082587	\$ 34,260	0820368 1 1	SE-31-109-18-5	9.98	2020	A1		
306823	\$ 34,500	9221038 1 2	SE-24-108-14-5	62.81	2075	A1		
307123	\$ 35,310	9222231 30	NW-28-112-20-5	2994.8	9506	HLR		
071073	\$ 35,960		SE-4-111-19-5	71.47	2030	A		
076708	\$ 36,700	FORTVER 3 11		1.69	3005	HCR2		
082590	\$ 36,780	0821078 1 2	NW-22-107-14-5	3.11	2065	A		
082606	\$ 36,830	0825028 1 1	SE-18-110-18-5	15.17	2020	A1		
083614	\$ 39,010	1223100 1 1	NW-31-104-14-5	10.01	2065	A		
083868	\$ 39,720	1324942 1 2	SE-33-105-15-5	5.26	2055	A1		
074359	\$ 39,910		SE-28-108-5-5	151.7	2085	A		
296859	\$ 40,840		NE-22-110-18-5	159	2030	A1		
082397	\$ 41,680	0622511 1 1	SW-33-106-15-5	10.01	2060	A1		
084042	\$ 41,680	1424683 1 1	SE-12-107-14-5	10.01	2060	A1		
083873	\$ 41,730	1325104 1 1	SE-9-106-14-5	10.08	2060	A		
076769	\$ 41,760	0426626 1 1	NE-7-110-17-5	9.98	2020	CR		
083076	\$ 41,830	1122975 1 1	NE-11-108-12-5	10.01	2075	A1		
082582	\$ 41,870	0729527 2 2	SE-22-109-18-5	9.98	2025	A		
082709	\$ 41,870	0924619 1 1	NW-15-110-18-5	9.98	2025	A1		
082553	\$ 42,080	0727508 1 1	NW-19-105-14-5	5.93	2055	A1		
082434	\$ 42,310	0624963 1 21	SW-13-106-15-5	3.16	2055	RC4		
077135	\$ 42,740	0220218 1 3	NW-32-109-17-5	9.96	2015	A1		
071006	\$ 42,850	9525082 1	SW-23-110-19-5	10	2015	A		
230986	\$ 43,100		NW-22-110-17-5	147.02	2045	A1		
081730	\$ 46,000	9920989 1	NE-20-108-16-5	4.99	2045	CR		
082803	\$ 47,620	1020757 1 1	SE-11-108-13-5	2.89	2075	A1		
076672	\$ 49,420	FORTVER 2 8		5.33	4005	A		
188241	\$ 49,760		SE-24-104-16-5	160	2065	A1		
071016	\$ 54,040	9520847 1 1	SE-26-104-15-5	4.99	2065	A		
082925	\$ 55,500	1026365 38 56		0.09	1003	HR1B	From DP Main 1680 Bsmt 1624 Gar 996	
083996	\$ 56,440	1422775 2 1	NW-31-105-14-5	10.01	2055	A1		
084003	\$ 56,440	1423322 2 2	SE-25-105-15-5	10.01	2055	999999		
084051	\$ 59,150	1425016 1 1	NE-36-105-13-5	9.88	2075	A1		
084007	\$ 59,330	1423622 1 1	SW-15-107-13-5	10.01	2075	A1		
083877	\$ 59,340	1325316 1 1	NE-14-107-12-5	10.03	2075	A1		
083865	\$ 61,170	1324722 2 1	NW-9-107-13-5	10.01	2070	A1		
082776	\$ 61,790	0927557 1 1	SE-16-110-19-5	2.97	2005	RC4		

082778	\$ 61,790	0927557 1 3	SE-16-110-19-5	2.97	2005	RC4		
082427	\$ 64,180	0624963 1 14	SW-13-106-15-5	3.14	2055	RC4		
082618	\$ 64,330	0826817 3 1		3.34	2060	RC2		
082777	\$ 64,730	0927557 1 2	SE-16-110-19-5	2.94	2005	A		
307092	\$ 64,790	9223304 1 1	SW-3-110-18-5	6.99	2015	RM1		
083844	\$ 65,260	1323618 1 1	SE-27-104-15-5	10.01	2065	A		
083848	\$ 65,260	1324094 1 1	NW-11-104-16-5	10.01	2065	A1		
083896	\$ 65,260	1420272 1 1	NE-17-104-15-5	10.01	2065	A		
082522	\$ 66,870	0722976 1 4	NW-21-110-19-5	4.37	2005	RC2		
082520	\$ 67,050	0722976 1 6	NW-21-110-19-5	4.42	2005	RC2		
081985	\$ 67,540	0424700 1 10		2.1	1011	HCR1		
076544	\$ 69,010	0420507 1 3	NE-17-106-15-5	6.3	2050	A		
081769	\$ 69,540	9723735 2	NW-19-110-18-5	9.09	2025	A1		
082701	\$ 71,740	0922598 1 1	SW-19-110-18-5	9.93	2025	A		
082849	\$ 71,780	1024542 1 45	SW-13-106-15-5	3.01	2055	RC4		
082850	\$ 71,780	1024542 1 46	SW-13-106-15-5	3.01	2055	RC4		
082851	\$ 71,780	1024542 1 47	SW-13-106-15-5	3.01	2055	RC4		
082426	\$ 71,890	0624963 1 13	SW-13-106-15-5	3.04	2055	RC4		
082828	\$ 71,890	1024542 1 24	SW-13-106-15-5	3.04	2055	RC4		
082845	\$ 71,960	1024542 1 40	SW-13-106-15-5	3.06	2055	RC4		
082829	\$ 72,060	1024542 1 25	SW-13-106-15-5	3.09	2055	RC4		
082847	\$ 72,060	1024542 1 42	SW-13-106-15-5	3.09	2055	RC4		
208125	\$ 72,210		SW-35-105-15-5	37.09	2055	RC1		
082419	\$ 72,240	0624963 1 6	SW-13-106-15-5	3.14	2055	RC4		
082838	\$ 72,420	1024542 1 34	SW-13-106-15-5	3.19	2055	RC4		
082836	\$ 72,770	1024542 1 30	SW-13-106-15-5	3.29	2055	RC4		
081707	\$ 73,090	0120996 1 1	SE-7-109-19-5	10.38	2015	A1		
076002	\$ 76,850	9920893 1 1	NE-3-106-15-5	3.81	1011	HCR2		
082421	\$ 76,950	0624963 1 8	SW-13-106-15-5	3.11	2055	RC4		
082861	\$ 78,800	1024960 1 2	SE-7-109-19-5	19.72	2015	A1		
082779	\$ 81,460	0927697 1 1	NE-5-106-14-5	16.23	2055	A1		
076551	\$ 89,650	0420507 1 8	NE-17-106-15-5	9.98	2050	RC1		
083849	\$ 89,780	1324101 2 1	NE-16-106-15-5	10.01	2050	A		
084054	\$ 94,110	1422408 1 1	SE-3-106-15-5	13.39	2050	A1		
083858	\$ 96,440	1324569 1 1	NW-6-106-15-5	10.01	2055	A		
083742	\$101,830	1224024 2 1	NE-34-105-15-5	5.02	2050	A		
076349	\$102,230	0124176 4 A		19.72	2050	HR-1		
076545	\$105,250	0420507 1 4	NE-17-106-15-5	5.63	2050	RC1		



076546	\$105,250	0420507 1 5	NE-17-106-15-5	5.63	2050	RC1		
076543	\$113,720	0420507 1 2	NE-17-106-15-5	7.14	2050	HP		
289560	\$333,440	8721101 C		1.43	1004	HC2		

**BYLAW NO. 992-15**

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

**TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST  
ASSESSABLE PROPERTY WITHIN MACKENZIE COUNTY  
FOR THE 2015 TAXATION YEAR**

**WHEREAS**, Mackenzie County in the province of Alberta, has prepared and adopted detailed estimates of the municipal revenue, expenses and expenditures as required, at the Council meeting held on April 29, 2015; and

**WHEREAS**, the estimated municipal operating revenues from all sources other than property taxation total \$7,624,119; and

**WHEREAS**, the estimated municipal expenses (excluding non-cash items) and including requisitions set out in the annual budget for the Mackenzie County for 2015 total \$36,837,246, with \$1,079,910 to be funded from prior year's surplus; and the balance of \$28,032,746 is to be raised by general municipal property taxation; and

**WHEREAS**, the estimated amount required to repay principal debt to be raised by general municipal taxation is \$2,290,563 and

**WHEREAS**, the estimated amount required for current year capital expenditures to be raised by general municipal taxation is \$4,089,641; and

**WHEREAS**, the estimated amount required for future financial plans to be raised by municipal taxation is \$2,235,000; and

**THEREFORE**, the total amount to be raised by general municipal taxation is \$35,153,501; and

**WHEREAS**, the requisitions are:

**Alberta School Foundation Fund Requisition:**

	<b>Base</b>	<b>Over/Under Levy</b>	<b>Total</b>
Residential and Farmland	\$1,581,112	\$8,464	\$1,589,576
Non-Residential	\$5,047,675	\$-108,908	\$4,938,767
Total	\$6,628,787	\$-100,444	\$6,528,343

**Opted Out School Board:**

	<b>Base</b>	<b>Over/Under Levy</b>	<b>Total</b>
Residential and Farmland	\$4,588	\$25	\$4,613
Non-Residential	\$2,406	\$-52	\$2,354
<b>Total</b>	<b>\$6,994</b>	<b>\$-27</b>	<b>\$6,967</b>

<b>Total School Requisitions</b>	<b>\$6,635,781</b>	<b>\$-100,471</b>	<b>\$6,535,310</b>
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**Lodge Requisition:**

	<b>Base</b>	<b>Over/Under Levy</b>	<b>Total</b>
Lodge Requisition - Operating	\$378,108	\$-896	\$377,212
Lodge Requisition – Capital *	\$410,000	\$-3,327	\$406,673
<b>Total Lodge Requisitions</b>	<b>\$788,108</b>	<b>\$-4,223</b>	<b>\$783,885</b>

**WHEREAS**, the Council of Mackenzie County is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenses, expenditures and the requisitions; and

**WHEREAS**, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act (MGA), Revised Statutes of Alberta, 2000, Chapter M-26 as amended; and

**WHEREAS**, the assessed value of all property in Mackenzie County for school requisition and municipal purposes as shown on the assessment roll is:

**Assessment:**

Residential	\$679,812,470
Farmland	\$44,364,740
Non-Residential	\$1,434,415,040
Machinery & Equipment	\$412,638,740
<b>Total</b>	<b>\$2,571,230,990</b>

**NOW THEREFORE**, under the authority of the Municipal Government Act, the Council of the Mackenzie County in the Province of Alberta enacts as follows:

1. That the Chief Administrative Officer is hereby authorized and directed to levy the following rates of taxation of the assessed value of all property as shown on the assessment roll of the Mackenzie County:

<b>General Municipal</b>	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Rate</b>
Residential	\$5,104,032	\$679,812,470	0.007508
Farmland	\$377,455	\$44,364,740	0.008508
Non-Residential	\$17,073,842	\$1,434,415,040	0.011903
Machinery & Equipment	\$4,911,639	\$412,638,740	0.011903
<b>Total</b>	<b>\$27,466,968</b>	<b>\$2,571,230,990</b>	
Revenue estimated due to the established minimums	\$367,338		
<b>Total General Municipal</b>	<b>\$27,834,306</b>	<b>\$2,571,230,990</b>	

**Notwithstanding the foregoing, the minimum tax for:**

Residential shall be **\$200** (two hundred dollars)  
 Non-residential shall be **\$400** (four hundred dollars)  
 Farmland shall be **\$35** (thirty-five dollars)

	<b>Tax Levy</b>	<b>Taxable Assessment</b>	<b>Tax Rate</b>
<b>Alberta School Foundation Fund:</b>			
Residential and Farmland	\$1,589,576	\$722,081,940	0.002201
Non-Residential	\$4,938,767	\$1,381,584,300	0.003575

<b>Opted Out School:</b>			
Residential and Farmland	\$4,612	\$2,095,270	0.002201
Non-Residential	\$2,354	\$658,550	0.003575

<b>Exempt:</b>			
Machinery & Equipment 100%	0	\$412,638,740	0.000000
Seniors Self Contain 100%	0	0	0.000000
Electric Power Generation 100%	0	\$52,172,190	0.000000

<b>Total ASFF</b>	<b>\$6,535,310</b>	<b>\$2,571,230,990</b>	
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Lodge Requisition - Operating	\$377,212	\$2,571,230,990	0.000147
Lodge Requisition - Capital	\$406,673	\$2,571,230,990	0.000158

<b>Total Lodge Requisition</b>	<b>\$783,885</b>	<b>\$2,571,230,990</b>	<b>0.000305</b>
<b>Grand Total</b>	<b>\$35,153,501</b>		

2. That this bylaw shall take effect on the date of the third and final reading.

READ a first time this 29<sup>th</sup> day of April, 2015.

READ a second time this 29<sup>th</sup> day of April, 2015.

READ a third time and finally passed this 29<sup>th</sup> day of April 2015.

(original signed)

\_\_\_\_\_  
Bill Neufeld  
Reeve

(original signed)

\_\_\_\_\_  
Joulia Whittleton  
Chief Administrative Officer





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Petition – No Calcium For Dust Control</b>

## **BACKGROUND / PROPOSAL:**

Administration received a petition (see attached) against calcium dust control on May 28, 2015. Said petition has been signed by 67 people. Administration is unaware whether the petition signees are individuals that are directly or indirectly affected by the calcium chloride product, as no physical addresses were included in the petition.

## **OPTIONS & BENEFITS:**

The focus of the petition is frequent washing of tractor trailer type vehicles. The petition does not refer to the benefit of dust control for the rural ratepayers. The petition does not refer to any alternative product or provide any constructive criticism.

The petition is invalid as it does not follow the petition signing rules and does not contain a number of signatures required under the MGA for Council to peruse further and does not comply with the petitioning requirements:

*“The petition must include, for each petitioner:*

- (a) the printed surname and printed given names or initials of the petitioner,*
- (b) the signature of the petitioner,*
- (c) the street address of the petitioner (a “Rural Route” or “Post Office Box” address is not sufficient), or the legal description of the land on which the petitioner lives, and*
- (d) the date on which the petitioner signs the petition.*

*The signature of an adult witness must be included next to each petitioners signature. Each witness must also take an affidavit that, to the best of the person’s knowledge, the signatures witnessed are those of the persons entitled to sign the petition.” (1)*

(1) [http://www.municipalaffairs.alberta.ca/documents/ms/PetitionInfo\\_for\\_Electors.pdf](http://www.municipalaffairs.alberta.ca/documents/ms/PetitionInfo_for_Electors.pdf)

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

**COSTS & SOURCE OF FUNDING:**

NA

**SUSTAINABILITY PLAN:**

NA

**COMMUNICATION:**

Mackenzie County could include an article in the next County Image providing information regarding the calcium chloride qualities and the reasons for applying this product vs. other alternatives.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the “No Calcium for Dust Control” petition be received for information.

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



May 20, 2015

## No Calcium for Dust Control

Why we don't like calcium. It's dirty if calcium is applied onto a gravel road, it builds up in fender wells, tracks onto the highway, and puts calcium on the clean highway traffic. On a vehicle you have to power wash and scrub the vehicle which is a very small scale versus a tractor trailer unit, its impossible to get it all off, it has to be pressure-washed and heavily scrubbed, then the aluminum and stainless steel has to be repolished with a rag to get off the brown speckles. It's a nightmare to drive in the rain, the calcium that does wash off is now a spray from top to bottom of the tractor trailer unit including the load that is being hauled. Which means it now has to be washed and scrubbed, taking a lot of extra time and money. If you have a flat tire the calcium gets into the cable of the tire, now you patch the tire which still leaves a hole open to the cable. Calcium gets into the cable which corrodes causing the tire to separate. Also, you can't park anything that has driven through calcium, it corrodes and if it dries its even harder to wash, this includes cars, trucks, holiday trailers, motorbikes, and farm equipment. On a rainy day the town of La Crete is dirty with calcium as well as the highway, as it travels with traffic in wet conditions.





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administration Officer</b>
<b>Title:</b>	<b>La Crete Recreational Society Request</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County is the owner of recreational facilities in La Crete and has an operational agreement in place with the La Crete Recreation Society. Mackenzie County provides an annual operational grant to the Society and provides funds for capital upkeep and replacements. The Society has been successful in obtaining capital grants from other sources and this helps with maintaining the recreational facilities in La Crete. Under the operational agreement, all capital expansions must be approved by Council prior to commencement.

## **OPTIONS & BENEFITS:**

Please see attached letter from the La Crete Recreational Society requesting that Mackenzie Council grants them permission to further develop the property currently regarded as the La Crete Arena Facility and Arena Grounds.

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

Any future expansion will require capital dollars from the County as well as future operating costs will likely increase.

## **SUSTAINABILITY PLAN:**

Having adequate recreational facilities increases quality of life within the County.

**Author:** Carrie Simpson **Reviewed by:** \_\_\_\_\_ **CAO:** JW

**COMMUNICATION:**

Administration will inform La Crete Recreation Society regarding a decision of Council.

**RECOMMENDED ACTION:**

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

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

**La Crete Recreation Society**  
**Box 29**  
**La Crete, Alberta**  
**T0H 2H0**

May 20, 2015

Mackenzie County  
Box 640  
Fort Vermilion, Alberta  
T0H 1N0

Attn: Joulia Whittleton, CAO

Dear Joulia,

On behalf of the La Crete Recreation Society, please accept this as our formal request to be granted by Mackenzie County to further develop the property currently regarded as the La Crete Arena Facility and Arena Grounds. We ask this permission with the understanding that any future development would be with the approval of Mackenzie County, and that each prospective development would be considered on an individual basis.

Should you require further information or have questions in regards to this request, please do not hesitate to contact me via phone at (780) 285-2238 or by email at [abef50@live.ca](mailto:abef50@live.ca).

We as a society thank you for your consideration of this request and look forward to your response.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Abe Fehr', with a large, sweeping flourish extending to the left.

Abe Fehr  
President – La Crete Recreation Society





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>La Crete Municipal Nursing Association – Request for Partial Closure of 105<sup>th</sup> Street in the Hamlet of La Crete</b>

### BACKGROUND / PROPOSAL:

See attached request from the La Crete Municipal Nursing Association.

### OPTIONS & BENEFITS:

Consideration should be given to the impacts on moving traffic if this roadway is closed. Council may wish to refer this item to the Public Works Committee for further review and to report back to Council.

### COSTS & SOURCE OF FUNDING:

### SUSTAINABILITY PLAN:

### COMMUNICATION:

### RECOMMENDED ACTION:

- Simple Majority     
 Requires 2/3     
 Requires Unanimous

For discussion.

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

LA CRETE MUNICIPAL NURSING ASSOCIATION  
PO BOX 544  
LA CRETE, AB  
T0H-2H0

June 4, 2015

Mackenzie County  
Fort Vermilion, AB

To Whom It May Concern:

Request for Partial Closure of 105 St La Crete

Please accept this letter as an official request from LCMNA (Landlord of Heimstaed Lodge) for the partial closure of 105 street in La Crete.

We are requesting the closure from the North end of the Lodge/Altenheim south to 98 Avenue.

The approval and completion of this request would allow residents at both locations to access facilities without facing the adverse weather conditions as well as traffic in the area.

Should you have questions, or require further information, please do not hesitate to contact us either by mail or phone or email at the information provided below.

Sincerely,

La Crete Municipal Nursing Assoc  
Box 544, La Crete  
[pmdriedger@gmail.com](mailto:pmdriedger@gmail.com)  
[paul@evergreenlumber.ca](mailto:paul@evergreenlumber.ca)





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>June 10, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

## **BACKGROUND / PROPOSAL:**

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

- Correspondence – BC Hydro (Peace River Water Levels)
- Correspondence – La Crete Recreation Society (Vacated Youth Activity Centre)
- Mackenzie Housing Management Board Meeting Minutes
- Service Canada – New Horizons for Seniors Program
- Resolution in Support of Rural Post Offices
- ARPA Conference and Energize Workshop
- Alberta Forest Products Conference
- Primary Care Connection
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- 

## **OPTIONS & BENEFITS:**

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

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

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

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

**Bob Gammer**

Community Relations Manager  
Northern Region  
Phone: 250 561-4858  
Cell: 250 961-0676  
Email: bob.gammer@bchydro.com

May 26, 2015

Reeve Neufeld and Council  
Mackenzie County  
P.O. Box 640,  
4511 – 46 Avenue,  
Fort Vermilion, AB T0H 1N0

Dear Reeve Neufeld and Council,

**Re: Peace River – Tompkins Crossing (Ferry and Ice Bridge)**

Thank you for your letter of January 9, 2015 and please accept my apologies for the time it has taken to send a written reply. BC Hydro would like to address the three concerns you have raised with respect to Peace River water levels. We have also enclosed a set of PowerPoint slides to illustrate key points.

1) Interruption of ferry operations due to low flows in August /September 2014

An analysis of low flows was conducted as shown in slides 2, 3 and 4 and it indicates that during low downstream inflows (August through November 2014), BC Hydro's regulated flows assisted in decreasing the number of critical low flows days from about 75 to 28 days at La Crete and from 74 days to 25 days at Fort Vermilion. We suggest that operations at Peace Canyon Dam had a net benefit to ferry operations.

For future ferry operations, a forecast for low flows should be possible and is something that Alberta Environment and Parks may assist with. We have discussed this with Alberta Environment and Parks staff and have learned that they are in the process of developing low flow forecasting for the Peace River.

2) Delay in ice bridge construction due to increased flows in second part of November and early December

Slide 5 places our discharges in the context of historical operations. The plot shows that our flow releases in mid-November increased to about our median discharge and not to an exceptionally high value. However, what was unusual last fall was that prior to the increase, our releases were low (November 6 to 9). Slide

6 shows the individual years. It shows low flows occurring in November in about five out of 38 years (about once in eight years on average). The years were 1978, 1983, 1989, 1999, 2010 and 2014. In 2014 the low flows coincided with severe cold weather (allowing for a discharge change travel time of five days to Fort Vermilion) and this caused the ice cover to form early since there was less water in the river to cool off.

The subsequent increased flows contributed to raising the ice cover, thereby giving the impression perhaps that ice bridge construction was delayed. However, if the November 6 to 9 low flows did not occur in the first place, the ice cover would not have formed until later in the winter, perhaps during the next cold spell from November 28 to December 1, close to the average date (December 3) that an ice cover typically forms at Tompkins Landing.

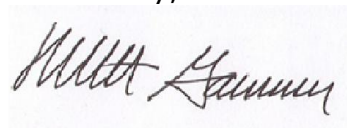
In the future, it would be good for the manager of the ice bridge construction to be aware of unusually low river flows and dam discharge during ice cover formation and consider delaying construction until the discharge increases to more typical November values. This would best be done with the aid of Alberta Environment and Parks who could note the releases from the Peace Canyon Dam and add the downstream tributaries to calculate the flow at Tompkins Landing.

### 3) Regarding request to install a water level gauge at Tompkins Landing

BC Hydro has looked at the utility and feasibility of installing a water level gauge at Tompkins Landing and has determined that a gauge there would probably not add value for ferry and ice bridge operations and would be difficult to maintain. There is already a gauge at Carcajou about 45 km upstream that could be used (See Environment Canada gauge at Carcajou (07HD001)). Also, the river bottom profile at Tompkins Landing is very wide and shallow with low sloping river banks making maintenance of sensors difficult. Such locations have increased risks for silting up of sensors and movement due to ice floes. Alberta Environment and Parks could help provide real-time access to the data from the gauge at Carcajou to the ferry operators if this would be of benefit.

If you have any questions regarding the above, or would like to discuss further we would be happy to go over the material with you in a conference call.

Yours truly,



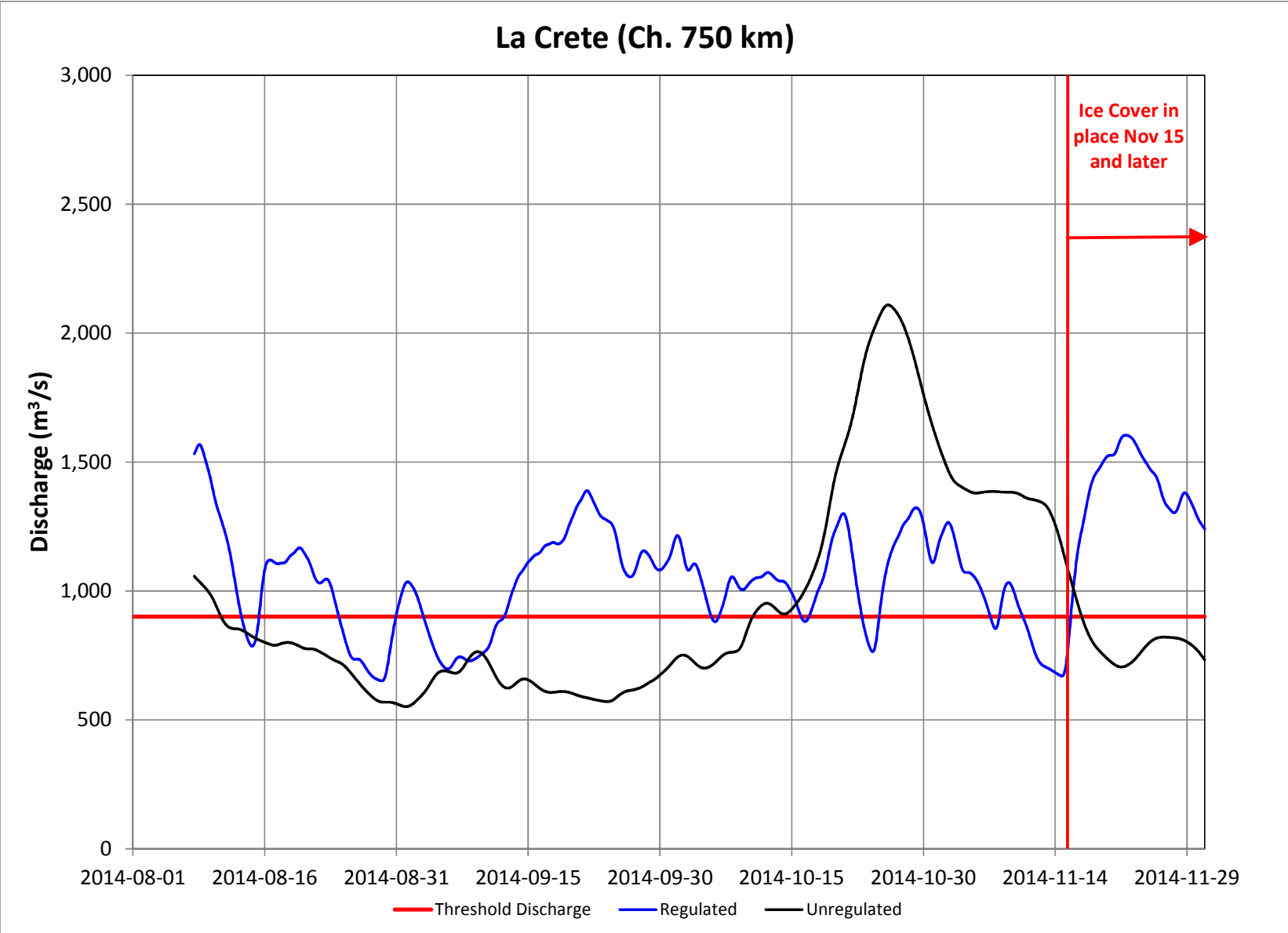
Bob Gammer

Encl.  
cc. Alberta Environment and Parks

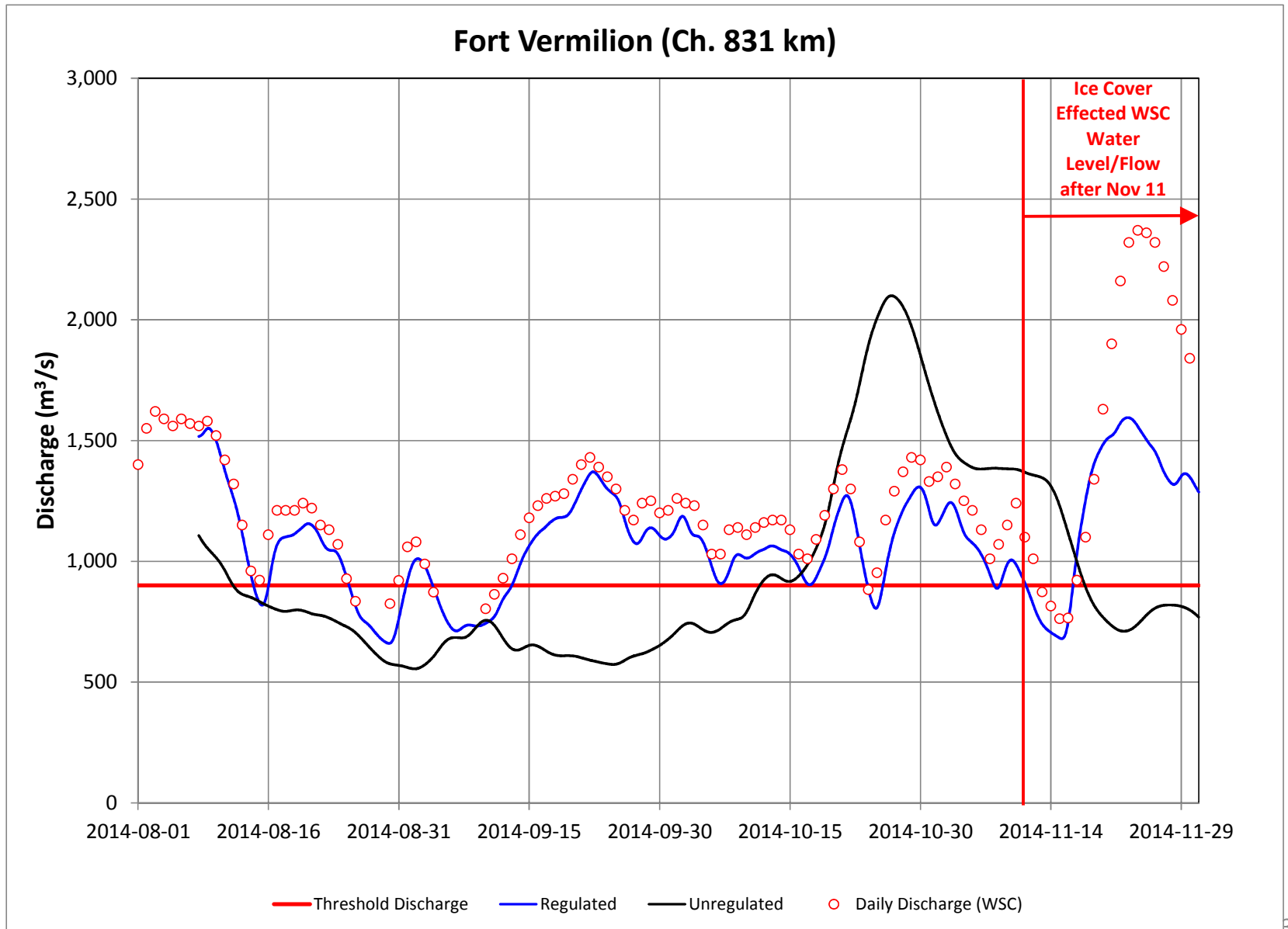
# Examination of Flows in the Peace River Aug-Nov, 2014

BC Hydro

# Regulated and Naturalized Flows at LeCrete, AB



# Regulated and Naturalized Flows at Fort Vermilion, AB

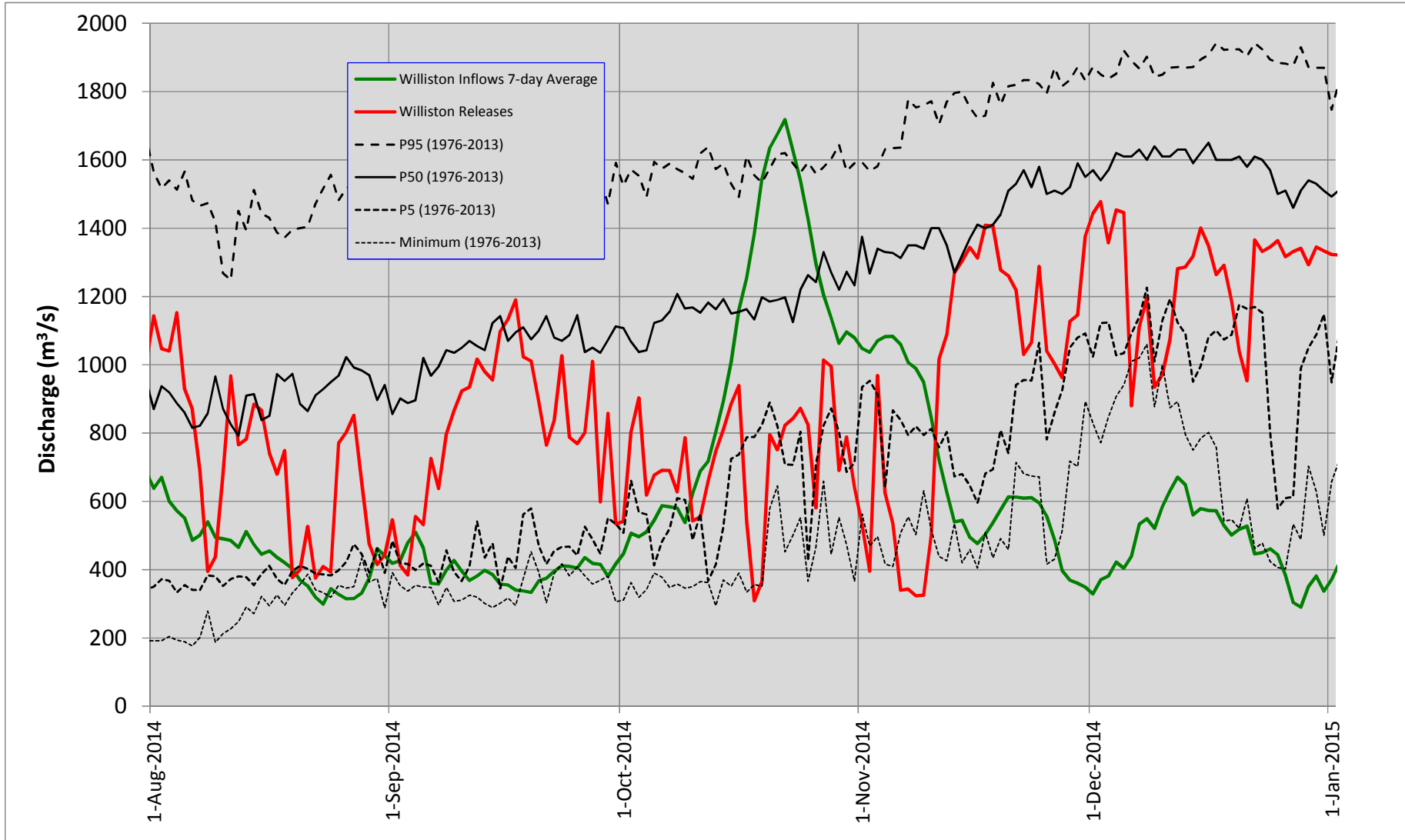


# Daily Summary of Results

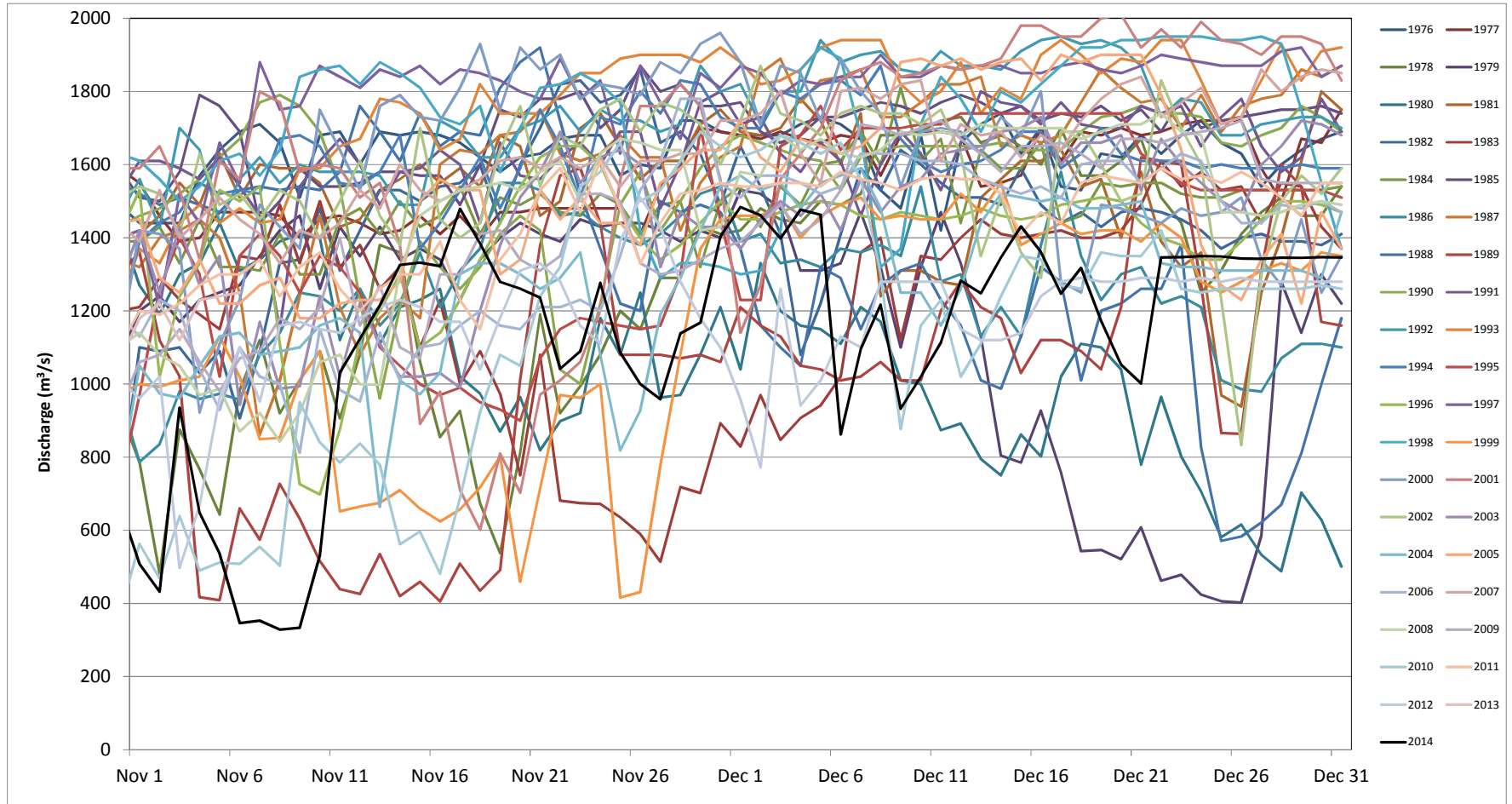
	La Crete, Q<900 cms		Fort Vermilion, Q<900 cms	
Days/Month in 2014	Unregulated	Regulated	Unregulated	Regulated
Aug	21	9	20	8
Sep	30	9	30	9
Oct	10	4	11	2
Nov	14	7	13	6
<b>Total Days</b>	<b>75</b>	<b>28</b>	<b>74</b>	<b>25</b>



# Comparison to Historical Operation



# Comparison to Historical Operation



# Summary of Assumptions

- Williston and Dinosaur Reservoir Inflows: 7-day moving average of the daily total inflows (obtained from Flocal/CRO) was used in the MIKE 11 model as the upstream boundary condition below PCN to simulate unregulated Peace River flows.
- PCN hourly total outflows (obtained from Flocal/CRO) were used in the MIKE 11 model as the upstream boundary condition below PCN to simulate regulated Peace River flows.
- Hourly tributary discharges (WSC-“raw” unapproved data) were used for Halfway, Moberly, Pine, Beatton and Smoky River. However, Pine River discharges in late November were unreliable. These were estimated based on the historical average for the same period. Some missing data were interpolated for all the major tributaries, as required.
- WSC measured discharges for Kiskatinaw River were around 1-3 m<sup>3</sup>/s during Aug-Nov. 2014. All other gauged tributaries (Pouce Coupe, Clear, Heart, Whitemud, Notekewin and Keg) were generally very low (less than about 1 m<sup>3</sup>/s). Therefore, discharges from these tributaries were ignored in the analysis.
- The same set of tributary discharges was used for both regulated and unregulated scenarios.

**La Crete Recreation Society**  
**Box 29**  
**La Crete, Alberta**  
**T0H 2H0**

May 20, 2015

Mackenzie County  
Box 640  
Fort Vermilion, Alberta  
T0H 1N0

Attn: Joulia Whittleton, CAO

Dear Joulia,

This letter is to inform Mackenzie County administration and it's councillors that the La Crete Recreation Society will be assuming responsibility for the portion of the Northern Lights Recreation Centre previously rented to the La Crete Youth Activity Centre. As you are aware, the Youth Activity Centre did not receive funding for continuation of their programs and therefore will no longer be functioning.

We are currently also in the process of reviewing the programs run by the Youth Activity Centre and are considering running those programs under the current Recreation Director's umbrella, either as is or modified as to better serve the community. Along with those discussions, we are also reviewing the status as to ownership of the equipment within this facility.

This letter is simply to notify you of our intentions and I ask that you contact either myself or Phillip Derksen should you require further information.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Abe Fehr', with a long horizontal stroke extending to the right.

Abe Fehr  
President – La Crete Recreation Society

**MACKENZIE HOUSING MANAGEMENT BOARD  
REGULAR BOARD MEETING  
April 27, 2015 – 10:00 A.M.  
Fireside Room – Heimstaed Lodge**

**In Attendance:** George Friesen-Chair  
Jack Eccles  
Ellis Forest  
Wally Schroeder-Vice Chair  
Peter H. Wieler  
Josh Knelsen  
Paul Driedger  
Mike Kowal  
Shirley Rechlo

**Regrets:** Wally Olorenshaw

**Administration:** Barbara Spurgeon, Chief Administrative Officer  
Evelyn Peters, Executive Assistant  
Zona Peters, Health Care Manager  
Dorothy Klassen, Lodge Manager  
Eva Klassen,  
Henry Goertzen, Property Manager  
Phill Peters, Financial Officer

**Call to Order:** Chair George Friesen called the Board meeting to order at 9:52 a.m.

**Agenda:** **Approval of Agenda**

15- 38 Moved by Ellis Forest

That the agenda be approved as distributed

Carried

**Delegation – High Level Transportation Society**

Chairman Friesen welcomed High Level Transportation Society

Chairman George Friesen requested everyone introduce themselves as there were guests present

Ms. Shirley Rechlo gave a brief overview for the need for an organization to take over for the High Level Transportation Society.

Chairman Friesen thanked High Level Transportation Society for the presentation.

15-39

Moved by Josh Knelsen

That the presentation from the High level Transportation Committee be received as information.

Carried

10:57 am Ellis Forest left the meeting

10:58 am Ellis Forest rejoined the meeting

**Minutes:**

**March 16, 2015 Regular Board Meeting**

15-40

Moved by Ellis Forest

That the March 16, 2015 Regular board meeting minutes be approved as distributed.

Carried

**Reports:**

**CAO Report**

15-41

Moved by Mike Kowal

That the Chief Administrative Officer report be received for information.

Carried

**Financial Reports**

**Housing Financial Reports – March 31, 2015**

15-42

Moved by Wally Schroeder

That March 31, 2015 Housing financial report be received for information.

Carried

**Lodge Financial Reports – March 31, 2015**

15-43

Moved by Paul Driedger

That the March 31, 2015 Lodge financial report be received for information.

Carried

**High Level Lodge Report – March 31, 2015**

15-44

Moved by Ellis Forest

That the March 31, 2015 High Level Lodge financial report be received for information.

Carried

**Assisted Care Financial Reports – March 31, 2015**

15-45

Moved by Jack Eccles

That the March 31, 2015 Assisted Care financial report be received for information.

Carried

**Arrears Report to March 31, 2015**

15-46

Moved by Peter Wieler

That the March 31, 2015 arrears report be received for information.

Carried

**New Business:**

**Credit Card**

15-47

Moved by Peter Wieler

That the credit card held by Dorothy Klassen be cancelled and a new credit card be authorized for Eva Klassen

Carried

15-48

Moved by Mike Kowal

That Eva Klassen be authorized as a signing authority for Mackenzie Housing Management Board.

Carried

**Building Code Analysis**

15-49

Moved by Shirley Rechlo

That the analysis on the building code for the High Level lodge have been reviewed and approved to be signed off as Amended.

Carried

**Geotechnical Survey**

15-50

Moved by Wally Schroeder

That Shelby Engineering be hired to complete a geotechnical survey on the High Level property for the new lodge.

Carried

**Approvals for lodge and Senior's self-contained suites**

15-51

Moved by Wally Schroeder

That approval be given as amended for the architectural designs of the supportive living suites and bachelor seniors self-contained, the 1 bedroom and 2 bedroom seniors self-contained.

Carried



15-52 Moved by Paul Driedger  
That \$5,000.00 be allocated to a mock SL unit be built in the High Level Area.

Carried

**Policy-Domestic Hot Water Temperature**

15-53 Moved by Mike Kowal  
That Policy LOD-018 Domestic Hot Water Temperatures be approved as presented.

Carried

**Information:**

**Information items**

15-54 Moved by Paul Driedger  
That the following be accepted for information:

- Bank reconciliation for March 2015  
Alberta Seniors Letters
  - 7.2.1 Conditional Grant Funding – Release of final funds
  - 7.2.2 ASLI Program Seniors Lodge Renewal – New Lodge in High Level
  - 7.2.3 ASLI Safety upgrading sprinkler systems
- News Release
- Heimstead Seniors Lodge Certificate

Carried

Chairman George Friesen recessed the meeting at 11:38 a.m.

Chairman George Friesen reconvened the meeting at 11:45 a.m.

**In Camera:** Legal / Land / or Labor

15-55 Moved by Wally Schroeder

That the meeting move to in camera at 11:45 am.

Carried

15-56 Moved by Peter Wieler

That meeting move out of in camera at 11:47 am.

Carried

**Next Meeting Date:** Regular Board Meeting – May 28, 2015 at 10:00 am  
Fireside Room – Phase I Heimstaed Lodge

**Adjournment:**

15-57 Moved by Wally Schroeder

That the board meeting of April 27, 2015 be adjourned at 12:00.

Carried

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George Friesen, Chair

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Evelyn Peters  
Executive Assistant

From: [olivia.giuricich@servicecanada.gc.ca](mailto:olivia.giuricich@servicecanada.gc.ca)  
Subject: New Horizons for Seniors Program Call for Proposal  
Date: Monday, June 01, 2015 11:53:02 AM  
Attachments: [image001.png](#)  
[CFPNoticeMay292015Alberta.pdf](#)

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## Service Canada

June 1, 2015

Good Day,

As you may know, the New Horizons for Seniors Program supports projects led or inspired by seniors who make a difference in their communities and in the lives of others.

The New Horizons for Seniors Program was launched in October 2004. Projects funded are helping seniors become active members of their communities by encouraging them to use their skills, wisdom and experience to benefit other people in their communities.

I am pleased to inform you that the New Horizons for Seniors Program is now accepting applications for community-based projects funding until **July 10<sup>th</sup>, 2015**. Eligible applicants include not-for-profit organizations, municipal governments, band/tribal councils and other Aboriginal organizations, research organizations and institutes, educational institutions, school boards/school districts, community-based coalitions, networks and for-profit organizations. See our website for other eligibility information: [www.esdc.gc.ca/seniors](http://www.esdc.gc.ca/seniors).

Eligible applicants can receive up to \$25,000 per year in grant funding and must address one or more of the program's five objectives:

- promoting volunteerism among seniors and other generations;
- engaging seniors in the community through the mentoring of others;
- expanding awareness of elder abuse, including financial abuse;
- supporting the social participation and inclusion of seniors; and
- providing capital assistance for new and existing community projects and/or programs for seniors.

Details about the Program, including funding priorities, application forms and funding guides are available on the Web site: [www.esdc.gc.ca/seniors](http://www.esdc.gc.ca/seniors). You can also call for more information: 1-800-277-9914 and select "0" to speak with an agent (TTY: 1-800-255-4786).

**Please send all completed applications to the Specialized Processing Centre located in Calgary, AB:**

**New Horizons for Seniors Program  
Service Canada  
100-6712 Fisher Street South-East  
Calgary, Alberta  
T2H 2A7**

Thank you for your support. Should you have any questions, please call me at the phone number listed below.

Regards,

Deb Kocay  
New Horizons for Seniors Program – Alberta  
Calgary, Alberta  
T2M 3Y7  
403 338 - 2675

[W-T-CSPD-SCEP-NHSP-PNHA—ABT-GD@servicecanda.gc.ca](mailto:W-T-CSPD-SCEP-NHSP-PNHA—ABT-GD@servicecanda.gc.ca)  
or [Deborah.kocay@servicecanda.gc.ca](mailto:Deborah.kocay@servicecanda.gc.ca)

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Bonjour,

Comme vous le savez, le programme Nouveaux Horizons pour les aînés appui les projets inspirés ou dirigés par les aînés dans leur collectivité et dans la vie des autres.

Le programme Nouveaux Horizons pour les aînés a été lancé en octobre 2004. Les projets financés aident les aînés à devenir des membres actifs de leur collectivité en les encourageant à se servir de leurs compétences, de leur expérience et de leur sagesse au profit de leur collectivité.

J'aimerais profiter de cette occasion pour vous informer que le programme Nouveaux Horizons pour les aînés accepte maintenant les demandes de financement pour les projets communautaires jusqu'au **10 juillet 2015**. Les organismes admissibles comprennent les organismes sans but lucratif, les gouvernements municipaux, les conseils de bande ou conseils tribaux, et autres organisations autochtones, les organismes et les instituts de recherche, les établissements d'enseignement, les conseils scolaires et les arrondissements scolaires, les coalitions, les réseaux et les comités spéciaux communautaires ainsi que les organismes à but lucratif. Consultez notre site Web pour obtenir d'autre information importante sur l'admissibilité d'organismes: [www.edsc.gc.ca/aines](http://www.edsc.gc.ca/aines).

Les demandeurs admissibles peuvent recevoir jusqu'à 25 000 \$ par année sous forme de subvention et doivent viser un ou plusieurs des cinq objectifs du programme :

- promouvoir le bénévolat auprès des aînés et les autres générations;
- inciter les aînés à participer à la vie de leur collectivité en encadrant d'autres personnes;
- accroître la sensibilisation aux mauvais traitements envers les aînés, y compris l'exploitation financière;
- appuyer la participation sociale et l'inclusion des aînés;
- fournir une aide à l'immobilisation pour les projets et/ou les programmes communautaires nouveaux ou existants destinés aux aînés.

On peut consulter les renseignements détaillés du programme Nouveaux Horizons pour les aînés, y compris les priorités de financement, les demandes et les guides de financement à cet égard au [www.edsc.gc.ca/aines](http://www.edsc.gc.ca/aines). On peut également composer le 1 800 277-9915 en appuyant sur le « 0 » pour parler avec un agent (ATS : 1 800 255-4786) pour de plus amples informations.

**Veillez envoyer les applications complètes au Centre de Spécialisation en Traitement situé à Calgary en Alberta :**

**Nouveaux Horizons pour les aînés**

**Service Canada**

**100-6712 rue Fisher Sud-Est**

**Calgary, Alberta**

**T2H 2A7**

Nous vous remercions pour votre soutien. Pour toute question, n'hésitez pas à communiquer avec moi au numéro inscrit ci-dessous.

Cordialement,

Deb Kocay

New Horizons for Seniors Program – Alberta

Calgary, Alberta

T2M 3Y7

403-338-2675

[W-T-CSPD-SCEP-NHSP-PNHA-ABT-GD@servicecanada.gc.ca](mailto:W-T-CSPD-SCEP-NHSP-PNHA-ABT-GD@servicecanada.gc.ca)

or [Deborah.kocay@servicecanada.gc.ca](mailto:Deborah.kocay@servicecanada.gc.ca)

Deb Kocay

Senior Development Officer, Citizen Services and Program Delivery

Service Canada / Government of Canada

[deborah.kocay@servicecanada.gc.ca](mailto:deborah.kocay@servicecanada.gc.ca) / Tel: 403-338-2675

Agente principale de développement, Citoyens et de l'exécution des programmes

Service Canada / Gouvernement du Canada

[Deborah.kocay@servicecanada.gc.ca](mailto:Deborah.kocay@servicecanada.gc.ca) / Tél. : 403-338-2675





**New Horizons for Seniors Program/Programme Nouveaux Horizons pour les aînés  
Upcoming Schedule of Information Sessions for 2015 – 2016 Alberta**

<b>Date</b>	<b>Time</b>	<b>Location/ Community Group</b>
June 1 <sup>st</sup> , 2015/1 juin	1:00 – 4:00 pm	Medicine Hat Senior Services at the Strathcona Centre 1150 – 5 <sup>th</sup> Street, SE Medicine Hat, Alberta
June 1 <sup>st</sup> , 2015/1 juin	1:30 – 4:00 pm	Family Community and Support Services (FCSS) 4720 50 <sup>th</sup> Street Stettler, Alberta
June 2 <sup>nd</sup> , 2015/2 juin	10:00 – 12:30	Service Canada Centre Fisher Park II, Suite 100 6712 Fisher Street Southeast Calgary, Alberta
June 2 <sup>nd</sup> , 2015/2 juin	1:00 – 4:00 pm	Service Canada Centre, Boardroom Cassils Plaza 608 - 2 <sup>nd</sup> Street West Brooks, Alberta
June 4 <sup>th</sup> , 2015/4 juin	1:00 – 4:00 pm	Service Canada Centre, Boardroom 920 - 2A Ave North Lethbridge, Alberta
June 10 <sup>th</sup> , 2015	1:00 – 4:00 pm	Senior Citizens Sunshine Club 4630 49 Street Vegreville, Alberta
June 10 <sup>th</sup> , 2015/ 10 juin	1:30 – 4:00 pm	Alberta Works Riverside Centre 180 Riverside Centre, 2 <sup>nd</sup> Floor Drumheller, Alberta

**To attend a session, please RSVP to 587-233-7959 (Calgary phone number). Please leave your name, your phone number and the location of the session you are interested in.**

**En Français : Pour plus d'information ou pour toute questions, s'il vous plaît appelez April Stevens au 587-233-7961.**

If you are unable to attend one of the sessions scheduled or are interested in hosting a session, please contact Deb Kocay at 403-338-2675.



Service  
Canada

**New Horizons for Seniors Program/Programme Nouveaux Horizons pour les aînés  
Upcoming Schedule of Information Sessions for 2015 – 2016 Alberta**

**Alberta Teleconferences**

<b>Date</b>	<b>Time</b>	<b>Location/ Community Group</b>
June 5 <sup>th</sup> , 2015/5 juin	10:30 – 12:00	*Teleconference open call for all of Alberta from Service Canada office in Calgary
June 11 <sup>th</sup> , 2015/11 juin	10:00 – 12:00 pm	*Teleconference for all of Alberta from Calgary Q's and A's Open call out from Service Canada office

**To attend a session, please RSVP to 587-233-7959 (Calgary phone number). Please leave your name, your phone number and the location of the session you are interested in.**

**En Français : Pour plus d'information ou pour toute questions, s'il vous plaît appelez April Stevens au 587-233-7961.**

If you are unable to attend one of the sessions scheduled or are interested in hosting a session, please contact Deb Kocay at 403-338-2675.

**Deadline: July 10<sup>th</sup>, 2015 at 11:59 p.m. EST (postmarked).**

**Note: When completing the application form, please be sure to refer to the Applicant Guide 2015 – 2016 on the website.**

<http://www.esdc.gc.ca/eng/seniors/funding/community/index.shtml>

May 29<sup>th</sup>, 2015



From: [Brenda McAuley, President CPAA-ACMPA](#)  
To: [Office](#)  
Subject: Resolution in Support of Rural Post Offices  
Date: Thursday, May 28, 2015 2:52:21 PM

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May 28, 2015

Bill Neufeld

Reeve of Mackenzie  
Box 640 4511 46 Ave  
Fort Vermilion, AB  
T0H 1N0

Dear Bill,

The Canadian Postmasters and Assistants Association (CPAA) is the bargaining agent that represents over 5,600 permanent and 2,900 temporary employees of the Canada Post Corporation (CPC). These employees work in 3,290 rural public post offices in Canadian communities. At the upcoming Federation of Canadian Municipalities in Edmonton, CPAA is respectfully asking for your support to have the Marystown NL resolution debated on the convention floor.

Since 2006, Canada Post has closed 229 rural post offices and installed 73 new franchises. This speaks to one of the points in the Five-point Action Plan introduced in December 2013, which is to increase franchises.

Our public post offices have had their hours of service drastically reduced and citizens of rural Canada are concerned by the potential loss of their federally run public post office. Our study "Rural Post Offices and the communities that rely on them are being abandoned" which can be viewed [here](#), states that when a corporate post office is replaced with a franchise (privately owned), most often when this franchise closes, the community is left with no postal outlet what so ever.

In March 27, 2015, the Canada Post Corporation group of companies reported a massive profit from operations of \$299 million for 2014. The Canada Post segment reported profit from operations of \$204 million and a profit before tax of \$194 million. This profit is around \$555 million better than CPC's projected loss. And yet, Canada Post continues to close post offices, move forward with the elimination of door to door delivery, the reduction of positions and the abolition of decent paying jobs.

We ask that the Mayors support this resolution objecting to the Canada Post Corporation's continued attack on our public postal service and the elimination of good paying jobs in rural and urban Canada. We further ask that the Government order Canada Post to invest the massive profits reported in 2014, to improve postal service in rural communities. Canada Post is courting big retailers like Amazon and Walmart to get the online shopping business, yet they are destroying the very asset that gives them their competitive advantage, and that is the unparalleled distribution

network of rural post offices in our country.  
Thank you for your assistance,

Brenda McAuley  
National President, CPAA  
BM<sup>c</sup>/cl

[Unsubscribe](#)

May 28, 2015

Reeve Bill Neufeld and Councillors  
Mackenzie County  
PO Box 640  
Fort Vermilion, AB, T0H 1N0



Dear Reeve Neufeld and members of Council,

**Subject: 2015 ARPA Conference & Energize Workshop**

In 2014 the Alberta Recreation and Parks Association (ARPA) Conference and Energize Workshop in Jasper was attended by more than 550 individuals, including over 100 mayors, reeves and councillors from across Alberta. The level of attendance by municipal council members was our highest in the events' 60+ years and we hope that our conference program, including the Energize Workshop (jointly sponsored by ARPA and the Government of Alberta) will continue to attract you and your colleagues to our signature event. As you know recreation and parks are essential public services that create enhanced quality of life for all Albertans. Your presence at our conference makes a significant contribution to the dialogue and your ongoing support of our organization is much appreciated.

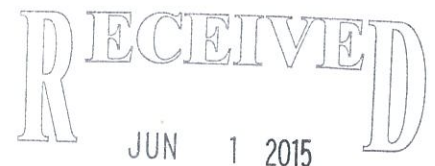
As part of our conference planning process, we survey past participants regarding their experience and gather feedback to continually improve our event experience. In 2014 98.8% of those who responded to our survey gave the Conference and Energize Workshop a "Good" or "Very Good" rating. Our 2015 conference program has been informed and influenced by comments and suggestions from the 2014 attendees and our continual scan of the Alberta market. The 2015 Conference theme is "Revitalizing Recreation" and a key part of the upcoming conference is the Energize Workshop, a program for municipal council members provided through a partnership between ARPA and the Government of Alberta. The Energize Workshop is a series of sessions designed specifically for municipal council members to share leading edge ideas, solutions and opportunities in recreation, parks and community development. It also provides a great networking opportunity in a welcoming, spirited and healthy environment to meet with friends and colleagues from across province in a beautiful, natural setting.

The 2015 ARPA Conference and Energize Workshop will be held at Chateau Lake Louise from Thursday October 22 to Saturday October 24, 2015. We truly hope you will be able to attend. Our experience is that many participants book their rooms well in advance of the Conference, so we would encourage you to book your rooms soon. Full program information will be available in late June. We look forward to seeing you there.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Mike Roma".

Mike Roma  
President



MACKENZIE COUNTY  
FORT VERMILION OFFICE

May 28, 2015

Reeve Bill Neufeld and Councillors  
Mackenzie County  
PO Box 640  
Fort Vermilion, AB, T0H 1N0

Dear Reeve Neufeld and Councillors:

The Government of Alberta and the Alberta Recreation and Parks Association (ARPA), are jointly sponsoring the **2015 Energize Workshop**.

The Energize Workshop will be hosted in conjunction with the ARPA Annual Conference, **October 22-24, 2015** at the Fairmont Chateau Lake Louise in Lake Louise, Alberta. The annual workshop provides a forum for learning and networking for council members, recreation board members, administrators and other Albertans interested in recreation. Watch for the program brochure coming in late June!

The *Recreation Volunteer Recognition Awards* have been a part of Energize since 1977 and, to date, 209 outstanding Albertans have been recognized. You have the opportunity to nominate an individual (or individuals) from your community who has made significant contributions to recreation development.

The nomination package (nomination form, award criteria, completion tips and how to submit electronically), as well as a list of previous award recipients, is available on our website at [www.active.alberta.ca](http://www.active.alberta.ca). If you would like a package mailed to you, call our office at (780) 427-6549 (toll-free at 310-0000). Please review the information carefully to ensure your nominee is given full credit for volunteer work contributed. The deadline for submissions is **Tuesday, June 30, 2015**. Mail, email or fax completed nomination forms to:

Mr. Brad Babiak, Director, Strategy and Policy  
Recreation and Physical Activity Division  
Alberta Culture and Tourism  
901, 10405 Jasper Avenue  
Edmonton, Alberta T5J 4R7  
email: [brad.babiak@gov.ab.ca](mailto:brad.babiak@gov.ab.ca) fax: (780) 427-5140

If you require additional information regarding the Energize Workshop or the *Recreation Volunteer Recognition Awards*, please contact Mr. Babiak in Edmonton at (780) 643-0665 (toll-free at 310-0000).

Sincerely,



Roger Kramers, Executive Director  
Recreation and Physical Activity Division



Brian Wright, Chair  
Energize Advisory Committee

Attachment



Criteria

**PURPOSE**

At Energize 2015, the province will recognize four volunteers who, through their volunteer commitment and dedication, advanced the development of recreation in Alberta. Please give serious consideration to nominating an individual from your area.

**AWARD CRITERIA**

The following criteria will be used to review the nominations:

1. The nominee must be an Albertan who has made an outstanding contribution to **recreation** development at the **community level** in the Province of Alberta through:
  - a personal *volunteer* commitment to *recreation* development,
  - a consistent record of service to the public,
  - community leadership in *recreation*, and
  - active participation in a variety of *volunteer recreation* activities.
  - *coaching* will be considered at a lower scoring rate than other aspects of recreation development due to the coaching awards available through the Alberta Sport Connection’s award program.
  - *officiating* may be included only if it is *volunteer* (many officials are paid). Please ensure this is clearly indicated on the nomination form.
- DO NOT INCLUDE:**
  - *non-recreation* contributions.
  - involvement while the nominee was in a *paid position* (i.e. recreation professional or elected official).
2. *Volunteer* contributions made by the nominee to the organization, administration, planning or promotion of events/programs/services/facilities/policies *beyond the local level* will be considered and should be included.
3. Nominees are not required to have served on a Recreation Board to be eligible for the award (this recognizes that many communities no longer have recreation boards, but do have volunteers who make outstanding contributions in recreation at the community level).
4. Posthumous nominations will be accepted.
5. Previous *Recreation Volunteer Recognition Award* recipients are not eligible.
6. **Late nominations will not be accepted.** Please ensure nominations are faxed, emailed or postmarked by **June 30, 2015**.

From: [Alberta Forest Products Association](#)  
To: [Carol Gabriel](#)  
Subject: Alberta Forest Products Association 73rd AGM and Conference  
Date: Monday, June 01, 2015 1:41:57 PM

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If you are having difficulty viewing this email properly, please click here:  
<http://www.mailoutinteractive.com/Industry/View.aspx?id=689682&q=878975103&qz=a2012b>



Monday, June 01, 2015

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## 73rd AGM and Conference

### Alberta Forest Products Association 73rd AGM and Conference

Good Afternoon,

We are pleased to invite you to attend the AFPA's 73rd Annual General Meeting and Conference at the Fairmont Jasper Park Lodge from September 23 - 25, 2015. The conference will provide an opportunity for forest industry representatives, senior government officials, and key stakeholders to meet, network, and attend information sessions.

#### Registration Information

Full details of our conference program including Registration, Tentative Agenda, Hotel Accommodations, Sponsorship Opportunities, and Golf Tournament can be found on the [AEPA website](#).

Guests registering before June 30, 2015 are eligible for the **early bird rate** and for an **early bird prize package** consisting of a gift certificate redeemable at the Fairmont Jasper Park Lodge.

We look forward to seeing you in Jasper.

[www.albertaforestproducts.ca](http://www.albertaforestproducts.ca)  
Alberta Forest Products Association  
900, 10707 100 Avenue NW  
Edmonton, Alberta T5J 3M1

This email was created and delivered using [Industry Mailout](#)

## Support team helps ease pain and brings hope of a bright future

Submitted by Paula Beauchamp,  
Calgary Foothills Primary Care Network

Watching 31-year old Jen walk down the street, you'd never know she is bracing against pain with each step. "I look good on the outside. It would be easy for someone to think I am faking it," she says. "On the inside, I can be crying with pain."

Jen was 18 when she first experienced pain from endometriosis. By 26, the pain was having such an impact on her life that she was ultimately forced to quit the job she loved. "Pain wears on you day after day in a way you could never understand if you haven't experienced it," she says.

In 2011, Jen began working with her family doctor Dennis Hayes to get back on her feet and he referred her to the Calgary Foothills Primary Care Network's Extended Health Team.

The Extended Health Team offers care to patients who suffer from complex, long-term conditions, including chronic pain, irritable bowel syndrome and mental health issues, such as depression and anxiety. "Just having someone I can call or turn to when I'm down and think I'll never get out of the pain — and at the end of the line there's someone so warm and open and willing to listen," Jen says. "I owe them so much more than I can say."

Jen's first step towards recovery was a class on understanding pain. She joined pacing classes, which taught her to intersperse activities with periods of rest to help reduce pain flare-ups. Jen also learned about breathing, meditation and yoga and how distracting herself can reduce the pain.



Calgary Foothills patient Jen credits Extended Health Team with improving her ability to cope.

Over time, clinical pharmacist Joe Kwan helped Jen, who was taking medication to cope, to slowly reduce her dosage. At the same time, they worked to minimize the effects of withdrawal. "The challenge is to help patients develop other coping tools, so they can rely on those tools to deal with the pain when the narcotics are removed," Joe says. "It can involve working to improve mental health and provide supports in their social environment that increase the ability to function."

Extended Health Team medical lead Dr. June Bergman says patients can develop a different world view because of something that happens after they first experienced chronic pain — often as a result of adverse events in early life. "We try to help patients shift that world view that is no longer working for them," she says. "We help them explore new ways of being. Once we have that shift and that buy-in, we can try something totally different."

*(continued on back)*

**42** PCNS IN ALBERTA  
**MORE** PCNS IN DEVELOPMENT

**3,000+** PHYSICIANS AND  
**HUNDREDS** OF HEALTH CARE PROFESSIONALS  
WORKING IN PCNS

**3.1 million+** PATIENTS  
CARED FOR BY PCN TEAMS

RECEIVED  
JUN 2 2015

MACKENZIE COUNTY  
FORT VERMILION OFFICE

# Healthy Youth school tours

Submitted by Janene Kargus, Aspen Primary Care Network

## Aspen Primary Care Network (PCN) has developed its community based programming, and utilized its multi-disciplinary team of professionals to deliver PCN programs within local schools.

Since September 2014, the team has been to five schools in two communities, delivering a variety of fun and interactive presentations about the PCN's core programming, focused on fitness, healthy eating (sugar awareness) and gratitude.

All three local Athabasca schools have hosted the Aspen PCN team and children from kindergarten to grade 12 have participated in the PCN's Healthy Youth Program. Each school works with the PCN team to develop an appropriate education program.

Pembina North Community School is a remote school north of Westlock. Aspen PCN's Community Health Promotion Nurse, Alice Arthur (RN) visited the school during a professional development day for staff. Alice talked about "The Power of Gratitude" and gave attendees an

opportunity to reflect on thankfulness, and the positive ripple effect that happens when we embrace and live our lives with gratitude.

For the Landing Trail Intermediate School, Aspen PCN set up a "Sugar Shocker" display in the front lobby during parent-teacher interviews. 150 families stopped by the display and talked to an Aspen PCN health professional about beverages and sugar. Thanks to the positive response from parents and students, the PCN will be a regular visitor to the school.

Edwin Parr Composite High School in Athabasca requested information on cardiac health and fitness. Chronic Disease Management Nurse, Lindsey Breckenridge (LPN) and Alice teamed up with Alberta Health Services Dietitian, Stacy Parrell to provide over 300 students with information about the importance of cardiac health and its relation to what you eat. Chronic Disease Management Nurse Shera McConnell (LPN), put her creativity to the test by crafting the "Living after a Stroke" interactive game. Students and staff placed two large marshmallows in their mouths and restrained their dominant hand with an elastic band. Next, they attempted to engage in conversation

with their neighbor, tie their shoes, and get something out of their pockets. This eye opening activity provided a first-hand experience of life following a stroke.

The Aspen team has also visited Whispering Hills Primary School twice. PCN team members demonstrated the Sugar Shocker, and talked about healthy portions and hidden fats in food. They also included a new interactive way of getting people involved by giving each person a bag of predetermined amounts of sugar cubes. The students were tasked with placing the bag in front of the food or beverage they believe contained that amount of hidden sugar. Aspen PCN was able to reach out to over 400 families.

The PCN wraps up their Healthy Youth school tours this June and are delighted to be going to Smith School located northwest of Athabasca. This is the most remote school in the PCN service area, with only 74 students from kindergarten to grade nine.

The Healthy Youth school tours have proven to be tremendously successful with return invitations from each school.

For more information about Aspen PCN visit [www.aspenpcn.ca](http://www.aspenpcn.ca).

## Support team helps ease pain and brings hope of a bright future *(continued)*

Jen says she feels more whole as a person and is more ready to accept help, such as efforts to bring specialists to the Extended Team's Crowfoot clinic, where Jen is more comfortable.

While Jen still feels moderate pain throughout the day and occasional bouts of intense pain, she is better able to manage and

is happier. She is looking forward to further treatments, to feeling even better in the future and getting back to the work she loves. "I know there is hope now and I am looking forward with hope," she says. "That's a good place to be."

Learn more about Calgary Foothills PCN by visiting [www.cfpcn.ca](http://www.cfpcn.ca).