



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

SEPTEMBER 30, 2015

1:00 P.M.

COUNCIL CHAMBERS
FORT VERMILION, AB



STRATEGIC PRIORITIES CHART

COUNCIL PRIORITIES (Council/CAO)

NOW	ADVOCACY
1. RATEPAYER ENGAGEMENT 2. REGIONAL RELATIONSHIPS 3. FISCAL RESPONSIBILITY 4. POTABLE WATER: Availability & Infrastructure 5. CAMPGROUNDS: Expansion and New Boat Docks 6. RECREATION CENTRES & ARENA UPGRADES 7. MASTER FLOOD CONTROL PLAN & FLOOD CONTROL SYSTEMS 8. TRANSPORTATION DEVELOPMENT 9. ECONOMIC DEVELOPMENT 10. INDUSTRY RELATIONS	<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. RATEPAYER ENGAGEMENT – Business Plan	May	1. ECONOMIC DEVELOPMENT – Establish Action Plan	April
2. REGIONAL RELATIONSHIPS	June	2. TRANSPORTATION DEVELOPMENT – Meet Ministers (P5/Zama, RBLK/Hwy 58)	April
3. FISCAL RESPONSIBILITY – non-traditional municipal revenue streams		3. INDUSTRY RELATIONS – Meet Industry Partners	
<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. CAMPGROUNDS – Identify expansion areas & establish policy	June	1. MASTER FLOOD CONTROL PLAN – Completion of Plan	April
2. RECREATION CENTRES & ARENA UPGRADES – Assessment	June	2. Emergency Livestock Response Plan	October
3. COR Certificate – Self Audit	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. RATEPAYER ENGAGEMENT – Citizen Engagement Survey	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. FISCAL RESPONSIBILITY – Mill Rate Discussion & Policy	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. POTABLE WATER – Comprehensive Water Study	June	Codes:	
2. Hamlet Easement Strategy	July	BOLD CAPITALS – 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, September 30, 2015
1:00 p.m.**

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

AGENDA

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CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the September 8, 2015 Regular Council Meeting	7
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	7.	a) Bylaw 1001-15 Plan Cancellation for Consolidation Purposes Plan 002 4196, Block 1, Lot 1 (SW 5-105-14-W5M) (La Crete Rural)	23

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		c)		

FINANCE:	12.	a)	Tax Forfeiture - Sale of Land by Public Auction (1:00 p.m.)	107
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		b)	Facility Leasing Agreement – La Crete Public Library	133
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		f)		
		g)		
		h)		
INFORMATION / CORRESPONDENCE:	14.	a)	Information/Correspondence	153
IN CAMERA SESSION:	15.	a)	Legal <ul style="list-style-type: none">• Tall Cree Water Agreement	
		b)	Labour	
		c)	Land	
NOTICE OF MOTION:	16.		Notices of Motion	
NEXT MEETING DATES:	17.	a)	Regular Council Meeting Tuesday, October 13, 2015 10:00 a.m. Fort Vermilion Council Chambers	
		b)	Organizational Council Meeting	

Tuesday, October 27, 2015

9:00 a.m.

Fort Vermilion Council Chambers

- c) Special Council (Budget) Meeting
Tuesday, October 27, 2015
1:00 p.m.
Fort Vermilion Council Chambers
- d) Special Council (Budget) Meeting
Wednesday, October 28, 2015
9:00 a.m.
Fort Vermilion Council Chambers
- e) Regular Council Meeting
Wednesday, October 28, 2015
1:00 p.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 18. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 30, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Minutes of the September 8, 2015 Regular Council Meeting

BACKGROUND / PROPOSAL:

Minutes of the September 8, 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 September 8, 2015 Regular Council meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, September 8, 2015
10:00 a.m.**

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

- PRESENT:** Bill Neufeld Reeve
Walter Sarapuk Deputy Reeve
Jacquie Bateman Councillor
Peter F. Braun Councillor
Elmer Derksen Councillor
John W. Driedger Councillor (arrived at 10:34 a.m.)
Eric Jorgensen Councillor
Josh Knelsen Councillor
Lisa Wardley Councillor
- REGRETS:** Ricky Paul Councillor
- ADMINISTRATION:** Joulia Whittleton Chief Administrative Officer
Ron Pelensky Director of Community Services &
Operations
Len Racher Director of Facilities & Operations (South)
Byron Peters Director of Planning & Development
Fred Wiebe Manager of Utilities
Alexandra Codispodi Municipal Intern (Recording Secretary)
- ALSO PRESENT:** Members of the media and the public.

Minutes of the Regular Council meeting for Mackenzie County held on September 8, 2015 in the Fort Vermilion Council Chambers.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the meeting to order at 10:05 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 15-09-606 MOVED by Councillor Braun

That the agenda be approved with the following changes:

Items 6. a) and 6. b) removed. Tender opening deadline

was changed to September 30, 2015.
13. b) Meetings on Statutory Holidays
13. c) La Crete Library Opening

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. a) Minutes of the August 26, 2015 Regular Council Meeting

MOTION 15-09-607

MOVED by Councillor Jorgensen

That the minutes of the August 26, 2015 Regular Council meeting be adopted as presented.

CARRIED

GENERAL REPORTS:

5. a) CAO Report

Councillor Driedger joined the meeting at 10:34 a.m.

MOTION 15-09-608

MOVED by Councillor Jorgensen

That administration bring back the tendering options (tender vs. request for proposals) for the Waste Hauling Contract including regional tendering opportunities (Town of Rainbow Lake).

CARRIED

Reeve Neufeld left the meeting at 10:58 a.m. and handed over the chair to Deputy Reeve Sarapuk.

MOTION 15-09-609

MOVED by Councillor Jorgensen

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

CARRIED

Deputy Reeve Sarapuk recessed the meeting at 11:02 a.m. and reconvened the meeting at 11:15 a.m.

TENDERS:

6. a) None

PUBLIC HEARINGS:

7. a) None

**COMMUNITY
SERVICES:**

8. a) None

UTILITIES:

9. a) Fort Vermilion- 49th Avenue Sewer Repair

MOTION 15-09-610
Requires 2/3

MOVED by Councillor Wardley

That an additional \$35,000 be reallocated from the FV-Hydrant Replacement project and be added to the Fort Vermilion – 49th Avenue Sewer Repair.

CARRIED

OPERATIONS:

10. a) None

**PLANNING &
DEVELOPMENT:**

11. a) Bylaw 1006-15 Land Use Bylaw Amendment to Rezone Part of NE 16-106-15-W5M from Agricultural “A” to Rural Industrial District “RI2”(La Crete Rural)

MOTION 15-09-611

MOVED by Councillor Derksen

That first reading be given to Bylaw 1006-15 being a Land Use Bylaw Amendment to rezone Part of NE 16-106-15-W5M from Agricultural “A” to Rural Industrial District “RI2” for the purpose of Industrial development, subject to public hearing input.

CARRIED

11. b) Bylaw 1007-15 Plan Cancellation for Consolidation Purposes Plan 122 3803, Block 1, Lot 1 (Pt. of NW & SW 33-105-15-W5M) (La Crete Rural)

MOTION 15-09-612

MOVED by Councillor Knelsen

That first reading be given to Bylaw 1007-15, being a Plan Cancellation Bylaw to cancel and consolidate Plan 122 3803, Block 1, Lot 1 back into the quarter from which it was taken, subject to public hearing input.

CARRIED

11. c) Airport Planning

MOTION 15-09-613

MOVED by Councillor Wardley

That the airport planning update be taken to the next Committee of the Whole Meeting to discuss which options Council would like to pursue in the future.

CARRIED

Reeve Neufeld rejoined the meeting at 11:50 a.m. and reclaimed the chair.

Reeve Neufeld recessed the meeting at 11:55 a.m. and reconvened the meeting at 12:40 p.m.

FINANCE:

12. a) Policy FIN028 Credit Card Use

MOTION 15-09-614

MOVED by Councillor Wardley

That Policy FIN028 Credit Card Use be amended as presented.

CARRIED

12. b) Payments in Lieu of Taxes

MOTION 15-09-615

Requires 2/3

MOVED by Councillor Bateman

That the minimum levies pertaining to Tax Roll 106094 and Tax Roll 313865 be waived.

CARRIED

12. c) Additional Named Insured – La Crete Public Library

MOTION 15-09-616

MOVED by Councillor Bateman

That agenda item 12. c) Additional Named Insured – La Crete Public Library be removed from the agenda.

CARRIED

12. d) 2016 Budget Development Guidelines

MOTION 15-09-617

MOVED by Councillor Bateman

That administration draft the County's 2016 operating and capital budgets within the following guidelines:

1. The organizational chart as presented;
2. Maintain current service levels;
3. Capital program to reflect maintenance of existing infrastructure and/or completion of projects commenced in, or carried forward into 2015; and

4. Water/sewer rate to be recalculated in order to reach 100% recovery rate for operating expenses, excluding TCA amortization and including long-term debt principle and interest payments, to be compared with the current (2015) recovery rate.
5. The fee schedule bylaw to be brought back for review.

CARRIED

MOTION 15-09-618

MOVED by Deputy Reeve Sarapuk

That administration distributes the 2015 capital project list (before cuts) to Council and that Councillors reply to the Chief Administrative Officer with proposed additions by September 30, 2015.

CARRIED

12. e) 2016 Budget Meeting Dates

MOTION 15-09-619

MOVED by Councillor Braun

That the following Council meetings be scheduled as follows in the Fort Vermilion Council Chambers:

- October 27, 2015 – Council Organizational Meeting at 9:00 a.m.
- October 27, 2015 – Special Council (Budget) Meeting at 1:00 p.m.
- October 28, 2015 – Special Council (Budget) Meeting at 9:00 a.m.
- October 28, 2015 – Regular Council Meeting at 1:00 p.m.
- November 30, 2015 – Special Council (Budget) Meeting at 10:00 a.m.
- December 14, 2015 – Special Council (Budget) Meeting at 10:00 a.m.
- December 21, 2015 – Special Council (Budget) Meeting at 10:00 a.m.

CARRIED

Reeve Neufeld recessed the meeting at 1:28 p.m. and reconvened the meeting at 1:40 p.m.

12. f) Financial Reports – January 1 to July 31, 2015

MOTION 15-09-620 **MOVED** by Councillor Wardley

That the financial reports for the period, January 1 – July 31, 2015, be accepted for information.

CARRIED

ADMINISTRATION: **13. a) Tompkins Crossing (Letter to BC Hydro)**

MOTION 15-09-621 **MOVED** by Councillor Jorgensen

That administration drafts letters to Alberta Transportation and to BC Hydro regarding the Tompkins Ferry Crossing as discussed.

CARRIED

DELEGATION: **4. a) Jill Sheward, Brownlee LLP**

MOTION 15-09-622 **MOVED** by Councillor Braun

That the presentation made by Jill Sheward from Brownlee LLP on property tax incentives and use of reserve lands be received for information.

CARRIED

Reeve Neufeld recessed the meeting at 3:20 p.m. and reconvened the meeting at 3:34 p.m.

13. b) Meetings on Statutory Holidays (ADDITION)

MOTION 15-09-623 **MOVED** by Councillor Jorgensen

Requires Unanimous

That Mackenzie County avoid having meetings on statutory holidays.

DEFEATED

13. c) La Crete Library Opening

MOTION 15-09-624 **MOVED** by Councillor Jorgensen

That the La Crete Library opening (building transfer from ATB) discussion be received for information.

CARRIED

**INFORMATION/
CORRESPONDENCE:**

14. a) Information/Correspondence

MOTION 15-09-625

MOVED by Councillor Driedger

That AMISK Hydroelectric Project be invited to make a presentation to Council.

CARRIED

MOTION 15-09-626

MOVED by Councillor Wardley

That administration be directed to work with Crystal McPhee of Urban Video Incorporated to participate in her research on the role of industry in rural Alberta.

CARRIED

MOTION 15-09-627

MOVED by Councillor Wardley

That the Western Canada Conference on Soil Health information be forwarded to the Mackenzie Applied Research Association.

CARRIED

MOTION 15-09-628

MOVED by Councillor Wardley

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

CARRIED

**IN-CAMERA
SESSION:**

15. In-Camera Session

MOTION 15-09-629

MOVED by Deputy Reeve Sarapuk

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 3:56 p.m.

- 15. a) Legal
- 15. b) Labour
- 15. c) Land

CARRIED

MOTION 15-09-630 **MOVED** by Councillor Wardley

That Council move out of camera at 4:04 p.m.

CARRIED

15. a) Legal – Inter-Municipal Relations – Town of Rainbow Lake Revenue Sharing

MOTION 15-09-631 **MOVED** by Councillor Wardley

That administration sends an invitation to the Town of Rainbow Lake requesting a Council to Council meeting either at a Mackenzie County Regular Council Meeting or before the next Tri- Council Meeting.

CARRIED

NEXT MEETING DATES:

17. a) Committee of the Whole Meeting
Wednesday, September 30, 2015
10:00 a.m.
Fort Vermilion Council Chambers

Regular Council Meeting
Wednesday, September 30, 2015
1:00 p.m.
Fort Vermilion Council Chambers

ADJOURNMENT: **18. a) Adjournment**

MOTION 15-09-632 **MOVED** by Councillor Jorgensen

That the council meeting be adjourned at 4:05 p.m.

CARRIED

These minutes will be presented to Council for approval on September 30, 2015.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 30, 2015
Presented By:	Fred Wiebe, Manager of Utilities
Title:	Invitation to Tender – La Crete Sanitary Sewer Main Rehabilitation

BACKGROUND / PROPOSAL:

The Sanitary Sewer Main Rehabilitation project is located on 96th Avenue & Lane; 100th to 102nd Street. This project will replace an old clay pipe that is experiencing extreme root intrusion on a sewer main that has a portion that is currently located in the backyard of private properties. This improvement will replace and relocate the sewer main into our road right of way for proper access for maintenance and repairs.

The Tender Closing date is 1:00 p.m., Wednesday, September 30, 2015.

OPTIONS & BENEFITS:

The contract offers two options for the construction of the main line across 100 street. One option is for open cut trench and the other is bore under 100 street to create minimal disturbance to existing asphalt. There is also an option for Cure In Place Pipe (CIPP) on a section of the sewer line which will also minimize ground disturbance in one laneway and may also provide cost savings.

COSTS & SOURCE OF FUNDING:

2015 Capital budget for the La Crete Sanitary Sewer Main Rehabilitation project is \$475,000.

SUSTAINABILITY PLAN:

Goal C3 of the sustainability plan refers to the County continuing to provide high quality utility services that meet quality standards and that are stable and reliable.

Author: Sarah Martens **Reviewed by:** Fred Wiebe **CAO:** JW

COMMUNICATION:

Engineer to facilitate meeting with affected residents prior to construction. Contractor needs to provide 48 hours notification to residents prior to construction commencement.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the La Crete Sanitary Sewer Main Tenders be opened.

Simple Majority Requires 2/3 Requires Unanimous

That the La Crete Sanitary Sewer Main project be awarded to the lowest qualified tender, subject to budget.

Author: Sarah Martens **Reviewed by:** Fred Wiebe **CAO:** JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 30, 2015
Presented By:	Fred Wiebe, Manager of Utilities
Title:	Request for Proposals – Fort Vermilion Truckfill and La Crete Lift Station Improvements

BACKGROUND / PROPOSAL:

The Fort Vermilion Water Treatment Plant currently has 3 potable truckfills along with 1 raw water truckfill. Currently, agricultural trucks carrying chemicals are filling using the treated water truckfills causing concerns that there may be contamination occurring on the filling pad by these potable truckfills. Mackenzie County has hired an engineer to assess options and come up with a design for the option that will allow agricultural trucks to fill at a designated truckfill.

The La Crete Main Lift Station has experienced some pipe failures within the wet well which will require replacing. Along with replacing the piping and some existing fittings, the addition of a magnetic flow transmitter will be installed as well.

The Tender Closing date is 1:00 p.m., Wednesday, September 30, 2015.

OPTIONS & BENEFITS:

Improvements of the Fort Vermilion Water Treatment Plant will ease the concerns of ratepayers that there won't be cross contamination.

Improvements of efficiency of main lift station through pipe repair as well as providing accurate measurement of wastewater volumes to our lagoon treatment system.

COSTS & SOURCE OF FUNDING:

2015 Capital budget for Fort Vermilion Truckfill Upgrade is \$40,900 and for La Crete Lift Station Improvements is \$62,000 for a total capital budget of \$102,900.

Author: Sarah Martens **Reviewed by:** Fred Wiebe **CAO:** JW

SUSTAINABILITY PLAN:

NA

COMMUNICATION:

NA

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Fort Vermilion Truckfill Upgrade and La Crete Lift Station Improvements request for proposals be opened.

Simple Majority Requires 2/3 Requires Unanimous

That the Fort Vermilion Truckfill Upgrade and La Crete Lift Station Improvements project be awarded to the lowest qualified proposal, subject to budget.

Author: Sarah Martens **Reviewed by:** Fred Wiebe **CAO:** JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 30, 2015
Presented By:	Fred Wiebe, Manager of Utilities
Title:	Invitation to Tender – Fort Vermilion 48th Avenue Water Services

BACKGROUND / PROPOSAL:

The Fort Vermilion 48th Avenue Water Services project will service residents along 48th & 47th avenue between 50th & 52nd street with water from existing PVC water infrastructure. Mackenzie County has already experienced maintenance concerns with what we believe is the last of ductile iron piping in Fort Vermilion, and this project will see that piping being abandoned.

The Tender Closing date is 1:00 p.m., Wednesday, September 30, 2015.

OPTIONS & BENEFITS:

The benefits of this project is to provide existing residents in the affected area with a reliable water service and abandon old infrastructure while utilizing our existing upgraded infrastructure in the front of the properties.

COSTS & SOURCE OF FUNDING:

2015 Capital budget for the Fort Vermilion 48th Avenue Water Services project is \$91,000.

SUSTAINABILITY PLAN:

Goal C3 of the sustainability plan refers to the County continuing to provide high quality utility services that meet quality standards and that are stable and reliable.

Author: Sarah Martens **Reviewed by:** Fred Wiebe **CAO:** JW

COMMUNICATION:

Engineer to facilitate meeting with affected residents prior to construction. Contractor needs to provide 48 hours notification to residents prior to construction commencement.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Fort Vermilion 48th Avenue Water Services Tenders be opened.

Simple Majority Requires 2/3 Requires Unanimous

That the Fort Vermilion 48th Avenue Water Services project be awarded to the lowest qualified tender, subject to budget.

Author: Sarah Martens **Reviewed by:** Fred Wiebe **CAO:** JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 30, 2015
Presented By:	Byron Peters, Director of Planning & Development
Title:	PUBLIC HEARING Bylaw 1001-15 Plan Cancellation for Consolidation Purposes Plan 002 4196, Block 1, Lot 1 (SW 5-105-14-W5M) (La Crete Rural)

BACKGROUND / PROPOSAL:

On August 26, 2015, first reading was given to Bylaw 1001-15 being a Plan Cancellation Bylaw to cancel and consolidate Plan 002 4196, Block 1, Lot 1 back into the quarter from which it was taken.

The applicant bought the 5 acre parcel in December of 2011, not knowing that the actual acreage was not where it was supposed to be. It was not noticed until the planning department was reviewing the ariel maps for a development permit received from the client that the actual house was not on the registered subdivision.

The acreage should have been approximately 100 meters further to the east than what is registered at Alberta Land titles.

In order for the applicant to receive a development permit and to correct this issue, a boundary adjustment needs to be approved along with this plan cancelation in order to move the acreage 100 meters to the east placing the actual home within the approved subdivision.

The planning department has no issues or concerns with this application.

Bylaw 99x-15 was present to the Municipal Planning Commission at their July 23, 2015 meeting and made the following motion:

MPC-15-07-132 MOVED by Jacquie Bateman

That the Municipal Planning Commission recommend to Council to approve Bylaw 99X-15, being a Plan Cancellation Bylaw to cancel

Author: BP Reviewed by: _____ CAO: JW

and consolidate Plan 002 4196, Block 1, Lot 1 back into the quarter from which it was taken, subject to public hearing input.

OPTIONS & BENEFITS:

Consolidation of this type of lots needs to be completed by a Plan Cancellation and consolidation.

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant

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; it was posted in the local paper for two weeks, and all adjacent landowners received notification.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

MOTION 1

That second reading be given to Bylaw 1001-15, being a Plan Cancellation Bylaw to cancel and consolidate Plan 002 4196, Block 1, Lot 1 back into the quarter from which it was taken.

Simple Majority Requires 2/3 Requires Unanimous

MOTION 2

That third reading be given to Bylaw 1001-15, being a Plan Cancellation Bylaw to cancel and consolidate Plan 002 4196, Block 1, Lot 1 back into the quarter from which it was taken.

Author: L. Lambert Reviewed by: BP CAO: JW

Mackenzie County

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW 1001-15

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. 1001-15
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

FOR THE PURPOSE OF CANCELLING A PLAN OF SUBDIVISION
IN ACCORDANCE WITH SECTION 658 OF THE
MUNICIPAL GOVERNMENT ACT, CHAPTER M-26,
REVISED STATUTES OF ALBERTA 2000.

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, Council of Mackenzie County has determined that a subdivision, as outlined in Schedule "A" hereto attached, be subject to cancellation, and

WHEREAS, Henry Friesen and Mary Friesen, being the registered owners of Plan 002 4196, Block 1, Lot 1, have requested that the subdivision be cancelled and consolidated back into SW 5-105-14-W5M, from which it was taken, and

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

1. That Subdivision Plan 002 4196, Block 1, Lot 1, as outlined in Schedule "A" hereto attached, is hereby cancelled in full and the lands shall revert back into SW 5-105-14-W5M, from which it was taken.

READ a first time this 26th day of August, 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.

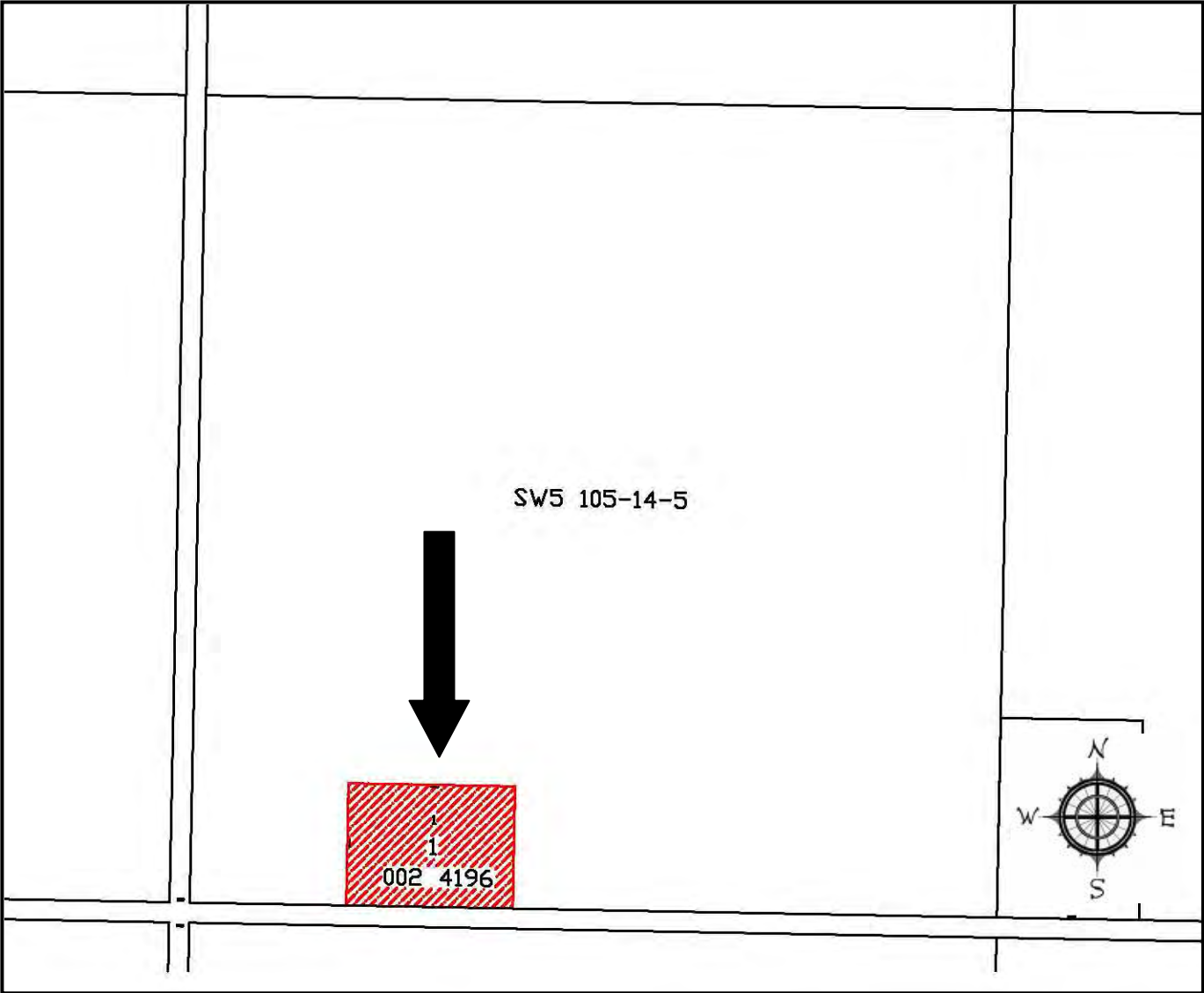
Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

BYLAW NO. 1001-15

SCHEDULE "A"

- 1. That Subdivision Plan 002 4196, Block 1, Lot 1, located in the Rural area, be cancelled in full and the lands shall revert back into SW 5-105-14-W5M from which it was taken.



BYLAW AMENDMENT APPLICATION



NOT TO SCALE

File No. Bylaw 1001-15

Disclaimer

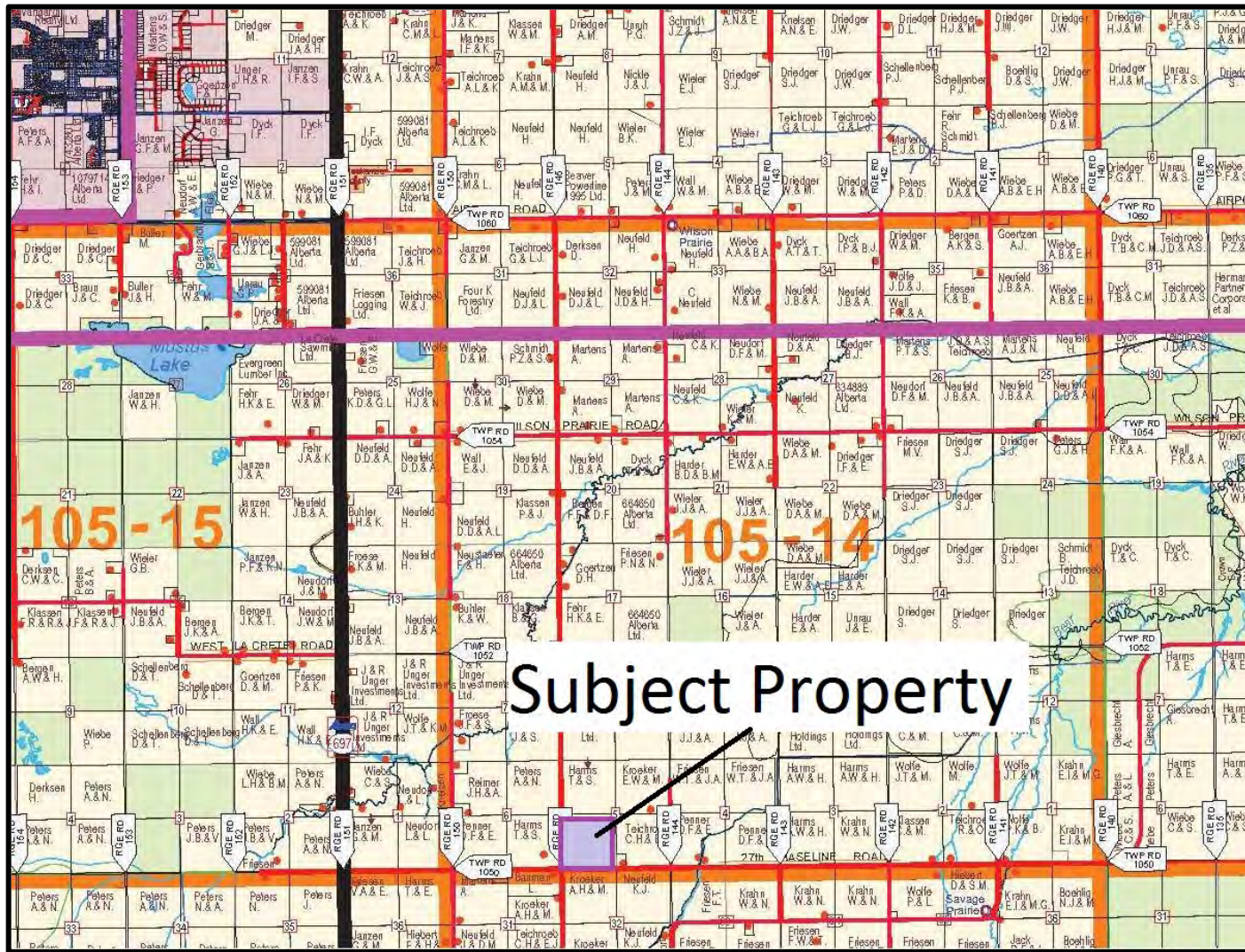
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Mackenzie County

BYLAW AMENDMENT APPLICATION



File No. Bylaw 1001-15

NOT TO SCALE

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Mackenzie County





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 30, 2015
Presented By:	Byron Peters, Director of Planning & Development
Title:	PUBLIC HEARING Bylaw 1002-15 Plan Cancellation for Consolidation Purposes Plan 2938RS, Block 10, Lots 5 & 6 (5203-48th Ave & 4701-52nd Street Fort Vermilion)

BACKGROUND / PROPOSAL:

On August 26, 2015, first reading was given to Bylaw 1002-15, being a Plan Cancellation Bylaw to cancel and consolidate Plan 2938RS, Block 10, Lots 5 & 6 into one lot.

The applicant has owned the two lots since they were first registered in 1970. There has only ever been one house on the lot 5. Aside from being the driveway and yard to lot 5, lot 6 has never been developed.

A couple of years ago, the old house on lot 5 was removed, and the lots remained vacant. The owner would now like to place a mobile home on the lots. The owner has no intentions of selling either of the lots, and has always treated them as one yard. The mobile home will be placed mostly be on lot 5, however to eliminate the inconvenience of having a boundary line limiting the amount of space to expand (i.e addition or porches) the owner would like to consolidate the two lots into one.

The planning department has no issues or concerns with this application.

Bylaw 99x-15 was present to the Municipal Planning Commission at their August 6, 2015 meeting and made the following motion:

MPC-15-08-139 MOVED by Jacquie Bateman

That the Municipal Planning Commission recommendation to Council be to approve Bylaw 99X-15, being a Plan Cancellation Bylaw to cancel and consolidate Plan 2938RS, Block 10, Lots 5 & 6 into one lot, subject to public hearing input.

Author: _____ Reviewed by: _____ CAO: _____ JW

OPTIONS & BENEFITS:

Consolidation of this type of lots needs to be completed by a Plan Cancellation and consolidation.

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant

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; it was posted in the local paper for two weeks, and all adjacent landowners received notification.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

MOTION 1

That second reading be given to Bylaw 1002-15, being a Plan Cancellation Bylaw to cancel and consolidate Plan 2938RS, Block 10, Lots 5 & 6 into one lot.

Simple Majority Requires 2/3 Requires Unanimous

MOTION 2

That third reading be given to Bylaw 1002-15, being a Plan Cancellation Bylaw to cancel and consolidate Plan 2938RS, Block 10, Lots 5 & 6 into one lot.

Author: L. Lambert Reviewed by: _____ CAO: JW

Mackenzie County

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW 1002-15

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. 1002-15
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

FOR THE PURPOSE OF CANCELLING A PLAN OF SUBDIVISION
IN ACCORDANCE WITH SECTION 658 OF THE
MUNICIPAL GOVERNMENT ACT, CHAPTER M-26,
REVISED STATUTES OF ALBERTA 2000.

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, Council of Mackenzie County has determined that a subdivision, as outlined in Schedule "A" hereto attached, be subject to cancellation, and

WHEREAS, Reginald McLean and Genevieve McLean, being the registered owners of Plan 2938RS, Block 10, Lots 5 & 6, have requested that the subdivision be cancelled and have the lots consolidated into one, and

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

1. That Subdivision Plan 2938RS, Block 10, Lots 5 & 6, as outlined in Schedule "A" hereto attached, are hereby cancelled in full and shall be consolidated as Lot 17.

READ a first time this 26th day of August, 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.

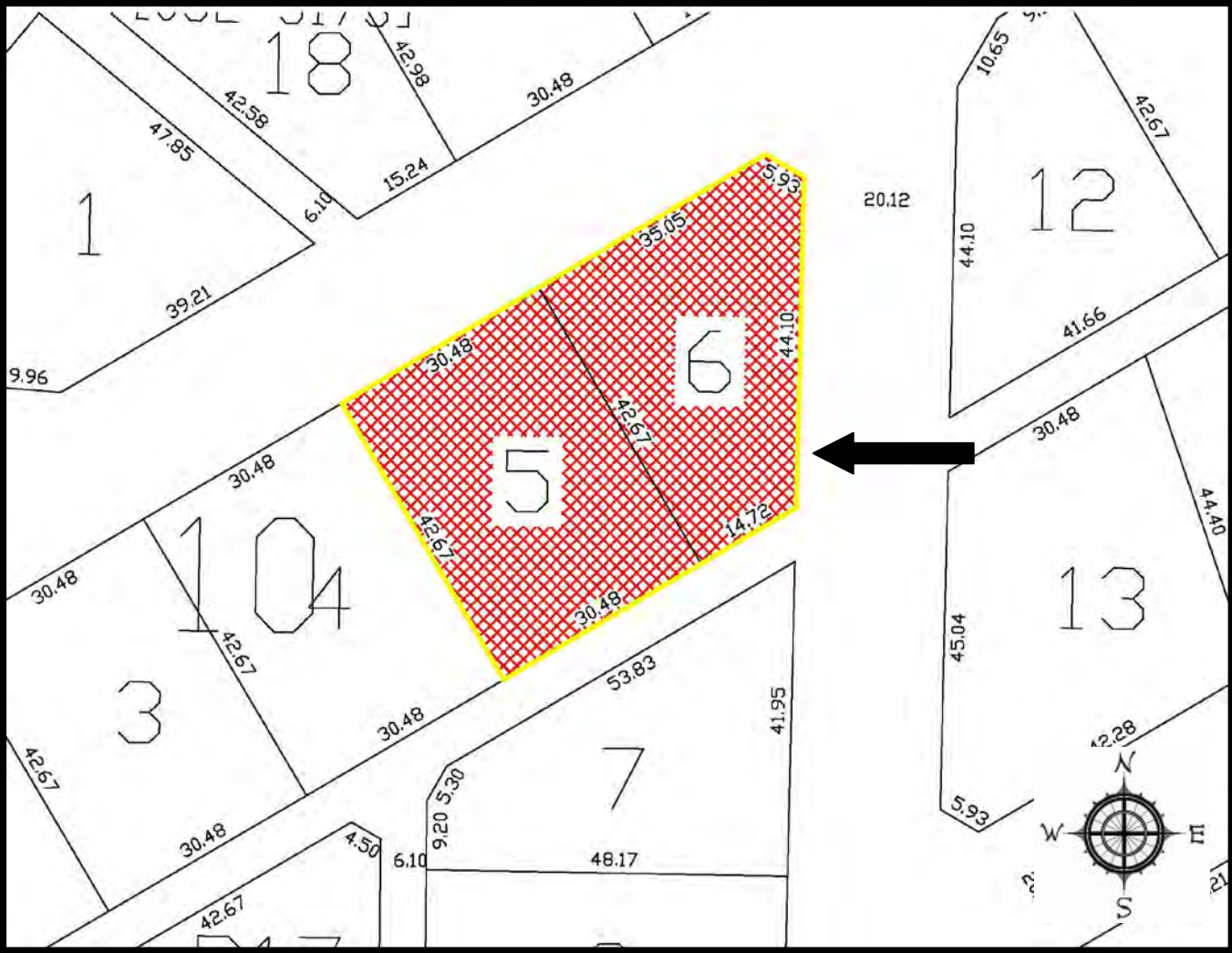
Bill Neufeld
Reeve

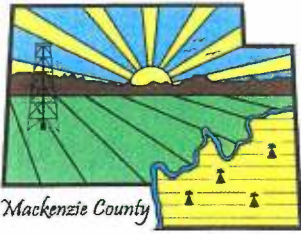
Joulia Whittleton
Chief Administrative Officer

BYLAW NO. 1002-15

SCHEDULE "A"

- 1. That Subdivision Plan 2938RS, Block 10, Lots 5 & 6, (5203-48th Ave & 4701-52nd Street) located in Fort Vermilion, are hereby cancelled in full and shall be consolidated as Lot 17.





LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF APPLICANT <i>Reggie Mclean</i>		
ADDRESS <i>Box 261</i>		
TOWN <i>Ford Vermilion</i>		
POSTAL CODE	PHONE (RES.)	BUS.

NAME OF REGISTER OWNER		
ADDRESS		
TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS.	SEC.	TWP.	RANGE	M.	OR	PLAN <i>2938 RS</i>	BLK	LOT
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: _____ TO: _____

REASONS SUPPORTING PROPOSED AMENDMENT:

Plan Cancellation + Consolidation
One lot is too small for development.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 400.00

RECEIPT NO. _____

Reggie Mclean
APPLICANT

July 18/15
DATE

NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

Reggie Mclean
REGISTERED OWNER

DATE

BYLAW AMENDMENT APPLICATION



NOT TO SCALE

File No. Bylaw 99x-15Disclaimer

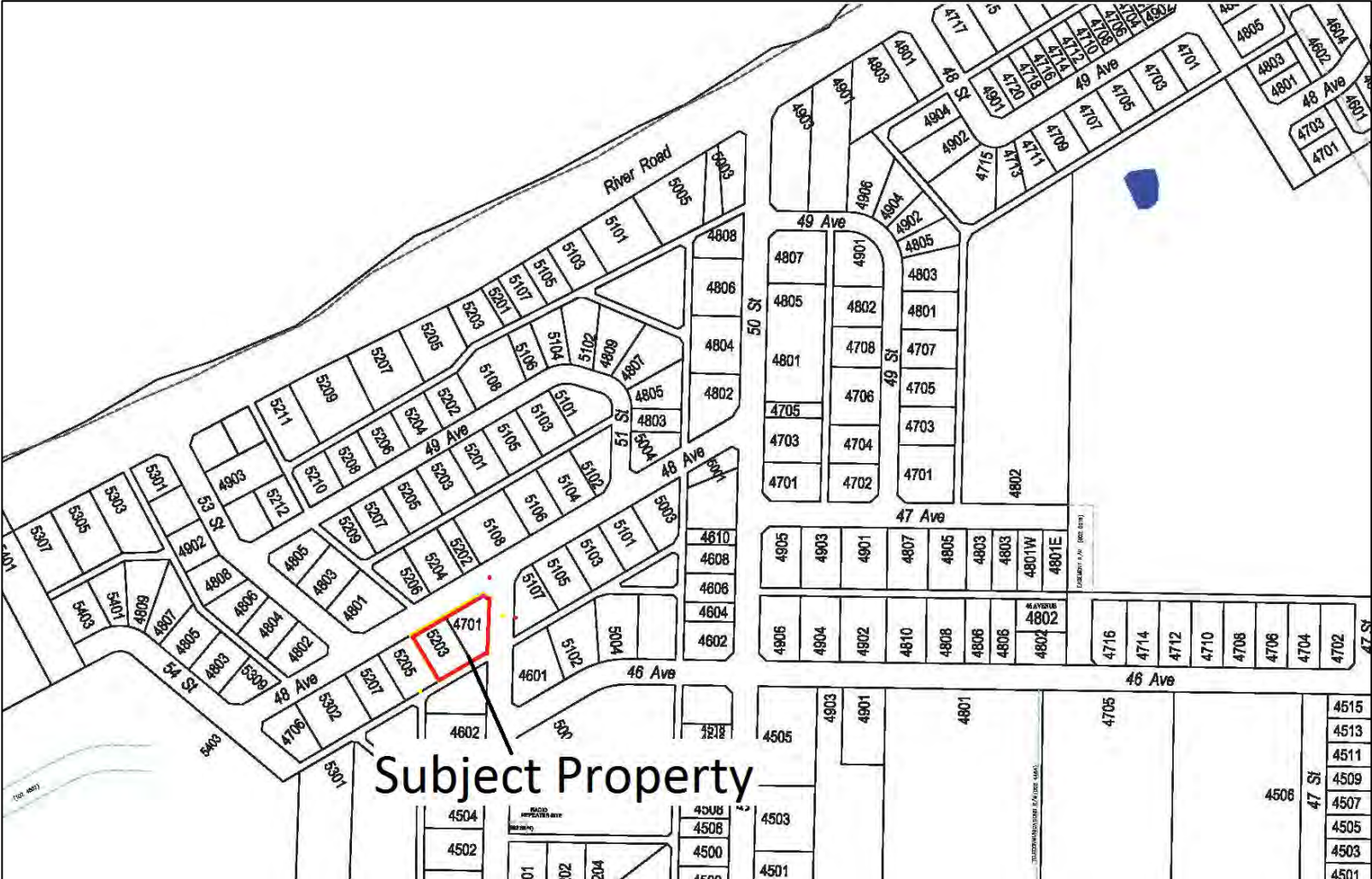
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Mackenzie County

BYLAW AMENDMENT APPLICATION



Subject Property

File No. Bylaw 1002-15

NOT TO SCALE

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Mackenzie County



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 30, 2015
Presented By:	Byron Peters, Director of Planning & Development
Title:	PUBLIC HEARING Bylaw 1003-15 Land Use Bylaw Amendment to Rezone Plan 042 2403, Block 1, Lot 1 (Pt. of SW 30-104-14-W5M) from Agricultural “A” to Public Institutional District “P” (Buffalo Head Hills Area)

BACKGROUND / PROPOSAL:

On August 26, 2015, first reading was given to Bylaw 1003-15 being a Land Use Bylaw amendment to rezone Plan 042 2403, Lot 1 (Pt. of SW 30-104-14-W5M) from Agricultural “A” to Public/Institutional District “P” for the purpose of complying with the Land Use Bylaw.

Mackenzie County received a request to rezone Plan 042 2403, Block 1, Lot 1 (Pt. of SW 30-104-14-W5M) from Agricultural “A” to Public/Institutional District “P” so that the existing and future use complies with the zoning.

In 2004 the Buffalo Head Mennonite School Society was granted a subdivision off of a quarter section of land in the Buffalo Head area for the purpose of developing a school for the area. At that time, this use was allowed under the Agricultural District.

Recently, the School came in to apply for a development permit to add a portable classroom unit. Upon review, the applicants were informed that the use was no longer allowed under the current zoning and that should they wish to proceed they would have to apply for a rezoning.

The applicants understood the reasoning and wish to rezone the parcel.

Bylaw 99x-15 was present to the Municipal Planning Commission at their August 6, 2015 meeting and made the following motion:

MPC-15-08-138 MOVED by Jacquie Bateman

Author: L. Lambert Reviewed by: _____ CAO JW

That the Municipal Planning Commission's recommendation to Council is for the approval of Bylaw 99x-15 being a Land Use Bylaw amendment to rezone Plan 042 2403, Lot 1 (Pt. of SW 30-104-14-W5M) from Agricultural "A" to Public/Institutional District "P" for the purpose of complying with the Land Use Bylaw

OPTIONS & BENEFITS:

The Planning and Development Department supports this rezoning request as the school is non-compliance as it's no longer allowed under the Agricultural zone. The Planning Commission cannot approve a development permit for any future development if the zoning stays as is. So therefore in the best interest of the school they need to be rezoned to Public Institutional.

OPTIONS

Option 1

That first reading be given for Bylaw 1003-15 being a Land Use Bylaw amendment to rezone Plan 042 2403, Lot 1 (Pt. of SW 30-104-14-W5M) from Agricultural "A" to Public/Institutional District "P" for the purpose of complying with the Land Use Bylaw, subject to a public hearing.

Option 2

That first reading be refused for Bylaw 1003-15 being a Land Use Bylaw amendment to rezone Plan 042 2403, Lot 1 (Pt. of SW 30-104-14-W5M) from Agricultural "A" to Public/Institutional District "P" for the purpose of complying with the Land Use Bylaw.

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant

SUSTAINABILITY PLAN:

The Sustainability Plan does not directly address re-zoning of districts within the County. As such, the proposed re-zoning neither supports nor contradicts the Sustainability Plan

COMMUNICATION:

The bylaw amendment will be advertised as per MGA requirements; this includes all adjacent landowners and the local papers.

Author: L. Lambert Reviewed by: _____ CAO JW

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

MOTION 1

That second reading be given to Bylaw 1003-15 being a Land Use Bylaw amendment to rezone Plan 042 2403, Lot 1 (Pt. of SW 30-104-14-W5M) from Agricultural "A" to Public/Institutional District "P" for the purpose of complying with the Land Use Bylaw.

Simple Majority Requires 2/3 Requires Unanimous

MOTION 2

That third reading be given to Bylaw 1003-15 being a Land Use Bylaw amendment to rezone Plan 042 2403, Lot 1 (Pt. of SW 30-104-14-W5M) from Agricultural "A" to Public/Institutional District "P" for the purpose of complying with the Land Use Bylaw

Author: L. Lambert Reviewed by: _____ CAO JW

Mackenzie County

PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT

BYLAW 1003-15

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. 1003-15
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 ensure compliance of an existing development.

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

1. That the land use designation of the subject parcel known as:

Plan 042 2403, Block 1, Lot 1

within Mackenzie County, be rezoned from Agricultural "A" to Public/Institutional District "P" as outlined in Schedule "A" hereto attached.

READ a first time this 26th day of August, 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.

Bill Neufeld
Reeve

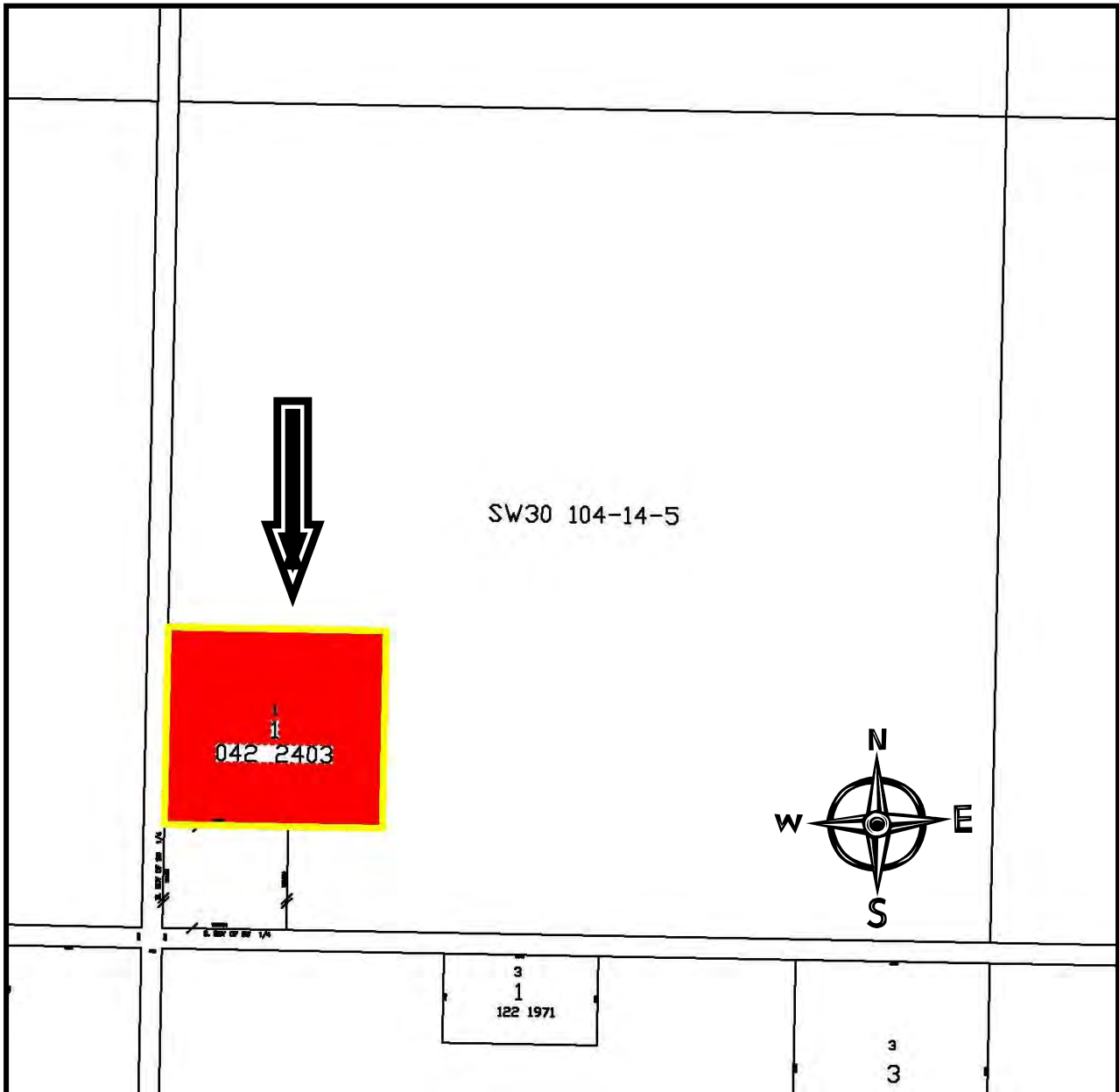
Joulia Whittleton
Chief Administrative Officer

BYLAW No. 1003-15

SCHEDULE "A"

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

Plan 042 2403, Block 1, Lot 1 within Mackenzie County; be rezoned from Agricultural "A" to Public/Institutional District "P"



FROM: Agricultural "A"

TO: Public/Institutional District "P"



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. _____

NAME OF APPLICANT <i>Buffalo Head Mennonite School</i>		
ADDRESS <i>Box 38</i>		
TOWN La Crete <i>Buffalo Head Prairie</i>		
POSTAL CODE <i>T0H 4A0</i>	PHONE (RES.) <i>780 926 0756</i>	BUS. <i>780 541 8778</i>

COMPLETE IF DIFFERENT FROM APPLICANT NAME OF REGISTER OWNER		
ADDRESS		
TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS. <i>SW</i>	SEC. <i>30</i>	TWP. <i>104</i>	RANGE <i>14</i>	M. <i>5</i>	OR	PLAN <i>042 2403</i>	BLK. <i>1</i>	LOT
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: *Agricultural "A"* TO: *Public Institutional "P"*

REASONS SUPPORTING PROPOSED AMENDMENT:

for a used portable school on a existing acreage

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ *400.00*

RECEIPT NO. _____

APPLICANT _____

DATE *July 21 / 15*

NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

REGISTERED OWNER _____

DATE *July 21 / 15*

BYLAW AMENDMENT APPLICATION



NOT TO SCALE

File No. Bylaw 1003-15

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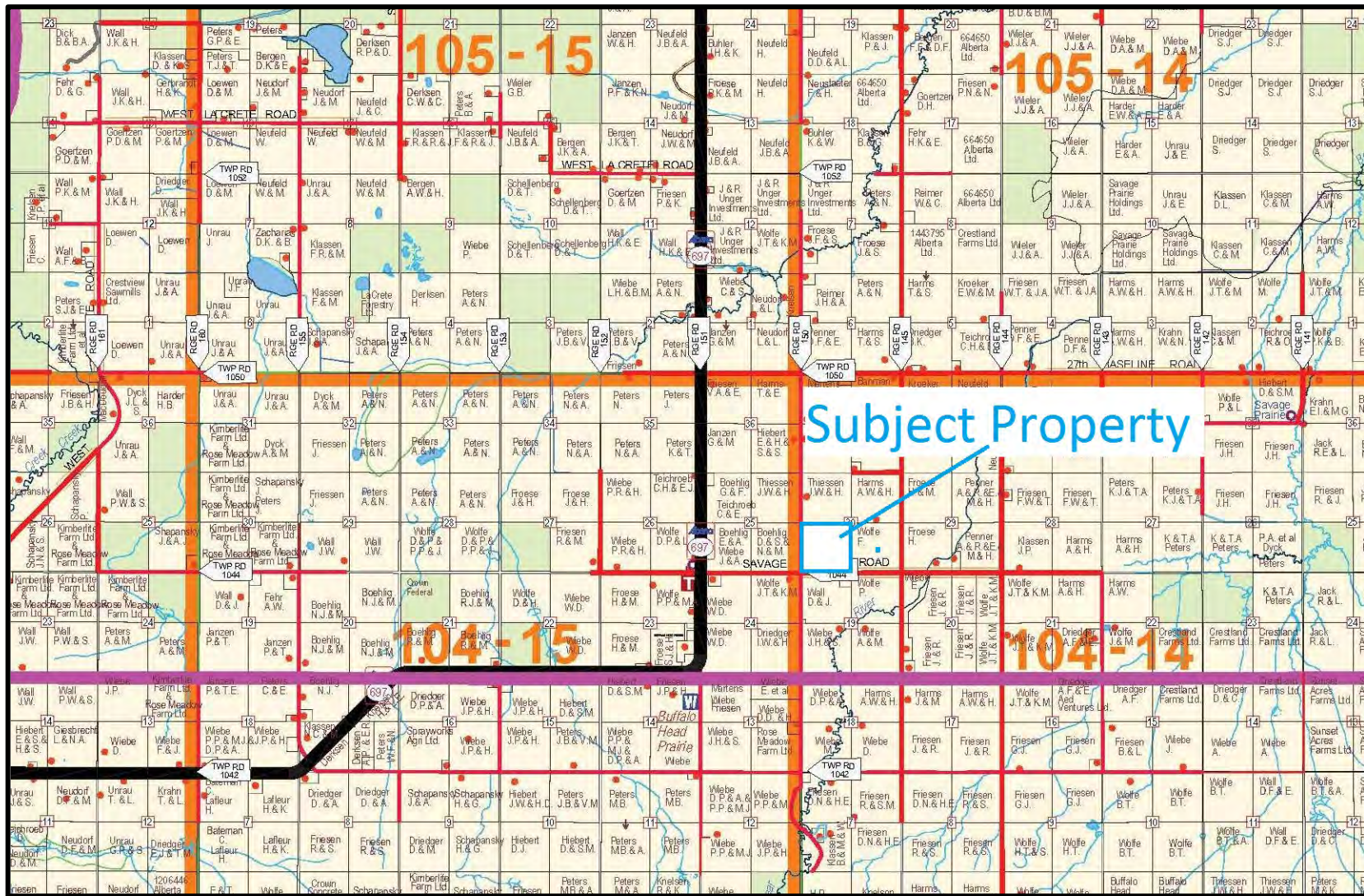
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Mackenzie County



BYLAW AMENDMENT APPLICATION



Subject Property

File No. Bylaw 1003-15

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Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 30, 2015
Presented By:	Fred Wiebe, Manager of Utilities
Title:	Request for Proposal for Engineering Services – Rural Potable Water Infrastructure

BACKGROUND / PROPOSAL:

Mackenzie County applied to the Small Communities Fund (SCF) for grant approval to install a rural waterline southeast of La Crete and 2 rural potable truckfills (1 south of Fort Vermilion, 1 south of La Crete) to provide rural residents with safe potable drinking water. These truckfills will service the rural communities of Rocky Lane, Blumenort, Beaver Ranch, Buffalo Head and Blue Hills.

Administration has drafted an RFP for Engineering Services for this project which is attached to this RFD for review.

OPTIONS & BENEFITS:

NA

COSTS & SOURCE OF FUNDING:

The Rural Potable Water Infrastructure project has been approved under the SCF grant. The maximum provincial and federal funding will be up to a maximum of \$1,764,033 respectively.

Federal and Provincial Funding:	\$3,528,066
Municipal Sources:	<u>\$1,764,034</u>
Total 2015 Capital Budget:	\$5,292,100

Author: Sarah Martens **Reviewed by:** Fred Wiebe **CAO:** JW

SUSTAINABILITY PLAN:

Goal C3.2 of the sustainability plan refers to the County striving to provide potable rural water lines to County residents.

COMMUNICATION:

NA

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That administration proceeds with issuing a Request for Proposals for engineering services for the Rural Potable Water project as presented.

Author: Sarah Martens **Reviewed by:** Fred Wiebe **CAO:** JW



Request for Proposals

Engineering Services
Proposal - Rural
Potable Water
Infrastructure

September 2015

MACKENZIE COUNTY



**REQUEST FOR PROPOSALS (“RFP”) WITH RESPECT TO THE:
Engineering Services Proposal - Rural Potable Water Infrastructure (“the Services”)**

INSTRUCTIONS TO PROPONENTS

1.0 INTRODUCTION

1.1 Purpose of RFP

- 1.1.1 **Mackenzie County** seeks innovative proposals from interested parties for the following:

**Engineering Services Proposal - Rural Potable Water Infrastructure
 (“the Services”)**

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

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

1.2 Submission of RFP

- 1.2.1 Proponents shall submit their Proposal in an envelope marked:

Request for Proposal for Mackenzie County:

“Engineering Services Proposal - Rural Potable Water Infrastructure”

on or before 2:00 p.m. (Mountain Standard Time) on October 13, 2015 (the “RFP Closing Time”) to:

**Mackenzie County
Attention: Joulia Whittleton, CAO
P.O. Box 640, 4511-46 Avenue
Fort Vermilion, AB T0H 1N0**

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

- 1.2.2 Proposals will be opened following the RFP Closing Time. No Proposal(s) submitted after the RFP Closing Time will be accepted.

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

October 7, 2015 at 4:30 p.m.

1.3 **General Conditions Applicable to this RFP**

1.3.1 **Appendices and Addenda**

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

1.3.2 **Disclaimer of Liability and Indemnity**

By submitting a Proposal, a Proponent agrees:

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

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

1.3.3 **No Tender and no Contractual Relationship**

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

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

1.4 **Discretion of the County**

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

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

- 1.4.1 Utilize any ideas or information contained in any of the Proposals for its sole use and benefit without making payment or otherwise providing consideration or compensation to any Proponent or any other party;
- 1.4.2 Negotiate the specific contractual terms and conditions, including but not limited to the fee or price of the Services, and the scope of the Services;
- 1.4.3 Waive any formality, informality or technicality in any Proposal, whether of a minor and inconsequential nature, or whether of a substantial or material nature;
- 1.4.4 Receive, consider, and/or accept any Proposal, regardless of whether or not it complies (either in a material or non-material manner) with the submission requirements or is the lowest priced Proposal, or not accept any Proposal, all without giving reasons;
- 1.4.5 Determine whether any Proposal meets the submission requirements of this RFP;
- 1.4.6 Negotiate with any Proponent regardless of whether or not that Proponent is the Proponent that has received the highest evaluation score, and;
- 1.4.7 Negotiate with any and all Proponents, regardless of whether or not the Proponent has a Proposal that does not fully comply, either in a material or non-material way with the submission requirements for the RFP or any requirements contained within this RFP.

1.5 **Selection**

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

1.6 Disqualification

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

1.7 Representations and Warranties

1.7.1 The County makes no representations or warranties other than those expressly contained herein as to the accuracy and/or completeness of the information provided in this RFP.

1.7.2 Proponents are hereby required to satisfy themselves as the accuracy and/or completeness of the information provided in this RFP.

1.7.3 No implied obligation of any kind by, or on behalf of the County shall arise from anything contained in this RFP, and the express representations and warranties contained in this RFP and made by the County are and shall be the only representations and warranties that apply.

1.7.4 Information referenced in this RFP, or otherwise made available by the County or any of its elected officials, officers, employees, agents or advisors as part of the procurement process, is provided for the convenience of the Proponent only and none of the County, its elected officials, officers, employees, agents and advisors warrants the accuracy or completeness of this information. The Proponent is required to immediately bring forth to the County any conflict or error that it may find in the RFP. All other data is provided for informational purposes only.

2.0 DESCRIPTION OF THE ENGINEERING SERVICES TO BE PERFORMED UNDER THIS CONTRACT AGREEMENT - Please refer to Schedule "A".

3.0 PROPOSAL REQUIREMENTS

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

3.1 Description of the Proposal

3.1.1 Proposals shall include the legal name, address and telephone numbers of the individual, the principals of partnerships and/or corporations comprising the Proponent, and in the case of partnerships or corporations, the individual who will be the representative of the partnership or corporation.

- 3.1.2 Proposals shall include a description of any subcontractors, agents or employees that the Proponent expects to involve in the performance of the Services. Mackenzie County reserves the discretion to approve or reject the proposed use, by the selected Proponent of any proposed subcontract which discretion shall be exercised reasonably.
- 3.1.3 Proposals shall include a description of the individuals involved with the Project including their previous experience and qualifications.
- 3.1.4 Proposals shall include a list of previous work of a similar nature.
- 3.1.5 Prices for the Engineering Services shall be inserted by the Proponent in the form attached hereto as **Schedule “B”** and the form shall be submitted by the Proponent at the time of the submission of its Proposal.
- 3.1.6 The proposed fees shall include pre-design, design, tender, progress meetings, public presentations and all travel and subsistence costs and:
 - 3.1.6.1 Progress meetings/updates, a draft report;
 - 3.1.6.2 Two (2) public meetings (to council or public);

3.2 Execution of the Proposal

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

- 3.2.1 Proposals and the pricing form attached as **Schedule “B”**, must be signed by the representative for the Proponent;
- 3.2.2 If the Proposal is made by a corporation, the full name of the corporation shall be accurately printed immediately above the signatures of its duly authorized officers and the corporate seal shall be affixed;
- 3.2.3 If the Proposal is made by a partnership, the firm name or business name shall be accurately printed above the signature of the firm and the Proposal shall be signed by a partner or partners who have authority to sign for the partnership;
- 3.2.4 If the Proposal is made by an individual carrying on business under a name other than his own, his business name together with the individual's name shall be printed immediately above its signature, and;
- 3.2.5 If the Proposal is made by a sole proprietor who carries on business in his own name, the proprietor shall print his name immediately below his signature.

4.0 MANDATORY SUBMISSION REQUIREMENTS

4.1 Documents to be Submitted with the Proposal

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

- 4.1.1 Proponent's resumes;
- 4.1.2 Proof of accreditation/recognition in a Safety Certification Program;
- 4.1.3 Proof of Proponent's Workers Compensation account in good standing at the time of Proposal submission;
- 4.1.4 A copy of all licenses, certifications, qualification issued by the relevant authorities, which the Proponent may require in order to perform the Engineering Services contemplated by the RFP, if applicable.

4.2 **Insurance to be carried by Successful Proponent**

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

- 4.2.1 Standard automobile, bodily injury and property damage insurance providing coverage of at least TWO MILLION (\$2,000,000.00) DOLLARS inclusive and in respect of any one claim for the injury to or death of one or more persons or damage to or destruction of property.
- 4.2.2 A comprehensive general liability insurance policy providing coverage of at least TWO MILLION (\$2,000,000.00) DOLLARS inclusive and in respect of any one claim for injury to or death of any one or more persons or damage to or destruction of property. Coverage to include:
 - 4.2.2.1 Non-owned automobiles;
 - 4.2.2.2 Independent subcontractors;
 - 4.2.2.3 Contractual liability including this Agreement.
- 4.2.3 Proponent's Compensation coverage for all employees, if any, engaged by the Services in accordance with the laws of the Province of Alberta.
- 4.2.4 Employer's liability insurance respecting employees, if any, of the Proponent with limits of liability of not less than TWO MILLION (\$2,000,000.00) DOLLARS per employee for each accident, accidental injury or death of an employee or any subcontractor engaged by the Proponent; and such other insurance as the County may reasonably require.
- 4.2.5 The Proponent shall cause all insurance coverage maintained by the Proponent in accordance with this RFP, except for errors and omissions coverage (if required), to name the County and any other party designated by the County as an additional insured and to contain a severability of interests or cross liability clause. The Proponent shall cause all insurance coverage to provide that no such insurance policy

may be cancelled without the insurer providing no less than thirty (30) days written notice of such cancellation to the County. The Proponent shall, upon the request of the County, furnish written documentation, satisfactory to the County, evidencing the required insurance coverage. The cost of all of the insurance required to be held by the Proponent as set forth herein shall be borne by the Proponent.

- 4.3 The Consultant will provide the County with a Project spreadsheet identifying fees/costs for each of the Project phases relative to pre-design, design, tender, construction and post construction services. Project spreadsheet to include all personnel costs per individual within each Project phase with disbursement costs as a separate item followed by applicable tax.
- 4.4 Three (3) copies of the Proposal shall be submitted to Mackenzie County. Each hard copy will include an accompanying digital copy of the report on USB drive.

5.0 EVALUATION

- 5.0 After the RFP Closing Time, the County will review and evaluate all the Proposals received based upon the information supplied by the Proponents in accordance with the submission requirements of this RFP.
- 5.1 In evaluating the Proposals received, the County will consider all of the criteria listed below in Section 5.2, and the County will have the sole and unfettered discretion to award up to the maximum number of points for each criterion as listed below. By submitting a Proposal, the Proponent acknowledges and agrees that the County has, and is hereby entitled to exercise, the sole and unfettered discretion to award the points for the evaluation of the noted criteria.
- 5.2 By submitting a Proposal, each Proponent acknowledges and agrees that it waives any right to contest in any legal proceedings the decision of the County to award points in respect of the criteria noted below (the "Evaluation Criteria").

Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Weight	Score
<p>Company/Project Team</p> <ol style="list-style-type: none"> 1. <i>Water systems construction experience</i> 2. <i>Rural understanding and experience</i> 3. <i>Project Team Members and Level of Expert Input</i> 4. <i>Demonstrated Level of Commitment to Project</i> 5. <i>References for Similar Projects</i> 	25%	
<p>Methodology/Proposal Thoroughness</p> <ol style="list-style-type: none"> 1. <i>Project Understanding (scope)</i> 2. <i>Evidence of Value added to Project</i> 3. <i>Level of Detail in Proposed Sequence of work</i> 	30%	
<p>Project Schedule</p>	5%	
<p>Proposal Cost (Fees and Disbursements)</p>	40%	
<p>TOTAL</p>	100%	

5.3 The County also reserves the right to accept conditions to be offered by and/or negotiated with the successful Proponent which are not specifically contained in this RFP. Such options and/or alternatives shall be included in the Proposal review process as part of the evaluation.

5.4 At all times, the County reserves the right to seek written clarification regarding a Proposal from a Proponent. Such clarification shall be deemed an amendment to such Proponent's Proposal.

6.0 OTHER

6.1 Period Open for Consideration

The Proposals received shall remain irrevocable for a period of sixty (60) days following the RFP Closing Date in order to allow for the County to undertake the evaluation of the Proposals received and to undertake the negotiations as provided for herein.

6.2 Information Disclosure and Confidentiality

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

6.3 Independent Determination

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

6.4 Documents

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

6.5 Agreement on Internal Trade and New West Partnership Trade Agreement

The provisions of the Agreement on Internal Trade, Part IV, Chapter Five – Procurement and Annex 502.4, ("AIT") and the New West Partnership Trade Agreement ("NWPTA") apply to this Proposal.

6.6 Other Conditions

The Proponent is fully responsible for obtaining all information required for the preparation of its Proposal. The County is not responsible for undertaking any investigations to assist the Proponent. The consultant is responsible for inspecting the site of the Project and for making whatever inquiries or arrangements are necessary for it to become fully informed of the nature of the

site of the Project, including, but not limited to, the soil structure and topography of the site, and of the Project to be performed and all matters which may in any way affect the Project. Without limiting the foregoing, by the submission of its Proposal, the Consultant acknowledges that it has investigated and satisfied itself as to:

- The nature of the Project;
- The location and all conditions relating to the site of the Project including but not limited to accessibility, general character, surface and sub-surface conditions, soil structure, utilities, road, uncertainties of seasonal weather and all other physical, topographical, geological and geographic conditions;
- The general character, conditions, laws and restrictions applicable to the Project that might affect the performance of the Project;
- All environmental risks, conditions, laws and restrictions applicable to the Project that might affect the Project, and;
- The magnitude of the construction required to execute and complete the Project.

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

6.7 Law and Forum of Proposal

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

Schedule “A”

**Request for Proposals
Mackenzie County**

**Engineering Services Proposal - Rural
Potable Water Infrastructure**

**DESCRIPTION OF WORK
&
SCOPE OF WORK**

Engineering Services Proposal - Rural Potable Water Infrastructure

1. **Overview of Project**

The Project is funded under the Federal and Provincial Government's Small Communities Fund (SCF) with the objective to provide a safe and reliable source of potable water to rural residents within the areas of Fort Vermilion and La Crete. The areas of infrastructure improvements under this program are as follows:

- Installation of approximately 15 km of rural water line south east of the Hamlet of La Crete;
- Construction of reservoir/card lock station facility with an in-line booster(if required) to serve Buffalo Head & Blue Hills communities;
- Construction of reservoir/card lock facility located south of Fort Vermilion along the existing rural water line to serve Rocky Lane, Blumenort and Beaver Ranch communities;

Approximately 85% of rural residents currently use existing dugouts as a source of water for household use. This Project will provide residents with a much more improved source of potable water.

2. **Purpose of the Engineering Servicing Contract**

The Consultant will be the engineering representative for Mackenzie County empowered to oversee the construction contracts on behalf of the County.

The Consultant will have the responsibility for completing all works associated with the planning of the Project; preparing the preliminary and detailed engineering designs; and being accountable for all aspects of the Project's administrative and management functions including the requirements on the post construction for the Project.

The Servicing Contract will ensure that the Consultant strives to obtain efficient and effective designs using innovative ideas and methods in design and construction to obtain the best value possible for the County.

The engineering company is held responsible through the Contract for the engineering services including the consultant's professional liability for the component of work that the consultant has engineered and has managed the overall construction of the Project.

3. **Objectives, Scope of the Engineering Services and Deliverables**

The scope of consulting services that the County is seeking will include, but is not limited to, the following: consultative and advisory services, engineering, survey design, data acquisition, data processing, geotechnical, environmental applications, contract

tendering, contract administration, contract management and technical review during construction and post construction services.

Some of the target dates for the project are as follows: Project tendering – April 2016, Rural waterline completion – October 2016, Truckfills and booster station (if required) – April 2017. It is expected that the Consultant will manage the Project as illustrated within the following list of engineering work phases:

a. **Preliminary Design Phase**

To include, but is not limited to, the following work:

- i. A pre-design meeting to be facilitated by the consultant to determine best route;
- ii. Familiarizing with all relevant municipal information and documents pertaining to this Project;
- iii. Familiarizing with the Project requirements as they relate to the Small Communities Fund (SCF) financial assistance program;
- iv. Documents pertinent to this Project such as, however not limited to, the County's General Municipal Improvement Standards (GMIS), the County's recently adopted Comprehensive Water Supply, Treatment and Distribution Study, municipal policies and Infrastructure Master Plans will be made available to assist the consultant in the execution of their work;
- v. Reviewing all maps, aerial photography, and planning information related to the Project;
- vi. Completing site surveys as required for preparing plans/drawings;
- vii. Determining the location and background on all shallow utilities and pipelines within the area of the Project;
- viii. Meeting with shallow utility companies to discuss the Project and identifying potential conflicts that the Project may create;
- ix. Determining whether there is evidence of environmental issues and if there are:
 - a. Determining the need and details for an Environmental Assessment that may be required for the Project;
- x. Determining land access points if and when needed;
- xi. Establishing a method for contacting land owners if and when needed to enter private properties;
- xii. Preparing drawings for discussion purposes;

- xiii. Developing a Communications Plan that will include a public engagement program;
- xiv. Reviewing a Traffic Accommodation Plan that will cover the course of the entire Project;
- xv. Determining well in advance if road closures and/or detours will be required during the course of the Project;
- xvi. Completing all work needed for confirming land acquisitions if required;
- xvii. Determining the cost and time for potential land acquisitions if required;
- xviii. Completing a geotechnical investigation to determine the issues that may influence the design if required;
- xix. Providing an engineering estimate on the Project costs based on the preliminary information assembled;
- xx. Confirming the construction source material and waste sites established for waste materials.

b. Detail Design Phase

- i. Complete detailed design of the Project;
- ii. Meet with the County to present the Final Design;
- iii. Council Presentation of:
 - a. Final Project design
 - b. Estimated costs to complete
 - c. Land acquisition details if required
 - d. Work schedule
 - e. Geotechnical results and recommendations
- iv. Coordinate detailed design with the provincial approving authorities;
- v. Apply for all applicable utilities.

c. Tendering

The Consultant will be responsible to check tenders submitted, compile a bid sheet, provide a copy of the Contractor's schedule of works and submit a recommendation of the lowest complying tender to the County. The following are a number of components that the Consultant will be responsible for:

- i. Manage all aspects of the Project tendering process;
- ii. Prepare Contract specifications and drawings and provide to Contractors;
- iii. Prepare all advertisements for the tendering;

- iv. Facilitate a pre-tender meeting with all Proponents;
- v. Facilitate the tender opening process;
- vi. Tender/contract sheets;
- vii. Bid items/unit price schedule;
- viii. Complete thorough analysis of tenders submitted;
- ix. Details of insurance requirements;
- x. Provide Consultant's recommendation to the County for formal approval;
- xi. Prepare a Letter of Award to the successful Contractor on behalf of the County;
- xii. Advise the successful bidder of award subject to formal approval provided by the County.

d. **Construction Management**

- i. Initial construction site meeting to review Project schedule, expectations and issues;
- ii. Consultant responsible for managing all of the engineering and construction aspects of the Project;
- iii. Consultant responsible for ensuring that regular weekly/monthly site meetings are held and facilitated by the resident engineer with the Contractor, sub-contractors (optional) and County representative(s) participating;
- iv. All Project meetings to be recorded with list of Actions included;
- v. Consultant to ensure:
 - a. Quality control measures are in place
 - b. All survey and inspection of works are being performed
 - c. Schedules of all phases of work "cradle-to-grave" are adhered to
 - d. Cost controls are carefully scrutinized and managed through financial controlling measures
- vi. Ensure the "Prime Contractor" responsibilities are familiar by all parties and that responsibility lies entirely with the Project Contractor;
- vii. Public safety requirements are managed with the Consultant being responsible for all aspects of traffic control management and most importantly, identifying situations during the construction operations which require special traffic accommodation procedures;

- viii. Consultant will be responsible for reviewing the Contractor's work plan, scheduling and traffic accommodation strategy if and when required;
- ix. Facilitating the Construction Completion Certificate process;
- x. Progress payments and "final" payment at the conclusion of construction;
- xi. Ensure that a safety program is being followed and proper reporting is in place;
- xii. Consultant will be responsible for ensuring that all workers are familiar with the terms of the Occupational Health and Safety Act & Regulations and are respecting each other's responsibility as it pertains to the Act.

e. **Post Construction**

- i. Coordinate final inspections for:
 - a. Construction completion
 - b. Final acceptance following the maintenance period
- ii. As-built Drawings completed and presented to the County in electronic PDF, signed paper and AutoCAD formats;
- iii. Ensure onsite training is provided to County staff upon operational start-up;
- iv. Provide Standard Operating Procedures and Operation Manuals;
- v. Facilitating the Project Maintenance Period and Final Acceptance Certificate process requirements;
- vi. Providing assistance to the County on various Project final reporting needs such as the SCF Program if required;
- vii. A Final Details Report (FDR) will be needed at the completion of the Project.

The FDR report will include the following:

- a. A letter from the Consultant stating that the construction project management and inspection has been performed in accordance with the Engineering Services Contract Agreement and construction is in compliance with the Contract Specifications and GMIS;
- b. All quantities for the Project have been accepted by all parties;
- c. All test results have met the specifications and have been recorded and reported;
- d. As-built drawings will be completed and submitted to the County within six months of the construction completion date;
- e. Other pertinent information that will be needed for the report.

Schedule “B”

**Request for Proposals
Mackenzie County**

**Engineering Services Proposal - Rural
Potable Water Infrastructure**

PRICING FORM

PRICING FORM

**REQUEST FOR PROPOSALS:
MACKENZIE COUNTY
“ENGINEERING SERVICES PROPOSAL - RURAL POTABLE WATER INFRASTRUCTURE”**

We, _____
(Company)

of _____
(Business Address)

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

Description	Timeline	Price
Pre-design		\$
Design		\$
Tender		\$
Construction		Daily rate \$ _____ x # days _____ = \$ _____
		Partial supervision rate \$ _____ x # days _____ = \$ _____
		Daily standby rate \$ _____ x # days _____ = \$ _____
		Total \$ _____
Post Construction		\$

- | | |
|------------------------------|----------|
| 1. Sub-Total (excluding GST) | \$ _____ |
| 2. GST | \$ _____ |
| 3. Total | \$ _____ |

in Canadian funds, which price includes any specified cash and contingency allowances and the applicable taxes in force at this date except as may be otherwise provided in the RFP Documents. **Prices listed must be in accordance with section 4.3 and must include all disbursements.**

Please attach the detailed breakdown of the price calculation.

Appendices to RFP Pricing Form:

Please append the mandatory information as specified in Section 1.3.1 of the RFP.

The information required by the Instructions to Proponents is provided in the attached Appendices and forms an integral part of this RFP.

Declarations:

We hereby acknowledge and declare that:

- (a) We propose to perform the Work as set out in our Proposal;
- (b) No person, firm or corporation other than the undersigned has any interest in this RFP or in the proposed Work for which this RFP is made;
- (c) We hereby acknowledge and confirm that County has the right to accept any Proposal or to reject any or all Proposals in accordance with the Instructions to Proponents;
- (d) This RFP is open to acceptance for a period of sixty (60) days from the date of RFP Closing.

Signatures:

Signed, sealed and submitted for and on behalf of:

Company: _____
(Name)

(Street Address or Postal Box Number)

(City, Province & Postal Code)

(Apply SEAL above)

Signature: _____

Name & Title: _____
(Please Print or Type)

Witness: _____

Dated at _____ this _____ day of _____, 20____

INSTRUCTIONS: The information provided in this document will constitute a complete application for the project. Any supplementary documentation will not be reviewed and will not impact the ranking that results from the review of the application material. If a browser other than Internet Explorer (e.g. Chrome, Firefox) is being used, please download and save a copy of this form before completing it. For additional information, please refer to the Building Canada - Small Communities Fund guidelines. Submit one application per project by e-mail.

Municipality Information

Municipality Name Mackenzie County		Date of Submission March 31, 2015
Mailing Address P.O. Box 640		Office Use Only Municipal Code Project Number AR Number
Contact Person Joulia Whittleton	Position Chief Administrative Officer	
Telephone Number (780) 927-3718	Fax Number (780) 927-4266	
E-mail Address jwhittleton@mackenziecounty.com		

Project Information

Please answer each question. (Click on the icon for additional information regarding each question.)

1. Project Title Rural Potable Water Infrastructure		
2. Project Description - Description must clearly demonstrate project eligibility, see SCF guidelines. (maximum 1,000 characters) The Rural Potable Water Infrastructure project fits under the Drinking Water Infrastructure eligible project categories. The project involves the following: 1) construction of reservoir/cardlock #1 south of the Hamlet of Fort Vermilion along the existing rural water line to serve Rocky Lane, Blumenort and Beaver Ranch communities; 2) installation of a 150 mm rural water line south-east of the Hamlet of La Crete (15.5 kilometers) and construction of reservoir/cardlock station #2 (with in-line booster) at the end of the line to serve Buffalo Head and Blue Hills communities. The objective of the project is potable water delivery to rural residents due to safety concerns in comparison to current practices (replacing the municipal non-potable water points). The estimated population to be served is 7,500 people. The estimated service areas extend approximately 50km in radius.		
3. Project Location/Address The project location is south of Fort Vermilion along the existing rural water line (reservoir/cardlock station #1); extending the rural water line south east from La Crete to Buffalo Head area, installing reservoir/cardlock station #2 (with in-line booster).		
4. Estimated construction start date: July, 2015	5. Estimated construction end date: October, 2016	
6. Nature of Project New	7. Who will own the resulting infrastructure? Mackenzie County	
8. Identify the Primary Project Category (mandatory) and Secondary Project Categories (optional) that closely aligns with the project, then assign a percentage (%) value to each category that make up the total project costs. The total percentage value of the project costs <u>must</u> equal to 100%. Refer to SCF Guidelines or click on the icon for information about categories and examples of projects under each category.		
PROJECT CATEGORY		
% of Total Project Costs		
Primary Project Category (required)		
A	Drinking Water Infrastructure	100 %
Secondary Project Categories (if applicable)		
B		%
C		%
TOTAL (This must equal to 100%):		100 %

Project Information

9. Municipalities must support project applications through council resolution. Please identify relevant resolution number and date passed.

Council Resolution Number:

Date resolution was passed:

10. Is this a multi-jurisdictional project? No Yes If 'Yes', please complete sections 10(a) and 10(b) below.

10(a). Identify municipal partners including council resolution information.

	Municipality/Partner Name	Council Resolution Number	Date Resolution Was Passed
A			- Select Date -
B			- Select Date -
C			- Select Date -

10(b). Identify each partner's financial contribution to the municipal share of project costs. Total percentage value of the total project costs must equal to 100%.

	Municipality/Partner Name	% of Total Project Costs
	Managing Partner/Applicant	% of costs
A		% of costs
B		% of costs
C		% of costs
TOTAL:		%

11. Will this project be funded as a public-private partnership (P3)? If 'Yes', please describe. (maximum 1,000 characters) No Yes

Financial Information

Eligible Costs: + Ineligible Costs: = Total Costs:

Provide estimated cashflow for **Eligible Costs** only (whole numbers ONLY):

Contributions	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020+	TOTAL
---------------	-------------	-------------	-------------	-------------	-------------	-------	-------

SCF Contributions

A	Federal	\$1,764,033					\$1,764,033
B	Provincial	\$1,764,033					\$1,764,033
Sub-Total:		\$3,528,066					\$3,528,066

Municipal Contributions

C	Other Federal Grants						
D	Other Provincial Grants						
E	Municipal Sources	\$1,764,034					\$1,764,034
Sub-Total:		\$1,764,034					\$1,764,034

TOTAL:

Financial Information

Indicate the sources of Municipal Contributions sections C and D above, if applicable:

Other Federal Funds

- Gas Tax Fund
- Other (Specify below)

Other Provincial Grants

- Municipal Sustainability Initiative
- Green Transit Initiatives Program
- Alberta Water/Wastewater Partnership
- Water for Life
- Alberta Community Partnership
- Other (Specify below)

Expected Outcomes

Please provide a brief response to each question. If the question does not apply to the project, please indicate 'N/A'. (Click on the icon for additional information regarding each outcome.)

1. Will the project address a significant health and/or safety concern? Please describe. (maximum 2,000 characters)

The project will address a significant health and safety concern. Mackenzie County is the largest rural municipality in Alberta (12% land mass of the province) located in the north-west corner of the province with an 11,000 population. There are multiple communities in Mackenzie County distant from each other: 45km between Fort Vermilion and La Crete; 56km from La Crete to Blue Hills/Tompkins; 240km between Fort Vermilion and Zama; 35km between Fort Vermilion and Rocky Lane; 60km between Fort Vermilion and Beaver Ranch. There is a large rural area with approximately 780,000 acres of agricultural lands and population of 8,500. Approximately 85 percent of rural residents currently use dugout water in their household use. In some cases, residents travel 85km to the nearest potable water point. Water quality is of great concern due to human-duced eutrophication - the excessive growth of plant and algae species associated with excess nutrients from agriculture. Due to the livestock operations in the areas, the dugout or groundwater sources could also be contaminated due to spring water runoff or other natural surface and ground water movements. This currently poses a significant risk to our rural residents. The County currently has sufficient water treatment infrastructure to accommodate the estimated increase in use of the potable water stations. Due to the scoring criteria for the Small Communities Fund for partnerships, it is important to mention that in our instance, considering our size and location, there are no other incorporated communities to enter into a feasible partnership for the rural potable water infrastructure project. Please refer to the attached map to appreciate our perspective, locations and distances. The project will eliminate the necessity to travel long distances to reach a safe drinking water source and therefore will reduce a potential for traffic accidents.

2. Will the project contribute to a cleaner environment? Please describe. (maximum 2,000 characters)

The project will contribute to a cleaner environment. Since the travel distances to obtain safe drinking water will be reduced significantly, there will be significant reduction in pollution from vehicles.

Expected Outcomes

Please provide a brief response to each question. If the question does not apply to the project, please indicate 'N/A'. (Click on the icon for additional information regarding each outcome.)

3. Does the project address an urgent infrastructure need? Please describe. (maximum 2,000 characters)

Mackenzie County is experiencing significant growth pressures in the rural areas. The agricultural land base was expanded in the County by 120,000 acres - the province has sold crown lands into private ownership in the last three years. These new lands have been developed and are being settled. However, the municipal infrastructure is lacking significantly to accommodate this growth. The County has specific concerns of having large Mennonite families (some with ten children per family) without safe drinking water in the remote rural locations. The project will also make the safe drinking water readily available at affordable prices to our rural residents, whereby the rural residents will not have to rely on commercial water haulers, which is not an affordable option for most of our rural residents; or to continue consuming unsafe dugout water.

Mackenzie County is a developing municipality and we strive on establishing and achieving sound water management projects and sustainable projects to ensure future risks are mitigated (due to various activities).

Mackenzie County Council made a decision to submit only one application under the Small Communities Fund as this project is identified as the most urgent for Mackenzie County due to the public safety. Please note that due to the partnership requirement, this project does not qualify for funding under the Water for Life program; nevertheless, it will serve a much larger area in comparison to the smaller municipalities in other parts of Alberta that had benefited from the Water for Life funding program.

4. Describe the municipalities' plans to ensure the project will be financially sustainable. (maximum 2,000 characters)

Mackenzie County's projection is that the system's useful life will be 50 years for the rural water line and 25 years for water equipment. The County's share of the capital costs for the project will be funded through the existing municipal sources (reserves). The Project is an expansion of Mackenzie County's existing regional water system. Through the expansion of the system, and by serving more users, the County's regional system will become more sustainable. The County currently has water rates established on a near recovery basis (95% cost-recovery through the rates). Mackenzie County has established a restricted Water Reserve, with a replenishing plan for future water infrastructure needs.

Mackenzie County is in the process of completing a Comprehensive Water Study that intends to address the long term options for potable water provision (raw water sources, treatment, distribution, rural delivery). The Study will address the financial models for assuring the potable water systems in the municipality are sustainable and sufficient to accommodate future growth in the long term: the Study will include the Life Cycle Cost Analysis (= present net worth analysis) that compare capital, operation and maintenance costs over the life span, including assessment of the future projects costs (use design horizon of 25 years for water equipment and civil structures, and 50 years for pipelines). Mackenzie County has engaged Associated Engineering to undertake the Study that will be completed by June 30, 2015. All new infrastructure is added to the municipal asset management plans. The Study will be updated as necessary to ensure Council makes the best future decisions.

5. Will the project contribute to productivity and economic growth in the community? Please describe. (maximum 2,000 characters)

The project will definitely contribute to productivity and economic growth in the community. Water is an economic good. Since it can be transported across great distances, the economic and environmental expense of such activity is definitely figuring into business planning; it is also a critical ingredient and production input for a variety of goods and services that in turn contribute to measurable economic growth. The proposed project will facilitate economic growth along the rural water line route: potential manufacturing facilities involving forestry products and other resources; value-added agriculture businesses; bio-energy; etc. The County's Comprehensive Water Study looks at long-term options for water management in Mackenzie County: while "keeping our eyes on full-cost pricing" for the water, the County is planning a responsible and sustainable management of water assets while considering economic implications for water-intensive business sectors. The proposed rural water system will be instrumental in helping to reduce losses from both built and natural water systems.

Expected Outcomes

6. Please describe other benefits to the local community. (maximum 2,000 characters)

The Rural Water Infrastructure project's benefits to the local populace are abound, with the major benefit being a safe drinking water. The secondary benefit is the economic growth in the Region. The project will improve the social environment in the County as all Canadians should have access to safe drinking water.

The project may create work for the local companies if they are successful through the tendering process (the local capacity to undertake the project exists). This may help in continuing prosperity of the workers' families residing in the Region.

By completing the project, the community will be closer to achieving the Water for Life objectives:

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

Mackenzie County will select technologies and practices that promote water conservation, and will make their best efforts to share information within the Mackenzie Region, and whenever possible and feasible, seek future regional water partnerships.

7. Identify project risks and measures to mitigate them. (maximum 2,000 characters)

The major risk is in not undertaking this project as our rural residents will continue to consume unsafe and untreated water from dugouts. Public education is the only measure to mitigate this risk.

The project is "shovel ready" and has been delayed due to scarce financial resources. The project cannot be undertaken without assistance from the Federal/Provincial government. Lands availability was a risk and had been mitigated by securing lands for installation of the new infrastructure (the costs of acquired lands will not be included in the Rural Water Infrastructure project).

The other risk of the project not being completed on time are drastic weather changes such as enormous amounts of rainfall that would delay completion of the project. To mediate the effect of this risk, the contractors will be allowed extensions in their deadlines due to weather problems and the municipality will maintain 10% contingency funds in reserve for this project.

8. Is the project part of an asset management plan? If 'Yes', please describe. (maximum 1,000 characters) No Yes

The County has been working on its long term potable water infrastructure plans as well as assessing its current infrastructure. The County has recently restructured and created a new Manager of Utilities position. This position will ensure the County maintains the utilities infrastructure asset management plan so that maintenance and capital improvements are better planned and prioritized.

9. Is any part of the project located on federal lands? No Yes

10. Will Aboriginal groups be consulted about the project? No Yes

11. Is an environmental assessment required under Federal or Provincial legislation? No Yes

I understand that the signature of the Chief Administrative Officer or Duly-Authorized Signing Officer is required to certify this application.

* The completed application form (Part A) must be saved and e-mailed to:

ma.scfgrants@gov.ab.ca

* Please print and sign the *signature page* (Part B) attached to this application, then submit by fax or by mail. Municipal Affairs must receive this certification on or before **April 2, 2015**.

* Applications without the accompanying completed *signature page* (Part B) will not be rated.

* Electronic Signatures will not be accepted.

 **Save Form**

 **E-mail**



Project Information

Municipality Name Mackenzie County		
Project Title Rural Potable Water Infrastructure		
Date of Submission March 31, 2015	Contact Person Joulia Whittleton	Telephone Number (780) 927-3718

Office Use Only
Municipal Code
Project Number

Application Certification

This form must be completed by the Chief Administrative Officer or Duly-Authorized Signing Officer.

<hr/> <i>Signature</i>	<hr/> March 31, 2015 <i>Date</i>
<hr/> Joulia Whittleton, Chief Administrative Officer <i>Print Name</i> Chief Administrative Officer or Duly-Authorized Signing Officer	<hr/> (780) 927-3718 <i>Telephone Number</i>

I certify that the information contained in this application is correct, that all program funds will be used in accordance with the Building Canada - Small Communities Fund guidelines and that the grant will be applied in the year(s) and manner described above should this application be accepted by the Minister.

Legal Statement

The personal information provided on this form or on any attachments is required for the purpose of determining your eligibility for the Building Canada - Small Communities Fund (SCF) Program and the administration of the program. Your personal information is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provisions under the FOIP Act. If your grant application is approved, your name, the grant program and the amount of the grant may be published on the Government of Alberta Grant Disclosure Portal as authorized under section 40(1)(b) and (f) of the FOIP Act. Should you have any questions about the collection, use or disclosure of your personal information, you may contact the Director of Federal Programs Unit at the address below.

Submission

- Submit one application per project. **The grant application (Part A) must be submitted by email. However, the Application Certification (Part B) must be sent by fax or mail after it has been signed and dated.**
- Applicants are encouraged to save a copy of the completed form for their own records.
- Complete all application details before submitting the form.
- To facilitate the processing of the application, please ensure the Application Certification (Part B) is mailed or faxed no later than **April 2, 2015**.

Submit completed Application Certification (Part B) to:

Alberta Municipal Affairs
Grants and Education Property Tax Branch
Federal Programs Unit
17th Floor, 10155 - 102 Street
Edmonton, Alberta T5J 4L4

Telephone: toll free by dialing 310-0000 then, (780) 427-2225
Fax: (780) 422-9133
Email: ma.scfgrants@gov.ab.ca





ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

AR80754

July 31, 2015

Reeve Bill Neufeld
Mackenzie County
PO Box 640
Fort Vermilion AB T0H 1N0

Dear Reeve Neufeld,

The Government of Alberta is committed to making life better for Albertans. By partnering with the federal government to deliver the Small Communities Fund, we continue our work to ensure municipalities have the resources needed to meet their local infrastructure priorities and strengthen the communities we call home.

I am pleased to advise you that your project, Rural Potable Water Infrastructure (Project ID: CO-MACK-01), has been prioritized as an eligible project under the SCF. The maximum provincial and federal funding amounts for this project will be \$1,764,033 respectively.

In 2015/16, the funding approved for this project is \$110,044, which represents both the provincial and federal contributions.

The conditional grant agreement and information related to communications and signage requirements will soon be mailed to your Chief Administrative Officer. While you may start your project, we require that you hold off on any plans for a public announcement or event until after the federal and provincial governments have had an opportunity to make a joint announcement of approved projects.

Additional details about SCF payments and project recognition can be found in the attachment.

I look forward to working in partnership to strengthen Alberta's communities.

Sincerely,

A handwritten signature in black ink, appearing to read 'Deron Bilous'.

Deron Bilous
Minister

Attachment

cc: Debbie Jabbour, MLA, Peace River
Danielle Larivee, MLA, Lesser Slave Lake
Julia Whittleton, Chief Administrative Officer, Mackenzie County

Attachment

Payment Details and Project Recognition

The payment of SCF funds are subject to submitted claims that are in compliance with the SCF program requirements. Expenditures related to the approved project that were incurred prior to July 31, 2015 are not eligible to be reimbursed under the SCF.

The maximum annual funding approval in subsequent years will be made in future Minister's Approval Letters, subject to the annual funding allocation approvals by the Alberta Legislature and the Parliament of Canada. Please note the staging and financial management of projects are the responsibility of the applicant and must be managed in a manner which recognizes the cash flow available under the SCF.

If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at ma.scfgrants@gov.ab.ca.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 30, 2015
Presented By:	Len Racher, Director of Facilities & Operations (South)
Title:	Second Access Request – Plan 082 6710 Lot 1 Block 1 of NE-19-104-15-W5M

BACKGROUND / PROPOSAL:

Administration received an application for a second access to a parcel of land, and as per Policy PW039, it must be approved by Council. Item 7 of the policy reads as follows...

Mackenzie County will approve only one access per titled property (rural or urban). Any and all subsequent accesses will be at the discretion of Council. Where deemed applicable and beneficial, a shared access to agricultural lands will be mandated.

The request is to allow easier access for trucking and farming purposes.

OPTIONS & BENEFITS:

Option 1: To approve second access as requested.

Option 2: To deny second access request.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

Author: M Dyck **Reviewed by:** Len Racher **CAO:** JW

COMMUNICATION:

Administration will write a letter to the applicant regarding the decision of Council.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For Discussion

Author: M Dyck **Reviewed by:** Len Racher **CAO:** JW



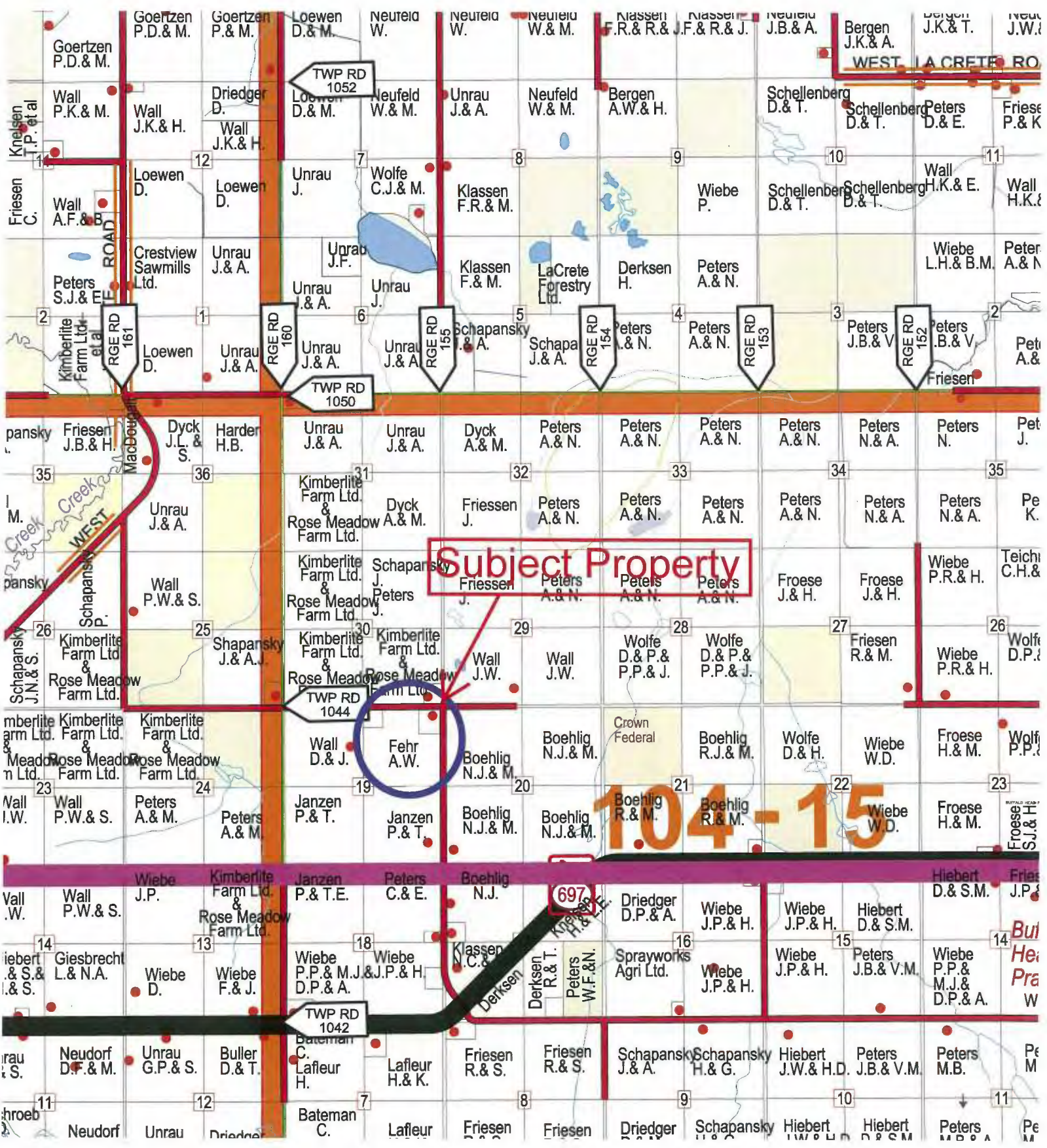
1
1
082 6170

Existing Access

Second Access -
Council Discretion

1
1
082 6171

NE19 104-15-5





Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 30, 2015
Presented By:	Len Racher, Director of Facilities & Operations (South)
Title:	Third Access Request – SW-22-106-14-W5M

BACKGROUND / PROPOSAL:

Administration received an application for a second access to a parcel of land, and as per Policy PW039, it must be approved by Council. Item 7 of the policy reads as follows...

Mackenzie County will approve only one access per titled property (rural or urban). Any and all subsequent accesses will be at the discretion of Council. Where deemed applicable and beneficial, a shared access to agricultural lands will be mandated.

The request is for a third access for the purpose of farm equipment traffic to and from the applicant's shop on property. Quarter section does have two existing accesses as well as a County drainage ditch running East to West across property (see attached maps)

OPTIONS & BENEFITS:

Option 1: To approve third access as requested.

Option 2: To deny third access request.

COSTS & SOURCE OF FUNDING:

N/A

Author: M Dyck **Reviewed by:** Len Racher **CAO:** JW

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Administration will write a letter to the applicant regarding the decision of Council.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For Discussion

Author: M Dyck Reviewed by: Len Racher CAO: JW



Access #2 Existing

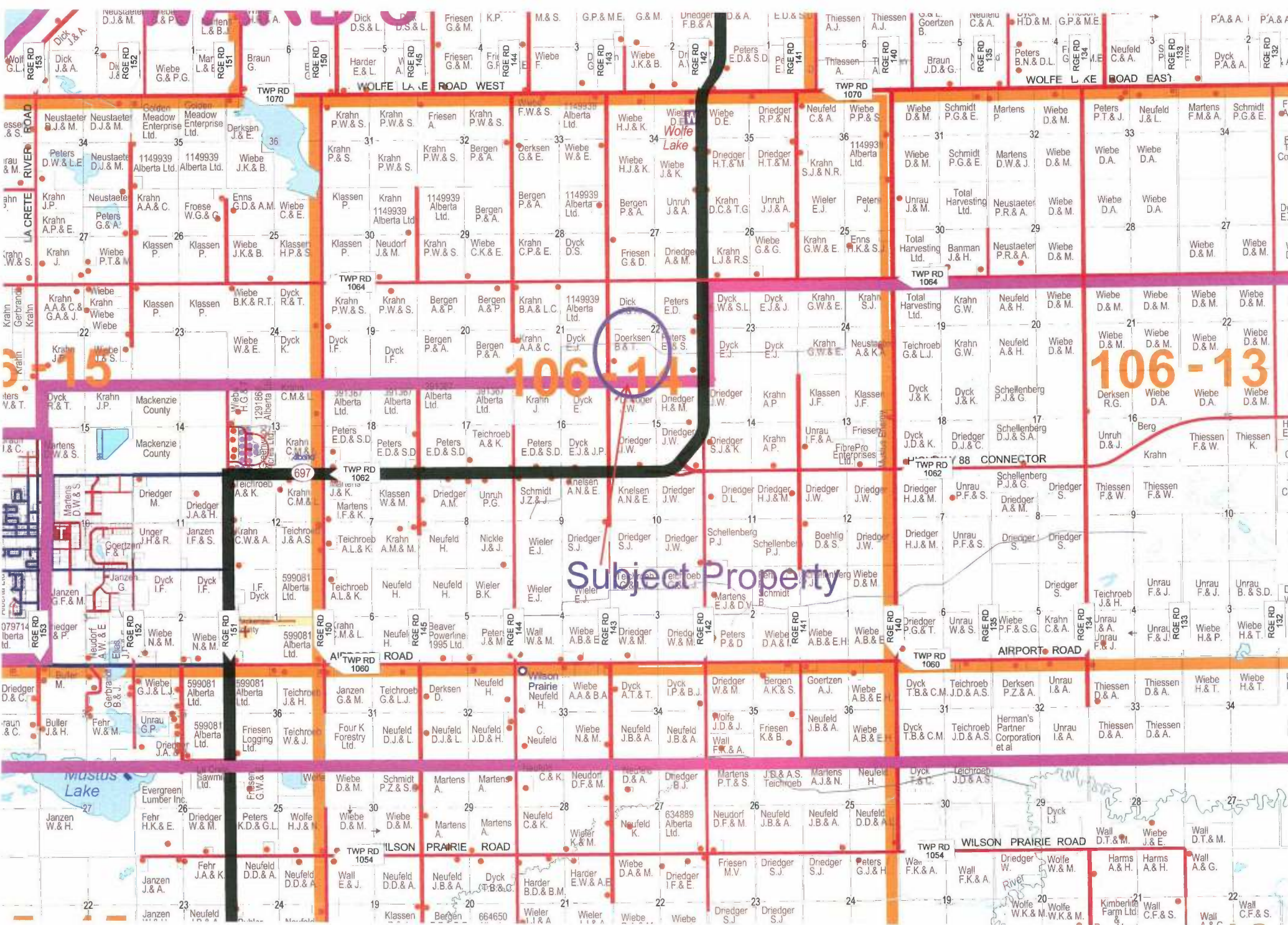
Drainage Ditch

SW22 106-14-5

Access #1 Existing



Access #3 (Council Discretion)



Subject Property



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 30, 2015
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	Use of Right of Way Request – Northern Lights Gas Co-op

BACKGROUND / PROPOSAL:

Administration has received a request from Northern Lights Gas Co-op to run a gas line for a rural resident along a road right of way due to the lengthy time to get approval for running a line through Crown land.

Installing a gas line along a road right of way has been discouraged due to our right of ways being narrow, and any ditching/construction projects may interfere with the line. The County does not have a Policy on allowing gas lines within the right of way.

OPTIONS & BENEFITS:

Option #1- Approve Northern Lights Gas Co-op to run a gas line alongside the road in SW 34-108-13-W5.

Benefit: Rural resident will have gas sooner.

Option #2- Ask Northern Lights Gas Co-op to use an alternative route.

Benefit: The right of way stays free of gas line, and makes it easier to complete future road/ditching projects.

COSTS & SOURCE OF FUNDING:

N/A

Author: RP Reviewed by: _____ CAO: JW

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Administration will communicate Councils decision to Northern Lights Gas Co-op.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: JW

From: [Ron Pelensky](#)
To: [Jennifer Batt](#)
Subject: FW: Joe Dyck
Date: Monday, September 21, 2015 9:32:45 AM
Attachments: [DOC091815-09182015141102.pdf](#)
[Dyck, John.pdf](#)

Ron Pelensky
Mackenzie County
P: 780.927.3718
F: 780.927.4266

-----Original Message-----

From: Jack A. Eccles [<mailto:nlgc@telusplanet.net>]
Sent: Friday, September 18, 2015 2:37 PM
To: Ron Pelensky
Subject: Joe Dyck

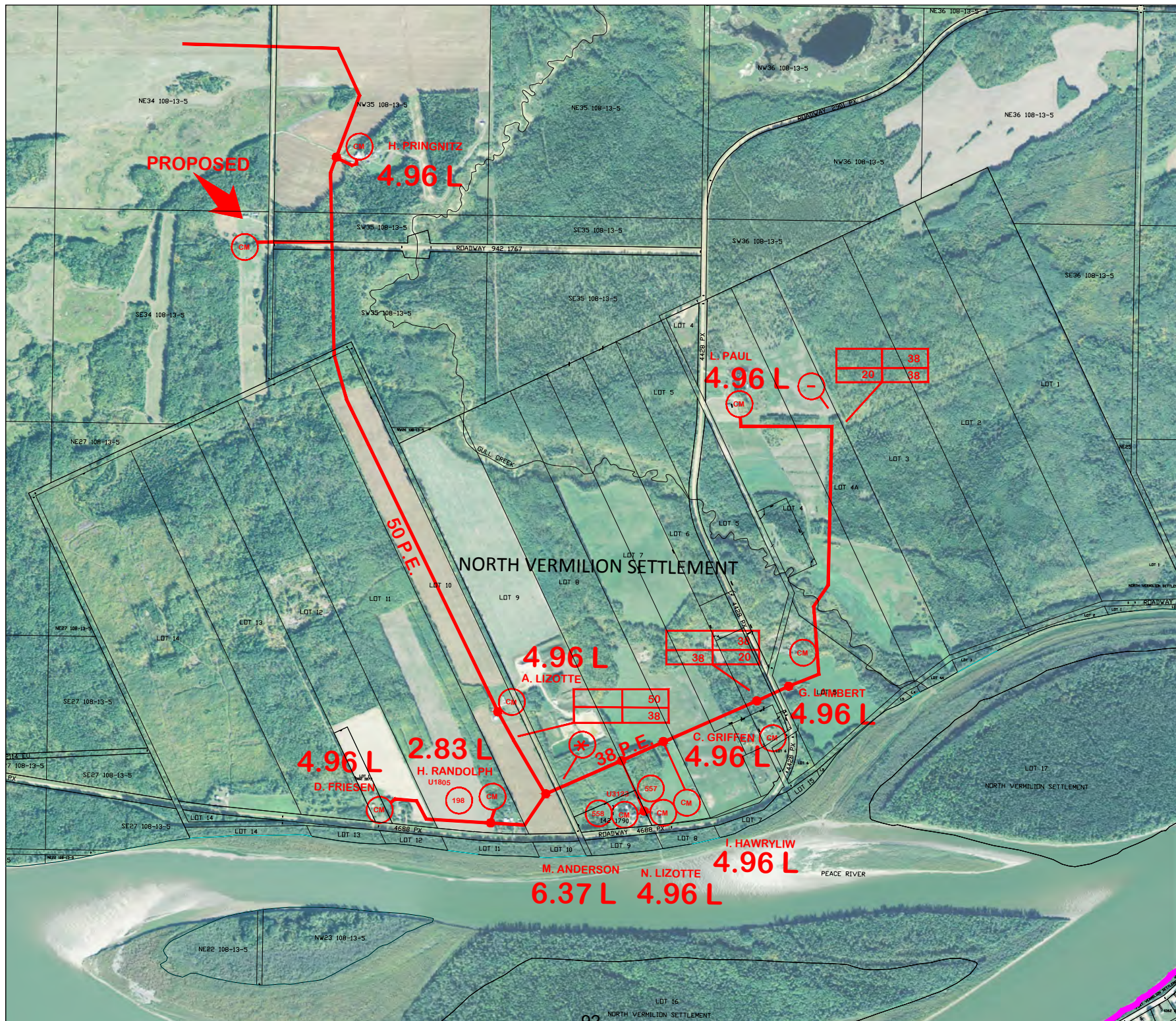
Ron,

Please find attached a sketch roughly indicating our proposed service line to John Dyck in SE 34-108-13 W5. We are requesting permission to install a 3/4" plastic service line in the road ditch running from our existing natural gas line to the quarter line, as per the sketch. The time needed to get approval for installation of natural gas lines on crownland has become extremely lengthy and the proposed customer would not receive gas until next year. We do not like to install a line in the road ditch because of possible future development, road widening etc. however in this case it is doubtful if there will be any significant development in the future.

Please advise if you require any additional information.

Jack A. Eccles
General Manager
Northern Lights Gas Co-op Ltd.
Box 1600
La Crete, Alberta T0H 2H0

Phone: 780-928-3881
Fax: 780-928-2166
Cell: 780-926-6317



PROPOSED

H. PRINGNITZ

4.96 L

L. PAUL

4.96 L

NORTH VERMILION SETTLEMENT

4.96 L

A. LIZOTTE

4.96 L

2.83 L

**H. RANDOLPH
U1805**

M. ANDERSON

6.37 L

N. LIZOTTE

4.96 L

I. HAWRYLIW

4.96 L

50 P.E.

38	38
20	38

38	38
38	20

50	38
38	20

38 P.E.

C. GRIFFEN

4.96 L

G. LAMBERT

4.96 L

558	142	1790	CM
198	198	CM	CM

U3122

557

CM

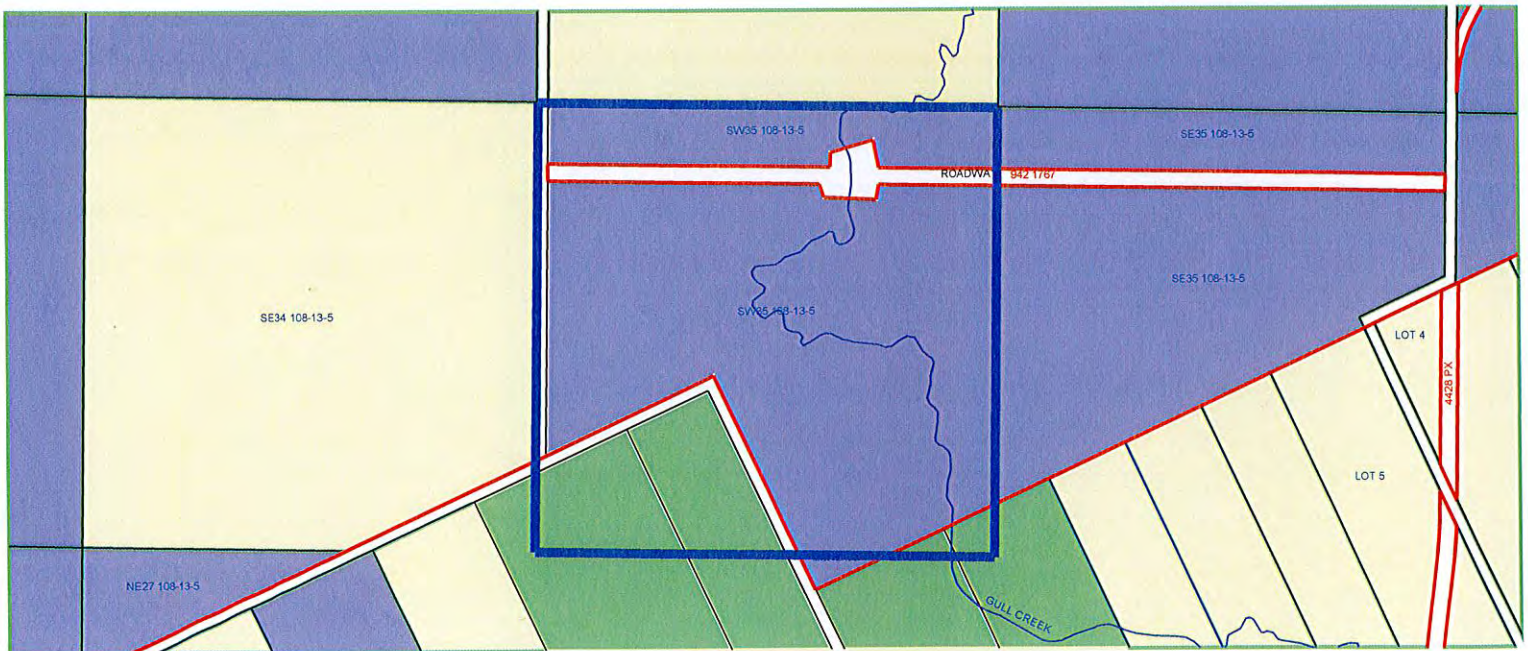
CM

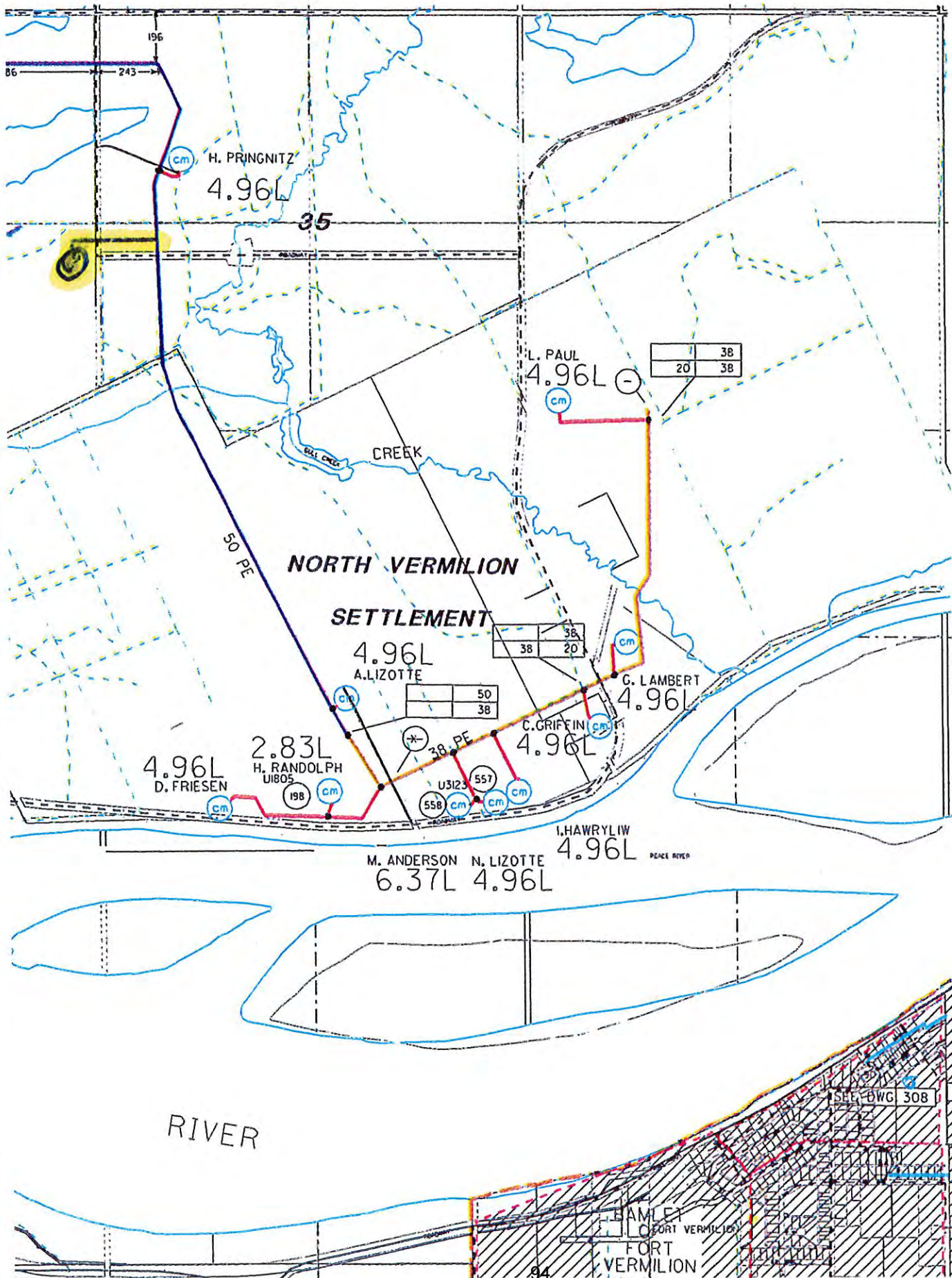
CM

CM

CM

CM







Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 30, 2015
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	Waste Transfer Station Hauling Contract Option

BACKGROUND / PROPOSAL:

Mackenzie County entered into a three (3) year contract with L&P Disposals to haul waste from the County's transfer stations with two (2) one year extension options. The contract expired December 31, 2014, and was extended one year expiring December 31, 2015, with L&P Disposals requesting the second one year extension in July 2015.

The request was brought to the August 11¹, 2015 Council meeting where the following motion was made:

MOTION 15-08-538 *That a one year contract extension with L & P Disposal be given for the hauling of the County's transfer station waste and that a request for proposals for a three year term (2017-2019) go out by August 2016.*

DEFEATED

Proposed Waste Transfer Station Hauling Contract options were brought to the September 7, 2015 Public Works Meeting where the following motion was made:

MOTION PW-15-09-89 *That the Waste Transfer Station Hauling Contract be tendered with the option to split the contract into two separate tenders (Group One: Fort Vermilion, Blumenort, Rocky Lane, Zama; Group Two: Blue Hills, La Crete, Buffalo Head Prairie) and the contract being for three years with the possibility of a one year renewal.*

CARRIED

On the attached letter, L&P Disposals has provided comments on the existing/future contract. Verbal discussions took place with the 2 other local contractors, where no concerns were voiced regarding splitting or keeping the contract as one bid.

Author: R. Pelensky **Reviewed by:** _____ **CAO:** JW

Attached is an information sheet on Request for Proposal vs. Tender bids.

Administration has proposed options for tendering of the transfer station hauling contract, as shown in the Options & Benefits below.

OPTIONS & BENEFITS:

Option #1 – Request for Proposal

- All Waste Transfer Stations including Town of Rainbow Lake
Blue Hills, Blumenort, Buffalo Head Prairie, Fort Vermilion, Indian Cabins, La Crete, Rocky Lane, Steen River, Zama
- 3 year contract w/ 1 year option for renewal
- Performance bond required
- Recommend to award on a point system

Requirements	Point
Equipment Age & Quantity *	/25
Experience	/25
Price	/50
	/100%

*Sufficient quantity of equipment to complete task

Benefits

- Allow for all aspects of the contract to be reviewed on a point system. Award would not strictly be based on price, but on the best value and option for the County.
- If a suitable Proposal was not submitted, no contract would have to be awarded allowing for further research into the best option/value to the County. Also allows for negotiation before entering into a contract.

Option # 2 – Request for Proposal

- The RFP will have 2 separate schedules, and each schedule will be awarded separately.

WTS Group #1	WTS Group #2
Blumenort	Blue Hills
Fort Vermilion	Buffalo Head Prairie
Indian Cabins	La Crete
Rocky Lane	
Steen River	
Zama	

- 3 year contract w/ 1 year option for renewal
- Performance bond required

Author: R. Pelensky Reviewed by: _____ CAO: JW

- Recommend to award on a point system

Requirements	Point
Equipment Age & Quantity *	/25
Experience	/25
Price	/50
	/100%

*Sufficient quantity of equipment to complete task

Benefits

- Allow for all aspects of the contract to be reviewed on a point system. Award would not strictly be based on price, but on the best value and option for the County.
- Separating the Waste Transfer Stations into separate RFP's could possibly allow for multiple contractors. The separation could increase the price slightly due to smaller volumes, however long term, this will be a benefit as you will have more than one local contractor bidding on future contracts.
- If a suitable Proposal was not submitted, no contract would have to be awarded allowing for further research into the best option/value to the County. Also allows for negotiation before entering into a contract.

Option # 3 - Tender

- All Waste Transfer Stations
Blue Hills, Blumenort, Buffalo Head Prairie, Fort Vermilion, Indian Cabins, La Crete, Rocky Lane, Steen River, Zama
- 3 year contract w/ 1 year option for renewal
- Performance bond required

Benefits

- Makes contract solely awarded based on price and no other factors. Combining all the transfer stations may provide the best overall price, as the contractor will have efficiencies with volume.

Option #4 – Tender

- The Tender will have 2 separate schedules, and each schedule will be awarded separately.

WTS Group #1	WTS Group #2
Blumenort	Blue Hills
Fort Vermilion	Buffalo Head Prairie
Indian Cabins	La Crete
Rocky Lane	
Steen River	
Zama	

- 3 year contract w/ 1 year option for renewal
- Performance bond required

Author: R. Pelensky Reviewed by: _____ CAO: JW

Benefits

- Makes contract solely awarded based on price and no other factors.

COSTS & SOURCE OF FUNDING:

Advertising would come from the 2015 Operating Budget.
The awarded contract amount would be funded in the subsequent years operating budgets.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Administration to advertise

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

**L&P
Disposals
Box 179
High Level, Alberta
T0H 1Z0
780-926-2988
780-926-3838
Fax 780-926-3688
Email: planet.recycle@telus.net**

August 25, 2015

Hi Ron,

A few things to consider when putting the Mackenzie County transfer station tender out.

- Tipping fee raise then this should raise as its so fine a margin. There should be a clause saying the bid price will raise to match the tipping fee increase.
- Required trucks to perform the job is 2 packer trucks and 2 roll off trucks and trailers in order to service the job properly.
- Often bins are frozen in the winter & a shop is required to thaw them.
- Zama needs to be on a schedule of once per week. This Keeps the bins from stinking in the summer and garbage does not pile up and attracting bears. Rocky Lane, Blue Hills & Buffalo Head also have a lower volume, the way we service this properly is because our all inclusive bid allows us to make a run including all sites.

Thank you

L&P DISPOSALS

From: [Ron Pelensky](#)
To: [Jennifer Batt](#)
Subject: FW: Mackenize County Rainbow Lake Joint Tender
Date: Tuesday, September 22, 2015 11:49:00 AM
Attachments: [image001.jpg](#)

Hi

I guess we have to change our RFD and remove Rainbow lake from our schedule

We can attach this email to our RFD

Ron Pelensky

Mackenzie County

P: 780.927.3718

F: 780.927.4266

From: Dan Fletcher [mailto:dfletcher@rainbowlake.ca]
Sent: Monday, September 21, 2015 10:02 PM
To: Joulia Whittleton; Ron Pelensky
Subject: Mackenize County Rainbow Lake Joint Tender

Good Evening Joulia and Ron,

We discussed further the three options for a waste tender at our council meeting this evening. Rainbow Lake Council decided that they would like to stick to the two year tender term as discussed at the tri Council meeting and to that effect we will not be tendering in collaboration with Mackenzie County. Thank you for the time and consideration that you have both put into this and I hope that in the future we are able to get everything lined up where something like this can happen.

If you have any questions or concern feel free to give me a call on my cell at any time.

Thanks,

Dan

RainbowLake_colourtiff



Dan Fletcher

CAO Town of Rainbow Lake

dfletcher@rainbowlake.ca

Office: 1-780-956-3934

Cell: 1-780-956-1701

Tender Bids vs. Requests for Proposals: A Decision Model

by Court Stevens

Deciding between using a tender bid (i.e., a low-cost bid) and a Request for Proposals (RFP) can be complex. Are the services and work involved in your project clearly defined, or are you giving proponents a desired outcome and asking them to suggest how to get there – or is it a mix? Do you definitely want to enter into a contract? Is price most important, or are ideas what count? If you choose your model incorrectly, you may end up in a contract obligation you perhaps didn't want, or hobble proponents by being too prescriptive.

For your next project, try using this matrix before you start your procurement process, to help you decide between using a low-cost tender bid and an RFP.

Tender Bids (i.e., Low-Cost Bids) vs. Requests for Proposals Comparison and Decision Model				
<p>Tender Bids</p> <p>(e.g., tenders and specific quotes, such as product-based quotes)</p> <p>Thoroughly detailed work (e.g. construction tender) or a specific, product-based quote</p> <p>*Tenders (and usually product-based quotes) are evaluated using mandatory selection criteria only. Award is based on the lowest qualified price.</p> <p>*Services-based quotes (optional) can have both mandatory and preferred/desirable (scored) evaluation criteria, with the emphasis (i.e., highest weight or score) on price. Vendor profile and capability would be scored with less weight. Award is based on the quote with the best overall score.</p>	Determining Factors		<p>Request for Proposals</p> <p>(i.e., best value)</p> <p>Use RFI / RFEI / RFQ prior to the RFP.</p> <p>Professional / Consulting Services</p> <p>Blended RFP</p> <p>*RFPs have both mandatory and preferred / desirable (scored) evaluation criteria with the emphasis (i.e., highest weights or scores) on the solution, approach or methodology and proponent profile and qualifications. Price would have the least weight or score.</p>	
	YES <<<	Service(s) / work, methods and outcomes are clearly defined and specified.		NO >>>
	YES <<<	The contract award is based on evaluation criteria that places a higher weight on price than value.		NO >>>
	YES <<<	There is a definite intention to enter into a contract.		NO >>>
	YES <<<	Industry / market have specific quantifiable / qualifiable expectations.		YES >>>
	NO <<<	Problem-solving techniques for strategies have a greater emphasis.		YES >>>
	NO <<<	New or alternative methods, technologies, innovations or creativity are sought.		YES >>>
	NO <<<	Some of the services or work can be specified, while some of these required services or work cannot.		YES >>>
	NO <<<	The final results / outcomes, deliverables and process, including methodology, are clearly defined and can be specified.		Not Usually >>>
SEE * <<<	Award is based on a list of evaluation criteria (both mandatory and preferred or desirable) and price. See note below.	*YES >>>		
<p>Note:</p> <ul style="list-style-type: none"> • Mandatory Criteria – Must have (Yes / No) • Preferred / Desirable Criteria – Should have (Scored) 				



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 30, 2015
Presented By:	Byron Peters, Director of Planning & Development
Title:	Economic Development Strategy & Streetscape Design – Contract Awarding

BACKGROUND / PROPOSAL:

A Request for Proposals was advertised on September 1, 2015, asking for proposals for an Economic Development Strategy and Streetscape/Façade Design Guideline. The RFP submission deadline was 4:00 pm on September 23rd.

The total budget of \$145,000 for all aspects of the project was clearly specified within the RFP, with the RFP asking for the best product for the given budget.

The RFP was evaluated using the following rubric:

Evaluation Criteria	Mark (%)	Points available	Subtotal
Experience and Qualifications		30	
Project Team		35	
Project Understanding & Proposed Methodology		30	
RFP total bid price		5	
Total points available		100	

The criteria for each of the classifications is specified below:

Experience and Qualifications

- a. Select up to three (3) projects completed in the last five (5) years that illustrate the relevant skills of the firm.

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

- b. Summarize the following key elements of the project in five-hundred (500) words or less per project:
 - i. Describe the relevance to the current project;
 - ii. Indicate which team members were involved, the role played by each;
 - iii. Describe what timing and budgeting issues arose during the project and how were they managed; and
 - iv. Provide the name, role, and contact details of one (1) client reference* per listed project. References are asked to provide comments such as the Proponent's stability, quality of work and meeting client expectations.

*The County reserves the right to contact only the references of the short-listed Proponents when in its best interest.
- c. For each project, briefly describe one or more key learning points that you intend to apply to this project.

Project Team

- a. Provide a project organization chart of the core project team including the roles and responsibilities of each team member.
- b. Describe the composition of the core project team members to be assigned with reference to applicable skill sets, credentials, and demonstrated experience in similar projects in the last ten (10) years. Resumes and CV's are not to exceed three (3) pages per project team member.
- c. Confirm the identity and role of any sub-consultants or project team members which will be retained in order to supplement the Proponent's own staff and if so, describe the principle business and history of the sub-consultant team member. NOTE: The above criterion pertains to current staff and all sub-consultants, if applicable.

Project Understanding and Proposed Methodology

- a. Proponents should demonstrate their understanding of the project scope and requirements; identify objectives of the project, key issues, anticipated problems and what the approach to resolution would be proposed;
- b. Describe the capabilities in terms of methods, approach, and tools the Proponent intends to deploy in fulfilling project scope and requirements;
- c. Identify the proposed method, indicating major steps and a description of activities (including sequence and time-frame) that your firm will undertake to address the project objectives and complete the identified project scope and deliverables;
- d. Identify methods of information gathering, information dissemination and their frequency of use to complete the scope of work;
- e. Provide a schedule for completing the project with major milestones, deliverables and ability to allocate resources to achieve the timely completion of the project.

Author: BP **Reviewed by:** _____ **CAO:** JW

Due to the timing of the RFP closing time and the requirement to evaluate the proposals fairly, a list of all qualifying proponents will be provided at the meeting along with a recommendation of who the contract should be awarded to. This RFD will be updated and provided as a handout prior to the meeting.

OPTIONS & BENEFITS:

Administration has evaluated each of the proposals, and recommends that the project be awarded to _____, because of _____ (to be updated).

COSTS & SOURCE OF FUNDING:

The total budget for the three combined projects is \$145,000. It is a current non-TCA budget item.

SUSTAINABILITY PLAN:

Approximately three quarters of the goals within the sustainability plan are stated as economic development goals. There are also multiple goals referencing that our communities should be attractive and desirable, for both residents and visitors.

COMMUNICATION:

The successful proponent will be notified immediately.

The project will require its own communications plan. There will be a variety of public meetings and input opportunities, with an extra emphasis on the business community and impacted property owners. Details of the communications will be addressed with the successful proponent.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Economic Development Strategy & Streetscape Design contract be awarded to _____.

Author: BP Reviewed by: _____ CAO: JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 30, 2015
Presented By:	Mark Schonken, Interim Director of Finance
Title:	Tax Forfeiture - Sale of Land by Public Auction

BACKGROUND / PROPOSAL:

Council directed Administration to offer the nineteen tax forfeiture properties for sale by Public Auction on September 30, 2015 at 1:00 pm in the Council Chambers located at 4511 – 46 Avenue, Fort Vermilion in accordance with the Municipal Government Act section 418(1). This Public Auction was advertised in the August 15, 2015 issue of the Alberta Gazette.

The following properties have been considered for public auction due to tax arrears:

Roll	Ward	Zoning	Legal	Civic	Outstanding	Reserve Bid	Notes
219457	07	HMS-2	2938RS; 01; 11	4720 – 49 Ave., Fort Vermilion	\$23,214.21	\$49,970.00	Setting up payments agreement
229959	07	HCRT	842 0527; 01; 09	4701 River Road, Fort Vermilion	\$0.00	\$41,740.00	Paid in full
229966	07	MHS-2	842 0527; 01; 17	4706 River Road, Fort Vermilion	\$2,110.65	\$11,640.00	Agreement signed
229967	07	MHS-2	842 0527; 01; 18	4708 River Road, Fort Vermilion	\$0.00	\$28,030.00	Paid in full

Author: Norma Croy, Taxation & Assessment Clerk

Reviewed by: _____

CAO: JW

229970	07	MHS-2	842 0527; 01; 21	4714 – 49 Ave., Fort Vermilion	\$2,481.48	\$30,110.00	Agreement signed
229971	07	MHS-2	842 0527; 01; 22	4716 – 49 Ave., Fort Vermilion	\$3,080.79	\$35,690.00	Agreement signed
229972	07	MHS-2	842 0527; 01; 23	4718 – 49 Ave., Fort Vermilion	\$3,303.04	\$43,600.00	Agreement signed
106062	07	HR-1	2938RS ; 08; 03	4606 – 50 St., Fort Vermilion	\$944.37	\$52,720.00	Agreement signed
300574	09	F	902 2917; 02A; 24	1.38 acres	\$6,379.33	\$18,740.00	Cannot find
082047	03	HR3	042 5759; 33; 11	10422 – 33 St., La Crete	\$1,638.97	\$152,790.00	Arrears paid in full balance is 2015 levy
082443	10	HG1	072 0008; 18; 13	1030 Tower Road, Zama	\$62,434.99	\$15,910.00	Cannot find
148076	07	HR-1	892 1752; 05; 49	5116 – 43 St., Fort Vermilion	\$0.00	\$18,240.00	Paid in full
296347	07	HR-1	892 1752; 05; 52	4323 – 52 Ave., Fort Vermilion	\$5,114.72	\$44,770.00	Cannot find
082453	04	HI-1	062 6286; 23; 09	9701 – 101 Ave., La Crete	\$10,971.10	\$190,090.00	Payment promised by Sept. 23/15
192383	03	HR-1	782 0147; 01; 35	10009 – 95 Ave., La Crete	\$2,744.76	\$98,640.00	Agreement signed
307114	09	HLR	922 2231; ; 21, High Level	Hutch Lake Lot	\$2,553.43	\$68,910.00	Agreement to be signed
077029	01	CR	Carcajo u; 02; 10	Carcajou Settlement	\$368.04	\$2,570.00	Payment promised by Sept. 23/15

Author: Norma Croy, Taxation
and Assessment Clerk

Reviewed by:

CAO: JW

074410	05	A	NE17-107-12W5	Fort Vermilion	\$23.03	\$4,270.00	Arrears paid in full balance is penalty
229919	09	A1	NE30-110-18W5	High Level	\$9.07	170.00	Cannot find estate executor

OPTIONS & BENEFITS:

The properties are being offered for sale as authorized under section 418 of the Municipal Government Act:

Offer of parcel for sale

418(1) *Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.*

Rolls 229967, 229959, 082047, 148076, and 074410

These properties the tax arrears have been paid in full.

Rolls 229966, 229970, 229971, 229972, 106062, 192383, and 307114

These properties have signed agreements and made payment arrangements.

Rolls 300574, 082443, 296347, and 229919

There are no arrangements for these rolls at the time of this Request for Decision preparation.

Rolls 219457, 082453, and 077029

These properties have payments and signing of agreements in process.

COSTS & SOURCE OF FUNDING:

If a property is sold, the County would recover taxes and other costs incurred regarding the property. The remaining proceeds will be dealt with as mandated by section 427(2) of the Municipal Government Act.

SUSTAINABILITY PLAN:

N/A

Author: Norma Croy, Taxation and Assessment Clerk

Reviewed by: _____

CAO: JW

COMMUNICATION:

That all current owners of the sold properties will be notified as to the results of the sale by letter.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

Motion 1:

That the following properties be removed from the 2014 auction list due to property taxes being paid or payment arrangements made.

- Tax Roll 229967
- Tax Roll 229959
- Tax Roll 082047
- Tax Roll 148076
- Tax Roll 074410
- Tax Roll 229966
- Tax Roll 229970
- Tax Roll 229971
- Tax Roll 229972
- Tax Roll 106062
- Tax Roll 192383
- Tax Roll 192383
- Tax Roll 307114
- Tax Roll 219457
- Tax Roll 082453
- Tax Roll 077029

Simple Majority Requires 2/3 Requires Unanimous

Motion 2:

That Council proceed with the public auction for the following properties:

- Tax Roll 300574
- Tax Roll 082443
- Tax Roll 296347
- Tax Roll 229919

Author: Norma Croy, Taxation
and Assessment Clerk

Reviewed by: _____

CAO: JW

Simple Majority Requires 2/3 Requires Unanimous

Motion 3:

That the following offers be accepted subject to a \$1,000.00 non-refundable deposit at the time of sale and the balance payable within 30 calendar days and prior to the title transfer.

Property Description	Reserve Bid	Buyer/Price
Tax Roll 300574 902 2974; 02A; 24	\$18,740.00	
Tax Roll 082443 1030 Tower Road, Zama	\$15,910.00	
Tax Roll 296347 4323 – 52 Avenue, Fort Vermilion	\$44,770.00	
Tax Roll 229919 NE30-110-18W5	\$170.00	

Simple Majority Requires 2/3 Requires Unanimous

Motion 4:

That Mackenzie County requests the Registrar to cancel the existing Certificate of Title for the following parcels of land and issue new Certificates of Title in the name of Mackenzie County.

- Tax Roll _____
- Tax Roll _____
- Tax Roll _____
- Tax Roll _____

Simple Majority Requires 2/3 Requires Unanimous

Motion 5:

That the following properties remain in the current owners name and the County continues to attempt to collect property taxes.

- Tax Roll _____
- Tax Roll _____
- Tax Roll _____
- Tax Roll _____

Author: Norma Croy, Taxation and Assessment Clerk **Reviewed by:** _____ **CAO:** JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 30, 2015
Presented By:	Mark Schonken, Interim Director of Finance
Title:	Financial Reports – January 1 to August 31, 2015

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 – August 31, 2015:

- Investment Report
- Operating Statement
- Projects Progress Report

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

Author: Stephanie Wiebe **Reviewed by:** MS **CAO:** JW

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the financial reports for the period, January 1 – August 31, 2015, be accepted for information.

Author: Stephanie Wiebe **Reviewed by:** MS **CAO:** JW

Investment Report for August 2015

Chequing Account on August 31, 2015

Bank account balance 25,123,788

Investment Values on August 31, 2015

Short term investments (EM0-0377-A) 9,886,627
 Short term T-Bill (1044265-26) 237,255
 Long term investments (EM0-0374-A) 8,118,107
18,241,989

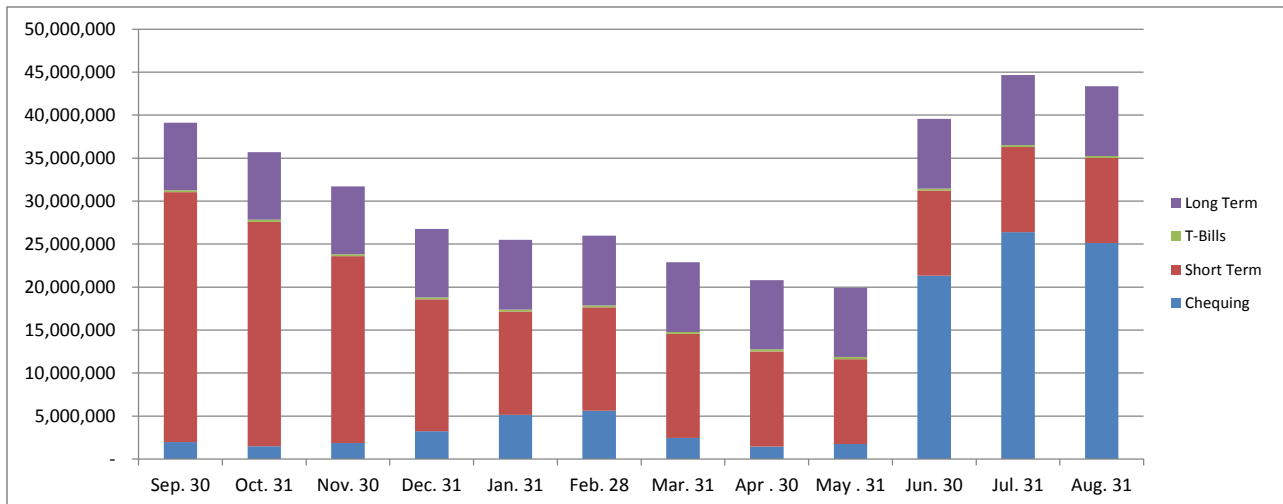
These balances include
'market value changes'.

Revenues

	Total	Short Term	Long Term
Interest received	228,216	99,702	128,514
Interest accrued	55,518	37,253	18,266
	283,734	136,955	146,780
Market value changes	25,023		49,827
Interest received, chequing account	77,289	77,289	
Grand total revenues before investment manager fees	386,046	214,243	196,606
Deduct: investment manager fees for investments	-22,658	-6,125	-16,533
Grand total revenues after investment manager fees	363,388	208,118	180,073

Balances in the Various Accounts - Last 12 Months

	Chequing	Short Term	T-Bills	Long Term	Total
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
May . 31	1,747,887	9,883,994	237,057	8,050,877	19,919,815
Jun. 30	21,333,638	9,885,575	237,122	8,105,383	39,561,718
Jul. 31	26,397,330	9,885,600	237,189	8,146,843	44,666,961
Aug. 31	25,123,788	9,886,627	237,255	8,118,107	43,365,777



**MACKENZIE COUNTY
STATEMENT OF OPERATIONS**

August 31, 2015

	2014 Actual	2015 Actual	2015	\$ Variance	% Variance
	Total	Total	Budget		
OPERATIONAL REVENUES					
Property taxes	\$33,960,244	\$35,228,039	\$35,424,395	\$196,356	1%
User fees and sales of goods	\$4,317,992	\$3,064,869	\$4,558,590	\$1,493,721	33%
Government transfers	\$1,867,856	\$1,444,072	\$1,336,002	(\$108,070)	-8%
Investment income (operating)	\$422,686	\$386,046	\$350,000	(\$36,046)	-10%
Penalties and costs on taxes	\$444,838	\$658,651	\$250,000	(\$408,651)	-163%
Licenses, permits and fines	\$527,160	\$410,142	\$383,800	(\$26,342)	-7%
Rentals	\$124,928	\$86,256	\$77,831	(\$8,425)	-11%
Insurance proceeds	\$25,603	\$0	\$0	\$0	
Development levies	\$112,359	\$4,855	\$0	(\$4,855)	
Municipal reserve revenue	\$60,132	\$63,824	\$50,000	(\$13,824)	-28%
Sale of non-TCA equipment	\$76,982	\$49	\$0	(\$49)	
Other	\$482,106	\$135,032	\$347,425	\$212,393	61%
Total operating revenues	\$42,422,887	\$41,481,836	\$42,778,043	\$1,296,207	3%
OPERATIONAL EXPENSES					
Legislative	\$616,185	\$321,174	\$781,734	\$460,560	59%
Administration	\$6,214,049	\$3,209,802	\$6,377,151	\$3,167,349	50%
Protective services	\$1,608,343	\$615,994	\$1,808,679	\$1,192,685	66%
Transportation	\$16,084,363	\$5,389,032	\$18,918,919	\$13,529,887	72%
Water, sewer, solid waste disposal	\$4,846,137	\$1,656,466	\$4,888,386	\$3,231,920	66%
Public health and welfare (FCSS)	\$693,797	\$568,890	\$699,841	\$130,951	19%
Planning, development	\$1,054,417	\$599,167	\$1,116,749	\$517,582	46%
Agriculture and veterinary	\$1,315,747	\$847,984	\$1,652,736	\$804,752	49%
Recreation and culture	\$2,009,584	\$1,216,567	\$2,200,034	\$983,467	45%
School requisitions	\$6,306,111	\$3,156,022	\$6,535,310	\$3,379,288	52%
Lodge requisitions	\$490,719	\$788,108	\$783,885	(\$4,223)	-1%
Non-TCA projects	\$379,279	\$603,417	\$2,094,122	\$1,490,705	71%
Total operating expenses	\$41,618,731	\$18,972,623	\$47,857,546	\$28,884,923	60%
Excess (deficiency) before other	\$804,156	\$22,509,213	(\$5,079,503)	(\$27,588,716)	543%
CAPITAL REVENUES					
Government transfers for capital	\$8,481,362	\$4,073,812	\$14,231,923	\$10,158,111	71%
Other revenue for capital	\$1,401,131	\$16,850	\$628,800	\$611,950	97%
Proceeds from sale of TCA assets	\$553,000	\$368,002	\$525,403	\$157,401	30%
	\$10,435,493	\$4,458,664	\$15,386,126	\$10,927,462	71%
EXCESS (DEFICIENCY) - PSAB Model	\$11,239,649	\$26,967,877	\$10,306,623	(\$16,661,254)	-162%
Convert to local government model					
Remove non-cash transactions	\$8,244,062	\$0	\$10,452,577	\$10,452,577	100%
Remove revenue for capital projects	(\$10,435,493)	(\$4,458,664)	(\$15,386,126)	(\$10,927,462)	71%
Long term debt principle	\$2,090,929	\$826,786	\$1,669,369	\$842,583	50%
Transfers to/from reserves	\$6,907,287	\$0	\$3,703,705	\$3,703,705	100%
EXCESS (DEFICIENCY) - LG Model	\$50,001	\$21,682,426	\$0	(\$21,682,426)	

Mackenzie County
Summary of All Units
For the Eight Months Ending August 31, 2015

	2014 Actual	2015 Actual	2015	\$ Variance	% Variance
	Total	Total	Budget		
OPERATING REVENUES					
100-Taxation	\$33,718,682	\$35,029,933	\$35,153,924	\$123,991	0%
124-Frontage	\$354,997	\$198,106	\$270,471	\$72,365	27%
420-Sales of goods and services	\$732,370	\$414,272	\$623,595	\$209,323	34%
421-Sale of water - metered	\$2,715,197	\$2,012,354	\$3,011,440	\$999,086	33%
422-Sale of water - bulk	\$870,425	\$638,243	\$923,555	\$285,312	31%
424-Sale of land	\$45,956	\$1	\$0	(\$1)	
510-Penalties on taxes	\$444,838	\$658,651	\$250,000	(\$408,651)	-163%
511-Penalties of AR and utilities	\$49,657	\$38,865	\$40,000	\$1,135	3%
520-Licenses and permits	\$49,296	\$34,842	\$32,800	(\$2,042)	-6%
521-Offsite levy	\$112,359	\$4,855	\$0	(\$4,855)	
522-Municipal reserve revenue	\$60,132	\$63,824	\$50,000	(\$13,824)	-28%
526-Safety code permits	\$369,776	\$258,378	\$275,000	\$16,622	6%
525-Subdivision fees	\$55,162	\$47,962	\$30,000	(\$17,962)	-60%
530-Fines	\$38,974	\$58,586	\$36,000	(\$22,586)	-63%
531-Safety code fees	\$13,952	\$10,374	\$10,000	(\$374)	-4%
550-Interest revenue	\$533,261	\$361,023	\$350,000	(\$11,023)	-3%
551-Market value changes	(\$110,574)	\$25,023	\$0	(\$25,023)	
560-Rental and lease revenue	\$124,928	\$86,256	\$77,831	(\$8,425)	-11%
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	\$46,080	\$159,000	\$112,920	71%
598-Community aggregate levy	\$92,623	\$13,390	\$75,000	\$61,610	82%
630-Sale of non-TCA equipment	\$76,982	\$49	\$0	(\$49)	
790-Tradeshaw Revenues	\$25,016	\$25,580	\$23,425	(\$2,155)	-9%
840-Provincial grants	\$1,867,856	\$1,444,072	\$1,336,002	(\$108,070)	-8%
890-Gain (Loss) Penny Rounding	\$0	\$2	\$0	(\$2)	
990-Over/under tax collections	(\$113,435)	\$0	\$0	\$0	
TOTAL REVENUE	\$42,422,887	\$41,481,836	\$42,778,043	\$1,296,207	3%
OPERATING EXPENSES					
110-Wages and salaries	\$5,810,098	\$4,016,361	\$6,630,578	\$2,614,217	39%
132-Benefits	\$1,107,369	\$900,360	\$1,414,901	\$514,541	36%
136-WCB contributions	\$39,501	\$12,141	\$38,833	\$26,692	69%
142-Recruiting	\$10,306	\$12,848	\$20,000	\$7,152	36%
150-Isolation cost	\$66,438	\$44,384	\$78,000	\$33,616	43%
151-Honoraria	\$571,863	\$261,978	\$602,250	\$340,272	57%
211-Travel and subsistence	\$288,543	\$169,528	\$396,920	\$227,392	57%
212-Promotional expense	\$100,672	\$49,988	\$82,500	\$32,512	39%
214-Memberships & conference fees	\$99,553	\$61,466	\$137,618	\$76,152	55%
215-Freight	\$117,871	\$53,430	\$134,640	\$81,210	60%
216-Postage	\$52,064	\$28,990	\$45,800	\$16,810	37%
217-Telephone	\$128,213	\$74,201	\$131,454	\$57,253	44%
221-Advertising	\$43,806	\$20,389	\$63,850	\$43,461	68%
223-Subscriptions and publications	\$7,254	\$5,847	\$12,245	\$6,398	52%
231-Audit fee	\$116,650	\$53,450	\$72,000	\$18,550	26%
232-Legal fee	\$50,814	\$7,415	\$73,000	\$65,585	90%
233-Engineering consulting	\$122,247	\$68,840	\$256,500	\$187,660	73%
235-Professional fee	\$1,535,390	\$896,718	\$1,711,364	\$814,646	48%
236-Enhanced policing fee	\$265,408	\$37,150	\$297,200	\$260,050	88%
239-Training and education	\$157,583	\$51,061	\$165,273	\$114,212	69%
242-Computer programming	\$78,337	\$30,774	\$98,428	\$67,654	69%
251-Repair & maintenance - bridges	\$26,536	\$198,183	\$838,500	\$640,317	76%
252-Repair & maintenance - buildings	\$150,824	\$67,415	\$158,320	\$90,905	57%
253-Repair & maintenance - equipment	\$339,438	\$246,903	\$379,870	\$132,967	35%
255-Repair & maintenance - vehicles	\$79,638	\$47,020	\$85,800	\$38,780	45%
258-Contract graders	\$144,000	\$48,939	\$150,840	\$101,901	68%
259-Repair & maintenance - structural	\$1,636,879	\$863,693	\$1,790,370	\$926,677	52%
261-Ice bridge construction	\$79,564	\$66,320	\$120,000	\$53,680	45%
262-Rental - building and land	\$30,085	\$28,295	\$32,210	\$3,915	12%
263-Rental - vehicle and equipment	\$56,286	\$40,135	\$60,045	\$19,910	33%
266-Communications	\$93,611	\$72,974	\$109,892	\$36,918	34%
271-Licenses and permits	\$4,118	\$295	\$8,300	\$8,005	96%
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	\$146,475	\$263,000	\$116,525	44%
290-Election cost	\$0	\$0	\$5,000	\$5,000	100%

	2014 Actual	2015 Actual	2015	\$ Variance	% Variance
	Total	Total	Budget		
511-Goods and supplies	\$786,446	\$426,584	\$893,803	\$467,219	52%
521-Fuel and oil	\$920,643	\$615,369	\$905,350	\$289,981	32%
531-Chemicals and salt	\$204,158	\$152,774	\$319,100	\$166,326	52%
532-Dust control	\$698,227	\$553,608	\$694,018	\$140,410	20%
533-Grader blades	\$123,534	\$104,588	\$137,500	\$32,912	24%
534-Gravel (apply; supply and apply)	\$2,767,176	\$304,596	\$2,369,955	\$2,065,359	87%
535-Gravel reclamation cost	\$132,375	\$0	\$0	\$0	
543-Natural gas	\$132,863	\$53,500	\$122,966	\$69,466	56%
544-Electrical power	\$597,395	\$463,868	\$846,392	\$382,524	45%
710-Grants to local governments	\$1,711,647	\$1,209,469	\$2,317,400	\$1,107,931	48%
735-Grants to other organizations	\$2,020,465	\$1,519,043	\$1,903,012	\$383,969	20%
747-School requisition	\$6,306,111	\$3,156,022	\$6,535,310	\$3,379,288	52%
750-Lodge requisition	\$490,719	\$788,108	\$783,885	(\$4,223)	-1%
810-Interest and service charges	\$39,831	\$15,530	\$36,000	\$20,470	57%
831-Interest - long term debt	\$687,927	\$318,496	\$621,195	\$302,699	49%
921-Bad debt expense	\$2,696	\$0	\$4,500	\$4,500	100%
922-Tax cancellation/write-off	\$1,402,310	\$3,686	\$50,000	\$46,314	93%
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%
TOTAL	\$41,239,452	\$18,369,206	\$45,763,424	\$27,394,218	60%
Non-TCA projects	\$379,279	\$603,417	\$2,094,122	\$1,490,705	71%
TOTAL EXPENSES	\$41,618,731	\$18,972,623	\$47,857,546	\$28,884,923	60%
EXCESS (DEFICIENCY)	\$804,156	\$22,509,213	(\$5,079,503)	(\$27,588,716)	543%
OTHER					
125-Connection rees	\$0	\$100	\$0	(\$100)	
840-Provincial transfers for capital	\$8,481,362	\$4,073,812	\$14,231,923	\$10,158,111	71%
575-Contributed TCA	\$1,401,131	\$0	\$298,800	\$298,800	100%
597-Other capital revenue	\$0	\$16,750	\$330,000	\$313,250	95%
630-Proceeds of sold TCA asset	\$553,000	\$368,002	\$525,403	\$157,401	30%
	\$10,435,493	\$4,458,664	\$15,386,126	\$10,927,462	71%
EXCESS (DEFICIENCY) - PS MODEL	\$11,239,649	\$26,967,877	\$10,306,623	(\$16,661,254)	-162%
CONVERT TO LG INCOME STATEMENT					
Remove non-cash transactions associated with PSAB changes					
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)	(\$4,458,664)	(\$15,386,126)	(\$10,927,462)	71%
Add LTD principle paid					
832-Principle Payments	\$2,090,929	\$826,786	\$1,669,369	\$842,583	50%
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	(\$2,173,676)	(\$2,173,676)	100%
940-Contribution from Capital Reserve	(\$7,764)	\$0	(\$509,645)	(\$509,645)	100%
762-Contribution to Capital (funding TCA projects)	\$2,112,492	\$0	\$4,152,026	\$4,152,026	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%
EXCESS (DEFICIENCY) - LG MODEL	\$50,001	\$21,682,426	\$0	(\$21,682,426)	

Project Name	Total costs	Costs in prior years	Costs in current year up to August 31, 2015	2015 Budget	2015 Budget Remaining on August 31, 2015	Status Update on August 31, 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 on metal work to be completed	50%
LC - LC Office Heating/Cooling System	-	-	-	100,000	100,000		
Server Replacement	-	-	-	23,000	23,000	Quote received for new chipset available Q4 2015. Installation expected Oct/Nov.	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	This phase of project completed	100%
Office Security & Access Control	-	-	-	30,000	30,000	Finalizing quote. Installation expected in fall	20%
FV - Xerox Replacement	-	-	-	75,450	75,450	Installation expected mid October 2015	10%
FV - Fireproof Storage Cabinet (Records)	-	-	-	8,000	8,000	Checking prices. October 2015	10%
Zama House Purchase	-	-	-	100,000	100,000	Investigating options	0%
LC - Library Building	-	-	-	100,000	100,000	ATB building transfer is in progress	0%
Automatic Generator Unit (FV) (CF)	77,000	77,000	-	11,400	11,400	Completed	100%
Council Chamber Upgrade (CF)	393	-	393	22,500	22,107	Installation complete. Training required. May require additional licenses	90%
Zama Office Entrance (stones and a sign) (CF)	2,500	-	2,500	18,000	15,500	Planning stages - Completion due end of August	20%
Land Purchase from ESRD (CF)	42,673	42,673	-	133,328	133,328	Cancelled	15%
Land Purchase (South of High Level)	-	-	-	13,000	13,000	Waiting on ESRD	0%
<i>Total department 12</i>			2,893	662,445	659,552		

Fire Department

LC - High Level Aerial	-	-	-	-	-	Moved to High Level cost sharing	0%
LC - Command Unit	50,486	-	50,486	55,000	4,514	Complete	100%
C-Cans, training props, setting up training grounds	12,750	-	12,750	24,000	11,250	Fire department to compensate 50%	85%
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	Administration to review purchases	100%

Project Name	Total costs	Costs in prior years	Costs in current year up to August 31, 2015	2015 Budget	2015 Budget Remaining on August 31, 2015	Status Update on August 31, 2015	Percentage of Completion (%)
FV - New tanker/pumper, with equipment (CF)	-	-	-	375,000	375,000	Tanker ordered from First Truck Centre	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>			85,002	492,500	407,498		

Transportation Department

FV - Deck Replacement on PW shop	1,450		1,450	7,500	6,050	Complete	100%
FV - Shop floor repair	-		-	12,000	12,000	Awarded contract	1%
FV - Steamer Unit - trailer	28,896		28,896	32,500	3,604	Small parts are still required	85%
FV - 3/4 ton Supervisor pick up	36,124		36,124	40,000	3,876	Delivered	100%
FV - 3/4 ton pick up (Accident)	37,977		37,977	35,000	(2,977)	Delivered	100%
FV - Parks Truck 3/4 ton	38,759		38,759	37,212	(1,547)	Delivered	100%
LC - Trucks (x2)	77,848	-	77,848	80,000	2,152	Delivered	100%
FV - 48th Street & 47th Avenue	17,385	-	17,385	616,000	598,615	Tender awarded to Knelsen	15%
New Road Infrastructure (CF)	557,242	420,954	136,288	439,046	302,758	Ongoing	50%
FV & LC - AWD Graders x3	886,342	-	886,342	1,283,661	397,319	Complete	100%
LC - Snow Plow Truck	195,081	-	195,081	259,000	63,919	Complete	100%
FV - BF 75117 (CF & New)	33,131	29,800	3,331	816,000	812,669	In progress	40%
FV & LC - Truck and Gravel Trailer	236,536		236,536	280,000	43,464	Complete	100%
LC - Packer/Roller	24,980		24,980	30,000	5,020	Complete	100%
LC - 99th Ave 101 St. to 104 Ave	1,555,453		1,555,453	1,785,000	229,547	Construction Underway	90%
Zama Bearspaw Crescent (CF)	-		-	33,633	33,633	Complete	100%
LC - Engineering & Design for 113 Street and 109 Ave	25,017		25,017	100,000	74,983	In progress	15%
LC - Pave 2 Accesses	-		-	45,000	45,000	Complete, waiting for invoice	100%

Project Name	Total costs	Costs in prior years	Costs in current year up to August 31, 2015	2015 Budget	2015 Budget Remaining on August 31, 2015	Status Update on August 31, 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	100%
LC - Skidsteer 850	55,142	-	55,142	57,000	1,858		100%
LC - Tilt Deck Utility Trailer	15,894	-	15,894	16,000	106	Complete	100%
LC - Bobcat Attachment (snowblower)	5,940	-	5,940	8,000	2,060	Complete	100%
High Level South Rebuild	-	-	-	50,000	50,000	Not started	0%
FV - Heavy Duty Commercial Lawn Mower	22,348	-	22,348	21,000	(1,348)	Complete	100%
Used Water Truck	45,000	-	45,000	50,000	5,000	Complete	100%
Blumenort Road & Rebuild Mile #3 on La Crete North Road	17,468		17,468	222,500	205,032	La Crete North Road was completed. Blumenort Road just started.	50%
Zama Access Pave (PH V) (CF)	-	-	-	6,000,000	6,000,000	Pending grants	0%
Rocky Lane Road Repair (Front of school)	153,918	-	153,918	330,000	176,082	Complete	100%
LC - Spruce Road Rebuild (CF & New)	259,844	258,003	1,841	43,459	41,618	Complete	100%
LC - 101 St & 100 Ave - Traffic lights (CF)	205,839	22,328	183,511	197,672	14,161	Complete	100%
LC - South - Shoulder pull and road rehabilitation (CF)	70,910	70,910	-	129,090	129,090	In progress	50%
Gravel Reserve (to secure gravel source) (CF)	14,349	13,845	504	137,155	136,651	In progress	0%
FV - Hamlet asphalt pavement overlay 44th Ave	9,631	9,631	-	50,369	50,369	Tender awarded to Knelsen	10%
FV - Sand and salt shelter (CF)	-	-	-	200,000	200,000	Reviewing options	0%
FV - Cold storage/Emergency generator building (CF)	-	-	-	132,250	132,250	Looking into options	0%
FV - Child Lake/Boyer River road rebuilds (CF)	-	-	-	70,200	70,200	Cancelled	0%
FV - North- Shoulder pull and road rehabilitation	147,600	147,600	-	461,661	461,661	Ongoing	20%
<i>Total department 32</i>			3,803,033	14,116,851	10,313,818		

Airport Department

LC - Pave Apron Extension	93,895		93,895	110,000	16,105	Complete	100%
FV Airport Development (CF)	1,363,667	1,363,667	-	16,382	16,382	In progress	0%

Project Name	Total costs	Costs in prior years	Costs in current year up to August 31, 2015	2015 Budget	2015 Budget Remaining on August 31, 2015	Status Update on August 31, 2015	Percentage of Completion (%)
LC Instrument Approach (CF)	43,419	36,112	7,307	13,889	6,582	In progress	15%
<i>Total department 33</i>			101,202	140,271	39,069		

Water Treatment & Distribution Department

FV & LC - Utility Trucks 3/4 Tonne Crew Cab x4	149,802	-	149,802	164,500	14,698	Complete	100%
FV - 48th Ave Waterline Replacement	48	-	48	91,000	90,952	Tender closing September 30, 2015	5%
FV - Hydrant Replacement	31,381	-	31,381	65,000	33,619	Engineering RFP is in progress	75%
ZA - SCADA computer replacement	7,823	-	7,823	7,500	(323)	Complete	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	500	-	500	18,000	17,500	Well reclaimed and report submitted to Alberta Environment	100%
FV - Frozen Water Services Repairs (River Road)	-	-	-	75,000	75,000	In progress	5%
FV - Raw Water Truck fill (pressured and filtered)	-	-	-	40,900	40,900	Tender closing September 30, 2015	5%
LC - Raw Water Truckfill Upgrade	2,526	-	2,526	58,000	55,474	In progress	10%
Rural Potable Water Infrastructure	-	-	-	6,125,350	6,125,350	Creating RFP for engineering services	1%
FV - 50th St - Water & sewer extension (CF)	16,520	16,520	-	563,480	563,480	Awaiting infrastructure plan completion	1%
Generators for the three water treatment plants (CF)	686,945	66,512	620,433	633,488	13,055	Complete	100%
<i>Total department 41</i>			812,513	8,686,146	7,873,633		

Sewer Disposal Department

LC Lagoon Upgrade (CF)	6,959,609	6,134,541	825,068	1,168,809	343,741	Complete	100%
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	67,099	-	67,099	68,000	901	Complete	100%
LC - Main Lift Station Repair & Modification	9,810	-	9,810	62,000	52,190	Tender closing September 30, 2015	5%
LC - Sanitary Sewermain Upgrades	16,309	-	16,309	475,000	458,691	Tender closing September 30, 2015	5%

Project Name	Total costs	Costs in prior years	Costs in current year up to August 31, 2015	2015 Budget	2015 Budget Remaining on August 31, 2015	Status Update on August 31, 2015	Percentage of Completion (%)
LC - Lift Station 5 Grinder	-		-	80,000	80,000	Items was ordered	5%
FV - 49th Ave Sewer Repair	-	-	-	90,000	90,000	In progress	95%
<i>Total department 42</i>			918,286	3,199,861	2,281,575		

Solid Waste Disposal

Two 40 Yard Bins (CF)	22,260	18,280	3,980	7,052	3,072	On order	80%
Waste Bins	19,934	-	19,934	20,000	66	Complete	100%
LC - Blue Hills - Build up ramp	-		-	12,000	12,000		0%
LC - Waste Transfer Station - New Lights	-	-	-	12,000	12,000	Waiting for ATCO	15%
<i>Total department 43</i>			23,914	51,052	27,138		

Planning & Development Department

LC - La Crete Production Room (GIS)	7,732	-	7,732	8,000	268	Complete	100%
<i>Total department 61</i>			7,732	8,000	268		

Agricultural Services Department

HL - Rural Drainage - Phase II & Phase III (CF)	1,093,312	1,093,312	-	100,000	100,000	Negotiating with Dene Tha Band	0%
LC - Buffalo Head/Steep Hill/Bear River Drainage (Phase I) (CF)	149,261	85,433	63,828	1,314,567	1,250,739	waiting for a reply from ESRD on the status of the application under the Water Act.	5%
Blue Hills Erosion Repair	21,687		21,687	275,000	253,313	In progress	10%
FV - Vehicle purchase for Ag Fieldman	35,622		35,622	40,000	4,378	Complete	100%
FV - ATV Purchase	10,113		10,113	12,000	1,887	Complete	100%
Tent	7,500	-	7,500	6,500	(1,000)	Complete	100%
<i>Total department 63</i>			138,750	1,748,067	1,609,317		

Project Name	Total costs	Costs in prior years	Costs in current year up to August 31, 2015	2015 Budget	2015 Budget Remaining on August 31, 2015	Status Update on August 31, 2015	Percentage of Completion (%)
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Recreation Department

FV - Capital (requests from Recreation Society)	32,126	-	32,126	224,500	192,374		5%
LC - Capital (requests from Recreation Society)	61,438	-	61,438	92,030	30,592		60%
Grounds Improvements (2014 - FV Walking Trail) (CF)	511,276	511,276	-	36,524	36,524		0%
ZA - Capital (requests from Recreation Society)	7,983		7,983	172,280	164,297		5%
LC Splash Park (CF)	-	-	-	255,000	255,000		0%
FV - Skate Park	-	-	-	70,000	70,000		0%
<i>Total department 71</i>			101,547	850,334	748,787		

Parks & Playgrounds Department

FV - Machesis Lake Water Well	9,900		9,900	9,000	(900)	Need to install pump	80%
LC - Wadlin Lake Water Well	80	-	80	9,000	8,920	Work Performed - Waiting for invoice	90%
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	Complete	100%
Bridge campground - Survey & improvements (CF)	-	-	-	39,000	39,000	Survey is in progress	10%
LC - Wood Splitter	21,776	-	21,776	20,900	(876)	Complete	100%
OTHER	-	-	-	40,000	40,000		0%
FV - Table & Fire Pit Replacement	6,780	-	6,780	7,000	220	Received Quotes	15%
Wadlin Lake - Grounds improvements (CF)	3,693		3,693	20,000	16,307	Clearing Done	50%
FV - Walking Trails (CF)	9,275	9,275	-	725	725	Ongoing	85%
<i>Total department 72</i>			42,362	185,625	143,263		

TOTAL 2015 Capital Projects

6,037,234 30,141,152 24,103,918

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy ADM056 Citizen Engagement be approved as presented.

Author: A Codispodi Reviewed by: _____ CAO: JW

Mackenzie County

Title	Citizen Engagement Policy	Policy No:	ADM056
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Legislation Reference	Municipal Government Act Sections 227-230
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Purpose

Public input is essential to the municipal decision making process. The purpose of this policy is to identify the method, level and process of communication and citizen engagement required prior to making certain levels of decisions.

This Policy is in supplement to the legislative public engagement and advertising requirements that exist.

Policy Statement:

Mackenzie County supports citizen engagement as a process for making better decisions that incorporate the interests and concerns of the general public and/or affected stakeholders. Mackenzie County is committed to creating an informed citizenry.

Through citizen engagement, Mackenzie County is committed to building trust by attempting to resolve conflict among opposing community interests in search of the best sustainable solutions.

Definitions:

- a) "Citizen Advisory Committee" means a Council appointed Ad Hoc committee on which public members observe, advise and liaise on behalf of all citizens for consideration by Council and Administration. Committee terms of reference are to be developed as required for individual Council decisions.
- b) "Citizen Engagement" means the process of involving the public in decisions and initiatives that affect them, including policies, plans, strategies, programs and services.
- c) "Consensus Building" means an agreement reached by Council and all interested stakeholders when all parties agree that they can live with the

matter being proposed after every effort has been made to meet all relevant interests.

- d) “Delegated decision” means the assignment of decision making authority to public members.
- e) “Public” means the most general and inclusive term for participants of public processes in the municipal context. This term includes individuals, not-for-profit, community and corporate organizations.
- f) “Participatory decision making” means involving public members in the decision making process through shared leadership and the exchange of information, ideas and perceptions.

Principles & Guidelines

Mackenzie County will follow the following principles:

1. Be proactive; anticipate community conflict before it happens.
2. Honour the public service commitment to engage with people and provide a real opportunity to influence the outcome.
3. Be accountable and transparent; be respectful and responsive to the public.
4. Ensure that proper planning for the engagement process takes place to avoid failures at public meetings.
5. Once the proper engagement and dialog takes place, if community conflict still exists, utilize direct democracy tools such as plebiscites as necessary

Mackenzie County will use the following guidelines:

1. Council will communicate and engage citizens to allow for input throughout the decision making process for events identified in this policy.
2. The event will determine the type and level of engagement. The events are listed in Schedule “A.”
3. If two types of engagement are identified in Schedule “A,” Council will determine the type required.
4. The process/tools of engagement that Council can select is listed in Schedule “B.”

5. Council will communicate to the public the final decision.

Responsibilities:

1. Administration will assess and identify when citizen engagement is necessary and which type of engagement should be used. When there is no legislative requirement for public consultation, administration will recommend to Council the level of engagement required as per this policy.
2. The Chief Administrative Officer or designate is responsible for ensuring that this policy is enforced.

	Date	Resolution Number
Approved		
Amended		
Amended		

SCHEDULE “A”

Category	Event	Type of Engagement
Council	Annual Budget	Consult
	Annual Report	Inform
	Strategic Plan	Consult
	Bylaw Review and Development	Inform or Consult
	Policy Review and Development	Inform or Consult
Planning and Development	New or Amended Municipal Development Plan, Area Structure Plans, Land Use Bylaw	Consult
	New or Amended Area Redevelopment Plans	Consult
	Planning Documents	Consult or Collaborate
	New or Amended Community Sustainability Plan	Collaborate
Protective Services	Change in Service Level from Fire Department or Bylaw Enforcement	Inform
	Municipal Emergency Plan	Inform
Operations	Public Works Affecting Adjacent Landowners	Inform
	Construction of Infrastructure	Inform
	Traffic Management and Studies	Consult
Community Services	Development of Trail, Park or Green Space	Consult or Collaborate
	Public Facility Development or Closure	Consult or Collaborate
	Facility or Master Plan	Collaborate

SCHEDULE “B”

Type of Engagement	Inform	Consult	Collaborate
Goal	Provide public with balanced and objective information to assist them in understanding decisions.	To obtain public feedback throughout the decision making process, listen and respond to concerns.	To partner with the public during the decision making process by obtaining direct advice and using it to implement a decision.
Description	<ul style="list-style-type: none"> • Decision is routine and part of the operations • Disclosure is required by law • There is an urgent need to respond to the public • An employee is acting within their authority 	<ul style="list-style-type: none"> • Public notification and input is required by law • The decision is a known concern to other parties • The decision will affect the lifestyle or habits of citizens • There is perceived risk associated with the decision • Council or Administration requests public input prior to making a decision 	<ul style="list-style-type: none"> • Sharing the decision making process • Incorporating recommendations into the decisions to the maximum extent possible • Decision directly affects a large amount of the population
Process/Tools	<ul style="list-style-type: none"> • Newspaper • County Image • Website • Social Media • Radio • Letters • Flyers 	<ul style="list-style-type: none"> • Survey • Polls • Workshop • Open House • Public Hearing • Council Meeting • Delegation 	<ul style="list-style-type: none"> • Citizen Advisory Committee • Consensus Building • Participatory Decision Making • Delegated decisions • Plebiscite



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 30, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Facility Leasing Agreement – La Crete Public Library

BACKGROUND / PROPOSAL:

ATB Financial has donated its old property located in the Hamlet of La Crete to Mackenzie County for the purpose of housing the La Crete Public Library. We are in the process of transferring the title; insurance for the building has been requested from Jubilee.

OPTIONS & BENEFITS:

Mackenzie County’s budget includes \$100,000 towards this facility’s capital improvements. It has been suggested that a building committee comprising of the Mackenzie Library Board, La Crete Library Society members and County administration be established.

Meanwhile, administration drafted a lease agreement for Council’s consideration between the La Crete Library and the County. Please note this draft was prepared without input of the Mackenzie Library Board or La Crete Library Society members and therefore may require a number of changes.

Administration recommends that, once reviewed by Council, the draft agreement should be reviewed and discussed with the Mackenzie Library Board and La Crete Library Society. At the same meeting, facility improvements should be discussed and a plan should be developed for presentation to Council.

COSTS & SOURCE OF FUNDING:

Future Operating Budgets - utilities and building insurance

Author: J. Whittleton Reviewed by: _____ CAO: JW

SUSTAINABILITY PLAN:

A public library is considered one of the most valuable municipal soft services, which fits within the building vibrant communities goals.

COMMUNICATION:

Once finalized, a public announcement will be made by utilizing County Image, facebook and website.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That administration be authorized to meet with representatives of Mackenzie Library Board and La Crete Library Society to negotiate the facility (future La Crete Public Library) leasing agreement within the general parameters and conditions as outlined in the draft agreement and that the final draft be presented to Council for ratification.

Author: _____ Reviewed by: _____ CAO: JW

THIS AGREEMENT MADE THIS DAY OF , 2015.

BETWEEN:

THE MACKENZIE COUNTY
- and -
LA CRETE LIBRARY SOCIETY

WHEREAS, Mackenzie County ("the County") is the owner of the Facility;

AND WHEREAS, the La Crete Library Society (the Society) desires to lease the facility from the County for purpose of providing a public library services and as a benefit for the citizens of the County, all in accordance with the terms and conditions contained in this Agreement.

AND WHEREAS, the County is in agreement with the Society for the Society to lease the County Facility, all in accordance with the terms and conditions contained in this Agreement.

NOW THEREFORE, in consideration of the services to be delivered to the County's residents from the public library operations pursuant to this Agreement, the County and the Society agree as follows:

1. DEFINITIONS

In this Agreement unless there is something in the subject matter or context inconsistent therewith:

- 1.1 "Agreement" means this Agreement;
- 1.2 "The County" means the Mackenzie County, a municipal corporation, and its successors and assigns;
- 1.3 "Commencement Date" means the **1 day of November, 2015**, or such other date as may be mutually agreed in writing by the Mackenzie County and the Society;
- 1.4 "County Facility" means those lands which are legally described and listed **10502-102 Street, Plan 3969TR, Block 4, Lot 9**, Hamlet of La Crete, together with all buildings, structures and improvements thereon;
- 1.5 "The Society" means the La Crete Library Society, incorporated under the Library7 Society's Act **_____**;

1.6 "Parties" means the parties to this Agreement and "Party" means any one of them; and

2. **TERM**

2.1 Term of this agreement shall be **a continuous term**, commencing on the Commencement Date.

2.2 Notwithstanding any other provision of this Agreement, the County or the Society shall each have the right to terminate this Agreement upon giving ninety (90) days prior written notice to the other Party and upon the expiry of the time stated in such notice, all interest of the Society in the County Facility and as created by this Agreement, shall terminate without any legal proceedings being taken or other act being performed by the County, and the County or the Society shall not have any liability to the other Party for any damage or loss as a consequence of such termination.

3. **USE OF COUNTY FACILITY**

3.1 The Society shall use the County Facility primarily for the purposes of providing Public Library Services and for such additional activities as approved by the Mackenzie County pursuant to Section 3.2. In particular, the County expects that the Society will provide for reasonable access by the community and general public, within reasonable hours of operations, and at a reasonable price and/or membership fee.

3.2 The Society shall use and allow its employees, agents and invitees to use the County Facility only for the purposes permitted in this Agreement and for no other purpose. In the event that the Society desires to use the County Facility for any other additional activity, then in any such case the Society shall obtain the prior written consent of the Mackenzie County.

3.3 The Society shall at all times observe and comply with, and cause its employees, agents and invitees to observe and comply with all provisions of law including (without limitation) federal and provincial legislative enactments, municipal by-laws and any other governmental regulations which relate to the use of the County Facility and to observe and comply with all police, fire and health regulations imposed by any government authority or fire insurance underwriters and to observe and comply with all those terms and conditions of the insurance policies obtained, by the County, that must be complied with in order to maintain such insurance policies in full force and effect.

3.4 The Society shall not do or permit to have done upon the County Facility anything which shall result in the creation of a nuisance, except if the nuisance is rectified by the

Society within five (5) days of its receipt of a written notice from the County, in the manner provided for in this Agreement, advising the Society of the existence of the nuisance.

3.5 The Society shall, from and after the Commencement Date, abide by and observe all County policies which apply to County owned or operated lands and buildings.

4. **MACKENZIE COUNTY'S RESPONSIBILITIES**

4.1 The County shall provide financial assistance to the Society as follows:

4.1.1 Cover the operational utility costs, which shall include the cost of water and sewer, electricity, natural gas arising from the reasonable operation of the County Facility.

4.1.2 Cover the building insurance costs, which will be based on the County's Insurance Policy.

4.1.3 Mackenzie County shall be responsible to carry out any major structural, heating and cooling elements repairs and/or replacements.

5. **LA CRETE SOCIETY'S RESPONSIBILITIES**

5.1 The Society shall maintain and operate the Facility as would a prudent facility operator similar in nature, use, location and condition.

5.2 The Society shall at its sole cost, be responsible for the following building operational cost:

5.2.1 Janitorial;

5.2.2 Minor or cosmetic building maintenance and repairs;

5.2.3 Electrical lights and fixtures repairs;

5.2.4 Keep the facility and adjacent public walkways in a safe condition for the employees and public at all times.

5.3 The Society shall carry the content insurance and liability insurance as may be appropriate for its operations.

5.4 The Society shall during the Term, at its expense, continuously, actively and diligently keep, inspect, repair and maintain in good order and condition the County Facility and all structures, buildings, improvements, fixtures and machinery thereon, reasonable wear and tear and damage by fire, lightning, tempest or other casualties only excepted.

6. ADDRESSES FOR NOTICES

6.1 All notices, demands, approvals, consents, agreements, offers, payments or requests (a "Notice") provided for in this Agreement shall be in writing and shall be given by personal delivery or by written telegraphic or electronic communication that results in a written or printed Notice being given to the applicable address set forth in this Section 14.1. Any Notice, if delivered, shall be deemed to have been validly and effectively given and received on the date of delivery. Any Notice, if sent by telegraphic or electronic communication, shall be deemed to have been validly and effectively given and received on the date of transmission. By giving to the other Party at least ten (10) days notice thereof, any Party may, at any time and from time to time change its address for delivery or communication for purposes of this Section 6.1:

The County's address is:
P.O. Box 640
Fort Vermilion, Alberta, T0H1N0
ATTENTION: Chief Administrative Officer

The Society's address is:
P.O. Box
La Crete, Alberta, T0H 2H0
ATTENTION: Chair

IN WITNESS WHEREOF the Parties hereto have set their hands and seals by their proper officers attested in that behalf on the day and year first above written.

LA CRETE LIBRARY SOCIETY

THE MACKENZIE COUNTY

CHAIR

REEVE

VICE CHAIR

CHIEF ADMINISTRATIVE OFFICER



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 30, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	AUPE Negotiations

BACKGROUND / PROPOSAL:

The Collective Agreement between Mackenzie County and the AUPE expires December 31, 2015.

In addition to setting the term, Article 34 states:

“34.02 The Agreement shall remain in effect unless notice of amendment is served by either Party upon the other not less than sixty (60) days and not more than one hundred twenty (120) days preceding the expiration of the said Agreement.

34.03 Where notice is served by either Party, the provisions of this Agreement shall continue until a settlement is agreed upon according to conditions of the Labour Relations Code.”

OPTIONS & BENEFITS:

The Finance Committee Terms of Reference states that the Committee will “*be responsible for setting parameters and making recommendation to Council on the Union negotiation position*”.

In the past years Council by motion assigned the negotiating responsibility to the Finance Committee. The Finance Committee was tasked with providing updates and seeking the overall direction from council during these negotiations, with the final proposed amendments ratified by Council. Council also authorized the Finance Committee to engage a lawyer in the negotiations.

Author: J. Whittleton **Reviewed by:** _____ **CAO:** JW

COSTS & SOURCE OF FUNDING:

Legal costs – operating budget

SUSTAINABILITY PLAN:

Human resource is the most valuable resource for a municipality in provision of municipal services.

COMMUNICATION:

NA

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Finance Committee members be authorized to negotiate the new AUPE agreement within the parameters as authorized by Council (to be determined) and be authorized to engage a legal representative to assist in the negotiations and the process.

Author: _____ Reviewed by: _____ CAO: JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 30, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	2015 Strategic Priorities

BACKGROUND / PROPOSAL:

A Strategic Priorities session was held with Council and administration in early January followed by the approval of the 2015-2017 Business Plan on February 10, 2015. The quarterly Strategic Priorities Chart was approved by Council on March 10, 2015.

Administration has reviewed and updated the Strategic Priorities Chart and a copy of the revised priorities is attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

COMMUNICATION:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the revised Mackenzie County 2015 Strategic Priorities Chart be approved as presented.

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



STRATEGIC PRIORITIES CHART

COUNCIL PRIORITIES (Council/CAO)

NOW		ADVOCACY
1. RATEPAYER ENGAGEMENT 2. REGIONAL RELATIONSHIPS 3. FISCAL RESPONSIBILITY 4. POTABLE WATER: Availability & Infrastructure 5. CAMPGROUNDS: Expansion and New Boat Docks 6. RECREATION CENTRES & ARENA UPGRADES 7. MASTER FLOOD CONTROL PLAN & FLOOD CONTROL SYSTEMS 8. TRANSPORTATION DEVELOPMENT 9. ECONOMIC DEVELOPMENT 10. INDUSTRY RELATIONS		<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>
		Codes: BOLD CAPITALS – Council NOW Priorities CAPITALS – Council NEXT Priorities <i>Italics</i> – Advocacy Regular Title Case – Operational Strategies * See Monthly Capital Projects Progress Report

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Joulia)			
1. RATEPAYER ENGAGEMENT – Citizen Engagement Policy	Sept.	<input type="checkbox"/> <i>La Crete Library – Lease Agreement</i>	Oct.
2. REGIONAL RELATIONSHIPS – Regional Sustainability Plan Phase II (RFP)	Oct.	<input type="checkbox"/> <i>AUPE Negotiations – internal review of the agreement</i>	Dec.
3. REGIONAL RELATIONSHIPS – Rainbow Lake Agreement	Nov.	<input type="checkbox"/> Regional Emergency Planning – Risk & Self-Assessment	Nov.
4. FISCAL RESPONSIBILITY – non-traditional municipal revenue streams	Nov.	<input type="checkbox"/> Municipal Climate Resilience Workshop <input type="checkbox"/> <i>Connectivity with NPTC</i>	Nov. Nov.
ECONOMIC DEVELOPMENT (Joulia/Byron)		AGRICULTURAL SERVICES (Grant)	
1. ECONOMIC DEVELOPMENT – Establish Action Plan (Award RFP)	Sept.	1. MASTER FLOOD CONTROL PLAN – Provincial Endorsement	Oct.
2. TRANSPORTATION DEVELOPMENT – Meet Ministers (P5/Zama, RBLK/Hwy 58)	Nov.	2. Emergency Livestock Response Plan	Oct.
3. INDUSTRY RELATIONS – Meet Industry Partners		3. _____ <input type="checkbox"/> Easements for Existing Drainage Channel	
COMMUNITY SERVICES (Ron/Len)		PUBLIC WORKS* (Ron/Len)	
1. CAMPGROUNDS – build roads in expansion area	Nov.	1. Review Alternate Dust Control Products	Dec.
2. RECREATION CENTRES & ARENA UPGRADES – Assessment	Dec.	2. Review 105 St. Closure (LC)	Dec.
3. COR Certificate – Self Audit Review	Dec.	3. Finalize Meander River Gravel Pit Transfer	Dec.
<input type="checkbox"/> Dock expansion plan for campgrounds		<input type="checkbox"/> Hamlet 3 Year Upgrading Plan – Review & Update	
		<input type="checkbox"/> Engineering Services Procurement RFP	Dec.
		<input type="checkbox"/> Utility Laneway/Back Alley Policy	Dec.
PLANNING & DEVELOPMENT (Byron)		LEGISLATIVE SERVICES (Carol)	
1. Infrastructure Master Plans	Oct.	1. Website “Content” Review & Update	Dec
2. LC & FV Design Guide – Award RFP	Sept.	2. Filing/Records Management Procedures	Dec
3. _____		3. _____	
<input type="checkbox"/> Land Use Framework	2016	<input type="checkbox"/> Human Resource Policy Review	
<input type="checkbox"/> LC & FV Airports – Infrastructure Review		<input type="checkbox"/> Communication Plan	
FINANCE (Mark)		ENVIRONMENTAL (Fred)	
1. FISCAL RESPONSIBILITY – Mill Rate Discussion & Policy	Nov.	1. FV Frozen Services Plan	Nov.
2. AUPE Negotiations (calculations)	Nov.	2. Hamlet Easement Strategy	Dec.
3. Multi-year capital plan	Dec.	3. _____	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 30, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	2015 Councillor Conference Costs

BACKGROUND / PROPOSAL:

At the May 8, 2015 Council meeting a motion was made that administration summarize council conference attendance costs for review by Council.

Administration has completed this summary and is attached for Council review.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Operating budget.

SUSTAINABILITY PLAN:

COMMUNICATION:

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

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

Author: L. Lambert Reviewed by: _____ CAO: JW

	Conference Fee	Honorariums	Mileage	Meals	Lodging	Other	Total
Provincial ASB Conference (January 20-23, 2015)							
Eric Jorgensen	\$ 550.00	\$ 1,200.00	\$ 740.30	\$ -	\$ 552.63	\$ 52.50	\$ 3,095.43
John W. Driedger	\$ 550.00	\$ 1,200.00	\$ 816.75	\$ 75.00	\$ 517.77	\$ 17.50	\$ 3,177.02
Bill Neufeld	\$ 550.00	\$ 1,200.00	\$ 412.50	\$ 90.00	\$ 609.33	\$ 52.50	\$ 2,914.33
	\$ 1,650.00	\$ 3,600.00	\$ 1,969.55	\$ 165.00	\$ 1,679.73	\$ 122.50	\$ 9,186.78

FarmTech Conference (January 27-29, 2015)							
John W. Driedger	\$ 378.00	\$ 1,200.00	\$ 786.50	\$ 70.00	\$ 1,227.11	\$ 17.50	\$ 3,679.11
Walter Sarapuk	\$ 280.87	\$ 1,000.00	\$ 880.00	\$ 195.00	\$ 845.47	\$ 35.00	\$ 3,236.34
	\$ 658.87	\$ 2,200.00	\$ 1,666.50	\$ 265.00	\$ 2,072.58	\$ 52.50	\$ 6,915.45

Growing the North Conference (February 18-19, 2015)							
John W. Driedger	\$ 112.05	\$ 900.00	\$ 581.90	\$ 50.00	\$ 300.88	\$ -	\$ 1,944.83
Eric Jorgensen	\$ 112.05	\$ 900.00	\$ 302.50	\$ 139.06	\$ 319.94	\$ 102.50	\$ 1,876.05
Elmer Derksen	\$ 112.05	\$ 800.00	\$ 564.85	\$ 85.00	\$ 300.88	\$ 35.00	\$ 1,897.78
Peter Braun	\$ 112.05	\$ 900.00	\$ 533.50	\$ 65.00	\$ 300.88	\$ 17.50	\$ 1,928.93
Josh Knelsen	\$ 112.05	\$ 900.00	\$ 550.00	\$ 120.00	\$ 300.88	\$ 35.00	\$ 2,017.93
Walter Sarapuk	\$ 112.05	\$ 800.00	\$ 550.00	\$ 135.00	\$ 300.88	\$ -	\$ 1,897.93
Lisa Wardley	\$ 112.05	\$ 500.00	\$ 663.30	\$ 140.00	\$ 300.88	\$ -	\$ 1,716.23
	\$ 784.35	\$ 5,700.00	\$ 3,746.05	\$ 734.06	\$ 2,125.22	\$ 190.00	\$ 13,279.68

AAMDC Spring Convention (March 16-18, 2015)							
John W. Driedger	\$ 440.00	\$ 1,300.00	\$ 710.50	\$ 120.00	\$ 1,204.76	\$ -	\$ 3,775.26
Bill Neufeld	\$ 440.00	\$ 1,300.00	\$ 412.50	\$ 55.00	\$ 1,160.66	\$ 70.00	\$ 3,438.16
Eric Jorgensen	\$ 440.00	\$ 1,300.00	\$ 715.00	\$ 50.00	\$ 1,204.76	\$ 70.00	\$ 3,779.76
Peter Braun	\$ 440.00	\$ 1,300.00	\$ 770.00	\$ 140.00	\$ 1,204.76	\$ -	\$ 3,854.76
Walter Sarapuk	\$ 440.00	\$ 1,100.00	\$ 927.30	\$ 160.00	\$ 903.57	\$ 17.50	\$ 3,548.37
Ricky Paul	\$ 440.00	\$ 1,100.00	\$ 723.80	\$ -	\$ 903.57	\$ -	\$ 3,167.37
Elmer Derksen	\$ 440.00	\$ 1,300.00	\$ 750.20	\$ 120.00	\$ 903.57	\$ 70.00	\$ 3,583.77
	\$ 3,080.00	\$ 8,700.00	\$ 5,009.30	\$ 645.00	\$ 7,485.65	\$ 227.50	\$ 25,147.45

	Conference Fee	Honorariums	Mileage	Meals	Lodging	Other	Total
FCM Conference (June 5-8, 2015)							
John W. Driedger	\$ 799.00	\$ 1,500.00	\$ 666.40	\$ 75.00	\$ 1,016.76	\$ -	\$ 4,057.16
Peter Braun	\$ 799.00	\$ 1,400.00	\$ 770.00	\$ 150.00	\$ 896.01	\$ 70.00	\$ 4,085.01
Elmer Derksen - Cancelled	\$ 799.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 799.00
Eric Jorgensen	\$ 799.00	\$ 1,400.00	\$ 637.00	\$ 70.00	\$ 896.01	\$ 70.00	\$ 3,872.01
Josh Knelsen - Cancelled	\$ 799.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 799.00
Bill Neufeld	\$ 799.00	\$ 1,400.00	\$ 825.00	\$ 150.00	\$ 848.76	\$ 70.00	\$ 4,092.76
Ricky Paul - Cancelled	\$ 799.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 799.00
	\$ 5,593.00	\$ 5,700.00	\$ 2,898.40	\$ 445.00	\$ 3,657.54	\$ 210.00	\$ 18,503.94

Provincial ASB Tour (July 14-17, 2015)							
Eric Jorgensen	\$ 475.00	\$ 1,100.00	\$ 568.40	\$ -	\$ 534.40	\$ 52.50	\$ 2,730.30
John W. Driedger	\$ 475.00	\$ 1,200.00	\$ 514.50	\$ 80.00	\$ 400.80	\$ 17.50	\$ 2,687.80
Bill Neufeld	\$ 475.00	\$ 1,000.00	\$ 313.60	\$ 35.00	\$ 601.76	\$ 52.50	\$ 2,477.86
	\$ 1,425.00	\$ 3,300.00	\$ 1,396.50	\$ 115.00	\$ 1,536.96	\$ 122.50	\$ 7,895.96

AUMA Conference (September 23-25, 2015) <i>estimated costs</i>							
Bill Neufeld	\$ 745.00	\$ 1,100.00	\$ 980.00	\$ 280.00	\$ 957.00	\$ 52.50	\$ 4,114.50
	\$ 745.00	\$ 1,100.00	\$ 980.00	\$ 280.00	\$ 957.00	\$ 52.50	\$ 4,114.50

Recycling Council of Alberta Conference (September 29 - October 3, 2015) <i>estimated costs</i>							
Josh Knelsen	\$ 500.00	\$ 1,300.00	\$ 1,106.42	\$ 140.00	\$ 860.00	\$ 70.00	\$ 3,976.42
	\$ 500.00	\$ 1,300.00	\$ 1,106.42	\$ 140.00	\$ 860.00	\$ 70.00	\$ 3,976.42

ARPA Conference (October 22-24, 2015) <i>estimated costs</i>							
Josh Knelsen	\$ 625.00	\$ 1,200.00	\$ 1,097.60	\$ 140.00	\$ 1,707.00	\$ 70.00	\$ 4,839.60
Peter Braun	\$ 50.00	\$ 1,200.00	\$ 1,097.60	\$ 140.00	free	\$ 70.00	\$ 2,557.60
	\$ 675.00	\$ 2,400.00	\$ 2,195.20	\$ 280.00	\$ 1,707.00	\$ 140.00	\$ 7,397.20

	Conference Fee	Honorariums	Mileage	Meals	Lodging	Other	Total
AAMDC Fall Convention (November 17-19, 2015)			<i>estimated costs</i>				
Jacque Bateman	\$ 525.00	\$ 1,100.00	\$ 766.36	\$ 195.00	\$ 775.00	\$ 52.50	\$ 3,413.86
Peter Braun	\$ 525.00	\$ 1,100.00	\$ 689.92	\$ 195.00	\$ 775.00	\$ 52.50	\$ 3,337.42
John W. Driedger	\$ 525.00	\$ 1,100.00	\$ 689.92	\$ 195.00	\$ 775.00	\$ 52.50	\$ 3,337.42
Eric Jorgensen	\$ 525.00	\$ 1,100.00	\$ 647.78	\$ 195.00	\$ 775.00	\$ 52.50	\$ 3,295.28
Josh Knelsen	\$ 525.00	\$ 1,100.00	\$ 689.92	\$ 195.00	\$ 775.00	\$ 52.50	\$ 3,337.42
Bill Neufeld	\$ 525.00	\$ 1,100.00	\$ 689.92	\$ 195.00	\$ 775.00	\$ 52.50	\$ 3,337.42
Walter Sarapuk	\$ 525.00	\$ 1,100.00	\$ 766.36	\$ 195.00	\$ 775.00	\$ 52.50	\$ 3,413.86
Lisa Wardley	\$ 525.00	\$ 1,100.00	\$ 911.40	\$ 195.00	\$ 775.00	\$ 52.50	\$ 3,558.90
	\$ 4,200.00	\$ 8,800.00	\$ 5,851.58	\$ 1,560.00	\$ 6,200.00	\$ 420.00	\$ 27,031.58
Total 2015 Conference Cost	\$ 19,311.22	\$ 42,800.00	\$ 26,819.50	\$ 4,629.06	\$ 28,281.68	\$ 1,607.50	\$ 123,448.96



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 30, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Correspondence – AMHSA (Grader Operator Training Certificates)
- Correspondence – VSI Services (Second Quarter Report)
- Correspondence – Alberta Jobs, Skills, Training, and Labour (Public Sector Collective Bargaining)
- Correspondence – Deh Cho Travel Connection
- Correspondence – TransCanada Pipeline Safety
- AEMA Northwest Region Fall 2015 Newsletter
- Mackenzie Municipal Services Agency Annual Seminar
- 2016 FCM Sustainable Communities Conference
- Rotary House Fundraising Gala

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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



AMHSA

Alberta Municipal Health and Safety Association

#21, 5720 Silver Springs Blvd. N.W. Phone: (587) 952-2268
Calgary, Alberta Toll-Free: 1 (877) 537-9063
T3B 4N7 Fax: (587) 353-9190



July 22, 2015

Joulia Whittleton
Chief Administrative Officer
McKenzie County
PO Box 640 Fort, Vermillion Alberta

RECEIVED
JUL 29 2015

Dear Mrs. Whittleton

MACKENZIE COUNTY
FORT VERMILION OFFICE

Re: Greater Operator Training Certificates

I want to thank you for your July 8, 2015 letter. We always appreciate hearing from our members. I hope to provide you with some clarification regarding the expiry dates on operator certificates. More specifically your request to remove the expiration date.

There are a number of reasons AMHSA chose to include expiry dates on operator certificates. Here are some points.

- There is legislation that requires operators of motor vehicles who are being trained in the transportation of dangerous goods to be recertified every three years.
- All AMHSA equipment operator trainers are required to recertify every three years with an outside agency (IVES). This external certifying body has established many industry best practices.
- The three-year recertification standard for heavy equipment operation has become an recognized industry best practice.
- This standard best practice may be due in part to the fact that the operation of heavy equipment on public road ways carries with it a higher degree of risk of injury or damage, either to the operator, public or property. The potential for lawsuits are very real and can include the organizations that provided the training to the operator (such as AMHSA) as well as the instructor. Unlike some of our other courses, the operator courses have risks that extend beyond the boundaries of workers compensation or occupational health and safety law.
- It was determined that AMHSA's equipment operator safety courses hold the greatest risk of external liability. It was felt that AMHSA needed to demonstrate a safety training system for equipment operators that was aligned with best practices and defensible in a court of law. Even the Occupational Health and Safety Regulations (Part 19) have dedicated an entire section to the safe operation of mobile equipment such as graders.



- We have had direct experience in municipal related fatality investigations in which the training of the operator and the qualification of the AMHSA instructor were under scrutiny. Fortunately the systems we have in place passed all the measures of due diligence.

I think, it's important to recognize that some re-certification courses can become stale. I believe we have a wealth of qualified operators in the municipal sector so it remains a challenge to keep them engaged in the learning process. AMHSA does strive to keep the courses up to date, we do add new materials and we have a number of different instructors who can bring their own flare to the group experience.

I am going to engage our instructors to discuss how we can keep the re-certification courses vibrant and informative.

AMHSA will maintain it's 3 year certification policy and although municipalities are encouraged to recertify with AMHSA every 3 years...it remains completely voluntary. I want to thank you for your letter and sharing your concerns. Please don't hesitate to call me if you have any questions.

Sincerely Yours

Jim Moroney IHT, BSc, CRSP, CSP
Executive Director
Alberta Municipal Health and Safety Association

V.S.I. SERVICES (1980) LTD

A nonprofit organization providing veterinary care in Alberta

BOX 202

FAIRVIEW, AB T0H 1L0

PH 780 835 4531

July 24, 2015

Ms. Joulia Whittleton, CAO
Mackenzie County
Box 640
Fort Vermilion, AB T0H 1N0

Dear Joulia

I am sending this letter as a follow up to the second quarter report of VSI expenditures, for your jurisdiction, that was e-mailed to gsmith@mackenziecounty.com and cnate@mackenziecounty.com.

Following is an estimate of your current VSI account status:

	Claims	Payments	Balance
Jan. 1, 2015			\$ 1,109
Payments in 2015		\$25,400	26,509
First Quarter	\$10,829		15,680
2014 error	1,071		14,609
Second Quarter	12,801		1,808

Note: \$1,071.25 of claims for Mackenzie County were charged to the MD of Bonnyville in 2014.

Your opening balance is subject to slight modification, at a later date, because we do not have the audited financial statement for 2014. Administrative fees and investment income have not been calculated or included for the first six months of 2015.

Your claims for the first half of 2015 are \$8,734 (58.63%) higher than for the same period in 2014. Your claims for the last half of 2014 came to \$7,004. If the 58.63% increase continues for the rest of the year your claims for the rest of 2014 will be approximately \$11,110 resulting in a deficit of approximately \$9,300 in your V.S.I. account not including administrative costs.

Based on the type of services typically required in the last half of the year, compared to the spring calving rush I doubt if the 58.63% increased demand will hold for the rest of the year. Regardless you will still be in a deficit position. I would like to send out a supplementary requisition in the near future. \$10,000.00 extra would probably carry us through but to cover administrative costs \$15,000.00 might be more realistic. Assuming that you wish to continue supporting your V.S.I. program please let me know how much I should requisition.

Yours sincerely

J. M. Henderson, Manager

cc Grant Smith
Colleen Nate

RECEIVED
JUL 28 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE



ALBERTA

JOBS, SKILLS, TRAINING AND LABOUR

*Office of the Minister
MLA, Edmonton - Riverview*

AR64274

September 16, 2015

Ms. Joulia Whittleton
Chief Administrative Officer
Mackenzie County
PO Box 640
Fort Vermilion, AB T0H 1N0

Dear Ms. Whittleton:

The Government of Alberta is considering the introduction of essential services legislation for public sector collective bargaining dispute resolution.

Government will be consulting directly with many different public sector employers and unions to gain their insights as part of its overall plans to modernize Alberta's labour relations legislation.

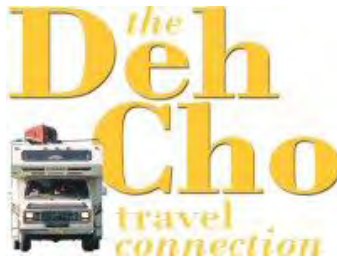
You can view a Discussion Guide on the subject of essential services legislation at <http://work.alberta.ca/labour/essential-services-consultation.html> and provide your comments online or via email to essentialservices@gov.ab.ca.

Sincerely,

Lori Sigurdson
Minister of Innovation and Advanced Education
Minister of Jobs, Skills, Training and Labour

RECEIVED
SEP 23 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE



August 10, 2015

Dear Partners of the Deh Cho Travel Connection marketing coalition:

Thank you all for the support and efforts you have contributed to the Deh Cho Travel Connection marketing coalition over the length of its activity. This coalition has been active for 20 years, which is remarkable given the changing landscape of tourism marketing during this time. We are now at a crossroads and have made some decisions about where we place our marketing resources going forward after this 2015 tourism season.

We would therefore like to inform you all that this is the last season that the formal marketing coalition is promoting the Deh Cho Travel Connection (DCTC) as a collective. Grande Prairie Regional Tourism Association (GPRTA), Northwest Territories Tourism (NWT) and Northern BC Tourism (NBCT) continue to recognize the DCTC as a key travel route between the three regions and we will continue to promote the route through our own individual marketing efforts to ensure continued awareness and interest in the DCTC.

The 2015 promotion of the DCTC continues to include the passport program for this, the final year of the program.

To support the 2015 Passport Program contest in its final year NWT Tourism and Grande Prairie Regional Tourism Association are donating the following prizes:

- Grand Prize: NWT Diamond
- Second Prize: Northern Art
- Third Prize: Swag-bag

Similar to last year, to be eligible for prizes, participants will be required to acquire 8 stamps with at least 2 from each province/territory while travelling the route.

Completed passports for 2015 should be mailed to:

Northwest Territories Tourism
C/O Katherine Johnson
Box 610
Yellowknife, NT
X1A 2N5

Requests for passports for distribution to visitor centres can also be sent to Katherine via email (katherine@spectacularnwt.com) or by phone at (867) 873-5007 extension 223.



August 10, 2015

Moving forward, Northwest Territories Tourism and Grande Prairie Regional Tourism Association plan to add one page to their respective websites dedicated to promoting the route. If you are interested in advertising and keeping your listings up to date on these websites, please contact these organizations directly.

We would like to thank you for all of your support and contributions over the many years this coalition has been active. We believe that the Deh Cho Travel Connection can continue to thrive with the individual marketing efforts that we can all contribute and look forward to continuing to market this spectacular route.

Sincerely, on behalf of the Deh Cho Travel Connection

Cathie Bolstad
Executive Director
Northwest Territories Tourism

Ainsley Lamontagne
Executive Director
Grande Prairie Regional
Tourism Association

April Moi
Community Development
Northern BC Tourism

RECEIVED
SEP 9 2015
MACKENZIE COUNTY
FORT VERMILION OFFICE



Dear Mayor or Council Member,

You are receiving this mailing because you have a TransCanada-operated pipeline in your area. We encourage you to spend a few moments reading the information enclosed and familiarizing yourself with the function, purpose and safety of the pipeline and how you as a public official can maintain the integrity of underground utilities. Please provide this information to your Chief Administrative Officer to share with the appropriate departments and hang the "Know What's Below" poster where it is visible to staff and the public.

Preventing Pipeline Damage. There are three steps government entities can take to help in the prevention of damage to underground utilities, including natural gas or oil pipelines:

1. Avoid building structures on pipeline rights-of-way. TransCanada and other pipeline operators need access to their rights-of-way for maintenance and emergency response.
2. Require all employees and contractors to request a locate by contacting their local One-Call Centre either by phone or online at www.clickbeforeyoudig.com before excavating.
3. Always report damage of a utility to the local One-Call Centre and the utility operator. Unreported and even minor damage has the potential to cause long-term damage to pipelines.

Emergency Preparedness and Response. Although leaks or ruptures on pipelines are rare, it is important that you know how to respond in the event of an incident. Make sure you have a coordinated plan with pipeline operators, local emergency management officials and HAZMAT.

Land Use and Urban Development. It is important to consider the location of pipelines and other underground utilities for land development and urban planning in your community. Look for pipeline marker signs which indicate a pipeline is in the area and always contact the One-Call Centre before any excavation.

Responding to Public Inquiries. Our effectiveness studies have shown that the public relies on local government for safety information. Constituents in your jurisdiction may contact you with questions about underground utilities (where they are, who operates them, etc.). It is important to remind the public to always contact the local One-Call Centre before beginning any excavation deeper than 30cm. For questions about TransCanada's pipelines in particular, please direct them to our website at www.transcanada.com or provide our contact information (listed below).

Information on TransCanada's pipelines can be found online and in the documents included in this mailing. If you would like additional or digital copies of our materials, or if require more information, please email public_awareness@transcanada.com, or call our General Inquiries line at 1.855.458.6715.

Sincerely,

TransCanada's Public Awareness Team



Part of Your Community

Important Safety Information – Natural Gas Pipelines



Call Before You Dig – It's Free

Important Contact Information

Canadian One-Call Centres:

- British Columbia: 1.800.474.6886
- Alberta: 1.800.242.3447
- Saskatchewan: 1.866.828.4888
- Manitoba: 1.800.827.5094
- Ontario: 1.800.400.2255
- Quebec: 1.800.663.9228

www.clickbeforeyoudig.com

Emergency **1.888.982.7222**

General Inquiries

Public Awareness 1.855.458.6715
public_awareness@transcanada.com

Landowner Inquiries 1.866.372.1601

Crossing or Encroachment Agreements

crossings@transcanada.com

quebec_crossings@transcanada.com
 (for crossings in Quebec)

agric_crossings@transcanada.com
 (for agricultural crossings)

TransCanada is regulated by the National Energy Board in Canada. For more information on energy regulations, visit www.neb-one.gc.ca.



1000007515-T2P4K5-BR27



TRANSCANADA – PUBLIC AWARENESS
 PO BOX 1000 STN M
 CALGARY AB T2P 9Z9

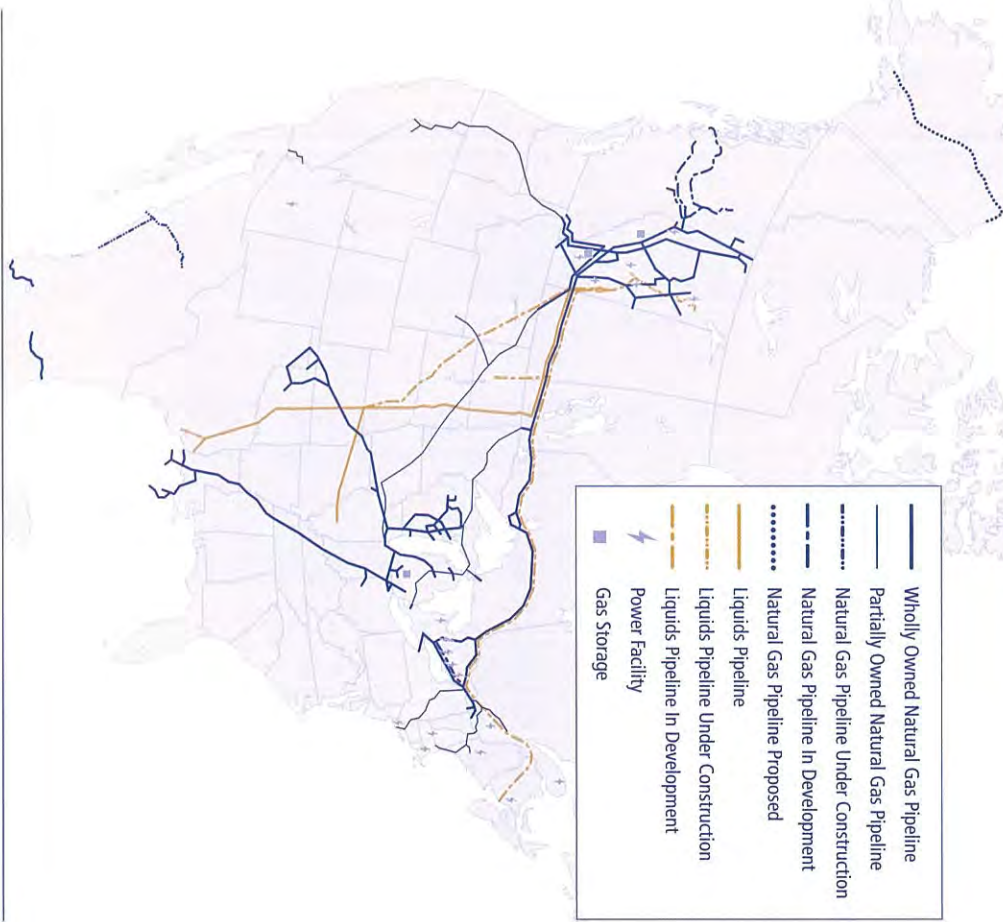
Why are you receiving this brochure?

This brochure contains important safety information about natural gas pipelines, and you live or work near a TransCanada pipeline. To help you understand the role you play in contributing to pipeline safety, we ask that you review the information provided. If you would like more information or have questions, please contact us at **public_awareness@transcanada.com** or call **1.855.458.6715**.

Please retain this booklet for your information.

En cas d'urgence liée à un gazoduc, appelez le **1.800.982.7222**. Si vous souhaitez recevoir des informations sur la sécurité des gazoducs en français, veuillez envoyer un courriel à l'adresse **public_awareness@transcanada.com** ou appelez **1.855.458.6715**

North American Assets



Please tear out and carry with you

Uniform Colour Code

When you request a locate, coloured flags and/or paint are used to mark the location and type of underground utility

	Proposed Excavation
	Temporary Survey Markings
	Electric Power Lines, Cables, Conduit and Lighting Cables
	Gas, Oil, Steam, Petroleum or Gaseous Materials
	Communication, Alarm or Signal Lines, Cables or Conduit
	Potable Water
	Reclaimed Water, Irrigation and Slurry Lines
	Sewers and Drain Lines

We appreciate your feedback. Please fill out and return the business reply card below.

Natural Gas Pipelines **Affected Public**

	yes	no
1. Was the information provided in this brochure helpful in your understanding of pipeline safety?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you know how to recognize a pipeline right-of-way?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you know what number to call before you begin a digging project?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you know what to do in the event of a pipeline emergency?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you received information from any other sources about pipeline safety?	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Name: _____

Contact Info.: _____

If you have questions or concerns and would like to speak with someone from TransCanada, please provide your name and email address or phone number.

Being a Partner in Pipeline Safety

Although a pipeline leak is rare, it is important to know how to recognize the signs. Use your senses of smelling, seeing and hearing to detect a potential pipeline leak

What you may smell

- Natural gas is said to be odourless, but some people detect a slight hydrocarbon smell. If the gas is odorized, it may smell "skunk-like" or similar to rotten eggs.

What you may see

- Dead or dying vegetation on or near a pipeline in a normally green area
- Water bubbling or blowing into the air at a pond, creek or river
- Dirt being blown or appearing thrown into the air
- Stained or melted snow/ice over pipeline areas.

What you may hear

- A hissing or roaring sound

If You Suspect a Leak

If you witness any of the typical signs listed, or any other unusual sights, sounds or smells near a pipeline location, it is important that you follow these steps:

- 1. Leave** the area immediately on foot – do not use motor vehicles or any equipment that could be a potential ignition source.
- 2. Move** to a safe location, call '911'.
- 3. Call** TransCanada's emergency number: **1.888.982.7222**. This number can be found on all pipeline marker signs.
- 4. Warn** others to stay away.



About Us

TransCanada is a leading North American energy infrastructure company with an industry-leading safety record. For more than 60 years, we have been building, operating, and maintaining pipeline systems in a responsible and reliable way to meet the energy needs of North America.

Our Natural Gas Facilities

TransCanada owns and operates pipeline and other associated natural gas facilities including meter stations and compressor stations.

Pipelines

Pipelines are the safest and most efficient method to transport energy to market. Our pipelines are built using industry best practices, which include using the highest quality materials during the construction and implementing routine quality inspections and 24 hour monitoring programs throughout the life of the pipeline.

Meter Stations

Meter stations are facilities necessary within a pipeline system that measure the volume of natural gas transported by a pipeline. Natural gas is measured at all locations where it either enters the pipeline (receipt station) or leaves the pipeline (sales station).

Compressor Stations

As natural gas flows along a pipeline, it slows due to friction between it and the pipeline. This results in a loss of pressure along the pipeline. In order to make the gas flow continuously at the desired flow rate, it is re-pressurized at suitable locations along the pipeline. This is done by mechanically compressing the gas at sites connected to the pipeline known as compressor stations. The location and quantity of compressor stations required in a pipeline system is dependent on a number of factors, including the operating pressure of the pipeline, the diameter of the pipe used, elevation changes along the pipeline route and the desired volume of gas to be delivered.



Maintaining Pipeline Safety

- TransCanada works to meet all applicable federal and provincial safety standards.
- The pipeline facilities are constantly monitored to ensure safety and integrity of the entire system 24/7.
- The pipelines are equipped with multiple valves that can be closed manually or automatically, often within minutes, reducing the potential amount of product released.
- TransCanada patrols pipeline rights-of-way to identify any unsafe or unauthorized activity within the rights-of-way which could damage the pipeline.
- TransCanada's employees receive all mandated training in Canada.



Safety in the Community

Safety is a core value at TransCanada. We make safety – for ourselves, each other, our contractors and for members of our communities – an integral part of the way we work. TransCanada's operations extend across North America with established offices in key communities. Each region is fully staffed with qualified employees trained in pipeline safety and emergency response to ensure the safe and efficient operation of the facilities in the area.

We view the communities in which we operate as emergency response partners. We work collaboratively with these stakeholders on a continuous basis, inviting them to participate in exercises and training.

We work with emergency response officials to ensure everyone is familiar with local operations and is ready to respond in the event of an incident.

What to do if you strike a pipeline

A "strike" is any unauthorized contact with a pipeline and can include mechanical equipment like a backhoe or hand tools, such as a shovel. Whether or not the pipe appears to be damaged, if you strike a pipeline, it is important that you follow these steps:

1. Stop all excavation and construction. Shut off all machinery and move away from the area on foot – warn others to do the same.
2. Do not attempt to repair the pipe or operate any valves.
3. Call **'911'** as soon as you are in a safe location. Describe the situation and inform the operator of any injuries, leaking product or fire.
4. Call TransCanada's emergency number at **1.888.982.7222** and explain the incident. This number is available on all pipeline marker signs.
5. Do not continue your project until authorized by a TransCanada representative.

The safety of the surrounding population dramatically decreases when a pipeline is damaged. Contact TransCanada as soon as possible so we can make any necessary repairs.

Call Before You Dig – It's Free Important Contact Information

Canadian One-Call Centres:

British Columbia: 1.800.474.6886
 Alberta: 1.800.242.3447
 Saskatchewan: 1.866.828.4888
 Manitoba: 1.800.827.5094
 Ontario: 1.800.400.2255
 Quebec: 1.800.663.9228
 www.clickbeforeyoudig.com

Crossing or Encroachment Agreements

crossings@transcanada.com
 quebec_crossings@transcanada.com
 (for crossings in Quebec)
 agric_crossings@transcanada.com
 (for agricultural crossings)

*TransCanada is regulated by the National
 Energy Board in Canada. For more
 information on energy regulations, visit
 www.nreb-one.gc.ca.*

Emergency **1.888.982.7222**

General Inquiries

(Public Awareness) 1.855.458.6715
 public_awareness@transcanada.com

Landowner Inquiries 1.866.372.1601

Click
 Before You Dig
 YouDig.com



Your Safety

Unauthorized digging and crossing by contractors, farmers, landscapers and homeowners is a leading cause of pipeline incidents.

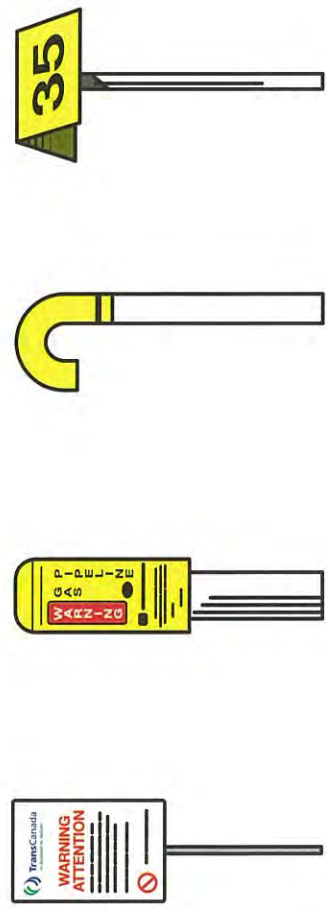
Excavation

Before conducting any excavation, either by hand or with machinery, contact your local One-Call Centre.

The One-Call Centre will notify owners of buried facilities in your area, who will send representatives to mark these facilities with flags, paint or other marks, helping you avoid damaging them.

The service is free and could prevent accidents, injuries or deaths.

Contact information for TransCanada and your local One-Call Centre is available at the back of this booklet.



Warning Sign **Line Marker** **Vent Marker** **Aerial Marker**

Pipeline Markers

- Pipeline marker signs contain important information, including the owner of the pipeline, the product shipped in the pipeline and emergency contact numbers.
- TransCanada uses a variety of markers and signs along rights-of-way to alert people to the general location of its pipelines. Markers are typically placed where the pipeline intersects streets, railroads, rivers, fence rows and in heavily congested areas.
- **Do not rely on pipeline markers or signs to show you the pipeline's location, path or depth.** Instead call your local One-Call Centre (phone numbers provided). TransCanada and other utilities will send a representative to the proposed excavation site to mark buried utilities at no cost to you.
- It is against the law to willfully and knowingly deface, damage, remove or destroy any pipeline sign. If these signs are missing, damaged or otherwise unreadable, please contact TransCanada to replace them.

Crossing and Encroachment

A crossing or encroachment is a temporary or permanent structure across, on, along or under a facility or pipeline right-of-way. A crossing can also mean equipment or machinery crossing over the pipeline right-of-way or facility site.

Like excavations, crossings and encroachments can pose a threat to the pipeline.

If you think your activity requires a Crossing agreement with TransCanada, please contact us to better serve you and speed up your request, please provide the following information:

- Proposed activity – what are you planning to do?
- Location of proposed work (GPS coordinates are preferred)
- Make(s) and model(s) of any of the equipment that will cross/encroach the pipeline facilities
- Proposed activity date
- Axle load (weight)
- Your name and phone number
- Email address

Once you have received approval, the party completing the work must contact the provincial One-Call Centre to request a locate of the pipelines at least three business days before beginning work.



Pipeline Location

- Most pipelines are buried underground in an area of cleared land often referred to as the “right-of-way”. Markers are used to indicate a pipeline’s approximate location as well as the name of the pipeline and the operator’s information.
- Only a TransCanada representative can determine the location and depth of the pipeline. Pipelines may not follow a straight course between marker signs.

Agriculture Safety

TransCanada wants to ensure the safety of anyone living or working near our facilities, and that includes Canada’s active farming community.

Normal farming practices can be completed without notice to TransCanada or contacting the One-Call Centre, but ground disturbance and some other activities can pose a risk to underground utilities and may require permission.

These ground disturbance activities always require permission if deeper than 30cm:

- | | | |
|------------------------------------|----------------------------|---------------------------|
| • Ground leveling | • Trenching | • Terracing |
| • Sludge spreading | • Earth moving | • Fencing/Landscaping |
| • Clearing/Brushing/
Grubbing | • Plowing | • Excavation |
| • Reducing or
adding soil cover | • Disking | • Augering |
| • Tiling | • Drainage ditch clean out | • Drain tile installation |

These activities always require permission:

- | | | |
|-----------------------------------|-------------------------|----------------------|
| • Stockpiling/Storage/
Parking | • Building construction | • Controlled burning |
| • Blasting activities | • Operating B-Trains | |

Dig with C.A.R.R.E.

Call before you dig

Allow required time for marking

Respect the marks

Lines are marked by flags, paint or other markers
(normally yellow for pipelines).

Excavate carefully

Hand dig to determine exact locations of pipelines. A TransCanada representative must be present. All digging must take place during the time allotted by the TransCanada representative.



Pipeline Incidents

A pipeline incident could involve an uncontrolled or unplanned release of natural gas from the pipeline system. TransCanada’s state-of-the-art leak detection systems, elevated safety features and specially trained staff make us confident leaks would be quickly identified and addressed.

In the unlikely event an incident should occur, TransCanada would immediately respond by shutting down the pipeline and dispatching emergency personnel to the location of the incident. Remote controlled valves spaced at intervals along all TransCanada pipelines allow incidents to be quickly and effectively isolated.

Trained crews dispatched to the site work to further isolate the area and coordinate a response with local emergency services.

TransCanada will not restart the pipeline until the issue has been identified and it is safe to do so.

TransCanada’s policies and practices for emergency response planning go above and beyond the standard regulatory requirements for emergency response.

Government of Alberta ■

Alberta Emergency Management Agency

Northwest Region Newsletter

Fall Edition/ September 2015

AEMA -10320-99 Street, Grande Prairie, AB. T8V 6J4 Ph. 780 538-5295
www.aema.alberta.ca

IN THIS ISSUE:

SUMMER RECAP

UPCOMING EVENTS

FUNDING

COURSES/TRAINING

*Alberta Emergency Alert: Stop.
Listen. Respond.*

www.emergencyalert.alberta.ca

*Emergency Alert mobile
application at*

<http://emergencyalert.alberta.ca/content/about/signup.html> or

*Text ALBERTA to 965965 to get
the app*

For AEA USERS!

Logon at:

www.activatealert.alberta.ca

NW Region Field Officer

Contact Information:

Ken.hawrylenko@gov.ab.ca

Cell: 780 292 1155

Brice.daly@gov.ab.ca

Cell: 780 876-2930

Office: 780 538-5295

Welcome

Welcome to the Third Edition of the AEMA Northwest Region newsletter. As Autumn approaches, Brice and I will continue to focus on training, Emergency Management exercises and community visits up to year's end. In this issue, we also have information regarding upcoming events and looming deadlines related to Government grant funding that are worth making note of.

First off though, a quick summary of courses, training and incident involvement by NW Region Field Officers this past summer. ICS 200/300, AEA, Basic Emergency Management and 72 HR Personal Preparedness were in high demand. Also, Wildfires in Northern Alberta caused NW Region Field Officers to be deployed to communities in the NW Region and beyond.

The annual AEMA Stakeholder Summit will be held in Calgary on Nov 30 – Dec 1, so stay tuned for registration, opening in late September.

Also, the deadline for this year's FSEPP grant program is September 30, 2015. Please contact Brice or Ken if you have any questions or concerns about eligibility, etc. or click on the following link to start the application process:
<http://www.ofc.alberta.ca/grant-funded-training>

Fire Season is still upon us in the NW Region. Currently, there are 33 active wildfires in Alberta with 15 in the High Level District, 2 in the Peace River District and 4 in the Slave Lake District. For more information go to: www.wildfire.alberta.ca

In July, one air monitoring unit was placed in High Level and one in Ft. Vermillion to measure air quality. Both are still in place and current fire conditions will dictate for how long. That said, air quality has not recently been a concern at either location.

The **Community Emergency Management Program (CEMP)** an on-line tool, which provides communities, through their Directors (DEM) and Deputy Directors of Emergency Management (DDEM), access to four essential emergency management modules has gained momentum since the summer newsletter was released. CEMP is a great Emergency Management tool with new supplemental information recently added to the Document Library within CEMP. Individuals not signed up as Registered Users are encouraged to contact Brice or Ken for details.

Future Training and Emergency courses now available

EOC/ ECC characteristics!

Does your Emergency Operations Center have?

- Radios/telephones
- Auxiliary Power
- Display Boards
- Briefing areas
- Washrooms
- Rest areas
- Maps
- Chairs
- Office Stationary
- A clock
- Television
- Calculators
- Wi Fi
- Copies of Plans
- Laptops
- EOC LOG IN SHEET!

Feel free to add to the list!

Keep these phone numbers on hand:

AEMA: 1 866 618-2362

DGR Hotline: 1 800 272 9600

Both numbers are Toll Free and staffed 24HRS per day

In Fall of 2015, Watch for:

- **ESS Training**
- **CEMP Training**
- **Planning workshop**
- **ICS Training**

Expect the next issue of the NW Region Newsletter in January of 2016!

Training and courses – There are a wide selection of courses available to communities in Northwestern Alberta at no cost. Brice and Ken will come to your community and administer the courses. Alternatively, a few courses are offered free of charge online at: <http://apsts.alberta.ca/online-courses/>

Incident Command System 100 is a foundational course for anyone involved in emergency management at any level and in any context and covers ICS concepts and principles. (Offered online) Follow this [link](#) for details.

Basic Emergency Management (BEM)–Basis Emergency Management (BEM) how emergency management works in Alberta and elsewhere. Topics covered include the roles and responsibilities of municipalities in preparing for and responding to a major emergency or disaster. (Offered online or presented in class)

Alberta Emergency Alert (AEA) – half day course covering how the provincial alert system works. Students taking this course are required to complete online training on their own in order to qualify as an AEA User. **(Recently revamped - in class only)**

Emergency Social Services (ESS) – full day course covering a range of ESS issues and topics including the role of ESS, activation of an ESS response plan and setting up a Reception Centre. An important course for anyone involved with the planning, setup or working in a Reception Centre. ICS 100 is recommended as a prerequisite.

Personal 72 HR Preparedness – half day in class course that outlines what items to have on hand during an emergency and how to protect oneself and your family for the first 72 hours.

UPCOMING TRAINING! - ICS 200 will be held in Peace River September 22/23, 2015 – space is available so contact Ken or Brice to Register.

Other Important Links:

www.511.alberta.ca

www.aema.alberta.ca

Emergency Management thought of the day: Identify threats and hazards in your community then determine what to do to protect yourself, your family and community.

Fast Fact: What is Shelter-In-Place? It is the practice of going or remaining indoors during a sudden outdoor release of a hazardous substance. It has been proven to be the most effective response during the first few hours of a substance release. It also creates a buffer between you and a toxic hazard in the outside air.

Ken Hawrylenko and Brice Daly

Beyond Beauty: The Practical Implications of Municipal Wetland Management and Landscape Architecture



Water is becoming an increasingly important issue in the Peace region as more demands are being placed on our water resources; agriculture, forestry, urban areas, oil and gas, and recreation all impact our shared water resources.

In the Peace region, we draw our water from the Peace and Slave watershed, a drainage basin that includes several major rivers, smaller creeks and streams, and countless wetlands such as lakes, swamps and bogs.

Wetlands cover almost **30%** of the Peace region and perform many invaluable functions such as filtration of pollutants, aquifer recharge, and buffering during flooding events.

Water and wetland management are regulated under various Federal and Provincial policies, including a new Provincial wetland policy (adopted in June). Ultimately, municipalities hold the power to protect and manage these environmentally sensitive areas through local and regional planning and policy development.

Register to learn more about the implications of wetland policy and management from experts in the field including:

- the functions and values of wetlands;
- your municipality's legal liability and exposure to risk under provincial and federal regulations; and
- tools and incentives to successfully manage wetlands.

Date: October 23, 2015

Time: 9 am to 4 pm | registration @ 8:30 am

Location: Chateau Nova Hotel

10010-74 Street Peace River, Alberta

Cost: \$175

Contact: info@mmsa.ca | 780-338-3862



Landscape Architecture impacts the municipal environment in significant and varied ways. Effective landscape design influences how a municipality's residents and visitors experience their environment while increasing the economic value of a property and positively impacting the natural environment, including water management.

Vegetation is often removed and not replaced; in large part because municipalities have not set landscaping standards in the land use bylaw (LUB) that clearly state what is required to ask for. The LUB is an effective tool to implement broader municipal land use objectives. Inclusion of detailed landscaping requirements in the LUB provides

the development authority with direction in order to achieve the desired landscape product.

Register to learn more about the implications of municipal landscape requirements from experts in the field including:

- benefits of landscaping;
- landscaping in the Peace Region environment; and
- ways to retrofit and revitalize through better site planning.

Presenters



Jay White is the principal researcher at Aquality and has over 15 years' experience in wetland ecology. He is a Professional Biologist (P.Biol) and Qualified Wetland and Aquatic

Environment Specialist (QWAES). He has been involved with the development of the Alberta Wetland Policy, has overviewed treatment wetland design, and quantified wetland values. Jay currently sits on the Alberta Water Council representing the Lake Environmental Conservation Sector and has been involved with the Provincial Water Strategy (Water for Life) since its creation.



Jennifer Jones, a landscape architect, and **Chris Ulmer**, a community planner, work for Urban Systems, a consulting firm that provides planning, engineering and design services to public and private sector clients.



Joan Gabrielson is a farmer and Outreach Coordinator with Alternative Land Use Services (ALUS), a community-developed, farmer-delivered program that provides support to farmers and ranchers to maintain and enhance nature's benefits.

**MACKENZIE MUNICIPAL SERVICES AGENCY
ANNUAL SEMINAR**

**Beyond Beauty: The Practical Implications of Municipal Wetland Management and
Landscape Architecture**

Friday, October 23, 2015

Chateau Nova

10010 – 74 Street, Peace River, Alberta

9:00 A.M. to 4:00 P.M.

REGISTRATION FORM

Municipality/ Organization/ Business:			
Address:			
Phone:	Email:	Contact:	
	Name	Position	\$175.00/person
1			
2			
3			
4			
5			
6			
7			
TOTAL			

Does anyone in your party have special dietary needs? _____

If you require accommodation in Peace River, the **Chateau Nova** has set aside a block of rooms for Seminar attendees. When booking, indicate you are attending the MMSA Seminar to receive a special rate.

Payment By:	✓	
<i>Cheque</i>		<i>No.</i>
<i>Invoice</i>		<i>P.O. No (if applicable):</i>

RETURN BY October 14th TO: Mackenzie Municipal Services Agency
Box 450 Berwyn AB T0H 0E0 **Fax:** (780) 338-3811 **Email:** info@mmsa.ca

From: [FCM Conference](#)
To: [Carol Gabriel](#)
Subject: 2016 Sustainable Communities Conference — where all roads to sustainability meet!
Date: Tuesday, September 22, 2015 8:57:21 AM

September 22, 2015

[Change your language](#) | [View email in your browser](#)

Federation of Canadian Municipalities



Where all roads to sustainability meet!

FCM's 2016 [Sustainable Communities Conference](#) comes home to Canada's capital from February 9–11. It's a unique opportunity to connect with peers, explore through focused training sessions and study tours, and experience delegate-driven content through a wealth of workshops and plenary sessions.

We know you are committed to achieving a more sustainable future for your community. Like you, FCM is a leader in supporting municipal sustainable development through its programs and services.

Our exceptional [2016 program](#) focuses on innovative and emerging practices as well as proven good practices. Small or large ... urban, rural or remote ... no matter where your community is on the road to sustainability, the conference offers an unparalleled program that

FCM TWEETS

Registration for #2016SCC is now open! Find out the many reasons why you shouldn't miss it:
<http://bit.ly/1u8nVPe>

Canada's premier sustainability conference is back! Drive change in your #CDNmuni & join us in Feb. for the #2016SCC:
<http://bit.ly/1u8nVPe>



SOCIAL MEDIA



delivers both demonstrated solutions and fresh insights to the challenges we all face.

These are just a few of the reasons that the conference is widely recognized as Canada's premier municipal sustainability gathering; but don't just take our word for it — hear what our [2015 delegates](#) had to say.

[Early bird registration](#) is now open. Please join us — and hundreds of local sustainability leaders from cities and communities across the country — for a conference experience you won't find anywhere else!



This is a publication of the Federation of Canadian Municipalities ©2014.
24 Clarence Street, Ottawa, Ontario K1N 5P3 • T. 613-241-5221 • F. 613-241-7440
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[Skip to main content](#)



**SUSTAINABLE
COMMUNITIES
CONFERENCE**
OTTAWA 2016
February 9-11



Program

Share This Page



February 9-11, 2016

Streams Innovative and emerging practices Proven good practices

[Monday, February 8](#) | [Tuesday, February 9](#) | [Wednesday, February 10](#) | [Thursday, February 11](#)

Monday, February 8

4 - 8 p.m.

Delegate Registration

5 - 6 p.m.

SCC Essentials

6 - 8 p.m.

[Social Event: Partners for Climate Protection Pub Social](#)

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Tuesday, February 9

7 a.m. - 6 p.m.

Delegate Registration

8 - 8:30 a.m.

Continental Breakfast

8:30 a.m. - 4:30 p.m.

[Training: Implementing Community-Wide Green Stormwater Infrastructure](#)

8:30 a.m. - 4:30 p.m.

[Training: Asset Management for Sustainability: Enabling Integrated Planning and Development Decisions](#)

8:30 a.m. - 4:30 p.m.

[Training: Envision@: Unleashing the Power of Lifecycle Management](#)

8:30 a.m. - 4:30 p.m.

[Training/Study Tour: Cost-Effective and Sustainable Approaches to Brownfield Redevelopment](#)

8:30 a.m. - 4:30 p.m.

[Training/Study Tour: Complete Streets in Action: Sustainable Streets for All Road Users](#)

8:30 a.m. - 4:30 p.m.

[Training/Study Tour: Best Practice in Wastewater Treatment: Lessons from the Green Municipal Fund and the City of Ottawa](#)

8:30 a.m. - 4:30 p.m.

[Training: The F-word: Intelligent Failure for a Sustainable Future](#)

12 - 1 p.m.

Lunch

1 - 5 p.m.

[Half-day Training: Applying Tools for Building Resilience in Local Communities](#)

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Wednesday, February 10

7 a.m. - 6 p.m.

Delegate Registration

7:30 a.m. - 4 p.m.

Trade Show

7:30 - 8:30 a.m.

Hot Breakfast

8:30 - 9 a.m.

 **Opening Ceremony**

9 - 10 a.m.

 [Opening Keynote](#)

10 - 10:30 a.m.

Coffee Break

10:30 a.m. - 12 p.m.



[Workshop: Exchanging Sustainability Solutions from Around the World](#)

10:30 a.m. - 12 p.m.



[Workshop: Making Natural Assets Count](#)

10:30 a.m. - 12 p.m.



Workshop: The Costs of Not Being Sustainable/Resilient

10:30 a.m. - 12 p.m.



[Study Tour: Innovative Wastewater and Drinking Water Treatment for Small Communities](#)

12 - 1:30 p.m.

Lunch

1:30 - 3:30 p.m.



[Workshop: Imagining Canada: Enabling Municipal Leadership through the Green Municipal Fund](#)

1:30 - 3:30 p.m.



Workshop: To be confirmed

1:30 - 3:30 p.m.



Workshop: Lifecycle Assessment as a Standard in Building More Resilient Cities

1:30 - 5 p.m.

[Study Tour: Agro-Tourism and Sustainable Housing for Small Rural communities](#)

3:30 - 4 p.m.

Coffee Break

4 - 5 p.m.



Workshop: FCM's Community Infrastructure Partnership Program

4 - 5 p.m.



Workshop: Showcasing the 2015 Sustainable Communities Awards Winners

4 - 5 p.m.



Workshop: Innovations in Urban Forestry

5 - 7 p.m.

 [Sustainable Communities Awards and PCP Recognition Ceremony](#)

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Thursday, February 11

7 a.m. - 5 p.m.

Delegate Registration


7:30 - 8:30 a.m.

Continental Breakfast

7:30 a.m. - 4 p.m.

Trade Show

8:30 - 10 a.m.

 **Plenary Panel**

10 - 10:30 a.m.

Coffee Break

10:30 a.m. - 12 p.m.

[Study Tour: Building Green Residents for Green Buildings](#)

10:30 a.m. - 12 p.m.



[Workshop: Lean and Green: Efficient Policy Ideas for the Small or Rural Community](#)

10:30 a.m. - 12 p.m.



Workshop: Turning Social Capital into Sustainability Success

10:30 a.m. - 12 p.m.



Workshop: Community Safety Models

12 - 1:30 p.m.

Lunch and Issues Forum

1 - 3:30 p.m.

[Study Tour: Rapid Transit in the City of Ottawa: Past, Present and Future](#)

1:30 - 3:30 p.m.



[Workshop: From Crazy to Common Sense: "Radical" Ideas Whose Time Has Come](#)

1:30 - 1:30 p.m.



[Workshop: Gamifying Behavior Change: How to Engage Through Technology](#)


1:30 - 3:30 p.m.

Workshop

3:30 - 4 p.m.

Coffee Break

4 - 5:30 p.m.

 **Closing Plenary**

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Page Updated: 21/09/2015

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From: [Bev](#)
To: [Carol Gabriel](#)
Subject: Rotary House Gala & Update with Revised Presentation Package
Date: Friday, September 04, 2015 11:19:15 AM
Attachments: [Rotary Invitation - Save the Date 2015.pdf](#)
[Rotary Presentation r. May 2015.pdf](#)

Hi Carol, hope you had a great summer.

I am forwarding an invitation/save the date letter for this years Rotary House fundraising gala which will be held on November 7, 2015.

Would you please extend this invitation to your Council.

We had a great turn out last year and we hope to again this year.

It's been a while since Brent Rostad and I made a presentation on our Rotary House project in Peace River. Just a quick update for your Council. We have raised \$1.9M. We are just about there!! We currently have a shortfall of \$500,000. We were hoping to start construction this fall but we are still waiting on engineer drawings and a few more approvals. I am forwarding a copy of our revised presentation package. It has the current drawings of the building which I am sure your Council will be impressed with.

I look forward to hearing back from you and have a good one!

Bev Bastell
Co-Chair Rotary House Fundraising Committee
(780) 219-5478



Rotary Club of Peace River



Rotary House Project

*"Building a sustainable and stable health system
in the Peace River region"*

Revised June 2015



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Organizational Background

The Rotary House Project is a collaborative effort between two non-profit, project driven organizations: The Rotary Club of Peace River and The Peace River and District Health Foundation.



Rotary Club of Peace River

While many service clubs face struggles with recruitment, the Rotary Club of Peace River continues to prosper – despite the added challenges of existing in a rural setting. Founded in 1952, the Peace River chapter recently celebrated 60 years of humanitarian services. Over those six decades, the club has left behind a list of legacies, but none would be greater than the construction of a Rotary House. Current members see it as the perfect way to say ‘Thank You’ to the extended Peace River community for it’s overwhelming support.

Peace River and District Health Foundation

The Peace River and District Health Foundation was established in 2011. Their purpose is to improve the delivery of healthcare services to Peace River area residents through the acquisition of medical equipment , support of medical staff recruitment and education.



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Rotary House

Rotary House - WHY?

The Rotary House has been identified as a need in the Peace Country, specifically addressing the need for temporary accommodations.

Rotary House - WHERE?

The Rotary House will be located on Peace River's west hill, located within walking distance to the Peace River Community Health Centre.

Rotary House - WHEN?

It is our goal to start construction of the Rotary House late 2015. The estimated completion date is 2016.

Rotary House - WHO?

An analysis of the 2012 service area population base and the acute care capacity at the Peace River Community Health Centre (PRCHC) suggests the possibility for about 2000 to 3300 family short-stay visits per year (6 to 9 per day). Also, PRCHC data for 2012 indicated in excess of 2700 person days for visiting staff (about 7 per day). Both these levels of potential use are greater than the capacity of the initial conceptual design for Rotary House.



Health & Wellness

The Rotary House will provide temporary accommodations for the people who provide treatment, programs and services at the Peace River Community Health Centre, and, whose expertise helps establish the quality of care that meets the expectations of the residents of our progressive northern communities.

**Medical
Professionals**

**Visiting
Specialists**

Clinicians

**Locum
Physicians**

**Medical
Students**

**Agency
Nurses**

Having convenient accommodation for visiting medical specialist and relief staff will enable the Community Health Centre to continue providing service and specialized clinical services locally – this enables residents to access such care close to home rather than having to travel to Grande Prairie or more challengingly Edmonton; improving outcomes for patients.

Convenient accommodation for medical students will strengthen the capacity of the Health Centre to be part of rural physician training. It will improve the quality of their experience here and improve the likelihood that, over time, some will return to practice in the community after graduation.



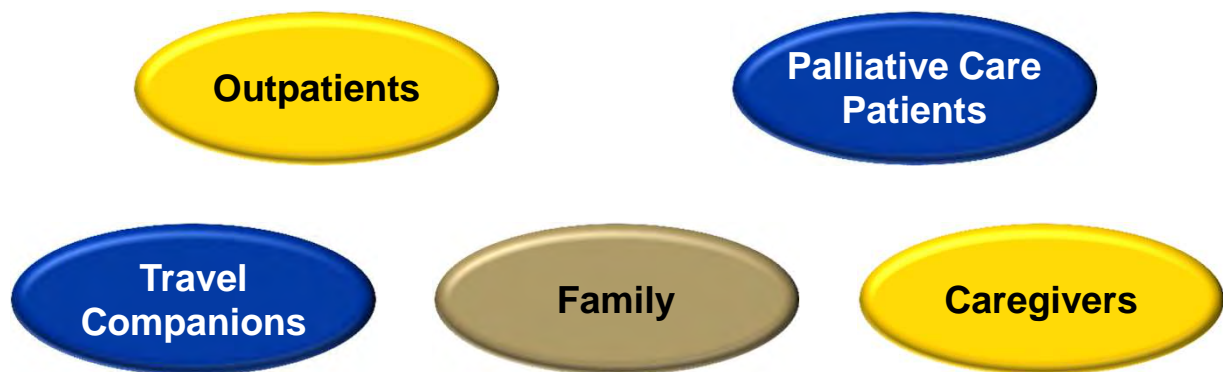
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Regional Impact

It's a fact, the Peace River Community Health Centre has a massive service area. They provide medical attention, programs and services to residents in many remote communities. Their geographic area includes the better part of Northwestern Alberta, up to the Territories border. Travel within this area can often be a challenge due to timelines, weather or medical conditions.

As a short-stay facility within walking distance of Community Health Centre, The Rotary House will host people from many of these communities who live beyond convenient travel distance. For example, the hospital serves as the regional centre for maternity deliveries. The facility will enable patients with less acute needs to be treated as outpatients who can remain close for follow-up care, rather than requiring their admission as inpatients. This is an especially crucial consideration for babies and young children whose conditions tend to change rapidly. These opportunities will facilitate improved outcomes for patients



The Rotary House will also offer lodging to patients family members, caregivers or travel companions allowing them to remain close at hand and provide better support, it will limit the amount of patients from the north that may have to travel outside the region to gain access to certain programs and services, and, when palliative care needs exceed the capacity of the health centre facility, Rotary House will provide an additional option for family to be close at hand to the dying patient.



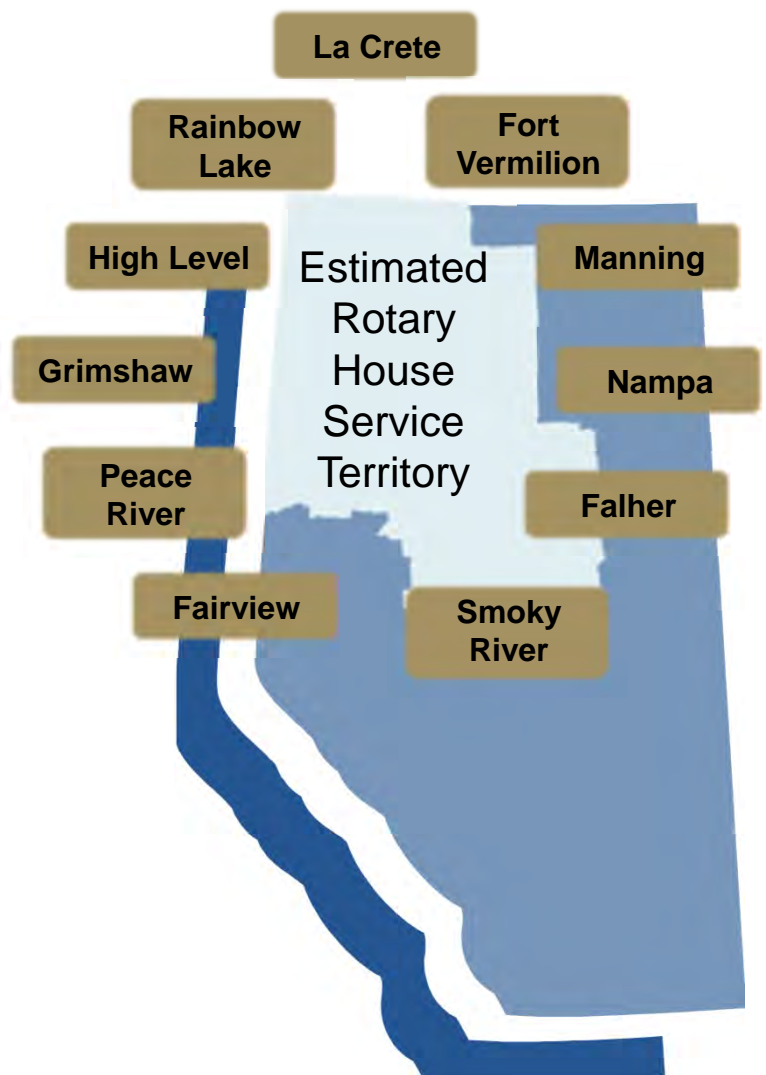
Service Territory

The territory that will benefit from The Rotary House spans hundreds of kilometres in every direction, with a population base approaching 100,000. It is projected that benefiting communities will include:

- MD of Northern Lights 22
- Northern Sunrise County
- MD of Peace 135
- Smoky River 130

The Rotary House will also be a benefit to many First Nations and Metis groups such as:

- Beaver First Nation
- Dene Tha' First Nation
- Driftpile First Nation
- Duncan's First Nation
- East Prairie Metis Settlement
- Gift Lake Metis Settlement
- Kapawe'no First Nation
- Little Red River Cree Nation
- Loon River Cree First Nation
- Lubicon Lake Nation
- Paddle Prairie Metis Settlement
- Peavine Metis Settlement
- Peerless Trout First Nation
- Sucker Creek First Nation
- Tallcree First Nation
- Whitefish Lake First Nation
- Woodland Cree First Nation



"I am delighted to see that the Rotary Club, in celebration of 60 years of service, has chosen such a worthy project. This will improve health care delivery across the northwest region, and will offer temporary shelter to families in need. Congratulations!"

*~ Honourable Frank Oberle
Former MLA Peace River*



First Nations

The following First Nations and Metis communities are located within territory that will be served by Rotary House. In some cases the community receives primary service at the Peace River Community Health Centre, while for others, Peace River is a secondary location.

Beaver First Nation	Dene Tha' First Nation
Driftpile First Nation	Duncan's First Nation
East Prairie Metis Settlement	Gift Lake Metis Settlement
Kapawe'no First Nation	Little Red River Cree Nation
Loon River Cree First Nation	Loon River Cree First Nation
Lubicon Lake Nation	Paddle Prairie Metis Settlement
Peavine Metis Settlement	Peerless Trout First Nation
Sucker Creek First Nation	Tallcree First Nation
Whitefish First Nation	Woodland Cree First Nation

The total on-reserve / settlement population of these communities is about 16,000 with another approximately 8,400 people living off-reserve for a total of 24,400. All are at significant travel distances from the Peace River Community Health Centre and would benefit from a short-stay capacity close to the health centre when receiving service here.



"The vision to implement a project such as Rotary House will provide a much needed service to the communities of the Peace Country. Rotary House will be appreciated today and for generations to come. I commend the Rotary team for identifying this need and their initiative on bringing it to completion. Thank you on behalf of all Aboriginal people for this very caring and wonderful gift."

*~ Sylvia Johnson
Region VI President, Metis Nation of Alberta*



Exterior View



VIEW FROM NORTH-EAST



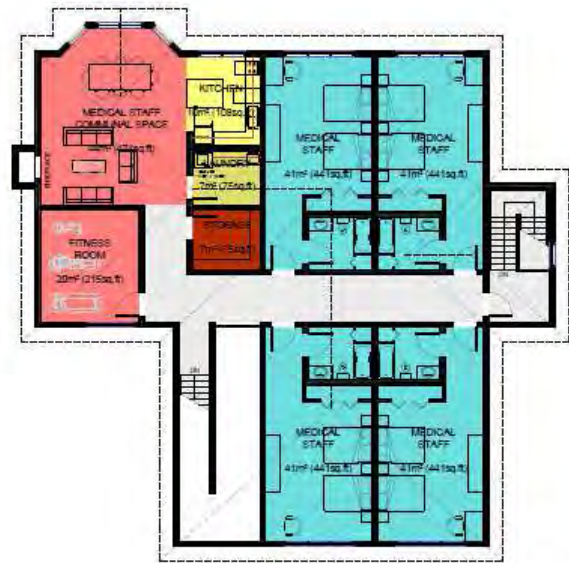
VIEW FROM NORTH-WEST



VIEW FROM SOUTH-EAST



Conceptual Layout



MAIN FLOOR
817m² (8,794sq.ft)

GROSS FLOOR AREA
(INCLUDING BASEMENT FLOOR)
1,543m² (16,609sq.ft)

SECOND FLOOR
336m² (3,617sq.ft)



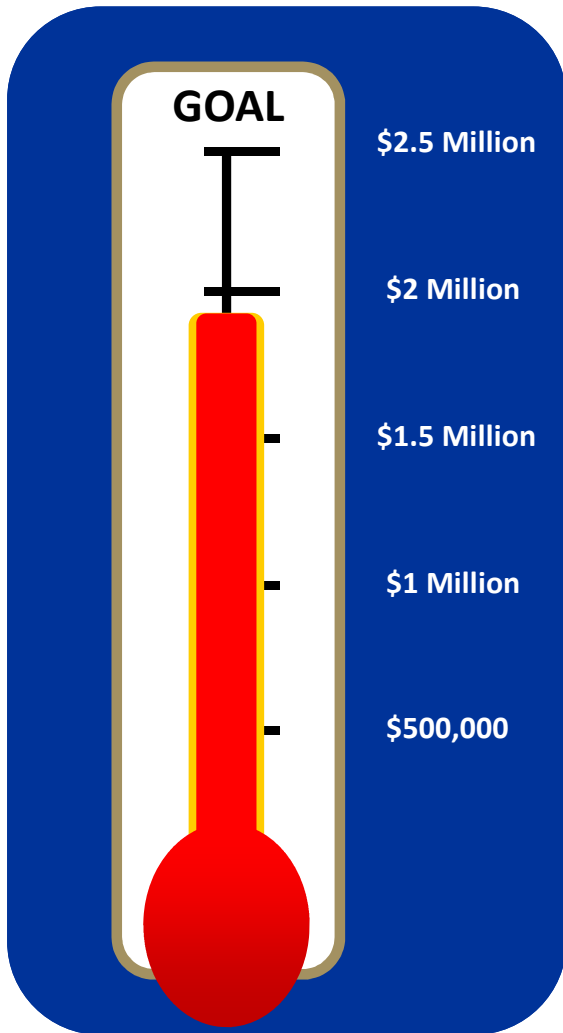
Estimated Construction Cost

As of May 2015

BUILDING COST FACTORS	
Substructure	128,000
Structure	330,000
Exterior Cladding	345,000
Partitions and Doors	228,000
Interior Finishing	166,000
Fittings and Fixtures	165,000
Mechanical	274,000
Electrical	182,000
Site Development	170,000
Contractor Overheads	221,000
SUB-TOTAL	\$2,209,000
Scope/Pricing Contingency (7%)	155,000
Escalation Allowance	~
Construction Contingency (3%)	71,000
TOTAL FOR PROJECT	\$2,435,000



Fundraising



\$2.5 Million Dollars

The Rotary House is one giant step towards building a sustainable and stable health system in the Peace River region. With an updated price tag exceeding two million dollars, we need everyone's help to reach our financial goal. Note: the fundraising goal is the money needed to build the minimally required facility.

To date, fundraising efforts, corporate sponsorships, business sponsorships and individual donations have reached \$1.9 million.

The Rotary Club of Peace River is proud to bring awareness of the Rotary House to the community and to the Peace Region. With 37 Rotarian's in Peace River the membership is asking that fellow clubs, community businesses, and citizens of the region to do their utmost to champion this cause and encourage other local organizations to join forces as sponsors.

*~ Bill Hirtle
2012-13 President, Peace River Rotary Club*



Donor Appreciation

Thank You.

We understand it takes many hands to make The Rotary House Project a reality.

All supporters will be recognized and acknowledged for their project contributions.

Recognition

Towns, groups, organizations and individuals contributing to the Rotary House Project will receive:

- Recognition at grand opening event
- Special Media coverage including radio, print and online
- Inclusion on our donor wall
- Availability of Committee Chairs to answer questions

\$100,000+
Platinum

\$50,000+
Diamond

\$25,000+
Gold

\$10,000+
Silver

\$5,000+
Bronze

\$500+
Contributor



Legacy Rooms

Contributors making a donation or multi-year commitment of \$100,000 will get naming rights for 10 years to a patient room, family room, or medical suite.

Contributors making a donation or multi-year commitment of \$200,000 will get naming rights for 10 years to a 'Time of Sharing' common area such as the Kitchen or Living Room

Second Floor

**Self-Contained Bedrooms with Suite
For Medical Staff
4 Available**

\$100,000

Main Floor

**Time of Sharing Area
Kitchen**

\$200,000

**Time of Sharing Area
Living Room**

\$200,000

**Patient/Family Bedrooms
4 Available**

\$100,000



Fundraising Committee



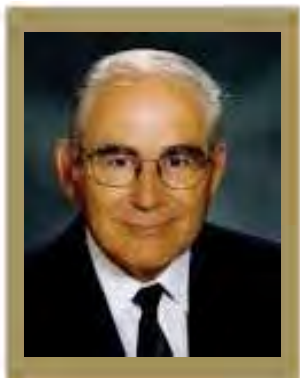
Bev Bastell
(780) 219-5478

"It's impossible to quantify the impact a project such as this can have on a region. I'm thrilled to be part of the process and working with a selfless team committed to making the Rotary House a reality" ~ Bev

"Rotary house will be such a huge benefit to the Peace River Region in helping to build a sustainable and stable health system for the area" ~ Brent



Brent Rostad
(780) 625-8627



Frank Lovsin
(780) 624-4200

"Nothing worthwhile ever happens easily. We achieve only with perseverance and determination" ~ Frank

For additional information on the project or to schedule a meeting:

- Contact any of the Rotary House Fundraising Committee chairs
- Email rotaryhouse@prrotary.ca
- Click www.prdhf.ca

www.prrotary.ca



Donate

Donations can be made by mail:

Rotary Club of Peace River
Box 5175
Peace River, AB
T8S 1R7

*For tax receipts, cheques must be made payable to: **Peace River & District Health Foundation "Rotary House"***

The Rotary House Project is a registered charity #CRA 803688407 RR0001



Your Home Away From Home



Rotary Club of Peace River

Save The Date

Rotary House Gala “Let’s Rock and Roll”

Saturday, November 7, 2015

Cocktails 6:00 p.m.

Dinner 7:00 p.m.

Belle Petroleum Centre, Peace River

We would like to invite you, your organization, friends and family to attend our fundraising gala.

Tickets to the event are currently available. Individual tickets are \$100 per person. You can also reserve a table which seats 10.

Please complete the following and we will ensure we reserve your tickets.

I wish to purchase:

_____ Number of Tickets
_____ Number of Table(s) of 10

Through community and regional generosity, we have raised \$1.9M!

We are just about there! We need to raise an additional \$500,000!

_____ I would like to donate an item for the silent/live auction.

Company Name: _____
Phone No.: _____ Fax No.: _____
Email Address: _____

Monetary donations are also gratefully accepted. A charitable donation receipt will be provided for monetary donations made payable to the Peace River & District Health Foundation “Rotary House” or donate on-line www.prdhf.ca Rotary House.

You can return this form by fax (780) 624-1218, by email (address below), or by calling the Rotary House Fundraising Co-Chairs Bev Bastell at (780) 219-5478 or Brent Rostad (780) 625-8627.

“Helping to Build a Sustainable and Stable Health System in the Peace River Region”



Box 5175 Peace River, Alberta T8S 1R7
email: rotaryhouse@prrotary.ca