



**Mackenzie County**

# **REGULAR COUNCIL MEETING AGENDA**

JULY 26, 2017

10:00 A.M.

COUNCIL CHAMBERS  
FORT VERMILION, AB



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, July 26, 2017  
10:00 a.m.**

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

**AGENDA**

			Page
<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the June 28, 2017 Regular Council Meeting	7
<b>DELEGATIONS:</b>	4.	a) b)	
<b>COUNCIL COMMITTEE REPORTS:</b>	5.	a) Council Committee Reports (verbal)	
		b) Municipal Planning Commission Meeting Minutes	27
		c) Tompkins Crossing Committee Meeting Minutes	45
		d) Northwest Species at Risk Committee Meeting Minutes	49
		e) Inter-municipal Planning Commission Meeting Minutes	59
<b>GENERAL REPORTS:</b>	6.	a)	
<b>TENDERS:</b>	7.	a) None	
<b>PUBLIC HEARINGS:</b>	8.	a) None	

<b>ADMINISTRATION:</b>	9.	a)	Grants to Other Organizations – Donation Requests	65
		b)	2018 Municipal Internship Program	67
		c)	2017 Municipal Election – Advance Vote	73
		d)	MD of Greenview – Council Orientation Session	75
		e)	Caribou Update (to be presented at the meeting)	
		f)		
		g)		
<b>AGRICULTURE SERVICES:</b>	10.	a)		
		b)		
<b>COMMUNITY SERVICES:</b>	11.	a)	Hutch Lake Cabins – Playground Budget	79
		b)		
		c)		
<b>FINANCE:</b>	12.	a)	Bylaw 1071-17 – 2017 Tax Rate Bylaw	83
		b)	Policy RESV17 – Bursaries Reserve	89
		c)	Mineral Surface Lease (MSL) Assessments	93
		d)	Request to Reverse 2017 Penalties – Tax Roll 076814	95
		e)	Request to Reverse 2016 & 2017 Penalties – Tax Roll 197583	99
		f)	Request to Reverse 2016 Penalties – Tax Roll 234217	103
		g)	Financial Reports – January 1 - June 30, 2017	107
		h)		

		i)		
<b>OPERATIONS:</b>	13.	a)	Zama Road Heave Repair	119
		b)	Weed Control in Parks/Playgrounds	123
		c)		
		d)		
<b>PLANNING &amp; DEVELOPMENT:</b>	14.	a)	La Crete Ring Road Widening – Crown Land Acquirement of SE 17-106-15-W5M	125
		b)	Land Swap Part of Plan 052 6058, Block 1, Lot G & Plan 882 2651, Block 1, Lot E (Hamlet of La Crete)	129
		c)		
		d)		
<b>UTILITIES:</b>	15.	a)		
		b)		
<b>INFORMATION / CORRESPONDENCE:</b>	16.	a)	Information/Correspondence	149
<b>IN CAMERA SESSION:</b>	17.	a)	Legal <ul style="list-style-type: none"><li>• Buffalo Head Prairie Flood Mitigation Project</li></ul>	
		b)	Labour <ul style="list-style-type: none"><li>• CAO Contract</li></ul>	
		c)	Land	
<b>NOTICE OF MOTION:</b>	18.	a)		
<b>NEXT MEETING DATES:</b>	19.	a)	Regular Council Meeting August 8, 2017 10:00 a.m. Fort Vermilion Council Chambers	

- b) Committee of the Whole Meeting  
August 22, 2017  
10:00 a.m.  
Fort Vermilion Council Chambers
- c) Regular Council Meeting  
August 23, 2017  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**      20.    a)    Adjournment



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 26, 2017</b>
<b>Presented By:</b>	<b>Carol Gabriel, Director of Legislative &amp; Support Services</b>
<b>Title:</b>	<b>Minutes of the June 28, 2017 Regular Council Meeting</b>

**BACKGROUND / PROPOSAL:**

Minutes of the June 28, 2017, Regular Council Meeting are attached.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

Approved Council Meetings minutes are posted on the County website.

**RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

That the minutes of the June 28, 2017 Regular Council Meeting be adopted as presented.

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





**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, June 28, 2017  
10:00 a.m.**

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

**PRESENT:** Bill Neufeld Reeve  
Lisa Wardley Deputy Reeve  
Jacquie Bateman Councillor  
Elmer Derksen Councillor  
Peter F. Braun Councillor  
John W. Driedger Councillor  
Josh Knelsen Councillor (left the meeting at 2:48 p.m.)  
Eric Jorgensen Councillor  
Walter Sarapuk Councillor

**ABSENT:** Ray Toews Councillor

**ADMINISTRATION:** Len Racher Chief Administrative Officer  
Byron Peters Director of Planning & Development  
Fred Wiebe Director of Utilities  
Doug Munn Director of Community Services  
Karen Huff Director of Finance  
Dave Fehr Director of Operations  
Grant Smith Agricultural Fieldman  
Carol Gabriel Director of Legislative & Support  
Services/Recording Secretary  
Jessica Ruskowsky Executive Assistant to the CAO

**ALSO PRESENT:** Members of the Public and the Media

Minutes of the Regular Council meeting for Mackenzie County held on June 28, 2017 in the Fort Vermilion Council Chambers.

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

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

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

**MOTION 17-06-441 MOVED** by Councillor Braun

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That the agenda be approved with the following additions:  
17. a) Tax Payment Deadline Extension – Mineral  
Surface Leases (MSL) Oil Companies

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. a) Minutes of the June 13, 2017 Regular Council  
Meeting**

**MOTION 17-06-442**

**MOVED** by Deputy Reeve Wardley

That the minutes of the June 13, 2017 Regular Council Meeting  
be adopted as presented.

**CARRIED**

**MOTION 17-06-443**

**MOVED** by Councillor Sarapuk

That Council move in-camera at 10:02 a.m. to discuss the Fort  
Vermilion Airport terminal building.

**CARRIED**

**MOTION 17-06-444**

**MOVED** by Councillor Jorgensen

That Council move out of camera at 10:08 a.m.

**CARRIED**

**IN-CAMERA:**

**17. c) Land – Fort Vermilion Airport Terminal Building**

**MOTION 17-06-445**

**MOVED** by Deputy Reeve Wardley

That administration be directed to enter into an agreement with  
CanWest Air for the lease of a new terminal at the Fort Vermilion  
airport, with the terms and conditions as discussed.

**CARRIED**

**MOTION 17-06-446**

**MOVED** by Councillor Jorgensen

That administration continue to explore options for the existing  
Fort Vermilion terminal building.

**CARRIED**

**PLANNING &**

**14. a) Bylaw 1066-17 Land Use Bylaw Repeal and Replace**

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**DEVELOPMENT:**

**MOTION 17-06-447**      **MOVED** by Councillor Jorgensen

That Bylaw 1066-17, being the Land Use Bylaw for Mackenzie County, be amended as follows:

- Exempting the need for permits for dugouts on agricultural land greater than 200 feet from the property line.

**DEFEATED**

**MOTION 17-06-448**      **MOVED** by Deputy Reeve Wardley

That Bylaw 1066-17, being the Land Use Bylaw for Mackenzie County be amended as follows:

- Remove single family dwellings from Remote Recreational and the words Carcajou
- Exempting fees for dugouts

**CARRIED**

**MOTION 17-06-449**      **MOVED** by Councillor Braun

That third reading be given to Bylaw 1066-17, being the Land Use Bylaw for Mackenzie County as amended.

**CARRIED**

**PLANNING & DEVELOPMENT:**      **14. b) Bylaw 1072-17 Land Use Bylaw Amendment to Rezone Plan 032 5939, Block, Lot 5 from Hamlet Country Residential “HCR1” to Hamlet Industrial “HI1” (La Crete)**

**MOTION 17-06-450**      **MOVED** by Councillor Bateman

That first reading be given to Bylaw 1072-17 being a Land Use Bylaw Amendment to rezone Plan 032 5939, Block 1, Lot 5 from Hamlet Country Residential 1 “HCR1” to Hamlet Industrial 1 “HI1” to accommodate light industrial development, subject to public hearing input.

**CARRIED**

**PLANNING & DEVELOPMENT:**      **14. c) Bylaw 1073-17 Partial Road Closure Adjacent to NW 11-104-17-W5M and Purchase of County Owned Land**

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**(Bluehills Rural)**

**MOTION 17-06-451**                    **MOVED** by Councillor Knelsen

That administration be authorized to sell a portion of NW 11-104-17-W5M located on the north side of Highway 697 for the purpose of consolidation into the C of T, at market value, and that the applicant covers all costs to facilitate the transaction.

**CARRIED**

**MOTION 17-06-452**                    **MOVED** by Councillor Bateman

That first reading be given to Bylaw 1073-17 being a partial road closure bylaw to close, sell and consolidate a portion of Government Road Allowance adjacent to SW 14-104-17-W5M, subject to public hearing input.

**CARRIED**

Reeve Neufeld recessed the meeting at 10:49 a.m. and reconvened the meeting at 11:00 a.m.

**TENDERS:**

**7. c) Buffalo Head Prairie Flood Mitigation Project (11:00 a.m.)**

**MOTION 17-06-453**                    **MOVED** by Deputy Reeve Wardley

That the Buffalo Head Prairie Flood Mitigation tenders be opened.

**CARRIED**

Tenders Received

Martushev Logging Ltd.	\$5,636,276.00
Prairie North	\$4,489,776.00
Northern Road Builders	\$2,555,360.00
Timberbound Construction	\$4,506,090.00
Dechant Construction	\$7,104,018.65

**MOTION 17-06-454**                    **MOVED** by Councillor Driedger

That the Buffalo Head Prairie Flood Mitigation tender be awarded to the lowest qualified bidder, subject to budget.

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**CARRIED**

**TENDERS:** 7. e) 50<sup>th</sup> Street Water and Sewer Extension (11:00 a.m.)

**MOTION 17-06-455** **MOVED** by Councillor Jorgensen

That the 50<sup>th</sup> Street Water and Sewer Extension tenders be opened.

**CARRIED**

Tenders Received

Grayson Excavating Ltd.	\$403,275.00
Northwest Trenching Ltd.	\$237,100.00
Good Brothers Construction 2002 Ltd.	\$206,850.00
Dechant Construction Ltd.	\$418,493.12

**MOTION 17-06-456** **MOVED** by Deputy Reeve Wardley

That the 50<sup>th</sup> Street Water and Sewer Extension tender be awarded to the lowest qualified proponent, while remaining in budget.

**CARRIED**

**TENDERS:** 7. d) 49<sup>th</sup> Avenue Water Re-Servicing (11:00 a.m.)

**MOTION 17-06-457** **MOVED** by Councillor Braun

That the 49<sup>th</sup> Avenue Water Re-Servicing tenders be opened.

**CARRIED**

Tenders Received

Northwest Trenching Ltd.	\$154,500.00
Good Brothers Construction 2002 Ltd.	\$130,500.00

**MOTION 17-06-458** **MOVED** by Councillor Braun

That the 49<sup>th</sup> Avenue Water Re-Servicing tender be awarded to the lowest qualified proponent, while remaining in budget.

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**CARRIED**

**TENDERS:** 7. a) **Asbestos Abatement from a Two Story Office Building – Fort Vermilion, AB (11:00 am)**

**MOTION 17-06-459** **MOVED** by Councillor Jorgensen

That the Asbestos Abatement from a Two Story Office Building – Fort Vermilion, AB request for quotes be referred to the in-camera session for discussion as no quotes were received.

**CARRIED**

**TENDERS:** 7. b) **Assessment Services Request for Proposal (11:00 am)**

**MOTION 17-06-460** **MOVED** by Councillor Knelsen

That the proposals for Assessment Services be opened.

**CARRIED**

Proposals Received

	Year 1	Year 2	Year 3
Compass Assessment	\$215,000	\$215,000	\$219,000
Accurate Assessment	\$340,580	\$349,664	\$358,748
Alliance Assessment	\$240,000	\$240,000	\$240,000
KCL Consulting Inc.	\$18.65 per parcel/tax roll (242,450 approx.)	\$19.11 per parcel/tax roll (248,430 approx.)	\$19.59 per parcel/tax roll (254,670 approx.)

**MOTION 17-06-461** **MOVED** by Councillor Braun

That administration review all proposals, and bring back a recommendation to Council later in the meeting.

**CARRIED**

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**COUNCIL  
COMMITTEE  
REPORTS:**

**5. a) Council Committee Reports**

**MOTION 17-06-462**

**MOVED** by Councillor Knelsen

That the Council Committee reports be received for information.

**CARRIED**

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

**MOTION 17-06-463**

**MOVED** by Deputy Reeve Wardley

That the Municipal Planning Commission meeting minutes of June 8, 2017 be received for information.

**CARRIED**

**5. c) Community Services Committee Meeting Minutes**

**MOTION 17-06-464**

**MOVED** by Councillor Braun

That the unapproved minutes of the June 12, 2017 Community Services Committee Meeting be received for information.

**CARRIED**

**5. d) Municipal Emergency Advisory Committee Meeting Minutes**

**MOTION 17-06-465**

**MOVED** by Councillor Driedger

That the unapproved minutes of the June 9, 2017 Municipal Emergency Advisory Committee Meeting be received for information.

**CARRIED**

**5. e) Northwest Species at Risk Committee Meeting Minutes**

**MOTION 17-06-466**

**MOVED** by Deputy Reeve Wardley

That the unapproved Northwest Species at Risk Committee meeting minutes of May 9 and 17, 2017 be received for information.

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**CARRIED**

**GENERAL REPORTS:** 6. a) None

**PUBLIC HEARINGS:** 8. a) None

**ADMINISTRATION:** 9. a) **Bylaw 1077-17 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members**

**MOTION 17-06-467**  
Requires 2/3

**MOVED** by Councillor Knelsen

That first reading be given to Bylaw 1077-17 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members.

**CARRIED**

**MOTION 17-06-468**  
Requires 2/3

**MOVED** by Councillor Braun

That second reading be given to Bylaw 1077-17 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members as amended:

- An additional travel day may be allowed when travel is **out of province and** in excess of 1,000 kilometers from the individual's home and their destination via the shortest route.

**CARRIED**

**MOTION 17-06-469**  
Requires Unanimous

**MOVED** by Councillor Bateman

That consideration be given to go to third reading of Bylaw 1077-17 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members at this meeting.

**CARRIED UNANIMOUSLY**

**MOTION 17-06-470**  
Requires 2/3

**MOVED** by Councillor Bateman

That third reading be given to Bylaw 1077-17 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members.

**CARRIED**

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**AGRICULTURE  
SERVICES:**

**10. a) None**

**COMMUNITY  
SERVICES:**

**11. a) Bylaw 1075-17 to Establish the Position of the  
Director of Emergency Management and the Deputy  
Director of Emergency Management**

**MOTION 17-06-471**

**MOVED** by Deputy Reeve Wardley

That first reading be given to Bylaw 1075-17 being a bylaw to Establish the Position of the Director of Emergency Management and the Deputy Director of Emergency Management for Mackenzie County.

**CARRIED**

**MOTION 17-06-472**

**MOVED** by Councillor Braun

That second reading be given to Bylaw 1075-17 being a bylaw to Establish the Position of the Director of Emergency Management and the Deputy Director of Emergency Management for Mackenzie County.

**CARRIED**

**MOTION 17-06-473**

Requires Unanimous

**MOVED** by Councillor Jorgensen

That consideration be given to go to third reading of Bylaw 1075-17 being a bylaw to Establish the Position of the Director of Emergency Management and the Deputy Director of Emergency Management for Mackenzie County at this meeting.

**CARRIED UNANIMOUSLY**

**MOTION 17-06-474**

**MOVED** by Councillor Braun

That third reading be given to Bylaw 1075-17 being a bylaw to Establish the Position of the Director of Emergency Management and the Deputy Director of Emergency Management for Mackenzie County.

**CARRIED**

Reeve Neufeld recessed the meeting at 11:58 a.m. and reconvened the meeting at 12:37 p.m.

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**COMMUNITY  
SERVICES:**

**11. b) Bylaw 1076-17 Regional Emergency Management**

**MOTION 17-06-475**

**MOVED** by Councillor Sarapuk

That first reading be given to Bylaw 1076-17 being the Regional Emergency Management Bylaw for Mackenzie County.

**CARRIED**

**MOTION 17-06-476**

**MOVED** by Councillor Knelsen

That Bylaw 1076-17 being the Regional Emergency Management Bylaw for Mackenzie County be amended as follows:

- Membership to include all of Council;
- Quorum be set at three members of Council.

**CARRIED**

**MOTION 17-06-477**

**MOVED** by Councillor Braun

That second reading be given to Bylaw 1076-17 being the Regional Emergency Management Bylaw for Mackenzie County as amended.

**CARRIED**

**MOTION 17-06-478**

Requires Unanimous

**MOVED** by Councillor Driedger

That consideration be given to go to third reading of Bylaw 1076-17 being the Regional Emergency Management Bylaw for Mackenzie County at this meeting.

**CARRIED UNANIMOUSLY**

**MOTION 17-06-479**

**MOVED** by Councillor Sarapuk

That third reading be given to Bylaw 1076-17 being the Regional Emergency Management Bylaw for Mackenzie County.

**CARRIED**

**COMMUNITY  
SERVICES:**

**11. c) Mackenzie County Emergency Advisory Committee  
Terms of Reference (previously the Emergency**

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**Response Committee)**

**MOTION 17-06-480**

**MOVED** by Deputy Reeve Wardley

That the Terms of Reference for the Mackenzie County Emergency Advisory Committee (previously the Emergency Response Committee) be approved as amended.

**CARRIED**

**COMMUNITY SERVICES:**

**11. d) Mackenzie County Emergency Plan**

**MOTION 17-06-481**

**MOVED** by Councillor Sarapuk

That the Mackenzie County Emergency Plan be approved in principle.

**CARRIED**

**TENDERS:**

**7. c) Buffalo Head Prairie Flood Mitigation Project (11:00 a.m.)**

**MOTION 17-06-482**

**MOVED** by Councillor Braun

That Northern Road Builders be acknowledged as the lowest qualified bidder for the Buffalo Head Prairie Flood Mitigation tender.

**CARRIED**

**MOTION 17-06-483**

**MOVED** by Councillor Sarapuk

That Good Brothers Construction be acknowledged as the lowest qualified bidder for the 50<sup>th</sup> Street Water and Sewer Extension tender.

**CARRIED**

**DELEGATIONS:**

**4. a) Blumenort Dust Control**

A delegation was present from Blumenort to discuss the oil dust control project.

**OPERATIONS:**

**13. a) Oil Dust Control – Isaac Dyck Subdivision**

**OPERATIONS:**

**13. b) Oil Dust Control – Blumenort Road**

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**MOTION 17-06-484**  
Requires 2/3

**MOVED** by Councillor Derksen

That the budget be amended to include \$250,000 for the oil dust control in the Isaac Dyck Subdivision and the Blumenort Road with funding coming from the General Operating Reserve.

**DEFEATED**

Reeve Neufeld turned over the chair to Deputy Reeve Wardley.

**MOTION 17-06-485**  
Requires 2/3

**MOVED** by Reeve Neufeld

That the oil dust control on the Blumenort Road be applied in one consecutive stretch, from the west to east, with the current approved budget.

**CARRIED**

Reeve Neufeld resumed the Chair.

Reeve Neufeld recessed the meeting at 1:15 p.m. and reconvened the meeting at 1:29 p.m.

**ADMINISTRATION:**

**9. b) Caribou Update**

**MOTION 17-06-486**

**MOVED** by Councillor Knelsen

That Mackenzie County endorse the Recommendations for Boreal Woodland Caribou Population Recovery in Northwest Alberta prepared by the Northwest Species at Risk Committee.

**CARRIED**

**UTILITIES:**

**15. a) Bylaw 1074-17 Water and Sewer System**

**MOTION 17-06-487**

**MOVED** by Councillor Braun

That first reading be given to Bylaw 1074-17 being the Water and Sewer System Bylaw for Mackenzie County.

**CARRIED**

**MOTION 17-06-488**

**MOVED** by Councillor Derksen

That second reading be given to Bylaw 1074-17 being the Water and Sewer System Bylaw for Mackenzie County.

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**CARRIED**

**MOTION 17-06-489**  
Requires Unanimous

**MOVED** by Councillor Driedger

That consideration be given to go to third reading of Bylaw 1074-17 being the Water and Sewer System Bylaw for Mackenzie County at this meeting.

**CARRIED UNANIMOUSLY**

**MOTION 17-06-490**

**MOVED** by Councillor Braun

That third reading be given to Bylaw 1074-17 being the Water and Sewer System Bylaw for Mackenzie County.

**CARRIED**

**INFORMATION:**

**16. a) Information/Correspondence**

**MOTION 17-06-491**

**MOVED** by Councillor Braun

That the information/correspondence items be received for information.

**CARRIED**

**FINANCE:**

**12. b) Request to Reduce Tax - Tax Rolls 077026, 077027 & 077030**

**MOTION 17-06-492**  
Requires 2/3

**MOVED** by Councillor Braun

That the request to reduce tax on tax roll 077026, 077027 & 077030 be denied.

**CARRIED**

**MOTION 17-06-493**  
Requires 2/3

**MOVED** by Deputy Reeve Wardley

That tax rolls 077026, 077027 & 077030 be classified under the Limited Access Seasonal Residential for the 2018 tax year.

**CARRIED**

**FINANCE:**

**12. c) Request to Reduce Tax - Tax Roll 118524-118528 & 118535-118539**

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**MOTION 17-06-494**  
Requires 2/3

**MOVED** by Councillor Braun

That the request to reduce tax for tax roll 118524-118528 & 118535-118539 be denied.

**CARRIED**

**MOTION 17-06-495**  
Requires 2/3

**MOVED** by Deputy Reeve Wardley

That tax rolls 118524-118528 & 118535-118539 be classified under the Limited Access Seasonal Residential for the 2018 tax year.

**CARRIED**

**FINANCE:**

**12. d) Request to Reduce Tax – Tax Roll 074356**

**MOTION 17-06-496**  
Requires 2/3

**MOVED** by Councillor Sarapuk

That the request to reduce tax for tax roll 074356 be approved to the minimum \$35.

**CARRIED**

**MOTION 17-06-497**  
Requires 2/3

**MOVED** by Councillor Braun

That tax roll 074356 be classified under the Limited Access Seasonal Residential for the 2018 tax year.

**CARRIED**

**FINANCE:**

**12. e) Financial Reports – January 1 - April 30, 2017**

**MOTION 17-06-498**

**MOVED** by Deputy Reeve Wardley

That the financial reports for the period of January 1 – April 30, 2017 be accepted for information.

**CARRIED**

Reeve Neufeld recessed the meeting at 2:19 p.m. and reconvened the meeting at 2:29 p.m.

**IN-CAMERA SESSION: 17. In-Camera Session**

**MOTION 17-06-499**

**MOVED** by Councillor Sarapuk

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That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 2:29 p.m.

17. a) Legal

- Local Crushing and Stockpiling Contract
- Tax Payment Deadline Extension – Mineral Surface Leases (MSL) Oil Companies

7. a) Asbestos Abatement from a Two Story Office Building – Fort Vermilion, AB

**CARRIED**

Councillor Knelsen left the meeting at 2:48 p.m.

**MOTION 17-06-500**

**MOVED** by Councillor Jorgensen

That Council move out of camera at 3:11 p.m.

**CARRIED**

**IN-CAMERA:**

**17. a) Legal – Local Crushing and Stockpiling Contract**

**MOTION 17-06-501**

**MOVED** by Councillor Braun

That, upon receipt of an official letter, Mackenzie County accept the request from Wapiti Gravel Suppliers to be released from the Local Crushing & Stockpiling contract and that they be reimbursed for the cost of Mackenzie County's request to mobilize and demobilize their hoe as well as one day of operation from the Gravel Crushing Operating budget, and that the bonds supplied by Wapiti be returned.

**CARRIED**

**MOTION 17-06-502**

**MOVED** by Councillor Sarapuk

That administration proceed with acquiring proper permitting for Fidler Pit, and begin a Request for Proposal for the removal of overburden from Fidler Pit in the 2017 year, and move the crushing Request for Proposal to the 2018 budget year.

**CARRIED**

**IN-CAMERA:**

**17. a) Legal – Tax Payment Deadline Extension – Mineral Surface Leases (MSL) Oil Companies (ADDITION)**

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**MOTION 17-06-503**  
 Requires Unanimous

**MOVED** by Deputy Reeve Wardley

That all Mineral Surface Lease (MSL) tax notices dated June 1, 2017 be provided a one-time non-penalized extension to August 15, 2017.

**CARRIED UNANIMOUSLY**

**TENDERS:**

**7. a) Asbestos Abatement from a Two Story Office Building – Fort Vermilion, AB (11:00 am)**

Councillor Driedger declared himself in conflict and abstained from the vote.

**MOTION 17-06-504**

**MOVED** by Councillor Jorgensen

That administration be authorized to proceed with the asbestos removal from a two story office building in Fort Vermilion and proceed to demolish the building.

**CARRIED**

**TENDERS:**

**7. b) Assessment Services Request for Proposal (11:00 am)**

Evaluation Criteria

	<b>Accurate Assessment</b>	<b>Compass Assessment</b>	<b>KCL Consulting Inc.</b>	<b>Alliance Assessment</b>
Content (5%)	0%	0%	0%	0%
Comprehension (15%)	15%	10.7%	15%	6.4%
Methodology (25%)	20.2%	16.7%	17.9%	17.9%
Experience/Past Performance (35%)	34.1%	26.7%	23%	13.8%
Budget (20%)	11.4%	11.4%	5.7%	5.7%
Total (100%)	80.7%	65.5%	61.6%	43.8%

**MOTION 17-06-505**

**MOVED** by Councillor Sarapuk

That the Assessment Services contract be awarded to Compass Assessment.

**CARRIED**

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**FINANCE:**                        **12. a) Bylaw 1069-17 - To Appoint an Assessor as a Designated Officer and Assign the Duties of the Position**

**MOTION 17-06-506**                **MOVED** by Councillor Bateman

That first reading be given to Bylaw 1069-17 being a Bylaw to Appoint an Assessor as a Designated Officer and Assign the Duties of the Position for Mackenzie County.

**CARRIED**

**MOTION 17-06-507**                **MOVED** by Deputy Reeve Wardley

That second reading be given to Bylaw 1069-17 being a Bylaw to Appoint an Assessor as a Designated Officer and Assign the Duties of the Position for Mackenzie County.

**CARRIED**

**MOTION 17-06-508**                **MOVED** by Councillor Bateman  
Requires Unanimous

That consideration be given to go to third reading of Bylaw 1069-17 being a Bylaw to Appoint an Assessor as a Designated Officer and Assign the Duties of the Position for Mackenzie County at this meeting.

**CARRIED UNANIMOUSLY**

**MOTION 17-06-509**                **MOVED** by Councillor Sarapuk

That third reading be given to Bylaw 1069-17 being a Bylaw to Appoint an Assessor as a Designated Officer and Assign the Duties of the Position for Mackenzie County.

**CARRIED**

**NOTICE OF MOTION:**            **18. a) None**

**NEXT MEETING DATES:**        **19. a) Committee of the Whole Meeting**  
July 25, 2017  
10:00 a.m.  
Fort Vermilion Council Chambers  
  
                      **b) Regular Council Meeting**  
July 26, 2017

10:00 a.m.  
Fort Vermilion Council Chambers

- c) **Regular Council Meeting**  
August 8, 2017  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT: 20. a) Adjournment**

**MOTION 17-06-510 MOVED** by Councillor Sarapuk

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

**CARRIED**

These minutes will be presented to Council for approval on July 26, 2017.

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Bill Neufeld  
Reeve

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Len Racher  
Chief Administrative Officer

UNAPPROVED



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 26, 2017</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Municipal Planning Commission Meeting Minutes</b>

## **BACKGROUND / PROPOSAL:**

The minutes of the June 22, 2017 and July 6, 2017 Municipal Planning Commission meeting are attached.

## **OPTIONS & BENEFITS:**

N/A

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

N/A

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION:**

N/A

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

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the Municipal Planning Commission meeting minutes of June 22, 2017 and July 6, 2017 be received for information.

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

**MACKENZIE COUNTY  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
Fort Vermilion, AB**

**Thursday, June 22, 2017 @ 10:00 a.m.**

**PRESENT:** John W. Driedger Chair, Councillor, MPC Member  
Jacquie Bateman Councillor, MPC Member  
Erick Carter Vice Chair, MPC Member  
Beth Kappelar MPC Member

**REGRETS:** Jack Eccles MPC Member

**ADMINISTRATION:** Byron Peters Director of Planning and Development  
Liane Lambert Planner  
Lynda Washkevich Administrative Assistant/Recording Secretary

**MOTION 1. CALL TO ORDER**

John W. Driedger called the meeting to order at 10:02 a.m.

**2. ADOPTION OF AGENDA**

**MPC-17-06-084 MOVED** by Beth Kappelar

That the agenda be adopted as presented.

**CARRIED**

**3. MINUTES**

**a) Adoption of Minutes**

**MPC-17-06-085 MOVED** by Beth Kappelar

That the minutes of June 8, 2017 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

**b) Business Arising from Previous Minutes**

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None.

4. **TERMS OF REFERENCE**

For Information.

5. **DEVELOPMENT**

- a) **120-DP-17 Abe P. & Mary Wiebe  
Garage-Detached with 35% Variance(30'x48')  
Agricultural "A" (La Crete Rural)  
Plan 142 1520, Block 2, Lot 2 (NW 6-106-15-W5M)**

**MPC-17-06-086** **MOVED** by Beth Kappelar

That Development Permit 120-DP-17 on Plan 142 1520, Block 2, Lot 2 (NW 06-106-15-W5M) in the name of Abe P. Wiebe & Mary Wiebe be APPROVED with the following conditions:

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

1. **Minimum building setbacks:**

- a. **41.14 meters (135 feet) front (North) yard;**
- b. **15.24 meters (50 feet) side (East & West) yards;**
- c. **15.24 meters (50 feet) rear (South) yard; from the property lines.**

- 2. A **35% Size Variance** for the Garage – Detached is hereby granted. The maximum area of the Garage – Detached shall be 1440 square feet.
- 3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
- 4. **The Garage – Detached is approved for residential purposes only and no commercial activity is permitted in this building. If the developer/landowner/occupant or other person or persons intend to use the Garage - Detached for commercial or industrial uses, a new development permit is required prior to the commencement of the commercial or industrial use.**
- 5. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
- 6. This permit approval is subject to the access to the property being

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constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.

7. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
8. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
9. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

**b.) 123-DP-17 David Zacharias  
Dwelling-Single Family with 50% Setback Variance  
Agricultural "A" (Bluehills Area)  
SE 15-104-17-W5M**

**MPC-17-06-087 MOVED** by Beth Kappelar

That Development Permit 123-DP-17 on SE 15-104-17-W5M in the name of David Zacharias be APPROVED with the following conditions:

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

1. **Minimum building setbacks:**
  - a. **20.57 meters (67.50 feet) from the Road Allowance (South) yard;**
  - b. **41-14 meters (135 feet) from Road Allowance (East) side yard,**
  - c. **15.24 meters (50 feet) from all quarter lines.**
2. A **50% Setback Variance** for the Dwelling – Single Family is hereby granted. The minimum setback of the Dwelling – Single Family from the south Road Allowance shall be 67.50 feet (20.57 meters).
3. **AN APPROVED ROADSIDE DEVELOPMENT PERMIT IS REQUIRED FROM ALBERTA TRANSPORTATION. ALL CONDITIONS AND REQUIREMENTS BY ALBERTA TRANSPORTATION SHALL BE MET TO THEIR SPECIFICATIONS AND STANDARDS PRIOR TO COMMENCEMENT OF**

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**DEVELOPMENT. (CONTACT ALBERTA TRANSPORTATION AT 1-780-624-6280).**

4. No ancillary building erected/or moved onto the site shall be used as a dwelling.
5. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
6. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2009.
7. **This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.**
8. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
9. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
10. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

- c.) **125-DP-17 Martin Lee Peters  
Service Station  
La Crete Town Centre District "TC1" (La Crete)  
Plan 3969TR, Block 04, Lot 7**

**MPC-17-06-088 MOVED** by Jacquie Bateman

That Development Permit 125-DP-17 on Part of SE 21-108-13-W5M in the name of Martin Lee Peters be REFUSED with the following conditions:

Reasons:

1. Does not suit the amenities of the neighbourhood
2. Proposed development better suited in a heavier commercial area

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**CARRIED**

- d.) 127-DP-17 James Kelland  
Garage-Detached (Carport) with 4.5% Size Variance  
(33'x34') Agricultural "A" (Fort Vermilion Rural)  
Plan 062 7138, Block 03, Lot 15**

**MPC-17-06-089** **MOVED** by Erick Carter

That Development Permit 127-DP-17 on Part of SE 21-108-13-W5M in the name of James Kelland be APPROVED with the following conditions:

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

1. **Minimum building setbacks:**
  - a. **41.14 meters (135 feet) front (South) yard;**
  - b. **15.24 meters (50 feet) side (East & West) yards;**
  - c. **15.24 meters (50 feet) rear (North) yard; from the property lines.**
2. A **4.5% Size Variance** for the Garage – Detached (Carport) is hereby granted. The maximum area of the Garage – Detached (Carport) shall be 1122 square feet.
3. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
4. **The Garage – Detached (Carport) is approved for residential purposes only and no commercial activity is permitted in this building. If the developer/landowner/occupant or other person or persons intend to use the Garage - Detached for commercial or industrial uses, a new development permit is required prior to the commencement of the commercial or industrial use.**
5. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
6. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.

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7. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
8. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
9. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

- e.) 128-DP-17 Jake Doerksen  
Dwelling-Single Family Addition(14'x22')  
Urban Fringe "UF" (La Crete)  
Part of NE 8-106-15-W5M**

**MPC-17-06-090 MOVED** by Jacquie Bateman

That Development Permit 128-DP-17 on Part of NE 8-106-15-W5M in the name of Jake Doerksen be APPROVED with the following conditions:

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

1. **Minimum building setbacks:**
  - a. **41.2 meters (135 feet) from road right of way;**
  - b. **15.2 meters (50 feet) side (North & South) yards;**
  - c. **15.2 meters (50 feet) rear (West) yard; from the property lines.**
2. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.
3. All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
4. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.

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5. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
6. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
7. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

**6. SUBDIVISION**

- a.) **13-SUB-17 Bob & Martha Wiebe  
Agricultural "A" (La Crete River Road Area)  
Plan 962 3523, Lot 1 (NE 14-107-15-W5M)**

**MPC-17-06-091 MOVED** by Beth Kappelar

That Subdivision Application 13-SUB-17 in the name of Bob and Martha Wiebe on Plan 962 3523, Lot 1 be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision, approximately 3.61 acres (1.46 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b) Provision of access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
  - c) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
  - d) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**

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- e) Provision of municipal reserve in the form of money in lieu of land. Specific amount is based on 10% of the subject land and on the current market value. The current market value for this property is \$4,859.31 per acre. Municipal reserve is charged at 10%, which is \$485.93 per subdivided acre. **7.04 acres times \$485.93 equals \$3,420.95**
- f) **The Developer has the option to provide a market value appraisal of the existing parcel of land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made in accordance to the *Municipal Government Act* Section 667 (1) (a).**
- g) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- h) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- i) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- j) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings**

**CARRIED**

John W. Driedger called a recess at 10:35 a.m. and reconvened at 10:45 a.m.

**7. MISCELLANEOUS ITEMS**

- a.) **Bylaw 1072-17 Land Use Bylaw Amendment  
Rezoning from Hamlet Country Residential "HRC1" to  
Hamlet Residential 1 "HI1" (La Crete)  
Plan 032 5939, Block 1, lot 5**

**MPC-17-06-092 MOVED** by Beth Kappelar

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That the Municipal Planning Commission recommend to Council to approve Bylaw 1072-17 being a Land Use Bylaw Amendment to rezone Plan 032 5939, Block 1, Lot 5 from Hamlet Country Residential 1 "HCR1" to Hamlet Industrial 1 "HI1" to accommodate light industrial development, subject to public hearing input.

**CARRIED**

**b.) Action List**

**8. IN CAMERA**

None

**9. MEETING DATES**

- ❖ Thursday, July 6, 2017 @ 10:00 a.m. in La Crete
- ❖ Friday, July 21, 2017 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, August 10, 2017 @ 10:00 a.m. in La Crete
- ❖ Thursday, August 24, 2017 @ 10:00 a.m. in Fort Vermilion

**10. ADJOURNMENT**

**MPC-17-06-093 MOVED** by Beth Kappelar

That the Municipal Planning Commission Meeting be adjourned at 11:05 a.m.

**CARRIED**

These minutes were adopted this 6<sup>th</sup> day of July, 2017.

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John W. Driedger, Chair

**MACKENZIE COUNTY  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
La Crete, AB**

**Thursday, July 6, 2017 @ 10:00 a.m.**

**PRESENT:** John W. Driedger Chair, Councillor, MPC Member  
Jacquie Bateman Councillor, MPC Member via teleconference  
Jack Eccles MPC Member  
Erick Carter Vice Chair, MPC Member via teleconference  
Beth Kappelar MPC Member

**ADMINISTRATION:** Byron Peters Director of Planning and Development  
Caitlin Smith Development Officer  
Lynda Washkevich Administrative Assistant/Recording Secretary

**MEMBERS OF PUBLIC:** Wesley Dick  
Ben Peters  
Rickie Rosenberger

**MOTION 1. CALL TO ORDER**

John W. Driedger called the meeting to order at 10:05 a.m.

**2. ADOPTION OF AGENDA**

**MPC-17-07-094 MOVED** by Beth Kappelar

That the agenda be adopted as presented.

**CARRIED**

**3. MINUTES**

**a) Adoption of Minutes**

**MPC-17-07-095 MOVED** by Beth Kappelar

That the minutes of June 22, 2017 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

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**b) Business Arising from Previous Minutes**

None.

**4. TERMS OF REFERENCE**

For Information.

**5. DEVELOPMENT**

- a) 136-DP-17 Rickie Rosenberger  
Dwelling-Row (Two (2) Additional Rental Suites)  
(Major Renovation) in Residential Condominium District  
“RCD” (Fort Vermilion) Plan 142 5000, Block 05, Lot 02**

**MPC-17-07-096 MOVED by Jack Eccles**

That Development Permit 136-DP-17 on Plan 142 500, Block 05, Lot 02 in the name of Rickie Rosenberger be APPROVED with the following conditions:

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

1. This permit approval is for the conversion of a Dwelling – Row out of the existing building (Dwelling – Row).
2. The Dwelling – Row shall meet all Alberta Safety Code requirements for Dwelling – Row buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.
3. The architecture, construction materials and appearance of the Dwelling – Row shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
4. The Dwelling – Row is to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.
5. The Municipality has assigned an address to each unit as follows from **South to North**:
  - 5102-45<sup>th</sup> Street, Unit 1
  - 5102-45<sup>th</sup> Street, Unit 2
  - 5102-45<sup>th</sup> Street, Unit 3

You are required to display the addresses on the units to be clearly

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- legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
6. **Provide adequate off street parking as follows: 2 stalls per dwelling unit plus 1 additional stall for visitor parking. This would be a total of 7 parking stalls for the 2 additional units. "One parking space, including the driveway area, shall occupy 300 square feet."**
  7. The siting and development of the Dwelling – Row shall be in compliance with the regulations of the Land Use Zone intended to be applied to the site to accommodate future residential development; provided that the development officer may attach additional conditions to minimize adverse impacts on adjacent development, including the construction of roadways or temporary turnarounds, in accordance with Mackenzie County's Design Standards.
  8. The colours and materials employed for the exterior finishes, whether permanent or temporary, shall be compatible with those commonly found in Residential Zones.
  9. Any exterior lighting shall be designed and located such that no light is directed at adjoining properties and such that the effectiveness of any traffic control devices is not impaired.
10. **All DEVELOPMENT shall provide:**
- a. Lighting between DWELLING UNITS;
  - b. Orientation of buildings and general site appearance;
  - c. Safe pedestrian access to and from the public sidewalk fronting the building; and
  - d. Parking areas adjacent to streets must be paved.
11. No construction or development is allowed on a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
12. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
13. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

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**b.) 140-DP-17 James Wiebe  
48% Setback Variance for a Tarp Shelter  
Agricultural "A" (La Crete Rural)  
Plan 132 4942, Block 01, Lot 02**

**MPC-17-07-097** **MOVED** by Beth Kappelar

That Development Permit 140-DP-17 on Plan 132 4942, Block 01, Lot 02 in the name of James Wiebe be APPROVED with the following conditions:

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

1. A 48% **Setback Variance** for the Tarp Shelter from the side (South) property line is hereby granted. The Garage – Detached shall be 8 meters (26 feet) from the property line.
2. **Minimum building setbacks: 41.15 meters (135 feet) from any road allowance and 15.24 meters (50 feet) from all other property lines.**
3. **PRIOR TO ANY NEW CONSTRUCTION TAKING PLACE ON THE SUBJECT PROPERTY CONTACT THE DEVELOPMENT DEPARTMENT FOR A DEVELOPMENT PERMIT.**
4. **This permit approval is subject to the access to the property being constructed to County standards.** PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
5. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
6. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.
7. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

**6. SUBDIVISION**

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**a.) 29-SUB-15 1880894 Alberta Ltd. (Pineridge)  
(Time Extension) Hamlet Commercial 2. "HC2" and  
La Crete General Commercial 1 "GC1" (La Crete)  
Part of SE 16-106-15- W5M**

**MPC-17-07-098 MOVED** by Jacquie Bateman

That a Time Extension be GRANTED to subdivision application 29-SUB-15 in the name of 1880894 Alberta Ltd., on Part of SE 16-106-15-W5M. The Time Extension will expire on July 7, 2018.

**CARRIED**

**b.) 15-SUB-17 Gordon Van Patten  
Agricultural "A" (Rocky Lane Area)  
NE 35-109-115-W5M**

**MPC-17-07-099 MOVED** by Beth Kappelar

That Subdivision Application 15-SUB-17 in the name of Gordon Van Patten on NE 35-109-15-W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE A** subdivision, approximately 21.90 acres (8.861 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with the Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality.
  - b) Provision of access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense.
    - I. No direct access will be considered from Highway 58. Alberta Transportation requires that the existing direct access at the northwest boundary of the property shall be removed at the developer's expense.
  - c) Dedication by caveat of the most easterly 5.18 meters of the NE 35-109-15-W5M for future road widening.

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- d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015.
- e) **Provision of a storm water management plan. Contact Planning and Development staff at 780-928-3983 to discuss the requirements for your subdivision.**
- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration.
- g) Provision of utility right-of-way as required by ATCO Electric, Telus and Northern Lights Gas and others.
- h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached.
- i) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

**CARRIED**

**7. MISCELLANEOUS ITEMS**

**a.) Action List**

**8. IN CAMERA**

None

**9. MEETING DATES**

- ❖ Friday, July 21, 2017 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday, August 10, 2017 @ 10:00 a.m. in La Crete
- ❖ Thursday, August 24, 2017 @ 10:00 a.m. in Fort Vermilion

**10. ADJOURNMENT**

**MPC-17-07-100 MOVED** by Beth Kappelar

That the Municipal Planning Commission Meeting be adjourned at 10:21

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

a.m.

**CARRIED**

These minutes were adopted this 21<sup>st</sup> day of July, 2017.

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John W. Driedger, Chair



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 26, 2017</b>
<b>Presented By:</b>	<b>Dave Fehr, Director of Operations</b>
<b>Title:</b>	<b>Tompkins Crossing Committee Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The unapproved minutes of the June 21, 2017 meeting are attached.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

That the Tompkins Crossing Committee unapproved minutes of June 21, 2017 be received for information.

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

**MACKENZIE COUNTY  
Tompkins Crossing Committee  
June 21, 2017 10:30 a.m.  
La Crete Conference Room**

**PRESENT:** Bill Neufeld Reeve  
Peter Braun Councillor/Chair  
John W. Driedger Councillor/Vice Chair  
Josh Knelsen Councillor

**ADMINISTRATION:** Len Racher Chief Administrative Officer  
Dave Fehr Director of Operations  
Bill Hiebert Supervisor of Public Works (South)  
Sylvia Wheeler Public Works Admin Officer /  
Recording Secretary  
Madison Dyck Public Works Admin Assistant

**OTHERS:** Rommel Directo Operations Manager - Peace River  
District, Alberta Transportation  
Mae Stewart Operations Engineer, Alberta  
Transportation  
Paul Catt Field Support Technologist, Alberta  
Transportation  
George Driedger Ice Bridge Sub-Contractor

**CALL TO ORDER:** **1. a) Call to Order**  
Chair Braun called the meeting to order at 10:32 a.m.

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

**MOTION TC-17-06-008** **MOVED** by Councillor Driedger

That the agenda be adopted with the following addition:

5. c) Ferry Approaches

**CARRIED**

**MINUTES:** **3. a) Adoption of Minutes from March 7, 2017**

**MOTION TC-17-06-009** **MOVED** by Reeve Neufeld

That the minutes from March 7, 2017 be adopted as presented.

**CARRIED**

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

**DELEGATIONS:** 4. a) None

**NEW BUSINESS:** 5. a) **Season in Review – Discussion with Alberta Transportation & Driedger Brothers**

- Great line of communication!
- Great season with NO phone calls from the public with complaints
- Communication with the mills resulted in no industry hauling near the end of the season
- West approach was noticed to be too steep for big trucks, it needs levelling

**MOTION TC-17-06-010** **MOVED** by Councillor Knelsen

That the discussion be received for information.

**CARRIED**

**5. b) Signage Discussion**

- Specifically, the issue is the current reading of the sign that says 'cross one vehicle at a time' So, the DOT gave out tickets to the second vehicle crossing before the vehicle in front was completely across the ice bridge.
- We were referred to page 41 of *Best Practice for Building and Working Safely on Ice Covers in Alberta*.
- The County and Alberta Transportation will work on better signage staying within Best Practice guidelines.

**MOTION TC-17-06-011** **MOVED** by Reeve Neufeld

That Administration work with Alberta Transportation to have better signage at the crossing.

**CARRIED**

**5. c) Ferry Approaches**

- Committee had questions about the approaches for the ferry and why the ferry was unable to run due to high water.

- It was explained that when the river is very high the propellers on the ferry are in danger of hitting the river bank.
- Another question was about carrying passenger vehicles only when the water is low rather than shutting down completely.
- It was explained that this likely is a docking issue with the current design.
- AT is currently looking at Proposals to fix the identified problems.

**MOTION TC-17-06-012** **MOVED** by Councillor Driedger

That the discussion be received for information.

**CARRIED**

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

**NEXT MEETING:** 7. a) At the Call of the Chair

**ADJOURNMENT:** 8. a) Adjournment

**MOTION TC-17-06-013** **MOVED** by Councillor Driedger

That the meeting be adjourned at 11:20 a.m.

**CARRIED**

These minutes were adopted at the \_\_\_\_\_ meeting.

\_\_\_\_\_  
Peter Braun , Chair

\_\_\_\_\_  
Dave Fehr,  
Director of Operations

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





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 26, 2017</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Northwest Species at Risk Committee Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The minutes of the Northwest Species at Risk Committee are attached.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

That the Northwest Species at Risk Committee meeting minutes of June 21, 2017 be received for information.

Author: H.Gavin Reviewed by: B.Peters CAO: \_\_\_\_\_



**Northwest Species at Risk Committee**

**Town of High Level Office  
High Level, AB**

**Wednesday, June 21, 2017 at 10:00 a.m.**

**PRESENT:** Lisa Wardley Chair, Deputy Reeve, Mackenzie County  
Crystal McAteer Vice Chair, Mayor, Town of High Level  
Jacquie Bateman Councillor, Mackenzie County  
Eric Jorgensen Councillor, Mackenzie County  
Linda Halabisky Councillor, County of Northern Lights  
Terry Ungarian Councillor, County of Northern Lights  
Mike Morgan Councillor, Town of High Level  
Miron Croy Councillor, Clear Hills County  
Sunni-Jeanne Walker Mayor, Town of Manning

**REGRETS:** Michelle Farris Mayor, Town of Rainbow Lake  
Chris Mitchell Councillor, Town of Rainbow Lake  
Charlie Johnson Councillor, Clear Hills County  
Peter Frixel Councillor, Clear Hills County  
Brenda Kerr Councillor, Town of Manning

**ADMINISTRATION:** Byron Peters Director of Planning and Development,  
Mackenzie County  
Hayley Gavin Planner/ Recording Secretary, Mackenzie  
County

**ALSO PRESENT:** Diana McQueen DMC Consulting (via teleconference)

**MOTION** 1. **Call to Order**

Lisa Wardley called the meeting to order at 10:10 a.m.

2. **Adoption of Agenda**

**17-06-001** **MOVED** by Linda Halabisky

That the agenda be adopted with the addition of:

9. Provincial Survey

**CARRIED**

3. **Adoption of Minutes**

**17-06-002** **MOVED** by Mike Morgan

That the minutes from the May 17, 2017 NWSAR Committee meeting be adopted as presented.

## **CARRIED**

### **4. ACP Grant Discussion**

We applied for a community partnership grant just before Christmas. We were successful and have received the funds, the project cost was for \$270,000.00, but we were successful in receiving \$200,000.00 – how do we source/divide up the additional \$70,000?

High Level passed a motion for \$25,000

County of Northern Lights agreed to contribute \$9,000

Can the cost be made up in-lieu? By using some of work already completed by Dan and consultants.

Mackenzie County has spent \$200,000.00?

The budget from our last meeting covered everything that the County has spent on the SARA project to date. These funds are additional to that; a grant from the province. Ideally some of the funds can be used for the caribou project but most will likely be used for the Lower Peace Regional Plan and inter-municipal planning.

When the Tri-Council made the motion to apply for the grant a condition was made to come-up with the additional \$70,000.

Schedule A is what we originally agreed to with the province.

The Town of Manning is led to believe that we need to provide \$9,000 – we cannot afford \$9,000.

The agreement was to budget for \$9,000 each, but if you could not afford it, you contribute what you can.

I will revisit the contract and come back to the committee if we need a motion to move forward on funding for this grant.

Are we going to bid for the government socio-economic RFP?

We believe it would be a stretch for us (meeting the specific

requirements, such as educational background is a challenge) to complete the assessment required. We could find another company to partner with us to complete the assessment though.

Maybe we should just keep track of who obtains the contract and inform them/stay in touch with them as it progresses?

## **5. Phase 2: Political Engagement**

During stampede week there will be huge federal and provincial presence in Calgary; there could be opportunities to set up meetings. If we get some confirmations, do you want to attend?

Will the report be completed by then? There is no point in having more meetings with no report to hand over.

Administration plans to have the first final draft complete by the end of this week.

Federal Liberal caucus will be there we can meet them and deliver report and have discussions. Federal (Edmonton) MPs will be great to connect with; getting the message out, sharing the document and gaining there support. Wildrose, PC and Alberta parties will be present. Some meetings can be informal and some formal – getting the information and messages out is most important. Consultants will complete the communications document and send it out to administration soon after any changes have been made to the report today. Sunday, Monday and Tuesday (9, 10, 11<sup>th</sup> July) will be best.

Things are booking up quickly so we'll have to discuss hotels and logistics very soon. Somewhere between now and September we need to connect with the Parliamentary Secretary (PS). It will be difficult to get the Parliamentary Secretary and the SARA Director General (DG) etc. altogether outside of Ottawa; it's important to meet with the PS and DG to deliver our document in person. Let's try and combine meetings to maximize our resources.

There is also the K-days event in Edmonton, another good opportunity to set up meetings.

We can always grab officials for ten minutes and opt to follow up via email with the report. This is raising awareness in person. I'm meeting with Pembina Institute and CPAWS after this meeting – let's see where they are going on this file.

## **6. Report Presentation Meeting with DM Corbould Discussion**

Met with the DM and Brian Makowecki. I didn't leave any documents; shared that we don't want parks, we want to go through this process with the land-use planning. Protected areas may be closer to 200,000 Ha.– areas that can still sustain development. We talked about Territories and BC – we need to plan the caribou in these areas together. They understand that this needs to happen; BC is going into election within the next year and Territories are further behind than us, so collaboration may be limited upfront. We spent more time talking about the park and trans-boundary issues. Results may be much better than we had originally thought; there will be some conversation areas carved off (possibly in the region of 200,000 Ha.). The province has also added to the orphan well fund (we need to mention PSAC in our report somewhere). The zones of influence (particularly around fire) the government agrees with us on this. I said we were interested in applying for the RFP for the socio-economic assessment, but if we didn't apply we would like to be significantly involved/inform the development of the indicators and assessment. DM Corbould wants to meet with some of you in July for our report presentation, and then Minister Phillips is also coming up to the area in August.

Under the federal legislation the provincial government needs options that speak to protecting habitat. When we start the land-use planning we can start the discussion of removing moratoriums – in stages of approval.

The tool to create more parks is not caribou range planning, it is land-use planning. I told them we'd be back once we had a completed report to share. The Minister is doing a tour so we'll have to accommodate her (RE location). The intent is August – no date yet.

## **7. Wazuku Consulting Contract Renewal Discussion**

We engaged Wazuku Consulting for 6 months at \$30,000.00; the contract is up for renewal at the end of June. I don't see much value in renewing this contract – Curtis did say that he felt he was under-utilized, so we may be able to get him to do a few little tasks without any additional cost.

**17-06-003**

**MOVED** by Sunni-Jeanne Walker

That the contract with Wazuku Consulting not be renewed, but

to utilize Curtis O’Nyon on a day-rate basis in future.

**CARRIED**

**8. Big Lakes County Membership Extension Discussion**

CAO of Big Lakes County contacted us asking for information on the NWSAR and whether the NWSAR membership extension was available to the County of Big Lakes. I explained that membership would be unlikely at the point in time; given the timelines and limited capacity of administration.

Just to add to that, the County of Grande Prairie and Northern Sunrise County are also interested in becoming a part of the committee (they had previously assigned members to the CCoA). The Town of High Prairie also contacted me stating they would like to provide a letter of support. Perhaps, administration could provide a letter of support template and send to a number of these municipalities (who want to be involved/provide support) for them to provide us with their support?

The AAMD&C Zone meeting is in Fort Vermilion the eve of the Ag Fair in August, if we can get the NWSAR solution paper endorsed at this meeting, we could take then it to the AAMD&C fall session.

**17-06-004**

**MOVED** by Crystal McAteer and Eric Jorgensen

Establish the NWSAR associated membership and invite interested municipalities to be a part of the NWSAR this way. Through this, we will share all information we have gathered and also the information/data we will be sharing in our report, but we cannot add to the data, analysis and assessment in our current report for their areas.

**CARRIED**

Lisa Wardley called a recess at 11:11 a.m. and reconvened the meeting at 11:25 a.m.

**9. Provincial Survey**

Unless you put in text to explain why you don’t agree, the survey will result in Albertans wanting parks. I’m thinking after we’ve finished our report, we should share the survey with all stakeholders and make sure they link it to our report. We can use the stakeholder list to make sure people fill it out with our

recommendations.

The answers are predetermined and some specific questions do not have room for comments.

Why don't you take their questions and provide them for stakeholders (open-ended answers though, not predetermined) and include the results in the report.

How are we distributing the surveys, online alone?

It's easier to build the answers and stats at the end if we use Survey Monkey. Let's have a conversation with REDI – enlist their assistance with this.

#### **10. Committee Member Updates (Round Table Discussion)**

Letter from Ray Hilts was a little concerning. We had some very productive meetings in Ottawa; Chris Warkentin had a very different view of how we should approach this project though.

AFPA and FPAC – our concerns and recommendations align with what they're doing. FPAC is focusing mostly on trans-boundary issues and range planning between jurisdictions. The Canadian Wildlife Service was interested in a locally-based management board for caribou and was asking about funding opportunities. FCM conference – this year was the largest attendance they have ever had. The caribou issue is affecting everyone but most municipalities do not know what to do, or do not have the capacity to deal with it. Rural and Remote sessions flagged up the challenge that rural Canada has at getting their voices heard; urban governments at all levels have stronger voices than rural.

Laura Smith from the Office of the Leader of the Official Opposition joined us in the meeting with Jim Eglinski MP, in general, she was very knowledgeable on the procedures and processes on the SARA file – background is as Registered Professional Forester.

We should provide the opposition with questions for their committees – this is the place for meaningful discussions and for the opposition to help us.

We cannot afford to wait until the opposition is in government. Meeting with CAPP – they are very much aligned with our



messaging and are pleased we are taking this approach upon on ourselves. We need to recommend working with CAPP and PSAC with the additional orphan well funds (province has made \$250,000,000 available to reduce the liability on Orphan Well Association).

### **11. Administration Update on NWSAR Deliverables**

In my conversations with FCM they are very much looking for higher level resolutions for policy; they're looking for issues that affect specifically municipalities.

The printed version in front of you is the most up-to-date version of the report (editing has been done down to challenge 5, Page 67), some has been restructured and the engagement section will be bumped up to the beginning of the report to emphasize our process and methodology. Socio-economic piece is still lacking oil and gas component.

We will provide a disclaimer – we have some data compiled, the province needs to fill in the gaps. Perhaps, we should treat this as a living document (releasing draft 1, draft 2, etc.) so that we can continue to edit and update all sections.

**17-06-005**

**MOVED** by Eric Jorgensen

We provide a submission to GOA (deadline June 29, 2017) for involvement in development of the provincial socio-economic assessment for northwestern caribou range planning.

**CARRIED**

Lisa Wardley called a recess at 12:09 p.m. and reconvened the meeting at 12:35 p.m.

### **12. Review and Finalize Report Content (Round Table Discussion)**

Multiple amendments were made to the draft document, including the; introduction, executive summary, socio-economic section and recommendations. Predominantly changes are to reflect that we want to focus on – recovering the caribou populations (increasing numbers) and any permanent land-use changes (such as parks) are not to be implemented if there is a significant risk of adverse socio-economic impacts.

Mike Morgan left the meeting at 1:01 p.m.

Sunni-Jeanne left the meeting at 1:35 p.m.

Recommendation revision:

Overarching recommendation: ensure that population recovery is accomplished through a flexible adaptive management process, while minimizing the socio-economic impact on the region, which also includes a meaningful local multi-stakeholder partition process.

Jacque Bateman left the meeting at 1:57 p.m.

Consensus: this document is to stay in draft form to allow for continuous updates and revisions.

### **13. Next Meeting Date(s)**

Calgary Stampede: Lisa, Crystal, Byron, Linda, Eric, Jacque?

Edmonton K-Days: Jacque? Lisa? Terry? Linda? Eric, Miron?

**17-06-006**

**MOVED** by Lisa Wardley

❖ Thursday 10, August 2017 at 7:00 p.m. in High Level

**CARRIED**

### **14. Adjournment**

**17-07-007**

**MOVED** by Linda Halabisky

That the Northwest Species at Risk Committee meeting be adjourned at 2:43 p.m.

**CARRIED**

These minutes were adopted this 10th day of August, 2017.

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Lisa Wardley, Chair



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 26, 2017</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Inter-Municipal Planning Commission Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The minutes of the May 24, 2017 Inter-Municipal Planning Commission meeting are attached.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

N/A

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

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the Inter-Municipal Planning Commission meeting minutes of May 24, 2017 be received for information.

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

**INTER – MUNICIPAL PLANNING COMMISSION MEETING**

**Wednesday, May 24, 2017**

**7:00 p.m.**

**Lobby, Best Western Plus Mirage Hotel & Resort, High Level, AB**

**PRESENT:** John W Driedger Chair/Councilor – Mackenzie County  
Jacquie Bateman Vice-Chair/Councilor – Mackenzie County  
Scott Chandler Councilor – Town of High Level  
Beth Kappelar Member at Large – Mackenzie County  
Crystal McAteer Mayor – Town of High Level (*ex-officio*)

**REGRETS:** Jacy Rapke Councilor – Town of High Level  
Melody Wolansky Member at Large – Town of High Level

**ADMINISTRATION:** Ashleigh Bulmer Director of Development & IT Services – Town of High Level  
Byron Peters Director of Planning & Development – Mackenzie County  
Caitlin Smith Development Officer/Recording Secretary – Mackenzie County

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

John W Driedger called the meeting to order at 6:57 p.m.

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

**IMPC 17-05-001** **MOVED** by Beth Kappelar

That the agenda be adopted as presented.

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES: 3. a) Minutes of the October 27, 2016 Inter – Municipal Planning Commission Meeting**

**IMPC 17-05-002** **MOVED** by Beth Kappelar

That the minutes of the October 6, 2016 Inter-Municipal Planning Commission Meeting be adopted as presented.

**CARRIED**

**DELEGATIONS: 4. a) None.**

**BUSINESS:**

**5. a) Development Permit 081-DP-17  
Alberta Agriculture & Forestry – Accessory Building  
in “AP”  
High Level Airport**

**IMPC 17-05-003**

**MOVED** by Scott Chandler

That Development Permit 081-DP-17 on Part of NE 05-111-19-W5M in the name of Alberta Agriculture & Forestry be APPROVED with the following conditions:

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

1. **The Accessory Building shall meet all Alberta Safety Code requirements and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
2. **Minimum building setbacks:**
  - a. **6.1 meters (20 feet) front (West) yard;**
  - b. **1.5 meters (5 feet) from all other property lines.**
3. All the conditions and requirements set forth by NAV Canada, Transport Canada and/or other Government Agencies shall be adhered to.
4. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense.
5. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
6. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
7. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

**BUSINESS:**

**5. b) Development Permit 083-DP-17  
Wes & Sheila Peters – 36% Setback Variance in “A”  
High Level Rural**

**IMPC 17-05-004**

**MOVED** by Jacquie Bateman

That Development Permit 083-DP-17 on Plan 042 1852, Block 01, Lot 01 in the name of Wes & Sheila Peters be APPROVED with the following conditions:

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

1. A 36% **Setback Variance** for the Garage - Detached from the side (West) property line is hereby granted. The Garage – Detached shall be 9.75 meters (32 feet) from the property line.
2. **Minimum building setbacks: 41.15 meters (135 feet) from any road allowance and 15.24 meters (50 feet) from all other property lines.**
3. **PRIOR TO ANY NEW CONSTRUCTION TAKING PLACE ON THE SUBJECT PROPERTY CONTACT THE DEVELOPMENT DEPARTMENT FOR A DEVELOPMENT PERMIT.**
4. **This permit approval is subject to the access to the property being constructed to County standards.** PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed at the developers' expense.
5. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
6. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

7. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

**6. a) Meeting Dates**

- ❖ To be decided.

**ADJOURNMENT:**

**7. a) Adjournment**

**IMPC 17-05-005**

**MOVED** by Beth Kappelar

That the Inter – Municipal Planning Commission Meeting be adjourned at 6:59 p.m.

**CARRIED**

These minutes will be presented for approval on June 22, 2017

---

Chair





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 26, 2017</b>
<b>Presented By:</b>	<b>Carol Gabriel, Director of Legislative &amp; Support Services</b>
<b>Title:</b>	<b>Grants to Other Organizations</b>

## **BACKGROUND / PROPOSAL:**

In previous years \$15,000 was budgeted for miscellaneous sponsorships, donations, and baskets for silent auctions at various events in the municipality.

This budget included items such as the Growing the North Conference, Chamber Annual General Meetings, provincial hockey tournaments held locally, rodeos, library fundraisers, etc.

It was recently discovered that this budget item was missed in the 2017 budget and therefore administration recommends a budget amendment to include this amount.

<b>Grants to Non-Profit Groups and Organizations</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Zama Chamber of Commerce	\$ 8,000	\$ 8,000	\$ 8,000
Rocky Lane Agricultural Society	34,000	26,000	28,000
Fort Vermilion School Division - Rocky Acres	-	-	-
Fort Vermilion Friends of the Old Bay House	11,500	-	-
Golden Range Society (High Level)	-	-	-
High Level Agricultural Society (Exhibition Association)	15,000	10,000	10,000
High Level Rural Community Hall	20,000	20,000	17,000
Watt Mountain Wanderers	5,000	5,000	10,000
La Crete Agricultural Society	86,000	75,000	75,000
La Crete Area Chamber of Commerce	23,000	23,000	23,000
La Crete Field of Dreams Stampede Committee	35,000	-	-
La Crete Meals for Seniors	4,000	4,000	4,000
La Crete Seniors' Inn (drop-in centre)	4,341	3,000	3,000
La Crete Polar Cats	5,000	5,000	5,000
La Crete Walking Trails	-	-	10,000
La Crete Recreation Director	-	-	50,000
La Crete Community Equine Centre	10,000	100,000	-

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

Fort Vermilion Agricultural Society	25,000	25,000	25,000
Fort Vermilion Area Board of Trade	12,000	12,000	12,000
Fort Vermilion Mackenzie Applied Research Station	-	-	-
Fort Vermilion Recreation Society - 225th Anniversary Celebration	-	-	-
Fort Vermilion Royal Canadian Legion, Branch 243	6,000	6,000	6,000
Fort Vermilion Seniors' Club	4,000	4,000	4,000
Fort Vermilion Walking Trail	-	-	10,000
Fort Vermilion Skate Park	-	-	10,000
Fort Vermilion Youth Programs	-	-	5,000
Cemeteries	4,200	4,200	3,500
High School Bursaries	34,250	25,000	25,000
Rainbow Lake Youth Centre Society	-	-	10,000
Rainbow Lake Family Centre	5,000	-	
Regional Economic Development Initiative (REDI)	28,000	28,000	28,000
Mackenzie Regional Community Policing Society	-	-	-
Farm Women's Conference/Farm Safety	-	2,000	
Mackenzie Regional Charity Golf	1,000	1,000	-
Mackenzie Frontier Tourist Association	-	15,000	15,000
Miscellaneous	-	15,000	15,000
<del>Total Grants to Other Organizations</del>	<del>\$ 380,291</del>	<del>\$ 416,200</del>	<del>411,500</del>
Mackenzie County Library Board	\$ 228,000	\$ 228,000	228,000
Recreation Boards	\$ 1,727,740	\$ 939,692	1,105,901
FCSS	\$ 373,353	\$ 373,353	293,341
	2,709,384	1,957,245	2,038,742

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

That the budget be amended to include \$15,000 for Grants to Other Organizations - Miscellaneous with funding coming from the General Operating Reserve.

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



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 26, 2017</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>2018 Municipal Internship Program</b>

## **BACKGROUND / PROPOSAL:**

The Municipal Internship Program provides support to municipalities and planning service agencies to recruit, train, and retrain competent municipal employees so that they may pursue careers in municipal administration, finance, or land use planning.

Candidates are highly educated recent post-secondary graduates who are interested in pursuing a career in municipal government. For municipalities and planning service agencies, this is a unique opportunity to help develop the future leaders of Alberta's municipal sector. To date, more than 260 interns have participated in or are currently part of this exciting program.

To ensure our application will be considered for the 2018 program, completed documentation must be returned to the ministry no later than September 1, 2017.

The Minister will select the hosts for the 2018/19 Administrator and Finance Officer streams and 2018-20 Land Use Planner stream by November 2017.

## **OPTIONS & BENEFITS:**

### **Municipal Internship Program for Administrators**

*Time period: May 2018 – April 2019*

Hosts receive a grant of \$43,000 (\$35,000 for salary, \$2,000 for benefits and \$6,000 for intern expenses) to assist with the costs of hosting an intern.

### **Municipal Internship Program for Finance Officers**

*Time period: May 2018 – April 2019*

Hosts receive a grant of \$43,000 (\$35,000 for salary, \$2,000 for benefits and \$6,000 for intern expenses) to assist with the costs of hosting an intern.

**Author:** J.Simpson      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**Municipal Internship Program for Land Use Planners**

*Time period: May 2018 – April 2020*

Hosts receive a grant of \$64,500 over two years to assist with the costs of hosting an intern [\$43,000 in the first year (\$35,000 for salary, \$2,000 for benefits and \$6,000 for intern expenses), \$21,500 (\$19,000 for salary, \$1,000 for benefits and \$1,500 for professional development) in the second year].

**COSTS & SOURCE OF FUNDING:**

Partially funded by the grant funding and partially funded by our Operating Budget. Hosts located 200 km or more from Edmonton will also receive an additional travel stipend amount to assist with professional development travel costs for their interns.

**SUSTAINABILITY PLAN:**

By having an intern gain experience at our County offices may help in the recruitment and the retention of qualified employees

**COMMUNICATION:**

Communication is directed by the Municipal Internship Program requirements.

**RECOMMENDED ACTION:**

- Simple Majority
- Requires 2/3
- Requires Unanimous

That administration submits applications to the Alberta Municipal Internship Program under each of the 3 streams: Administration, Finance Officer, and Land Use Planner with successful applications coming back to Council for approval.

Author: J.Simpson Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**From:** [municipalservicesandlegislation@gov.ab.ca](mailto:municipalservicesandlegislation@gov.ab.ca)  
**To:** [CAO](#)  
**Subject:** Call for Applications - 2018 Municipal Internship Program Hosts  
**Date:** June-21-17 10:14:30 AM  
**Attachments:** [Attachment1.pdf](#)  
[Attachment2.pdf](#)

---

Dear Chief Administrative Officer / Agency Director:

- Is your organization a great place to work and learn?
- Do you want to play a role in creating a capable and sustainable workforce for the future of Alberta communities?
- Then perhaps the Municipal Internship Program is right for you!

The Municipal Internship Program provides support to municipalities and planning service agencies to recruit, train, and retain competent municipal employees so that they may pursue careers in municipal administration, finance, or land use planning and help build the capacity of Alberta's municipal sector.

The Municipal Internship Program is accepting applications to be one of the 15 hosts for the May 2018 program. Host organizations receive grant funding to assist with costs and are supported in their efforts to train and mentor their interns by a team of ministry staff. ***Please see the attached documents for all the details.***

### **Why Host an Intern?**

A municipal intern in your organization brings enthusiasm, excitement and energy. Candidates are highly educated recent post-secondary graduates who are interested in pursuing a career in municipal government. For municipalities and planning service agencies, this is a unique opportunity to help develop the future leaders of Alberta's municipal sector. To date, more than 260 interns have participated in or are currently part of this exciting program.

### **How To Apply**

The Municipal Internship Program is part of the Alberta Communities Partnership (ACP) program. Details on how to apply to the Municipal Internship Program can be obtained by visiting the program website at <http://www.municipalaffairs.alberta.ca/ms/internship/hosts-how> The Guidelines and Application Form are expected to be posted in early July; updates will be posted on the Internship website as soon as they are available.

To ensure your application will be considered for the 2018 program, please have your completed documentation returned to the ministry no later than **September 1, 2017**.

Applications can be submitted via ACP Online, email, regular mail or by fax. Mail and fax information is provided on the application form. The Minister will select the hosts for the 2018/19 Administrator and Finance Officer streams and 2018-20 Land Use Planner stream by November 2017.

If you have any questions about the Municipal Internship Program, please refer to the website or contact ministry staff toll-free by dialing 310-0000, then 780-427-2225.

Thank you for your interest in helping build strong local governments.

Yours truly,

Gary Sandberg  
Assistant Deputy Minister  
Municipal Services and Legislation  
Alberta Municipal Affairs

Attachments



# Host Testimonials

Since 2002, more than 100 municipalities and seven intermunicipal planning services agencies have participated in the Municipal Internship Program. Below past hosts have shared their thoughts and advice for organizations considering becoming part of the program.

**City of Grande Prairie.....**If you are looking for an employee to work on a specific task or group of tasks then this program may not be for you. It really is a partnership between Municipal Affairs, the intern and the municipality where the parties all benefit. The intern needs to experience a wide variety of municipal activities in combination with a few projects. The municipality benefits from having an intern and in turn helps to train the intern for a future career in municipal government.

## TOWN OF VIKING

....The Municipal Internship experience for me as the CAO was very positive and gave me a chance to assist in the promotion of Municipal Administration as a worthy and rewarding career.

## Clearwater County

....Your intern can be challenged. As a group and as individuals the interns are highly eager and highly capable. They are able and willing to take on challenging and important projects and do very well. This is a win-win for the host and the intern, so be sure to give them the opportunity and guidance necessary for this to take place.

**County of Wetaskiwin.....**My advice to another municipality wanting to host an intern is simply—do it. The people applying for the program have a high energy level and strive to do their best. Before applying, however, make sure that your entire team is aware of the program and understands their roles. You need more than just a supervisor to make the program a success.

**Sturgeon County.....**  
Apply, apply, apply! Having an Intern was one of the best decisions we have ever made!

**City of Spruce Grove.....**The intern brought to the organization a fresh outlook on municipal government as it relates to the needs of the younger generation coming into the field. Taking the time to teach the intern about the roles and responsibilities of administration and council allowed us to reflect on the scope of accountability and influence.

The Municipal Internship Program is vital to ensure the future development of sound municipal administration. Our investment today on tomorrow's leaders will serve the level of government closest to the people well. It is important to be able to share lessons learned, create a safe environment for learning and embrace a corporate approach to leadership development.

**Lamont County ....**Hosts need to be prepared with a proper work plan that can be shared with the intern at their arrival. The work plan will keep both the host and intern focused on desired projects or deliverables. It is also easier to make adjustments and/or substitutions to projects when there is an unforeseen interruption.

**Town of Didsbury.....**Make sure you speak with all the Department Heads so they understand the program objectives and the role of the intern. They are not here to make photocopies and do filing. They come with education, and eagerness to learn as much as they can in one year.

**Mackenzie County.....**Excellent! Beyond our initial expectations!



## Who Can Apply and How Does it Work?

Municipalities may collaborate to host an intern; at least one of the partners must meet the population requirement. Please see our website or contact our program team for further information on partnerships and commitments for becoming a host organization.

### **Municipal Internship Program for *Administrators* (5 positions)**

Time period: May 2018 – April 2019

- ◇ Municipalities must have a population between 700 and 75,000.
- ◇ The Chief Administrative Officer/senior manager must agree to serve as the intern supervisor for the duration of the program.
- ◇ Hosts will provide experience in all major functional areas of the municipality.
- ◇ This program helps interns prepare for senior administrative positions in Alberta's municipal governments.
- ◇ Hosts receive a grant of \$43,000 (\$35,000 for salary, \$2,000 for benefits and \$6,000 for intern expenses) to assist with the costs of hosting an intern.

### **Municipal Internship Program for *Finance Officers* (5 positions)**

Time period: May 2018 – April 2019

- ◇ Municipalities must have a population between 2,500 and 125,000.
- ◇ A senior-level financial officer must agree to serve as the intern supervisor for the duration of the program.
- ◇ Hosts will provide comprehensive experience in the financial services area of the municipality, in addition to opportunities to experience other departments.
- ◇ This program helps interns to be better prepared to take on financial services roles in Alberta's municipalities.
- ◇ Hosts receive a grant of \$43,000 (\$35,000 for salary, \$2,000 for benefits and \$6,000 for intern expenses) to assist with the costs of hosting an intern.

### **Municipal Internship Program for *Land Use Planners* (5 positions)**

Time period: May 2018 – April 2020

- ◇ Municipalities must have a planning department that undertakes in-house the full range of planning services and must have a population between 5,000 and 125,000. Intermunicipal planning services agencies are eligible.
- ◇ Municipalities may collaborate to host an intern; at least one of the partners must meet the population requirement and collectively the partners must provide the full range of planning services.
- ◇ The senior planner must agree to serve as the intern supervisor for the duration of the program and support the intern in pursuing his/her Registered Professional Planning accreditation through completion and signoff of responsible, professional planning experience.
- ◇ This program helps interns to be better prepared to enter the municipal planning field in Alberta's municipalities.
- ◇ Hosts receive a grant of \$64,500 over two years to assist with the costs of hosting an intern [\$43,000 in the first year (\$35,000 for salary, \$2,000 for benefits and \$6,000 for intern expenses), \$21,500 (\$19,000 for salary, \$1,000 for benefits and \$1,500 for professional development) in the second year].





Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 26, 2017</b>
<b>Presented By:</b>	<b>Carol Gabriel, Director of Legislative &amp; Support Services</b>
<b>Title:</b>	<b>2017 Municipal Election – Advance Vote</b>

### **BACKGROUND / PROPOSAL:**

Section 73 of the Local Authorities Election Act states:

1. **An elected authority may by resolution provide for holding an advance vote on any vote to be held in an election.**
2. No advance vote shall be held within 24 hours of election day.
3. If a resolution is enacted under subsection (1), **the returning officer must determine the days and hours when the advance vote is to be held.**

The date, time and location of the Advance Vote will be determined at a later date by the Returning Officer and does not require a motion of Council.

### **OPTIONS & BENEFITS:**

To enhance voter turnout.

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

Operating Budget

### **SUSTAINABILITY PLAN:**

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

**COMMUNICATION:**

The date of the Advance Vote will be posted on our website calendar and advertised according to the Act.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That an Advance Vote be held for the 2017 municipal election.

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



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 26, 2017</b>
<b>Presented By:</b>	<b>Carol Gabriel, Director of Legislative &amp; Support Services</b>
<b>Title:</b>	<b>MD of Greenview – Council Orientation Session</b>

## **BACKGROUND / PROPOSAL:**

See attached invitation from the MD of Greenview to attend a one day George Cuff Council Orientation on Monday, November 6, 2017 in Valleyview, AB.

## **OPTIONS & BENEFITS:**

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

\$50 per person plus honorarium, travel and subsistence.

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION:**

## **RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

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

**From:** [Sheryle Runhart](#)  
**To:** [Allan Winarski - MD of Lesser Slave Lake](#); [Arlen Miller](#); [Bill Rogan](#); [CAO - Clear Hills County](#); [CAO - County of Northern Lights](#); [Cindy Millar - Northern Sunrise County](#); [Joulia Whittleton - Saddle Hills County](#); [Karin Picard - MD of Smoky River](#); [Kelly Hudson - MD of Spirit River](#); [Ken Bosman - Big Lakes County](#); [Len Racher](#); [Lyle McKen - MD of Peace](#); [Mike Haugen - MD of Greenview](#); [Peter Thomas - Northern Sunrise County](#); [Rita Therriault - MD of Smoky River](#); [Sandra Fox - MD of Fairview](#); [Sheryle Runhart](#); [Adele Parker - Town of Falher](#); [Bonnie Rybak - Saddle Hills County](#); [Cameron Thompson \(intern\) - City of Grande Prairie](#); [Chelsea Brett - Saddle Hills County](#); [Chris Parker - Town of Peace River](#); [Dani Lagemaat \(intern\)](#); [Daryl Greenhill - Town of Fairview](#); [Dawn Sauvé](#); [Douglas Borg - Town of Swan Hills](#); [Greg Gayton](#); [Helen Alook - MD of Opportunity](#); [Herman Minderlein - CAO Birch Hills County](#); [Jason Martin - Town of Fairview](#); [Jonah Thompson \(intern\)](#); [Larry Baran - NWT](#); [Lina Mangal - Saddle Hills County](#); [Lori Parker](#); [Louisa Wedzin - NWT](#); [Mark Schonken - Big Lakes County](#); [MD of Greenview](#); [MD of Opportunity](#); [MD of Opportunity](#); [Michael Daudlin \(intern\) City of Grande Prairie](#); [Michael Kubish \(intern\) Northern Sunrise County](#); [Rita Maure - Village of Donnelly](#); [Roy Dell - Town of Fox Creek](#); [Therese Wiebe - Town of High Prairie](#); [Town of Manning](#); [Town of Sexsmith - Assistant Administrator](#); [Town of Sexsmith - Trena Huson](#); [Town of Spirit River](#); [Town of Valleyview](#); [Treeva Richardson - NWT](#); [Village of Berwyn](#); [Whati -NWT](#); [Whati-NWT-Trainee](#)  
**Cc:** [Shannon Baird](#)  
**Subject:** FW: Council Orientation  
**Date:** July-13-17 4:26:42 PM  
**Attachments:** [Gov.Orientations.AB.2017.docx](#)

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Good afternoon:

The MD of Greenview would like to invite your elected officials and senior staff to a George Cuff Council Orientation on November 6th, 2017. The purpose of this is to provide training regarding the roles and responsibilities of Council and Council Members.

George Cuff, CMC is a well-known name in the world of local government, noted for his no-nonsense approach to municipal governance. He will cover such items as the basics, good governance, Enhancing the Council-CAO Relationship, Council Relationships, Right to Know/Right to Decide, Connecting to the Community and Planning with the End in Mind. Please see the attached agenda for more information.

This one day event will be held in Valleyview, AB at the Valleyview Memorial Hall from 9:00 a.m. to 4:00 p.m., with lunch and snacks provided. To help cover the cost of the seminar Greenview will invoice your organization \$50.00 a seat for each person your municipality would like to send. Lunch and snacks will be provided to attendees.

Please contact Lianne Kruger at [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca) to RSVP.

Lianne Kruger  
Executive Assistant Chief Administrative Officer  
Municipal District of Greenview No. 16 | 4806-36 Avenue  
Box 1079 Valleyview, Alberta T0H 3N0  
Tel: 780-524-7600<tel:780-524-7600> | Fax: 780-524-4432<tel:780-524-4432> | Toll Free: 888-524-7601<tel:888-

524-7601> | 24/7 Dispatch: 888-524-7608<tel:888-524-7608> | Direct: 1-780-524-7627<tel:1-780-524-7627>  
[mdgreenview.ab.ca<http://www.mdgreenview.ab.ca/>](http://www.mdgreenview.ab.ca/) | Follow us on Twitter  
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[main/img/logo\\_md\\_greenview\\_web.png\]](#)

This communication, and its attachments, is confidential and intended for the addressee(s) only. If you are not the intended recipient, please notify us of our error, and disregard and delete the communication. Unauthorized use, disclosure, copying, forwarding or alteration of this communication may be unlawful.

Thank you.

### **PROPOSED TIMELINE (Full Day) (i.e. likely 9am-4pm)**

#### **Session One: Reviewing the Basics**

- Seminar Objectives
- What is a Council Member Called to Do?
- Some Basics
- Role Clarity
- What Do I Know from Learning & Experience?
- Summary/Discussion

#### **Session Two: Good Governance**

- Governance: What is It?
- Governance: What Does It Matter?
- Governance: How Should It Work?
- Decision-Making Principles
- Building Blocks
- Understanding the Landmines
- Summary/Discussion

#### **Session Three: Enhancing the Council-CAO Relationship**

- Why Council-CAO Relationship Critical
- Building a Constructive Relationship
- Council-CAO Covenant
- Levers of Power
- Discussion/Summary

#### **Session Four: Council Relationships**

- Importance of Council Relationships
- What Trips Up Council
- How Management Impacts the System
- Council Relationship with Administration
- Protocols Supporting Good Governance
- Summary/Discussion

#### **Session Five: Right to Know/Right to Decide**

- Understanding the Council-CAO interface
- Building a Corporate Team
- Evaluating Your CAO
- The Tools and Process
- The Outcomes
- Summary/Discussion

### **Session Six: Connecting to the Community: Adding Value**

- Some Basic Considerations
- ABCs: Categories, Rules of Engagement
- Council's Connectedness
- Impact of the Mayor
- Where Should Council be Involved
- Summary/Discussion

### **Session Seven: Planning with the End in Mind**

- The Gleanings of Four Decades
- Value-Added by Council
- Ethics & Governance
- The End in Mind
- The Personal Impact
- Summary/Discussion

George

780.960.3637 (office)

780.919.2559 (cell)



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 26, 2017</b>
<b>Presented By:</b>	<b>Doug Munn, Director of Community Services</b>
<b>Title:</b>	<b>Hutch Lake Cabins – Playground Budget</b>

**BACKGROUND / PROPOSAL:**

The 2017 budget included funding for playground equipment for various areas of the municipality. The equipment has been ordered and we expect delivery in August. Site preparation will begin soon prior to the installation of the new equipment.

Hutch Lake Cabins requires some extra attention as the area is forested with mostly young trees and a few mature trees and our crews do not have the equipment necessary to do this clearing. We estimate that the clearing will cost \$11,000 using a contractor. A copy of the clearing plan is attached. There is \$35,000 budgeted for the Hutch Lake Cabins Playground, however the cost of the equipment is \$34,272 leaving only \$788 for the clearing and an expected shortfall of approximately \$10,200.

All of the playground tenders were reviewed and recommended by the Community Services Committee on June 6, 2017.

Overall the budget for playground equipment was \$185,000 for the four playgrounds (Hutch Lake Cabins, Knelsen, Big Back Yard and Mackenzie Housing). The intent was to leave 10% in each budget for installation costs and prices came in under budget so we ended up with a \$17,118 remaining balance for all four parks (or 9%). (see breakdown in Cost and Source of Funding below). Note that these amounts include the 10% for installation costs.

Author: DM Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**OPTIONS & BENEFITS:**

1. Reallocate surplus funds from the playground budgets to fund the clearing of Hutch Lake Cabins Playground site in the amount of \$10,200.
2. Fund the shortfall of \$10,200 from the Recreation and Parks Reserve (RESV08).

**COSTS & SOURCE OF FUNDING:**

The following is a summary of the budget to date.

	<b>Budget</b>	<b>Actual (includes installation costs)</b>	<b>Variance</b>
Big Back Yard	\$35,000	\$32,866	\$2,134
Mackenzie Housing Park	\$20,000	\$14,700	\$5,300
Hutch Lake Cabins	\$35,000	\$34,272	\$728
Knelsen Park	\$95,000	\$86,044	\$8,956
	<b>\$185,000</b>	<b>\$152,620</b>	<b>\$17,118</b>

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

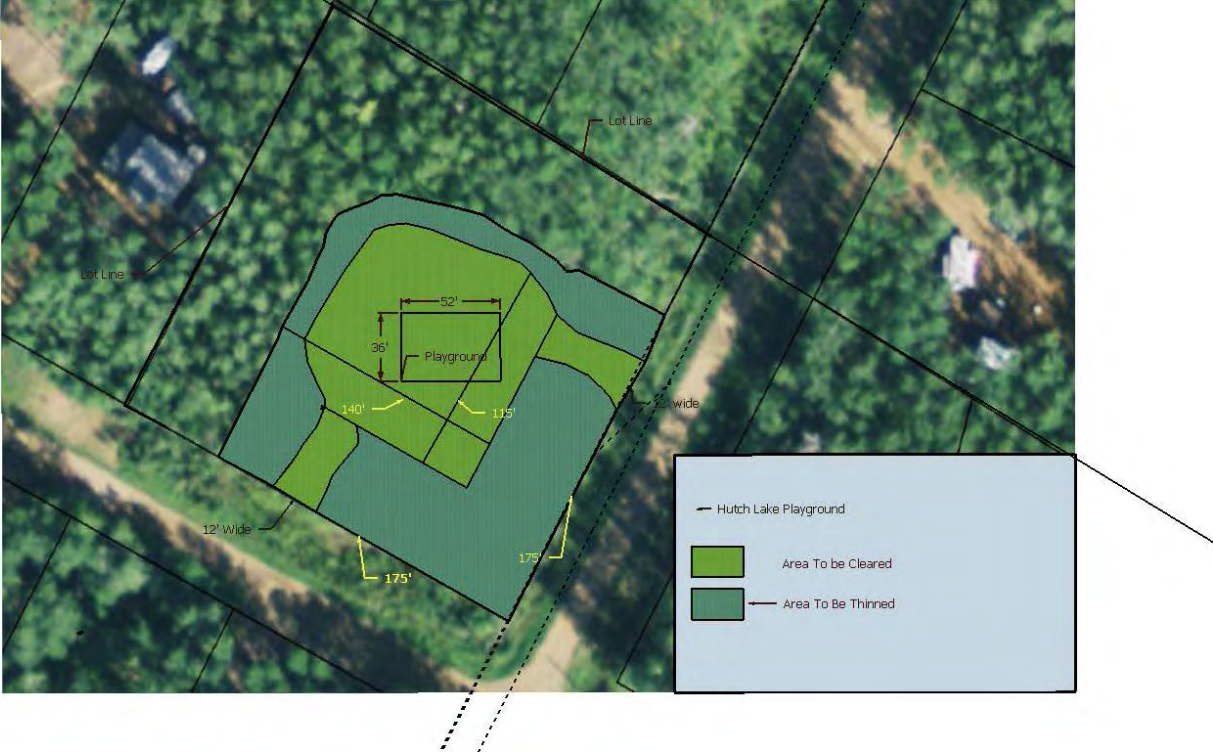
- Simple Majority       Requires 2/3       Requires Unanimous

That the budget be amended to include an additional \$10,200 for the Hutch Lake Cabins Playground project with funding coming from the Recreation and Parks Reserve.

Author: DM      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



# Clearing Plan for Hutch Lake Cabins Playground



Author: DM Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 26, 2017</b>
<b>Presented By:</b>	<b>Karen Huff, Director of Finance</b>
<b>Title:</b>	<b>Bylaw 1071-17 – 2017 Tax Rate Bylaw</b>

## **BACKGROUND / PROPOSAL:**

On April 26, 2017 Bylaw 1064-17 -2017 Tax Rate Bylaw was approved. Subsequently administration found that the incorrect year was noted in the title of the Bylaw, and is requesting that the title be amended to reflect the correct 2017 year.

### **TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN MACKENZIE COUNTY FOR THE ~~2016~~ 2017 TAXATION YEAR**

**WHEREAS**, Mackenzie County in the province of Alberta, has prepared and adopted detailed estimates of the municipal revenue, expenses and expenditures as required, at

## **OPTIONS & BENEFITS:**

To provide clarification.

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

N/A

## **SUSTAINABILITY PLAN:**

N/A

**Author:** J. Phillips/J. Batt **Reviewed by:** K. Huff **CAO** \_\_\_\_\_

**COMMUNICATION:**

Bylaws are available on the Mackenzie County website.

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1071-17 being the 2017 Tax Rate Bylaw for Mackenzie County.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1071-17 being the 2017 Tax Rate Bylaw for Mackenzie County.

Motion 3

Simple Majority       Requires 2/3       Requires Unanimous

That consideration be given to go to third reading of Bylaw 1071-17 being the 2017 Tax Rate Bylaw for Mackenzie County at this meeting.

Motion 4

Simple Majority       Requires 2/3       Requires Unanimous

That third reading be given to Bylaw 1071-17 being the 2017 Tax Rate Bylaw for Mackenzie County.

**Author:** J. Phillips/J. Batt      **Reviewed by:** K. Huff      **CAO** \_\_\_\_\_

**BYLAW NO. ~~1064-17~~ 1071-17**

**BEING A BYLAW OF  
THE MACKENZIE COUNTY  
IN THE PROVINCE OF ALBERTA**

**TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST  
ASSESSABLE PROPERTY WITHIN MACKENZIE COUNTY  
FOR THE ~~2016~~ 2017 TAXATION YEAR**

**WHEREAS**, Mackenzie County in the province of Alberta, has prepared and adopted detailed estimates of the municipal revenue, expenses and expenditures as required, at the Council meeting held on April 26, 2017; and

**WHEREAS**, the estimated municipal operating revenues from all sources other than property taxation total \$7,773,659; and

**WHEREAS**, the estimated municipal expenses (excluding non-cash items) and including requisitions set out in the annual budget for the Mackenzie County for 2017 total \$41,950,410, with \$1,570,961 to be funded from prior year's surplus; and the balance of \$23,798,944 is to be raised by general municipal property taxation; and

**WHEREAS**, the estimated amount required to repay principal debt to be raised by general municipal taxation is \$1,575,520 and

**WHEREAS**, the estimated amount required for current year capital expenditures to be raised by general municipal taxation is \$1,822,516; and

**WHEREAS**, the estimated amount required for future financial plans to be raised by municipal taxation is \$1,821,103; and

**THEREFORE**, the total amount to be raised by general municipal taxation is \$30,781,003; and

**WHEREAS**, the requisitions are:

**Alberta School Foundation Fund Requisition:**

	<b>Base</b>	<b>Over/Under Levy</b>	<b>Total</b>
Residential and Farmland	\$2,002,066	\$4,334	\$2,006,400
Non-Residential	\$4,511,601	\$-3,712	\$4,507,889
Total	\$6,513,667	\$622	\$6,514,289

**Opted Out School Board:**

	<b>Base</b>	<b>Over/Under Levy</b>	<b>Total</b>
Residential and Farmland	\$5,609	\$487	\$6,096
Non-Residential	\$995	\$-3	\$992
<b>Total</b>	<b>\$6,604</b>	<b>\$484</b>	<b>\$7,088</b>

<b>Total School Requisitions</b>	<b>\$6,520,271</b>	<b>\$1,106</b>	<b>\$6,521,377</b>
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**Lodge Requisition:**

	<b>Base</b>	<b>Over/Under Levy</b>	<b>Total</b>
Lodge Requisition - Operating	\$461,788	\$1,480	\$463,268
Lodge Requisition – Capital *	\$0	\$1,416	\$1,416
<b>Total Lodge Requisitions</b>	<b>\$461,788</b>	<b>\$2,896</b>	<b>\$464,684</b>

**WHEREAS**, the Council of Mackenzie County is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenses, expenditures and the requisitions; and

**WHEREAS**, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act (MGA), Revised Statutes of Alberta, 2000, Chapter M-26 as amended; and

**WHEREAS**, the assessed value of all property in Mackenzie County for school requisition and municipal purposes as shown on the assessment roll is:

**Assessment:**

Residential	\$785,955,280
Farmland	\$43,486,100
Non-Residential	\$1,101,987,520
Machinery & Equipment	\$359,713,940
<b>Total</b>	<b>\$2,291,142,840</b>

**NOW THEREFORE**, under the authority of the Municipal Government Act, the Council of the Mackenzie County in the Province of Alberta enacts as follows:

1. That the Chief Administrative Officer is hereby authorized and directed to levy the following rates of taxation of the assessed value of all property as shown on the assessment roll of Mackenzie County:

<b>General Municipal</b>	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Rate</b>
Residential	\$5,724,112.30	\$785,955,280	0.007283
Limited Access Seasonal Residential	\$0	\$0	0.007283
Farmland	\$369,979.74	\$43,486,100	0.008508
Non-Residential	\$13,116,957.45	\$1,101,987,520	0.011903
Machinery & Equipment	\$4,281,675.03	\$359,713,940	0.011903
	<b>\$23,492,725</b>	<b>\$2,291,142,840</b>	
Revenue estimated due to the established minimum	\$306,219		
<b>Total</b>	<b>\$23,798,944</b>	<b>\$2,291,142,840</b>	

Residential shall be **\$200** (two hundred dollars)\*

*\*excluding Limited Access Seasonal Residential (no minimum tax levy shall apply)*

Non-Residential shall be **\$400** (four hundred dollars)

Farmland shall be **\$35** (thirty-five dollars)

	<b>Tax Levy</b>	<b>Taxable Assessment</b>	<b>Tax Rate</b>
<b>Alberta School Foundation Fund:</b>			
Residential and Farmland	\$2,002,066	\$823,692,270	0.0024307
Non-Residential	\$4,511,601	\$1,063,229,310	0.0042433

<b>Opted Out School:</b>			
Residential and Farmland	\$5,609	\$2,307,620	0.0024306
Non-Residential	\$995	\$234,520	0.0042433

<b>Exempt:</b>			
Machinery & Equipment 100%	0	\$359,713,940	0.0000000
GIPOT Properties		\$7,163,620	0.0000000
Electric Power Generation 100%	0	\$34,801,560	0.0000000

<b>Total ASFF</b>	<b>\$6,520,271</b>	<b>\$2,291,142,840</b>	
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Lodge Requisition - Operating	\$461,788	\$2,291,142,840	0.0002016
Lodge Requisition - Capital	\$0	\$2,291,142,840	0.0000000
<b>Total Lodge Requisition</b>	<b>\$461,788</b>	<b>\$2,291,142,840</b>	<b>0.0002016</b>

<b>Grand Total</b>	<b>\$30,781,003</b>
--------------------	---------------------

2. That this bylaw shall take effect on the date of the third and final reading and rescinds Bylaw 1064-17 and any amendments made thereto.

READ a first time this \_\_\_\_ day of \_\_\_\_\_, 2017.

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2017.

READ a third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 2017.

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Bill Neufeld  
Reeve

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Len Racher  
Chief Administrative Officer





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 26, 2017</b>
<b>Presented By:</b>	<b>Karen Huff, Director of Finance</b>
<b>Title:</b>	<b>Policy RESV17 – Bursaries Reserve</b>

## BACKGROUND / PROPOSAL:

At the March 14, 2017 Council meeting, the following Motions were made;

**MOTION 17-03-179**      **MOVED** by Councillor Braun

*That the following reserve policies be rescinded:*

RESV07	<i>Emergency Service Reserve (policy was combined with Policy RESV06 Vehicle &amp; Equipment Replacement)</i>
RESV11	<i>Capital Funding Carry Forward Reserve – Recreation Boards</i>
RESV12	<i>Walking Trail Reserve</i>
RESV13	<i>Water Treatment Plant (policy was combined with Policy RESV18 Water Reserve Fund)</i>
RESV15	<i>Funding to Community Non-Profit Organizations (a new policy will be created for the Grants to Other Organizations Reserve)</i>
<b>RESV17</b>	<b><i>Bursaries Reserve (Current funds to be moved to the 2017 Bursary budget line)</i></b>

**CARRIED**

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

During the June 20, 2017 Finance Committee Meeting the following Motion was made;

**MOTION FC-17-06-071**      **MOVED** by Deputy Reeve Wardley

That the Finance Committee recommends to Council that the Policy RESV17 Bursaries Reserve be reinstated.

**CARRIED**

Attached is a copy of the Rescinded Policy for review, and reinstatement.

**OPTIONS & BENEFITS:**

**Option 1:**    Approve Finance Committees recommendation to reinstate Policy RESV17 Bursaries Reserve.

**Option 2:**    Accept the Finance Committee' s recommendation to reinstate Policy RESV17 Bursaries Reserve as information.

**COSTS & SOURCE OF FUNDING:**

2017 Operating Budget

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

Approved policies are posted on Mackenzie County's website.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy RESV17 Bursaries Reserve be reinstated as presented.

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

## Mackenzie County

<b>Title</b>	<b>Bursaries Reserve</b>	<b>Policy No.</b>	<b>RESV17</b>
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<b>Account Code</b>	<b>4-12-709</b>
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<b>Purpose</b>	To establish the Bursaries reserve.
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<b>Targeted Minimum</b>	NA
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<b>Targeted Maximum</b>	NA
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<b>Funding</b>	This reserve will be used to retain budgeted funds not awarded during an annual distribution to bursars. The accumulated funds may be used to award bursaries in years of higher demand.
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### **Policy Statement and Guidelines**

1. The Chief Administrative Officer will ensure the overall effective administration of dedicated reserves in accordance with this policy; recommending changes in policy or guidelines to Council to ensure they are employed to the benefit of the County.
2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to County Council, a list indicating the current and previous year-end balances for this reserve will be provided.
3. The use of this reserve to fund any expenditure must be by way of a Council resolution or motion.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	12-Apr-11	11-04-348
<b>Rescinded</b>	2017-03-14	17-03-179





**Mackenzie County**

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 26, 2017</b>
<b>Presented By:</b>	<b>Karen Huff, Director of Finance</b>
<b>Title:</b>	<b>Mineral Surface Lease (MSL) Assessments</b>

### **BACKGROUND / PROPOSAL:**

On June 1, 2017, Administration sent out 2,239 Tax Notices relating to Mineral Surface Leases (MSLs).

Upon reviewing Mackenzie County's assessment data, Aaron Steblyk of Compass Assessment Consultants Inc., Mackenzie County's new assessor, has come across issues with the MSLs that were identified as assessable and were included in the 2017 levy.

*For sites that contain a wellhead there is a portion within the linear assessment that contemplates the "legal interest in land". This value has been pegged at \$5,000 per well per the Assessment Services Branch of Municipal Affairs. If a site has a wellhead, this amount should be deducted from the assessment.*

Being that this was a new levy this year, there was uncertainty on how to implement the levy on the new rolls.

*The assessments that were produced for the MSLs ignored portions of the previous decisions, specifically that the linear portion was not recognized within the assessment. Also sites were created for every MSL within the County. Land areas should have been added to existing accounts that contained M&E or B&S. The addition of accounts for properties that only contain a wellhead are over and beyond the scope contemplated in the CARB decisions and direction from the Province.*

An error was created when identifying the new rolls for the MSLs and levying property taxes. Originally there was 2,239 MSLs identified, in-fact only 573 MSLs fit the criteria set out by CARB and Queens Bench

**Author:** Karen Huff      **Reviewed by:** Jennifer Batt      **CAO:** \_\_\_\_\_

To remedy the situation, Aaron has suggested that all accounts created this year for this purpose be cancelled. Land assessments then be added onto existing accounts using the methods and adjustments recognized within the CARB and QB decisions. He believes this approach will satisfy our rate payers and produce a fair/equitable/defendable assessment. This may also mitigate any further appeals that may arise from this issue with clear and open communication with our rate payers.

**OPTIONS & BENEFITS:**

Cancel all MSL Tax Rolls created this year for this purpose. Enter correct land assessments to the 573 MSLs that fit the criteria set out by CARB and Queens Bench.

By correcting the assessment and levies for the new MSLs we are showing our ratepayers affected by this issue that we have identified an error and are correcting it, thus being “clear & transparent” and re-building the trust lost over the last few years.

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Administration will communicate Council’s decision to the affected ratepayers.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Mineral Surface Lease (MSL) tax rolls incorrectly assessed be reversed and recalculated as per the criteria set out by Composite Assessment Review Board (CARB) Decisions and the Court of Queen’s Bench.

**Author:** Karen Huff      **Reviewed by:** Jennifer Batt      **CAO:** \_\_\_\_\_



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 26, 2017</b>
<b>Presented By:</b>	<b>Karen Huff, Director of Finance</b>
<b>Title:</b>	<b>Request to Reverse 2017 Penalties – Tax Roll 076814</b>

**BACKGROUND / PROPOSAL:**

Section 347(1) of the MGA reads as follows:

*347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:*

- (a) *Cancel or reduce tax arrears;*
- (b) *Cancel or refund all or part of a tax;*
- (c) *Defer the collection of a tax.*

*Only tax arrears or current taxes may be the subject of relief under section 347. Section 347 does not empower municipalities to grant the specified relief on future taxes as this would fetter the discretion of future councils. “*

Administration entered into a Tax Arrears Agreement on September 24, 2013 for tax roll 076814. The ratepayer submitted payments as per the agreement, however the agreement wasn't amended to adjust for the actual 2014, 2015, 2016 levies and penalties only estimates as per 2013 rates. (See attached agreement)

As per the Terms of the Agreement Section 2.

*Monthly payments 2. The Owner must make minimum monthly payments, payable in advance upon the 1st day of each month of the agreement, per Schedule “A”, attached hereto and amendments thereto:*

- (a) *The County will amend Schedule “A” on an annual basis to correctly reflect the penalties and annual tax levies.*

**Author:** J. Phillips/Jennifer Batt    **Reviewed by:** \_\_\_\_\_    **CAO:** \_\_\_\_\_

*(b) The County must, immediately upon updating Schedule "A", send a copy to the Owner.*

Upon review of this file, administration noted that the Taxation Clerk at the time contacted the ratepayer in April 2015, notifying them of the updated 2015 tax levy requesting that a signed copy be returned. Administration met with the ratepayer to discuss the payment schedule as the agreement needed to be amended to ensure full payment of levies by December 31<sup>st</sup>, 2016. No signed copy has been found.

Administration met with the ratepayer several times in 2015 and 2016 to amend the agreement as the 2014, 2015, 2016 levies and penalties, however the agreement was not amended.

The ratepayer continued to make monthly payments as per the 2013 agreement amount and met again with administration in June 2017 to discuss the balance owing on the account. The ratepayer agreed that the levy amendments were correct, and that penalties were applied in accordance with the agreement.

However the ratepayer does not agree that penalties which were applied due to the Tax Penalty Bylaw that was amended September 2013 should apply, as the agreement was already signed, and not amended.

The ratepayer continued to pay the amount agreed to in the 2013 Tax Arrears Agreement, however this amount was not sufficient to ensure full payment by the end of the contract leaving the ratepayer owing a substantial amount.

Previous administration contacted the ratepayer in July 2016 to discuss amendments required to Schedule "A" of the Agreement as actual levies and penalties for 2014, 2015, 2016 were still not amended. At that time the ratepayer and administration agreed to leave the payments the same as per the 2013 agreement amounts, as some of the penalties applied seemed to be in error.

Administration would revisit the schedule of payments in December 2016, to ensure that calculations of the levy amounts due and penalty amendments were accurate.

Due to the changeover in the Finance Department, this item was not addressed until the new management team was in place. In May administration contacted the ratepayer, requesting that a meeting be scheduled.

Administration met with the ratepayer on June 14, 2017 to clarify the schedules, and what had been discussed with previous administration. Administration presented the original Tax Arrears Agreement, and a revised schedule with the actual Levies and Penalties imposed in 2013, 2014, 2015, and 2016. The ratepayer agreed that the levy amendments were correct, and that penalties applied were in accordance with the agreement. However the ratepayer does not agree that penalties that were applied based on the Tax Penalty Bylaw that was amended September 2013 should apply, as the agreement was already signed.

**Author:** J. Phillips/Jennifer Batt      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_



The ratepayer made monthly payments as per the agreement, and after meeting with administration in June, the ratepayer agreed to pay \$794.79 for the adjusted levies and penalties for 2014, 2015, 2016 by June 30, 2017.

As payment of \$794.79 was received on June 30, 2017 to balance account with correct levies, and penalties applied as per the agreement (Revised Schedule A) the remaining balance of \$2,090.56 is the request to be reversed.

Administration is also requesting that the penalty levied on Jan 1, 2017 of \$346.18 be reversed as well due to the change in Finance administration.

**OPTIONS & BENEFITS:**

Motion 1

Approve the request to reverse January 1, 2017 penalty for Tax Roll 076814 in the amount of \$346.18.

Motion 2

*Option 1* - Approve reversing \$2090.56 in penalties for Tax Roll 076814.

*Option 2* - Deny the request to reverse penalties for Tax Roll 076814.

**COSTS & SOURCE OF FUNDING:**

2017 Operating Budget

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

Administration to communicate Council's decision with the landowner.

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the request to reverse the January 1, 2017 penalty for Tax Roll # 076814 in the amount of \$346.18 be approved.

**Author:** J. Phillips/Jennifer Batt      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That the request to reverse \$2,090.56 in penalties for Tax Roll 076814 be approved.

**Author:** J. Phillips/Jennifer Batt      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 26, 2017</b>
<b>Presented By:</b>	<b>Karen Huff, Director of Finance</b>
<b>Title:</b>	<b>Request to Reverse 2016 &amp; 2017 Penalties – Tax Roll 197583</b>

**BACKGROUND / PROPOSAL:**

Section 347(1) of the MGA reads as follows:

*347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:*

- (a) *Cancel or reduce tax arrears;*
- (b) *Cancel or refund all or part of a tax;*
- (c) *Defer the collection of a tax.*

*Only tax arrears or current taxes may be the subject of relief under section 347. Section 347 does not empower municipalities to grant the specified relief on future taxes as this would fetter the discretion of future councils. “*

On February 27, 2017 administration received an email from landowner requesting clarification on an arrears letter received for Tax Roll 197583, and that some of the penalties applied be reversed.

Administration communicated with the landowner to investigate their request, and to assist in clarifying responsibilities during the title change of the property. The landowner stated that she did not receive the tax notice for 2016. Upon investigation, administration noted that the landowner obtained title on this property June 3<sup>rd</sup>, 2016, after the date in which tax notices were mailed. Administration does not mail tax notices to new titled owners after the levy run, unless a copy is requested.

**Author:** J. Phillips/Jennifer Batt    **Reviewed by:** \_\_\_\_\_    **CAO:** \_\_\_\_\_

The email from the landowner indicates that the 2016 Property taxes were payable by the landowner and were not paid by June 30<sup>th</sup>, 2016. The landowner is no longer disputing the 2016 Property taxes were payable, and paid the levy in full on March 21, 2017.

The landowner is, however, requesting that the penalties applied to the levy in September and November 2016, January 2017 and subsequently July 2017 should not be payable by as arrears letter was not received until January 2017.

Due to changes in the Finance Department and conflicting schedules, we were finally able to meet with the landowner on June 27, 2017 to discuss her request, and clarify which penalties she is requesting be reversed. The landowner requested that the penalties applied to the levy in September, November 2016, and January 2017 should not be payable as arrears letters were not received until January 2017.

As Council did not meet prior to the July 1, 2017 penalty being applied, administration is requesting that the July 1, 2017 penalty of \$48.05 also be considered in this request for reversal.

Following the meeting, the landowner did pay the penalty applied July 1, 2016 in full.

### **Tax Roll 197583**

2016 Levy                    \$2,060.28

#### Penalties

July 1            (6%)	\$123.62 – Paid June 30, 2017
September 1 (9%)	\$196.55
November 1 (12%)	\$285.65
January 1     (12%)	\$319.93
July 1, 2017 (6%)	\$ <u>48.05</u>
	<del>\$973.80</del> <b>\$850.18</b>

As payment was received on June 30, 2017 for the July 1, 2016 penalty of \$123.62, the remaining balance of \$850.18 is requesting to be reversed.

### **OPTIONS & BENEFITS:**

**Option 1:** Approve request to reverse penalties totaling \$850.18 for Tax Roll 197583.

**Option 2:** Deny the request to reverse penalties totaling \$850.18 for Tax Roll 197583.

**Author:** J. Phillips/Jennifer Batt      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**COSTS & SOURCE OF FUNDING:**

2017 Operating Budget

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

Administration to communicate Council's decision with the landowner.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the request to reverse penalties on Tax Roll 197583 in the amount of \$850.18 be approved.

**Author:** J. Phillips/Jennifer Batt      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 26, 2017</b>
<b>Presented By:</b>	<b>Karen Huff, Director of Finance</b>
<b>Title:</b>	<b>Request to Reverse 2016 Penalties – Tax Roll 234217</b>

## **BACKGROUND / PROPOSAL:**

Section 347(1) of the MGA reads as follows:

*347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:*

- (a) *Cancel or reduce tax arrears;*
- (b) *Cancel or refund all or part of a tax;*
- (c) *Defer the collection of a tax.*

*Only tax arrears or current taxes may be the subject of relief under section 347. Section 347 does not empower municipalities to grant the specified relief on future taxes as this would fetter the discretion of future councils. “*

On May 29, 2017 we received a letter from landowners requesting that penalties of \$666.66 be reversed for Tax Roll 234217 (See letter attached).

Administration contacted the landowners to investigate their request because the letter was unclear as to where the payments were coming from. In our discussion with the landowner, we found that they had changed mortgage companies in 2016, and that they were under the impression that the old mortgage holder was still paying taxes.

Administration suggested that the landowners contact their previous and current mortgage holders to confirm who was responsible for submitting the tax payments for this tax roll, and follow up with us with their findings.

Subsequently, the landowner contacted administration after following up with the mortgage holders and confirmed that the old mortgage holder did not submit 2016 tax

**Author:** J. Phillips/Jennifer Batt    **Reviewed by:** \_\_\_\_\_    **CAO:** \_\_\_\_\_

payments due to timing of cancellation of mortgage. This is an issue between the old mortgage holder and the landowner. The new mortgage holder will only be submitting 2017 tax payments on their behalf.

Tax levies were sent out to landowners on May 13, 2016 and notification letters were sent to the landowners in November 2016 & January 2017 showing a penalty was applied to the tax roll and the outstanding balance due.

Administration confirmed the property and mailing addresses with the landowner as to where the levy and letters were sent to. Administration provided notification to the landowner of the levy and penalties applied.

**Tax Roll 234217**

2016 Levy                \$1,483.68

Penalties

July 1	(6%)	\$ 89.02
September 1	(9%)	\$141.54
November 1	(12%)	\$205.71
January 1	(12%)	<u>\$203.39</u>
		<b>\$666.66</b>

Full payment for both 2016 & 2017 balance including penalties was received on June 23, 2017.

**OPTIONS & BENEFITS:**

**Option 1:** Approve request to reverse penalties totaling \$666.66 for Tax Roll 234217.

**Option 2:** Deny the request to reverse penalties totaling \$666.66 for Tax Roll 234217.

**COSTS & SOURCE OF FUNDING:**

2017 Operating Budget

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

Administration to communicate Council's decision with the landowner.

**Author:** J. Phillips/Jennifer Batt      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_



**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the request to reverse penalties on Tax Roll 234217 be denied.

**Author:** J. Phillips/Jennifer Batt      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

Land Tax Dear: <sup>CEO, Council</sup> ~~Mr. [redacted]~~

I would like to put in a request! I was wondering if there is any ~~any~~ chance you would reconsider the following overcharge of \$666.00 on Billy + Shelly's land tax address 10630-102 ave La Crete!

We were ~~thinking~~ under the impression that our mortgage was still paying the land tax as we had set it up for the last four years! Every year we still got a bill, but it was always paid for, we just ~~got~~ ~~it~~ received it for notification! I guess?

So this year when we got a bill, we didn't think anything of it! Until couple months later when we got another with almost \$400 overcharge! We went to Terry who said, "yes we were currently paying land tax each month!" So we were ~~worried~~ a bit upset ~~that~~ when we learned we had to pay it! We will gladly pay the \$1400 we have each year, but ask if you could possibly at least lower the overcharge?

RECEIVED  
MAY 29 2017

MACKENZIE COUNTY  
FORT VERMILION OFFICE

Any questions call -

Billy Teichroeb # [redacted]

Shelly Krahn # [redacted]

Sincerely:

Billy Teichroeb

Shelly Krahn  
Milroy



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 26, 2017</b>
<b>Presented By:</b>	<b>Karen Huff, Director of Finance</b>
<b>Title:</b>	<b>Financial Reports – January 1 - June 30, 2017</b>

## **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- June 30, 2017:

- Investment Report
- Statements of Operations by Object and Department
- Projects Progress Report

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

N/A

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION:**

N/A

**Author:** Jennifer Batt      **Reviewed by:** K Huff      **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the financial reports for the period of January 1 – June 30, 2017 be accepted for information.

**Author:** Jennifer Batt      **Reviewed by:** K Huff      **CAO:** \_\_\_\_\_

## Investment Report at the period ending June 30, 2017

### Chequing Account on June 30, 2017

Bank account balance 21,473,506

### Investment Values on June 30, 2017

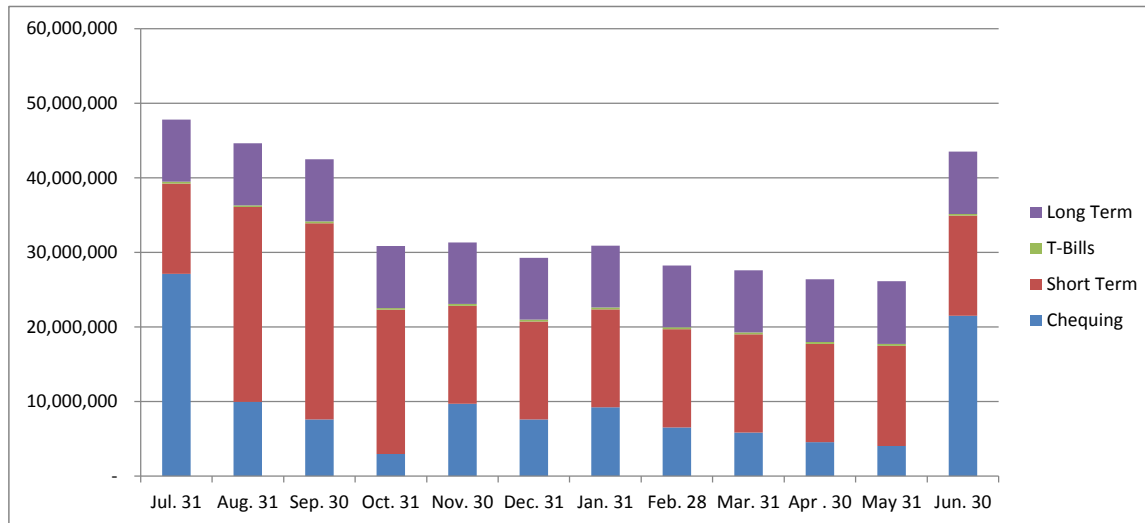
Short term investments (EM0-0377-A)	7,089,528
Short term T-Bill (1044265-26)	238,402
Long term investments (EM0-0374-A)	8,350,400
Short term notice on amount 31 days	6,069,467
Short term notice on amount 60 days	15,068
Short term notice on amount 90 days	24,213
	<u><u>21,787,077</u></u>

These balances include 'market value changes'.

### Revenues

	<i>Total</i>	<i>Short Term</i>	<i>Long Term</i>
Interest received	168,820	51,945	116,875
Interest accrued	85,083	38,816	46,268
	<b>253,904</b>	<b>90,761</b>	<b>163,143</b>
Market value changes	-72,677		-33,896
Interest received, chequing account	37,206	37,206	
<b>Grand total revenues before investment manager fees</b>	<b>218,433</b>	<b>127,967</b>	<b>129,247</b>
Deduct: investment manager fees for investments	-13,254	-2,037	-11,217
<b>Grand total revenues after investment manager fees</b>	<b>205,179</b>	<b>125,930</b>	<b>118,030</b>

### Balances in the Various Accounts - Last 12 Months



MACKENZIE COUNTY  
STATEMENT OF OPERATIONS

Friday, June 30, 2017

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2017</u>
	<u>Total</u>	<u>Total</u>	<u>Total</u>	<u>Budget</u>
<b>OPERATIONAL REVENUES</b>				
Property taxes	\$35,167,010	\$33,778,553	\$31,380,277	\$30,691,385
User fees and sales of goods	\$4,619,126	\$4,454,752	\$2,310,736	\$4,628,114
Government transfers	\$1,501,319	\$1,390,555	\$301,927	\$1,214,214
Investment income (operating)	\$500,870	\$525,474	\$235,372	\$350,000
Penalties and costs on taxes	\$1,057,962	\$1,453,394	\$836,456	\$1,390,000
Licenses, permits and fines	\$539,489	\$456,914	\$209,329	\$353,000
Rentals	\$140,117	\$114,094	\$67,860	\$108,741
Insurance proceeds	\$329,409	\$36,663	\$3,234	\$0
Development levies	\$47,870	\$0	\$2,000	\$0
Municipal reserve revenue	\$92,428	\$81,789	\$33,724	\$30,000
Sale of non-TCA equipment	\$8,061	\$0	\$0	\$87,500
Other	\$501,684	\$491,062	\$198,530	\$314,600
<b>Total operating revenues</b>	<u><b>\$44,505,345</b></u>	<u><b>\$42,783,250</b></u>	<u><b>\$35,579,445</b></u>	<u><b>\$39,167,554</b></u>
<b>OPERATIONAL EXPENSES</b>				
Legislative	\$543,500	\$647,301	\$343,323	\$795,451
Administration	\$6,882,710	\$5,321,052	\$2,452,001	\$7,861,356
Fire/Ambulance	\$830,509	\$821,231	\$347,101	\$1,053,016
Enforcement	\$576,481	\$473,157	\$201,212	\$813,108
Transportation	\$15,769,625	\$15,225,791	\$4,572,706	\$19,441,465
Airport	\$358,625	\$365,257	\$69,302	\$412,364
Water, sewer, solid waste disposal	\$2,956,868	\$2,954,764	\$746,306	\$3,151,985
Sewer Services	\$1,121,435	\$899,855	\$222,916	\$1,152,312
Waste Disposal	\$714,865	\$748,030	\$293,288	\$801,497
Family & Community Support Services	\$639,256	\$783,038	\$693,714	\$763,744
Planning, development	\$933,468	\$1,022,963	\$439,506	\$922,791
Agriculture	\$1,397,583	\$1,161,289	\$512,846	\$1,578,160
Subdivision	\$139,085	\$127,289	\$67,095	\$257,772
Recreation and culture	\$1,332,485	\$1,085,520	\$754,301	\$1,297,327
Parks & Playgrounds	\$645,930	\$637,402	\$242,061	\$695,887
Tourism	\$51,139	\$28,472	\$16,122	\$47,550
Library	\$239,393	\$237,450	\$234,835	\$230,500
School requisitions	\$6,635,781	\$6,838,317	\$3,415,349	\$6,520,119
Lodge requisitions	\$788,108	\$852,083	\$461,788	\$459,579
Non-TCA projects	\$1,092,265	\$1,059,745	\$477,868	\$2,034,402
<b>Operating expenses</b>	<u><b>\$43,649,111</b></u>	<u><b>\$41,290,006</b></u>	<u><b>\$16,563,640</b></u>	<u><b>\$50,290,385</b></u>
Long term debt - Principle	\$1,669,369	\$1,578,512	\$787,618	\$1,575,519
<b>Total Operating Expnses</b>	<u><b>\$45,318,480</b></u>	<u><b>\$42,868,518</b></u>	<u><b>\$17,351,258</b></u>	<u><b>\$51,865,904</b></u>
<b>Excess (deficiency) before other</b>	<u><b>(\$813,135)</b></u>	<u><b>(\$85,268)</b></u>	<u><b>\$18,228,187</b></u>	<u><b>(\$12,698,350)</b></u>

Mackenzie County  
**Summary of All Units**

June-30-17

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2017</u>	<u>\$ Variance</u>	<u>% Vari...</u>
	<u>Total</u>	<u>Total</u>	<u>Budget</u>	<u>(Remaining)</u>	<u>(Rem...</u>
<b>OPERATING REVENUES</b>					
100-Municipal Taxes	\$25,965,966	\$24,296,589	\$23,608,520	(\$688,069)	-3%
101-Lodge Requisition	\$852,724	\$455,984	\$459,580	\$3,596	1%
102-School Requisition	\$6,839,278	\$6,524,538	\$6,520,118	(\$4,420)	0%
124-Frontage	\$120,584	\$103,166	\$103,167	\$1	0%
261-Ice Bridge	\$139,640	\$130,000		(\$130,000)	0%
420-Sales of goods and services	\$561,317	\$251,785	\$614,685	\$362,900	59%
421-Sale of water - metered	\$2,973,367	\$1,557,722	\$3,090,054	\$1,532,332	50%
422-Sale of water - bulk	\$920,067	\$499,304	\$923,375	\$424,071	46%
424-Sale of land	\$52,900			\$0	0%
510-Penalties on taxes	\$1,453,394	\$838,123	\$1,390,000	\$551,877	40%
511-Penalties of AR and utilities	\$53,944	\$27,011	\$45,000	\$17,989	40%
520-Licenses and permits	\$41,246	\$39,119	\$34,000	(\$5,119)	-15%
521-Offsite levy		\$2,000		(\$2,000)	0%
522-Municipal reserve revenue	\$81,789	\$33,724	\$30,000	(\$3,724)	-12%
526-Safety code permits	\$249,016	\$130,381	\$225,000	\$94,619	42%
525-Subdivision fees	\$122,477	\$15,350	\$35,000	\$19,650	56%
530-Fines	\$34,589	\$19,260	\$50,000	\$30,740	61%
531-Safety code fees	\$9,587	\$5,218	\$9,000	\$3,782	42%
550-Interest revenue	\$525,474	\$127,911	\$350,000	\$222,089	63%
551-Market value changes		\$107,461		(\$107,461)	0%
560-Rental and lease revenue	\$114,094	\$67,860	\$108,741	\$40,881	38%
570-Insurance proceeds	\$36,663	\$3,234		(\$3,234)	0%
592-Well drilling revenue	\$34,848		\$15,000	\$15,000	100%
597-Other revenue	\$127,358	\$40,394	\$149,000	\$108,606	73%
598-Community aggregate levy	\$45,801		\$80,000	\$80,000	100%
630-Sale of non-TCA equipment			\$87,500	\$87,500	100%
790-Tradeshow Revenues	\$36,404	\$1,125	\$25,600	\$24,475	96%
840-Provincial grants	\$1,390,555	\$301,927	\$1,214,214	\$912,287	75%
890-Gain (Loss) Penny Rounding	\$168	\$0		\$0	0%
990-Over/under tax collections		\$500		(\$500)	0%
<b>TOTAL REVENUE</b>	<b><u>\$42,783,249</u></b>	<b><u>\$35,579,687</u></b>	<b><u>\$39,167,554</u></b>	<b><u>\$3,587,867</u></b>	<b><u>9%</u></b>
<b>OPERATING EXPENSES</b>					
110-Wages and salaries	\$6,668,232	\$3,514,288	\$7,317,792	\$3,803,504	52%
132-Benefits	\$1,298,355	\$791,746	\$1,551,289	\$759,543	49%
136-WCB contributions	\$48,038	\$29,047	\$57,363	\$28,316	49%
142-Recruiting	\$16,839	\$10,436	\$15,000	\$4,564	30%
150-Isolation cost	\$73,210	\$49,372	\$86,400	\$37,028	43%
151-Honoraria	\$535,071	\$274,680	\$653,600	\$378,920	58%
211-Travel and subsistence	\$314,206	\$174,587	\$393,754	\$219,167	56%
212-Promotional expense	\$63,370	\$25,053	\$82,500	\$57,447	70%
214-Memberships & conference fees	\$105,598	\$62,097	\$152,636	\$90,539	59%
215-Freight	\$94,576	\$34,414	\$121,266	\$86,852	72%
216-Postage	\$46,830	\$84,636	\$43,150	(\$41,486)	-96%
217-Telephone	\$114,524	\$56,843	\$135,000	\$78,157	58%
221-Advertising	\$30,471	\$16,887	\$56,270	\$39,383	70%
223-Subscriptions and publications	\$5,904	\$5,556	\$11,984	\$6,428	54%
231-Audit fee	\$90,300	\$75,600	\$81,800	\$6,200	8%
232-Legal fee	\$114,060	\$65,538	\$70,000	\$4,462	6%
233-Engineering consulting	\$75,499	\$36,913	\$133,228	\$96,315	72%
235-Professional fee	\$1,614,325	\$735,294	\$1,760,554	\$1,025,260	58%
236-Enhanced policing fee	\$115,450	\$76,750	\$300,520	\$223,770	74%
239-Training and education	\$112,720	\$35,233	\$169,439	\$134,206	79%
242-Computer programming	\$92,126	\$27,371	\$106,450	\$79,079	74%
251-Repair & maintenance - bridges	\$37,194	\$256	\$590,500	\$590,244	100%
252-Repair & maintenance - buildings	\$165,527	\$61,194	\$170,700	\$109,506	64%
253-Repair & maintenance - equipment	\$425,609	\$102,376	\$377,850	\$275,474	73%
255-Repair & maintenance - vehicles	\$93,909	\$43,393	\$87,940	\$44,547	51%

Mackenzie County  
**Summary of All Units**

June-30-17

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2017</u>	<u>\$ Variance</u>	<u>% Vari...</u>
	<u>Total</u>	<u>Total</u>	<u>Budget</u>	<u>(Remaining)</u>	<u>(Rem...</u>
258-Contract graders	\$93,830	\$51,765	\$155,840	\$104,075	67%
259-Repair & maintenance - structural	\$1,350,249	\$272,601	\$2,166,959	\$1,894,358	87%
261-Ice bridge construction	\$93,006	\$116,427	\$120,000	\$3,573	3%
262-Rental - building and land	\$38,947	\$11,784	\$35,050	\$23,266	66%
263-Rental - vehicle and equipment	\$66,882	\$21,358	\$74,902	\$53,544	71%
266-Communications	\$79,151	\$57,783	\$109,912	\$52,129	47%
271-Licenses and permits	\$2,441	\$6,301	\$9,518	\$3,217	34%
272-Damage claims	\$1,565	\$2,788	\$5,000	\$2,212	44%
273-Taxes		\$1,179		(\$1,179)	0%
274-Insurance	\$355,556		\$322,770	\$322,770	100%
342-Assessor fees	\$250,768	\$111,070	\$263,000	\$151,930	58%
290-Election cost	\$3,055		\$15,000	\$15,000	100%
511-Goods and supplies	\$889,141	\$473,318	\$895,359	\$422,041	47%
521-Fuel and oil	\$696,439	\$282,962	\$1,038,320	\$755,358	73%
531-Chemicals and salt	\$276,742	\$163,675	\$328,200	\$164,525	50%
532-Dust control	\$667,977	\$358,851	\$660,000	\$301,149	46%
533-Grader blades	\$160,606	\$41,787	\$139,000	\$97,213	70%
534-Gravel (apply; supply and apply)	\$1,325,735	\$891,831	\$3,430,091	\$2,538,260	74%
535-Gravel reclamation cost	\$42,041			\$0	0%
543-Natural gas	\$79,024	\$58,442	\$96,838	\$38,396	40%
544-Electrical power	\$564,510	\$341,342	\$708,208	\$366,866	52%
550-Carbon Tax		\$29,669		(\$29,669)	0%
710-Grants to local governments	\$1,408,661	\$398,200	\$2,229,900	\$1,831,700	82%
735-Grants to other organizations	\$1,927,694	\$1,786,994	\$2,054,683	\$267,689	13%
747-School requisition	\$6,838,317	\$3,415,349	\$6,520,119	\$3,104,770	48%
750-Lodge requisition	\$852,083	\$461,788	\$459,579	(\$2,209)	0%
810-Interest and service charges	\$32,576	\$14,485	\$15,000	\$515	3%
831-Interest - long term debt	\$555,057	\$259,674	\$505,190	\$245,516	49%
832-Principle - Long term debt	\$1,578,512	\$787,618	\$1,575,519	\$787,901	50%
<b>TOTAL</b>	<b>\$32,582,507</b>	<b>\$16,808,600</b>	<b>\$38,460,942</b>	<b>\$21,652,342</b>	<b>56%</b>
Non-TCA projects	\$1,059,745	\$477,868	\$2,034,402	\$1,556,534	77%
762 - Contributed to Capital	(\$200,000)			\$0	0%
763-Contributed to Capital Reserve	\$246,958			\$0	0%
764-Contributed to Capital Reserve	(\$655,816)			\$0	0%
921-Bad Debt	\$956,762		\$4,100	\$4,100	100%
922-Tax Cancellation/Writeoff	\$4,049		\$1,256,541	\$1,256,541	100%
993-NBV of Disposed TCAAssets	\$322,261		\$173,176	\$173,176	100%
994-Change in Inventory	\$559,623		\$429,265	\$429,265	100%
995-Amortization of TCA	\$8,345,075		\$9,507,478	\$9,507,478	100%
<b>TOTAL EXPENSES</b>	<b>\$43,221,165</b>	<b>\$17,286,468</b>	<b>\$51,865,904</b>	<b>\$34,579,436</b>	<b>67%</b>
<b>EXCESS (DEFICIENCY)</b>	<b>(\$437,916)</b>	<b>\$18,293,219</b>	<b>(\$12,698,350)</b>	<b>(\$30,991,569)</b>	<b>244%</b>



**Mackenzie County Non TCA Projects January 1 - June 30, 2017**

Description	TOTAL BUDGET	TOTAL Cost to Date	2017 Budget	2017 Cost to Date	Variance	% Project Completed	DIRECTOR COMMENTS
<b>Dpt 12 Administration</b>							
Information Technology budget (CF)	\$112,800	\$97,527	\$17,700	\$2,427	\$15,273	25%	Expected completion in Q3, 2017.
Phase 3 - Security & Access control (2017)	\$21,000	\$0	\$21,000		\$21,000	5%	No change since April report
(03)HL - Building Repairs (CF)	\$8,000	\$900	\$7,100		\$7,100	0%	Quote confirmed with vendor, need to schedule install.No change since April report
(04)Internet Security (2017)	\$10,000	\$8,853	\$10,000	\$8,853	\$1,147	60%	Server hardware upgrades complete and software license purchased, setup and configuration Q3-Q4, 2017. No change since April report
(05)Information Technology budget (2017)	\$62,700	\$24,507	\$62,700	\$24,507	\$38,193	50%	Ongoing until the end of 2017. No change since April report
(06)Removal of MARA Admin Building (2017)	\$80,000	\$210	\$80,000	\$210	\$79,790	25%	Contract awarded - To be completed in July or August
(14)Disaster Emergency Risk Assessment & Planning	\$20,000	\$11,990	\$8,010		\$8,010		
(15)Wolf bounty (CF)	\$100,000	\$41,280	\$89,052	\$30,332	\$58,720		
(16)Caribou/industry protection strategy (CF)	\$350,000	\$198,117	\$238,464	\$86,581	\$151,883		project ongoing
(17)Zama Firesmart Program (2017)	\$169,400	\$164,680	\$169,400	\$164,680	\$4,720	100%	Completed
<b>Dpt 32 Public Works</b>							
(02)ZA - Zama Access Road Geotech (CF)	\$110,500	\$61,464	\$49,036		\$49,036	40%	Bringing back to Council
(04)ZA - Aspen Drive Ditch Repair (CF)	\$60,000	\$0	\$60,000		\$60,000	0%	Scheduled for Fall 2017
(05)ZA - Lot Clean up (CF)	\$50,000	\$48,823	\$1,177		\$1,177	100%	Completed
(10)FV - Antique fire truck restoration (CF)	\$4,800	\$2,337	\$2,463		\$2,463	75%	Major work has been completed
(12)LC & FV - Road disposition - Survey work (CF)	\$50,000	\$8,641	\$41,359		\$41,359	0%	In discussion
(13)Assumption Hill Improvement (ditching) (CF)	\$20,000	\$2,710	\$17,290		\$17,290	10%	Waiting for Materials
(14)Zama Road LOC (CF)	\$100,000	\$0	\$100,000		\$100,000		
(15)ZA-Dust Control Oil (2017)	\$97,610	\$0	\$97,610		\$97,610	100%	Completed
(16)Goertzen Sub Division Oil (2017)	\$140,000	\$0	\$140,000		\$140,000	10%	Preparation underway
(18)HL south Road Oil Dust Control (2017)	\$105,000	\$0	\$105,000		\$105,000		
(19)Rocky Land Oil dust Control (2017)	\$125,000	\$0	\$125,000		\$125,000	0%	
(20)LC Lakeside Estates Oil Dust Control (2017)	\$22,000	\$0	\$22,000		\$22,000	0%	Scheduled
(21)LC Blumenort Road West Oil Dust Control (2017)	\$60,000	\$0	\$60,000		\$60,000	100%	Complete
<b>Dpt 33 Airport</b>							
(01)Airport Master Plan (CF)	\$75,000	\$8,504	\$72,220	\$5,724	\$66,496	10%	
(02)FV & LC Papi Lights (CF)	\$32,413	\$26,800	\$5,613		\$5,613	95%	information published
(03)FV Airport Development (CF)	\$16,382	\$6,000	\$16,382	\$6,000	\$10,382		
FV- Rename FV Airport to Wop May Memorial Airport	\$6,000	\$0	\$6,000		\$6,000		Project complete - awaiting invoices
<b>Dpt 41 Water</b>							
(04)FV - Exhaust Thimbles (CF)	\$20,000	\$18,252	\$20,000	\$18,252	\$1,748	100%	completed
(05)LC - Exhaust Thimbles (CF)	\$20,000	\$17,282	\$20,000	\$17,282	\$2,718	100%	completed
(06)ZA - Exhaust Thimbles (CF)	\$20,000	\$19,129	\$20,000	\$19,129	\$871	100%	completed

**Mackenzie County Non TCA Projects January 1 - June 30, 2017**

Description	TOTAL BUDGET	TOTAL Cost to Date	2017 Budget	2017 Cost to Date	Variance	% Project Completed	DIRECTOR COMMENTS
(07)FV/HL Rural Comprehensive Water Study (2017)	\$20,000	\$0	\$20,000		\$20,000		in progress
<b>Dpt 43 Solid Waste</b>							
(01)FV - Transfer Station Composting Program (CF)	\$5,000	\$0	\$5,000		\$5,000	0%	
(02)LC - Transfer Station Composting Program (CF)	\$5,000	\$0	\$5,000		\$5,000	0%	
(03)LC - Waste Packer Plan (CF)	\$5,000	\$0	\$5,000		\$5,000	0%	
(04)Rocky Lane WTS Survey (2017)	\$10,000	\$3,600	\$10,000	\$3,600	\$6,400	100%	Survey completed
<b>Dpt 61 Planning &amp; Development</b>							
(02)Infrastructure Master Plans (CF)	\$240,800	\$228,241	\$12,559		\$12,559	95%	offsite levy calculations in progress
(03)Land Use Bylaw Update (CF)	\$100,000	\$93,579	\$59,653	\$53,232	\$6,421	100%	project complete
(09)Rural addressing signs (CF)	\$395,000	\$306,400	\$88,600		\$88,600	95%	sign installation 95% complete
(10)Natural Disaster Mitigation Program (2017)	\$50,000	\$0	\$50,000		\$50,000		Awaiting grant approval
<b>Dpt 71 Recreation</b>							
(30)ZA - Hall electrical upgrades (CF)	\$31,887	\$0	\$31,887		\$31,887		
(14)LC- Ice Rink Foam Dividers (2017)	\$2,500	\$0	\$2,500		\$2,500	25%	LC Rec Board project
(15)LC- Sidewalk to Tennis Court (2017)	\$4,400	\$0	\$4,400		\$4,400	25%	LC Rec Board project
<b>Dpt 72 Parks</b>							
(01)FV - Bridge Campsite - Clear Trees (CF)	\$5,000	\$0	\$5,000		\$5,000	20%	Developing plan with Alta Parks
(02)Fire Pits & Picnic Tables (2017)	\$10,000	\$0	\$10,000		\$10,000	25%	Fire Pits purchased.
(05)La Crete Street Scape Implementation Committee (CF)	\$18,227	\$0	\$18,227		\$18,227		downtown signs ordered
(10)Wadlin Lake - Blocking for dock (CF)	\$2,500	\$0	\$2,500		\$2,500	100%	Complete
(11)LC - Shelters (2017)	\$4,500	\$0	\$4,500		\$4,500	50%	Concrete poured
(12)Wadlin Lake Land Purchase (2017)	\$15,000	\$0	\$15,000		\$15,000	50%	Survey completed/ being registered

**Mackenzie County TCA Projects January 1 - June 30, 2017**

Description	TOTAL BUDGET	TOTAL Cost to Date	2017 Budget	Cost to Date	Variance	% Project Completed	DIRECTOR COMMENTS
<b>Dpt 12 Administration</b>							
Signs with Flags for FV Office (CF)	25,000	\$6,940	\$18,060	\$0	\$18,060	50%	Waiting for metal works to be completed correctly. No change since April report
(02)Payroll software (CF)	20,000	\$15,837	\$7,203	\$3,040	\$4,163	75%	Software installed. Outstanding - fixing upgrade errors and completion of first year cycle in December 2017.
(03)LC - Xerox Replacement (2017)	60,000	\$55,359	\$60,000	\$55,359	\$4,641	90%	installed January 2017. Waiting for correct high capacity tray to be installed prior to processing invoice- No update since April report
(04)FV - Server & 911 Dispatch UPS replacement (2017)	9,500	\$0	\$9,500	\$0	\$9,500	0%	Expected completion August 2017
(05)FV - Server room air conditioner replacement (2017)	10,000	\$0	\$10,000	\$0	\$10,000	-	We have managed to repair existing air handling system so project is unnecessary
(06)FV - Mail Folder Inserter (2017)	15,000	\$105	\$15,000	\$105	\$14,895	0%	Setting up vendor demonstrations No change since April report
(07)FV/LC - Administration Vehicles x 2 (2017)	76,000	\$57,672	\$76,000	\$57,672	\$18,329	100%	Complete
(08)FV - Fireproof Storage Cabinet (Records) (CF)	8,000	\$8,282	\$8,000	\$8,282	(\$282)	100%	Complete
(09)LC - Floor Washer (2017)	11,860	\$3,500	\$11,860	\$3,500	\$8,360		
(10)ZC - Admin building tree planting (2017)	15,000	\$0	\$15,000	\$0	\$15,000	10%	Some Trees Planted - Researching other Suppliers
(16)MARA Court House (CF)	50,000	\$0	\$50,000	\$0	\$50,000	75%	Moving building July 20/17
(18)Land Purchase (South of High Level) (CF)	13,000	\$0	\$13,000	\$0	\$13,000	5%	negotiating with province - proceeding very slow
<b>Dpt 23 Fire</b>							
(01)FV - Training Facility (2017)	20,000	\$0	\$20,000	\$0	\$20,000	60%	C Cans have been placed, some work left
(02)LC - Aerial Unit Upgrade (CF)	30,000	\$26,950	\$9,003	\$5,953	\$3,050	60%	Waiting on mechanic to be in area
(03)LC - New Tanker / Pumper (2017)	418,722	\$41,872	\$418,722	\$41,872	\$376,850	50%	Ordered - Delivery April 2018
<b>Dpt 26 Enforcement</b>							
(04)FV - RCMP Trailer for the Safety Trailer Program	6,650	\$6,650	\$6,650	\$6,650	\$0	100%	Complete
<b>Dpt 32 Public Works</b>							
(04)FV- 43rd Ave, East of 50th Street (CF)	135,000	\$50	\$134,950	\$0	\$134,950	100	Complete - Awaiting Eng. Calculation of Project Cos
(05)FV - 45 Ave Cul-de-sac, East of 52nd Street (CF)	140,000	\$50	\$139,950	\$0	\$139,950	100	Complete - Awaiting Eng. Calculation of Project Cos
(09)New Road Infrastructure (CF)	1,223,583	\$1,020,889	\$251,072	\$48,378	\$202,694		
(19)LC - Engineering & Design for 113 Street and 109 Ave (CF)	100,000	\$58,783	\$44,053	\$2,836	\$41,217		
(20)LC - 94th Ave Asphalt Overlay (CF)	870,000	\$1,034,207	\$608,341	\$772,548	(\$164,207)	98	Street Lighting - Awaiting Eng. Calculation of Project Costs
(21)LC - Lagoon Access Paving (CF)	25,000	\$0	\$25,000	\$0	\$25,000	100	Complete - Awaiting Eng. Calculation of Project Cos
(31)ZC - Access Pave (PH V) (CF)	6,000,000	\$0	\$6,000,000	\$0	\$6,000,000	0%	Awaiting other Funding
(45)Snow Plow truck Replacement (2016 CF)	290,000	\$288,162	\$1,838	\$0	\$1,838	0%	Blades to be purchased ASAP
(50)Gravel Reserve (to secure gravel source) (CF)	150,000	\$36,057	\$113,943	\$0	\$113,943	0%	In discussions
(57)FV - Sand and salt shelter (CF)	235,000	\$555	\$234,445	\$0	\$234,445	75%	Near completion - Awaiting Invoices
(65)FV - Goose Neck Trailer 32' (2017)	28,000	\$0	\$28,000	\$0	\$28,000	100%	Complete
(66)FV - Gravel truck (2017)	90,000	\$77,104	\$90,000	\$77,104	\$12,896	100%	Complete - Awaiting Invoices
(67)FV - Pickup Crew Cab - 3/4 Ton (2017)	40,000	\$42,957	\$40,000	\$42,957	(\$2,957)	100%	Complete

**Mackenzie County TCA Projects January 1 - June 30, 2017**

Description	TOTAL BUDGET	TOTAL Cost to Date	2017 Budget	Cost to Date	Variance	% Project Completed	DIRECTOR COMMENTS
(68)FV - Sand Spreader (2017)	6,074	\$0	\$6,074	\$0	\$6,074	5%	Receiving Quotes
(69)FV - Skidsteer (2017)	80,000	\$70,860	\$80,000	\$70,860	\$9,140	100%	Complete
(70)FV - Tilt Deck trailer (2017)	8,000	\$109	\$8,000	\$109	\$7,891	100%	Complete
(71)FV - 46 Ave Road Pave (2017)	35,000	\$0	\$35,000	\$0	\$35,000	100%	Complete
(75)LC - Road Rebuild - Prairie Packers to West La Crete Road (2017)	710,000	\$490,139	\$710,000	\$490,139	\$219,862	100%	Awaiting Invoices
(76)LC - Teachers Loop Asphalt & Sidewalk (2017)	266,000	\$2,014	\$266,000	\$2,014	\$263,987	2%	Engineering Phase
(77)LC - Street Improvements (2017)	550,000	\$458,200	\$550,000	\$458,200	\$91,800	90%	Invoices to pay 1 street remaining
(78)LC - Bridges to new lands-Range Rd180 (2017)	2,000,000	\$118,619	\$2,000,000	\$118,619	\$1,881,381	10%	In Progress
(79)LC - Bridges to new lands-Township Rd1020 (2017)	1,000,000	\$45,244	\$1,000,000	\$45,244	\$954,756	5%	In Progress
(80)LC - 98Ave Crosswalk Lights (2017)	9,950	\$0	\$9,950	\$0	\$9,950	5%	Ordered
(81)LC - Pressure Washer (2017)	10,900	\$11,100	\$10,900	\$11,100	(\$200)	100%	Complete
(84)LC - Trucks x 3 (2017)	145,000	\$143,748	\$145,000	\$143,748	\$1,252	100%	Complete
(85)LC - Dump Trailer (2017)	30,200	\$109	\$30,200	\$109	\$30,091	5%	Ordered
(86)LC -Steel drum packer (2017)	50,000	\$50,000	\$50,000	\$50,000	\$0	100%	Complete
(87)LC - Asphalt Miller (2017)	27,000	\$25,757	\$27,000	\$25,757	\$1,243	100%	Complete
(88)LC/FV - Dozer Blades x 4 (2017)	71,800	\$0	\$71,800	\$0	\$71,800	100%	Awaiting Invoices
(89)Rubber truck mini excavator (2017)	106,020	\$106,020	\$106,020	\$106,020	\$0	100%	Complete (insurance)
(90)LC - Packer/ Roller x 2 (2017)	50,000	\$49,959	\$50,000	\$49,959	\$41	100%	Complete
(91)RL Road Ditching Improvement (2017)	48,780	\$48,471	\$48,780	\$48,471	\$309	100%	Complete
<b>Tender was awarded as one project and Engineer was assigned to allocate appropriate costs to each project. Awaiting Final report from Engineer.</b>							
<b>Dpt 33 Airport</b>							
(01)FV - Pole Tarp Storage Shed (CF)	45,000	\$49,681	\$45,000	\$49,681	(\$4,681)	100%	Complete
(02)FV/LC - Automated Weather Observation System (AWOS) (2017)	74,000	\$47,600	\$74,000	\$47,600	\$26,400		systems ordered, site prep in progress
(03)FV - Parking lot drainage improvements (2017)	20,000	\$0	\$20,000	\$0	\$20,000	0%	Waiting on development
<b>Dpt 41 Water</b>							
(01)LC - Paving Raw Water Truckfill Station (CF)	48,000	\$3,360	\$48,000	\$3,360	\$44,640		Awaiting Engineer Calculation of Project Costs
(03)FV - Paving for Water Treatment Plant (CF)	250,000	\$16,360	\$233,640	\$0	\$233,640		Awaiting Engineer Calculation of Project Costs
(05)LC - Well number 4 (CF)	150,000	\$45,619	\$109,871	\$5,490	\$104,381		well drilled, waiting on analysis
(06)ZA - Distribution pump house upgrades (CF/2017)	933,569	\$82,781	\$850,788	\$0	\$850,788		grant received, finalizing tender
(08)FV - Frozen Water Services Repairs (River Road)	210,700	\$68,092	\$142,608	\$0	\$142,608		ongoing - several completed
(11)LC - Waterline Bluehills (CF)	833,250	\$0	\$833,250	\$0	\$833,250		
(12)LC - Rural Potable Water Infrastructure (CF)	6,594,616	\$5,945,488	\$2,253,408	\$1,604,280	\$649,128		
(19)FV - 50th St - Water & sewer extension (CF)	346,000	-\$221,709	\$579,480	\$11,772	\$567,709		project awarded
(20)FV - 49th Avenue Water Re-servicing (CF)	250,000	\$25,711	\$228,000	\$3,711	\$224,289		project awarded
(21)FV - Storage Work (2017)	11,000	\$0	\$11,000	\$0	\$11,000		obtained quotes
(22)LC - Hydrant Replacement (2017)	50,000	\$41,189	\$50,000	\$41,189	\$8,811	100%	complete
(23)FV - Re-route Raw Water Truckfill (2017)	35,000	\$0	\$35,000	\$0	\$35,000		on-hold
<b>Tender was awarded as one project and Engineer was assigned to allocate appropriate costs to each project. Awaiting Final report from Engineer.</b>							
<b>Dpt 42 Sewer</b>							
(02)ZA - lift station upgrade (CF/2017)	1,964,606	\$116,606	\$1,848,000	\$0	\$1,848,000		applied for grant funding

**Mackenzie County TCA Projects January 1 - June 30, 2017**

Description	TOTAL BUDGET	TOTAL Cost to Date	2017 Budget	Cost to Date	Variance	% Project Completed	DIRECTOR COMMENTS
(07)FV - Main Lift Station Grinder (2017)	50,000	\$0	\$50,000	\$0	\$50,000		obtained quotes
(08)LC - Sanitary sewer Expansion (CF)	100,000	\$21,764	\$100,000	\$21,764	\$78,236	30%	project ongoing
<b>Dpt 43 Waste</b>							
(02)ZA - WTS Fence (CF)	25,000	\$380	\$24,620	\$0	\$24,620	30%	Ground Prep in Progress
(03)LC - Blue Hills - Build up ramp (CF)	12,000	\$8,410	\$3,590	\$0	\$3,590	0%	
(04)Waste Bins 40 & 6 yd (2017)	20,000	\$0	\$20,000	\$0	\$20,000	50%	Ordered
(05)Build up Berm - Blumenort WTS (2017)	9,000	\$0	\$9,000	\$0	\$9,000	0%	
<b>Dpt 61 Planning &amp; Development</b>							
(02)LC - New Truck (2017)	40,000	\$40,109	\$40,000	\$40,109	(\$109)	100%	Complete
(03)FV - Streetscape (2017)	25,000	\$0	\$25,000	\$0	\$25,000	5%	street banners ordered, deck development in progress
(04)LC - Streetscape (2017)	25,000	\$0	\$25,000	\$0	\$25,000	5%	downtown signs ordered
<b>Dpt 63 Agriculture</b>							
(01)HL - Rural Drainage - Phase II & Phase III (CF)	1,181,000	\$1,103,192	\$77,808	\$0	\$77,808		
(02)LC - Buffalo Head/Steep Hill water mangement (Phase I) (CF)	1,721,800	\$391,863	\$1,456,088	\$126,151	\$1,329,937		tender was awarded to Northern Road Builders on June 28, 2017. Consturction to commence on July 30, 2017.
(03)FV - Flood Control Channel Erosion Repair (2017)	180,000	\$0	\$180,000	\$0	\$180,000	40%	Construction in progress, several delays due to weather
<b>Dpt 71 Recreation</b>							
(01)FV - Ball Diamonds (CF)	80,000	\$74,500	\$18,500	\$13,000	\$5,500	100%	Complete
(04)Grounds Improvements (2014 - FV Walking Trail)	547,500	\$522,106	\$25,394	\$0	\$25,394		
(07)LC - Splash Park (CF)	255,000	\$127,500	\$255,000	\$127,500	\$127,500	20%	Services complete/Equipment ordered
(09)FV - Rodeo Grounds (CF/2017)	30,000	\$12,067	\$17,933	\$0	\$17,933	0%	
(23)FV - Skate Shack (CF)	30,000	\$0	\$30,000	\$0	\$30,000	0%	
(28)ZA - Com. Hall: Property Full landscaping (CF)	63,000	\$60,698	\$2,302	\$0	\$2,302		
(32)FV -Ice plant Repair (2017)	1,000,000	\$275,835	\$1,000,000	\$275,835	\$724,165	30%	Under construction
(33)FV- Hall Reno (kitchen) (2017)	20,000	\$0	\$20,000	\$0	\$20,000	0%	Recreation Board Project
(34)FV- Bathroom Reno (2017)	15,000	\$0	\$15,000	\$0	\$15,000	0%	Recreation Board Project
(35)LC -Fire Alarm (2017)	12,000	\$0	\$12,000	\$0	\$12,000	50%	Recreation Board Project
(36)LC-Natural Gas, hot water tank (big), 4 new baseboards (2017)	10,800	\$0	\$10,800	\$0	\$10,800	50%	Recreation Board Project
(37)LC- One set of lights for outdoor rink (2017)	12,000	\$0	\$12,000	\$0	\$12,000	50%	Recreation Board Project
(38)LC- Curling Rink Lights (2017)	18,000	\$0	\$18,000	\$0	\$18,000	50%	Recreation Board Project
(39)LC- 2" water line to the ball diamonds (2017)	10,000	\$0	\$10,000	\$0	\$10,000	100%	Recreation Board Project
(40)LC- 3 windows upstairs overlooking the ice (2017)	8,000	\$0	\$8,000	\$0	\$8,000	0%	Recreation Board Project
(41)LC- Lobby, Dressing room expansion including gym/weight room (2017)	482,500	\$0	\$482,500	\$0	\$482,500	20%	Recreation Board Project
(42)ZA- Water Repair in Furnance Room (2017)	10,000	\$0	\$10,000	\$0	\$10,000		
(43)ZA- Re-shingling hall (2017)	35,000	\$0	\$35,000	\$0	\$35,000		
(44)ZA- Energy efficiency upgrade (2017)	30,000	\$0	\$30,000	\$0	\$30,000		

**Mackenzie County TCA Projects January 1 - June 30, 2017**

Description	TOTAL BUDGET	TOTAL Cost to Date	2017 Budget	Cost to Date	Variance	% Project Completed	DIRECTOR COMMENTS
<b>Dpt 72 Parks</b>							
(04)Machesis Lake - Horse camp - road (CF)	25,000	\$12,710	\$12,693	\$403	\$12,290		
(05)Bridge campground - Survey & improvements (CF)	71,950	\$65,143	\$6,807	\$0	\$6,807	50%	Survey completed/Lease application pending
(07)FV - D.A. Thomas Park - Retaining Wall (CF)	10,000	\$4,555	\$5,445	\$0	\$5,445	10%	Getting price estimates
(10)Wadlin Lake - Grounds improvements (CF/2017)	110,000	\$94,234	\$45,588	\$29,822	\$15,766	70%	Campgrounds complete/Fish station incomplete
(11)Machesis Lake Site Development (2017)	75,000	\$0	\$75,000	\$0	\$75,000	25%	Waiting on AEP grant approvals
(12)Improvements to Provincial Park - Bridge Campground (2017)	60,000	\$0	\$60,000	\$0	\$60,000	10%	Waiting for grant approval/plan approval
(13)Hutch Lake Cabins - Playground (2017)	35,000	\$0	\$35,000	\$0	\$35,000	25%	Equipment ordered
(14)Hutch Lake Campground improvements (2017)	112,000	\$36,814	\$112,000	\$36,814	\$75,186	25%	In progress
(15)Hutch Lake Dock Blocks (2017)	10,000	\$0	\$10,000	\$0	\$10,000	50%	Waiting for TFA
(16)FV - Mackenzie Housing Park Toddler Playground Equipment (2017)	20,000	\$6,682	\$20,000	\$6,682	\$13,318	25%	Equipment ordered
(17)LC - Slide & swings Big Back Yard (2017)	35,000	\$14,939	\$35,000	\$14,939	\$20,061	25%	Equipment ordered
(18)LC - Playground Expansion (2017)	95,000	\$0	\$95,000		\$95,000	25%	Equipment ordered



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 26, 2017</b>
<b>Presented By:</b>	<b>Don Roberts, Zama Site Manager</b>
<b>Title:</b>	<b>Zama Road Heave Repair</b>

**BACKGROUND / PROPOSAL:**

The Zama Access Road was initially paved in 2013. In 2014 heaving/sinking started to occur 200m east of the Apache Plant Road for a distance of 350 meters. Core sampling was conducted resulting in the discovery of organic materials in the road.

Engineer options were obtained listing solutions costing as high as \$4m+. Less costly methods of patching the area were chosen at the time.

In 2015 the road was patched twice, once by La Prairie Group and once using Mackenzie County’s own resources. One additional patch was applied in 2016, again utilizing Mackenzie County resources.

Presently the road has sunk considerably on the westbound lane and requires a larger patch. Mackenzie County will be digging “Muskeg Trenches” on both sides of the road this year with hopes of relieving some of the pressures causing the issue.

Quotes were obtained to apply a proper patch to the road with cost savings being given due to the company doing work in Steen River this year.

Advisory signs of 40km/hr have been posted alerting the public to the dangers but are not always heeded. The area has become a public safety concern.

This issue was also brought forward at the Zama Ratepayers meeting.

**Author:** Krista H / D Roberts      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**OPTIONS & BENEFITS:**

Option 1:

Approve requested budget increase and have a paving company apply larger patch. A proper patch is required this year due to the amount of asphalt required. Public safety would be addressed. This would not be considered as a permanent fix.

Option 2:

Completely dig out and repair the section of road. This is a costly repair but would be considered a permanent repair.

**COSTS & SOURCE OF FUNDING:**

Option 1

1400 ton asphalt x \$125/ton	=	\$175, 000.00
Mob & De-mob	=	\$ 10, 000.00
Tie In	=	<u>\$ 7, 000.00</u> (optional)
Total		\$192, 000.00
Remaining funds in Budget	=	<u>\$ 49, 036.00</u>
Funding Requested	=	<b>\$142, 964.00</b>

To be funded from the General Capital Reserve.

Option 2

\$ 4,000,000 plus

**SUSTAINABILITY PLAN:**

This item relates to the County’s Sustainability Plan under Environmental Sustainability G4. Zama City Development Plan

**COMMUNICATION:**

Author: Krista H / D Roberts Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_



**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the budget be amended to include an additional \$142,964 for repairs of the Zama Access Road with funds coming from the General Capital Reserve.

**Author:** Krista H / D Roberts      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 26, 2017</b>
<b>Presented By:</b>	<b>Dave Fehr, Director of Operations Doug Munn, Director of Community Services</b>
<b>Title:</b>	<b>Weed Control in Parks/Playgrounds</b>

## **BACKGROUND / PROPOSAL:**

Council and Administration has had many complaints concerning weeds (dandelions) in hamlet parks/playgrounds this season. Regular mowing of the grass is not enough to rid the parks/playgrounds of this conceived problem.

The public has asked for the parks to be sprayed. This is a costly procedure as the park areas in La Crete and Fort Vermilion are estimated at over 16 hectares.

To alleviate concerns from the public we will advertise the application dates and details pertaining to chemical content. Spraying also means park closure and monitoring for 24 hours.

Fall is the best time to spray, as it will reduce spring growth.

## **OPTIONS & BENEFITS:**

### Option 1:

Council to approve spraying for weed control in Hamlet parks/playgrounds.

### Option 2:

Receive for information.

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

There are no funds in the 2017 budget for weed spraying. The budget cost to spray all hamlet parks one time is approximately \$12,000. Funds are available from the General Operating Reserve account.

**Author:** S Wheeler      **Reviewed by:** D Fehr, D Munn      **CAO:** \_\_\_\_\_

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

Advertise on Facebook, Echo/Pioneer and the Big Deal Bulletin.

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the budget be amended to include an additional \$12,000 to the parks operating budget for the purpose of weed control in municipal parks and playgrounds with funds to come from the General Operating Reserve.

**Author:** S Wheeler      **Reviewed by:** D Fehr, D Munn      **CAO:** \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 26, 2017</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>La Crete Ring Road Widening – Crown Land Acquirement of SE 17-106-15-W5M</b>

**BACKGROUND / PROPOSAL:**

Administration was directed at the October 11, 2016 Council meeting to start negotiations with Alberta Environment and Parks to acquire an additional 5-10 meters for the La Crete Ring Road Widening.

**MOTION 16-10-743                      MOVED** by Councillor Braun

That Mackenzie County proceeds with acquiring the additional right-of-way from SE 17-106-15-5 that is required for future road improvements in the Hamlet of La Crete.

**CARRIED**

After speaking with one of the local Alberta Environment and Parks approval officers, the County is required to amend the existing recreation lease at SE 17-106-15-W5M (Tourangeau Lake) in order to proceed.

Another requirement for land acquisition is First Nation consultation which has to occur for all land acquisitions no matter the size of land in question. A legal survey would also be required. With this in mind, the process to acquire a small road widening or the entire quarter section would be equivalent, with the only difference being the acquisition cost.

The current leased area is approximately 68 acres.

**Author:** CS                      **Reviewed by:** BP                      **CAO:** \_\_\_\_\_

**OPTIONS & BENEFITS:**

There are two primary options for consideration.

Option 1:

The County purchase the remainder of SE 17-106-15-W5M. The County would continue operating the recreational area without having to extend the recreation lease with Alberta Environment and continue with the ring road plans.

Option 2:

The County purchase a 10 meter strip for a road widening, and continue to lease the remainder of the quarter section.

Long term, proceeding with Option 1 would likely be most beneficial to the County. Purchasing the property would allow for greater flexibility for the future development of the site, and eliminate the ongoing time and cost of renewing or amending the lease.

**COSTS & SOURCE OF FUNDING:**

The current operating budget can cover the initial fees, but the land purchase would require a budget amendment.

Option 1:

Costs will consist of the land purchase (likely to be at fair market value) and the fees associated with the land acquisition process. Administration estimates the total cost will not exceed \$75,000.

Option 2:

Costs will primarily be the survey and administration costs to amend the lease boundary and acquire a road widening (roughly 2 acres).

**SUSTAINABILITY PLAN:**

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

**COMMUNICATION:**

With Alberta Environment and Parks and local First Nations, as required.

Author: CS Reviewed by: BP CAO: \_\_\_\_\_

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That Mackenzie County proceeds with acquiring all of SE 17-106-15-W5M for future road improvements and to continue operating the recreational area of Tourangeau Lake.

Author: CS      Reviewed by: BP      CAO: \_\_\_\_\_



27.77 ha  
68.63 ac

Text

2 Acres

Not to Scale





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 26, 2017</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Land Swap Part of Plan 052 6058, Block 1, Lot G &amp; Plan 882 2651, Block 1, Lot E (Hamlet of La Crete)</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County has received a request for a land exchange within the hamlet of La Crete. The subject lands in question are owned by Mackenzie County and a local developer. Plan 052 6058, Block 1, Lot G (Mustus Lake Center) belongs to the developer, and Plan 882 2651, Block 1, Lot E (Skate Park) is owned by Mackenzie County.

The developer wishes to consolidate all of the lands that he owns located at the corner of 100th street and 94th Ave.

Earlier this year, a Development Permit was issued for the construction of the second phase of a shopping center (Parkside Plaza) located east of the Mustus Center. A condition of the approval was for the consolidation of the two lots that the shopping center straddles.

The applicant feels that since he is required to consolidate these two lots, he should go a little further and consolidate all three commercial, lots eliminating all internal property lines for future development. The only issue with this idea is that in between the two lots containing the shopping center and the Mustus Lake lot is a 20 meter wide strip of land owned by Mackenzie County. This piece of land is the access into the Skate Park. To do a consolidation, the developer would have to obtain this strip of land from the County.

## **OPTIONS & BENEFITS:**

All parcels of land require legal access. Mustus Lake development has two accesses, one on the east and one on the west side of the building. The access on the east side is the “legal” access to the Skate Board Park; however, everyone uses both sides to enter

**Author:** LL **Reviewed by:** BP **CAO:** \_\_\_\_\_

the park. The Skate Park and the main gate to the park are located on the west side of the park. By placing the access on the west side it provides a more direct access in.

Before hiring a surveyor to draft a tentative plan with the exact measurements and acreage portions, the applicant wanted to know if the County was willing to consider this request to swap lands.

The Planning Department sees no issue with this request to consolidate proving that legal access to the Skate Board Park (Plan 882 2651, Block 1, Lot E) is maintained.

**COSTS & SOURCE OF FUNDING:**

Funding for this sale and consolidation will be the responsibility of the developer.

**SUSTAINABILITY PLAN:**

The Sustainability Plan does not directly address the transfer of lands in the Municipality. As such, the proposed request neither supports nor contradicts the Sustainability Plan.

**COMMUNICATION:**

The consolidation will be advertised as per Municipal Government Act requirements as well as all adjacent landowners

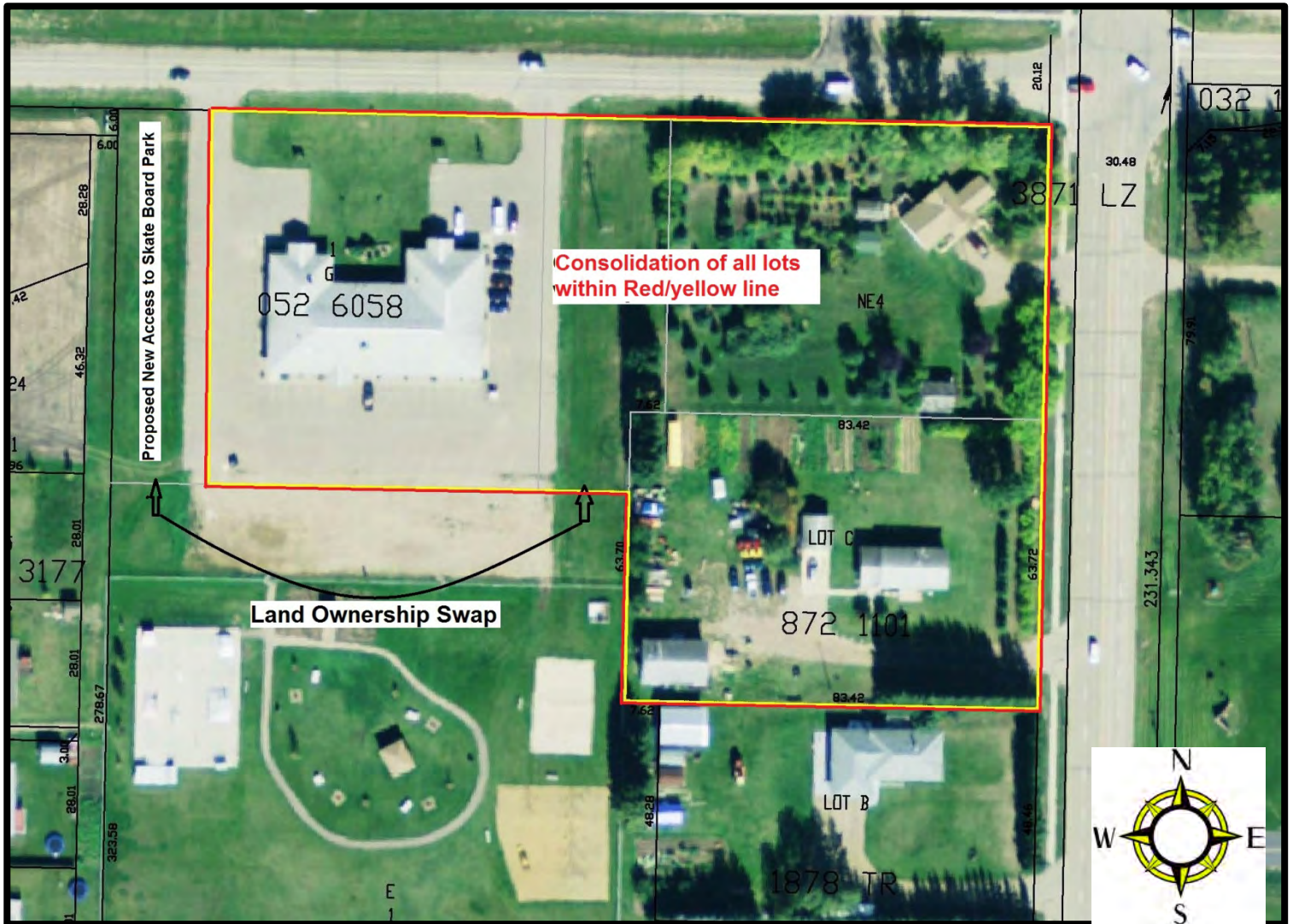
**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That administration be authorized to negotiate the exchange of Part of Plan 882 2651, Block 1, Lot E, for Part of Plan 052 6058, Block 1, Lot G for the purpose of access and consolidation, and that the applicant covers all costs of the transaction.

Author: LL      Reviewed by: BP      CAO: \_\_\_\_\_

# Proposed Boundary Adjustment



Land Swap of Plan 882 2651, Block 1, Lot E for Part of Plan 052 6058, Block 1, Lot G for access to Park

Then consolidate the following four lots into one large lot.

Plan 872 1101, Lot C

Part of NE 4 106-15-W5M

Plan 882 2651, Block 1, Lot E

Plan 052 6058, Block 1, Lot G

File No. 00-SUB-17

#### Disclaimer

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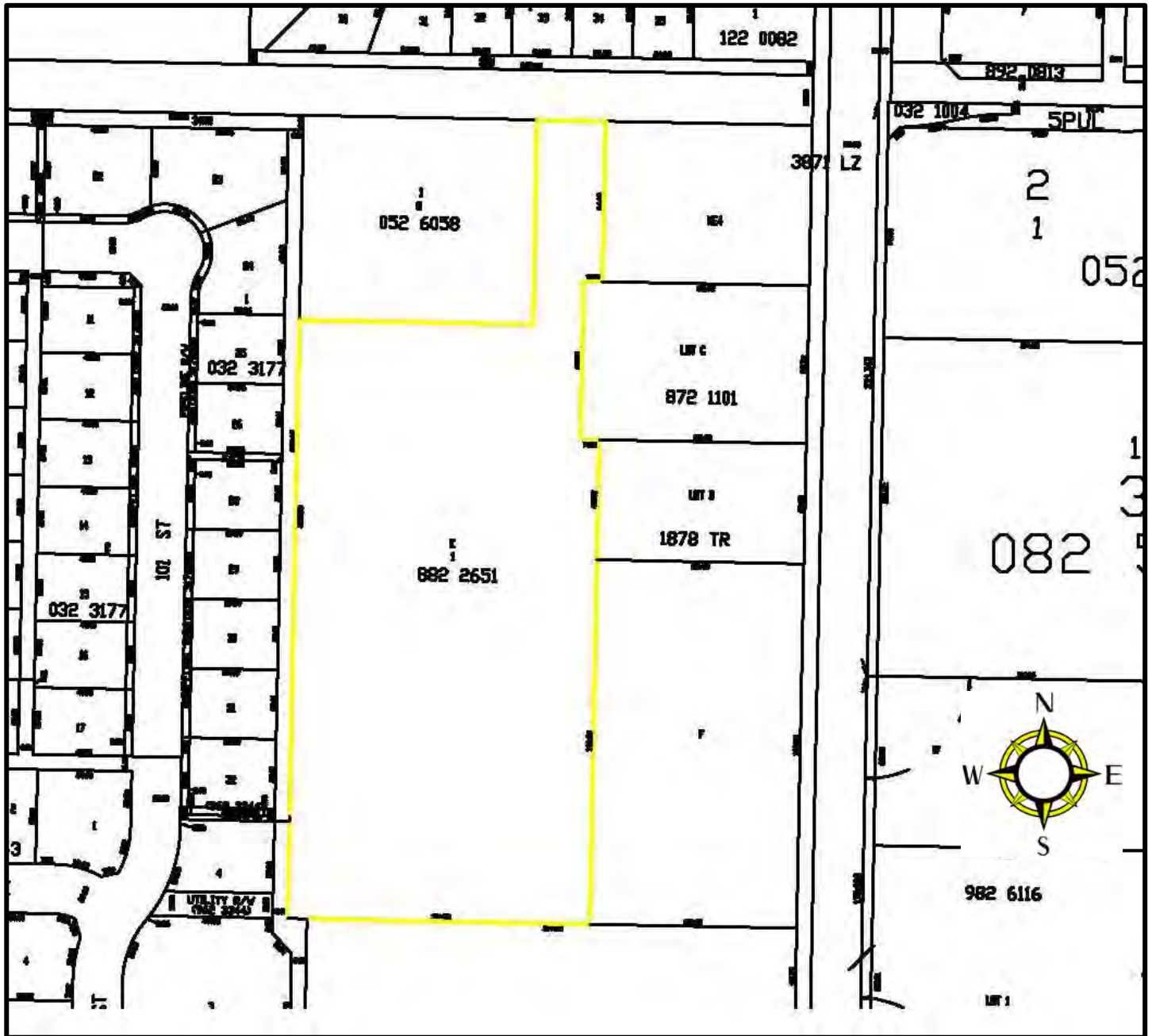
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**Mackenzie County**

**NOT TO SCALE**

# Skate Board Park



Land Swap of Plan 882 2651, Block 1, Lot E for Part of Plan 052 6058, Block 1, Lot G for access to Park

File No. 00-SUB-17

**Disclaimer**

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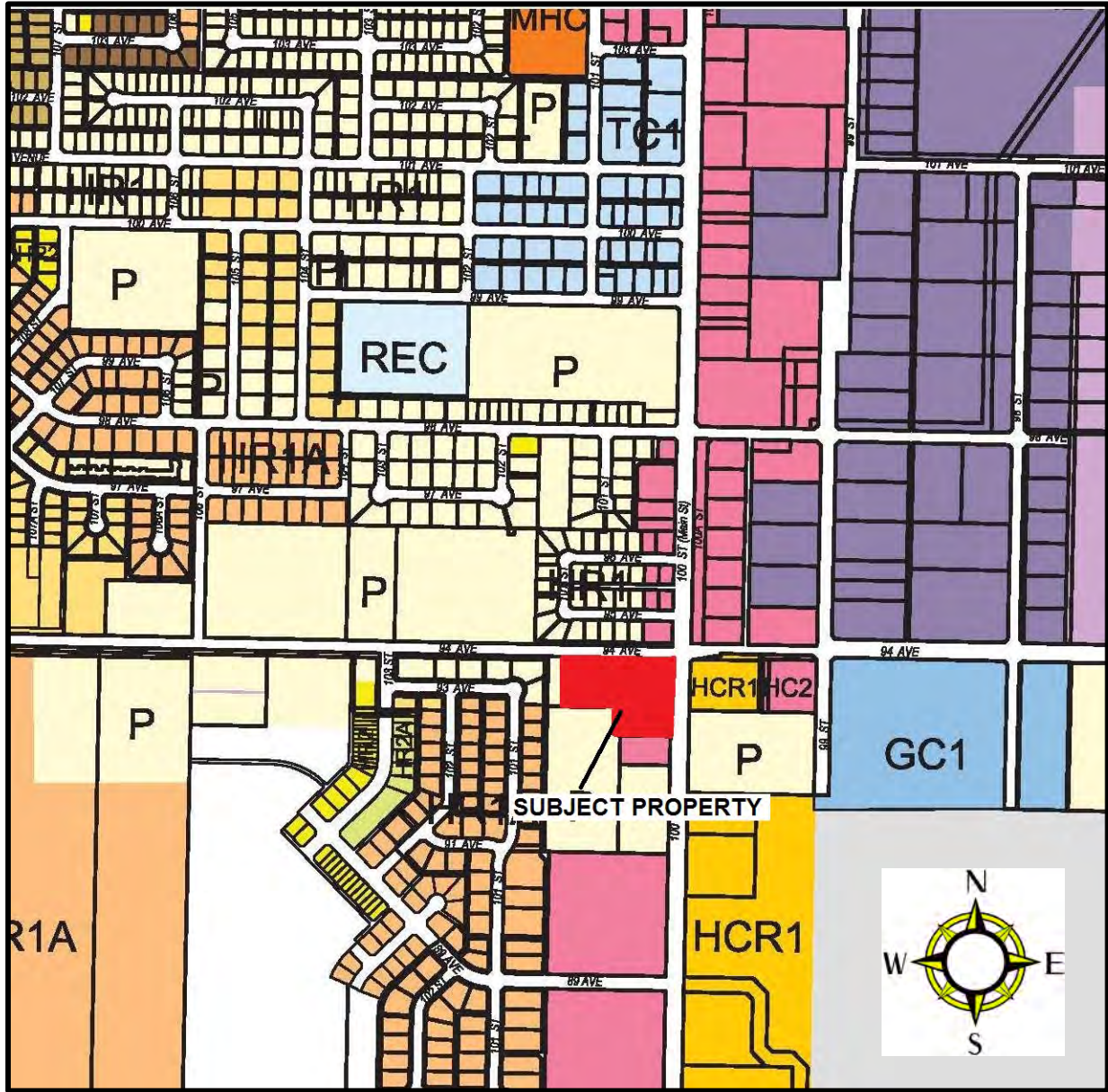
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**NOT TO SCALE**

**Mackenzie County**

# PROPOSED BOUNDARY ADJUSTMENT



File No. 00-SUB-17

NOT TO SCALE

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**Mackenzie County**



## Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0  
Phone (780) 927-3718 Fax (780) 927-4266  
[www.mackenziecounty.com](http://www.mackenziecounty.com)

March 29, 2017

Hiway Steel Structures Ltd.  
14950 103 Street  
Grande Prairie, AB T8X 0J9

048-DP-17

Dear Mr. Fehr:

Attached please find your approved Development Permit. The Development Permit contains special conditions that are specific to your development project. Please review all of the conditions carefully and ensure that action has been taken for each item.

Furthermore, your development project may require Safety Code Permits. Safety Codes Permits consist of Building, Electrical, Gas, Plumbing and Private Sewage Disposal Systems. Please contact the Mackenzie County Permit Clerk at (780) 928-3983 for further information on the required Safety Codes Permits.

Please ensure that all permits and approvals have been obtained prior to the commencement of your project.

If you have any questions or concerns regarding this matter, please contact the Planning and Development Department at 780-928-3983 or stop by the office. Our office hours are 8:15 a.m. to 4:30 p.m., Monday through Friday.

Yours truly,

Caitlin Smith  
Development Officer

Enclosure



## Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0  
P: (780) 927-3718 Toll Free: 1-877-927-0677 F: (780) 927-4266  
www.mackenziecounty.com  
office@mackenziecounty.com

### Development Approving Authority


Application No.: **048-DP-17**  
Legal Description: Plan 872 1101, Lot C  
Applicant: Hiway Steel Structures Ltd.  
Address: 14950 103 Street  
Grande Prairie, AB T8X 0J9  
Development: **Professional Facility (Shopping Centre)  
(Phase 2)**  
DECISION: **APPROVED (See Attached Conditions)**

### Development Permit

This permit is issued subject to the following conditions:

- (a) That the development or construction shall comply with the conditions of the decision herein contained or attached.
- (b) That the development or construction will be carried out in accordance with the approved plans and application.
- (c) This permit is valid for a period of 12 months from the date of issue or the date of an approved decision of the Development Appeal Board. If at the expiry of this period the development or construction has not been commenced or carried out with reasonable diligence this permit shall be invalid.

Dated March 29, 2017

  
Byron Peters,  
Director of Planning & Development



## Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0  
P: (780) 927-3718 Toll Free: 1-877-927-0677 F: (780) 927-4266  
www.mackenziecounty.com  
office@mackenziecounty.com

# Development Approving Authority

## 048-DP-17

### CONDITIONS OF APPROVAL

**FAILURE TO COMPLY WITH ONE OR MORE OF THE ATTACHED CONDITIONS SHALL RENDER THIS PERMIT NULL AND VOID**

1. Minimum building setbacks:
  - a. 9.1 meters (30 feet) front (facing 100<sup>th</sup> Street) yard;
  - b. 9.1 meters (30 feet) exterior side (North) yard;
  - c. 3.1 meters (10 feet) interior side (South) yard;
  - d. 3.1 meters (10 feet) rear (West) yard; from the property lines.
2. **The developer shall enter into and abide by a Development Agreement with Mackenzie County.**
3. **Must be consolidated with adjacent lot in order to meet development requirements. Failure to do so shall render this permit Null and Void.**
4. **The Professional Facility shall meet all applicable Alberta Safety Code requirements for Commercial Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.**
5. The architecture, construction materials and appearance of the Professional Facility shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.
6. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.
7. The municipality has assigned the following address to the noted property **9302 – 100<sup>th</sup> Street**. You are required to display the address (**9302**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height. **Unit numbers will be assigned at a later date.**
8. Building to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner. **PRIOR to connecting to municipal utilities a**



**detailed water, sanitary and storm servicing plan shall be provided to the Development Authority.**

9. This permit may be revoked at any time if, in the opinion of the Development Authority, the proposed development has become detrimental or otherwise incompatible with the amenities of the neighbourhood.
10. **The exterior yards shall be landscaped to the satisfaction of the Development Authority. Landscaped strips are required between the parking area and the right of way (100<sup>th</sup> Street & 94<sup>th</sup> Avenue). The landscaped strips shall be a minimum of 3.1 m (10 feet) in width and consistent of a combination of grass, shrubs, and/or trees.**
11. **Access onto 94<sup>th</sup> Avenue shall be shared with the Mustus Centre; subject to additional negotiation with County and Developer.**
12. **Internal site sidewalks shall be connected with the existing County sidewalk along 100<sup>th</sup> Street.**
13. Provide adequate off street parking as follows: The minimum parking standards are 1 space per 30 square meters of building area which in this case is 96 public parking stalls, 1 space per each full time employee and 1 space for every 2 part time employees. *"One parking space, including the driveway area, shall occupy 27.87 square meters (300 square feet)."* **Adequate bicycle parking/rack shall also be placed on site.**
14. The sign shall be located a minimum of:
  - a. 20 meters from regulatory signs, and
  - b. Not less than 1.5 meters from the curb/sidewalk.
15. **The sign shall be placed on site and is not permitted to be placed on any County lands and/or road rights-of-way.**
16. The sign shall be a minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk.
17. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
18. The sign shall:
  - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
  - b. Not unduly interfere with the amenities of the district,
  - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
  - d. Not create visual or aesthetic blight.
19. Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.
20. Wiring and conduits of the sign must be concealed from view.
21. **PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. Access to be constructed to Mackenzie County standards and at the developers' expense. Removal of any existing access shall be at the developers' expense.**

22. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
23. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.

**Please note**

1. Mackenzie County does not conduct independent environmental or land suitability checks. If the applicant is concerned about the suitability of the property for any purpose, the owner/applicant should conduct the proper tests. Mackenzie County, when issuing a development permit, makes no representation in regards to the suitability of the property for any purpose or as to the presence or absence of environmental contaminants of the property.
2. **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the basement and/or flooding of the basement, and/or any ancillary buildings.**
3. Obtain all the required Safety Codes Permits pertaining to your development. These permits consist of Building, Gas (Propane), Electrical, Plumbing and Private Sewage Disposal Systems.
4. Call 'Alberta-One-Call' before you dig. (1-800-242-3447).

**It is the responsibility of the developer to ensure that the proposed development meets the requirements of the provincial Safety Codes Act. For more information on the necessary Safety Codes Permits, contact Mackenzie County's Permit Clerk at 780-928-3983.**

March 29, 2017  
Date of Issue of Notice of Decision

  
\_\_\_\_\_  
Byron Peters,  
Director of Planning & Development

INDUSTRIAL/COMMERCIAL DEVELOPMENT PERMIT

Development Permit #: 048-DP-17 Date Received: March 28/17 Date Accepted \_\_\_\_\_

I/We hereby make application under the provisions of the Land Use Bylaw for Development Permit in accordance with the supporting information submitted which will form part of this application.

APPLICANT INFORMATION

Applicant Name: 1740444 Alberta Ltd. Registered Land Owner: \_\_\_\_\_  
Hiway Steel Structures Ltd. Same

Address: 74950 103 St Address: \_\_\_\_\_  
City/Town: Grande Prairie City/Town: \_\_\_\_\_  
Province: AB Postal Code: T8X 0T9 Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Email: hifehr@me.com Email: \_\_\_\_\_  
Phone: 1-780-296-3506 Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_ Cell: \_\_\_\_\_

LAND INFORMATION

Legal Description of proposed development site:

Plan	Block	Lot	Stall
8721101		C	
Civic Address			
9302 100st			
Hamlet			
La Crete			

Ward  
3

QTR/LS	SEC	TWP	RG	M
NE	4	106	15	45 -7?
MLL/MS/TFA		Acres/Ha		

Quarter Section  Acreage

Description of existing use of land: Strip Mall Phase 1

DEVELOPMENT INFORMATION

Describe proposed development: Strip Mall Phase 2

- Commercial/Industrial Building
- Temporary Structure
- Security Suite
- Fence
- Public Use Building
- Ancillary Building/Shed
- Moved-In Building
- Other
- Industrial Camp
- Business Relocation
- Structural Renovations

Building Size:

Length	Width	Height (Grade to Peak)	Sq <sup>2</sup>	Other
			1395 sq. m	

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



Phone: (780) 928-3983  
Fax: (780) 928-3636

Email: csmith@mackenziecounty.com

The Land is Adjacent to:  Primary Highway (88) or (58)  Secondary Highway (697)  
 Hamlet Road  Local Road

Estimated Project Time and Cost:

Start Date ASAP	End Date 3/31/2018	Estimated Project Cost 1.2 million
--------------------	-----------------------	---------------------------------------

Attached is:  Site Plan  Blueprints  Floor Plans

Site plans and blueprints are required for all Development Permit applications unless otherwise specified by the Planning Department. All Commercial and Industrial Development Permit applications are required to include a site plan prepared by a surveyor or engineer and such site plan shall show the proposed building with setbacks from property lines, parking stalls, entry onto and exits off of the lot and any other information as required by the County to render a decision.

**GEOGRAPHIC INFORMATION**

Is there any of the following within 1/2 mile of the proposed development:

- Slope/Coulee/Valley/Ravine  Sewage Treatment /Sewage Lagoon  
 River /Waterbody  Land Fill/Garbage Disposal Site

Unless this application is for a Yard Site Development, a County approved access is required before a Development Permit can be issued.

Is there an Existing Access to Proposed Site?  
 YES  NO

Does the site location require an access or road to be built to proposed site?  
 YES  NO

Access Application Date:  
 Access Approval Date:

Do you have a rural address sign on your property?  
 YES  NO

If you do not have an address, one will be assigned and you will be charged the fee of the sign (\$70.00). It is your responsibility to install the sign on your property.

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



Phone: (780) 928-3983  
 Fax: (780) 928-3636  
 Email: csmith@mackenziecounty.com

**SITE PLAN**

An accurate site plan must be provided or the application will not be processed.

N



See attached.

**If applicable, please include the following information in your drawing:**

- location/distance of existing buildings from property lines.
- location of access/driveway, and distance from intersections
- location of shelterbelts and/or treed areas
- location of parking and loading areas
- length and width of property

- location/distance of proposed buildings from property lines
- ravines, creeks, lakes, sloughs, and any other water bodies
- location of road(s), road allowances
- location of parking and loading areas

**Setbacks from Property Lines**

Front Yard	ft.
36.5	(m)

Rear Yard	ft.
7.3	(m)

Side Yard (1)	ft.
11.8	(m)

Side Yard (2)	ft.
12.8	(m)

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 Fort Vermilion, AB T0H 1N0



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**DECLARATION**

I declare that the information on this application is, to the best of my knowledge, factual and correct.

I understand that this application will not be accepted without the following:

Applicant Name (Print) <u>Ashley Brauner</u>		Registered Land Owner Name (Print)	
Applicant Name (Signature) <u>Ashley Brauner</u>	Date <u>3/27/17</u>	Registered Land Owner (Signature)	Date

(a) appropriate development information (b) application fee as per Fee Schedule Bylaw

NOTE: The signature of the Registered Land Owner is required if the applicant is not the registered landowner. Signing of this application, by the applicant and/or registered landowner, grants permission for necessary sections of the property to be conducted by authorized persons of Mackenzie County.

**FOR ADMINISTRATIVE USE ONLY**

Applies With:

MDP Yes  No

ASP Yes  No

AVPA Yes  No

Offsite Levy (If Required):

Connection Fee \$ \_\_\_\_\_

Receipt Number \_\_\_\_\_

Land Use Classification: HCA Tax Roll No: 075322

Class of Use: Commercial Permitted/Discretionary: Permitted

Proposed Use: Professional Facility (Shopping Centre)

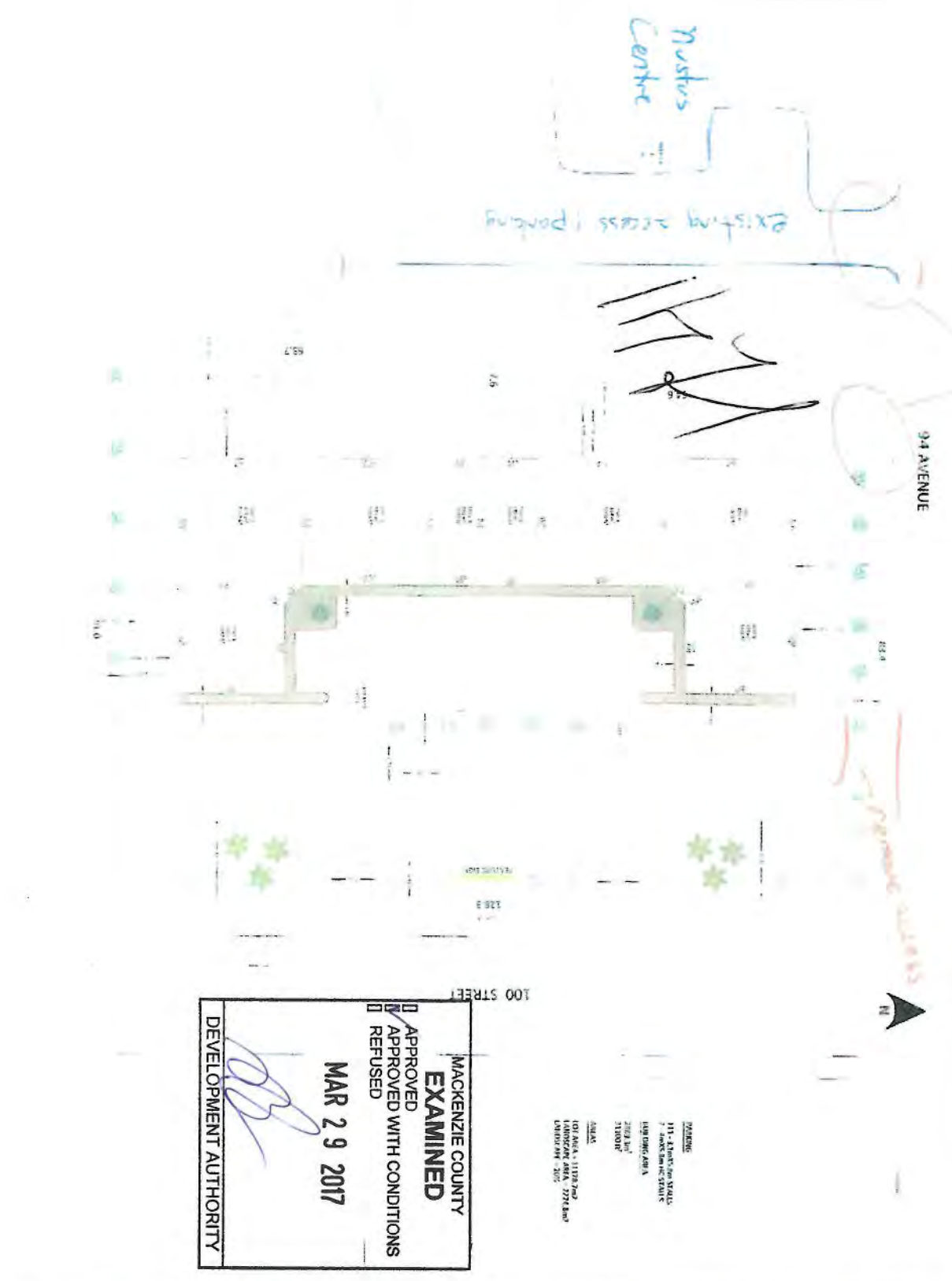
Development Application Fee Enclosed: Yes  No  Amount \$ 100.00 Receipt No: Invoice



Mackenzie County  
340, 4511-46 Avenue  
Vermilion, AB T0H 1N0



Phone: (780) 928-3983  
Fax: (780) 928-3636  
Email: csmith@mackenziecounty.com



MACKENZIE COUNTY  
**EXAMINED**  
 APPROVED  
 APPROVED WITH CONDITIONS  
 REFUSED  
**MAR 29 2017**  
  
 DEVELOPMENT AUTHORITY

**OWNER:**  
 111 - 111th Ave SW  
 7 - 11th St NE  
 EDMONTON, AB T6A 1A4  
 7812 1st St  
 EDMONTON T6A 1A4

**ADDRESS:**  
 100 STREET  
 1100 FT  
 777' WIDE  
 210' DEEP

 <b>Dorlan Simola</b> Engineering & Inspectors Ltd. P.O. Box 3000 101st St SW Edmonton AB T5C 1S1 Phone: (780) 481-1111 Fax: (780) 481-1112 Website: www.dorlan.ca		
No.	Description	Date
I have reviewed the above information and find it to be true and correct. I am a duly registered Professional Engineer in the Province of Alberta. My registration number is: 31234 My expiry date is: 31/12/2017 My address is: 101st St SW, Edmonton, AB T5C 1S1 My phone number is: (780) 481-1111 My fax number is: (780) 481-1112 My e-mail address is: dorlan@dorlan.ca My website is: www.dorlan.ca My professional seal number is: 31234 My seal expires on: 31/12/2017 My seal is located on the back of this page. My seal number is: 31234 My seal expires on: 31/12/2017 My seal is located on the back of this page. My seal number is: 31234 My seal expires on: 31/12/2017 My seal is located on the back of this page. My seal number is: 31234 My seal expires on: 31/12/2017 My seal is located on the back of this page. My seal number is: 31234 My seal expires on: 31/12/2017 My seal is located on the back of this page.		
L.A CRETE COMMERCIAL CONCEPT PLAN CP 1		

# DEVELOPMENT PERMIT PROPERTY



File No.: 048-DP-17

## DISCLAIMER

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**Mackenzie County**  
P.O. Box 640, Fort Vermilion, Alberta T0H 1N0  
Phone (780) 927-3718 Fax (780) 927-4266

DATE: May 10, 2017  
FILE: 00-SUB-17

**PROPOSED BOUNDARY ADJUSTMENT/CONSOLIDATION**

**LEGAL:**

Plan 872 1101, Lot C, Plan 882 2651, Block 1, Lot E, Plan 052 6058, Block 1, Lot G & Pt. of NE 4-106-15-W5M

**PROPOSED LAND USE:** La Crete Highway Commercial & Public/Institutional

**DEVELOPER/AGENT/SURVEYOR:** Hiway Steel & Mackenzie County

An applicant has proposed a request to Mackenzie County for the consolidation of three lots which would include swapping Plan 882 2651, BI 1, Lot E for Part of Plan 052 6058, BI 1, Lot G in order to maintain access to the Skate Board Park. Prior to accepting an application for this proposal, the Planning Department would like to hear from all agencies regarding this proposed boundary adjustment/consolidation by Thursday, May 18, 2017. Please mark any existing or required easements/utility rights-of-way on the attached sketch as well as any additional comments.

Yours truly,

Liane Lambert,  
Planner

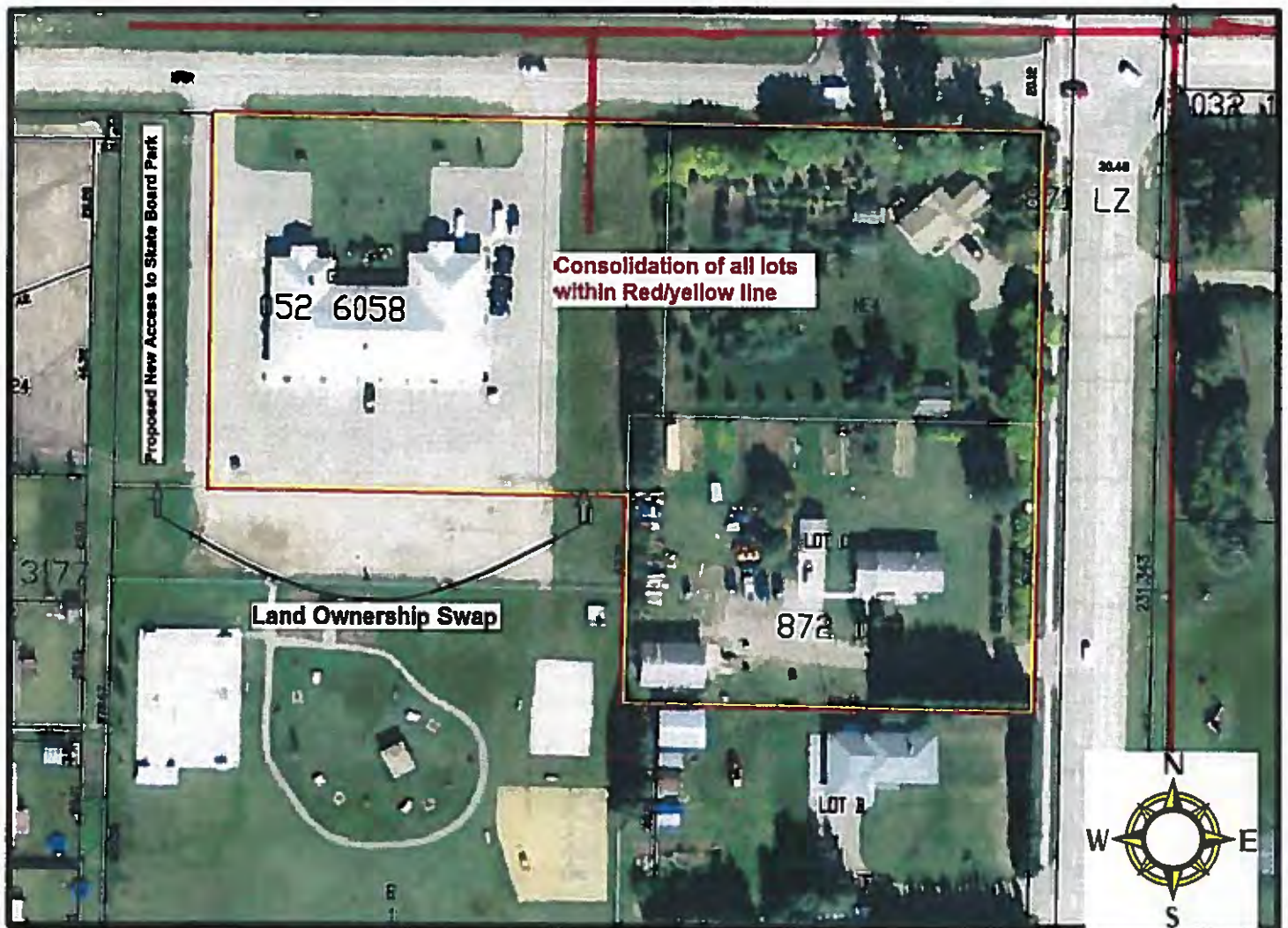
- ATCO Electric – [amanda.wiebe@atcoelectric.com](mailto:amanda.wiebe@atcoelectric.com)
- Northern Lights Gas Co-op – Jack Eccles Fax - 780-928-2166 [nlgc@telusplanet.net](mailto:nlgc@telusplanet.net)
- Alberta Environmental Protection – [Rod.Burr@gov.ab.ca](mailto:Rod.Burr@gov.ab.ca)
- Utility Departments - [fwiebe@mackenziecounty.com](mailto:fwiebe@mackenziecounty.com), [gsmith@mackenziecounty.com](mailto:gsmith@mackenziecounty.com), [csarapuk@mackenziecounty.com](mailto:csarapuk@mackenziecounty.com)

**COMMENTS:** *May require easements*

SIGNATURE \_\_\_\_\_

Comments received may be deemed public information

# Proposed Boundary Adjustment



Land Swap of Plan 882 2651, Block 1, Lot E for Part of Plan 052 6058, Block 1, Lot G for access to Park

Then consolidate the following four lots into one large lot.

Plan 872 1101, Lot C

Part of NE 4 106-15-W5M

Plan 882 2651, Block 1, Lot E

Plan 052 6058, Block 1, Lot G

File No. 00-SUB-17

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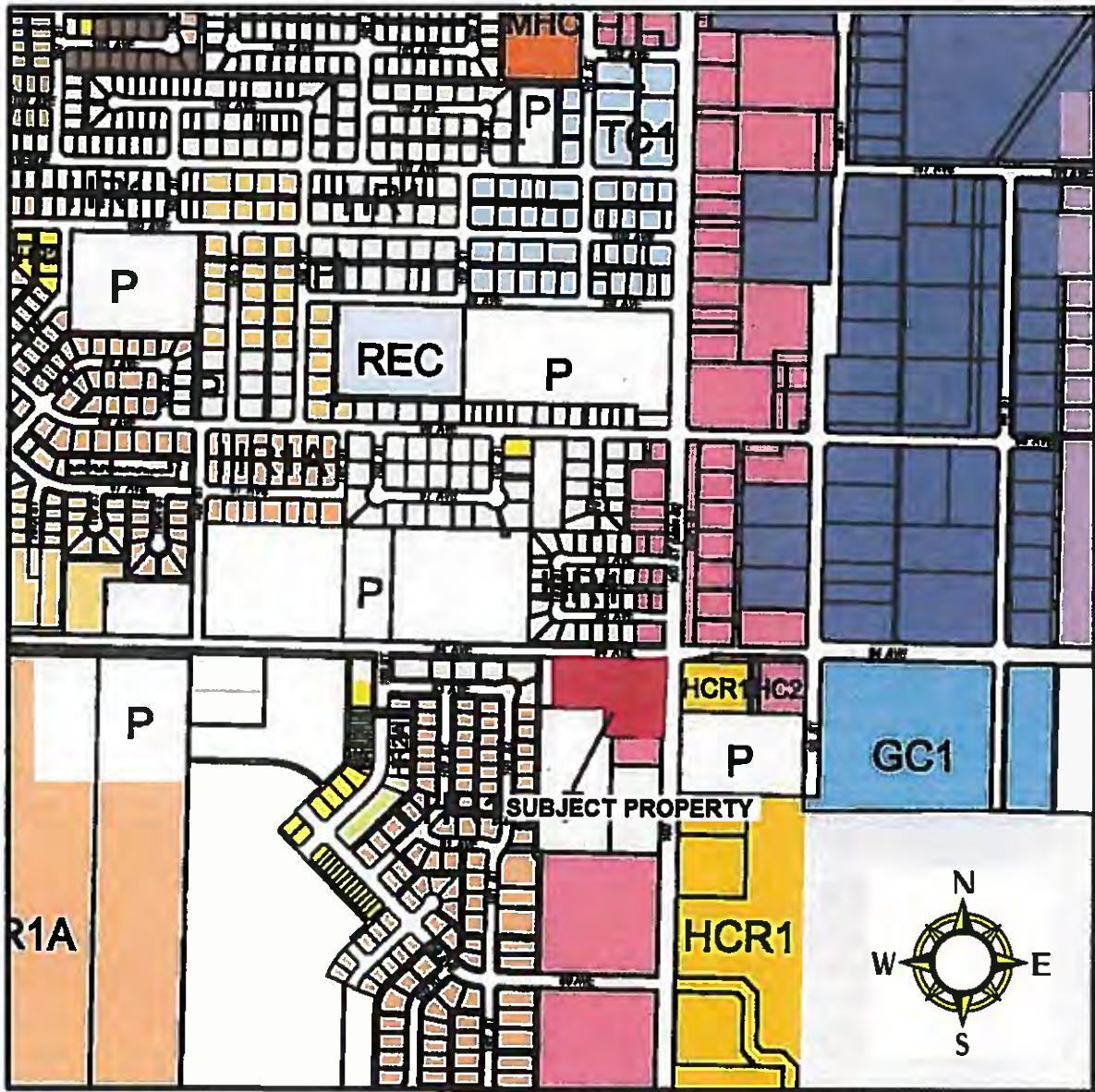
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**NOT TO SCALE**

## Mackenzie County

# PROPOSED BOUNDARY ADJUSTMENT



File No. 00-SUB-17

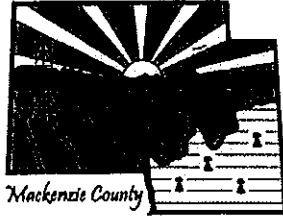
NOT TO SCALE

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**Mackenzie County**



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P.O. Box 640, Fort Vermilion, Alberta T0H 1N0  
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DATE: May 10, 2017  
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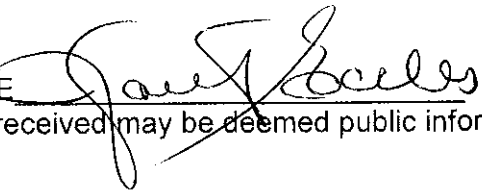
Liane Lambert,  
Planner

- ATCO Electric – [amanda.wiebe@atcoelectric.com](mailto:amanda.wiebe@atcoelectric.com)
- Northern Lights Gas Co-op -- Jack Eccles Fax - 780-928-2166 [nlgc@telusplanet.net](mailto:nlgc@telusplanet.net)
- Alberta Environmental Protection – [Rod.Burr@gov.ab.ca](mailto:Rod.Burr@gov.ab.ca)
- Utility Departments - [fwiebe@mackenziecounty.com](mailto:fwiebe@mackenziecounty.com), [gsmith@mackenziecounty.com](mailto:gsmith@mackenziecounty.com), [csarapuk@mackenziecounty.com](mailto:csarapuk@mackenziecounty.com)

**COMMENTS:**

*Please ensure our URW remains on all titles*

SIGNATURE

  
Comments received may be deemed public information



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>July 26, 2017</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

## **BACKGROUND / PROPOSAL:**

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

- Action List
- Correspondence – Alberta Municipal Affairs (Follow up on the 2014 Detailed Assessment Audit)
- Correspondence – Alberta Emergency Management Agency (2013 Northwestern Alberta Disaster Recovery Program – Municipal Payment Summary)
- Correspondence – Alberta Transportation (Blue Hills Site 2 – Culvert Crossing STIP Funding)
- Correspondence – Boreal Housing Foundation (Board Member Honorariums)
- Correspondence – Town of High Level (Fire Department Air Resupply Project)
- Correspondence – Minister of Health (Letter of Support for Canwest Air)
- Correspondence – Alberta Culture and Tourism (Stars of Alberta Volunteer Awards)
- Correspondence – Alberta Infrastructure & Transportation (New Lift Station – Hamlet of Zama City Grant Funding)
- Correspondence – Alberta Emergency Management Agency (2013 Northwestern Alberta Disaster Recovery Program – Municipal Payment Summary)
- Correspondence – Alberta Transportation (Fox Lake Access Road STIP Funding)
- Correspondence – Alberta Municipal Affairs (Mineral Surface Leases)
- Correspondence – Alberta Municipal Affairs (Alberta Emergency Services Medal)
- Correspondence – Alberta Environment & Parks (Alberta Community

**Author:** CG      **Reviewed by:** CG      **CAO:** \_\_\_\_\_

Resilience Program)

- AUMA Advances Resolution Proposal to Merge with AAMDC
- AUMA Board News
- Alberta Transportation Project Update
- North to Alaska Symposium
- FCM - Universal Broadband
- La Crete Recreation Society Meeting Minutes
- Boreal Housing Foundation Meeting Minutes
- Water North Coalition Meeting Minutes

**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.

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

## Mackenzie County Action List as of June 28, 2017

### Council Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
<b>February 27, 2013 Council Meeting</b>			
13-02-121	That administration continue to work towards expanding the Fort Vermilion Bridge Campground recreational area by applying for a lease with Alberta Environment & Sustainable Resource Development that encompasses both existing and future area.	Doug	Waiting for road closures, could be August or September 2017
<b>May 28, 2013 Council Meeting</b>			
13-05-375	That the Zama Access paving be the first capital priority for paving a road outside a hamlet boundary and that administration continue reviewing options and applying for provincial and/or federal grants as these may become available with intent to complete the paving of this road.	CAO	Discussed with Debbie Jabbour. She suggested a potential ring road joined with Assumption Hill and Zama Access and possibly incorporate the LOC in motion 15-03-191
<b>March 10, 2015 Council Meeting</b>			
15-03-191	To ensure, assist and stimulate the continued financial and economic growth and well-being of our oil and gas industry, that Mackenzie County explore transferring the following LOC roads to Mackenzie County: Zama Plant Road approximately 47 kilometers (connecting Zama Access with the Assumption High Grade) and the first approximately 60 kilometers of the Shekilie Road.	CAO	Waiting for a reply from Env. & Parks on the process to attempt to transfer the LOC's. Potentially a project in conjunction with the Zama Access Road in the above motion 13-05-375
<b>July 29, 2015 Council Meeting</b>			
15-07-531	That administration be authorized to negotiate a Mutual Aid Agreement with Tall Cree First Nation.	Doug	Waiting on agreement to be returned w signatures
<b>February 22, 2016 Council Meeting</b>			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Initial report received, still awaiting final report Investigated by Director of Surveys. Anticipating a couple year deadline.
<b>March 8, 2016 Regular Council Meeting</b>			
16-03-178	That administration pursues taking possession of the southerly gravel pit lease DRS 834, and delays pursuing possession of the northerly gravel pit lease DRS 780149.	Dave	Waiting for a response from Scott Land and Lease
<b>March 23, 2016 Regular Council Meeting</b>			
16-03-216	That administration proceeds with obtaining access in Mackenzie County's name for the E½ 30-101-17-W5M and the S½ 3-102-17-W5M.	Dave	In progress (Roads to New Lands – Blue Hills) Awaiting announcement

Motion	Action Required	Action By	Status
<b>May 10, 2016 Regular Council Meeting</b>			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> <li>cancel PLS 080023;</li> <li>pursue acquisition of land parcels as identified on the map presented in red;</li> <li>identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator.</li> </ul>	Don	PLS Cancelled Need to submit 2 different applications.  Asset list with all leases, caveats, dispositions, easements, etc Waiting for a response
<b>June 14, 2016 Regular Council Meeting</b>			
16-06-440	That Bylaw 1030-16 being a road closure bylaw for the closure of government road allowance between Section 28 and 29 Township 108, Range 13, W5M for the purpose of consolidation be forwarded to the Minister of Transportation for approval.	Byron	Waiting for Ministerial Order
16-06-441	That Bylaw 1031-16 being a road closure bylaw for the closure of all of Plan 2982PX within SE ¼ Section 28, Township 108, Range 13, W5M lying north and east of Plan 1508PX for the purpose of consolidation be forwarded to the Minister of Transportation for approval.	Byron	Waiting for Ministerial Order
16-06-442	That Bylaw 1032-16 being a road closure bylaw for the closure of all of the uncanceled portion of Plan 2144EU within SE ¼ Section 28, Township 108, Range 13, W5M lying northeast of Plan 1508PX and northwest of Plan 2982PX for the purpose of consolidation be forwarded to the Minister of Transportation for approval.	Byron	Waiting for Ministerial Order
16-06-443	That Bylaw 1033-16 being a road closure bylaw for the closure of all of the uncanceled portion of Plan 2144EU within SE ¼ Section 28, Township 108, Range 13, W5M lying south of Plan 2982PX for the purpose of consolidation be forwarded to the Minister of Transportation for approval.	Byron	Waiting for Ministerial Order
<b>July 12, 2016 Regular Council Meeting</b>			
16-07-526	That the County pursue purchasing the leased lands at the Wadlin Lake and Hutch Lake campgrounds.	Doug Len	Wadlin FNC under progress See motion 17-03-222 about project specifics.
16-07-529	That the County agree to the request from Alberta Transportation to create a municipal road allowance on the 14 km access from the Wentzel River to the Peace River crossing accessing Fox Lake and that the County not be responsible for capital, operational and maintenance costs; or liability for the public road way and the ferry/ice-bridge.	Dave	Ryan K. from A.T. noted legal survey will occur after the road is completed fall 2017. Then action can be taken.



Motion	Action Required	Action By	Status
<b>August 9, 2016 Regular Council Meeting</b>			
16-08-570	That administration meet with sawmills/forestry companies in regards to summer log hauling and Road Use Agreements.	Dave	LC Sawmills – current Norbord – seeking legal opinion Tolko & Evergreen – waiting for Norbord's model
16-08-599	That administration proceed with registering the utility right of way on NE 3-106-15-W5M and NW 3-106-15-W5M. (La Crete SE Drainage Ditch)	Byron	Re-negotiating with landowners.
<b>August 24, 2016 Regular Council Meeting</b>			
16-08-656	That administration draft an endeavor to assist policy for lateral water lines.	Fred	2017-06-27 COW meeting presentation August 2017
<b>September 13, 2016 Regular Council Meeting</b>			
16-09-630	That the range management plans for Northwestern Alberta address the future of both Wood Bison and Woodland Caribou within the existing protection areas.	Byron	Report Released 2017-06-26
<b>October 11, 2016 Regular Council Meeting</b>			
16-10-743	That Mackenzie County proceeds with acquiring the additional right-of-way from SE 17-106-15-5 that is required for future road improvements in the Hamlet of La Crete.	Byron	Bring back to Council
<b>October 25, 2016 Organizational Council Meeting</b>			
16-10-753	That Bylaw 977-14 Organizational and Procedural Matters of Council, Council Committees and Councillors be brought back with the following amendments: <ul style="list-style-type: none"> <li>Section 60 – remove “by providing a statutory declaration or affidavit sworn or declared before the CAO or Commissioner for Oaths prior to the next regular Council meeting”.</li> <li>Include a section to allow for the rotation of the Chair.</li> </ul>	Carol	2017 Organizational Meeting
<b>November 23, 2016 Regular Council Meeting</b>			
16-11-868	That Mackenzie County initiate discussions with First Nations with the intention of creating a Memorandum of Understanding for a communication protocol between Mackenzie County and our First Nation neighbours.	Doug	Working on establishing relationships that will inform the communication protocol
16-11-879	That Mackenzie County requests the Registrar to cancel the existing Certificate of Title for the following parcels of land and issue new Certificates of Title in the name of Mackenzie County. <ul style="list-style-type: none"> <li>Tax Roll 219457</li> </ul>	Karen	Certificate Received.
16-11-880	That the following properties remain in the current owners name and that the County continues to attempt to collect property taxes and that the property be inspected and reassessed.	Karen	Completed.

Motion	Action Required	Action By	Status
	• Tax Roll 300574		
December 13, 2016 Regular Council Meeting			
16-12-913	That administration change equipment values as determined and to engage in an appraisal for buildings over \$100,000 as per amended list in 2017.	Karen Doug	Waiting on appraisal service
January 9, 2017 Regular Council Meeting			
17-01-011	That the request to alter fire invoicing process with the Town of High Level be discussed at the 2018 review of the Regional Service Sharing Agreement.	Len	RRSA Review in 2018
February 14, 2017 Regular Council Meeting			
17-02-113	That third reading of Bylaw 1050-16 being a Land Use Bylaw Amendment to rezone part of SE 16-106-15-W5M from La Crete General Commercial District "GC1" to Manufactured Home Subdivision 1 "MHS1" to accommodate the development of residential lots be <b>TABLED until the area structure plan and servicing requirements have been reviewed for the area.</b>	Byron	In discussion with the developers  Fall 2017 plans
March 14, 2017 Regular Council Meeting			
17-03-192	That administration apply for federal grant funding for the following projects: <ul style="list-style-type: none"> <li>• Blue Hills Waterline</li> <li>• Waterline north of the Peace River</li> </ul>	Fred	Waiting for program announcement and opening for applications
March 29, 2017 Regular Council Meeting			
17-03-222	That the budget be amended to include \$15,000 for the Wadlin Lake Land Purchase project, for the purpose of completing the land survey, with funding coming from the Parks & Recreation Reserve and <b>that administration move forward with completing the survey and that administration bring back costs relating to First Nations Consultation prior to initiating the consultation process.</b>	Karen Doug	Additional funds reflected in the final budget  Draft survey received. 99% complete.
April 11, 2017 Regular Council Meeting			
17-04-250	That the First Nations Consultation Session in Edmonton on April 26, 2017 be received for information and that administration formulates a written submission for review by Council.	Doug	Submission formulated and reviewed by council. Waiting approval to be sent out.
17-04-254	That administration bring back options for an additional sub-class under residential for lots too small to legally develop.	Karen Byron	Discussion to take place with new assessor.
April 26, 2017 Regular Council Meeting			
17-04-319	That administration proceed with the gravel negotiations as discussed.	Dave	See motion 16-03-178
May 9, 2017 Regular Council Meeting			
17-05-324	That the La Crete Recreation Board be authorized to proceed and that the funding be released for the La Crete Splash Park project according to budget.	Karen	Completed.

Motion	Action Required	Action By	Status
17-05-336	That Bylaw 1063-17 being a Road Closure Bylaw to close a portion of Road Plan 3884PX for the purpose of consolidation be forwarded to the Minister of Transportation for approval.	Byron	Has been forwarded to the Minister. Waiting for approval.
17-05-360	That administration proceeds with the land negotiations as discussed.	Fred	Waiting for certificate.
<b>May 24, 2017 Regular Council Meeting</b>			
17-05-381	That Mackenzie County pay for the flags and install them at Jubilee Park.	Doug	Installation Complete.
17-05-386	That Alliance Assessment releases assessment information as per contract section 4.19	Karen	With the termination of his contract, all information is due to us.
17-05-387	That administration develops and distributes a RFP for assessment services.	Karen Byron I.T.	Completed.
<b>June 13, 2017 Regular Council Meeting</b>			
17-06-404	That a letter of support be provided to CanWest Air for their proposal to provide air ambulance service for Alberta Health Services.	Len	Completed.
17-06-407	That administration be authorized to negotiate the terms and conditions for construction and lease of a new terminal building at the Fort Vermilion Airport, as discussed, and that administration bring back options for the removal of the old building to the next meeting.	Byron	<b>Options presented to council</b>
17-06-414	That the oil dust control in the Isaac Dyck subdivision be TABLED to the next meeting and that administration bring back costs.	Dave	Completed Council 2017-06-28
17-06-422	That the Town of High Level cost sharing request for Fire Department Air Resupply Project be received for information.	Doug	Complete.
17-06-424	That the 2017 Budget for the Improvement to Provincial Park - Bridge Campground be amended such that the \$15,000 allocated by the County for the historical assessment be used for this project without requiring matching funds.	Doug Karen	Historical Assessment project has been awarded
17-06-425	That a letter be sent to all cell service providers requesting that they provide cell service along all major Highway (Highway 35, 58, 88 & 697) corridors and with a copy going to our Members of Parliament, Member of Legislative Assembly, Regional Economic Development Initiative, Northern Transportation Advocacy Bureau, Northern Alberta Development Council, Alberta Urban Municipalities Association, and the Alberta Association of Municipal Districts and Counties.	Byron Len	Drafting Process

Motion	Action Required	Action By	Status
17-06-426	That administration prepare a cost estimate to complete the preliminary work for the development of additional lots at Hutch Lake Cabins and bring back to Council for review.	Doug	Beginning the process.
17-06-432	That third reading be given to Bylaw 1070-70 being the Short Term Borrowing bylaw for the La Crete Recreation Board – Dressing Room Expansion, Lobby Renovation and Arena Entrance Upgrade.	Karen	Debenture application in progress. Waiting for answer back.
17-06-438	That administration continue to complete gravel negotiations as discussed.	Dave	See motion 17-04-319
17-06-439	That administration look at options for a future fire hall in the Hamlet of Fort Vermilion, outside of the downtown core.	Byron Doug	Long term discussion.
<b>June 28, 2017 Council Meeting</b>			
17-06-445	That administration be directed to enter into an agreement with CanWest Air for the lease of a new terminal at the Fort Vermilion airport, with the terms and conditions as discussed.	Byron	Developing an agreement with CanWest
17-06-446	That administration continue to explore options for the existing Fort Vermilion terminal building.	Doug	Options will be brought to council
17-06-448	That Bylaw 1066-17, being the Land Use Bylaw for Mackenzie County be amended as follows: <ul style="list-style-type: none"> <li>• Remove single family dwellings from Remote Recreational and the words Carcajou</li> <li>• Exempting fees for dugouts</li> </ul>	Byron	Amendments have been sent to consultants.
17-06-451	That administration be authorized to sell a portion of NW 11-104-17-W5M located on the north side of Highway 697 for the purpose of consolidation into the C of T, at market value, and that the applicant covers all costs to facilitate the transaction.	Byron	Underway.
17-06-468	That second reading be given to Bylaw 1077-17 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members as amended: <ul style="list-style-type: none"> <li>• An additional travel day may be allowed when travel is out of province and in excess of 1,000 kilometers from the individual's home and their destination via the shortest route.</li> </ul>	Carol	Complete.
17-06-476	That Bylaw 1076-17 being the Regional Emergency Management Bylaw for Mackenzie County be amended as follows: <ul style="list-style-type: none"> <li>• Membership to include all of Council;</li> <li>• Quorum be set at three members of Council.</li> </ul>	Carol	Complete.
17-06-485	That the oil dust control on the Blumenort Road be applied in one consecutive stretch, from the west to east,	Dave	August 2017

Motion	Action Required	Action By	Status
	with the current approved budget.		
17-06-492	That the request to reduce tax on tax roll 077026, 077027 & 077030 be denied.	Karen	Waiting on new Assessor
17-06-493	That tax rolls 077026, 077027 & 077030 be classified under the Limited Access Seasonal Residential for the 2018 tax year.	Karen	Waiting on new Assessor
17-06-494	That the request to reduce tax for tax roll 118524-118528 & 118535-118539 be denied.	Karen	Waiting on new Assessor
17-06-495	That tax rolls 118524-118528 & 118535-118539 be classified under the Limited Access Seasonal Residential for the 2018 tax year.	Karen	Waiting on new Assessor
17-06-496	That the request to reduce tax for tax roll 074356 be approved to the minimum \$35.	Karen	Waiting on new Assessor
17-06-497	That tax roll 074356 be classified under the Limited Access Seasonal Residential for the 2018 tax year.	Karen	Waiting on new Assessor
17-06-501	That, upon receipt of an official letter, Mackenzie County accept the request from Wapiti Gravel Suppliers to be released from the Local Crushing & Stockpiling contract and that they be reimbursed for the cost of Mackenzie County's request to mobilize and demobilize their hoe as well as one day of operation from the Gravel Crushing Operating budget, and that the bonds supplied by Wapiti be returned.	Dave	In Progress.
17-06-502	That administration proceed with acquiring proper permitting for Fidler Pit, and begin a Request for Proposal for the removal of overburden from Fidler Pit in the 2017 year, and move the crushing Request for Proposal to the 2018 budget year.	Dave Karen	In Progress.
17-06-503	That all Mineral Surface Lease (MSL) tax notices dated June 1, 2017 be provided a one-time non-penalized extension to August 15, 2017.	Karen	Completed.
17-06-504	That administration be authorized to proceed with the asbestos removal from a two story office building in Fort Vermilion and proceed to demolish the building.	Doug Len	In Progress.

June 5, 2017

Mr. Lenard Racher, CAO  
Mackenzie County  
PO Box 640  
Fort Vermilion, Alberta  
T0H 1N0

Dear Mr. Racher:

Re: Follow up on the 2014 Detailed Assessment Audit

In the spring of 2015, the Assessment Services Branch conducted a detailed audit in Mackenzie County. The objective of the detailed assessment audit was to provide the Minister and the municipality an unbiased opinion as to the quality of the assessments on the 2014 tax roll, and to review the practices and procedures used in the valuations.

A copy of the report, including its findings and recommendations was sent to your municipality on June 17, 2015.

The Assessment Services Branch completed a follow up review in August 2016 and one recommendation was still outstanding at that time.

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

This recommendation is a work in progress and will take time to fully complete. Therefore, this recommendation will now be reviewed as part of the annual audit process to ensure that progress continues to be made. The detailed audit is now considered complete.

I extend my appreciation to the assessor and the staff of the municipality for their cooperation during the course of the audit. Should you or the council have any questions about the audit or the report, please feel free to contact me at 780-638-4019.

Sincerely,



Rory Badger  
Assessment Auditor

cc: Randy Affolder, Assessor



MACKENZIE COUNTY  
FORT VERMILION OFFICE

June 12, 2017

Joulia Whittleton  
Mackenzie County  
PO Box 640  
Fort Vermillion AB T0H 1N0

Dear Joulia Whittleton:

**RE: 2013 Northwestern Alberta Disaster Recovery Program – Municipal Payment Summary**

We have received your request for reimbursement of costs under the above-noted program. The Disaster Recovery Program (DRP) eligible total of these claims is \$34,065. For your reference, we have attached a listing of eligible costs and provide the following payment summary:

DRP Project No.	Project Description	Amount Submitted	DRP Eligible Amount Paid
13	Drainage Channel Structures	\$160,206.50	\$89,100.00

Please be assured that throughout this process, we will continue to work with you to help finalize your claim. If you have any questions or concerns, please contact your Case Manager Evan Surridge at 780-999-3901 or by email at [evan.surridge@gov.ab.ca](mailto:evan.surridge@gov.ab.ca).

Sincerely,



Jennifer Dolecki  
Director, Community Recovery Services

Enclosure

RECEIVED  
JUN 27 2017

MACKENZIE COUNTY  
FORT VERMILION OFFICE

June 15, 2017

AR70857

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

Dear Reeve Neufeld:

I wish to acknowledge your application for cost-shared grant funding for Blue Hills Site 2 - Culvert Crossing under the Resource Road Component of Strategic Transportation Infrastructure Program (STIP).

As you may be aware, a significant number of applications were received, exceeding budget availability. Applications received for 2017 were reviewed by a committee of department staff. Unfortunately your application was not recommended for funding approval.

If your municipality wishes to resubmit this application and/or submit new eligible projects for 2018, please note that the application due date is November 30, 2017.

If you have any questions regarding STIP, please contact Danny Jung, Regional Infrastructure Manager, Peace Region, Provincial Building, 3rd Floor, 9621 - 96 Avenue, Peace River, AB, T8S 1T4, (780) 624-6384.

Sincerely,



Barry Day  
Deputy Minister

cc: Danny Jung  
Regional Infrastructure Manager, Alberta Transportation

RECEIVED  
JUN 22 2017

**MACKENZIE COUNTY  
FORT VERMILION OFFICE**



# Boreal Housing Foundation

Box 350  
9913-106 St.  
La Crete, Alberta  
T0H 2H0  
Phone 780-928-4349  
Fax 780-928-4345



June 20, 2017

Mackenzie County  
Box 640, 4511-46 Ave.  
Fort Vermilion, AB  
T0N 1N0

Re: Board Member Honorariums

Dear Len Racher,

This is in response to my letter dated May 29, 2017, regarding board honorariums. I would like to explain the 50% of board honorariums and expenses that get charged to the annual requisition.

Boreal Housing Foundation offers different housing programs to the residents of the region, for us to report accurately to the government we keep separate budgets for the Lodge and Other Housing Programs. The board honorariums and expenses get charged equally to the two different budgets allowing us to charge 50% to the annual requisition.

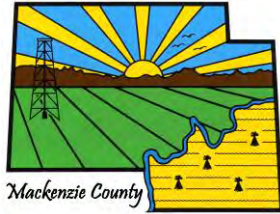
Thank You,

Mary Mercredi,  
Chief Administrative Officer

Cc: George Friesen, Board Chair

RECEIVED  
JUN 23 2017

MACKENZIE COUNTY  
FORT VERMILION OFFICE



## Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0  
Phone: 780.927.3718 Fax: 780.927.4266  
[www.mackenziecounty.com](http://www.mackenziecounty.com)

June 20, 2017

Town of High Level  
10511-103<sup>rd</sup> Street  
High Level, AB  
T0H 1Z0

Attn: Rodney Schmidt

Mackenzie County received your letter dated March 20, 2017 requesting 50% funding assistance in the amount of \$12,500 for the Fire Department Air Resupply Project.

On June 13, 2017 Mackenzie County Council considered your request, and the motion that passed did not support the funding request.

**MOTION 17-06-422**  
Requires 2/3

That the Town of High Level cost sharing request for Fire Department Air Resupply Project be received for information.

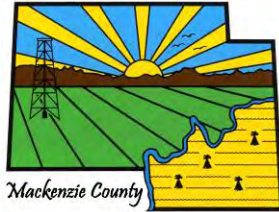
**CARRIED**

If you have any questions, please do not hesitate to call.

Sincerely,

*(original signed)*

Doug Munn  
Director of Community Services



## Mackenzie County

P.O. Box 640, 4511-46 Avenue, Fort Vermilion, AB T0H 1N0  
P: (780) 927-3718 Toll Free: 1-877-927-0677 F: (780) 927-4266  
[www.mackenziecounty.com](http://www.mackenziecounty.com)  
[office@mackenziecounty.com](mailto:office@mackenziecounty.com)

June 26, 2017

The Honourable Sarah Hoffman  
Minister of Health  
Office of the Minister  
423 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB T5K 2B6

Dear Minister,

### **RE: LETTER OF SUPPORT FOR CANWEST AIR**

Mackenzie County is the largest county in Alberta; it represents 12% of Alberta's land mass. Located in the North West corner of the province, we understand the needs of rural Albertans and the services they require such as those provided by fixed wing Air Ambulance operators.

Mackenzie County Council would like to take this opportunity to show full support for Alberta Health Services in its Request for Proposal process as well as the successful proponent whom was awarded 4 of the 5 groupings. As an Alberta owned company, CanWest Air (formerly Nor-Alta Aviation), understands the needs of the communities and are passionate to provide these services. In operating within our County for over 10 years, they have built a reputation and continue to support the communities they are based out of.

CanWest Air has provided an essential service to the people of many municipalities in the region, and we look forward to their continued dedication in supporting our remote communities.

Yours Truly

A handwritten signature in black ink, appearing to read 'B. Theophilos'.

Bill Neufeld  
Reeve

- c. Honourable Rachel Notley, Premier of Alberta  
Honourable Margaret McCuaig-Boyd, MLA, Dunvegan-Central Peace-  
Notley  
Debbie Jabbour, MLA, Peace River  
Cheryl Anderson, Reeve, County of Northern Lights  
Garrett Tomlinson, Reeve, Northern Sunrise County  
Robert Willing, Reeve, MD Peace, No. 135  
Tom Tarpey, Mayor, Town of Peace River  
Dr. Verna Yiu, President and CEO, Alberta Health Services  
Gordon Bates, Associate Executive Director Provincial Air Ambulance  
Operations, Alberta Health Services  
Lauren Boon, Manager Clinic Service Contracts, Alberta Health Services  
Alberta Health Services Board  
Mackenzie County Council  
Len Racher, Chief Administrative Officer, Mackenzie County



ALBERTA  
CULTURE AND TOURISM

*Office of the Minister  
MLA, Calgary-Cross*

June 28, 2017

Dear Reeve:

Each year, thousands of Alberta volunteers dedicate their time and talents to making this province a great place to live, visit, and raise a family. Thanks to their dedication, Albertans have access to the cultural, recreational, and social programs that are cornerstones for building strong communities and promising futures for all Albertans.

The Government of Alberta values the commitment of Alberta volunteers. The Stars of Alberta Volunteer Awards were established as a way to recognize the outstanding contributions of volunteers in helping to make life better for their family, friends, and neighbours.

You can help recognize the remarkable volunteers in your community by encouraging local organizations and individuals to submit nominations for the 2017 Stars of Alberta Volunteer Awards. I also ask that you and your council colleagues share your own stories of how volunteers have made a difference in your life and the life of your community.

Six awards, two in each category of youth, adult, and senior, are presented annually on International Volunteer Day, December 5, at Government House in Edmonton. Albertans whose volunteer efforts have contributed to the well-being of their community are eligible to be nominated.

Full information, including nominations forms and a downloadable promotional poster suitable for printing or placement on your community website, can be found on our website at [www.culturetourism.alberta.ca/stars](http://www.culturetourism.alberta.ca/stars). Deadline for nominations is September 15, 2017.

Thank you for your support of Alberta volunteers and the Stars of Alberta Volunteer Awards!

Best Regards,

Ricardo Miranda  
Minister

cc: Honourable Shaye Anderson, Minister of Municipal Affairs

RECEIVED  
JUL - 5 2017

MACKENZIE COUNTY  
FORT VERMILION OFFICE



ALBERTA  
INFRASTRUCTURE  
TRANSPORTATION

*Office of the Minister  
Government House Leader  
MLA, Edmonton-Highlands-Norwood*

June 28, 2017

AR 71034

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

Dear Reeve Neufeld:

The Government of Canada and Government of Alberta are pleased to provide grant funding under Canada's Clean Water and Wastewater Fund for the New Lift Station - Hamlet of Zama City.

Based on our review of the information provided, Mackenzie County will receive a grant of 50 per cent of the estimated eligible project costs, or up to \$1,213,632 for the project from federal sources. Alberta Transportation staff will contact you in the near future to make arrangements for the grant payments.

The Government of Alberta is pleased to partner with the Government of Canada on this important project. Alberta and Canada share the recognition that supporting water and wastewater infrastructure is critical to the quality of life, economic growth, and resiliency of Alberta's communities.

Sincerely,

Brian Mason  
Minister

RECEIVED  
JUL - 4 2017

**MACKENZIE COUNTY  
FORT VERMILION OFFICE**

cc: Honourable Amarjeet Sohi, Minister of Infrastructure and Communities

June 30, 2017

Joulia Whittleton  
Mackenzie County  
PO Box 640  
Fort Vermillion AB T0H 1N0

Dear Joulia Whittleton:

**RE: 2013 Northwestern Alberta Disaster Recovery Program – Municipal Payment Summary**

We have received your request for reimbursement of costs under the above-noted program. The Disaster Recovery Program (DRP) eligible total of these claims is \$89,100. For your reference, we have attached a listing of eligible costs and provide the following payment summary:

DRP Project No.	Project Description	Amount Submitted	DRP Eligible Amount Paid
13	Drainage Channel Structures	\$160,206.50	\$89,100.00

Please be assured that throughout this process, we will continue to work with you to help finalize your claim. If you have any questions or concerns, please contact your Case Manager Evan Surridge at 780-999-3901 or by email at [evan.surridge@gov.ab.ca](mailto:evan.surridge@gov.ab.ca).

Sincerely,



Jennifer Dolecki  
Director, Community Recovery Services

Enclosure

RECEIVED  
JUL 11 2017

MACKENZIE COUNTY  
FORT VERMILION OFFICE



ALBERTA  
TRANSPORTATION

*Office of the Minister*

June 30, 2017

AR 71093

Mr. Bill Neufeld  
Reeve  
Mackenzie County  
PO Box 640  
Fort Vermilion, Alberta T0H 1N0

Dear Reeve Neufeld:

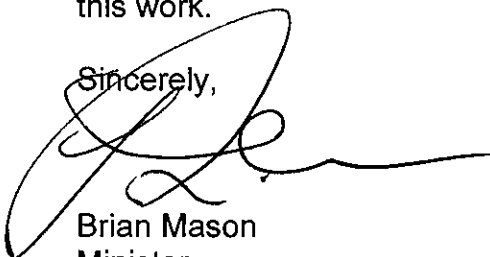
I am pleased to advise you that the Fox Lake Access Road will be funded in the amount of \$2 million under the Alberta Government's Strategic Transportation Infrastructure Program (STIP).

This important project provides an opportunity for resource development and significantly improves access to a community of 2,300 people. Through the considerable efforts and collaboration of numerous parties including Mackenzie County, Indigenous and Northern Affairs Canada and the Little Red River Cree Nation this long standing project has been realized.

My specific thanks to Mackenzie County in supporting this important project. Your council's leadership in permitting this road to become a local municipal roadway is valued. In addition, your continued collaboration with the Little Red River Cree Nation in formulating an operation and maintenance agreement is appreciated.

The funding is being provided under the condition that the Fox Lake Access Road will be a local municipal roadway upon construction completion. Alberta Transportation staff will be in contact with your administration to formalize the funding agreement to finalize this work.

Sincerely,



Brian Mason  
Minister

RECEIVED  
JUL 13 2017

MACKENZIE COUNTY  
FORT VERMILION OFFICE





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

AR90596

JUL 06 2017

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

Dear Reeve Neufeld,

Thank you for your letter of June 13, 2017, regarding the ability to assess mineral surface leases.

Under the *Municipal Government Act*, oil leases or mineral surface leases, vacant or improved, are assessable. When a parcel or part of a parcel of land is held under a lease, licence, or permit, the holder of the lease, licence, or permit is the assessed person and subject to a tax levy. These types of leases are also subject to a minimum tax if the property tax bylaw specified a minimum amount payable as property tax.

I encourage you and your staff to work with your appointed Assessor to address your specific concerns. If you have any questions or concerns, please feel free to contact the Assessment Services Branch toll-free at 310-0000, then 780-422-1377.

Thank you again for writing.

Sincerely,

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: Debbie Jabbour, MLA, Peace River  
Len Racher, Chief Administrative Officer, Mackenzie County

RECEIVED  
JUL 13 2017

MACKENZIE COUNTY  
FORT VERMILION OFFICE



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

AR90490

Dear Elected Officials,

The Alberta Emergency Services Medal recognizes those who selflessly dedicate their time, talents, and in some cases, their lives, to the service of others. It is my pleasure to announce that the Alberta Emergency Services Medal program has been expanded from 12 years of service to include bronze, silver, and gold bars for 22, 32, and 40 years of service.

Eligible emergency services include emergency medical services, law enforcement, urban and wildfire fire protection, search and rescue, and environmental emergency response. Acknowledging all emergency personnel reflects the unified relationship that exists among the emergency services community, which is critical to the security of all Albertans.

About 7,900 medals have been issued since the program began in 2003. I encourage municipal officials and emergency response service providers to nominate eligible personnel year-round for the Alberta Emergency Services Medal and Bars. The nomination form and updated program details, including the complete list of eligible personnel, are posted on the Office of the Fire Commissioner website at [www.ofc.alberta.ca/alberta-emergency-services-medal](http://www.ofc.alberta.ca/alberta-emergency-services-medal). I have also included key messages for your information.

Should you have questions about the Alberta Emergency Services Medal and Service Bars program, please contact the Office of the Fire Commissioner at 1-866-421-6929 or at [firecomm@gov.ab.ca](mailto:firecomm@gov.ab.ca).

Sincerely,

Hon. Shaye Anderson  
Minister of Municipal Affairs

Attachment

# Alberta Emergency Services Medal Program Expansion

## Key Messages

### Background information:

- Since 2003, the Office of the Fire Commissioner (OFC) has been issuing the Alberta Emergency Services Medal (AESM) recognizing 12 years of service.
- Individuals who are members of organizations involved in or directly supporting the prevention of, preparedness for and response to emergencies are considered partners in Alberta Emergency Services and eligible for the AESM.
- The AESM program has been expanded to include bronze, silver and gold service bars for 22, 32 and 40 years of service.
- Qualifying emergency services discipline include:
  - Firefighters (structural and wildland);
  - Emergency Medical Services (EMS) personnel, including paramedics and emergency medical responders;
  - Law enforcement personnel, including police, sheriffs, peace officers, commercial vehicles enforcement, fish and wildlife/conservation officers and correctional officers;
  - Search and rescue personnel;
  - Responders to environmental emergencies;
  - Personnel from a municipal emergency management agency; and
  - Personnel from the Office of the Fire Commissioner and Alberta Emergency Management Agency;
- The OFC provides the guidelines for the expanded program, maintains the AESM master database and is the nominating authority for structural fire, search and rescue personnel and Alberta Emergency Management Agency.
- Due to the expansion of the program, representatives from other ministries/entities (Calgary Police Services, Alberta College of Paramedics, Health, Justice and Solicitor General, Agriculture and Forestry, Environment and Parks) will now assist in administering the program.
- Nominations are accepted throughout the year and are reviewed quarterly.

# Alberta Emergency Services Medal Program Expansion

## Key Messages

### Key Messages:

- The Alberta Emergency Services Medal recognizes those who selflessly dedicate their time, talents, and in some cases, their lives, to the service of others.
- The Alberta Emergency Services Medal is given after 12 years of service, and bronze, silver and gold bars are now given for 22, 32 and 40 years of service.
- Personnel from law enforcement, emergency medical services, fire protection, search and rescue and environmental emergency response are eligible for the medal and bars.
- Acknowledging all emergency personnel reflects the unified relationship that exists among the emergency services community, which is critical to the security of all Albertans.
- About 7,900 medals have been issued since the program began in 2003.
- Nominations are accepted year-round, and the nomination form and updated program details, including the complete list of eligible personnel, are posted on the Office of the Fire Commissioner website at [ofc.alberta.ca/alberta-emergency-services-medal](http://ofc.alberta.ca/alberta-emergency-services-medal).

July 14, 2017

Dear Mayor/Chief and Council,

**RE: Alberta Community Resilience Program Application Deadline is September 30, 2017**

The Alberta Community Resilience Program is committed to supporting communities in building resilience to flood and drought and ensuring the protection of critical infrastructure and public safety. All municipalities, First Nations, and Metis Settlements in the Province are eligible to apply. Since the program began in 2014, approximately \$165 million has been distributed to 65 community resilience projects across the province.

The Alberta Community Resilience Program is currently accepting grant funding applications for the 2018 fiscal year. We invite you to submit grant applications on or before our next application deadline of September 30, 2017. Attached are the Alberta Community Resilience Program Guidelines to help you determine project eligibility as well as the Application and Community Resilience and Mitigation Assessment Forms.

If you submitted an application in a previous year and it was deemed to be eligible, it will automatically be reconsidered following the September 30<sup>th</sup>, 2017 submission deadline. Please ensure the information provided as part of your application remains up-to-date. Applicants are strongly encouraged to contact their Program Coordinator to provide updated information, including project timelines and cost estimates.

Your Program Coordinator remains your primary program contact and is available to guide you through the application process. An Alberta Regional Boundary Map is also available on our website to help you determine your region.

**Upper Athabasca, Lower Athabasca, Peace, and Red Deer North Saskatchewan Regions**

Ms. Alison Roberts, Program Coordinator

780-641-8887

[Alison.Roberts@gov.ab.ca](mailto:Alison.Roberts@gov.ab.ca)

**South Saskatchewan Region**

Ms. Micaela Gerling, Program Coordinator

403-297-3304

[Micaela.Gerling@gov.ab.ca](mailto:Micaela.Gerling@gov.ab.ca)

Please visit our program website [acrp.alberta.ca](http://acrp.alberta.ca) for program updates or email us at [AEP.ACRP@gov.ab.ca](mailto:AEP.ACRP@gov.ab.ca) for more information.

Yours truly,

A handwritten signature in black ink, appearing to read 'Andy Lamb', with a small flourish at the end.

Andy Lamb  
Director, Alberta Community Resilience Program

**From:** [AUMA](#)  
**To:** [Carol Gabriel](#)  
**Subject:** AUMA advances resolution proposal to merge with AAMDC into one association  
**Date:** July-13-17 10:17:36 AM

July 13, 2017



## SPECIAL EDITION

I am pleased to provide you with advance notice of a resolution that the AUMA Board is putting forward at our fall Convention. The enclosed resolution calls for your support to explore the possibility of merging AUMA and AAMDC into one new municipal association that would represent all of Alberta's municipalities.

The resolution reflects the common goals of urban and rural municipalities in providing infrastructure and other community services that enable quality of life and support economic development, environmental stewardship and social wellbeing within and outside of your individual municipal boundaries. Given the need for greater collaboration between all municipalities, this is also a very appropriate time to explore

the feasibility of merging AUMA and AAMDC into one association so that we can build consensus on policy and advocacy matters, while more efficiently and effectively creating tools and resources to build municipal capacity.

AUMA is well accustomed to building consensus across municipalities of different types, sizes and locations. We have a proven track record of identifying issues and opportunities of importance to our diverse membership and then working with our members to develop practical solutions. As well, we have also had a lot of success in working with AAMDC to develop common policy positions such as those relating to the Municipal Government Act and in delivering services through our jointly owned programs (e.g. Elected Officials Education Program and Municipal Climate Change Action Centre).

The concept of one municipal association is not ground-breaking. Other provinces such as Ontario, British Columbia and Manitoba have effectively evolved to one municipal association and indicate that they have a much stronger impact with federal and provincial governments since they can act as one voice on behalf of all municipalities. As well, many of you have been suggesting that it would be beneficial for AUMA and AAMDC to merge.

The AUMA Board agrees that the time is right for our associations to stop competing with each other and to instead explore combining our respective resources so that we can provide greater services to municipalities, realize cost savings and efficiencies and strengthen our impact with governments and service providers.

While we have not received an indication of whether AAMDC supports the exploration of a merger, it will be a key topic of discussion at the August annual meeting of the AUMA and AAMDC Boards. In the interim, I want to clarify that it will take some time to complete this exploration as we would need to develop a proposed scope of services and a governance, legal and financial structure. The proposal would then need to be presented to our respective members in 2018 for input. Assuming there is support to proceed, it would likely take a few years to implement, given the regulatory and other requirements.

We are excited about this resolution as it opens the door for a stronger municipal voice in Alberta. We look forward to hearing your views before and during the resolution session this fall. Please feel free to email me at [president@auma.ca](mailto:president@auma.ca) to share your questions and perspectives.

Lisa Holmes  
AUMA President

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AUMA Resolution 2017  
AUMA Board of Directors

#### **Collaborative discussions Between AUMA and AAMDC on the Opportunity to Merge**

**WHEREAS** the Alberta Urban Municipalities Association (AUMA) and the Alberta Association of Municipal Districts and Counties (AAMDC) each have over 100 years of experience in supporting Alberta's municipalities;

**WHEREAS** AUMA and AAMDC share a common goal to enable strong, vibrant and sustainable communities;

**WHEREAS** the member municipalities of each association need to work more collaboratively together to deliver municipal infrastructure and services within and outside of their individual boundaries;

**WHEREAS** given the common goals of rural and urban municipalities, the associations themselves have recognized their own need for greater collaboration and have been able to reach consensus on many policy, advocacy and program matters;

**WHEREAS** the experiences of other provinces like Manitoba and Ontario illustrate that having one association to represent all municipalities with a unified policy and advocacy position has a more robust impact with federal and provincial governments;

**WHEREAS** combining our respective policy and advocacy resources would expand our impact, lower costs, and increase our sustainability; and

**WHEREAS** there is an opportunity for the associations to unite their efforts in providing property and casualty insurance, retirement and employee benefits, and utilities so that instead of competing with each other we can improve services to our members, reduce costs and provide the best possible pricing for our members, while combatting competition from the private sector so that our modest proceeds can be used to fund other services to help municipalities.



**NOW THEREFORE BE IT RESOLVED THAT** the AUMA invite AAMDC to engage in exploratory discussions to merge our associations into one new municipal association.

**BACKGROUND:**

AUMA and AAMDC have been operating as separate municipal organizations since the early 1900s. Both associations provide member-based advocacy and business services to municipalities. AUMA represents 269 of Alberta's urban municipalities and AAMDC represents 69 counties and municipal districts. Some municipalities are full voting members of both associations, while others are associate members for the purpose of acquiring business services.

AUMA and AAMDC jointly own the Elected Official Education Program and Municipal Climate Change Action Centre. In addition, our associations are accustomed to working collaboratively to provide resources and tools to build municipal capacity and advocate on municipal issues and opportunities through our participation on committees and correspondence and meetings with other governments and stakeholders.

As AUMA and AAMDC each provide business services such as insurance, benefits, water and utilities, we compete with each other to serve the needs of urban and rural municipalities. While each association has a combination of urban and rural municipal clients, our respective market shares are at risk given the emergence of private sector competitors who would like to attract our respective clients. Instead of competing with each other, AUMA and AAMDC need to join forces to combat this competition so we can continue to provide quality service at low cost to our members.

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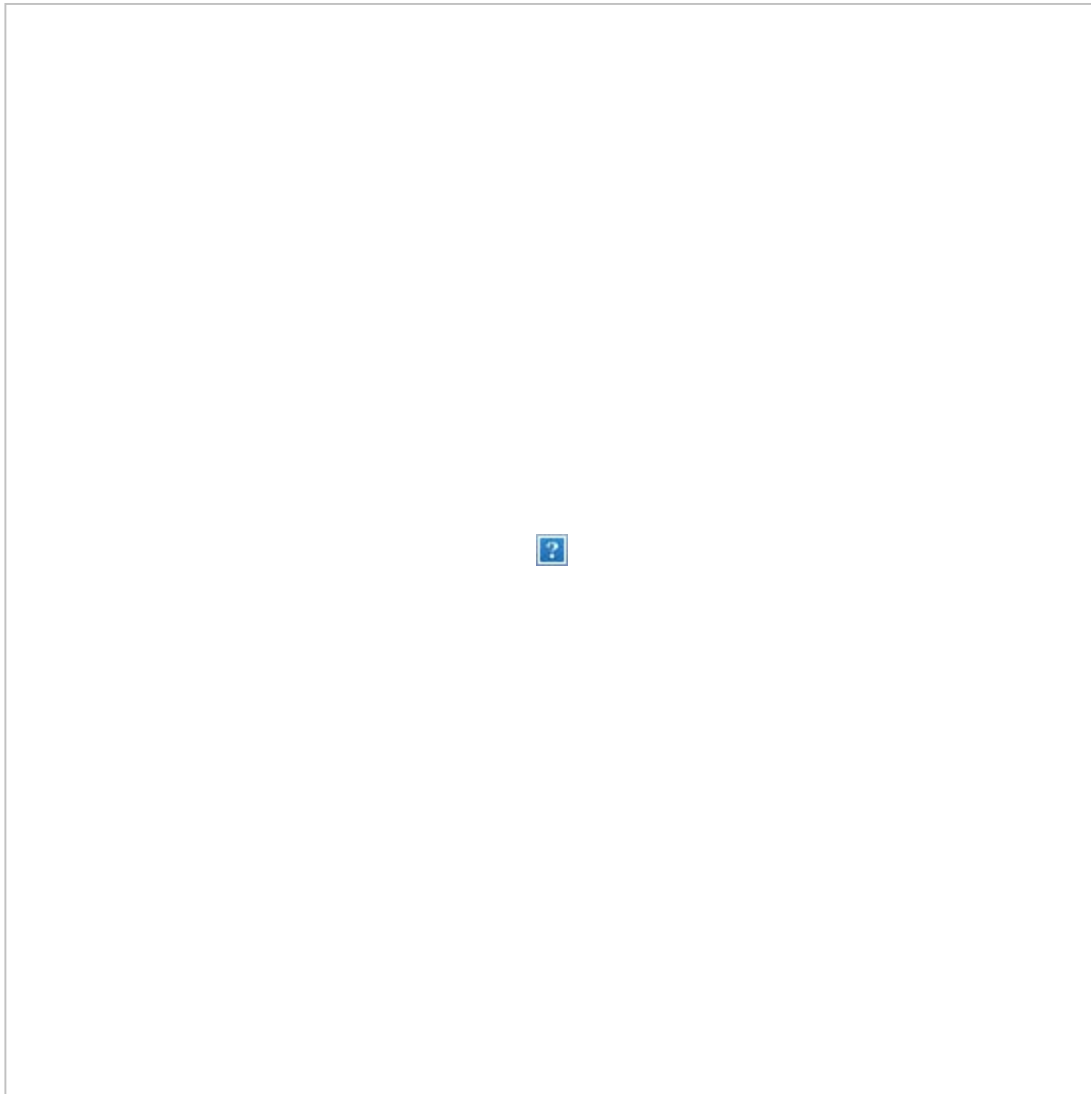


**From:** [Tom Burton](#)  
**To:** [Tom Burton](#)  
**Subject:** Important Message from President Kemmere  
**Date:** July-13-17 1:56:20 PM

---

July 13, 2017 | Important Message from President Kemmere

[View this email in your browser](#)



Dear Member,

By now you have likely seen the message from AUMA's President Lisa Holmes regarding AUMA's intent to once again explore the possibility of merging AUMA and AAMDC into one new municipal association that they envision would represent all of Alberta's municipalities.

Two days ago AUMA President Lisa Holmes, to her credit, informed me that this executive resolution was coming forward. She had committed to sending us more information, which came by way of an email to all urbans last night and a special edition of their newsletter this morning.

The board will be meeting to discuss this next week, but I want to assure you that we will also be having this discussion with you, our membership. Ultimately, this will be a decision of the AAMDC membership, not the AUMA. However, until such time as we have had this discussion as a board, I will limit my remarks.

I look forward to more conversation on this topic with you in the near future. In the meantime, we will continue to work for you, and be the voice of rural Alberta.

Sincerely,

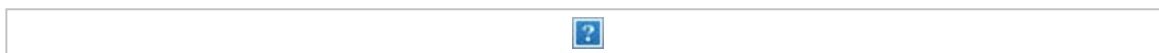


**Al Kemmere**

President

AAMDC - Alberta Association of Municipal Districts and Counties

			
<a href="#">Twitter</a>	<a href="#">AAMDC.com</a>	<a href="#">LinkedIn</a>	<a href="#">SoundCloud</a>





WE ARE  
economies  
OF SCALE

WE ARE THE  
support  
YOU NEED

WE ARE THE  
experts  
IN MUNICIPALITIES

WE ARE YOUR  
advocate

# AUMA BOARD NEWS



Lisa Holmes  
**AUMA President**  
Mayor, Town of Morinville

**This year's Convention and Tradeshow takes place November 22-24 at the TELUS Convention Centre in Calgary. Registration will open by the end of July.**

## Provincial Consultation on Legalization of Cannabis

AUMA continues to participate in discussions with the province regarding the legalization of cannabis, including attendance at stakeholder roundtable meetings, discussing topics such as managing access and public health, regulation and supply chain, and municipal concerns. AUMA also submitted a response to the province's online survey using data obtained from our members from our own survey as well as feedback from the discussions at the Summer Mayors' Caucus.

The first phase of consultation will end July 31, 2017. Feedback will be used to help develop a Cannabis Framework, which will outline proposed next steps for Alberta. AUMA will have another opportunity to provide feedback when the draft Framework is released in fall 2017.

## AUMA 2017 Fall Convention & Tradeshow

Planning activities are ramping up for the fall Convention, with AUMA staff working closely with the offices of the Premier and the Minister of Municipal Affairs to coordinate their attendance, with the Legislature being in session for the first two days of Convention.

We're proud to announce we have secured Olympic Gold Medallist and CBC Commentator Joan McCusker as our keynote speaker to share her observations of ordinary people building extraordinary lives. Session topics will include legalization of marijuana and municipal impacts, building effective relationships with the business community, Alberta Smart Communities, and more.

More information on the Convention, including registration details, will be shared in upcoming editions of the weekly Digest.

## AUMA Supports Promoting Women in Government

On July 6th, Lisa Holmes, Mayor of Morinville and President of AUMA, Tanya Thorn, Councillor of Okotoks and Director of Towns South, and Maryann Chichak, Mayor of Town of Whitecourt and Director of Towns West, participated in a video that will be available to municipalities looking to host events to help encourage more women to run in local municipal elections.

The video, along with other tools and information, will be available on the AUMA website. [Municipalities can also apply for a grant to help cover the costs of hosting campaign schools to help promote women running for office.](#) Grant amounts range from \$300 to \$500 depending on response, and the deadline to apply is Wednesday, July 19th.



President Lisa Holmes joined Minister Stephanie McLean, Minister of Service Alberta and Status of Women, Nav Kaur, City of Edmonton, and Catrin Berghoff of Haubner, Motashaw Consulting Ltd., in a [webinar to discuss gender parity on councils across Alberta.](#)

## Resolution to Explore Merger with AAMDC

On Wednesday, July 12, President Lisa Holmes provided members with advance notification of a resolution going to the fall convention looking for members' direction with respect to explore the idea of the AUMA merging with the AAMDC and forming a new provincial association. This information was circulated again on [July 13th in a special edition of the weekly Digest newsletter](#).

To supplement our member communications, we offer the following Q&As:

### **Why is the AUMA proposing a merger?**

Some members have been anecdotally musing about the benefits of one association for a number of years but we have not discussed this as a full membership. The AUMA Board agrees that the time is right to put this question to our membership since there is an opportunity for our associations to stop competing with each other and to instead strengthen our sustainability and impact, while improving member service and our overall efficiency.

Other provinces such as Ontario, British Columbia and Manitoba have effectively evolved to one municipal association and indicate that they have a much stronger impact with federal and provincial governments since they can act as one voice on behalf of all municipalities.

### **What is the timeframe for decisions around a possible merger?**

While we expect to get an initial reaction from AAMDC when our Board meets with them in late August, the first decision point with our members is during the resolution session at the November Convention where you will express whether you support the concept of a merger. Assuming you do, we then have a second stage of work where we will develop a proposed model and discuss with members in 2018.

### **What level of member support do you need in order to advance the resolution on the possible merger?**

We need 50 per cent of our members plus one member vote of "yes".

### **If this is approved, how long would it take for the two associations to form into one?**

It will take some time to complete this exploration as we would need to develop a proposed scope of services and a governance, legal and financial structure. The proposal would then need to be presented to our respective members in 2018 for input. Assuming there is support to proceed, it would likely take a few years to implement, given the regulatory and other requirements.

### **How will one association be able to speak for both urban and rural municipalities when they have very diverse needs and perspectives?**

In order to ensure that all members are effectively represented by one association, there would need to be a determination of the governance structure so that each type of municipality is equitably represented.

AUMA is well accustomed to building consensus across municipalities of different types, sizes and locations. We have a proven track record of identifying issues and opportunities of importance to our diverse membership and then working with our members to develop practical solutions. As well, we have also had a lot of success in working with AAMDC to develop common policy positions such as those relating to the Municipal Government Act and in delivering services through our jointly owned programs including the Elected Officials Education Program and Municipal Climate Change Action Centre.

We expect that we would continue to use processes like our policy committees, Mayors Caucuses and Convention to identify and prioritize issues and opportunities and to build consensus on solutions that can work for all members. No doubt AAMDC also has some processes that they have found to be effective in consensus-building so we look forward to learning more.

### **Have you advised the province of this resolution?**

Yes, the Minister has been advised and is aware our members will be voting on it at our November Convention.

### **What is the cost to combine the two associations? Who will pay for it? What will be the savings?**

This financial analysis will need to be undertaken once we are sure that members are supportive of the concept. The details will be presented in 2018 as part of discussions on an organization model, scope of services, governance structure, etc. In terms of funding this exploration, AUMA has equity reserves that it can draw on.

### **What is AAMDC's reaction so far?**

We will find this out when AUMA meets with the AAMDC Board in August to discuss the resolution.

### **What if there is a change of the Board membership after the fall municipal election – will this resolution still be put forward?**

Yes, this will still go forward. As we recognize that there will likely be many newly elected officials at Convention, we will be sending out advance information to them to explain what AUMA and AAMDC do and why we are considering a merger at this time.

### **Will membership fees be reduced with a combined association? What other cost benefits are expected?**

While we anticipate cost savings through economies of scale and less administrative costs than running two

separate entities, we cannot speculate on what those could be until we have agreement on the scope of services and governance model. In some cases, we may see that resources are reinvested into expanded services rather than cost savings per se.

### **What would the Board structure look like for one association?**

While this won't be reviewed until after the resolution is voted on, we are mindful that the Board composition would need to consider type of municipality as well as geographic representation.

### **How will a merger impact the services our organization purchases from AMSC?**

One of the goals associated with the merger is to consider the opportunity to consolidate our insurance, benefits and utilities services. This will be carried out as part of designing an operational model and governance structure. Our intent is to improve services and make them sustainable and cost effective for our members.

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## **Provincial Response to Resolution on Transportation Warrant System Review**

Through a 2016 member resolution, AUMA has been calling for the province to review the Transportation Warrant System and allow for municipalities to provide input in the process that assesses, evaluates, and implements changes on Alberta highways, including the type of safety measures used at an intersection (e.g. stop signs, flashing red lights).

In response to a letter sent by AUMA, the Minister of Transportation indicated that municipalities do have an opportunity to provide input into the traffic safety review process. Despite this response, the AUMA is still concerned that this input is restricted to a specific point in time, whereas traffic safety issues are continually evolving and would therefore require ongoing input from municipalities.

Overall, the current system does not reflect a partnership between the province and municipalities in ensuring traffic safety.

Therefore, the Board directed a letter be sent to Alberta Transportation stressing the importance of a municipal-provincial partnership in ensuring transportation safety and asking how they will achieve priority outcomes, specifically, implementing a mechanism that allows municipalities to give continual input regarding local traffic safety conditions outside of the standard review period; enabling municipalities to give advice on when the warrant review is required; and improving information-sharing between the province and municipalities on how traffic warrant review information is prioritized and applied in decision making.

[Letters to government are posted on our website: auma.ca/About AUMA/Member resources](http://auma.ca/About/AUMA/Member%20resources)

## **2018 Federal Budget Priorities**

On June 2, the House of Commons Standing Committee on Finance invited Canadians to provide submissions on the topic of productivity and competitiveness for consideration for the 2018 budget. The AUMA Board discussed key messages to be included in the AUMA's response to the federal government:

- Canada is facing challenging economic times and, given our natural resource economy, Alberta is particularly vulnerable.
- While we appreciate the federal government has honoured its funding commitments for infrastructure, there are considerations that need to be addressed in future infrastructure funding and program design, including:
  - Resolving delays in future bilateral federal-provincial infrastructure agreements
  - Establishing funding agreements that reflect each order of government's ability to pay (40/40/20 federal/provincial/municipal contribution formula)
  - Using an outcome-based, predictable funding approach, with funds flowing to municipalities similar to the gas tax program, which is already established and successful
  - Establishing cash flows for projects for major expenditures so municipalities are not required to "up front" the cost of projects
  - Providing additional certainty and details of social programs and infrastructure including affordable housing.
- In addition the 2018 federal budget should consider:
  - Restoring federal funding for disaster mitigation
  - Addressing high crime rates in Alberta by increasing the intake for the RCMP cadet program to fill vacancies and conducting an operational efficiency review to ensure existing RCMP resources are used in an optimal manner
  - Ensuring widespread access to reliable, high speed broadband internet particularly for remote municipalities
  - Restoring tax exemptions removed in 2017 for non-accountable expense allowances paid to municipal elected officials
  - Increasing funding for customized language training for newcomers to assist in integration into our communities
  - Providing funds to offset increased costs related to the legalization of cannabis.

With the key messages established, AUMA is sending out a submission to the federal Standing Committee on Finance before the August 4, 2017, deadline.

## Oil and Gas Liability Management

There are about 88,000 inactive wells in Alberta, and more than 65,000 wells that have been plugged but still need to be dismantled and reclaimed. Related liabilities have been conservatively estimated at \$30 billion but could be significantly higher.

Under current regulations, the “polluter pays principle” requires the company to [abandon, remediate, and reclaim](#) the site, and the province’s industry-funded Orphan Well Association (OWA) has been able to step in on behalf of companies that will not be or are not currently financially able to fulfill these requirements. However, the OWA’s annual expenditures of about \$30 million may become insufficient with the dramatic increase in abandoned infrastructure as a result of recent collapses of major energy firms resulting in transfers of more than 1,000 wells to the OWA.

This issue has been compounded by a recent court decision that refused the Alberta Energy Regulator’s (AER) requirement that a bankrupt oil and gas company pay out remaining assets to cover the cost of abandonment, remediation, and reclamation. Instead, the court ruled the firm must pay out its remaining assets to creditors first due to the paramountcy of federal bankruptcy legislation. The immediate result of this decision is that the OWA will be forced to assume higher costs in dealing with orphan wells. The AER has filed an application for leave to appeal to the Supreme Court of Canada, but the result is not yet known.

Another problem is legacy wells, installations that were abandoned and reclaimed under previous, less-restrictive regulations. Although these wells met the requirements of the time, the technology available to cap them and remediate the sites was not capable of removing future risk. As a result, many legacy wells have begun to leech contaminants into surrounding land. This is a significant issue for landowners (often farmers), as contamination makes using the land unsafe. Moreover, landowners are often unable to take a mortgage out on any land that is contaminated, and municipalities are barred from issuing subdivision or development permits for affected properties. This effectively binds landowners to an unsafe, unproductive piece of land and the cost of cleaning up these sites is left either to the landowner or the public.

AUMA has been advocating for changes to address these liability issues since abandoned and inactive wells can jeopardize health and safety and impede growth and development. AUMA has also been advocating for municipalities to have input into decisions regarding energy development within their borders.

AUMA Administration recently participated in the AER’s liability system review engagement sessions, and sent a letter confirming our position:

- Municipalities should be engaged in any programs and processes associated with the abandonment, remediation, and reclamation of energy development to ensure they reflect best practices and the pace of economic development in the province;
- Adequate financial mechanisms are required to address abandonment, reclamation, and remediation, following the polluter pays principle.
- A full inventory and publicly accessible registry detailing the location of abandoned and inactive sites, the extent of associated contamination, and the responsible party for each site should be created to advise Albertans on the issue.
- Appropriate legislation and regulations should be reviewed to ensure that all sites and infrastructure progress from inactive through abandoned, remediated, and reclaimed status in a timely manner.
- Municipalities should have the option of providing input on planning decisions regarding energy development within their borders without risk of assuming liability for contaminated oil and gas sites.

AUMA has also sent a letter to the federal Ministers of Justice and Attorney General of Canada and Finance stating that changes are required to ensure that jurisdictional conflicts between federal and provincial legislation do not enable oil and gas companies to evade environmental obligations, and that federal bankruptcy legislation should be modified to require assets to be directed to environmental clean-up before creditors.



**From:** [Alan Saunders](#)  
**To:** [Len Racher](#)  
**Cc:** [Rommel Directo](#); [Ryan Konowalyk](#)  
**Subject:** FW: Mackenzie County Meeting of June 21, 2017  
**Date:** June-22-17 4:08:05 PM

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Hi Len,

Rommel asked me to provide a quick update for a couple of projects in your area.

Fort Vermillion: The only outstanding work is removal of the berm, placement of riprap at the berm location, and site restoration. The contractor will mobilize to site once the fish Restricted Activity Period is over (July 16). Should take ~6 weeks to complete this work.

N Wabasca and Boyer River Hwy 88: We have repaired the bearings on both bridges so the bridges are free to expand and contract with changing temperatures. This is often a leading cause of strip deck planks popping off because the wood does not have the opportunity to expand and contract. Since these repairs were done, the decking seems to be staying on the bridges better. That being said, full strip deck and partial subdeck replacement for Boyer is planned this summer. We are waiting to see if N Wabasca still needs to be done.

Please let me know any questions.

All the best Len.

**Alan Saunders, P. Eng.**  
Bridge Manager Peace Region  
Project Delivery Branch  
Alberta Transportation  
Government of Alberta

Tel 780-618-4379  
Cell 780-618-8472  
Fax 780-424-2440  
[Alan.Saunders@gov.ab.ca](mailto:Alan.Saunders@gov.ab.ca)

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**Cc:** "Dan Dibbelts"; [Elaine Garrow](mailto:Elaine.Garrow); [ckolebaba@aamdc.com](mailto:ckolebaba@aamdc.com); [dbeeston@countygyp.ab.ca](mailto:dbeeston@countygyp.ab.ca); [Marvin Doran](mailto:Marvin.Doran); "Ron Longtin [Village of Berwyn](mailto:Village.of.Berwyn)"; [emanzer@peacereiver.ca](mailto:emanzer@peacereiver.ca); "Crystal McAteer"; [Bill Neufeld](mailto:Bill.Neufeld); [for-sure1@hotmail.com](mailto:for-sure1@hotmail.com); [Lisa Wardley](mailto:Lisa.Wardley)  
**Subject:** FW: North to Alaska Symposium - High Level, Alberta REGISTER NOW!!!  
**Date:** July-09-17 7:14:33 PM  
**Attachments:** [image001.png](#)  
[image006.png](#)  
**Importance:** High

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PREDA / REDI / NTAB Members,

On behalf of the Boards of Directors for PREDA/REDI/NTAB, we are thrilled to present you with the Agenda and Registration e-link for the **North to Alaska Symposium!**

### **KEY NOTE Speakers Confirmed!**

The Hon. Preston Manning - Founder of the Reform Party of Canada – Confirmed!

Bringing Great Visions to Reality

Matt Vickers - Generating for Seven Generations Railway Corp. (G7G) – Confirmed!

A Vision for the North – The Multi-Purpose Railway

Glen Hodgson - Senior Fellow - Conference Board of Canada – Confirmed!

The Impact of Politics on Commodity Movement

..... **And More In Progress**

This full-day symposium is designed to be an inaugural launching pad for **one of the most exciting proposed projects we have witnessed in Canada in decades.**

The building of a multi-purpose railway / corridor that links Fort-McMurray, Alberta to Valdez, Alaska – and this is just the beginning.

Achieving such a vision would change our nation!

As a member of PREDA / REDI/ NTAB **you have been given first access to register** (discounted for Members at \$180.00) for what will prove to be one of the most important symposiums held in the Northwest!

### **Register Now! Pay Later!**

(Control + Click to link to registration)

We look forward to your active participation in this event,

Regards,

Dan Dibbelt – Executive Director



**From:** [Tom Burton](#)  
**To:** [Tom Burton](#)  
**Subject:** Universal broadband must reach under-served communities  
**Date:** July-12-17 2:51:21 PM

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June 29, 2017



Access to high-speed Internet is essential to the growth and stability of rural and remote communities. In a submission to the Canadian Radio-television and Telecommunications Commission (CRTC) this week, FCM stressed the importance of ensuring that the CRTC's funding program prioritizes under-served communities and provides flexibility to address local realities.

FCM's submission to the CRTC highlights the need to:

- Prioritize extending broadband access to under-served areas.
- Make high speed Internet affordable to all Canadians, no matter where they live.
- Align funding with other federal, provincial, territorial funding programs.
- Develop investment strategies for northern and remote communities to bring their Internet services up to the standards of urban centres.
- Enact a specific strategy for satellite-dependent communities to achieve service parity.

Closing the broadband gap and reducing the significant lag-time in bringing faster speeds to rural and remote areas requires long-term predictable funding and collaboration from all orders of government. Broadband Internet access has become fundamental to modern life, and has the power to transform rural, northern and remote Canada.

FCM is ready to continue this discussion with the CRTC through the next phase of the consultation, including a public hearing in the fall, with a final submission due on November 29, 2017.

Read [FCM's full submission to the CRTC](#) on the funding of universal broadband.

To help your outreach efforts, we have prepared [a template news release](#) for you to use.

**If you have any questions, please contact [Jean Lawson](#), Policy Officer, at 613-907-6246.**

**Find us:**



LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
APRIL 13, 2017

Northern Lights Recreation Centre  
La Crete, Alberta

President: Ken Derksen, President  
Simon Wiebe, Vice President  
Wendy Morris, Secretary-Treasurer  
George Derksen, Director  
Peter Wiebe, Director  
Shawn Wieler, Director  
John Zacharias, Director  
Peter F. Braun, County Rep  
Philip Doerksen, Arena Manager  
Shane Krahn, Assistant Arena Manager  
Absent:  
Dave Schellenberg, Director  
Keegan Wood, Director

Call to Order: President Ken Derksen called the meeting to order at 5:52 p.m.

Approval of Agenda

1. Shawn Wieler moved to accept the agenda as presented.

CARRIED

Approval of Previous Meeting's Minutes

1. Peter Wiebe moved to accept the March 16, 2017 Regular Meeting Minutes as presented.

CARRIED

Business from the Minutes

1. At this time, it seems that the Sunday morning ice issue with La Crete Skating Club has cooled down. It is anticipated that it will be brought back up in the fall.

Review of Action Sheet

1. Ken Derksen, Simon Wiebe and Dave Schellenberg will complete the annual Manager's Performance Review.

## Financial Report

### Reviewed financials

1. Not all monies are straightened out from Challenge Cup yet, this will change the budget numbers.
2. Outdoor rinks are done for the season. All expenses should be calculated.
3. Problem with the ATM on the weekend. It appeared that 119 bills were missing. All moneys have been accounted for. Philip is looking into why this discrepancy occurred. He is wondering if he entered the wrong number of bills.

Peter Braun moved to accept financials as presented.

CARRIED

### Manager's Report – Philip Doerksen

1. Twelve teams participated in 4 on 4 tournament.
2. The figure skating carnival was very busy.
3. Challenge Cup and Loggers & Truckers tournaments both went well; they were very well attended.
4. We have run into issues with sewer line pipes in dressing room addition. The dressing rooms will have to be raised in order to correct existing issues with sewer pipes to make it work for the addition.
5. Philip shared Challenge Cup Income and Expense. It was a very successful tournament.

Simon Wiebe moved to accept Manager's Report as presented.

CARRIED

## New Business

### 8.1 Condenser Water Pump

Ken Derksen made a motion that the estimate for repair of the condenser water pump will be forwarded to County for funding.

CARRIED

### 8.2 CFEP Grant (\$175 000)

1. Discussed CFEP grant and amount that will be needed for lobby and dressing room renovations.

Peter Wiebe made a motion that as the La Crete Recreation Society has been successful in getting a \$175 000 CFEP Grant, they will be requesting \$175 000 in matching funds from the County for lobby renovations.

CARRIED

### 8.3 Dressing Room Addition Projects

1. Dressing Rooms will need to be elevated.
2. Date for tender was changed to April 20, 2017.

Annelise Dyck arrived at 6:50 p.m.

#### 8.4 Splash Park

Annelise Dyck shared information on the splash park.

1. Annelise spoke to Ryan Jones at Nationwide Commercial Aquatics – she liked the soft floor option that they had as this would be nice a safety feature.
2. Water Play/Play Works was also contacted. They have equipment that can be monitored from the office.
3. Board made it clear that references must be collected before deciding on a company.
4. Both company's splash parks are about 2500 square feet. They use similar water systems. PlayWorks has 4000 gallon water tank and PlayQuest has 2000 gallon water tank. Both companies have similar toys, but slightly different styles.
5. Our budget for this project is \$340 000.
6. It was discussed that flush toilets beside Spray Park are likely required by AB Health Services.
7. Discussed and viewed map of splash park area
8. Philip will get quotes for water, power and a price for the building structure. He will also look into references for the companies and some of the negative reviews that were expressed.
9. Shawn has already obtained a quote from PlayQuest. He will get a break down of material and labour.

Shawn Wieler made a motion that Annelise get a quote from Water Play/PlayWorks. The quote must be separated out with material and labour. We will also need a quote for the soft floor option and the size of the building.

CARRIED

#### 8.5 Pool

1. Discussed pool for informational purposes.

#### 8.6 History Book Article

1. Ag society is doing a new history book, updating since 1980. They are looking for someone to write an article on La Crete Recreation Center.

George Derksen moved to go in camera at 7:46 p.m.

Wendy Morris moved to go out of camera at 7:48 p.m.

John Zacharias moved that the meeting be adjourned at 7:38 p.m.

Next Meeting will be May 11<sup>th</sup>, 2017.

LA CRETE RECREATION SOCIETY  
DRESSING ROOM TENDER MEETING  
APRIL 20, 2017

Northern Lights Recreation Centre  
La Crete, Alberta

Present: Ken Derksen, President  
Simon Wiebe, Vice President  
Wendy Morris, Secretary-Treasurer  
Dave Schellenberg, Director  
Peter Wiebe, Director  
Shawn Wieler, Director  
Keegan Wood, Director  
John Zacharias, Director  
Peter F. Braun, County Rep  
Philip Doerksen, Arena Manager  
Shane Krahn, Assistant Arena Manager  
Absent:  
George Derksen, Director

Call to Order: President Ken Derksen called the meeting to order at 6:02 p.m.

Peter Braun made a motion to open tender packages.

CARRIED

Opening of Tender Packages:

Company	Dressing Room Addition	Office Relocation	New Skate Sharpening Room	Windows	Total
Alpine Builders	\$303 822.54	\$14 910	\$6 720	\$6 132	\$331 584.54
LG	\$296 415	\$13 860	\$2 835	\$2 835	\$315 945.00
Savage	\$278 250	\$11 550	\$3 150	\$3 150	\$296 100.00
Integrity (Martin Dyck)	\$298 208.70	\$15 330	\$1 575	\$1 575	\$316 688.70
Hardy Construction	\$281 610	\$10 605	\$4 798.50	\$1 890	\$298 603.50
Ed Harder Construction		\$21 915.60	\$15 456	\$7 848.75	
Screwy Lewy				\$1 497.35	

\*\*Note: GST is included in all bids\*\*



Discussion of Grant & Renovations:

1. All tender are over budget. Discussed funding.
2. Discussed possibility of matching funds from County.

Dave Schellenberg made a motion that the La Crete Recreation Society up their contribution to \$135 000 and then approach the County to request matching funds. This request is based on the fact that all bids came in over budget.

CARRIED

Tender Discussion:

Because of being over budget, Shawn Wieler made a motion to approach the County for further funding before awarding the project.

CARRIED

Peter Wiebe moved to adjourn meeting at 7:07 p.m.

LA CRETE RECREATION SOCIETY  
 WATERLINE/SIDEWALK TENDER MEETING  
 APRIL 28, 2017

Northern Lights Recreation Centre  
 La Crete, Alberta

Present: Ken Derksen, President  
 Peter Wiebe, Director  
 Peter F. Braun, County Rep  
 Philip Doerksen, Arena Manager  
 Shane Krahn, Assistant Arena Manager

Absent:  
 Simon Wiebe, Vice President  
 Wendy Morris, Secretary-Treasurer  
 George Derksen, Director  
 Dave Schellenberg, Director  
 Shawn Wieler, Director  
 Keegan Wood, Director  
 John Zacharias, Director

Call to Order: President Ken Derksen called the meeting to order at 5:10 p.m.

Peter Braun made the motion to open tender packages for sidewalk and waterline.  
CARRIED

Opening of Tender Packages:

Company	Waterline	Sidewalk
Savage Construction		\$1825
Ed Harder Construction		\$2593
Integrity (Martin Dyck)	\$13 250	\$2450
Blue Tree (Mike Wieler)	\$9 250	
Prairie Directional Drilling	\$9 869	

\*\*Note: GST is included in all bids\*\*

Ken Derksen made a motion to award the waterline and sidewalk projects to the lowest tenders.

CARRIED

Waterline project was awarded to BlueTree and the sidewalk project to Savage Construction, as these were the lowest bids.

Peter Wiebe moved to adjourn meeting at 5:20 p.m.

LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
MAY 11th, 2017

Northern Lights Recreation Centre  
La Crete, Alberta

Present:

Ken Derksen, President  
Simon Wiebe, Vice President  
Shawn Wieler, Director  
John Zacharias, Director  
Dave Schellenberg, Director  
Keegan Wood, Director  
Peter Wiebe, Director  
George Derksen, Director  
Philip Doerksen, Arena Manager  
Shane Krahn, Assistant Arena Manager  
Peter F. Braun, County Rep

Absent:

Wendy Morris

Call to Order: Ken Derksen called the meeting to order at 5:58 p.m.

Approval of Agenda

1. Grants (8.4) added to the agenda.

George Wiebe moved to accept the agenda as amended.

CARRIED

Approval of Previous Meeting's Minutes

Keegan Wood moved to accept the April 13<sup>th</sup> Regular Meeting Minutes as presented.

CARRIED

Shawn Wieler moved to accept the April 20<sup>th</sup> Meeting Minutes as presented.

CARRIED

Peter Braun moved to accept the April 28<sup>th</sup> Meeting Minutes as presented.

CARRIED

Business from the Minutes

1. Ken Derksen motioned to award the sidewalk and waterline projects to the lowest bidders.
  - a. Waterline project awarded to Blue Tree Industries Inc.
  - b. Sidewalk project awarded to Savage Construction.

Review of Action Sheet

Action sheet items were reviewed. No changes were made at this time.

## Financial Report

Financials were reviewed.

John Zacharias motioned that the board received the financials as presented.

CARRIED

## Manager's Report – Philip Doerksen

1. Student grants will allow the bowling alley to remain open during the summer.

Keegan Wood moved to accept Manager's Report as presented.

CARRIED

## New Business

### 8.1 Dressing Room Project

Dave Schellenberg made a motion to award the dressing room, skate sharpening room and office to lowest bidders.

CARRIED

Shawn Wieler motioned to delete the window portion from the project.

CARRIED

### 8.2 Lobby Renovation

1. In anticipation of the lobby renovation, the County approved \$350,000 toward the project.  
Received \$32,000 to match half of the shortfall on dressing room addition.

Simon Wiebe made a motion to proceed with engineering drawings for the entrance project.

CARRIED

### 8.3 Splash Park

1. County approved releasing \$255,000 toward Splash Park Project.

Shawn Wieler made a motion to proceed with splash park design and construction using PlayQuest, not to exceed \$340,000.

CARRIED

### 8.4 Grants

Peter Wiebe moved that we apply for a small lottery grant of \$75,000, using the donation by Knelsen as matching resource to complete the splash park.

CARRIED

Keegan Wood moved to go in camera at 6:58 p.m.

Keegan moved to go out of camera 7:05 p.m.

Dave Schellenberg motion to adjourn the meeting at 7:10 p.m.

Next Meeting – June 15<sup>th</sup>, 2017.

## **Boreal Housing Foundation**

### **Regular Board Meeting May 26, 2017 – 10:00 A.M. Hiemstaed Lodge – Fireside Room**

**In Attendance:** George Friesen - Chair  
John W Driedger  
Peter H. Wieler  
Michelle Farris - joined at 10:03 am  
Paul Driedger  
Wally Olorenshaw  
Clark McAskile  
Ray Toews – Vice Chair – joined at 10:08 am  
Wanda Beland – via teleconference at 9:58 am

**Missing:** Crystal McAteer  
Daphne Lizotte  
Joe Pastion  
Gus Loonskin

**Administration:** Mary Mercredi, Chief Administrative Officer  
Evelyn Peters, Executive Assistant

**Call to Order:** Chair George Friesen called the meeting to order at 10:01 am.

**Agenda:** **Approval of Agenda**

17-73 Moved by John W Driedger

That the agenda be approved as distributed.

Carried

**Minutes:** **April 27, 2017 Regular Board Meeting**

17-74 Moved by Clark McAskile

That the April 27, 2017 Regular board meeting minutes be approved distributed.

Carried

**Reports:** **CAO Report**

17-75 Moved by Paul Driedger

That the Chief Administrative Officer report be received for information.

Carried

**Financial Reports**

**Lodge Financial Reports – April 30, 2017**

17-76 Moved by Peter Wieler

That the April 30, 2017 Lodge financial report be received for information.

Carried

**High Level Lodge – April 30, 2017**

17-77 Moved by Wally Olorenshaw

That the April 30, 2017 High Level Lodge financial report be received for information.

Carried



**Supportive Living Financial Reports – April 30, 2017**

17-78

Moved by Michelle Farris

That the April 30, 2017 Supportive Living financial report be received for information.

Carried

**Housing Financial Reports – April 30, 2017**

17-79

Moved by Wally Olorenshaw

That April 30, 2017 Housing financial report be received for information.

Carried

**Arrears Report**

17-80

Moved by John W Driedger

That the arrears report to be received for information.

Carried

**New Business**

**Master card Application**

17-81

Moved by Michelle Farris

That the board approve an additional Master Card for the Lodge Manager, and the combined maximum remain at \$10,000.00.

Carried

**FOIP**

17-82

Moved by Wally Olorenshaw

That the board appoint the CAO as the “Head” and that the CAO can assign the various aspects to the various positions.

Carried

**Report from Ray Toews**

17-83

Moved by John W Driedger

That the verbal report on AEMA (Alberta Emergency Measures Association) presented by Ray Toews be accepted for information.

Carried

17-84

Moved by John W Driedger

That administration writes a letter to Mackenzie County requesting sidewalks alongside the Altenheim, and crosswalk designations from parking lot to Lodge.

Chair George Friesen called for recess at 11:11 am  
Chair George Friesen reconvened the meeting at 11:21 am

**Information:**

**Information items**

17-85

Moved by Michelle Farris

That the following items be accepted for information:

- Bank Reconciliation April 2017
- Mackenzie House
- Charitable Application Status

Carried

**In Camera:**

**Legal**

17-86

Moved by Michelle Farris

That the meeting moves in camera at 11:21 am.

Carried

17-87 Moved by Clark McAskile

That meeting moves out of in camera at 11:49 a.m.

Carried

17-88 Moved by Wanda Beland

That the renovated home be offered to the family residing in Fort Vermilion

Carried

17-89 Moved by Paul Driedger

That Boreal Housing Foundation will continue to pay board honorariums and expenses as per government instruction during the amalgamation of Mackenzie Housing Management Board and High Level Housing Authority.

Carried

**Next Meeting Date:** Regular Board Meeting – June 29, 2017 at 10:00 am  
Fireside Room – Phase I Heimstaed Lodge

**Adjournment:**

17-90 Moved by Paul Driedger

That the meeting of May 26, 2017 be adjourned at 11:50 am.

Carried

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Chair George Friesen

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Evelyn Peters  
Executive Assistant

MINUTES  
Water North Coalition (WNC)  
Thursday, May 11, 2017  
Cold Lake, AB

**Attendees**

Jennifer Besinger, County of Grande Prairie  
Bob Buckle, City of Cold Lake  
Tom Burton, AAMDC  
Simon Cardinal, MD of Opportunity  
Kevin Dube, Big Lakes County  
Marie Dyck, Northern Sunrise County  
Sandra Eastman, M.D. of Peace  
Jennifer Espanol, Alberta Municipal Services Corporation  
Michelle Gairdner, City of Grande Prairie  
Earl Gullion, MD of Opportunity  
Colin Hanusz, Beaver River Watershed Alliance  
Marsha Hayward, Beaver River Watershed Alliance  
Lindsay Johnson, Advanced Technology Applications  
Josh Knelsen, Mackenzie County  
Dana Langer, Town of Peace River  
Duane Lay, City of Cold Lake  
Roger Loberg, Town of Beaverlodge  
Vern Lymburner, Town of Valleyview  
Sean McCallum, town of Wembley  
Devin Meneen, TSGA  
Bob Marshall, County of Grande Prairie  
Mary Nelson, Town of Grande Cache  
Dan Rites, Alberta Water & Wastewater Operators  
Ken Shaw, Gift Lake Metis Settlement  
MJ Siebold, Lac La Biche County  
Ray Skrepnek, M.D. of Fairview  
Keith Straub, Town of High Level  
Chris Thiessen, City of Grande Prairie  
Reuel Thomas, Portage College  
Ken Titford, Saddle Hills County  
Brad Trimble, Town of Bonnyville  
Andre Trudeau, M.D. of Smoky River No. 130  
Fred Wiebe, Mackenzie County  
Ian Willier, Big Lakes County

**Administration**

Brittany Bingham, Northern Alberta Development Council  
Anne Okaley, Northern Alberta Development Council  
Kim Pinnock, Northern Alberta Development Council  
Nicole Renaud, Northern Alberta Development Council  
Susan Shave, Northern Alberta Development Council

**Speakers**

Joey Hurley, Alberta Environment and Parks  
Sidney Manning, Alberta Municipal Affairs  
Jessica Popadynetz, Alberta Health Services  
Rosey Radmanovich, Technical Services Advisory Group

**Welcome and Introductions**

Bob Marshall, Chair, introduced Kevin Nagoya, Chief Administrative Officer, City of Cold Lake.

On behalf of Mayor and Council Mr. Nagoya provided greetings and a presentation on the City of Cold Lake, its water and wastewater systems and future plant improvements.

**Adoption of Agenda**

It was **MOVED** by Roger Loberg **THAT** the agenda be accepted as presented.

**CARRIED**

**Adoption of Minutes of the Valleyview, January 19, 2017 meeting**

**Corrections:** Spelling of Roger Loberg's name on p. 2; Spelling of "councillor" on p. 4.

It was **MOVED** by Chris Thiessen **THAT** the minutes of the Valleyview, January 19, 2017 meeting be accepted as amended.

**CARRIED**

**Panel: Reclaimed and Grey Water**

**Presentation: Alberta Water Reuse and Stormwater Use Policy Status Update**, Joey Hurley, Water Policy Advisor, Alberta Environment and Parks

Ms. Hurley spoke of the government's water reuse and stormwater use policy framework, including industry drivers, development industry, hydraulic fracturing, and the risk assessment guidebook.

**Presentation: Health Risk-based Guidelines for Stormwater and Water Reuse in Alberta**, Jessica Popadynetz, Senior Advisor, Health Physical Environments, Alberta Health Services

Ms. Popadynetz reviewed Alberta Health Services' health risk-based guidelines for stormwater and water reuse in Alberta: current practice, challenges, background, scope, water quality targets, management monitoring, and the reporting plan.

**Presentation: Reclaimed Water**, Sidney Manning, Chief Administrator/Inspector Plumbing and Gas, Alberta Municipal Affairs

Mr. Manning presented on the national and provincial plumbing codes, guidelines for reclaimed water, testing reporting and risk, next steps for quality requirements, and the issue of rainwater harvesting allowances and guidelines.

### **Question and Answer Session**

*Question: Are there any restrictions on the capture and treatment of surface water for hydraulic fracturing?*

- Collecting and selling surface water from an individual requires a license and the plumbing code allows for that to be managed.
- Under the Water Act, approval for a specific use must be granted to a municipality.
- Water from dugouts that do not require licenses are intended for agricultural use; as agriculture is an exemption to the licensing law.
- Water demand is a risk associated with water reuse.
  - Management plans need to be in place, such as the City of Edmonton using reclaimed, treated pool water as a refill option for dry and drained ponds.

*Question: If there's a dugout on your property near the road and someone comes and takes the water, who has the right to the water on your land?*

- The individual who owns the property retains the rights to the water usage. It is illegal for others to take unless it is emergency services.

*Question: On the subject of applications for water withdrawals in transboundary jurisdictions, southern Alberta has more immediate water scarcity issues, but northern Alberta has these issues as well. How do you mitigate risk of water system removal in transboundary scenarios? Is it permissible?*

- In order to address large freshwater transfers, a Special Act of Legislation was written in order to prevent this from occurring, however, it is believed that there are possible optimal outcomes for inter-basin transfer. There is interest at the provincial level to examine these possible outcomes further, as current outcomes are not ideal.

*Question: How are you going to assess risks within boundaries when water is scarce? How will risks be mitigated and addressed in the new draft?*

- An initial scan is conducted to identify risks, with consideration of our cross-boundary agreements.
- Under the Master Agreement on Apportionment, 50% of water from the North Saskatchewan River's apportion flows must be transferred to Saskatchewan.

*Question: What is Alberta Health Service's role in regulating and monitoring chlorine in the water? What are the risks with water with chlorine being dumped into the reservoir? Are there safe chlorine additive levels?*

- Water quality concerns such as skin irritations should be made known to Alberta Health Services and Alberta Environment and Parks who will work together. Regarding chlorine, water plants are used to control levels maintaining them below 0.5 ppm as they are responsible for removing contaminants. Minimal residual levels are in place to prevent growth of opportunistic pathogens.

*Question: Do non-accredited municipalities have the same responsibilities as incorporated municipalities?*

- The roles and responsibilities of non-accredited municipalities are the same under the Safety Codes Act. The Act identifies an authority under a given jurisdiction, for sake of promoting uniformity and consistency in the administration of the safety system.

*Question: How is the message being delivered about water reuse and stormwater use guidelines?*

- For associations and groups reaching out for more information, Alberta Environment and Parks is a resource. Additionally, to maintain relationships with municipalities they will be connecting with stakeholders like AUMA and AAMDC to validate the guidelines.

Bob Marshall encouraged WNC members to submit further questions they have for the panel to the NADC by emailing Nicole Inzunza at [Nicole.Inzunza@gov.ab.ca](mailto:Nicole.Inzunza@gov.ab.ca), (Nicole Inzunza is replacing Nicole Renaud as the NADC contact ) who will get the responses from the panelists and post the Q and A on the WNC's page.

**Presentation: Support for Water Management in First Nations**, Rosey Radmanovich, Environmental Liaison, Technical Services Advisory Group (TSAG)

Ms. Radmanovich outlined TSAG's role with First Nation communities through their approach in facilitating community-based source water protection planning, with the goal of developing a plan for every Alberta First Nation community who is interested.

*Question: Does TSAG have a template for communities looking to do a Source Water Protection Plan?*

- The First Nations On-Reserve Source Water Protection Plan Guide and Template is available [here](#). The template works so that communities can develop their own water source protection plan. TSAG's role is to help guide the community implement their plan.

*Question: What advice would you give the WNC as they work to build relationships with First Nations and Metis Settlements?*

- Some possible ideas for the WNC to consider in order to build relationships with First Nations and Metis Settlements are as follows:
  - develop tailored communications materials for First Nations and Metis Settlements, as well as specific engagement processes including workshops, presentations, and other materials and to reach out to the Tribal Councils and the Metis Settlement General Council.

- The Siksika First Nation was identified as a potential resource to learn from as they are emerging as a leader as a result of initiatives they have undertaken to address recent flooding.

**Business Arising from Minutes:** Bob Marshall, Chair

**Review of Action List and Correspondence:** Nicole Renaud

The newly formed Communications Committee now has guidelines to outline its function, which primarily includes vetting presentation requests, providing input and feedback on communications products, and vetting information distribution requests to the WNC membership. Another call to recruit committee members was made, resulting in the following Communications Committee membership:

- Chair Bob Marshall
- Councillor Chris Thiessen
- Councillor Sandra Eastman
- Jillian Cormier (prior agreement)
- Councillor Marie Dyck
- Reuel Thomas

Councillor Thiessen provided an update on his meeting with the federal Minister of Infrastructure and Communities of Canada, the Honourable Amarjeet Sohi regarding funding options for the WNC's activities. Funding is targeted to infrastructure and capital projects vs operations.

The group discussed different funding model options and agreed to bring the question of a proposed \$100 annual membership fee to their respective councils. Discussion regarding whether \$100 is sufficient, if the fee structure should be tiered based on a member's capacity to pay, and whether the membership fee is uniquely for voting members with a voluntary fee option for non-voting members. Members agreed as a starting point to bring the request to their Councils. Tom Burton recommended WNC draft a letter for municipalities, explaining an initial membership fee proposal and seek feedback and or support. The fee structure can be reviewed annually.

Kim Pinnock provided an update on identifying a regional representative who is knowledgeable in federal water and wastewater issues. She has connected with Indigenous and Northern Affairs Canada (INAC), who have identified a contact for WNC.

It was **MOVED** by Chris Thiessen **THAT** the WNC invite the INAC representative to present at the next WNC meeting.

**CARRIED**

It was **MOVED** by Sandra Eastman **THAT** the WNC write a letter to ONEC and GE to present at the next WNC meeting.

**CARRIED**



Tom Burton suggested that as AAMDC and AUMA advocate for similar issues, it would support a coordinated effort if they were cc'd on the WNC's external correspondence. It was **MOVED** by Andre Trudeau **THAT** AUMA and AAMDC be copied on all of WNC's external correspondence.

**CARRIED**

Nicole Renaud stated that two of three leaders from the Slave Lake Tri-Council expressed interest in meeting with the WNC to present on their relationship-building success.

A letter written on behalf of the WNC, AUSG, and AWWOA was sent to the Alberta Environment and Parks Deputy Minister Andre Corbould to request a meeting to discuss the creation of an online database for operator training records. Okey Obiajulu (AEP) mentioned he has heard about the letter.

**Sub-Committee Updates:**

The Water North Coalition has four sub-committees that reflect its Strategic Plan's organizational priorities:

1. **Advocacy** – the purpose of this subcommittee is to advocate for “made in the north” solutions to water and wastewater concerns.
2. **Public Education** - this subcommittee works to increase and facilitate water literacy through outreach and programming, and leadership training.
3. **Recruitment and Retention** – this subcommittee focuses on addressing the barriers to recruiting and retaining qualified operators, those barriers being pay grade, work location and education and training.
4. **Training** – this subcommittee works to increase accessibility to training and raising awareness of training opportunities to address the training needs in rural and remote locations.

Bob Marshall spoke to the importance of the subcommittees in fulfilling the WNC's 2016-2018 Strategic Plan goals. Subcommittee deliverables contribute to both the capacity-building and development of the WNC; which are important drivers for the NADC Council to consider when making decisions regarding future strategic and administrative support. A proposal moving forward is to build in subcommittee meeting times immediately before or after membership meetings to allow the subcommittees to meet in person in addition to their teleconference meetings.

**ADVOCACY**

Sandra Eastman, Member of the Advocacy subcommittee advised that the grants brochure is in draft form and they are still looking to create success stories.

**PUBLIC EDUCATION**

Michelle Gairdner, Chair of Public Education identified they are still looking for the membership's feedback on the Resources Library they've created. The NADC will send out the document again and provide a deadline for feedback from the group.

## **RECRUITMENT AND RETENTION**

Jennifer Besinger, Chair of Recruitment and Retention advised they have incorporated feedback on its two mutual aid templates. A stakeholder has already requested to use the template.

## **TRAINING**

Dan Rites provided an update on the Training List, which they have since agreed to convert into a Training Booklet with the NADC's assistance. The group met prior to the membership meeting to finalize content, discuss distribution and update strategy. Training provider updates will now become a standing agenda item for the subcommittee's meetings.

It was suggested to include the list of subcommittees and their current members in the WNC meeting packages, as well as make call outs to encourage new membership.

## **Member Roundtable and Topics for Discussions**

- An update on the Little Smoky Water Users Group; of which membership is open to anyone with a terms license on Little Smoky. The group is pursuing new relationships.
- Gift Lake Metis Settlement suggested that a WNC representative consider visiting the Metis Settlement General Council's office in Edmonton and request to be put on the agenda for an upcoming meeting. The Settlement has a raw water intake upgrade project underway.
- M.D. of Greenview is undertaking an Area Based Regulation Pilot Project, and has provided 22 recommendations to Alberta Energy Regulator to consider. Greenview has approved an Inter-municipal Development Plan with Fox Creek to outline a cooperative framework for land use planning. The MD is looking into the sale of effluent from wastewater industrial lagoons for the purpose of industrial fracturing in a manner that does not compete with Fox Creek.
- AAMDC continues to advocate for municipalities and collaborate on projects.
- A composting course led by University of Calgary's Dr. Daryl McCartney will be held on June 1<sup>st</sup> and 2<sup>nd</sup>. The County of Grande Prairie is de-sludging two wastewater lagoons.
- Rocky River Watershed Management Plan has entered Phase II, while the Wapiti River Water Management Plan will go to the joint municipal council.
- Northern Sunrise County has received a \$9 million dollar grant from the province to complete phase 3 of their Water for Life program, which will see the main distribution line from St. Isidore to the Village of Nampa increased from a 6 inch waterline to a 10 inch waterline. The County will be spending 1.2 million to increase the size of the reservoir in the Village of Nampa. The East Peace Water Co-op now services more than 60 percent of the rural residents in Northern Sunrise County adding about 10-12 residential connections each year. Northern Sunrise County provides funding of \$300,000 per year to accommodate this project. The Residents each pay about \$8500 to connect to the main waterline and then are billed monthly the same as the hamlet residents are.
- Northern Sunrise County is providing a new sewage lagoon in Little Buffalo this year. They are working with the elected officials in Little Buffalo, as well towards a settlement with the Federal Government.

*Draft Minutes for Approval at September 14, 2017 Meeting*

- Four to six million in funding was awarded to the water treatment plant partnership, New Water Ltd., between the Village of Nampa, Woodland Cree First Nation, and Northern Sunrise County.
- Portage College has finished its level 1 operator training, and is planning a water and natural resource technician lab. They will be sending out request for strategic planning committee.
- AEP certification deadlines have been changed from September 20 to October 10. Once AEP moves to an electronic database, this will be less of an issue. AWWOA may offer a refresher before the exam.
- NADC provided an update on its January Council meeting. They've committed to support the WNC for another year until March 2018, and will revisit their support at that time. The NADC admin. team has asked to make sure that everyone sends an email to confirm their RSVP for upcoming WNC meetings.

**Next Meeting**

The next meeting will take place Thursday, September 14, 2017 in Wabasca, hosted by M.D. of Opportunity. The M.D. is offering a free round of golf to anyone arriving the night before.

It was **MOVED** by Ken Titford **THAT** the meeting adjourn at 2:22 p.m.

**CARRIED**

Members were invited to tour the City of Cold Lake's Water Treatment Facility after the meeting was adjourned.