



Mackenzie County

REGULAR COUNCIL MEETING AGENDA

NOVEMBER 10, 2015

10:00 A.M.

COUNCIL CHAMBERS
FORT VERMILION, AB



STRATEGIC PRIORITIES CHART

COUNCIL PRIORITIES (Council/CAO)

| NOW | | ADVOCACY |
|---|--|---|
| <ol style="list-style-type: none"> 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> |
| | | <p><u>Codes:</u> BOLD CAPITALS – Council NOW Priorities CAPITALS – Council NEXT Priorities <i>Italics</i> – Advocacy Regular Title Case – Operational Strategies * See Monthly Capital Projects Progress Report</p> |

OPERATIONAL STRATEGIES (CAO/Staff)

| CHIEF ADMINISTRATIVE OFFICER (Joulia) | | | |
|--|---|--|--|
| <ol style="list-style-type: none"> 1. RATEPAYER ENGAGEMENT – Citizen Engagement Policy 2. REGIONAL RELATIONSHIPS – Regional Sustainability Plan Phase II (RFP) 3. REGIONAL RELATIONSHIPS – Rainbow Lake Agreement 4. FISCAL RESPONSIBILITY – non-traditional municipal revenue streams | Sept. Oct. Nov. Nov. | <input type="checkbox"/> <i>La Crete Library – Lease Agreement</i> <input type="checkbox"/> <i>AUPE Negotiations – internal review of the agreement</i> <input type="checkbox"/> Regional Emergency Planning – Risk & Self-Assessment <input type="checkbox"/> Municipal Climate Resilience Workshop <input type="checkbox"/> <i>Connectivity with NPTC</i> | Oct. Dec. Nov. Nov. Nov. |
| ECONOMIC DEVELOPMENT (Joulia/Byron) | | AGRICULTURAL SERVICES (Grant) | |
| <ol style="list-style-type: none"> 1. ECONOMIC DEVELOPMENT – Establish Action Plan (Award RFP) 2. TRANSPORTATION DEVELOPMENT – Meet Ministers (P5/Zama, RBLK/Hwy 58) 3. INDUSTRY RELATIONS – Meet Industry Partners | Sept. Nov. | <ol style="list-style-type: none"> 1. MASTER FLOOD CONTROL PLAN – Provincial Endorsement 2. Emergency Livestock Response Plan 3. _____ <input type="checkbox"/> Easements for Existing Drainage Channel | Oct. Oct. |
| COMMUNITY SERVICES (Ron/Len) | | PUBLIC WORKS* (Ron/Len) | |
| <ol style="list-style-type: none"> 1. CAMPGROUNDS – build roads in expansion area 2. RECREATION CENTRES & ARENA UPGRADES – Assessment 3. COR Certificate – Self Audit Review <input type="checkbox"/> Dock expansion plan for campgrounds | Nov. Dec. Dec. | <ol style="list-style-type: none"> 1. Review Alternate Dust Control Products 2. Review 105 St. Closure (LC) 3. Finalize Meander River Gravel Pit Transfer <input type="checkbox"/> Hamlet 3 Year Upgrading Plan – Review & Update <input type="checkbox"/> Engineering Services Procurement RFP <input type="checkbox"/> Utility Laneway/Back Alley Policy | Dec. Dec. Dec. Dec. Dec. |
| PLANNING & DEVELOPMENT (Byron) | | LEGISLATIVE SERVICES (Carol) | |
| <ol style="list-style-type: none"> 1. Infrastructure Master Plans 2. LC & FV Design Guide – Award RFP 3. _____ <input type="checkbox"/> Land Use Framework <input type="checkbox"/> LC & FV Airports – Infrastructure Review | Oct. Sept. 2016 | <ol style="list-style-type: none"> 1. Website “Content” Review & Update 2. Filing/Records Management Procedures 3. _____ <input type="checkbox"/> Human Resource Policy Review <input type="checkbox"/> Communication Plan | Dec Dec |
| FINANCE (Mark) | | ENVIRONMENTAL (Fred) | |
| <ol style="list-style-type: none"> 1. FISCAL RESPONSIBILITY – Mill Rate Discussion & Policy 2. <i>AUPE Negotiations (calculations)</i> 3. Multi-year capital plan | Nov. Nov. Dec. | <ol style="list-style-type: none"> 1. FV Frozen Services Plan 2. Hamlet Easement Strategy 3. _____ | Nov. Dec. |

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Tuesday, November 10, 2015
10:00 a.m.**

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

AGENDA

| | | | Page |
|--|----|---|------|
| CALL TO ORDER: | 1. | a) Call to Order | |
| AGENDA: | 2. | a) Adoption of Agenda | |
| ADOPTION OF PREVIOUS MINUTES: | 3. | a) Minutes of the October 28, 2015 Special Council (Budget) Meeting. | 7 |
| | | b) Minutes of the October 28, 2015 Regular Council Meeting. | 13 |
| DELEGATIONS: | 4. | a) O2 Design - Economic Development & Streetscape Design Project (2:00 P.M.) | |
| | | b) | |
| | | c) | |
| GENERAL REPORTS: | 5. | a) CAO Report | 27 |
| | | b) Community Services Committee Meeting Minutes | 43 |
| | | c) | |
| | | d) | |
| TENDERS: | 6. | a) Request for Proposal - Waste Transfer Station Hauling (1:00 P.M.) | 49 |
| | | b) | |

c)

PUBLIC HEARINGS: Public hearings are scheduled for 1:15 p.m.

7. a) None

COMMUNITY SERVICES:

8. a) 2015 Campground Caretaker Bonus 51

b) Recreational Lease Application Process 55

c) Community Services Capital Projects – Reallocation 57

d) Terms of Reference – Community Services Committee 59

e)

f)

UTILITIES:

9. a) Fort Vermilion Frozen Water Services 65

b) La Crete Lift Station Repairs 71

c) Fort Vermilion Backwash Waste Dechlorination 75

d) Engineering Services Proposal Award – Rural Potable Water 77

e)

f)

OPERATIONS:

10. a) Policy PW039 Rural Road, Access Construction and Surface Water Management Policy 81

b) Disposal of Salt & Sand Shelter 93

c) Blue Dot Program 95

d) Knelsen Gravel Pit Hauling (Information to be given at Council Meeting)

e)

| | | | | |
|--------------------------------------|-----|--------|--|-----|
| | | f) | | |
| PLANNING & DEVELOPMENT: | 11. | a) | Sanitary Sewer System Expansion – La Crete | 99 |
| | | b) | Land Sale Request, Lot 23PUL, Plan 922 2231 Hutch Lake Subdivision (High Level Rural) | 105 |
| | | c) | Development Statistics Report January to September 2015 | 109 |
| | | d) | | |
| | | e) | | |
| | | f) | | |
| FINANCE: | 12. | a) | Financial Reports – January 1 to September 30, 2015 | 113 |
| | | b) | | |
| | | c) | | |
| ADMINISTRATION: | 13. | a) | Bylaw 1010-15 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members | 121 |
| | | b) and | Policy FIN025 Purchasing Authority Directive Tendering Process | 129 |
| | | c) | 2016 Growing the North Conference | 139 |
| | | d) | | |
| INFORMATION / CORRESPONDENCE: | 14. | a) | Information/Correspondence | 143 |
| IN CAMERA SESSION: | 15. | a) | Legal <ul style="list-style-type: none"> • | |
| | | b) | Labour <ul style="list-style-type: none"> • Organizational Chart | |
| | | c) | Land | |

NOTICE OF MOTION: 16. Notices of Motion

NEXT MEETING DATES: 17. a) Committee of the Whole Meeting
Wednesday, November 25, 2015
10:00 a.m.
Fort Vermilion Council Chambers

b) Council Meeting
Wednesday, November 25, 2015
1:00 p.m.
Fort Vermilion Council Chambers

c) Special Council (Budget) Meeting
Monday, November 30, 2015
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 18. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | November 10, 2015 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | Minutes of the October 28, 2015, Special Budget Meeting |

BACKGROUND / PROPOSAL:

Minutes of the October 28, 2015 Special (Budget) 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 October 28, 2015 Special (Budget) Meetings be adopted as presented.

**MACKENZIE COUNTY
SPECIAL COUNCIL MEETING**

**October 28, 2015
9:00 a.m.**

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

PRESENT:

| | |
|------------------|--------------|
| Bill Neufeld | Reeve |
| Walter Sarapuk | Deputy Reeve |
| Jacque Bateman | Councillor |
| Peter F. Braun | Councillor |
| Elmer Derksen | Councillor |
| John W. Driedger | Councillor |
| Eric Jorgensen | Councillor |
| Josh Knelsen | Councillor |
| Ricky Paul | Councillor |
| Lisa Wardley | Councillor |

REGRETS:

ADMINISTRATION:

| | |
|--------------------|---|
| Jouliia Whittleton | Chief Administrative Officer |
| Mark Schonken | Interim Director of Finance |
| Ron Pelensky | Director of Community Services & Operations |
| Grant Smith | Agriculture Fieldman |
| Carol Gabriel | Manager of Legislative & Support Services/Recording Secretary |
| Carrie Simpson | Executive Assistant to the CAO |

ALSO PRESENT: None

Minutes of the Special Council meeting for Mackenzie County held on October 28, 2015 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the meeting to order at 9:10 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 15-10-784 MOVED by Councillor Driedger

That the agenda be approved with the following additions:

5. c) Alberta Forest Products Association Meeting – November 2

5. d) Agriculture Service Board

CARRIED

**MINUTES FROM
PREVIOUS MEETING:**

3. a) October 27, 2015 Special Council (Budget) Meeting

MOTION 15-10-785

MOVED by Councillor Wardley

That the October 27, 2015 Special Council (Budget) Meeting minutes be approved as presented.

CARRIED

BUSINESS:

**5. c) Alberta Forest Products Association Meeting –
November 2 (ADDITION)**

MOTION 15-10-786
Requires Unanimous

MOVED by Deputy Reeve Sarapuk

That Councillor Jorgensen be authorized to attend the Alberta Forest Products Association meeting on November 2, 2015.

CARRIED UNANIMOUSLY

DELEGATIONS:

4. a) None

BUSINESS:

5. a) Organizational Chart & Personnel (In-Camera

MOTION 15-10-787

MOVED by Councillor Bateman

That Council move in-camera at 9:15 a.m.

CARRIED

Councillor Derksen stepped out of the meeting at 10:06 a.m. and returned to the meeting at 10:13 a.m.

MOTION 15-10-788

MOVED by Councillor Driedger

That Council move out of camera at 10:15 a.m.

CARRIED

Reeve Neufeld recessed the meeting at 10:15 a.m. and reconvened the meeting at 10:30 a.m.

BUSINESS:

5. b) Taxation and Assessment

Detailed review of assessment and estimated tax revenues for Mackenzie County.

Joulia Whittleton left the meeting at 10:45 a.m.

Reeve Neufeld recessed the meeting at 11:17 a.m. and reconvened the meeting at 11:28 a.m.

Detailed review of the proposed operating expenses for 2016.

MOTION 15-10-789

MOVED by Councillor Wardley

That Policy FIN025 Purchasing Authority Directive and Tendering Process be brought to the next Council meeting.

CARRIED

MOTION 15-10-790

MOVED by Deputy Reeve Sarapuk

That the organizational chart be TABLED for further information.

CARRIED

5. c) Agricultural Service Board (ADDITION)

MOTION 15-10-791

Requires Unanimous

MOVED by Councillor Jorgensen

That the Agricultural Service Board update be received for information.

CARRIED

IN CAMERA SESSION:

6. a) None

NEXT MEETING DATE:

7. a) Next Meeting Date

Special Council (Budget) Meeting
Monday, November 30, 2015
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

8. a) Adjournment

MOTION 15-10-792

MOVED by Councillor Bateman

That the Special Council Budget meeting be adjourned at 12:07

p.m.

CARRIED

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

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | November 10, 2015 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | Minutes of the October 28, 2015, Regular Council Meeting |

BACKGROUND / PROPOSAL:

Minutes of the October 28, 2015 Regular Council Meetings 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 October 28, 2015 Regular Council Meetings be adopted as presented.

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, October 28, 2015
1:00 p.m.**

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

PRESENT:

| | |
|------------------|--------------|
| Bill Neufeld | Reeve |
| Walter Sarapuk | Deputy Reeve |
| Jacque Bateman | Councillor |
| Peter F. Braun | Councillor |
| Elmer Derksen | Councillor |
| John W. Driedger | Councillor |
| Eric Jorgensen | Councillor |
| Josh Knelsen | Councillor |
| Ricky Paul | Councillor |
| Lisa Wardley | Councillor |

REGRETS:

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 |
| Grant Smith | Agricultural Fieldman |
| Carol Gabriel | Manager of Legislative and Support Services/Recording Secretary |
| Carrie Simpson | Executive Assistant to the CAO |

ALSO PRESENT: S/Sgt. Jeff Simpson, Fort Vermilion RCMP
Members of the public and the media.

Minutes of the Regular Council meeting for Mackenzie County held on October 28, 2015 in the Fort Vermilion Council Chambers.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the meeting to order at 1:00 p.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 15-10-793 MOVED by Deputy Reeve Sarapuk

That the agenda be approved with the following additions:
3. b) Minutes of the October 27, 2015 Organizational Council Meeting
15. c) In-Camera – John Wiebe – Land Disposition Request No. LDR 150022

CARRIED

ADOPTION OF PREVIOUS MINUTES: 3. a) **Minutes of the October 13, 2015 Regular Council Meeting**

MOTION 15-10-794 **MOVED** by Councillor Braun

That the minutes of the October 13, 2015 Regular Council Meetings be adopted as presented.

CARRIED

ADOPTION OF PREVIOUS MINUTES: 3. b) **Minutes of the October 27, 2015 Organizational Council Meeting (ADDITION)**

MOTION 15-10-795 **MOVED** by Councillor Wardley
Requires Unanimous

That the minutes of the October 27, 2015 Organizational Council Meetings be adopted as presented.

CARRIED UNANIMOUSLY

GENERAL REPORTS: 5. a) **Public Works Committee Meeting Minutes**

MOTION 15-10-796 **MOVED** by Councillor Braun

That the Public Works Committee meeting minutes of July 29, 2015 and September 7, 2015 be received for information.

CARRIED

PUBLIC HEARING: 7. a) **None**

COMMUNITY SERVICES: 8. a) **Bylaw 1009-15 – Traffic Regulations**

MOTION 15-10-797 **MOVED** by Councillor Wardley

That first reading be given to Bylaw 1009-15, being the Traffic

Regulation Bylaw for Mackenzie County as AMENDED.

CARRIED

MOTION 15-10-798 **MOVED** by Councillor Braun

That second reading be given to Bylaw 1009-15, being the Traffic Regulation Bylaw for Mackenzie County as AMENDED.

CARRIED

MOTION 15-10-799 **MOVED** by Councillor Driedger
Requires Unanimous

That consideration be given to proceed to third reading of Bylaw 1009-15, being the Traffic Regulation Bylaw for Mackenzie County at this meeting.

CARRIED UNANIMOUSLY

MOTION 15-10-800 **MOVED** by Deputy Reeve Sarapuk

That third reading be given to Bylaw 1009-15, being the Traffic Regulation Bylaw for Mackenzie County.

CARRIED

8. b) Alberta Fire Code and Fireworks

MOTION 15-10-801 **MOVED** by Councillor Wardley

That administration draft a fireworks policy based on the following:

The Municipality will, prior to issuing permission:

- Respecting the purchase, possession, handling, discharge, fire or set-off; obtain from the applicant written confirmation that the person:
 - Will conduct activities in accordance with safe practices outlined in the Alberta Fire Code,
 - Is of at least 18 years of age, and
- Respecting sales, obtain from the owner of the retail business, written confirmation that the business:
 - Holds a valid municipal business license or confirmation of ownership of the business when the municipality does not require business to hold such license,

- Employees handling fireworks for sale are of at least 18 years of age,
- Manufacturer's instructions are posted at the sales location and provided with each sale,
- Record of each sale is retained for examination by the Fire SCO, and
- Stores fireworks in conformance with Part 3 of the Alberta Fire Code

CARRIED

UTILITIES: 9. a) None

OPERATIONS: 10. a) Policy PW040 Hamlet Utility Corridors and Back Alleys

MOTION 15-10-802 MOVED by Councillor Wardley

That administration and the Public Works Committee develop the hamlet utility corridors maps for each Hamlet with public input and bring these back for approval by Council as schedules to Policy PW040 Hamlet Utility Corridors and Back Alleys.

CARRIED

Councillor Jorgensen stepped out of the meeting at 2:02 p.m.

MOTION 15-10-803 MOVED by Councillor Braun

That Policy PW040 Hamlet Utility Corridors and Back Alleys be approved as presented.

CARRIED

Reeve Neufeld recessed the meeting at 2:04 p.m. and reconvened the meeting at 2:12 p.m. with all members present.

DELEGATIONS: 4. a) Frontier Veterinary Services – Dr. Wendy Quist

15. a) Legal – 2016 Veterinary Subsidy Contract

MOTION 15-10-804 MOVED by Councillor Driedger

That Council move in-camera at 2:12 p.m.

CARRIED

Dr. Wendy Quist left the meeting at 2:28 p.m.

MOTION 15-10-805 **MOVED** by Councillor Paul

That Council move out of camera at 2:45 p.m.

CARRIED

MOTION 15-10-806 **MOVED** by Councillor Wardley

That the 2016 veterinary services contract be approved as presented.

CARRIED

MOTION 15-10-807 **MOVED** by Deputy Reeve Sarapuk

That the bovine therapeutic hoof trimming subsidy to the vet be reinstated.

CARRIED

TENDERS:

6. a) Request for Proposal for Engineering Services – Rural Potable Water Infrastructure

MOTION 15-10-808 **MOVED** by Councillor Driedger

That the Engineering Services Proposal – Rural Potable Water Infrastructure request for proposals be opened.

CARRIED

Proposals Received:

| | |
|------------------------|--------------|
| Stantec | \$524,348.48 |
| MPE Engineering | \$518,566.00 |
| Associated Engineering | \$730,366.00 |
| Bullee Consulting | \$542,555.00 |

MOTION 15-10-809 **MOVED** by Councillor Knelsen

That administration review the Engineering Services Proposal – Rural Potable Water Infrastructure proposals and bring back a recommendation to council.

CARRIED

OPERATIONS: 10. b) Tompkins Ice Bridge Contract

MOTION 15-10-810 **MOVED** by Councillor Wardley

That administration be authorized to enter into a similar agreement with Alberta Transportation for the construction of the Tompkins Ice Bridge for the period September 2016 to April 2019.

CARRIED

10. c) Veterinary Services Incorporated – Subsidy Increase

MOTION 15-10-811 **MOVED** by Deputy Reeve Sarapuk
Requires 2/3

That the budget be amended to reallocate \$10,000 from the Operational Structural Repair and Maintenance budget towards the VSI program budget within the Agriculture Services Department budget.

CARRIED

MOTION 15-10-812 **MOVED** by Deputy Reeve Sarapuk
Requires 2/3

That the County subsidizes the Veterinary Services Incorporated (VSI) Program at 50% with no cap.

CARRIED

10. d) Third Access Request – SW-22-106-14-W5M

MOTION 15-10-813 **MOVED** by Councillor Derksen

That the Third Access Request – SW-22-106-14-W5M be approved as AMENDED.

CARRIED

MOTION 15-10-814 **MOVED** by Councillor Wardley

That Policy PW039 Rural Road, Access Construction and Surface Water Management be brought back to Council for the purpose of reviewing second access approvals.

CARRIED

10. e) La Crete Salt & Sand Shelter

MOTION 15-10-815

Requires 2/3

MOVED by Councillor Wardley

That a Request for Proposal be issued for the design build of the La Crete Salt & Sand shelter replacement.

CARRIED

**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 General Industrial District "RI2"(La Crete Rural)

MOTION 15-10-816

MOVED by Councillor Knelsen

That second 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 General Industrial District "RI2" for the purpose of Industrial development.

CARRIED

MOTION 15-10-817

MOVED by Councillor Knelsen

That third 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 General Industrial District "RI2" for the purpose of Industrial development.

CARRIED

FINANCE:

12. a) Policy ADM049 Bursaries

MOTION 15-10-818

MOVED by Councillor Wardley

That Policy ADM049 Bursaries be amended by including a new reporting form as presented.

CARRIED

12. b) Family and Community Support Services Funding

MOTION 15-10-819

Requires 2/3

MOVED by Councillor Paul

That the 2015 budget be amended to include the additional \$17,600.20 in Operating Revenue to reflect the increase in the provincial FCSS and \$4,400.05 as a municipal revenue

contribution from the Operating Reserve to offset the County's portion of funding for FCSS programming funding for 2015.

CARRIED

MOTION 15-10-820

Requires 2/3

MOVED by Councillor Braun

That the additional 2015 FCSS funds be distributed proportionately to Fort Vermilion, La Crete and Zama FCSS groups as follows:

- Fort Vermilion \$ 8,791.90
- La Crete \$12,681.49
- Zama \$ 526.87

CARRIED

12. c) Request to Waive Penalties

MOTION 15-10-821

Requires 2/3

MOVED by Councillor Bateman

That the request to waive penalties for Rolls 081857,982 5930; 01; 01, 076531, 032 5931; 04; 02, and 076840, 1160NY; 02; 08 in the amount of \$530.03 be DENIED.

DEFEATED

MOTION 15-10-822

Requires 2/3

MOVED by Councillor Knelsen

That the penalties for Rolls 081857,982 5930; 01; 01, 076531, 032 5931; 04; 02, and 076840, 1160NY; 02; 08 in the amount of \$530.03 be WAIVED based on the ratepayer's five year payment history in which they have not been late in paying the taxes.

CARRIED

ADMINISTRATION:

13. a) Policy EMR002 Disaster Emergency Response Services

MOTION 15-10-823

MOVED by Councillor Braun

That Policy EMR002 Disaster Emergency Response Services be amended as presented.

CARRIED

13. b) Office Security & Access Control Project

MOTION 15-10-824

Requires 2/3

MOVED by Councillor Derksen

That the 2015 budget be amended to include an additional \$8,500 for the Office Security & Access Control Project with funding coming from the General Operating Reserve.

CARRIED

13. c) La Crete Agricultural Society – Request for Gravel

MOTION 15-10-825

MOVED by Councillor Wardley

That gravel be provided to the La Crete Agricultural Society for the purpose of expanding the gravel parking area at no cost up to a maximum of 220 cubic meters.

CARRIED

13. d) Mackenzie Regional Waste Management Commission – Tipping Fee Increase

MOTION 15-10-826

MOVED by Councillor Jorgensen

That a letter be sent to the Mackenzie Regional Waste Management Commission requesting that the tipping fee increase be phased in over three years and that the commission members be notified in advance of proposed budget increases.

CARRIED

MOTION 15-10-827

MOVED by Councillor Bateman

That administration research hauling transfer station waste to Long Lake Regional Landfill.

CARRIED

**INFORMATION/
CORRESPONDENCE:**

14. a) Information/Correspondence

Councillor Jorgensen stepped out of the meeting at 4:12 p.m.

MOTION 15-10-828

MOVED by Councillor Driedger

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

CARRIED

Reeve Neufeld recessed the meeting at 4:15 p.m. and reconvened the meeting at 4:23 p.m. with all members present.

IN-CAMERA SESSION:

15. In-Camera Session

MOTION 15-10-829

MOVED by Councillor Driedger

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 4:26 p.m.

- 15. a) Legal – 2016 Veterinary Services Subsidy Contract
- 15. b) Labour – Board Appointments (Addition)
- 15. c) Land – Leasing of County Facilities to Alberta Health Services
- 15. c) Land – Land Agreement Adjacent to La Crete Airport
- 15. c) Land - John Wiebe – Land Disposition Request No. LDR 150022

CARRIED

MOTION 15-10-830

MOVED by Councillor Wardley

That Council move out of camera at 5:09 p.m.

CARRIED

15. b) Board Appointments (ADDITION)

MOTION 15-10-831
Requires Unanimous

MOVED by Councillor Jorgensen

That the board appointments update be received for information.

CARRIED

15. c) Land – Leasing of County Facilities to Alberta Health Services (AHS)

MOTION 15-10-832

MOVED by Councillor Wardley

That the Lease Agreements with Alberta Health Services for the La Crete, Fort Vermilion, and High Level ambulance buildings be

extended for one five-year term as per Schedule B Special Provisions, Extension of Term Conditions.

CARRIED

15. c) Land – Land Agreement Adjacent to La Crete Airport

MOTION 15-10-833 **MOVED** by Councillor Braun

That final payment for the land agreement adjacent to the La Crete airport be paid upon submission of invoice and confirmation of completion.

CARRIED

15. d) Land – John Wiebe – Land Disposition Request No. LDR 150022

MOTION 15-10-834 **MOVED** by Councillor Knelsen

That a letter be sent to Alberta Environment and Parks, Alberta Forestry, and MLA Debbie Jabbour supporting a positive resolution to Land Disposition Request No. LDR 150022 on SE 28-105-13-W5M (sale or trade) to allow the landowner to remain on his current homestead.

CARRIED

NEXT MEETING DATES:

- 17. a) Regular Council Meeting
Tuesday, November 10, 2015
10:00 a.m.
Fort Vermilion Council Chambers
- b) Committee of the Whole Meeting
Wednesday, November 25, 2015
10:00 a.m.
Fort Vermilion Council Chambers
- c) Regular Council Meeting
Wednesday, November 25, 2015
1:00 p.m.
Fort Vermilion Council Chambers

ADJOURNMENT: **18. a) Adjournment**

MOTION 15-10-835 **MOVED** by Councillor Jorgensen

That the council meeting be adjourned at 5:16 p.m.

CARRIED

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

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer

UNAPPROVED



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | November 10, 2015 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | CAO Report |

BACKGROUND / PROPOSAL:

The CAO and directors reports are attached for information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

MONTHLY REPORT TO THE CAO

For the month of October 2015

From: Ron Pelensky
 Director of Community Services and Operations

Annual Operating Programs, Projects and Activities

| Program/Activity/Project | Timeline | Comments |
|----------------------------|----------|--|
| Road Maintenance | Ongoing | Regular road maintenance. Regravelling program is complete. Hauled winter sand to FV shop. Ditching on Watt Mnt road |
| Dogs | Ongoing | Completed animal control in Fort Vermilion, La Crete and Rocky Lane |
| Bylaw | Ongoing | Dealing with access concerns on hwy 697, Seasonal RV parking issues in La Crete Attended Bylaw enforcement training session |
| Emergency/Disaster Service | Ongoing | Met with Town of High Level and Rainbow Lake to discuss Regional Emergency Plan |
| Health and Safety | Ongoing | October 29 Joint health and safety meeting |
| Peace Officer | Ongoing | Patrolled La Crete three separate weekends in October. Issued 35 tickets and 78 warnings tickets.(note: one driver charged for failing to stop) \$14351.00 in fines issued |
| Fire Department | October | Fort Vermilion responded to 4 Medical Assists, 1 Motor Vehicle, 3 Fire Alarm La Crete responded to 5 Medical Assists, 1 Brush Fire, 2 Motor vehicle collision, 3 Fire Alarm Zama no calls |
| Fire Department Training | Ongoing | 6 people completed wildland firefighter training also completed inhouse live fire training |

| | | |
|-------------------|---------|--|
| Zama Public Works | Ongoing | Received winter sand and salt for 2015/2016 season |
|-------------------|---------|--|

Capital Projects

| Projects | Timeline | Comments |
|---|----------|--|
| High Level to Ainsworth Rural Waterline | October | Town of High Level and Mackenzie County waterline is 99% complete. Completed last inspection and noted settlement problems and a problem with pressure at the end of the line. |
| Gravel Crushing | October | Completed crushing program. |
| Zama Shower unit | October | Shower unit is built, and is placed. Waiting for coin operating machine to be adjusted. |
| Regraveling Tender | October | Project is complete |
| Gravel Truck with Trailer | October | Purchased a Kenworth truck and belly dump trailer |
| Hutch Lake Campground Expansion | October | 8 new sites were created, road and sites are graveled. Need fire pits and picnic tables |
| FV 48 st and 47 Ave Paving | October | Contract awarded to Knelsen Sand & Gravel Project is complete |
| Rocky Lane Paving | October | Contract awarded to Knelsen Sand & Gravel Beaver First Nation removed the Asphalt Project is Complete |
| Purchase 3 Graders | October | Graders were purchased from Finning Project is Complete |
| Meander River Genetic site road improvements | October | Road upgraded, waiting for ESRD to take over the road |
| Replacement Bridge file culvert 75117 (on Store Rd) | October | Tender awarded to Northern Road Builders Project started in September 2015 Project is Complete |
| Fire Department Radios | October | Radios and Pagers are in place. Radio amplifiers installed. Investigating options to improve service in LaCrete and waiting for new pagers |

| | | |
|-------------------------------|---------|--|
| Fire Department Training yard | October | Training cans purchased Training yard landscaped, Graveling planned |
| Bridge Campsite expansion | October | Survey crew surveyed the area and is in the process of preparing a drawing, consultation has started |

Personnel Update:

One grader operator position off on long term disability. Equipment operator position in Zama is filled

Other Comments:

MONTHLY REPORT TO THE CAO

For the Month October 2015

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

Annual Operating Programs, Projects and Activities

| Program/Activity/Project | Timeline | Comments |
|--------------------------|----------|---|
| Road Maintenance | Ongoing | <ul style="list-style-type: none"> - grading oil patch repair - grading |
| Roads to New Lands | Ongoing | <ul style="list-style-type: none"> - This is an ongoing venture as we have a number of roads at various stages of construction. |
| Strategic Priorities | Ongoing | <p>Work with Frank Weins on Blumenort Rd rehab.</p> <p>Spot gravelling continuing.</p> <p>Turn lane off 94th ave. onto 108th st. complete</p> <p>Water Act application sent in for ice bridge complete</p> <p>Dirt pile's in LaCrete yard being removed to allow for much needed space.</p> <p>Airport brush cleanup complete. Fence in need of repairs will put money into budget for repairs to done next summer.</p> <p>Dirt hauled to outside ice rinks to be placed around boards to keep water in.</p> <p>Small Ditch behind LaCrete truss going north complete. This will keep the water leaving the industrial area from entering private property to the east.</p> <p>Wadlin Lake beach erosion repairs complete.</p> <p>Winter sand being hauled in by contractor.</p> <p>Mulching complete at 109th back alley.</p> <p>Graders and one plow truck rigged with wings and sanding unit. One ton truck rigged with sanding unit.</p> |

| | | |
|--------------|----------|--|
| 2016 Budget | Ongoing | Developing new budget, nearly finalized. |
| 88 Connector | Complete | This was not a listed project but one important enough to mention. The importance of adding rumble strips at the intersection of the 88 Connector and Highway 88 was discussed with Alberta Transportation. AT agreed that they would add the rumble strips in conjunction with their paving project. The rumble strips were completed on October 20, no cost to Mackenzie County. |

Capital Projects

| Projects | Timeline | Comments |
|---------------------------|----------|---|
| Ditch repairs (Twp. 1034) | | Completed to County standards Letter of approval written and accompanying report. |
| Heritage Rd. drainage | | Completed to County standards |
| LaCrete Beautification | | Design in progress will take to Community services committee when complete. |
| Various culverts | Ongoing | Culvert maintenance of poor drainage and blocked culverts |

Personnel Update:

I am looking forward to attending AAMDC this fall as it has been two years since I have attended. Networking is very important in our industry.

Other Comments:

Respectfully,

Len Racher
Director of Facilities and Operations (South)

Facility Maintenance Report September

- Replace hot water tank FV office (leaking)
- Repair picnic shelter Jubilee Park (board inside walls with plywood as building was shifting)
- Winterize sprinkler systems, FV office, Reinland Park and LC water plant
- Repair water leak old ATB building
- Replace ridge cap LC office (to prevent snow buildup in the winter time)
- Complete property evaluation forms
- Repair overhead heaters Zama water plant
- Repair furnace in trailer Zama
- Inspect Wadlin Lake beach erosion repairs in progress
- numerous door and lights repairs

Cornie Wiebe

MONTHLY REPORT TO THE CAO

For the month of October 2015

From: Byron Peters
Director of Planning & Development

Strategic Priorities for Planning & Development

| Program/Activity/Project | Timeline | Comments |
|---|-------------|---|
| Land Use Framework | TBA | Waiting for province to initiate the actual LUF process for the LPRP. Current rumour says it will begin in early 2016. |
| Community Infrastructure Master Plans | Fall 2015 | Final drafts have been reviewed, working with consultant to update some key figures that somewhat skew the overall picture. Otherwise the documents are well done. Beginning work on offsite levies |
| La Crete & Fort Vermilion Design Guidelines & Economic Development Strategy | Spring 2016 | Consultants here this week. Open houses, small meetings and interviews will be held. |

Annual Operating Programs, Projects and Activities

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

Capital Projects

| Projects | Timeline | Comments |
|------------------|----------|--|
| Rural Addressing | 2015 | About 35% of signs have been installed. Project progressing well, contractor having some delays with sign delivery from manufacturer |

Personnel Update:

All current positions are filled.

Other Comments:

Development and subdivision applications are continuing to come in at a steady pace, but overall has slowed down in the last quarter.

Have been making a deliberate effort to attend Board of Trade and Chamber meetings. They both appreciate our presence at the meetings and look forward to creating a better relationship.

Have been spending a lot of time preparing for O2 to be here this week. Consultants can only do so much, and a lot of groundwork is easier if it's done by staff with a prior knowledge of the area.

I have been working with some locals to look into the possibility of an oat processing plant in our area. Very preliminary at this time, but there is early excitement from producers and they are the ones driving the project.

REDI is planning to hire a data analyst to break down the raw census data into useable information. I am hoping to work with the analyst to try and utilize some of our historical development permit and other data to see if we can produce an estimated historical population by ward/area.

MONTHLY REPORT TO THE CAO

For the month of November, 2015

From: Grant Smith, Agricultural Fieldman

Annual Operating Programs, Projects and Activities

| Program/Activity/Project | Timeline | Comments |
|---|----------|--|
| The ASB Pump rental program ended November 1 st . | 2015 | Total rentals were 27. |
| Weed warning letters are being sent out to ratepayers who are not practicing satisfactory weed control. | 2016 | These locations will be dealt with as first priority in 2016. |
| Fusarium Sampling | 2015 | We have submitted 3,500 cereal samples to AB Agriculture in Lethbridge for testing. Samples were obtained from random locations in the county by the Weed Inspector. |
| The Regional ASB Conference is in Guy, Alberta on November 5 th . | | There are three resolutions to be voted on. |

Capital Projects

| Projects | Timeline | Comments |
|--|----------|--|
| Buffalo Head/Steephill Surface Water Management project. | Ongoing | We are still awaiting AEP approval to proceed. |
| Blue Hills Erosion Repair | 2015 | This project was awarded to Northern Road Builders for \$187,000 on August 26 th . Completion date is October 31 st . Project is complete. All that is left is a final inspection. |
| Flood Control Channel Repairs | 2015 | All Flood control channel repairs have been completed. |
| | | |

Personnel Update:

Other Comments:

REPORT TO THE CAO

For October 2015

From: Alexandra Codispodi
Municipal Intern

Department: Human Resources

- Read the Employment Standards Toolkit and the AUPE Collective Agreement.
- Assisted with an employee interview by taking notes and recording the interviewee's answers and responses.
- Reviewed job applications, the interview and hiring process and gained an understanding of the qualities of a successful applicant.
- Helped administer an employee orientation.
- Attended a finance committee meeting and corresponding AUPE discussions.
- Sat in on a performance evaluation.
- Did a site visit at the City of Spruce Grove where I got a tour of the city and its facilities in the morning, and in the afternoon had several 15 minute meetings with the directors of different departments. I attended a Committee of the Whole Meeting in the evening where the main discussion point was about the implementation of a traffic circle.
- Attended Intern Executive Week and had sessions on: mediation, emergency management, assessment, grants, finance, governance, subdivision and appeal board and social media.

Department: Finance

- Gained an understanding of the budget process.

Other Comments:

I did a presentation to the interns about the first half of my internship at Mackenzie County and included many photos, including the ones taken at our previous Council meeting. My peers and advisors at Municipal Affairs were very impressed with the County and with all that I have been doing!

MONTHLY REPORT TO THE CAO

For the Month of October 2015

From: Fred Wiebe
Manager of Utilities

Annual Operating Programs, Projects and Activities

| Program/Activity/Project | Timeline | Comments |
|--|------------------------|---|
| Water Distribution and Wastewater Collection Maintenance | Sept/15 | - Complete |
| Strategic Priorities | 1.Ongoing 2.Ongoing | 1. FV Frozen Services Plan 2. Hamlet Easement Strategy |

Capital Projects

| Projects | Timeline | Comments |
|------------------------------------|----------|---|
| Comprehensive Water Study | Complete | Complete. Report was forwarded to Planning and Development to include in their planning documents. |
| FV- Lights Replacement | Complete | Lights installed June 12/15. |
| Master Meters | Ongoing | About 100 master meters remaining in each hamlet FV and LC |
| FV- Gas Meter Guards | Ongoing | Corny currently installing. |
| LC-Filter Media Replacement | Sept/15 | Media install is complete. Monitoring media levels to ensure media loss isn't more than acceptable amounts. |
| LC- North Point Lift Station Fence | Oct/15 | Complete. |
| FV- Hydrant Replacement | Sept/15 | Hydrants are installed. Clean up completed with trench settlements to be repaired in 2016 along with final landscaping and seeding. |

| | | |
|---|--------------------|--|
| ZA- SCADA Computer Replacement | Complete Apr/15 | Complete. Installed and working well. |
| ZA- Well Reclamation | June/15 | Work is complete. Report has been sent to Alberta Environment. |
| FV-Frozen Water Service Repairs | Ongoing | Bringing pw committee recommendation to Nov 10/15 council meeting. |
| FV-Raw Water Truckfill Upgrade | Dec/15 | Bringing pw committee recommendation to council meeting. |
| LC-Raw Water Truckfill Upgrade | Dec/15 | Equipment has arrived with contractors scheduled for mid-November. |
| Generators for WTP's | Complete | Generators were installed, commissioned and tested at all 3 locations in February/15. |
| LC- Lagoon Upgrade | Complete | Complete. |
| ZA-FV Sewer Flusher | Complete | Flusher shipping damage is repaired and is fully operational. |
| LC- Main Lift Station Repair/Upgrade | Oct/15 | Bringing pw committee recommendation to council meeting. |
| LC- Sanitary Sewer Main Upgrade | Oct/16 | Held public meeting for affected residents and will send out letters to those who didn't attend. |
| LC-Lift Station Grinder | Dec/15 | Grinder manhole is installed, waiting for items that were missed in original shipment. |
| FV- 49 th Ave Sewer Repair | Sept/15 | Final landscaping, seeding and cleanup needed in 2016 after trench settlement. |
| FV- 48 th Ave Water Services | Oct/15 | Services installed with asphalt and landscaping to be completed in 2016. |
| Rural Potable Water Infrastructure | Ongoing | Recommendation for award of engineering services to come to Nov 10/15 council meeting. |

Personnel Update:

One of our summer GML's in LC was done at the end of October with one more still working week to week until master meters are installed. Will be able to assist in both hamlets.

Other Comments:

I will also be bringing forward a recommendation from the public works committee regarding the Fort Vermilion agricultural filling in the near future.

Through our master meter changes, there were some errors made on the rates on residents utility bills which reflected incorrect rates. This was a result of the system not being setup for reflecting 2 different meter readings. The final utility invoice amount on each bill should be correct, but all customers that had their meter changed in September will have received invoices with varying rates described on their bill. A letter informing the affect residents of this error will be sent out with the November utility bills.

Respectfully submitted,

Fred Wiebe
Manager of Utilities
Mackenzie County



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | November 10, 2015 |
| Presented By: | Ron Pelensky, Director of Community Services & Operations |
| Title: | Community Services Committee Meeting Minutes |

BACKGROUND / PROPOSAL:

The adopted minutes of the June 1, 2015 meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Community Services Committee meeting minutes of June 1, 2015 be received for information.

**MACKENZIE COUNTY
Community Services Meeting**

June 1, 2015

1:00pm

La Crete Meeting Room

La Crete, AB

MINUTES

PRESENT: Lisa Wardley Chair-Councillor
Peter Braun Vice Chair-Councillor
Ricky Paul Councillor
Bill Neufeld Reeve

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

REGRETS: Josh Knelsen Councillor

CALL TO ORDER: 1. **Call to Order: 1:00 pm**
Chair Wardley called the meeting to order.

AGENDA 2. **Adoption of Agenda**

MOTION CS-15-06-40 **MOVED by Councillor Braun**

That the agenda be approved with the following additions:

6. a) *Canada 150 Grant*

6. b) *Machesis Lake directional signage*

CARRIED

MINUTES: 3. **Minutes of the May 11, 2015 meeting**

MOTION CS-15-06-41 **MOVED by Reeve Neufeld**

That the minutes from the May 11, 2015 Community Services Meeting is adopted as amended.

CARRIED

NEW BUSINESS: 4. a. Wadlin Lake Update

MOTION CS-15-06-042 MOVED by Councillor Braun

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

CARRIED

4. b. 2015 ARPA Conference

MOTION CS-15-06-43 MOVED by Reeve Neufeld

That the Community Services Committee sends 2 representatives to this years ARPA Conference, and forgo the FCSS conference this year.

CARRIED

4. c. La Crete park signage

MOTION CS-15-06-44 MOVED by Reeve Neufeld

That the La Crete park signage be changed to the design as chosen.

CARRIED

MOTION CS-15-06-45 MOVED by Reeve Neufeld

That the signs be purchased from Prestige Printing as per the quote provided.

CARRIED

4. d. Hutch Lake Cabins Complaint

MOTION CS-15-06-46 MOVED by Reeve Neufeld

That the Hutch Lake Cabin complaint report be received for information.

CARRIED

4. e. RFP – Fire Truck Tanker

MOTION CS-15-06-47 MOVED by Reeve Neufeld

That the Community Services Committee recommends to Council that administration negotiate the best deal with First Truck Centre & Eastway 911, staying within budget.

CARRIED

*Chair Wardley recessed the meeting @ 2:35 pm
Chair Wardley reconvened the meeting at 2:45 pm*

6. a. Canada 150 Grant

MOTION CS-15-06-48 MOVED by Councillor Braun

That the Canada 150 Grant be received for information.

CARRIED

6. b. Machesis Lake directional signage

MOTION CS-15-06-49 MOVED by Councillor Paul

That the Machesis Lake directional signage report be received for information.

CARRIED

7. a. D.A. Thomas Park Inspection

MOTION CS-15-06-50 MOVED by Councillor Braun

That the D.A. Thomas Park inspection report be received for information.

CARRIED

7. b. Pioneer Park Inspection

MOTION CS-15-06-50 MOVED by Councillor Braun

That the Pioneer Park inspection report be received for information.

CARRIED

NEXT MEETING DATE: The next Community Services Meeting will be at the call of the Chair.

MOTION CS-15-06-051

MOVED by Councillor Paul

ADJOURNMENT:

Meeting was adjourned at 3:03 pm

CARRIED



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | November 10, 2015 |
| Presented By: | Ron Pelensky, Director of Community Services & Operations |
| Title: | Request for Proposal - Waste Transfer Station Hauling |

BACKGROUND / PROPOSAL:

Mackenzie County's contract to haul waste from the County's transfer stations expires December 31, 2015.

Administration proposed options for tendering of the transfer station hauling contract during the September 30, 2015 Council meeting where the following motion was made:

MOTION 15-09-659

That the Waste Transfer Station Hauling Contract Request for Proposal be issued with two separate schedules as follows:

- *Schedule 1 – All Waste Transfer Stations*
- *Schedule 2 – Split*
 - *Group 1 – Blumenort, Fort Vermilion, Indian Cabins, Rocky Lane, Steen River, Zama*
 - *Group 2 – Blue Hills, Buffalo Head Prairie, La Crete*
- *2 Year Contract with the option of two 1 Year Extensions*
- *Award on a point system as presented.*

CARRIED

Administration prepared the Request for Proposal as per Councils direction, and advertised for proponents with a closing date of November 10, 2015 1:00 p.m..

The awarding of the contract will be graded on the following:

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

**Sufficient quantity of equipment to complete task*

OPTIONS & BENEFITS:

Option #1

Council award contract to best qualified proponent within budget.

Option #2

Forward all proposals to the Public Works Committee for recommendation.

Option #3

Accept the proposals for information, and request administration to readvertise.

COSTS & SOURCE OF FUNDING:

The awarding of the contract would be funding from the 2016 proposed operating budgets of \$320,000.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Administration to communicate Councils decision to proponents.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

MOTION #1

That the request for proposals for Waste Transfer Station Hauling be opened.

Simple Majority Requires 2/3 Requires Unanimous

MOTION #2

That the Waste Transfer Station Hauling contract be awarded to the best qualified proposal.



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | November 10, 2015 |
| Presented By: | Ron Pelensky, Director of Community Services & Operations |
| Title: | 2015 Campground Caretaker Bonus |

BACKGROUND / PROPOSAL:

Below is a list of Hutch Lake, Machesis Lake, and Wadlin Lake campground revenue, and caretaker evaluations for review during the 2015 camping year.

The caretaker contracts state the following:

B. MACKENZIE COUNTY SHALL:

- III. *Upon a successful yearend evaluation by the Director of Community Services and Operations, and a positive recommendation by the Community Services Committee, a 25% bonus of the total revenue will be paid to the Contractor (Bonus maximum \$8,000). A successful yearend will be determined on the basis of customer and County satisfaction as well as meeting and/or exceeding the terms of this contract. (Refer to Mackenzie Country Policy COM001).*

Mackenzie County Policy # COM001 is attached for review.

During the November 2, 2015 Community Services Committee meeting, the following motions were made:

That the Community Services Committee recommends to Council that the campground caretaker bonus for Hutch Lake & Wadlin Lake be approved as submitted.

CARRIED

That the Community Services Committee recommends to Council that the campground caretaker bonus for Machesis Lake be approved as submitted.

CARRIED

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

Cost :

| | | | | |
|---------------|----------------------|-------|--------------------------|--------------------------|
| Hutch Lake | revenue \$ 17,590.00 | @ 25% | Bonus \$ 4,397.50 | Caretaker Evaluation 80% |
| Machesis Lake | revenue \$ 3,800.00 | @ 25% | Bonus \$ 950.00 | Caretaker Evaluation 81% |
| Wadlin Lake | revenue \$ 49,214.00 | @ 25% | Bonus \$ 8,000.00 | Caretaker Evaluation 99% |

Funding:

Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION:

Administration to communicate with campground caretakers Councils decision.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the 2015 Campground Caretaker Bonus be approved as recommended.

Mackenzie County

| | | | |
|--------------|-------------------------------------|-------------------|---------------|
| Title | Parks Caretaker Bonus Policy | Policy No: | COM001 |
|--------------|-------------------------------------|-------------------|---------------|

| | |
|------------------------------|---|
| Legislation Reference | Municipal Government Act, Section 18 |
|------------------------------|---|

Purpose

To establish procedures for applying a bonus to the County's park caretakers for exceptional work completed throughout a season.

POLICY STATEMENT AND GUIDELINES

1. Definitions:

For the purpose of this Policy terms shall be defined as follows:

- a) A **Caretaker** is a contract operator at a Mackenzie County park.
- b) **Caretaker Evaluation Form** is a form created by the County to evaluate the performance of a parks caretaker. The form will be completed by a County representative. The form is attached in Appendix "A".
- c) **County Park** refers to a campground facility within Mackenzie County boundaries. The County presently has three campgrounds with caretakers which are: Wadlin Lake, Hutch Lake and Machesis Lake.
- d) **Bonus** – a full bonus will be 25% of all the fees collected at the County Park up to a maximum of \$8,000 (maximum applies to all contracts entered into after January 1, 2015).
- e) **Community Services Committee** is a group of Councillors selected to represent Council as per their terms of reference.

2. Bonus Structure:

- a) The County administration will complete the caretaker's evaluation form regularly throughout the operating months to determine the quality of the caretaker's performance in relation to their duties.
- b) At the end of the season the County's administration will compile all the results from the evaluation forms and generate a summary sheet with an overall grading mark.

- c) Administration will recommend to the Community Services Committee the proposed bonus based on the grading mark as follows:
 - 90% or above will receive full bonus
 - Each percentage below 90% receives 1% less of the bonus

- d) The Community Services Committee will receive administration recommendations on caretaker's bonus and review any additional information to determine the amount of bonus each park caretaker will receive.

3. Administrative Responsibility :

Chief Administrative Officer or designate is responsible for compliance with this policy.

| | Date | Resolution Number |
|-----------------|-------------|--------------------------|
| Approved | 24-Apr-13 | 13-04-259 |
| Amended | 13-Jan-15 | 15-01-021 |
| Amended | | |



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | November 10, 2015 |
| Presented By: | Ron Pelensky, Director of Community Services & Operations |
| Title: | Recreational Lease Application Process |

BACKGROUND / PROPOSAL:

At the November 2nd 2015 Community Services Committee, administration reported on the requirements, high costs, and lengthy delays it has undergone to apply for both the Bridge Campground lease and Wadlin Lake lease. With the recent changes to Alberta Agriculture and Forestry applications requiring the submission of legal surveys, and the input into their new online system, it has caused a large expense to the County, and lengthy delays in obtaining leases. The expenses consist of legal surveys, and having to hire specialized consultants to submit applications on the County's' behalf.

During this meeting, the Community Services Committee made the following motion:

That the Community Services Committee recommends to Council that a letter be sent to Alberta Agriculture and Forestry Minister, Oneil Carter requesting a meeting to discuss lease application processes.

CARRIED

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a letter be sent to the Minister of Alberta Agriculture and Forestry requesting a meeting to discuss the recreational lease application process.



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | November 10, 2015 |
| Presented By: | Ron Pelensky, Director of Community Services & Operations |
| Title: | Community Services Capital Projects – Reallocation |

BACKGROUND / PROPOSAL:

During the November 2nd, 2015 Community Services Committee meeting, the committee reviewed the 2015 non Capital and Capital projects. During this discussion, administration reported that they didn't need to drill an additional well at Wadlin Lake as the water well at the top end was repaired and functioning well, and administration recommended abandoning the one on the bottom.

The committee also discussed the need for more water docks at both Hutch Lake and Wadlin Lake and agreed to recommend to Council to allocate the unassigned \$40,000 from 2015 projects to purchase of docks, as well as the remaining funds from the Wadlin Lake Water Well project in the amount of \$8,920.

Community Services Committee made the following motion:

That the Community Services Committee recommends to Council that the 2015 Capital Project – Wadlin Lake Water Well \$8,920, and the 2015 OTHER Capital Project \$40,000 be used to purchase block docks for the Hutch Lake day use area & Wadlin Lake.

CARRIED

OPTIONS & BENEFITS:

Option #1

Council approves Community Services Committees recommendation.

Option #2

Allocate funds of \$48,920 to Wadlin Lake expansion project.

COSTS & SOURCE OF FUNDING:

2015 Capital projects.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | November 10, 2015 |
| Presented By: | Ron Pelensky, Director of Community Services & Operations |
| Title: | Terms of Reference – Community Services Committee |

BACKGROUND / PROPOSAL:

During the November 2, 2015 Community Services Committee meeting, the Community Services Committee reviewed its Terms of Reference. Upon review the following recommendation was made to ensure that representation is such that the appointment to recreation boards and FCSS are locally represented.

That the Community Services Committee recommends to Council that the Terms of Reference be amended as discussed.

CARRIED

Recommended Terms of Reference attached for review.

OPTIONS & BENEFITS:

Option #1

While nominating Community Services Committee members during the Organizational meetings, Council is to ensure that the representation on the Community Services Committee is as follows:

Fort Vermilion – at least one member from either Ward 6 or 7

La Crete – at least one member from Ward 3,4 or 5

Zama – at least one member from Ward 9 or 10

One additional Council member at large

Option #2

Council amends Terms of Reference during the 2016 Organizational meeting.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Community Infrastructure & Municipal Services

COMMUNITY SERVICES COMMITTEE

Purpose:

To provide recommendations to Council determining the levels of service at existing and future recreational facilities; to liaison with local Recreation Boards and Family and Community Support Services groups: to provide recommendations to Council on Bylaw enforcement issues

Committee Structure:

The membership of the Committee will be comprised of the following:

- Reeve – Ex-officio (voting member)
- Four members of Council
 - Fort Vermilion – at least one member from either Ward 6 or 7
 - La Crete – at least one member from Ward 3,4 or 5
 - Zama – at least one member from Ward 9 or 10
 - One Council member at large
- Chief Administrative Officer or designate
- Director of Facilities & Operations
- Director of Community Services & Operations
- Other resources as required

The Committee shall appoint its own Chair and Vice-Chair at the first Committee meeting held following Council's Organizational Meeting.

Quorum:

Any three Councillors present at a meeting shall be considered a quorum. In order for the meeting to take place the Chief Administrative Officer or his/her designate must be present.

Term:

All members of the Committee will hold office for a one year period, with members being appointed at the Organizational Meeting in October of each year.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment; such vacancy shall be filled by an appointment by Council as soon as possible.

Authority:

The Committee shall report directly to the County Council on all matters including recommendations with the Committee's approved minutes being presented to Council on a regular basis.

The Committee shall appoint 1 member to each local Recreation Board and FCSS Organization from within its membership.

Meeting Schedule:

The committee shall meet as required in order to adequately address its Scope of Work in a timely manner.

General Responsibilities:

The Committee shall:

- Review and recommend service levels for municipal recreational facilities;
- Review and recommend priorities for improvement to existing and development of new recreational facilities, including multi-year forecast;
- Give consideration to how recreational facilities within Mackenzie County promote tourism in the region;
- Review and recommend policies and bylaws relating to;
- Review and recommend improvements to operating agreements with the local Recreation Boards for the municipally owned recreational facilities;
- Liaison with the local Recreation Boards with aim to enhance programs and services at municipal facilities, including participation in their local regular meetings;
- Review annual Family and Community Support Services reports and liaison with the local FCSS groups with aim to enhance programs and services, including participation in their local regular meetings;
- Develop and maintain a public information program related to available recreational and social services opportunities.
- Liaison with other non-profit organizations (ie. La Crete Ferry Campground).
- Review provincial lease agreements (ie. Machesis, etc.)
- Review and recommend solutions on Bylaw enforcement issues (ie. Dog Complaints)
- Review and recommend Fire & Rescue Services

Responsible for review of all Bylaws/Documents relating to:

- Municipal Parks
- Mackenzie County Recreational Areas
- Bylaw Enforcement
- Recreational Capital
- Fire and Rescue Services

Approved External Activities:

- Attendance of Recreation Boards' local regular meetings with the same privileges as any other Board Director (one member per community).
- Attendance of FCSSs' local regular meetings as a voting member (one member per community)
- Parks Conference (one member per year)
- FCSS Conference (one member per year)

(updated 2013-11-29, 2014-10-28, 2015-01-13)

(updated 2015-10-27)



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | November 10, 2015 |
| Presented By: | Fred Wiebe, Manager of Utilities |
| Title: | Fort Vermilion Frozen Water Services |

BACKGROUND / PROPOSAL:

Freezing water services have been a long standing issue in Fort Vermilion, incurring significant costs to the annual operational budget. The problem is due to lack of cover of the existing water services.

For more than 10 years, Mackenzie County has dealt with the problems by using service line trickle systems and Aqua-flo mechanical freeze protection devices. These measures have provided a solution, however not without causing operational challenges, disruptions to the customer, wasting of potable water and the County incurring unnecessary expenses.

At the May 8, 2015 Council meeting the following motion was carried:

That administration be authorized to proceed with soliciting engineering services (without financial assistance sought from the Green Municipal Fund program) for the Fort Vermilion Frozen Water Service Repairs.

Following a Call For Proposals with a closing date of July 8, 2015, two proposals were submitted. After evaluation and recommendation to council, the following motion was made at the July 29, 2015 council meeting:

MOTION 15-07-500

MOVED by Councillor Bateman

That administration be authorized to negotiate with Associated Engineering regarding the scope of work for the Fort Vermilion Water Services Improvements and that the engineers be invited to attend a council meeting before the scope of work is finalized.

CARRIED

At the August 15, 2015 council meeting, Associated Engineering was commissioned to do a basic evaluation of the water service freezing issues.

MOTION 15-08-556

MOVED by Councillor Jorgensen
That administration be authorized to engage Associated Engineering to evaluate the water service freezing issues for under \$10,000 from the existing budget.
CARRIED

Associated Engineering completed its analysis and presented their findings in a memorandum dated September 21, 2015.

Administration brought an RFD to the October 15, 2015 public works committee meeting, and the following motion was made:

MOTION PW-15-10-104

MOVED by Reeve Neufeld
That the recommendation to Council be to proceed with a modified Alternative #1 as discussed.
CARRIED

OPTIONS & BENEFITS:

Administration is seeking support from the PW Committee/Council on approving an option that will address the issues associated with the services susceptible to freezing due to the deficient cover. The following are issues and questions that are of concern to both the property owners and the County:

- Within what timeline does the County hope to complete repairs within the subject areas
- Should the repairs be completed within one year or is this possibly best suited under a multi-year period that could include up to a 3 year phasing;
- One of the challenges is the problem is on both the private and public property;
- Therefore who should pay for what?
- How will the project be funded? Who ultimately pays?
- How will the costs for the project be administered?
- Is this a candidate for a Local Improvement Plan where everyone pays the same rate based on the overall project cost?
- Or is the cost simply funded from the County's Operational Budget?

The following are a number of alternatives that Administration has prepared for the Committee to review, consider and to provide direction to Administration on how to proceed.

Alternative #1 – Complete Repairs

This alternative directs Administration to proceed with the construction required to address all of the subject water services under a repair plan that will include the following critical steps:

Step #1: Set up an open house with the affected owners. Communicate what the County envisions with the program as per step #4.

Step #2: Administration sends all affected landowners a letter to inform them of the issues and the process through which Mackenzie County will be addressing the problematic services.

Step #3: Council passes a bylaw that prohibits bleeders and aqua-flo systems.

Step #4: Hire contractor on per hour basis or contract per service basis and repair service on County's portion of property. If service continues at a shallow depth deemed as potentially problematic, then the homeowner is provided the option to use contractor on site, at the property owner's costs, to continue replacement of water service for as far as needed.

Step #5: County will need to develop a payment plan for property owners that agree to have the contractor complete the work needed on the private property side of the service.

This Alternative has a number of different aspects such as:

- An option for the bylaw not to prohibit the use of bleeders or aqua-flo systems, but could state that the landowner will be responsible for operations and all costs.
- Work could be done and funded through the capital budget over a period of more than one year;
- Work could be done partly by the County Utilities Department staff and partly by contractor all dependent upon the annual budget and the Department's work load.

Alternative #1 is the preferred option by Administration mainly due to it directs Administration to proceed with a Plan to commence the work that is needed to address the issues. It provides Administration with some flexibility on how to proceed with the actual work as it relates to the option of contracting the work or having County staff performing the work or a combination of both. A Plan will be required that will incorporate an expectation on the time for construction and the budget that will be allocated. A precedence has been set in the way we have done hydrant replacement programs in the past where we budget a certain dollar amount over a number of years and repair as many as we can within each year's budget.

Alternative #2 – Local Improvement:

A Local Improvement Plan will need to be prepared and the process consistent with the procedures that are included within Division 7 of the Municipal Government Act. This likely will be challenging due to one of the condition in developing the Bylaw for the Local Improvement Tax that the Bylaw can proceed

as long as the majority of the affected property owners do not petition against the bylaw. The following are the critical steps that will be need to be followed:

Step #1: Set up an open house with the affected owners. If local improvement route would be followed then provide estimated costs to landowners.

Step #2: Administration sends all affected landowners a letter to inform them of the issues and the process through which Mackenzie County will be addressing the frozen services (as determined by council).

Step #3: Council passes bylaw to ensure no bleeder or aqua-flo systems allowed to ensure residents adhere to permanently repairing the issues.

Step #4: Tender out the project as a local improvement and have completed in a 1-2 year timeframe.

This alternative likely will not be supported by the Public and therefore highly likely an official petition will be forwarded to the County from the affected property owners. This is consistent with the rules as laid out within the MGA and will be sufficient to officially stop the Local Improvement Bylaw.

Alternative #3 – Solicit additional Engineering Services

Associated Engineering has provided a memo dated September 21st, 2015 that includes a number of recommendations namely:

- To collect further data such as soil analysis and thermal modelling;
- County undertake a program to provide AE with remaining data for analysis to better understand the issues influencing the freezing;
- AE be authorized to prepare a detailed report for review

Administration believes it does have the information it needs to proceed with the actual work required. Administration is also of the view that monies that would be needed to cover the engineering costs is best used for the actual construction purpose. Therefore Administration does not support continuing with additional engineering and therefore does not support this alternative.

Alternative #4 - Status Quo

County continues with its current practice on providing residents and businesses with assistance needed to protect water service lines from freezing. Due to the operational and financial burdens of this option and the need to waste a significant amount of potable water, Administration recommends that this option also not be considered as the permanent solution

COSTS & SOURCE OF FUNDING:

A contractor provided estimates on per service basis that would range from \$2,000 to \$12,000 dependent on the scope of work per service. The high end costs are

associated with asphalt and concrete repairs. A very brief overview of the services shows a rough estimate of about 23 of the 32 services would be closer to the \$12,000 range. With calculating the remaining services to being in between, we calculate a very rough estimate to be around \$330,000 to repair all 32 currently known problematic services.

Sources of funding most likely will be from:

- The County’s annual capital budget or reserves that will need Council approval for the project. The project, subject to Council’s approval, can be extended over a period of 1-3 years. This will soften the County’s financial burden by extending over a longer period and performing the works as opportunity arises;
- Property owners will need to pay for the portion on the private property side.

SUSTAINABILITY PLAN:

Installation of an engineered system that provides a permanent solution in protecting water service lines from freezing will ensure that all residents are provided with safe, reliable and clean source of drinking water. The initiative is consistent with being a “Good Steward” demonstrating leadership in the responsible management of its water resources.

The engineering solutions will be available to share with other municipalities and agencies that could benefit from the County’s water conservation project. The ultimate goal is to effectively manage the County’s potable water through a water conservation initiative which aligns with the provincial Water for Life Strategy.

COMMUNICATION:

Due to this project’s importance of properly engaging the public, it is critical that the residents and businesses affected be well informed. The Plan will include however not limited to;

- coordinating all methods of public engagement including facilitating meetings;
- development of notices, letters, assessments;
- liaison with all agencies;
- communicate the plan with the affected residents through letters and public meetings.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That administration proceeds with completing the Fort Vermilion water service repairs on county property on a per service basis, while allowing the owner the option to continue repairs on private property at their own cost.

Trickle System Volumes and Costs

2014-2015 Trickle Volume Refunds

Last winter, Mackenzie County refunded residents a total of 4526 cubic meters of water to operate their bleeder lines.

$$4526 \text{ m}^3 \times \$3.18 = \$14,392$$

$$4526 \text{ m}^3 \times \$0.73 = \$3,304$$

Total value refunded = \$17,695

This value includes 14 trickle users for the full 6 months and another 6 trickle users that were found further into the winter and so didn't receive 6 months of refunds. We have also spent approximately **\$13,000** in 2015 on trickle system repairs, maintenance and frozen water line thawing. This does not account for staff hours spent on these issues.

Total cost to in 2015 is approximately **\$30,000**.

2015-2016 Trickle Volume Refund Forecast

Estimated trickle volume per day = 1.44 cubic meters

Estimated trickle users = 23

Estimated months = 6

$$23 \text{ customers} \times 1.44 \text{ m}^3/\text{day} \times 30 \text{ days} \times 6 \text{ months} = 5961 \text{ m}^3$$

$$5961 \text{ m}^3 \times \$3.18 = \$18,956$$

$$5961 \text{ m}^3 \times \$0.73 = \$4,352$$

Total cost forecast for 2016 is approximately **\$23,307** for trickle refund.

*Note: this does not include any maintenance, repairs and staff hour costs.



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | November 10, 2015 |
| Presented By: | Fred Wiebe, Manager of Utilities |
| Title: | La Crete Lift Station Repairs |

BACKGROUND / PROPOSAL:

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 project included the addition of a flow meter as well as the replacement of other valves and appurtenances that are no longer operating properly.

Administration sent a call for proposals and received 2 bids at the September 30, 2015 council meeting which came in well over budget. At that meeting the following motion was carried:

MOTION 15-09-665

MOVED by Councillor Wardley
That the Fort Vermilion Truckfill Upgrade and La Crete Lift Station Improvements proposals be rejected and that administration bring back alternatives.
CARRIED

At the October 15, 2015 public works committee meeting, the following motion was carried:

MOTION PW-15-10-105

MOVED by Councillor Driedger
That the recommendation to Council be to proceed with Option #2 as presented.
CARRIED

OPTIONS & BENEFITS:

Option #1: Administration proceeds with replacing only the existing infrastructure that requires repairs and not pursue the additional piping for the installation of a flow meter at this time. This option would provide better efficiency of our pumping and ensure reliable continued service of our main lift station. We would continue to estimate the wastewater volumes using calculations rather than accurate wastewater measurements.

Option #2: Install all piping as per engineered design, with the exception of the flow meter. We would insert a pipe spool that could easily be replaced with the flow meter in the future. This option would ensure the reliability of the sewage pumping remains and would also make the future installation of the flow meter much easier as the lift station bypassing shouldn't be required at that time. This would eliminate the costs of the meter and electrical/programming from the original proposal.

Option #3: Install completely as per engineered design including all components. We could remove the need for the contractor to look after any of the pumping and bypassing of the lift station and use internal staff and resources to complete this part of the project in order to bring costs down from original scope.

COSTS & SOURCE OF FUNDING:

The La Crete Lift Station Improvements capital budget amount is \$62,000.

Option #1 estimate is \$10,000 Based on quotes from a local plumber and use of Hydrovac or pump rental for bypass pumping.

Option #2 estimate is \$49,000 based on removal of items from bid proposals that involved the bypass pumping as well as meter and electrical.

Option #3 estimate is \$115,000 based on bid proposals and allowance for Hydrovac.

SUSTAINABILITY PLAN:

COMMUNICATION:

NA

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That administration proceeds with the La Crete Lift Station Repair - removing the bypass pumping; meter supply and install; and electrical portions of the original proposal in order to stay within the current 2015 budget.



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | November 10, 2015 |
| Presented By: | Fred Wiebe, Manager of Utilities |
| Title: | Fort Vermilion Backwash Waste Dechlorination |

BACKGROUND / PROPOSAL:

Environment Canada completed an inspection at Fort Vermilion water treatment on September 15, 2015. They noted that there were chlorine levels up to 0.25 mg/l total chlorine residual in our backwash waste water which directly flows back to the Peace River. Anything above 0.07 mg/l is deleterious to salmon and anything above 0.02 mg/l can be deleterious to daphnia.

Our operators quickly came up with a temporary solution of dechlorinating the backwash water using dechlorination pucks in the backwash trough of the filters. This dropped the chlorine levels down to 0.07 mg/l total chlorine. Although this has improved the chlorine residual, it still has not brought the residual to the required 0.02 mg/l according to our results. I should also note that the method we use to test chlorine has a high error level when reading below 0.1 mg/l as air bubbles, particles and other things interfere with the readings. Our operators have ordered a test kit to accurately test the low range chlorine.

Environment Canada will be issuing Mackenzie County a written warning for this contravention and have informed us that we need to provide a permanent solution to ensure no deleterious substances are entering any fish bearing water bodies. Administration has obtained quotes from engineers as well as from a management group that could oversee the installation of a dechlorination system.

OPTIONS & BENEFITS:

- Option #1: To contract the work to an engineering firm to assess, design, procure, and manage the project of the most feasible option of eliminating deleterious substances entering the Peace River.
- Option #2: To contract the work to ATAP Infrastructure Management to proceed with procurement, project management and commissioning. This option does not

provide us with stamped engineered drawings and design but saves on costs.

COSTS & SOURCE OF FUNDING:

Option #1: We received 3 proposals for the design, procurement, management and commissioning as follows:

| | |
|-------------------------|----------|
| Associated Engineering: | \$23,000 |
| MPE Engineering: | \$34,116 |
| WSP Engineering: | \$17,700 |

Option #2: Associated Engineering provided us with an additional option using an affiliated company ATAP Infrastructure Management Ltd. to provide us with a more feasible option without engineer stamped drawings.

ATAP Infrastructure Management: \$11,900

There is currently no budget for this as it came up after the inspection in September of this year. The estimate for the total cost of the project is \$50,000.

SUSTAINABILITY PLAN:

Environment Canada enforces subsection 36(3) of the *Fisheries Act*, which prohibits the deposit of any substance deleterious to fish into water frequented by fish or any place under conditions where such a substance may enter such waters.

COMMUNICATION:

NA

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That \$50,000 be allocated from the Water Treatment Plant Reserve to the Fort Vermilion Backwash Waste Dechlorination project.

Simple Majority Requires 2/3 Requires Unanimous

That administration engages ATAP Infrastructure Management Ltd. to manage the Fort Vermilion Backwash Waste Dechlorination project.



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | November 10, 2015 |
| Presented By: | Fred Wiebe, Manager of Utilities |
| Title: | Engineering Services Proposals Award – 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.

At the September 30, 2015 council meeting, administration brought forward an RFP for engineering services for council's review which was approved as amended. Administration used this RFP to publicly advertise invitation of proposals with a closing time of October 28, 2015 at 2:00pm MST.

MOTION 15-10-808

MOVED by Councillor Driedger
That the Engineering Services Proposal – Rural Potable Water Infrastructure request for proposals be opened.
CARRIED

Proposals Received:

| | |
|------------------------|--------------------------------------|
| Stantec | \$524,348.48 *should be \$378,901.08 |
| MPE Engineering | \$518,566.00 |
| Associated Engineering | \$730,366.00 |
| Bullee Consulting | \$542,555.00 |

MOTION 15-10-809

MOVED by Councillor Knelsen
That administration review the Engineering Services Proposal – Rural Potable Water Infrastructure proposals and bring back a recommendation to council.
CARRIED

The RFP was evaluated using the following rubric:

| Evaluation Criteria | Weight | Score | | | |
|--|-------------|-----------|-----------|-----------|-----------|
| | | BCL | MPE | Stantec | Assoc. |
| Company/Project Team 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> | 20% | 18 | 18 | 15 | 18 |
| Methodology/Proposal Thoroughness 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> | 25% | 18 | 19 | 14 | 22 |
| Project Schedule | 5% | 4 | 5 | 3 | 5 |
| Proposal Cost (Fees and Disbursements) | 50% | 44 | 50 | 37 | 34 |
| TOTAL | 100% | 84 | 90 | 69 | 79 |

OPTIONS & BENEFITS:

NA

COSTS & SOURCE OF FUNDING:

The Rural Potable Water Infrastructure project has been approved under the SCF grant. The 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 |

SUSTAINABILITY PLAN:

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

COMMUNICATION:

The RFP was advertised on Alberta Purchasing Connection website.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Rural Potable Water Infrastructure - Engineering Services project be awarded to MPE Engineering Ltd.



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | November 10, 2015 |
| Presented By: | Len Racher, Director of Facilities & Operations (South) |
| Title: | Policy PW039 Rural Road, Access Construction and Surface Water Management Policy |

BACKGROUND / PROPOSAL:

At the October 28, 2015 Regular Council Meeting the following motion was made:

MOTION 15-10-814 **MOVED** by Councillor Wardley

That Policy PW039 Rural Road, Access Construction and Surface Water Management be brought back to Council for the purpose of reviewing second access approvals.

CARRIED

At nearly every Council meeting there are two or three requests for a second or third access for a titled property presented.

The proposed amendment (see attached) will allow administration to review all requests and approve as necessary.

OPTIONS & BENEFITS:

Option 1:

That Policy PW039 Rural Road, Access Construction and Surface Water Management be amended as presented.

Option 2:

For information.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Policies are available on the County website.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy PW039 Rural Road, Access Construction and Surface Water Management be amended as presented.

Mackenzie County

| | | | |
|--------------|--|-------------------|--------------|
| Title | Rural Road, Access Construction and Surface Water Management Policy | Policy No. | PW039 |
|--------------|--|-------------------|--------------|

| | |
|------------------------------|---|
| Legislation Reference | Municipal Government Act, Sections 18 and 60. Public Highways Development Act, Sections 39, 41 and 43. |
|------------------------------|---|

| |
|---|
| <p>Purpose</p> <p>To provide a safe, efficient and effective road network and surface water management recognizing both present and future needs of property owners and providing a rational and consistent basis for the construction of roads, construction of access to private property and the development of agricultural surface water management projects that impact or may impact public road right-of-ways administered by the County; to work with ratepayers and other level of government to find solutions to road, access and agricultural surface water concerns on all lands within the County; and to respond to road, access and agricultural surface water concerns in a timely manner.</p> |
|---|

DEFINITIONS

Applicant – person(s) and/or corporation(s) submitting an application or applying for permission to construct a road, surface water channel or access that may impact a developed or undeveloped road allowance.

Affected Landowner – person(s) affected by an application to construct a surface water channel as determined by the Mackenzie County Agricultural Service Board and the Agricultural Fieldman.

Road Allowance – any public road right-of-way under the jurisdiction of Mackenzie County but does not include any public road right-of-ways under the jurisdiction of the Province of Alberta.

Access – is an approach or driveway abutting any existing Municipal or Provincially controlled road.

First Access – is the first access to a rural quarter section or river lot within Mackenzie County, of which the County will maintain in the event of damage caused due to excessive runoff or flooding. The first access is the only access to receive upgrades in the event of municipal road projects.

Temporary Access – an access constructed for a short period of time (6 months or less) that will be removed at the end of its use.

Surface Water Management Basin – Mackenzie County has established the surface water management basins within its boundaries, which are shown on the plan contained in Schedule A.

Surface Water Management Basin Committee – Mackenzie County will form committees representing each surface water management basin which shall consist of:

- the County Councillor or Councillors representing the surface water management basin;
- three persons owning property within the surface water management basin; and,
- County staff deemed necessary for the timely and effective processing of surface water applications.

Permanent Agricultural Surface Water Channel – a surface water channel that crosses a road allowance, discharges into a ditch along a developed road allowance or is constructed within any undeveloped road allowance and is intended to be permanent.

Temporary Agricultural Surface Water Channel – a surface water channel that crosses a road allowance, discharges into a ditch along a developed road allowance or is constructed within any undeveloped road allowance but is temporary, with a maximum depth of two (2) feet, and used to drain low areas of private property on a seasonal basis (October of each year to April of the following year).

Non-conforming Roads – roads constructed on road allowances that do not meet either past or current County's standards and specifications or have been constructed without approval of the County.

Incomplete and Sub-standard Road – less than ½ mile and is located between two sequent quarter property lines.

Preexisting Road – a road standard on the incomplete and sub-standard road as defined in this Policy.

Preexisting Farm Access Roads – a road that has been constructed in the past and does not meet current County specifications; which is solely used for agricultural purposes. This type of road will receive minimum maintenance and is deemed a low priority.

Sub-standard – a road built by either Alberta Transportation or the County to specifications below the Mackenzie County's current rural road standards as defined in this Policy.

Residence – a residence in accordance with the Municipal Land Use Bylaw and subject to all approved permits.

ESRD – the Province of Alberta Environment and Sustainable Resource Development.

Penalties – fines or other penalties that shall be imposed by Mackenzie County, as established in the Fee Schedule Bylaw, for the construction of roads, accesses or agricultural surface water management channels that use or may impact road allowances which do not have the approval of Mackenzie County.

Major Agricultural Surface Water Management Channel – channels which provide surface water management to a minimum of 10,000 acres and shall require the consent of majority of benefiting landowners.

ROAD CONSTRUCTION

Policy Statement

Mackenzie County understands the need to provide access to agricultural lands and other non-accessible property within its boundaries and will allow property owners to construct roads on road allowances when approved by the County. All roads shall be constructed to a minimum Local Road standard (shown in Schedule E) and all work shall be performed in accordance with all applicable County standards and specifications and those imposed by other levels of government.

Guidelines

1. Mackenzie County has prepared a plan showing the future local road network necessary to provide access to agricultural lands, which plan is contained in Schedule D.
2. Applications shall be submitted in the form included in Schedule F and shall include a plan showing:
 - approximate location of legal property boundaries;
 - the length of road to be constructed;
 - identification of proposed surface water management structures (i.e. culverts);
 - the location of property accesses.
3. Applications for the construction of roads in road allowances will be accepted by Mackenzie County any time throughout the year, which applications will be reviewed on a first come, first serve basis and the Applicant shall be provided with an initial response within 30 days of receiving the application.
4. New road construction commencing after October 15, will not be approved. Road construction is encouraged to occur between May 15 and October 15. Any road construction conducted outside of these dates will not be inspected for final acceptance until the following July.
5. The Applicant shall be required to enter into a Road Allowance Use Agreement (form contained in Schedule C appended hereto) with Mackenzie County.

6. ESRD has jurisdiction over the clearing of merchantable timber within road allowances and the Applicant shall notify ESRD and seek their approval to proceed with the proposed clearing.
7. Mackenzie County staff will inspect the project on a periodic basis to ensure that construction is being performed in accordance with the County's standards and specifications. As per the procedure outlined in the road construction application (Schedule F).
8. Upon final inspection and approval by the County, if the road meets all standards and specifications, the County shall assume the responsibility for the operation and maintenance of the subject road.
9. If an incomplete and sub-standard road needs to be extended to a nearest quarter line and beyond by 50 meters or less in order to create an adequate access to the adjacent quarter, an applicant may be authorized to construct the new road to a preexisting and sub-standard road standard. If the road requirement is due to a new subdivision proposal, the Operational Department shall provide their written comments to the Planning & Development department regarding an acceptable road standard within an applicable timeline and prior to a subdivision approval being granted.
10. For Non-conforming Roads Mackenzie County may enter into a Road Allowance Use Agreement with a landowner. The County shall not maintain any non-conforming roads and the applicant shall be aware that no development permit will be issued until the road is upgraded to the standards and specifications acceptable to Mackenzie County. The cost of upgrading the road to standards and specifications acceptable to Mackenzie County shall be the sole responsibility of the landowner.
11. It shall be the Applicant's sole responsibility to negotiate cost sharing arrangements with other benefiting landowners and the County shall not provide assistance with respect to this matter.

Mackenzie County Endeavour to Assist for Local Road Construction

Although all costs relating to application for construction of local roads within road allowances shall be borne by the Applicants, Mackenzie County, at its sole discretion, may provide assistance in the form of:

1. provision of survey to delineate the property boundaries;
2. the review of surface water;
3. the supply of surfacing gravel;
4. the supply of culvert materials; and,

- the installation of culverts that exceed 600 mm in diameter or where the twinning of any size culvert is required.

ACCESS CONSTRUCTION (APPROACH/DRIVEWAY)

Policy Statement

Mackenzie County shall adopt standards to provide safe, legal and defined accesses from any County road while maintaining and not disrupting current surface water management patterns.

Guidelines

- Applications for the construction, reconstruction or alteration of any access shall be submitted in the form contained in Schedule G and will be accepted by Mackenzie County any time throughout the year. The submitted applications will be reviewed and the applicant shall be provided with an initial response within 30 days of receiving the application. **Although, once the ground is snow covered and/or frozen, initial and final inspections will not be possible until spring.**
- The Applicant shall be solely responsible for all costs associated with the construction and maintenance of the access other than culvert replacement as stated in item #11.
- Unless otherwise approved by Mackenzie County all accesses shall meet the following standards and be constructed in accordance with Mackenzie County specifications.

| Access Type | Minimum Setback from Intersection | Minimum/Max Finished Top Width | Turning Radius on Shoulders | Culvert Length | Culvert Diameter | Culvert Slope | Access Side Slope | Gravel |
|---|-----------------------------------|------------------------------------|-----------------------------|---|------------------|---------------|-------------------|---|
| Rural | 50 meters (165 ft) | Min - 8 meters Max - 16 meters | 15 meters | standard 13 m length, 600mmø | | 3:1 | 3:1 | 15-20mm size, 50mm depth |
| Urban Residential (rural standard) | 6.1 meters (20 ft) | Min - 6 meters Max - 12 meters | 5 meters | standard 12 m length, 600mmø | | | | 15-20mm size, 50mm depth |
| Urban Residential (curb, gutter & sidewalk) | 6.1 meters (20 ft) | Min - 6 meters | N/A | N/A | N/A | N/A | N/A | 15-20mm size, 50mm depth |
| Urban Commercial/Industrial (rural standard) | 10 meters (33 ft) | Min - 10 meters Max - 16 meters | 10 meters | standard 15 m length, 600mmø | | 3:1 | 3:1 | 15-20mm size, 50mm depth |
| Urban Commercial/Industrial (curb, gutter & sidewalk) | 10 meters (33 ft) | Min -10 meters | N/A | N/A | N/A | N/A | N/A | 15-20mm size, 50mm depth |
| Hamlet Country Residential | 6.1 meters (20 ft) | Min - 8 meters Max - 16 meters | 10 meters | standard 13 m length, 600mmø | | 3:1 | 3:1 | 15-20mm size, 50mm depth |
| Temporary (rural) | 50 meters (165 ft) | 8 meters | 10 meters | At the discretion of the Director of Operations | | 3:1 | 3:1 | At the discretion of the Director of Operations |

4. For accesses to Institutional, Commercial, Industrial, Hamlet Country Residential, Rural Country Residential, Hamlet General and Direct Control properties, which connect to paved County roads, shall be provided with a paved apron extending from the edge of the shoulder to the property line or for a distance of 4 meters, whichever is less.
5. The Applicant shall arrange and pay for all utility locates within the area of the access and shall obtain approvals from any affected utility companies and submit the said approvals to the County prior to the start of any construction.
6. The Applicant shall be solely responsible for the costs of all investigations, modifications or repairs to utility installations.
7. Mackenzie County may approve more than one access to a titled property upon administration review. ~~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~~ encouraged.
8. Mackenzie County will not approve, inspect or supply a culvert to any properties deemed to have unauthorized development occurring within its boundaries.
9. All subdivisions, with the exception of curb and gutter streets, shall provide an access to each lot being created and to the balance of the lands to County standards prior to the registration of the subdivision.
10. Mackenzie County shall inspect each authorized access after completion and if the access does not meet the standards of the County, the Applicant shall be responsible for all costs and construction required to bring the access to acceptable standards.
11. Mackenzie County will consider only the first or primary access to a property when upgrades to a Municipal road occur or in the event that a culvert replacement is required of which the property owner will be responsible for 50% cost of the culvert which will be installed by the County.
12. Mackenzie County will not supply any material or be responsible for any costs associated with the construction and/or removal of temporary accesses and these shall be removed at the end of the intended use and the area of the access restored to its original condition.
13. Mackenzie County reserves the right to change the location of the proposed access if this is deemed necessary to protect the County's municipal servicing infrastructure.

14. Rural accesses must be constructed at a location which provides a minimum 100 meters unobstructed sight distance in each direction and shall be at least 50 meters from other accesses or intersections.
15. The Province of Alberta may not permit accesses to be constructed from roads under their jurisdiction unless the access is aligned with a road allowance under the jurisdiction of Mackenzie County and such accesses shall require the approval of Alberta Transportation.

Mackenzie County Endeavour to Assist

Although all costs relating to application for and construction of accesses shall be paid by the Applicants, Mackenzie County, at its sole discretion, may provide assistance in the form of:

1. supporting an application to construct an access from a road under the jurisdiction of the Province of Alberta if said access is aligned with a proposed major/collector road to be constructed by Mackenzie County;
2. if the application for an access aligned with a major/collector road from a road under the jurisdiction of the Province of Alberta is approved by Alberta Transportation and the County, the County may pay the cost of construction;
3. the supply of a culvert, if required, for the construction of the first access to a rural quarter section or river lot provided that the access has been built to Mackenzie County standards and approved by the County (any and all subsequent accesses will be at the sole responsibility of the Applicant to supply, construct and install in accordance with Mackenzie County standards); and,
4. The County will assume responsibility for maintenance of accesses within the boundaries of the road allowance, (as described in the aforementioned item #1) when it has been approved and accepted.

SURFACE WATER MANAGEMENT

Policy Statement

Mackenzie County understands the need to find solutions to agricultural surface water management issues and the construction of permanent or temporary agricultural surface water management channels on or impacting road allowances may be necessary for effective resolution to surface water management issues but these projects must protect the integrity of natural watercourses. These projects shall only be performed with the approval of Mackenzie County and in accordance with all applicable County standards and specifications and those imposed by other levels of government.

Guidelines

1. Applications for the construction of permanent or temporary agricultural surface water management channels, in the form contained in Schedule B, will be accepted by Mackenzie County any time throughout the year, which applications will be referred to the appropriate Surface Water Management Basin Committee for consideration and the applicant shall be provided with an initial response within 30 days of receiving the application.
2. Applications shall be submitted in the form contained in Schedule B and may be required to include a survey plan showing:
 - approximate location of legal property boundaries;
 - the area to be drained by the proposed agricultural surface water management channel;
 - the alignment of the proposed agricultural surface water management channel;
 - the existing ground elevations;
 - the proposed design elevations;
 - a typical cross-section of the proposed surface water management channel; and,
 - the location, size and elevation of existing and proposed surface water management structures (i.e. culverts).
3. In order to avoid potential conflicts, the applicant must obtain consent and signatures of all adjacent and affected landowners.
4. For permanent and temporary agricultural surface water management channels discharging to a ditch adjacent to a developed road allowance, or the County's licensed ditch, the Applicant may be required to submit an application to ESRD, along with the survey plan, for approval and may be required to submit a copy of said ESRD application and their approval to the County prior to the their application being considered further.

5. For permanent and temporary agricultural surface water management channels requiring a ditch to be constructed within an undeveloped road allowance the Applicant may be required to submit an application to ESRD, along with the survey plan, for approval and shall submit a copy of said ESRD application and their approval to the County prior to the their application being considered further.
6. For permanent surface water management channels constructed within undeveloped road allowances the alignment, profile and cross-section shall match the design of the future road ditch, should the road allowance be developed.
7. The Applicant shall be responsible for all costs relating to the development of permanent and temporary agricultural surface water management channels including application, construction and operation/maintenance. In addition, the Applicant shall be required to enter into a Road Allowance Use Agreement (form contained in Schedule C appended hereto) with Mackenzie County.
8. The Applicant shall be financially responsible for the operation and maintenance of the proposed agricultural surface water management channels on undeveloped road allowances and shall be liable for all injuries and/or damages that may result from the lack of or improper performance of the operation and maintenance.
9. The construction of permanent or temporary agricultural surface water management ditches that have a detrimental effect on adjoining private property may give rise to civil liability and the Applicant shall be solely responsible for resolving these matters.
10. The Applicant shall consent to the filing of caveats on property owned by the Applicant that the County deems necessary for the protection of the proposed agricultural surface water management ditches.
11. Persons constructing permanent or temporary agricultural surface water channels without the approval of Mackenzie County may be subject to fines and/or other penalties, including but not limited to the removal of the offending agricultural surface water channel as per the County's Fee Schedule Bylaw and/or other applicable provincial regulation.

Mackenzie County Endeavour to Assist

Although all costs relating to application for, construction of and operation/maintenance of surface water management channels shall be borne by Applicants, Mackenzie County, at its sole discretion, may provide assistance for:

1. the mediation of disputes between property owners that pertain to surface water management matters and attempt to find solutions to the disputes;

2. obtaining approvals from other levels of government; and,
3. the funding of all or a portion of the costs associated with the construction of major agricultural surface water management channels, subject to the cooperation of benefiting property owners and budget availability.

| | Date | Resolution Number |
|-----------------|-------------|--------------------------|
| Approved | 11-Dec-12 | 12-11-845 |
| Amended | 12-Feb-13 | 13-02-069 |
| Amended | 27-Mar-13 | 13-03-189 |
| Amended | 16-Jul-13 | 13-07-492 |
| Amended | 08-Oct-13 | 13-10-692 |
| Amended | 26-Mar-14 | 14-03-177 |
| Amended | 27-Sep-14 | 14-09-609 |
| Amended | 14-Apr-15 | 15-04-246 |
| Amended | 29-Apr-15 | 15-04-302 |
| Amended | | |



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | November 10, 2015 |
| Presented By: | Len Racher, Director of Facilities & Operations (South) |
| Title: | Disposal – Salt & Sand Shelter |

BACKGROUND / PROPOSAL:

At the October 28, 2015 Regular Council Meeting the following motion was made:

10. e) La Crete Salt & Sand Shelter

MOTION 15-10-815

Requires 2/3

MOVED by Councillor Wardley

That a Request for Proposal be issued for the design build of the La Crete Salt & Sand shelter replacement.

CARRIED

Administration is seeking direction as to the disposal of the current Salt & Sand Shelter structure.

There may be some local interest in the structure.

OPTIONS & BENEFITS:

Option 1:

Include the disposal of the building as part of the tender for the new building.

Option 2:

Advertise locally to dispose of the building, we would accept the highest bid to purchase structure from us or the lowest bid to charge us for the removal.

Benefit

Having the building removed from County property sooner, as it is of no benefit to us in its current condition. This will also aid in site preparation for the new building.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | November 10, 2015 |
| Presented By: | Ron Pelensky, Director of Community Services & Operations |
| Title: | Blue Dot Program |

BACKGROUND / PROPOSAL:

The High Level Forests Public Advisory Committee is requesting that the County send a letter of support to the Minister of Transportation for the Blue Dot Program. See attached letter and program details for more information.

The Blue Dot Program has been in place in the past however they are working on bringing the program back to the region.

OPTIONS & BENEFITS:

To enhance safety to our residents.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Blue Dot Program will be highlighted in the County Image.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a letter of support be sent to the Minister of Transportation in support of the High Level Forests Public Advisory Committee's Blue Dot Program.



High Level Forests Public Advisory Committee

11401 – 92nd Street
High Level AB T0H 1Z0
(780)926-3781

November 3, 2015

Reeve Bill Neufeld
Mackenzie County
4511-46Ave
Box 640
Fort Vermilion, AB T0H 1N0

Dear Reeve Neufeld:

We, the High Level Forest Public Advisory Committee wish to endorse a safety program that we would like to see implemented in the Fort Vermilion School Division. The School Division requires the permission of Alberta Transportation to proceed. We are asking you to help us with a letter of support from the Mackenzie County to the Minister of Transportation.

I am sure that you have experienced the increased traffic on County highways during the heaviest logging periods. There are as many as 300 trucks traveling into High Level per day and up to 80 trucks traveling to La Crete. We would like to mitigate potential safety problems by reinstating the "Blue Dot" Program. Please see enclosed for program details.

We know that the safety of county residents and their families is very important to you. This is a program that has operated in the past and we are working with the Fort Vermilion School Division, the Companies, and the Contractors to bring it back to our region. We look forward to your support for this program and a letter stating this support as soon as possible.

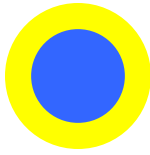
Sincerely,

Melanie Plantinga
Coordinator
High Level Forest Public Advisory Committee

Enclosure

CC: Deputy Reeve Walter Sarapuk

School Bus Safety and the Blue Dot Program



Norbord, La Crete Sawmills and Tolko Industries (The Universal Log Haul Group) have implemented a blue dot program which identifies areas where children are dropped off and picked up along Highway 35, Hwy 58, Hwy 88 and Hwy 697. These blue dots will be installed approximately 300 meters prior to school bus stops on both sides of the highway. The blue dot signs are circular, 12 inches in diameter and are blue with a yellow border. These signs are put up on metal posts and will remain in place until school is out for the summer.

Note: Blue dots tell truck drivers there is a school bus stop ahead.

Hundreds of children are bussed daily in the High Level/La Crete Region. As a result, log trucks and school buses frequently meet on all types of roads. School buses make frequent short stops along the road at different times of the day, and whether pick up in the morning or drop off in the afternoon, there is a period of time when the children are out of the direct control of the bus driver.

Usually, active school bus periods are between 7:30 a.m. to 9:00 a.m., and again between 3:00 p.m. and 5:00 p.m. A loaded log truck has limited manoeuvrability and requires more stopping distance than passenger vehicles therefore the driver must take the defensive position when approaching a school bus and **be prepared to stop**.

- Observing a school bus ahead, lights or not, consider the time of day (bussing period) and anticipate the need to slow down and stop.
- When approaching school bus activity such as turning on its lights, picking up or dropping off children, stop at least 30 meters prior to the bus and use your radio, which is on the universal highway channel of 171.330 to warn other log truck drivers.
- On approach with a bus, if the yellow flashing lights come on indicating the bus is preparing to stop, you are to reduce speed and **stop**.
- You should not try and pass before the buses lights turn red, even if the bus driver waves you through, particularly during pick up in the morning because no one knows what the children on the shoulder of the road are about to do.

Remember: it is the law to come to a complete stop when School Bus lights are flashing red!



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | November 10, 2015 |
| Presented By: | Byron Peters, Director of Planning & Development |
| Title: | Sanitary Sewer System Expansion – La Crete |

BACKGROUND / PROPOSAL:

The sanitary sewer system that currently services La Crete is nearing the end of its capacity. At the far reaches of the current development, the sanitary sewer is at, or very near, minimum depth of cover. Additionally, there are a few developments that have been tied into sewer trunk mains that were not originally intended to service the areas that they are now servicing. This is currently working because the intended service areas have not reached full build-out, but there will be conflicts as development continues.

Because of this dilemma, about 1.7 km of gravity trunk main, 3 km of force main, and two lift stations will be needed in order to service the remainder of the lands (within the hamlet boundaries) to the west and north of the current built up portions of La Crete. Two additional lift stations will be required to service the lands to the south and east.

Attached are a few maps that show the area that can still be developed without increasing our sanitary sewer network; the areas where conflict will occur because of how it is currently designed; and the area that would be serviced by the proposed new infrastructure. The proposed infrastructure will have the capacity to service about 9 quarter sections, which is roughly the same area that the developed portions of La Crete currently encompass.

A prospective developer has been in discussions with the planning department for about a year, but the primary question that needs answering is how and when does the sanitary servicing capacity increase to service his lands? Due to the project scale, complexity and cost, this is not an answer that administration can provide on their own prior to a discussion with Council.

OPTIONS & BENEFITS:

Installing the new sanitary sewer infrastructure will service a significant portion of lands ensuring that private developers can continue to develop La Crete in multiple directions and with multiple land uses and densities. This will ensure that land development competition remains high, and that consumer prices and options also remain competitive.

Administration has discussed the possibility of utilizing the existing sanitary sewer trunk mains in conjunction with just one new lift station on the west side of La Crete, but this would only be a band-aid approach to the issue, and likely place the existing network over its capacity. Additionally, it could likely result in the County absorbing more of the costs by not requiring the first developer in to begin to install and pay for the infrastructure that is ultimately needed.

There is not really an option as to whether this infrastructure needs to be installed, but there is certainly some flexibility regarding when and how. Currently only one developer on the west side of La Crete is actively working on the process to begin developing his lands, but two others have inquired and are anticipating to begin developing their lands in the next few years.

COSTS & SOURCE OF FUNDING:

The Planning Department contracted OPUS to provide a very preliminary cost estimate and project scope. They have verbally mentioned that the estimated cost is \$4 million, but the estimate and scope have not yet been finalized. The majority of this cost can be directly passed onto developers through the use of offsite levies/connection fees as the lands are actually developed.

It is recommended that this project would be funded through a debenture, and that the costs be recuperated through a combination of offsite levies placed on lands that are currently undeveloped, and connection fees for lands that are currently developed but where the current sanitary system is in conflict.

It may be possible to push this entire project onto developers to complete with only an endeavor to assist from the County. This means that the project would likely not be completed until lot prices rise enough to provide adequate compensation, and restrict development to capital rich developers that can afford the high initial investment.

SUSTAINABILITY PLAN:

The sustainability plan directly addresses infrastructure with two goals:

Goal S4 – The capacity of infrastructure in the County hamlets ... keeps pace with their growth and is planned in a way that ensures their sustainability.

Goal C3 – The County continues to provide high quality utility services (... waste water collection and treatment) and ensures that they:

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

COMMUNICATION:

An ongoing dialogue and series of communication will be required. Information sessions with impacted landowners will be held to begin the process, with the sessions transitioning into negotiations at some point.




RECOMMENDED ACTION:

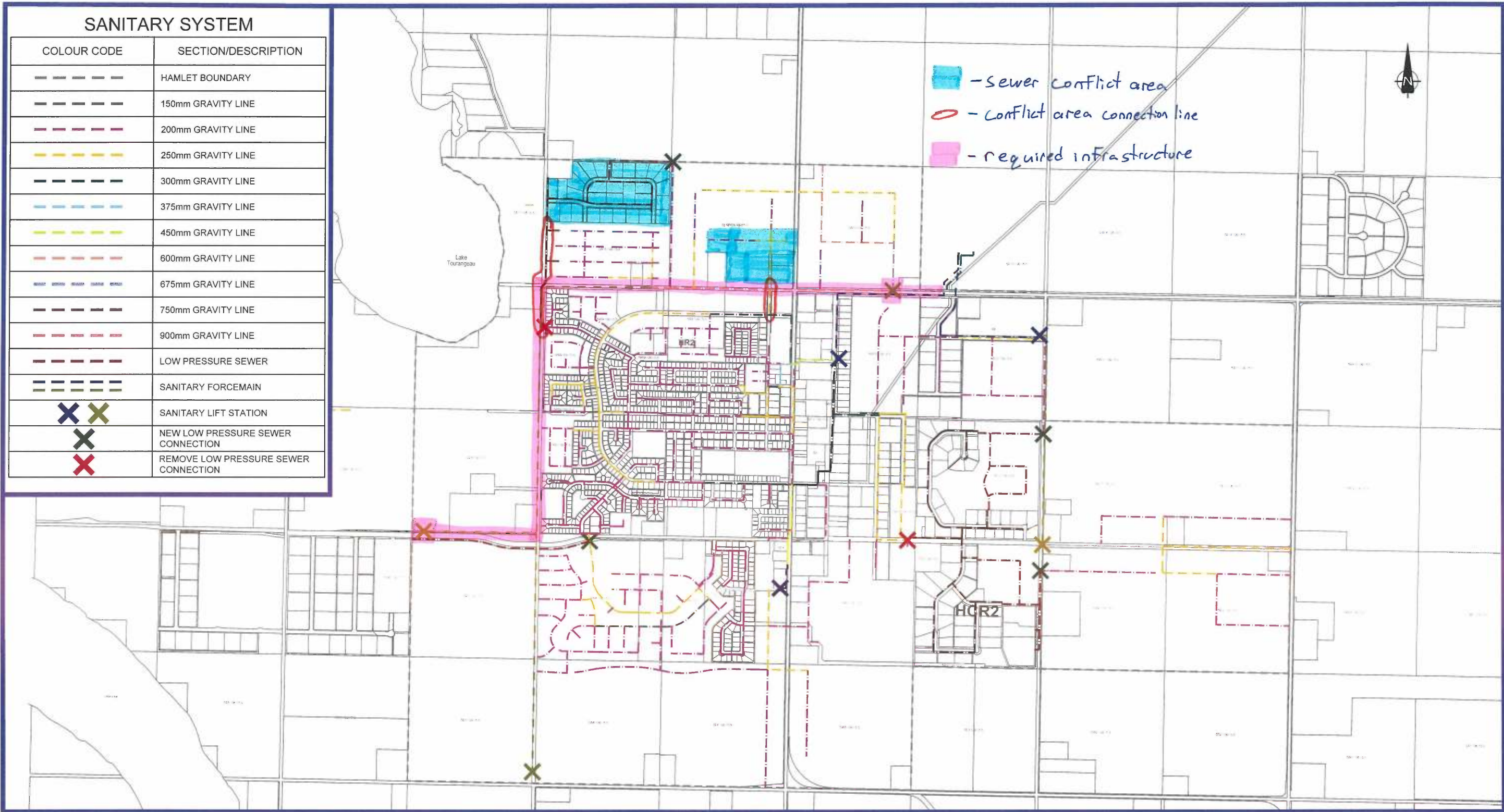
- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

SANITARY SYSTEM

| COLOUR CODE | SECTION/DESCRIPTION |
|-------------|--------------------------------------|
| --- | HAMLET BOUNDARY |
| --- | 150mm GRAVITY LINE |
| --- | 200mm GRAVITY LINE |
| --- | 250mm GRAVITY LINE |
| --- | 300mm GRAVITY LINE |
| --- | 375mm GRAVITY LINE |
| --- | 450mm GRAVITY LINE |
| --- | 600mm GRAVITY LINE |
| --- | 675mm GRAVITY LINE |
| --- | 750mm GRAVITY LINE |
| --- | 900mm GRAVITY LINE |
| --- | LOW PRESSURE SEWER |
| --- | SANITARY FORCEMAIN |
| XX | SANITARY LIFT STATION |
| X | NEW LOW PRESSURE SEWER CONNECTION |
| X | REMOVE LOW PRESSURE SEWER CONNECTION |














 - Sewer conflict area
 - Conflict area connection line
 - required infrastructure

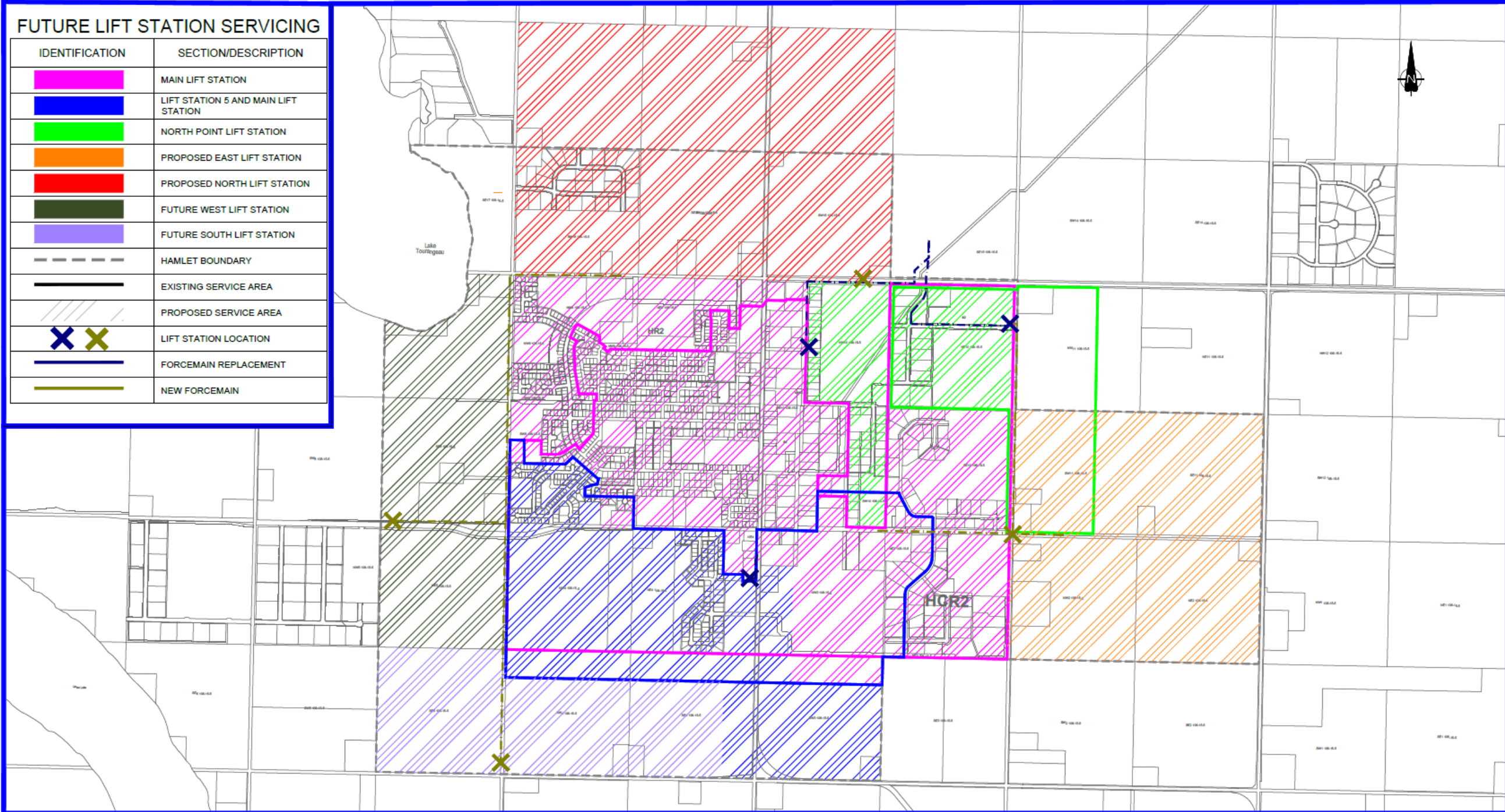


MACKENZIE COUNTY
HAMLET OF LA CRETE
FIGURE D – FUTURE SANITARY SYSTEM
 SCALE: NTS



FUTURE LIFT STATION SERVICING

| IDENTIFICATION | SECTION/DESCRIPTION |
|---|--------------------------------------|
|  | MAIN LIFT STATION |
|  | LIFT STATION 5 AND MAIN LIFT STATION |
|  | NORTH POINT LIFT STATION |
|  | PROPOSED EAST LIFT STATION |
|  | PROPOSED NORTH LIFT STATION |
|  | FUTURE WEST LIFT STATION |
|  | FUTURE SOUTH LIFT STATION |
|  | HAMLET BOUNDARY |
|  | EXISTING SERVICE AREA |
|  | PROPOSED SERVICE AREA |
|  | LIFT STATION LOCATION |
|  | FORCEMAIN REPLACEMENT |
|  | NEW FORCEMAIN |



MACKENZIE COUNTY

HAMLET OF LA CRETE

FIGURE 3.4 – FUTURE SANITARY LIFT STATION SERVICE AREAS

SCALE: 1 : 20 000





Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | November 10, 2015 |
| Presented By: | Byron Peters, Director of Planning & Development |
| Title: | Land Sale Request, Lot 23PUL, Plan 922 2231 Hutch Lake Subdivision (High Level Rural) |

BACKGROUND / PROPOSAL:

Mackenzie County has received a request from a Hutch Lake lot resident to purchase a piece of land owned by Mackenzie County within the Hutch Lake subdivision.

The piece of land being requested is a portion of the lake's shore access. This access is for the purpose of a boat launch and dock.

As a condition of the land purchase, the requirement from Alberta Environment was that the County must maintain by a well designed and constructed single community access route serving a single community wharf. The first portion of the access to the lake is in three pieces, the middle piece is 20 meters wide by 60 meters long. There is a piece of land on each side of it, each being 10 meters wide by 60 meters long, bringing the total access width to 40 meter. The access then proceeds to the lake through an Environmental reserve, this portion of the access is a full 40 meters (131 feet) wide.

Should the County consider selling this portion of the access route, it will create an irregular and narrow access. At this time it is unknown as to the future of the Hutch Lake Recreational area. There are several other pieces of County owned land that could be looked into for resale, however at this time without knowing the future expansion plans for Hutch Lake, administration is not in favor of selling this Public Utility Lot at this time.

OPTIONS & BENEFITS:

Option 1

MOTION (Refusal)

That the request to purchase Plan 922 2231, Lot 23PUL is DENIED.

Option 2

MOTION (Approval)

That the request to purchase Plan 922 2231, Lot 23PUL is accepted at Current Market Value. The applicant pays all associated fees.

COSTS & SOURCE OF FUNDING:

All costs will be borne by the applicant.

SUSTAINABILITY PLAN:

The Sustainability Plan does not directly address re-sale of County owned land. As such, the proposed sale neither supports nor contradicts the Sustainability Plan.

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the request to purchase Plan 922 2231, Lot 23PUL in the Hutch Lake Subdivision be DENIED.

September 23, 2015

Municipal District of Mackenzie No.23

Box 640

Fort Vermilion, AB

T0H 1N0

*RFD
Byron to review*

Dear Council

I am writing to you inquiring as to the availability of a piece of county owned property. The property in question is P.U.L. 23 in the Hutch Lake cottage area.

This small portion of property is adjacent to the lake access corridor and is the western remnants of a full size lot that was split up to develop the lake access.

My wife and I have owned Lot 24, which is next to Lot 23. We have cleared the underbrush on Lot 23 as a fire guard and have planted numerous spruce trees on the property to enhance its appearance. As we have been maintaining this property for the past 15 years and as the County has already surveyed out the portion of property that they need for lake access, we would respectfully request the County consider selling us this piece of property. We have no plans to develop on the property but wish to maintain it as a green space between our property and the lake access.

If you would like to meet with me or have any questions on this request; please contact me at (780)926-1231.

Thank You

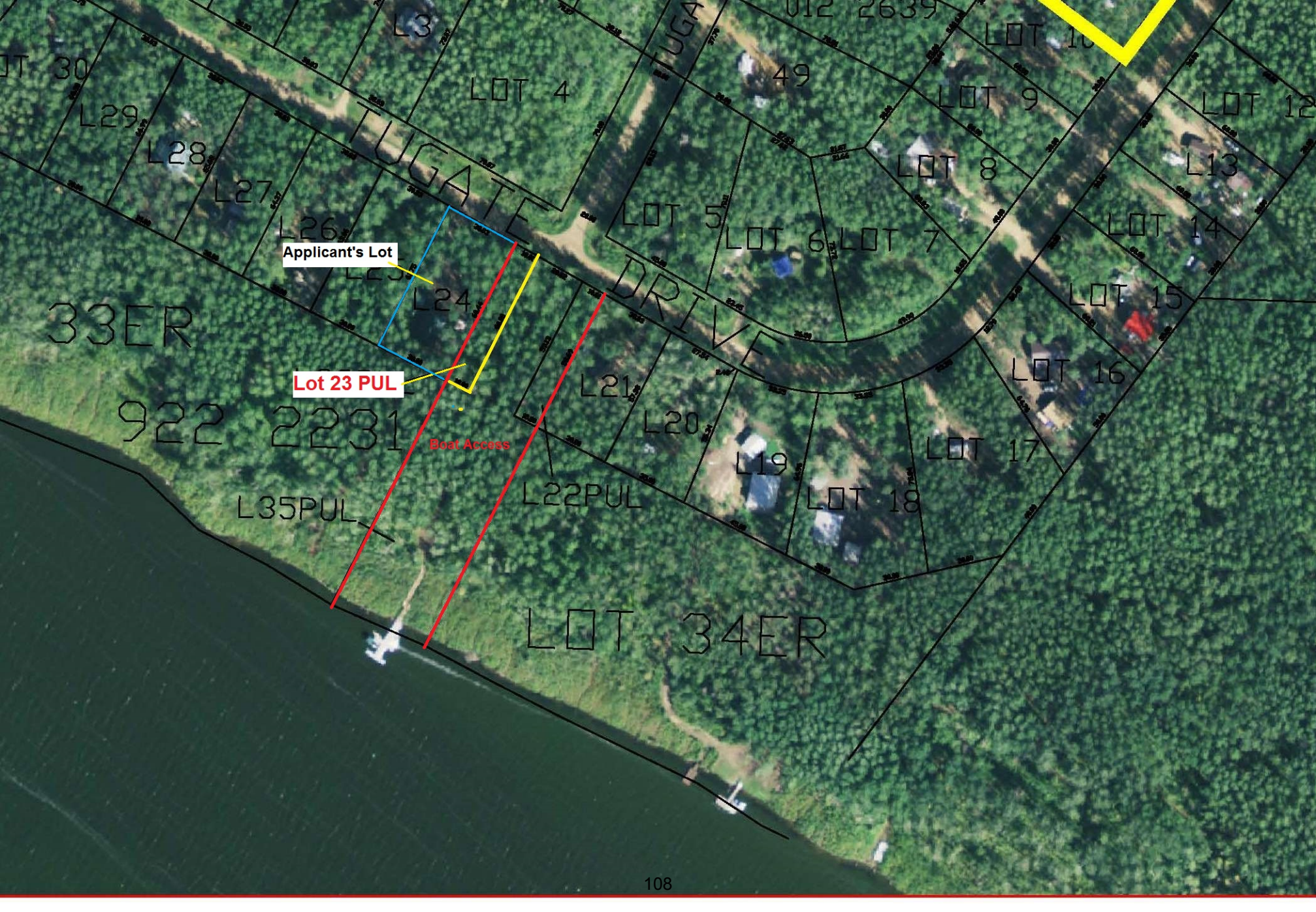


Respectfully Submitted

Barry Toker

RECEIVED
SEP 29 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE



Applicant's Lot

Lot 23 PUL

Boat Access



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | November 10, 2015 |
| Presented By: | Byron Peters, Director of Planning and Development |
| Title: | Development Statistics Report January to September 2015 |

BACKGROUND / PROPOSAL:

Following is the statistical comparisons from 2013 - 2015 (January to September) for total Development Permits.

Development Permit applications

- 2013 Development Permits 273 permits (construction value \$31,609,756.65)
- 2014 Development Permits 272 permits (construction value \$47,595,800.00)
- 2015 Development Permits 254 permits (construction value \$27,298,350.00)

Residential Building Activity Report

- 2013 Building Activity 210 permits
- 2014 Building Activity 209 permits
- 2015 Building Activity 202 permits (Value \$27,003,470.00)
(This # includes Ancillary buildings, shops, fences & Sheds)

Subdivision applications

- 2013 subdivisions 35 applications
- 2014 subdivisions 43 applications
- 2015 subdivisions 31 applications

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the development statistics report for January to September 2015 be received for information.

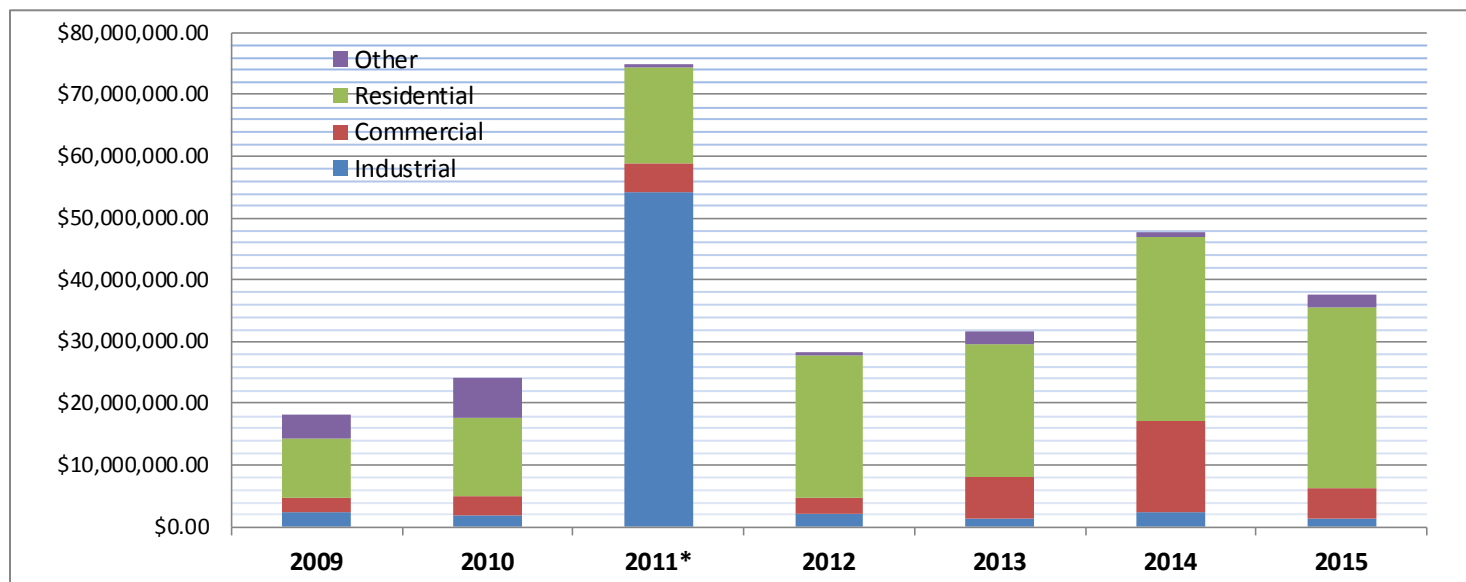
DEVELOPMENT STATISTICS January to September 2009 - 2015

Development applications by construction value

| | 2009 | 2010 | 2011* | 2012 | 2013 | 2014 | 2015 |
|--------------|---------------------|------------------------|---------------------|---------------------|-------------------|-------------------|-------------------|
| Industrial | \$2,210,000 | \$1,921,00 | \$54,065,000 | \$2,204,000 | 1,425,000 | 2,458,500. | 1,300,000. |
| Commercial | \$2,386,200 | \$2,922,200 | \$4,684,400 | \$2,553,000 | 6,668,000 | 14,721,850 | 4,884,150. |
| Residential | \$9,744,016 | \$12,735,839.75 | \$15,592,475 | \$23,093,096 | 21,556,256 | 29,805,450 | 29,334,470. |
| Other* | \$3,879,046 | \$6,645,792 | \$626,800 | \$411000 | 1,960,500 | 610,000 | 2,180,500. |
| Total | \$18,219,262 | \$24,224,831.75 | \$74,968,675 | \$28,261,096 | 31,609,756 | 47,595,800 | 37,699,120 |

Development applications by number of permits

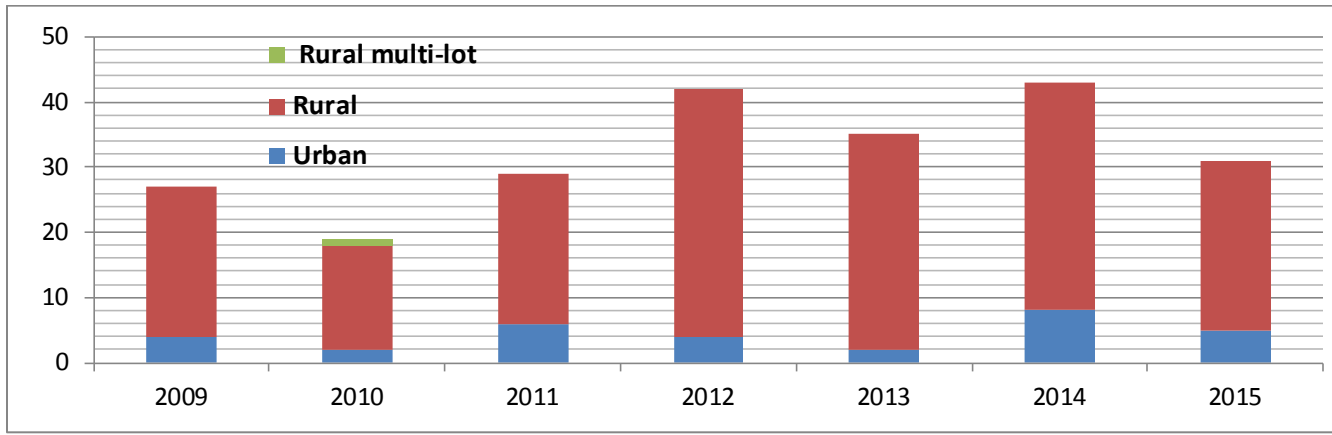
| | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 |
|--------------|------------|------------|------------|------------|------------|------------|------------|
| Industrial | 11 | 15 | 12 | 18 | 6 | 20 | 12 |
| Commercial | 46 | 51 | 36 | 27 | 47 | 34 | 23 |
| Residential | 158 | 161 | 190 | 204 | 211 | 216 | 209 |
| Other* | 16 | 20 | 11 | 11 | 9 | 5 | 10 |
| Total | 231 | 247 | 252 | 260 | 273 | 272 | 254 |



Residential Development by number of permits

| | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 |
|--|------------|------------|------------|------------|------------|------------|------------|
| Multi-Family Dwellings | 19 | 2 | 4 | 3 | 0 | 8 | 5 |
| Single Family Dwellings | 55 | 52 | 47 | 76 | 70 | 67 | 97 |
| Mobile Homes | 172 | 43 | 53 | 34 | 48 | 40 | 34 |
| Ancillary (Garages, Shops, Additions) | 19 | 56 | 62 | 50 | 58 | 59 | 50 |
| Others (Fences, Decks, Reno's, Yardsite) | | 22 | 12 | 41 | 34 | 35 | 16 |
| Total | 265 | 175 | 178 | 204 | 210 | 209 | 202 |

Subdivisions by number of applications



Subdivisions by lots & acres (rural)

*Other – public use facilities and home based businesses

*2011 Industrial spike is due to a New Compressor Station in Ward 10

| | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 |
|-----------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Number of <u>Lots</u> | 28 | 27 | 67 | 71 | 70 | 90 | 64 |
| Rural in acres | 288.15 | 179 | 300.28 | 435.07 | 245 | 419.11 | 601.32 |
| Multi-rural in acres | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Urban in acres | 4.30 | 26.04 | 77.84 | 7.4 | 31.94 | 66.81 | 15.02 |
| Total Acres | 292.45 | 205.04 | 378.12 | 442.47 | 279.94 | 575.81 | 616.34 |

| | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 |
|-----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Urban | 4 | 2 | 6 | 4 | 2 | 8 | 5 |
| Rural | 23 | 16 | 23 | 38 | 33 | 35* | 26 |
| Rural Multi-lot | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| Total | 27 | 19 | 29 | 42 | 35 | 43 | 31 |



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | November 10, 2015 |
| Presented By: | Mark Schonken, Interim Director of Finance |
| Title: | Financial Reports – January 1 to September 30, 2015 |

BACKGROUND / PROPOSAL:

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

OPTIONS & BENEFITS:

Please review the following financial reports for the period January 1 - September 30, 2015:

- Investment Report
- Operating Statement
- Projects Progress Report
- Aged Receivables

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the financial reports for the period, January 1 – September 30, 2015, be accepted for information.

Investment Report for September 2015

Chequing Account on September 30, 2015

Bank account balance 20,894,752

Investment Values on September 30, 2015

Short term investments (EM0-0377-A) 9,887,654
 Short term T-Bill (1044265-26) 237,309
 Long term investments (EM0-0374-A) 8,119,455
18,244,417

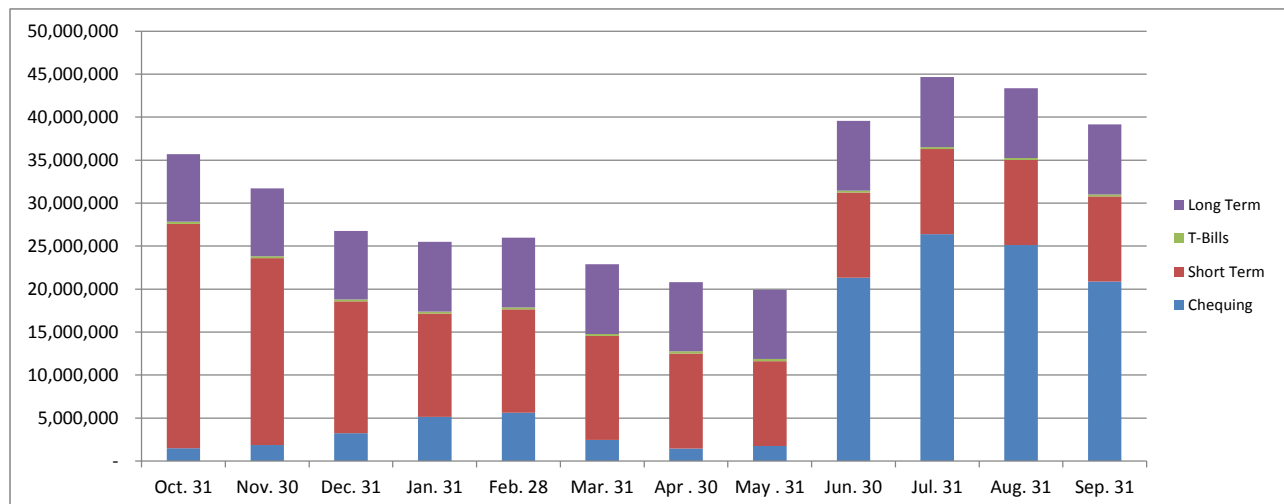
These balances include 'market value changes'.

Revenues

| | Total | Short Term | Long Term |
|--|----------------|----------------|----------------|
| Interest received | 260,553 | 100,782 | 159,771 |
| Interest accrued | 57,047 | 51,201 | 5,846 |
| | 317,601 | 151,984 | 165,617 |
| Market value changes | -4,887 | | 19,917 |
| Interest received, chequing account | 99,260 | 99,260 | |
| Grand total revenues before investment manager fees | 411,973 | 251,243 | 185,534 |
| Deduct: investment manager fees for investments | -22,658 | -6,125 | -16,533 |
| Grand total revenues after investment manager fees | 389,316 | 245,119 | 169,001 |

Balances in the Various Accounts - Last 12 Months

| | Chequing | Short Term | T-Bills | Long Term | Total |
|---------|------------|------------|---------|-----------|------------|
| 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 |
| Sep. 31 | 20,894,752 | 9,887,654 | 237,309 | 8,119,455 | 39,139,169 |



**MACKENZIE COUNTY
STATEMENT OF OPERATIONS**

September 30, 2015

| | 2014 Actual | 2015 Actual | 2015 | \$ Variance | % Variance |
|--|---------------------|---------------------|----------------------|-----------------------|--------------|
| | Total | Total | Budget | | |
| OPERATIONAL REVENUES | | | | | |
| Property taxes | \$33,960,244 | \$35,224,649 | \$35,424,395 | \$199,746 | 1% |
| User fees and sales of goods | \$4,317,992 | \$3,460,054 | \$4,558,590 | \$1,098,536 | 24% |
| Government transfers | \$1,867,856 | \$1,561,707 | \$1,336,002 | (\$225,705) | -17% |
| Investment income (operating) | \$422,686 | \$411,973 | \$350,000 | (\$61,973) | -18% |
| Penalties and costs on taxes | \$444,838 | \$657,378 | \$250,000 | (\$407,378) | -163% |
| Licenses, permits and fines | \$527,160 | \$460,627 | \$383,800 | (\$76,827) | -20% |
| Rentals | \$124,928 | \$123,318 | \$77,831 | (\$45,487) | -58% |
| Insurance proceeds | \$25,603 | \$0 | \$0 | \$0 | |
| Development levies | \$112,359 | \$4,855 | \$0 | (\$4,855) | |
| Municipal reserve revenue | \$60,132 | \$73,303 | \$50,000 | (\$23,303) | -47% |
| Sale of non-TCA equipment | \$76,982 | \$49 | \$0 | (\$49) | |
| Other | \$482,106 | \$159,949 | \$347,425 | \$187,476 | 54% |
| Total operating revenues | \$42,422,887 | \$42,137,863 | \$42,778,043 | \$640,180 | 1% |
| OPERATIONAL EXPENSES | | | | | |
| Legislative | \$616,185 | \$393,632 | \$781,734 | \$388,102 | 50% |
| Administration | \$6,214,049 | \$4,105,913 | \$6,377,151 | \$2,271,238 | 36% |
| Protective services | \$1,608,343 | \$763,300 | \$1,808,679 | \$1,045,379 | 58% |
| Transportation | \$16,084,363 | \$6,620,446 | \$18,918,919 | \$12,298,473 | 65% |
| Water, sewer, solid waste disposal | \$4,846,137 | \$1,911,257 | \$4,888,386 | \$2,977,129 | 61% |
| Public health and welfare (FCSS) | \$693,797 | \$596,974 | \$699,841 | \$102,867 | 15% |
| Planning, development | \$1,054,417 | \$734,601 | \$1,116,749 | \$382,148 | 34% |
| Agriculture and veterinary | \$1,315,747 | \$1,060,448 | \$1,652,736 | \$592,289 | 36% |
| Recreation and culture | \$2,009,584 | \$1,412,912 | \$2,200,034 | \$787,122 | 36% |
| School requisitions | \$6,306,111 | \$4,978,584 | \$6,535,310 | \$1,556,726 | 24% |
| Lodge requisitions | \$490,719 | \$788,108 | \$783,885 | (\$4,223) | -1% |
| Non-TCA projects | \$379,279 | \$872,333 | \$2,094,122 | \$1,221,789 | 58% |
| Total operating expenses | \$41,618,731 | \$24,238,507 | \$47,857,546 | \$23,619,039 | 49% |
| Excess (deficiency) before other | \$804,156 | \$17,899,356 | (\$5,079,503) | (\$22,978,859) | 452% |
| CAPITAL REVENUES | | | | | |
| Government transfers for capital | \$8,481,362 | \$4,646,637 | \$14,231,923 | \$9,585,286 | 67% |
| Other revenue for capital | \$1,401,131 | \$16,963 | \$628,800 | \$611,837 | 97% |
| Proceeds from sale of TCA assets | \$553,000 | \$528,646 | \$525,403 | (\$3,243) | -1% |
| | \$10,435,493 | \$5,192,247 | \$15,386,126 | \$10,193,879 | 66% |
| EXCESS (DEFICIENCY) - PSAB Model | \$11,239,649 | \$23,091,602 | \$10,306,623 | (\$12,784,979) | -124% |
| 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) | (\$5,192,247) | (\$15,386,126) | (\$10,193,879) | 66% |
| Long term debt principle | \$2,090,929 | \$1,056,119 | \$1,669,369 | \$613,250 | 37% |
| Transfers to/from reserves | \$6,907,287 | \$0 | \$3,703,705 | \$3,703,705 | 100% |
| EXCESS (DEFICIENCY) - LG Model | \$50,001 | \$16,843,237 | \$0 | (\$16,843,237) | |

Mackenzie County
Summary of All Units
For the Nine Months Ending September 30, 2015

| | 2014 Actual | 2015 Actual | 2015 | \$ Variance | % Variance |
|------------------------------------|---------------------|---------------------|---------------------|------------------|------------|
| | Total | Total | Budget | | |
| OPERATING REVENUES | | | | | |
| 100-Taxation | \$33,718,682 | \$35,026,542 | \$35,153,924 | \$127,382 | 0% |
| 124-Frontage | \$354,997 | \$198,106 | \$270,471 | \$72,365 | 27% |
| 420-Sales of goods and services | \$732,370 | \$476,070 | \$623,595 | \$147,525 | 24% |
| 421-Sale of water - metered | \$2,715,197 | \$2,273,875 | \$3,011,440 | \$737,565 | 24% |
| 422-Sale of water - bulk | \$870,425 | \$710,109 | \$923,555 | \$213,446 | 23% |
| 424-Sale of land | \$45,956 | \$1 | \$0 | (\$1) | |
| 510-Penalties on taxes | \$444,838 | \$657,378 | \$250,000 | (\$407,378) | -163% |
| 511-Penalties of AR and utilities | \$49,657 | \$44,628 | \$40,000 | (\$4,628) | -12% |
| 520-Licenses and permits | \$49,296 | \$42,550 | \$32,800 | (\$9,750) | -30% |
| 521-Offsite levy | \$112,359 | \$4,855 | \$0 | (\$4,855) | |
| 522-Municipal reserve revenue | \$60,132 | \$73,303 | \$50,000 | (\$23,303) | -47% |
| 526-Safety code permits | \$369,776 | \$290,373 | \$275,000 | (\$15,373) | -6% |
| 525-Subdivision fees | \$55,162 | \$51,112 | \$30,000 | (\$21,112) | -70% |
| 530-Fines | \$38,974 | \$64,901 | \$36,000 | (\$28,901) | -80% |
| 531-Safety code fees | \$13,952 | \$11,690 | \$10,000 | (\$1,690) | -17% |
| 550-Interest revenue | \$533,261 | \$416,860 | \$350,000 | (\$66,860) | -19% |
| 551-Market value changes | (\$110,574) | (\$4,887) | \$0 | \$4,887 | |
| 560-Rental and lease revenue | \$124,928 | \$123,318 | \$77,831 | (\$45,487) | -58% |
| 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 | \$65,235 | \$159,000 | \$93,765 | 59% |
| 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 | \$1,561,707 | \$1,336,002 | (\$225,705) | -17% |
| 890-Gain (Loss) Penny Rounding | \$0 | \$2 | \$0 | (\$2) | |
| 990-Over/under tax collections | (\$113,435) | \$0 | \$0 | \$0 | |
| TOTAL REVENUE | \$42,422,887 | \$42,137,863 | \$42,778,043 | \$640,180 | 1% |
| OPERATING EXPENSES | | | | | |
| 110-Wages and salaries | \$5,810,098 | \$4,772,439 | \$6,630,578 | \$1,858,139 | 28% |
| 132-Benefits | \$1,107,369 | \$1,028,846 | \$1,414,901 | \$386,055 | 27% |
| 136-WCB contributions | \$39,501 | \$21,610 | \$38,833 | \$17,223 | 44% |
| 142-Recruiting | \$10,306 | \$12,848 | \$20,000 | \$7,152 | 36% |
| 150-Isolation cost | \$66,438 | \$52,077 | \$78,000 | \$25,923 | 33% |
| 151-Honoraria | \$571,863 | \$341,646 | \$602,250 | \$260,604 | 43% |
| 211-Travel and subsistence | \$288,543 | \$187,056 | \$396,920 | \$209,864 | 53% |
| 212-Promotional expense | \$100,672 | \$58,109 | \$82,500 | \$24,391 | 30% |
| 214-Memberships & conference fees | \$99,553 | \$92,359 | \$137,618 | \$45,259 | 33% |
| 215-Freight | \$117,871 | \$61,414 | \$134,640 | \$73,227 | 54% |
| 216-Postage | \$52,064 | \$33,141 | \$45,800 | \$12,659 | 28% |
| 217-Telephone | \$128,213 | \$91,657 | \$131,454 | \$39,797 | 30% |
| 221-Advertising | \$43,806 | \$25,723 | \$63,850 | \$38,127 | 60% |
| 223-Subscriptions and publications | \$7,254 | \$5,939 | \$12,245 | \$6,306 | 51% |
| 231-Audit fee | \$116,650 | \$53,450 | \$72,000 | \$18,550 | 26% |
| 232-Legal fee | \$50,814 | \$2,398 | \$73,000 | \$70,602 | 97% |
| 233-Engineering consulting | \$122,247 | \$119,202 | \$256,500 | \$137,298 | 54% |
| 235-Professional fee | \$1,535,390 | \$1,071,911 | \$1,711,364 | \$639,453 | 37% |
| 236-Enhanced policing fee | \$265,408 | \$37,150 | \$297,200 | \$260,050 | 88% |
| 239-Training and education | \$157,583 | \$66,613 | \$165,273 | \$98,660 | 60% |
| 242-Computer programming | \$78,337 | \$59,423 | \$98,428 | \$39,005 | 40% |

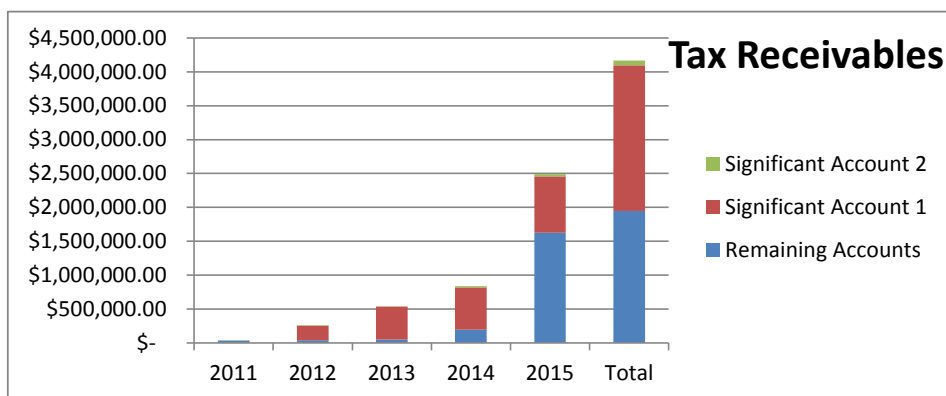
| | 2014 Actual | 2015 Actual | 2015 | \$ Variance | % Variance |
|---------------------------------------|---------------------|---------------------|----------------------|-----------------------|--------------|
| | Total | Total | Budget | | |
| 251-Repair & maintenance - bridges | \$26,536 | \$198,183 | \$838,500 | \$640,317 | 76% |
| 252-Repair & maintenance - buildings | \$150,824 | \$73,228 | \$158,320 | \$85,092 | 54% |
| 253-Repair & maintenance - equipment | \$339,438 | \$272,438 | \$379,870 | \$107,432 | 28% |
| 255-Repair & maintenance - vehicles | \$79,638 | \$48,583 | \$85,800 | \$37,217 | 43% |
| 258-Contract graders | \$144,000 | \$57,820 | \$150,840 | \$93,020 | 62% |
| 259-Repair & maintenance - structural | \$1,636,879 | \$1,101,420 | \$1,790,370 | \$688,950 | 38% |
| 261-Ice bridge construction | \$79,564 | \$66,484 | \$120,000 | \$53,516 | 45% |
| 262-Rental - building and land | \$30,085 | \$28,398 | \$32,210 | \$3,813 | 12% |
| 263-Rental - vehicle and equipment | \$56,286 | \$44,257 | \$60,045 | \$15,789 | 26% |
| 266-Communications | \$93,611 | \$81,398 | \$109,892 | \$28,494 | 26% |
| 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 | \$178,975 | \$263,000 | \$84,025 | 32% |
| 290-Election cost | \$0 | \$0 | \$5,000 | \$5,000 | 100% |
| 511-Goods and supplies | \$786,446 | \$478,005 | \$893,803 | \$415,798 | 47% |
| 521-Fuel and oil | \$920,643 | \$693,143 | \$905,350 | \$212,207 | 23% |
| 531-Chemicals and salt | \$204,158 | \$170,573 | \$319,100 | \$148,527 | 47% |
| 532-Dust control | \$698,227 | \$553,608 | \$694,018 | \$140,410 | 20% |
| 533-Grader blades | \$123,534 | \$105,113 | \$137,500 | \$32,387 | 24% |
| 534-Gravel (apply; supply and apply) | \$2,767,176 | \$937,394 | \$2,369,955 | \$1,432,561 | 60% |
| 535-Gravel reclamation cost | \$132,375 | \$0 | \$0 | \$0 | |
| 543-Natural gas | \$132,863 | \$56,795 | \$122,966 | \$66,171 | 54% |
| 544-Electrical power | \$597,395 | \$463,275 | \$846,392 | \$383,117 | 45% |
| 710-Grants to local governments | \$1,711,647 | \$1,683,969 | \$2,317,400 | \$633,431 | 27% |
| 735-Grants to other organizations | \$2,020,465 | \$1,727,150 | \$1,903,012 | \$175,862 | 9% |
| 747-School requisition | \$6,306,111 | \$4,978,584 | \$6,535,310 | \$1,556,726 | 24% |
| 750-Lodge requisition | \$490,719 | \$788,108 | \$783,885 | (\$4,223) | -1% |
| 810-Interest and service charges | \$39,831 | \$21,903 | \$36,000 | \$14,097 | 39% |
| 831-Interest - long term debt | \$687,927 | \$358,377 | \$621,195 | \$262,818 | 42% |
| 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 | \$23,366,174 | \$45,763,424 | \$22,397,250 | 49% |
| Non-TCA projects | \$379,279 | \$872,333 | \$2,094,122 | \$1,221,789 | 58% |
| TOTAL EXPENSES | \$41,618,731 | \$24,238,507 | \$47,857,546 | \$23,619,039 | 49% |
| EXCESS (DEFICIENCY) | \$804,156 | \$17,899,356 | (\$5,079,503) | (\$22,978,859) | 452% |
| OTHER | | | | | |
| 840-Provincial transfers for capital | \$8,481,362 | \$4,646,637 | \$14,231,923 | \$9,585,286 | 67% |
| 575-Contributed TCA | \$1,401,131 | \$0 | \$298,800 | \$298,800 | 100% |
| 597-Other capital revenue | \$0 | \$16,963 | \$330,000 | \$313,037 | 95% |
| 630-Proceeds of sold TCA asset | \$553,000 | \$528,646 | \$525,403 | (\$3,243) | -1% |
| | \$10,435,493 | \$5,192,247 | \$15,386,126 | \$10,193,879 | 66% |
| EXCESS (DEFICIENCY) - PS MODEL | \$11,239,649 | \$23,091,602 | \$10,306,623 | (\$12,784,979) | -124% |

| | 2014 Actual | 2015 Actual | 2015 | \$ Variance | % Variance |
|---|--------------------|---------------------|----------------|-----------------------|-------------------|
| | Total | Total | Budget | | |
| 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) | (\$5,192,247) | (\$15,386,126) | (\$10,193,879) | 66% |
| Add LTD principle paid | | | | | |
| 832-Principle Payments | \$2,090,929 | \$1,056,119 | \$1,669,369 | \$613,250 | 37% |
| 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 projec | \$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 | \$16,843,237 | \$0 | (\$16,843,237) | |

September 2015 Aged Receivables

Tax Receivables

| | Amount | Significant Account 1 | Significant Account 2 | Total Less Significant Accounts |
|-------|-----------------|-----------------------|-----------------------|---------------------------------|
| 2011 | \$ 39,840.20 | \$ - | \$ 5,224.54 | \$ 34,615.66 |
| 2012 | \$ 260,729.92 | \$ 213,176.03 | \$ 7,313.55 | \$ 40,240.34 |
| 2013 | \$ 541,266.73 | \$ 483,018.10 | \$ 8,168.06 | \$ 50,080.57 |
| 2014 | \$ 836,357.74 | \$ 622,586.87 | \$ 19,072.56 | \$ 194,698.31 |
| 2015 | \$ 2,489,898.48 | \$ 833,106.41 | \$ 30,672.49 | \$ 1,626,119.58 |
| Total | \$ 4,168,093.07 | \$ 2,151,887.41 | \$ 70,451.20 | \$ 1,945,754.46 |



Utility Receivables

| | |
|----------|---------------|
| Current | \$ 46,485.45 |
| Period 1 | \$ 92,334.99 |
| Period 2 | \$ 27,978.39 |
| Period 3 | \$ 7,161.60 |
| Period 4 | \$ 13,958.78 |
| Total | \$ 187,919.21 |

Trade Receivables

| | |
|-------------|---------------|
| Current | \$ 98,265.11 |
| 30-60 days | \$ 15,822.89 |
| 90 days | \$ 16,784.97 |
| 91 and over | \$ 114,431.93 |
| Balance | \$ 245,304.90 |



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | November 10, 2015 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | Bylaw 1010-15 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members |

BACKGROUND / PROPOSAL:

The Honorariums and Related Expense Reimbursement Bylaw is reviewed annually at the Organizational Meeting.

First and second reading were given to the Bylaw with the following amendment:

- Councillors attending less than half of a council meeting may claim half the honorarium.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Bylaws are available on the County website.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That third reading be given to Bylaw 1010-15 being the Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members.

BYLAW NO. 974-14 1010-15

**BEING A BY-LAW OF THE
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA**

**TO PROVIDE FOR HONORARIUMS AND RELATED EXPENSE
REIMBURSEMENT FOR COUNCILLORS
AND APPROVED COMMITTEE MEMBERS**

WHEREAS, the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, hereinafter referred to as the “M.G.A.” provides for decisions of council to be made by resolution or bylaw, and

WHEREAS, the council is desirous of establishing compensation of Councillors and approved committee members for their meeting time and their out of pocket expenses while on official municipal business,

NOW THEREFORE, the Council of Mackenzie County, duly assembled, enacts as follows:

DEFINITIONS:

“Council Meeting/Special Council Meeting” – refers to a duly called meeting according to the Municipal Government Act.

“Committee Meetings” – refers to meetings related to Council Committees, Committee of the Whole, AAMDC Zone Meetings, Tri-Council Meetings, etc.

HONORARIUMS

1. Monthly honorariums shall be paid to each Councillor for their time spent conducting the daily local business of the municipality as follows:

- | | |
|------------------|----------------------|
| (a) Reeve | \$1,050.00 per month |
| (b) Deputy Reeve | \$ 900.00 per month |
| (c) Councillor | \$ 750.00 per month |

2. Councillors in attendance at council meetings, approved council committee meetings, seminars and conventions shall be paid according to the following rates plus mileage and meal allowance, where applicable.

- | | |
|---|----------|
| (a) Council Meeting/Special Council Meetings | \$300.00 |
| (b) Committee Meetings | \$200.00 |
| (c) Seminars/Conventions/Workshops (see note) | \$300.00 |

2.1 Councillors attending less than half of a Council Meeting may claim half the honorarium.

2.2 A combined maximum of two meetings may be claimed per day under Section 2 (a) and 2 (b).

2.3 Honorariums claimed under Section 2. (c) are all inclusive. Only one (1) per diem may be claimed per day.

3. Members-at-large appointed to approved council committees shall be paid \$200.00 per meeting when in attendance at approved council committee meetings, seminars and conventions, plus mileage and meal allowance, where applicable.
4. Travel time to and from any council meeting, approved council committee meeting, seminar and/or convention shall be paid mileage and meal allowance, where applicable. Councillors or committee members driving to a seminar/convention shall be paid \$200.00 for one travel day there and one travel day back. Only one per diem per day shall be allowed.
5. A monthly communication allowance shall be paid
 - (a) an internet access allowance of \$75, and
 - (b) a personal computer allowance of \$50, if applicable, and
 - (c) a telephone allowance of \$60 for Councillors, and
 - (d) a telephone allowance of \$100 for the Reeve.

TRANSPORTATION EXPENSES

6. Mileage shall be paid at the current non-taxable rate (as per Canada Revenue Agency Reasonable per Kilometer Allowance) for each kilometer travelled by each Councillor or committee member who is travelling with their personal vehicle on business of the municipality or its committees. Such mileage shall be calculated from the place of residence of the Councillor or committee member to

the place of the meeting and return. In addition, such mileage allowance shall apply to any approved convention or seminar.

7. Taxi fares, automobile rental, parking charges and public transportation fares will be reimbursed upon presentation of a receipt.

REIMBURSEMENT FOR ACCOMMODATIONS AND MEALS

8. Where a Councillor or committee member is required to travel on municipal business and overnight accommodation away from his/her regular place of residence is necessary, he/she may claim in respect of the time spent on travel status

- (a) Either

- (i) reimbursement of the cost of accommodation in a hotel, motel, guest-house, inn or other similar establishment, on a receipt submitted with the municipal expense account form, or

- (ii) an allowance of \$50.00 per night

- (b) in respect of each breakfast, lunch, or dinner,

- (i) a meal allowance may be claimed as follows:

breakfast - \$15.00 including GST
(if time of departure is prior to 7:30 a.m.)

lunch - \$20.00 including GST
(if time of return is after 1:00 p.m.)

dinner - \$35.00 including GST
(if time of return is after 6:30 p.m.)

9. Meal claims will be calculated based on reasonable travel times to get to and return from meeting commencement and conclusion times.
10. A Councillor may claim reasonable government networking expenses while representing the County without prior approval. Reimbursement of these expenses will require approval by the Finance Committee based on the submission of actual receipts.
11. A Councillor or committee member may claim

- (a) an allowance for personal expenses for each full 24-hour period on travel status (as per the Canada Revenue Agency Appendix C – Meals and Allowances 1.2 Incidental Expense Allowance).
- (b) reasonable telephone expenses on County business.

ATTENDANCE AT POLITICAL EVENTS

In accordance with the Election Finances and Contributions Disclosure Act:

- 12. Should a member of Council be approved to attend a political event, on behalf of Mackenzie County, for which proceeds support a political party or candidate, Mackenzie County will reimburse the value of the meal or event upon submission of receipt. Mackenzie County will not reimburse any portion of a meal or event expense that constitutes proceeds to a political party or candidate. *(For example: If the individual charge is more than \$50, \$25 shall be allowed for expenses and the balance shall be considered as a contribution to the registered party, registered constituency association or registered candidate, as the case may be.)*
- 13. The individual purchasing the ticket may retain the tax receipt for his or her own purposes. The tax receipt issued by the party or candidate should be in the name of the individual purchasing the ticket.
- 14. Councillors are eligible to claim honorariums and mileage expenses to attend political functions.

BENEFITS

- 12. A group benefits package shall be made available to each Councillor at 50% of the cost of the benefit premiums.

SIGNING AUTHORITY

- 13. Administration shall have the authority to verify and sign the Reeve and Councillor expense claims and honorariums under the following conditions:
 - (a) Councillors have attended Council meetings in person or by teleconference.
 - (b) Workshops, conferences, conventions that have been approved by Council prior to submission of expense claim.

- (c) Attendance at Committee meetings or Task Force meetings will be in accordance with the bylaws or Terms of Reference of that committee or task force.
14. In the event that a discrepancy is noted on an expense or honorarium claim, Administration shall forward the claim to the Finance Committee for final decision. A Councillor shall have the option to appeal a decision of the Finance Committee to Council as a Whole.
 15. Council members will supply their expense claims and honorariums within 60 days after submission date (1st of each month). After this time, the expense claims will not be paid, unless there are special circumstances. The Finance Committee shall review and make the final decision.
 16. Council members will submit their December expense claim and honorarium by January 31 of the following year in order to expedite the closing of the year-end accounts.
 17. No expenses other than those listed in this bylaw may be claimed.
 18. This bylaw shall come into effect the day that it is passed and rescinds Bylaw ~~957-14~~ 974-14 and all amendments made thereto.

First Reading given on the 27th day of October, 2015.

Second Reading given on the 27th day of October, 2015.

Third Reading and Assent given on the _____ day of _____, 2015.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | November 10, 2015 |
| Presented By: | Joulia Whittleton, Chief Administrative Officer |
| Title: | Policy FIN025 Purchasing Authority Directive and Tendering Process |

BACKGROUND / PROPOSAL:

Discussion was held at the October 28, 2015 Special Council (Budget) Meeting in regards to the Request for Proposal and Tendering Process.

It was determined that clarification is required and that a standardized procedure is necessary to ensure consistency about when and what items should be brought to Council for decision.

A copy of the current policy is attached for review and discussion.

OPTIONS & BENEFITS:

To provide a consistent process.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

Policy amendments are provided to staff and available to the public via the website.

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Mackenzie County

| | | | |
|--------------|---|-------------------|---------------|
| Title | Purchasing Authority Directive and Tendering Process | Policy No: | FIN025 |
|--------------|---|-------------------|---------------|

| | |
|------------------------------|---|
| Legislation Reference | Municipal Government Act, Section 209 and 248 (1) and Part 5 |
|------------------------------|---|

| |
|---|
| Purpose <ul style="list-style-type: none">• To provide Council and municipal employees with a clear understanding of purchasing authority, what that purchasing authority is, and the process in which the municipality is committed to an expenditure, and approval for payment of such an expenditure.• To establish a policy for the tendering for the supply of goods and services and the subsequent opening and award of contracts. |
|---|

Policy Statement, Definitions and General Guidelines

1. Policy Statement

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

2. Definitions

Recurring expenditure:

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

Tender:

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

Bidder:

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

Local Supplier:

- For the purpose of this policy, “local supplier” means a business located within the Mackenzie County including Towns of High Level and Rainbow Lake.

Council:

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

Designated Officer:

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

COR:

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

SECOR

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

3. Responsibilities**Chief Administrative Officer (CAO) and/or Designated Officer will:**

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

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

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

Director of Finance will:

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

CAO, Directors and Managers will:

- i) Ensure that all tendering and purchasing complies with this policy.
- j) Ensure the proper coding of their departmental invoices to operating and capital codes.

- k) Review the monthly capital and operating income statements and provide comments for the monthly variance report prepared for Council by the Finance Department.

4. Purchasing from Local Suppliers

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

Purchasing Authority

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

| | | |
|----|---|-----------------------|
| a) | Chief Administrative Officer | As approved by Budget |
| | Director of Finance | \$10,000 |
| | Director of Community Services & Operations (North) | \$10,000 |
| | Director of Facilities & Operations (South) | \$10,000 |
| | Director of Planning & Development | \$10,000 |
| | Manager of Legislative and Support Services | \$10,000 |
| | Utilities Manager | \$10,000 |
| | Zama Site Manager | \$10,000 |
| | Agricultural Field Man | \$10,000 |

b) Delegated Expenditure Authority:

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

6. Spending Authority in a Disaster Situation

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

7. Regulations

Notwithstanding the above authorizations, the following regulations shall apply:

- a) No expenditure or total of such expenditures shall exceed the approved budget amount of each general ledger code without prior authorization of the CAO or Council.
- b) Where a required purchase exceeds the authority noted above, approval of such purchase shall be obtained from the CAO or Council prior to the commitment of the purchase. Approval is deemed to be given when the CAO signs and dates the purchase order requiring approval.
- c) It shall be the responsibility of each individual preparing a purchase order to know the estimated amount and not to exceed his/her limit or budget; the individual requesting approval must identify available funds for the required expenditure.
- d) It shall be the responsibility of each department head to assure that an invoice is coded to the correct general ledger code. At no time is an expenditure to be coded to another department/function to which it does not belong.
- e) Where expenditures are recurring the CAO shall review and approve such expenditures for payment. Should a department head request that recurring expenditures are required and approved by him/her prior to payment, that department head shall advise the CAO in writing of such requests identifying what recurring expenditures he/she wishes to review.

8. Tendering Process and Proposal Call Process

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

| Purchase Scale | Minimum Approval Level on Invoice for Budgeted Expenditures | Tender Requirement | Council Approval Requirement |
|--|---|--|---|
| Up to \$500 | Leadhand or Controller via written authorization from an appropriate Director | Phone quotes or catalog pricing are encouraged to compare prices | No |
| >\$500 to \$5,000 | Leadhand or Controller via written authorization from an appropriate Director and Directors | Phone quotes or catalog pricing for price comparison is required | No |
| >\$5,000 to \$10,000 | Directors | Three written quotations | No |
| >\$10,000 to \$74,999 for goods and materials; and >\$10,000 to \$199,999 for construction projects | Directors and CAO | Three written quotations | No |
| \$75,000 and up for goods and materials; and \$200,000 and up for construction projects | Directors and CAO | Open advertised tenders or proposal as approved by Council and as per New West Partnership Trade Agreement (NWPTA) | Yes (tender contract to be signed by CAO and Reeve) |

- b) Where tenders are received that do not comply with Section 8(a), or where three (3) tenders cannot be obtained, the tenders received will be accepted provided that:
- i. Tenders or quotes have been requested from local suppliers of the goods or services required for goods and materials under \$74,999 and for construction projects under \$199,999,
 - ii. Tenders received which are believed to reflect a fair market price based on the conditions of the request for quotes, and
 - iii. The successful bidder is capable of providing the goods or services as per the conditions of the request for tender or quote.
- c) Where the nature of the services required does not provide for public the competition necessary for the tendering process, Council may by resolution, or the CAO in writing, provide for special tendering and award processes. Examples of these are invitational tenders, legal, architectural and engineering services, accommodations.
- d) No tenders are required when group-purchasing programs are utilized (AAMD&C and AUMA group purchases), but periodic price check must be

conducted.

- e) Standing quotations may be obtained and used to satisfy the requirements in Section 8(a) for the time period the vendor agrees to honour the quotation.

9. Request for Tender Process (excludes quotes)

- a) Sealed tenders shall be processed in the following manner:
 - i. Sealed tenders to be received marked in the specified manner prior to the designated tender closing. Each tender must be time and date stamped upon receipt and must be kept confidential in a secure place.
 - ii. The sealed tender will be considered invalid if opened prior to the public opening, or if the contents are disclosed to any municipal staff member prior to the public opening.
 - iii. The tender opening shall be held at the Fort Vermilion Corporate office in a presence of CAO or designated officer or Council and be recorded using a Tender Document Form.
 - iv. A summary of the tender opening shall be included in the council meeting minutes.
- b) Withdrawal of a sealed or written tender will only be accepted prior to deadline for receipt of tenders. The request to withdraw the tender must be received in writing.

10. Information to Bidder

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

11. Security, Bonding and Other Requirements

- a) Prior to awarding of the contract, all security, insurance, and if required naming

the Municipality as an additional insured, and Workers Compensation Board requirements as required at the closing time of the tender, shall be in place.

- b) A bid deposit will be forfeited to the municipality if the successful bidder fails to accept the award of tender within 15 days after award of tender.
- c) A Performance Bond or equitable security is required and the successful bidder shall submit it to the municipality following the award of tender, within the time specified, and the municipality shall retain the Performance Bond until the terms of the tender are complete. The Performance Bond will be forfeited to the municipality if the successful bidder fails to comply with the terms and conditions of the award.

A Performance Bond must be obtained for all projects per the following threshold:

| Road Infrastructure Projects | Water/Sewer Infrastructure (underground construction) | Buildings |
|------------------------------|---|------------------|
| \$200,000 and up | \$75,000 and up | \$100,000 and up |

- d) All security and bonding documents shall be held in a safe at the Fort Vermilion Corporate Office.
- e) A contractor shall be required to have COR/SECOR certification for all municipal works whereby the contractor is considered “the prime contractor” as per the Occupational Health and Safety Act.

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

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

12. Analysis of Tenders

- a) The following factors, presented without any priority, may be used to evaluate all bids received:
 - i. **Price**, based on the same FOB location, same currency including goods and services tax, and with discounts applied.
 - ii. **Record** of a bidder's previous performance on quality, experience, service, delivery and safety.
 - iii. **Ability** of the bidder to meet the requirements of the tender regarding quality, specifications, delivery and service.

- iv. **Standardization** of goods to reduce inventory and future costs.
 - v. **Bulk Purchasing**, through larger quantities, cumulative quantities or bulk packaging.
 - vi. **Life Cycle Costs** of goods or services.
- b) The municipality reserves the right to reject any and all tenders for any cause, to award tenders based on conditions other than price, or to reject all tenders without cause.
- c) The municipality shall not accept tenders, quotations or the supply of services from contractors or suppliers of services who have initiated litigation against the municipality, for a period of one year after the litigation is resolved.

13. Contingency Allowances

- a) Contingency allowances may only be spent to meet the costs of unexpected site conditions, which prevent the contractor from meeting the project specifications as approved by Council.
- b) Contingency allowances and unspent project funds may only be applied to changes in project specifications and approved by CAO or designated officer or Council.

| | Date | Resolution Number |
|-----------------|-------------|--------------------------|
| Approved | 11-Dec-07 | 07-12-1120 |
| Amended | 09-Dec-08 | 08-12-979 |
| Amended | 30-Mar-11 | 11-03-278 |
| Amended | 12-Dec-11 | 11-12-970 |
| Amended | 09-Oct-12 | 12-10-650 |
| Amended | 30-Jan-15 | 15-01-058 |
| Amended | 22-Jun-15 | 15-06-463 |



Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | November 10, 2015 |
| Presented By: | Joulia Whittleton Chief Administrative Officer |
| Title: | 2016 Growing the North Conference |

BACKGROUND / PROPOSAL:

Mackenzie County has sponsored the Growing the North Conference over the past number of years.

As a previous sponsor they are offering us the first right of refusal on renewing our current level of sponsorship. Last year the County was a gold sponsor at a cost of \$5,000. Seven Councillors attended this conference last year.

OPTIONS & BENEFITS:

This level of sponsorship includes four complimentary registrations and an opportunity to showcase our municipality at the event.

COSTS & SOURCE OF FUNDING:

Registration Fees - \$249.00
Travel/Subsistence and Lodging Costs for attendees.

SUSTAINABILITY PLAN:

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Mackenzie County sponsor the 2016 Growing the North Conference Sponsorship as a Gold Sponsor in the amount of \$5,000.00.

From: [Cindy Simigan](#)
Subject: Sponsorship for Growing the North
Date: Thursday, October 29, 2015 10:58:34 AM
Attachments: [GTN Sponsorship Master 2016.pdf](#)
[ATT00001.htm](#)
[image005.jpg](#)
[ATT00002.htm](#)

On behalf of the organizing committee of the 6th annual Growing the North Conference, I would like to take a moment to thank you for your participation in our last event as a sponsor.

This past year's event did show a positive increase in attendance of the Growing the North conference, and the continued success is partially due to the generosity of sponsors like you.

Many compliments were received on the event this year and included favorably regarding the speakers, the venue and the quality of information garnered. Your backing has helped make this event the success that it is.

As an expression of our gratitude for your continued support, we would like to offer your company first right of refusal on renewing your current level of sponsorship, for the 2016 Growing the North Conference. There have been some minor adjustments to the sponsorship levels, refer to the attached sheet for updated schedule.

Sponsorships will be made available to other interested parties on December 1st. Please let us know before that date if you would like to take advantage of this offer.

2016 REGISTRATION

FEBRUARY 17 & 18

EVERGREEN PARK ENTREC CENTRE



HOW TO REGISTER

Print, fill in, and mail/forward your registration form with a cheque or credit card information (you can call in your credit card info if you wish)

OR

Fax or email your registration form with credit card information.

PLEASE PRINT CLEARLY

FIRST NAME: _____ LAST NAME: _____

TITLE: _____ ORGANIZATION: _____

ADDRESS: _____

PHONE: _____ FAX: _____ E-MAIL: _____

SPECIAL DIETARY REQUESTS: _____

CREDIT CARD INFORMATION: VISA M/C AMEX SIGNATURE: _____

NUMBER: _____ EXPIRY: _____

FEES

- \$249 + GST (\$261.45) includes "A Taste of The Peace" event on February 16 at the Pomeroy Hotel & Conference Centre
- The Economic Developers Association of Canada (EDAC) will accredit two (2) points towards maintaining the Economic Development designation to those attending this conference. If this applies to you, please check this box.

LOCATION

EVERGREEN PARK ENTREC CENTRE

Grande Prairie, AB

3 km south of Grande Prairie on Resources Road

www.evergreenpark.ca

For hotel information, see
www.growingthenorth.com

PAYMENT

- Please make your cheque payable to the **Grande Prairie Chamber of Commerce (GPCC)**
- Mail registration form, with payment included, to: **GPCC, #127, 11330 - 106 Street, Grande Prairie, AB, T8V 7X9**
- Fax registration form & credit card info to **780-532-2926**
- E-mail registration form & credit card info to **info@gpchamber.com**
- Call in your credit card info to **780-532-5340**

FOR MORE INFORMATION

Phone: 780-532-5340 | E-mail: info@gpchamber.com





Mackenzie County

REQUEST FOR DECISION

| | |
|----------------------|--|
| Meeting: | Regular Council Meeting |
| Meeting Date: | November 10, 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 – Alberta Environment and Parks Application to purchase, cancelled.
- Correspondence – Alberta Environment and Parks - Wetlands
- Correspondence – Northwest Health Foundation – Country Christmas
- Correspondence – RCMP Year in Review
- Correspondence – Agriculture and Forestry – Agricultural Opportunity Fund
- Meeting Minutes – Mackenzie Housing Board September 2015
-
-
-
-
-
-

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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



PLS 130003

October 16, 2015

Mackenzie County
P.O. Box 640
Fort Vermilion, AB T0H 1N0

Attention: Joulia Whittleton

Dear Madam:

**RE: Application to Purchase No. PLS 130003
S ½ 34-106-13-W5 and N ½ 27-106-13-W5**

Your application to purchase the above-noted lands has been cancelled as requested (see attached email from you) and removed from the department's records.

In the following weeks you will receive a refund for your payment of an application fee in the amount of \$52.50 (\$50.00 plus \$2.50 GST) as municipalities are exempt from paying application fees.

Thank you for your interest in public land.

Sincerely,

Ramona Quaale
Legal Land Administrator

cc: Land Use – Fort Vermilion, Attention: Michael Kozij

RECEIVED
OCT 23 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE

From: Joulia Whittleton [<mailto:jwhittleton@mackenziecounty.com>]
Sent: Thursday, May 28, 2015 1:35 PM
To: Michael Kozij
Cc: Liane Lambert; Byron Peters; Carol Gabriel
Subject: PLS13003

Good afternoon Mike,

After a lengthy discussion, our council passed the following motion:

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

These are the lands that were previously identified for future landfill expansion.

Please advise if you require anything else from me to cancel our application. I did not have a chance to look into if we paid a refundable due to this cancellation. Would you be able to explore this for me?

Thank you for your help with everything

Joulia Whittleton

Chief Administrative Officer

Mackenzie County

P.O. Box 640, Fort Vermillion, AB, T0H 1N0, Canada

Direct Tel: 780.927.3719 ext. 2223

Tel.: 780.927.3718, Fax: 780.927.4266

Toll Free: 1.

Cell: 780.841.8343 Email: jwhittleton@mackenziecounty.com



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October 21, 2015

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

Dear Reeve Neufeld and Council:

Thank you for meeting with us on September 24, 2015 at the Alberta Urban Municipalities Association Conference and bringing forward your concerns affecting Mackenzie County. Following is an item that we committed to look into and respond back to.

The proposed wetland to be developed as part of the floodway is required for wetland replacement. This is compensation for wetland value that has been permanently lost due to human activity on the landscape. Replacement activities under the Wetland Policy would include both restorative and non-restorative measures. Restorative measures may include wetland restoration, creation or enhancement. For more information on Alberta's Wetland Policy, please visit our website at www.aep.alberta.ca and look under the Water tab. For questions on the policy, please contact Okey Obiajulu, Approvals Manager in Grande Prairie, at 780-833-4375 and by e-mail at Okey.Obiajulu@gov.ab.ca.

Thank you again for allowing us the opportunity to hear your concerns and ensure your voice for the Mackenzie County residents is heard.

Sincerely,

Darcy Beach
Regional Executive Director

cc: Okey Obiajulu

RECEIVED
OCT 29 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE



Northwest Health Foundation

2015 Fort Vermilion Country Christmas

November 28, 2015

The Northwest Health Foundation would like to invite you to participate in this year's Country Christmas. We are raising funds for 'The Year of the Baby campaign' which will purchase Electronic Fetal Monitors (EFM) for our region. St. Theresa's General Hospital will be the recipient of an EFM by the end of 2015. An EFM is used to perform a non-stress test on an unborn child. It provides a tracing of the fetal heart rate to assess the baby's wellbeing during pregnancy and labor. The Country Christmas will contribute to our goal of raising \$135,657.76 for the purchase of the EFM equipment.

This year, the Northwest Health Foundation will be holding a dinner, dance and silent auction at the Fort Vermilion Community Cultural Complex on November 28, 2015. We are looking for donations of a variety of Christmas wreaths, outdoor/indoor Christmas décor as well as one decorated Christmas tree. All items will be displayed for silent auction bidding the night of the event with the winners being announced through out the evening. Please see the attached list of sponsorship opportunities to take part in this year's fundraising campaign.

Please return your sponsorship commitment form by November 6, 2015 so preparations for the event can be made.

To participate in the Northwest Health Foundation's Country Christmas, please email Carla at info@nwhealthfoundation.ca or fax at 780-926-7383 with the sponsorship tem(s) that you are interested in.

Please contact Carla at 780-841-3241 if you have any questions.

I respectfully thank you for your consideration of our request for support.

Sandi Mann
Northwest Health Foundation Chair

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OCT 26 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE

Fundraising to make a difference in the health of our community.





Northwest Health Foundation

2015 Fort Vermilion Country Christmas

November 28, 2015

Christmas Item Sponsorships

Silent Auction Items

Christmas Tree

Purchase and decorate a pre-lit artificial tree minimum 6.5', decorated and delivered to the Fort Vermilion Community Cultural Complex.

Christmas Wreaths

Purchase a pre-lit artificial wreath with a minimum size of 24", decorated and delivered to the Fort Vermilion Community Cultural Complex .

Outdoor Christmas Decor

Purchase an outside Christmas decoration a minimum of 36" tall. Decorated trees, outdoor wreath, metal trees, sleighs and reindeer are only a few ideas. Items to be delivered to the Fort Vermilion Community Cultural Complex.

Indoor Christmas Decor

Purchase or make an indoor Christmas decoration. Center pieces, baskets, fireplace swags, handmade quilts, and nativity scenes are only a few ideas. Items to be delivered to the Fort Vermilion Community Cultural Complex.

Special Event Sponsorship Opportunities

Entertainment Sponsor (3 X \$500)

Tamarakin' will be performing from 9 pm so people can dance the night away.

Evening Snack (3 X \$250)

A snack to keep people fuelled up.

Event Sponsor (6 X \$250)

The event sponsors will contribute to the costs of the event.

Sponsorship Benefits

Name will added on the donor tree in the St. Theresa General Hospital.

Recognition signage will be displayed throughout the evening as well as recognition in the local paper, facebook and website for your contributions to the foundation.

Sponsorship Information

Name: _____

Phone: _____

Company Name: _____

Address: _____

Email: _____

Phone: _____

DEADLINE TO SUBMIT ENTRY FORM: NOVEMBER 6, 2015

email: info@nwhealthfoundation.ca or fax: 780-926-7383

For more information please call Carla at 780-841-3241

Christmas Item Sponsorship

Silent Auction Christmas Tree

Christmas Wreaths

Outdoor Christmas Decor

Indoor Christmas Decor

Special Event Sponsorship

Entertainment

Midnight Snack

Event Sponsor





Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

October 21, 2015

District Commander
Western Alberta District
Suite 101, 10605 West Side Drive
Grande Prairie, AB T8V 8E6

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

Dear Reeve Neufeld,

Collaboration and communication are crucial in addressing our strategic policing priorities of reducing vulnerability and enhancing public safety. Enclosed is the "Alberta RCMP 2014-2015 Year in Review" which illustrates the work your community, local detachment, Western Alberta District (WAD) and the RCMP as a whole, have accomplished in the past year.

The document could not possibly reflect every policing initiative, community event, or successful investigation. It does however demonstrate the possibilities that result from concerted efforts to promote well-being and safe homes.

As the district and detachment responsible for policing in your community, we remain inspired and dedicated in working with you, to deter crime and champion public safety.

Sincerely,

C/Supt. Brenda Lucki M.O.M.
District Commander
Western Alberta District

Enclosure

RECEIVED
OCT 26 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE



ALBERTA
AGRICULTURE AND FORESTRY

*Office of the Minister
MLA, Whitecourt-St. Anne*

October 26, 2015

Mr. Bill Neufeld
Reeve
Municipal District of Mackenzie No. 23
P.O. Box 640
Fort Vermillion, AB T0H 1N0

Dear Mr. Neufeld: *Bill*

Thank you for your September 15, 2015, letter requesting that the Agriculture Opportunity Fund (AOF) grant level be reinstated to its 2014 level. I appreciate the opportunity to respond to your comments.

Regrettably, I am not in a position to commit any additional funds at this time. I understand and sympathize that Applied Research Associations are currently facing fiscal challenges, though I am confident in their ability to effectively manage during tough times. Mr. Jacob Marfo and staff at the Mackenzie Applied Research are doing commendable work in their delivery of applied research and extension activities to the producers of Mackenzie County.

Thank you again for taking the time to share your concerns. I stand behind the agricultural industry and am committed to continuing to work with industry to develop creative and responsible solutions to the challenges we face.

Sincerely,

Oneil Carlier

Oneil Carlier
Minister

cc: Honourable Rachel Notley, Premier of Alberta
Debbie Jabbour, MLA, Peace River

RECEIVED
NOV 3 2015

MACKENZIE COUNTY
FORT VERMILION OFFICE

**MACKENZIE HOUSING MANAGEMENT BOARD
REGULAR BOARD MEETING
September 28, 2015 – 10:00 A.M.
Fireside Room – Heimstaed Lodge**

In Attendance: George Friesen-Chair
Wally Olorenshaw
Wally Schroeder-Vice Chair
Peter H. Wieler
Josh Knelsen
Paul Driedger
Mike Kowal

Regrets: Jack Eccles
Ellis Forest
Shirley Rechlo

Administration: Barbara Spurgeon, Chief Administrative Officer
Evelyn Peters, Executive Assistant
Zona Peters, Health Care Manager
Eva Klassen, Lodge Manager
Henry Goertzen, Property Manager
Phill Peters, Financial Officer

Call to Order: Chair George Friesen called the Board meeting to order at 10:00 a.m.

Agenda: **Approval of Agenda**

15- 92 Moved by Peter Wieler

That the agenda be approved as distributed

Carried

Minutes: **June 29, 2015 Regular Board Meeting**

15-93 Moved by Paul Driedger

That the June 29, 2015 Regular board meeting minutes be approved as distributed.

Carried

Reports:

CAO Report

15-94

Moved by Wally Olorenshaw

That the Chief Administrative Officer report be received for information.

Carried

Financial Reports

Housing Financial Reports – August 31, 2015

15-95

Moved by Wally Schroeder

That August 31, 2015 Housing financial report be received for information.

Carried

Lodge Financial Reports – August 31, 2015

15-96

Moved by Mike Kowal

That the August 31, 2015 Lodge financial report be received for information.

Carried

Assisted Care Financial Reports – August 31, 2015

15-97

Moved by Peter Wieler

That the August 31, 2015 Assisted Care financial report be received for information.

Carried

Arrears Report to August 31, 2015

15-98

Moved by Wally Schroeder

That the August 31, 2015 arrears report be received for information.

Carried

New Business:

5 Year Business Plan

15-99

Moved by Wally Olorenshaw

That the business plan was prepared under the Board's direction in accordance with legislation and associated ministerial guidelines, and in consideration of all policy decisions and material, economic, or fiscal implications of which the Board is aware.

Carried

2016 Proposed Housing Budget

15-100

Moved by Mike Kowal

That the proposed 2016 housing budget be approved as distributed.

Carried

Rainbow Lake 4 plex

15-101

Moved by Paul Driedger

That administration continue to look at options to secure funding to support the construction of a four-plex in Rainbow Lake.

Carried

Supportive Living Budget and Contract

15-102

Moved by Peter Wieler

That the update on supportive living budget and contract be received for information.

Carried

Board Reporting Methods

15-103

Moved by Paul Driedger

That the update on developing a data base for measuring Board goals and objectives be received for information.

Carried

Registration for Charitable Status

15-104

Moved by Josh Knelsen

That administration be directed to submit an application for registration as a charity.

Carried

Information:

15-105

Moved by Paul Driedger

That the following be accepted for information.

- Bank reconciliation for June, July and August 2015
- Donation from Doug and Mary Gramson
- Mackenzie Housing Management Business License

Carried

Chair George Friesen recessed the meeting at 11:30 am
Chair George Friesen reconvened the meeting at 11:35 am

In Camera:

Legal / Land / or Labor

15-106

Moved by Wally Olorenshaw

That the meeting move to in camera at 11:35 am

Carried

15-107

Moved by Wally Olorenshaw

That meeting move out of in camera at 12:15 pm

Carried

15-108

Moved by Wally Schroeder

That the CAO evaluation and bonus be approved as discussed

Carried

Next Meeting Date:

Regular Board Meeting – October 26, 2015 at 10:00 am
Fireside Room – Phase I Heimstaed Lodge

Adjournment:

15-109

Moved by Paul Driedger

That the board meeting of September 28, 2015 be adjourned at 12:20 pm.

Carried

George Friesen, Chair

Evelyn Peters
Executive Assistant