




MACKENZIE COUNTY

REGULAR COUNCIL MEETING

JUNE 22, 2022
10:00 AM

FORT VERMILION COUNCIL
CHAMBERS

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

 office@mackenziecounty.com



Mackenzie County

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

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

Fort Vermilion Council Chambers

Fort Vermilion, Alberta

AGENDA

			Page
CALL TO ORDER:	1.	a) Call to Order	
AGENDA:	2.	a) Adoption of Agenda	
ADOPTION OF PREVIOUS MINUTES:	3.	a) Minutes of the June 8, 2022 Regular Council Meeting	7
		b) Business Arising out of the Minutes	
		c)	
CLOSED MEETING:		<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	4.	a) Fort Vermilion Redevelopment Contracts (s.23, 24, 25, 27)	
		b) Inter Municipal Agreements (s. 21, 22, 23, 24)	
		c)	
		d)	
TENDERS:		Tender openings are scheduled for 11:00 a.m.	
	5.	a) Hauling of Transfer Station Waste	19
		b)	
PUBLIC HEARINGS:		Public Hearings are scheduled for 1:00 p.m.	
	6.	a) Bylaw 1259-22 Partial Plan Cancellation and Consolidation of Plan 1160NY, Block 3, Lots 1 & 2	23

		b)	Bylaw 1260-22 Partial Plan Cancellation and Consolidation of Plan 012 4176, Block 01, Lots 5 & 6	35
		c)		
DELEGATIONS	7.	a)	None	
		b)		
GENERAL REPORTS:	8.	a)	None	
		b)		
AGRICULTURE SERVICES:	9.	a)	Wood Buffers (hand out)	
		b)	Drainage/Road Projects (hand out)	
		c)		
COMMUNITY SERVICES:	10.	a)	None	
		b)		
FINANCE:	11.	a)	Amend - Policy ADM015 Hiring Contract Suppliers	47
		b)	Amend - Policy FIN025 Purchasing Authority Directive and Tendering Process	51
		c)	Amend - Policy FIN028 Credit Card Policy	63
		d)	Financial Reports – January 1 – May 31, 2022	73
		e)	Councillor Expense Claims	101
		f)	Members at Large Expense Claims	103
		g)		
		h)		
OPERATIONS:	12.	a)	Zama Road Repair	105
		b)		
		c)		

UTILITIES:	13.	a)	None	
		b)		
PLANNING & DEVELOPMENT:	14.	a)	Underground Power Installation Delays	109
		b)		
		c)		
ADMINISTRATION	15.	a)	Appointment of Assessment Review Board & Subdivision & Development Appeal Board Clerk	111
		b)	Streetscape Implementation Committee (La Crete) Member at Large Appointment	113
		c)		
		d)		
COMMITTEE OF THE WHOLE ITEMS:	16	a)	Business Arising out of Committee of the Whole	
		b)		
COUNCIL COMMITTEE REPORTS:	17.	a)	Council Committee Reports (verbal)	
		b)	Municipal Planning Commission Meeting Minutes	123
		c)		
INFORMATION / CORRESPONDENCE:	18.	a)	Information/Correspondence	133
NOTICE OF MOTION:	19.	a)		
NEXT MEETING DATES:	20.	a)		
		b)		
ADJOURNMENT:	21.	a)	Adjournment	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 23, 2022
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	Minutes of the May 24, 2022 Committee of the Whole Meeting

BACKGROUND / PROPOSAL:

Minutes of the May 24, 2022 Committee of the Whole Meeting are attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

Approved Council Meeting minutes are posted on the County website.

POLICY REFERENCES:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the May 24, 2022 Committee of the Whole Meeting be adopted as presented.

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

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING
Wednesday, June 8, 2022
10:00 a.m.**

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

PRESENT:

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve – arrived 10:03 a.m.
Jacquie Bateman	Councillor
Peter F. Braun	Councillor
Cameron Cardinal	Councillor
Darrell Derksen	Councillor
David Driedger	Councillor
Garrell Smith	Councillor
Lisa Wardley	Councillor – virtual
Ernest Peters	Councillor

REGRETS:

ADMINISTRATION:

Byron Peters	Interim Chief Administrative Officer/ Director of Projects and Infrastructure
Jennifer Batt	Director of Finance
Don Roberts	Director of Community Services
Caitlin Smith	Director of Planning and Agriculture
Grant Smith	Agricultural Fieldman
John Zacharias	Director of Utilities
Colleen Sarapuk	Administrative Officer/Recording Secretary

ALSO PRESENT:

Minutes of the Regular Council meeting for Mackenzie County held on June 8, 2022 in the Council Chambers at the Fort Vermilion County Office.

CALL TO ORDER: 1. a) Call to Order

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

AGENDA: 2. a) Adoption of Agenda

MOTION 22-06-418 MOVED by Councillor Driedger

That the agenda for the June 8, 2022 Council meeting be approved with the following additions:

- 15.c) Fort Vermilion Public Meeting
- 10.b) Mackenzie Applied Research Association

- 12.b) Range Road 173 & Range Road 175 (South)
- 12.c) Road to Zama Water Wells

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. a) Minutes of the May 25, 2022 Regular Council Meeting

MOTION 22-06-419

MOVED by Councillor Braun

That the minutes of the May 25, 2022 Regular Council Meeting be adopted as presented.

CARRIED

**ADOPTION OF
PREVIOUS MINUTES:**

3. b) Business Arising out of the Minutes

MOTION 22-06-420
Requires Unanimous

MOVED by Councillor Braun

That the Community Meeting dates be changed to the following dates and times:

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

CARRIED UNANIMOUSLY

CLOSED MEETING:

4. a) CLOSED MEETING

MOTION 22-06-421

MOVED by Deputy Reeve Sarapuk

That Council move into a closed meeting at 10:17 a.m. to discuss the following:

- 4.a) Inter-Municipal Agreements (s. 21, 22, 23, 24)
- 4.b) Organizational Chart (s.17)
- 4.c) Personnel (s.17)

CARRIED

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

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

MOTION 22-06-422 **MOVED** by Councillor Bateman

That Council move out of a closed meeting at 11:36 a.m.

CARRIED

Reeve Knelsen recessed the meeting at 11:36 a.m. and reconvened the meeting at 11:46 a.m.

PUBLIC HEARINGS: **6.a) None**

DELEGATIONS: **7. a) Fort Vermilion Seniors Club – Funding Request (11:40 a.m.)**

MOTION 22-06-423 **MOVED** by Councillor Cardinal

That the 2022 Operating Budget be amended to include \$6000 for the Fort Vermilion Seniors Club with funding coming from the Grants to Other Organizations Reserve.

CARRIED

DELEGATIONS: **7. b) George Friesen – Land (11:50 a.m.)**

CLOSED MEETING: **4. a) CLOSED MEETING**

MOTION 22-06-424 **MOVED** by Councillor Bateman

That Council move into a closed meeting at 12:00 p.m. to discuss the following:

- 4.a) Inter-Municipal Agreements (s. 21, 22, 23, 24)
- 4.b) Organizational Chart (s.17)
- 4.c) Personnel (s.17)

CARRIED

The following individuals were present during the closed meeting

discussion. (MGA Section 602.08(1)(6))

- All Members of Council
- Byron Peters, Interim Chief Administrative Officer

MOTION 22-06-425 **MOVED** by Councillor Bateman

That Council move out of a closed meeting at 12:41 p.m.

CARRIED

Reeve Knelsen recessed the meeting at 12:41 p.m. and reconvened the meeting at 1:04 p.m.

CLOSED MEETING: **4. a) Inter-municipal Agreements**

MOTION 22-06-426 **MOVED** by Councillor Peters

That the Intermunicipal Agreements be accepted for information.

CARRIED

CLOSED MEETING: **4.b) Organizational Chart**

MOTION 22-06-427 **MOVED** by Councillor Cardinal
Requires 2/3

That the 2022 Organization Chart be approved as presented.

CARRIED

CLOSED MEETING: **4.c) Personnel**

MOTION 22-06-428 **MOVED** by Councillor Braun

That the personnel update be received for information.

CARRIED

TENDERS: **5.a) Assessment Services**

MOTION 22-06-429 **MOVED** by Councillor Peters

That Assessment Services Request for Proposal be opened.

Bidder	Required Documents
Compass Assessment Consultants Inc.	All required Documents

CARRIED

MOTION 22-06-430 **MOVED** by Councillor Braun

That administration review the Assessment Services Request for Proposal and bring back to Council later in the meeting for awarding.

CARRIED**GENERAL REPORTS:**

8. a) CAO & Director Reports for May 2022

MOTION 22-06-431 **MOVED** by Deputy Reeve Sarapuk

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

CARRIED**AGRICULTURE SERVICES:**

9. a) None

COMMUNITY SERVICES:

10.a) La Crete Recreation Society – Reallocate Funds Request

MOTION 22-06-432 **MOVED** by Councillor Peters
Requires 2/3

That the 2022 Budget be amended to include the purchase of a Walk behind Floor Scrubber for the Northern Lights Recreation Centre for \$14,000 with \$8,329 coming from the La Crete Recreation Society and \$5,671 coming from the surplus 2022 Snow Blower project.

CARRIED**COMMUNITY SERVICES:**

10. b) Mackenzie Applied Research Association (ADDITION)

MOTION 22-06-433 **MOVED** by Councillor Cardinal
Requires Unanimous

That the Mackenzie Applied Research Association discussion be received for information.

CARRIED UNANIMOUSLY

FINANCE: **11. a) Grazing Lease Minimum (Handout)**

MOTION 22-06-434
Requires 2/3

MOVED by Deputy Reeve Sarapuk

That Grazing Lease and Farmland Development Leases tax rolls as per "Schedule A" be reduced to a \$50 minimum tax for 2022, and that \$6,450 in taxes be written off.

CARRIED

OPERATIONS:

12. a) Grader Information

MOTION 22-06-435

MOVED by Deputy Reeve Sarapuk

That one additional grader be added to support operations.

CARRIED

OPERATIONS:

12. b) Range Road 173 (11 Mile) & Range Road 175 (13 Mile) South (ADDITION)

MOTION 22-06-436
Requires Unanimous

MOVED by Councillor Bateman

That the Range Road 173 (11 Mile) & Range Road 175 (13 Mile) South discussion be received for information.

CARRIED UNANIMOUSLY

OPERATIONS:

12. c) Road to Zama Water Wells (ADDITION)

MOTION 22-06-437
Requires Unanimous

MOVED by Councillor Driedger

That a meeting be set with the Minister of Environment and Parks and the Minister of Agriculture, Forestry, and Rural Economic Development in regards to northern recreation.

CARRIED UNANIMOUSLY

Reeve Knelsen recessed the meeting at 2:29 p.m. and reconvened the meeting at 2:43 p.m.

TENDERS:

5.a) Assessment Services

MOTION 22-06-438
Requires 2/3

MOVED by Councillor Bateman

That the Assessment Services contract be awarded to the most qualified bidder, while staying within budget.

CARRIED

Evaluation Criteria	Weight	Points %	Score
Communication	20%	19	5.4
Methodology	20%	19	4.2
Experience and Past Performance	35%	33.8	10.15
Budget	25%	18.8	1.5
TOTAL	100%	90.6	21.25

UTILITIES:

13. a) None

**PLANNING &
 DEVELOPMENT:**

14. a) None

ADMINISTRATION:

15. a) Policy ADM053 Flags and Flag Protocol

MOTION 22-06-439

MOVED by Deputy Reeve Sarapuk

That Policy ADM053 Flags and Flag Protocol be received for information.

CARRIED

ADMINISTRATION:

15. b) Mackenzie Report – Advertising Memorandum of Agreement

MOTION 22-06-440

MOVED by Councillor Derksen

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

CARRIED

ADMINISTRATION:

15. c) Fort Vermilion Public Meeting (ADDITION)

MOTION 22-06-441
 Requires Unanimous

MOVED by Councillor Cardinal

That a Public Meeting be held in Fort Vermilion regarding the 2020 flood

and future land use on July 7, 2022 at 7:00 p.m.

CARRIED UNANIMOUSLY

COMMITTEE OF THE WHOLE ITEMS:

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

COUNCIL COMMITTEE REPORTS:

17. a) Council Committee Reports (verbal)

Deputy Reeve Sarapuk and Councillor Braun left the meeting at 3:54 p.m.

MOTION 22-06-442

MOVED by Councillor Cardinal

That the Council Committee verbal reports be received for information.

CARRIED

COUNCIL COMMITTEE REPORTS:

17. b) Municipal Planning Commission Meeting Minutes

MOTION 22-06-443

MOVED by Councillor Driedger

That the unapproved Municipal Planning Commission meeting minutes of May 26, 2022 be received for information.

CARRIED

INFORMATION / CORRESPONDENCE:

18. a) Information/Correspondence

MOTION 22-06-444

MOVED by Councillor Cardinal

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

CARRIED

NOTICE OF MOTION:

19. a) None

NEXT MEETING DATE:

20. a) Next Meeting Dates

Regular Council Meeting
June 22, 2022

10:00 a.m.
Fort Vermilion Chambers

Committee of the Whole Meeting
June 23, 2022
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: **21. a) Adjournment**

MOTION 22-06-445 **MOVED** by Councillor Cardinal

That the Council meeting be adjourned at 4:21 p.m.

CARRIED

These minutes will be presented for approval at the June 22, 2022 Regular Council Meeting.

Joshua Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer

Unapproved



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 22, 2022
Presented By:	Don Roberts, Director of Community Services
Title:	TENDER Hauling of Transfer Station Waste

BACKGROUND / PROPOSAL:

May 25th Council Resolution:

That administration proceed with issuing the Waste Transfer Station Hauling Contract Request for Proposals as presented.

OPTIONS & BENEFITS:

Proposals will be evaluated on the following criteria:

Evaluation Criteria <i>(Weight x Score = Total Points)</i>	Weight	Score
Local Contractor	20%	
Supplier/Experience	10%	
Suitability of Equipment	10%	
Proposal Cost	60%	
TOTAL	100%	

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

COSTS & SOURCE OF FUNDING:

2022 Operational Budget – May require Budget Amendment

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

Successful bidder will be notified.

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process

RECOMMENDED ACTION:

Motion 1:

Simple Majority Requires 2/3 Requires Unanimous

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

Motion 2 (if required):

Simple Majority Requires 2/3 Requires Unanimous

That unqualified Waste Transfer Station Hauling Tenders be returned to the senders without opening Envelope 2.

Motion 3:

Simple Majority Requires 2/3 Requires Unanimous

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

Motion 4:

Simple Majority Requires 2/3 Requires Unanimous

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

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

Motion 5:

Simple Majority Requires 2/3 Requires Unanimous

That the Waste Transfer Station Hauling contract be awarded to the lowest qualified bidder, while staying within budget.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 22, 2022
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Public Hearing Bylaw 1259-22 Partial Plan Cancellation and Consolidation of Plan 1160NY, Block 3, Lots 1 & 2

BACKGROUND / PROPOSAL:

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

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

Proposed Bylaw 1259-22 was presented to Council for First Reading on May 25, 2022 where the following motion was made:

MOTION 22-05-397 MOVED by Councillor Bateman

That first reading be given to Bylaw 1259-22 being a Partial Plan Cancellation and Consolidation Bylaw for Plan 1160NY, Block 3, Lots 1 & 2, subject to public hearing input.

CARRIED

OPTIONS & BENEFITS:

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

Options are to pass, defeat, or table second & third reading of the bylaw.

COSTS & SOURCE OF FUNDING:

Costs consisted of advertising the public hearing and adjacent landowner letters, which were borne by the applicant.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

Public Hearing is required prior to second & third reading. The bylaw amendment was advertised as per MGA requirements, this included all adjacent landowners.

POLICY REFERENCES:

Not applicable at this time.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

Simple Majority Requires 2/3 Requires Unanimous

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

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

BYLAW NO. 1259-22
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

FOR THE PURPOSE OF A PLAN CANCELLATION AND CONSOLIDATION
IN ACCORDANCE
WITH SECTION 658 OF THE MUNICIPAL GOVERNMENT ACT,
CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000

WHEREAS, notice of intention of the Council to pass a bylaw will be published in a locally circulated newspaper in accordance with the Municipal Government Act, and

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

WHEREAS, LRT Investments Ltd., being the registered owner of Plan 1160NY, Block 3, Lots 1 and 2, have requested that the lands be consolidated; and

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

1. That Subdivision Plan 1160NY, Block 3, Lots 1 and 2 as outlined in Schedule “A” hereto attached, are hereby cancelled in full and shall be consolidated as Lot 11.

READ a first time this 25th day of May, 2022.

PUBLIC HEARING held this _____ day of _____, 2022.

READ a second time this _____ day of _____, 2022.

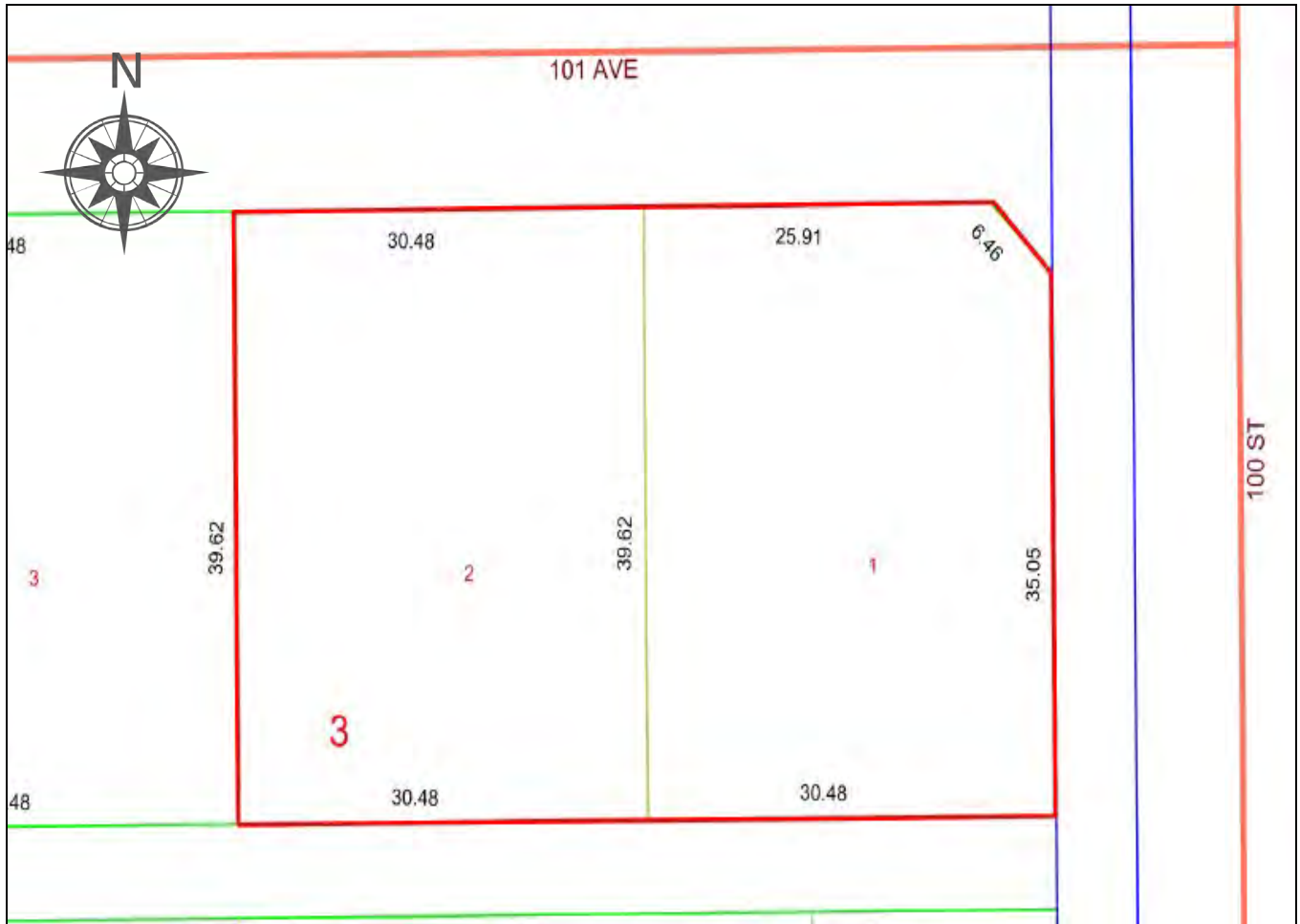
READ a third time and finally passed this _____ day of _____, 2022.

Josh Knelsen
Reeve

Byron Peters
Interim Chief Administrative Officer

BYLAW No. 1259-22

SCHEDULE "A"



Mackenzie County SUBDIVISION APPLICATION Single Stage

Office Use Only:

Receipt No: 281303 Application Received Date: May 12, 2022 File No: Bylaw 12XX-22
 Consultation Completed: Date: May 12/22 Administration: Lynda Washkevich

Name of Applicant/Agent		
Mailing Address		
City/Town		
Postal Code	Phone	Cell
Email Address		

Name of Registered Owner (if different from applicant) <u>Philip Krahn</u>
Mailing Address

Legal Land Description(s):

Certificate of Title (CofT): _____
(if required)

All or Part of:

QTR./LS.	SEC.	TWP.	RANGE	M.	or/ and	PLAN <u>1160 NY</u>	BLK <u>3</u>	LOT <u>1, 2</u>
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Current Parcel Size: _____ Proposed Lots: 2 Size(s): Lot 1: _____ Lot 2: _____

Does the current parcel contain a yard site? no yes Civic Address: 10001-101 Ave & 10005-101 Ave

Type of Application:

- Rural Single Lot
 Rural Double Lot
 Boundary adjustment
 Lot Consolidation
 Urban Single Lot
 Yard Site Separation
 Other: _____

Location of Land to be Subdivided:

- Is the land located within or adjacent to a hamlet boundary? no yes, _____
 Is the land located adjacent to a municipal boundary? no yes, _____
 Is the land located within 1.6 km (1 mile) of a provincial Highway? no yes, _____
 Is the land located within 1.6 km (1 mile) of a sour gas facility? no yes, _____
 Is the land bounded by or does it contain a water body? no yes, Please describe: _____

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



Phone: (780) 927-3718
 Fax: (780) 927-4266
 Email: subdivisions@mackenziecounty.com
 www.mackenziecounty.com

Physical Characteristics of Land to be Subdivided:

Topography of land (flat, rolling, low, mixed): _____

Vegetation on land (brush, tree stands, cleared): _____

Soil type (sandy, loam, clay, etc.): _____

Existing and Proposed Use of the Land:

Existing use of the land (residential, commercial, agricultural): _____

Proposed use of the land (residential, commercial, agricultural): _____

Land use district within the Land Use Bylaw: _____

Does the lot size meet the requirements within the Land Use Zoning? no yes

Will the parcel require rezoning due to the size or proposed use? no yes

If yes, what is the proposed zoning district? _____

Describe any existing buildings or services: _____

Describe any buildings or services to be demolished or relocated: _____

Services:

Water

Type of Service	Existing	Proposed
Dugout		
Well		
Cistern & Hauling		
Municipal Service	✓	
Other (Specify below)		

Sewer

Type of Service	Existing	Proposed
Open Discharge		
Sub-Surface (Field)		
Above Ground Septic Tank		
Sewage Lagoon		
Outdoor Privy		
Municipal Service	✓	
Other (Specify below)		

Additional Requirements:

Is the application for a quarter section or river lot that has been previously subdivided? no yes

If yes, is the proposed parcel greater than 10.00 acres (4.04 hectares) in size? no yes

If yes, why? Please describe: _____

Has a tentative plan, prepared by a qualified surveyor been submitted? no yes

Is the applicant aware of any off-site levy/municipal reserve fees? no yes, initial: _____



Authorization by Registered Owner and Applicant:

Signing of this application, by the registered property owner and applicant or agent (e.g. Surveyor or executor), authorizes Mackenzie County to circulate the application to affected parties as necessary to comply with the requirements of the Municipal Government Act (MGA). Affected parties include, but are not limited to, adjacent landowners, utility companies, government agencies, and surveyors.

Signing of this application also grants permission to Mackenzie County personnel to conduct site inspections of the property. Site inspections include, but are not limited to, land elevation and access review, including taking photos of the property.

I/We, Philip Krahn herby certify that

I/We are the registered landowner(s), **OR**

I/We are the agent authorized on behalf of the registered landowner,

And verify that the information contained within this application is full and true to the best of my/our knowledge and it is a true statement of the facts pertaining to the application for subdivision.

_____ Applicant Name	_____ Applicant Signature	_____ Date
<u>Philip Krahn</u> Registered Owner Name	_____ Registered Owner Signature	<u>May 12 2022</u> Date
_____ Registered Owner Name	_____ Registered Owner Signature	_____ Date

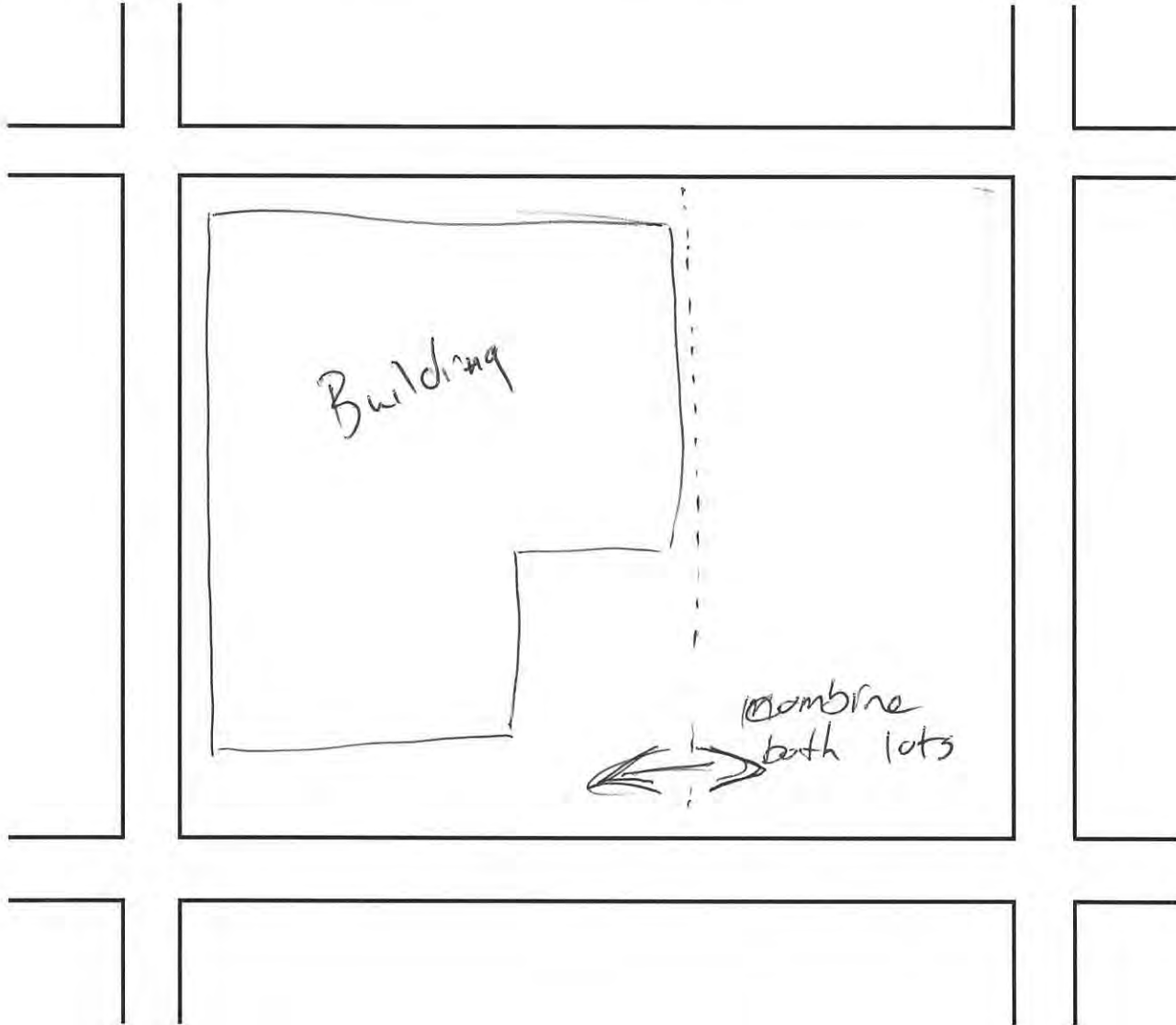
NOTE: Registered Owner(s) must sign even if an applicant/agent is acting on their behalf

The personal information on this form is collected in accordance with Section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of managing and administration of the subdivision application process. If you have any questions regarding the collection, use or disclosure of this information, please contact the FOIP Coordinator or (780) 927-3718.



Subdivision Application Site Plan:
(to be prepared by a qualified surveyor when required by administration)

Date of Site Plan: _____



Site Plan Checklist

- _____ Location of Proposed Subdivision and Distance from property/quarter lines
- _____ Length and Width of Proposed Subdivision
- _____ Location of Access/Driveway and Distance from Intersections
- _____ Ravines, Creeks, Lakes, Sloughs, or Other Water Bodies
- _____ Shelterbelts and/or Treed Areas
- _____ Location and Names of Roads and/or Road Allowances



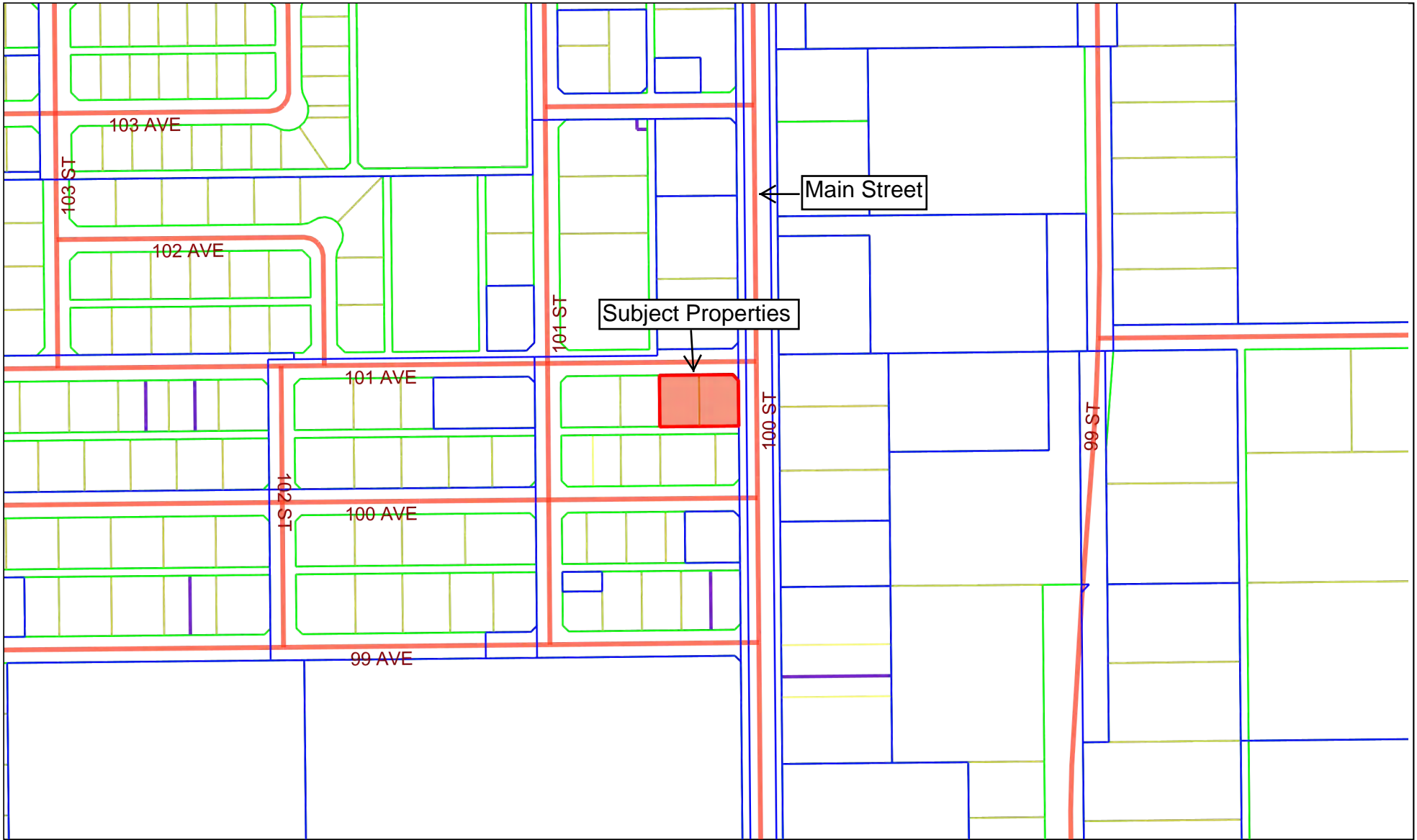
Scale 1: 428



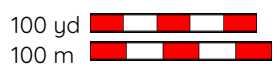
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 Scale 1: 4,277



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Mackenzie County

**PUBLIC HEARING FOR LAND USE BYLAW AMENDMENT –
PARTIAL PLAN CANCELLATION AND CONSOLIDATION**

BYLAW 1259-22

Order of Presentation

_____ This Public Hearing will now come to order at _____.

_____ Was the Public Hearing properly advertised?

_____ Will the Development Authority _____, please outline the proposed Land Use Bylaw Amendment – Partial Plan Cancellation and Consolidation and present his submission.

_____ Does the Council have any questions of the proposed Land Use Bylaw Amendment – Partial Plan Cancellation and Consolidation?

_____ Were any submissions received in regards to the proposed Land Use Bylaw Amendment – Partial Plan Cancellation and Consolidation? *If yes, please read them.*

_____ Is there anyone present who would like to speak in regards of the proposed Land Use Bylaw Amendment – Partial Plan Cancellation and Consolidation?

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

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 22 , 2022
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	PUBLIC HEARING Bylaw 1260-22 Partial Plan Cancellation and Consolidation of Plan 012 4176, Block 01, Lots 5 & 6

BACKGROUND / PROPOSAL:

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

The proposed Bylaw was presented to the Municipal Planning Commission on April 14th, 2022, where the following motion was made:

MPC 22-05-074 MOVED by David Driedger

That a recommendation be made to Council that the first reading be given to Bylaw 12xx-22 being a Partial Plan Cancellation and Consolidation Bylaw for Plan 012 4176, Block 01, Lots 5 & 6, subject to public hearing input.

CARRIED

Author: M Dyck **Reviewed by:** C Smith **CAO:**

Simple Majority Requires 2/3 Requires Unanimous

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

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

BYLAW NO. 1260-22
BEING A BYLAW OF
MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA

FOR THE PURPOSE OF A PARTIAL PLAN CANCELLATION AND
CONSOLIDATION
IN ACCORDANCE
WITH SECTION 658 OF THE MUNICIPAL GOVERNMENT ACT,
CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000

WHEREAS, notice of intention of the Council to pass a bylaw will be published in a locally circulated newspaper in accordance with the Municipal Government Act, and

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

WHEREAS, Cornelius & Margaret Neudorf, being the registered owner of Plan 012 4176, Block 01, Lots 5 and 6, have requested that the lands be consolidated; and

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

1. That Subdivision Plan 012 4176, Block 01, Lots 5 and 6 as outlined in Schedule "A" hereto attached, are hereby cancelled in full and shall be consolidated as Lot 23.

READ a first time this 25th day of May, 2022.

PUBLIC HEARING held this _____ day of _____, 2022.

READ a second time this _____ day of _____, 2022.

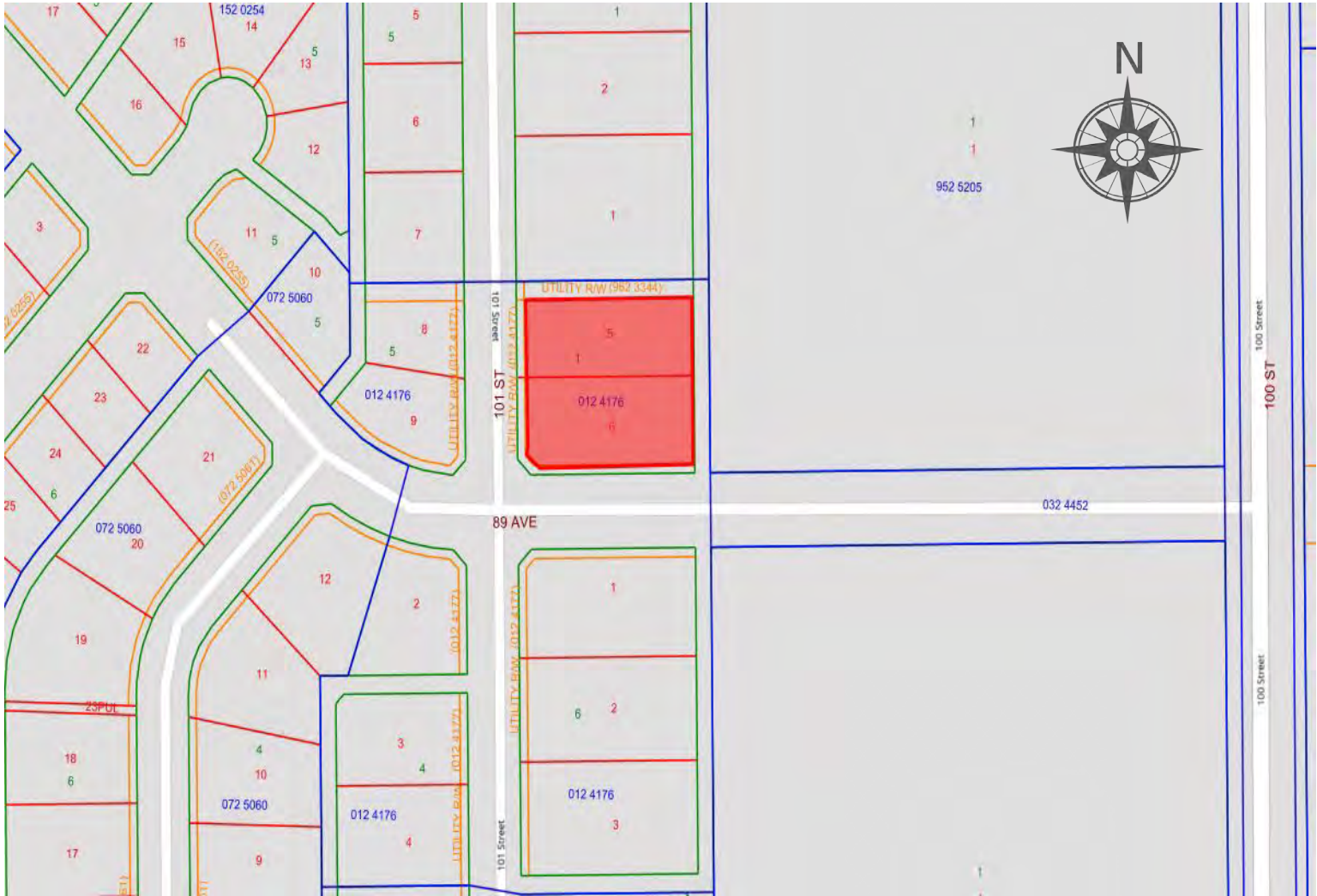
READ a third time and finally passed this _____ day of _____, 2022.

Josh Knelsen
Reeve

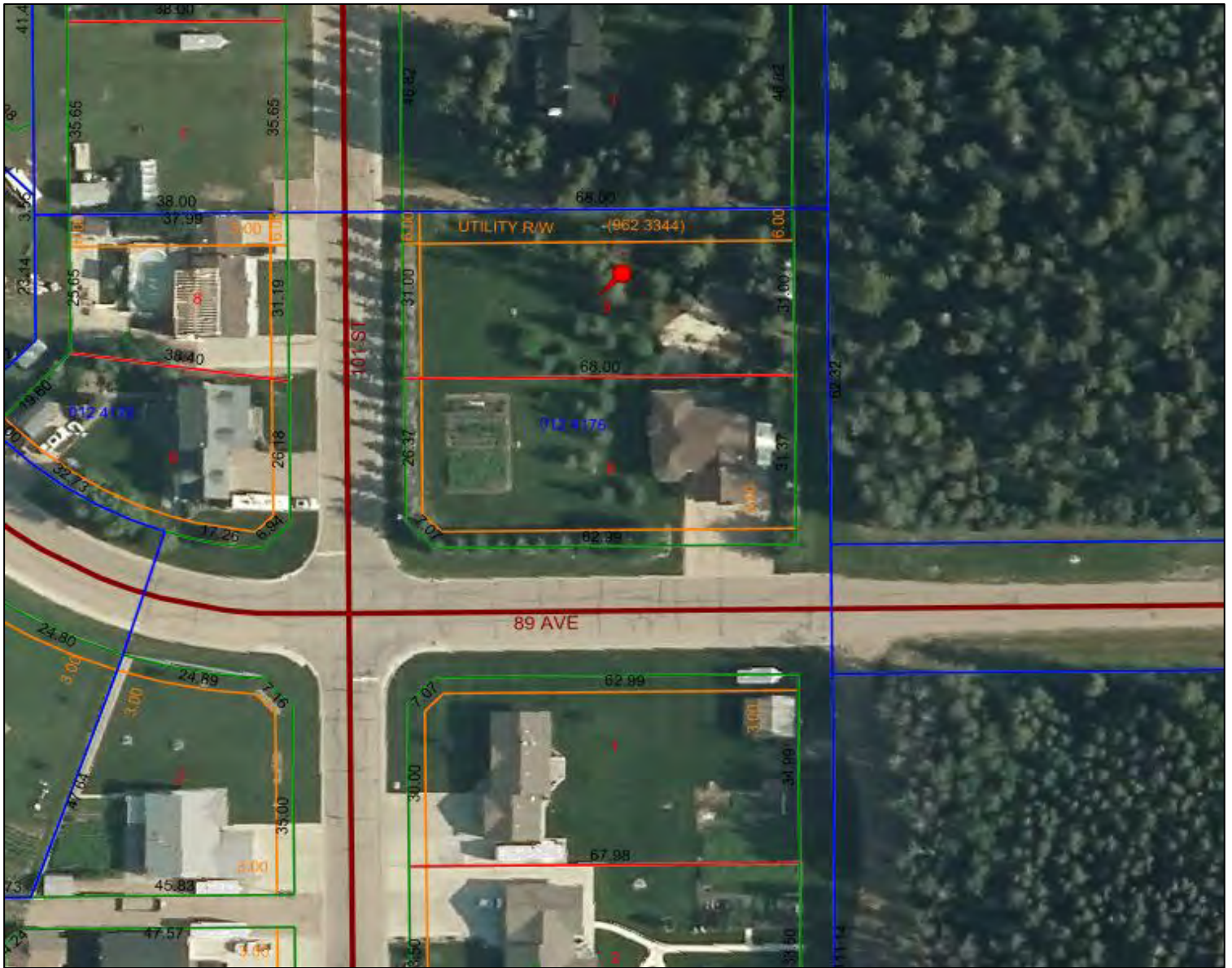
Byron Peters
Interim Chief Administrative Officer

BYLAW No. 1260-22

SCHEDULE "A"



CONSOLIDATION APPLICATION



File No. Bylaw 1260-22

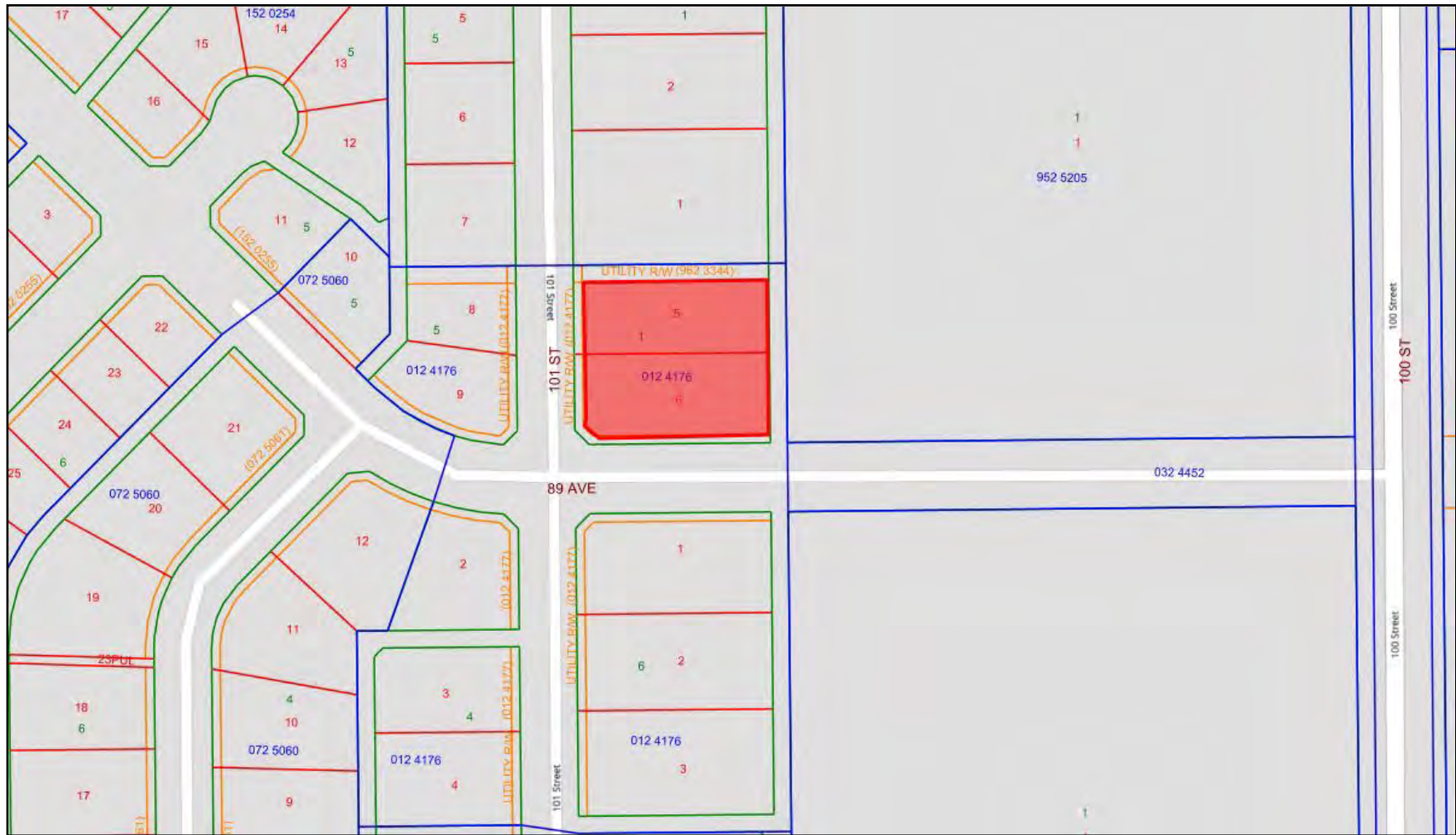
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CONSOLIDATION APPLICATION

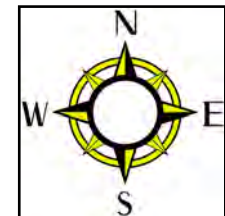


File No. Bylaw 1260-22

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Mackenzie County

**PUBLIC HEARING FOR PLAN CANCELLATION AND
CONSOLIDATION**

BYLAW 1260-22

Order of Presentation

_____ This Public Hearing will now come to order at _____.

_____ Was the Public Hearing properly advertised?

_____ Will the Development Authority _____, please outline the proposed Plan Cancellation and Consolidation present his submission.

_____ Does the Council have any questions of the proposed Plan Cancellation and Consolidation?

_____ Were any submissions received in regards to the proposed Plan Cancellation and Consolidation? *If yes, please read them.*

_____ Is there anyone present who would like to speak in regards of the proposed Plan Cancellation and Consolidation?

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

_____ This Hearing is now closed at _____.

REMARKS/COMMENTS:



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 22, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Amend - Policy ADM015 Hiring Contract Suppliers

BACKGROUND / PROPOSAL:

Council has requested that administration review all Policies, and bring forward any that has been identified for review, and amendment.

Policy ADM015 Hiring Contract Suppliers (attached) has been identified as one Policy that requires Council review with recommended amendments.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION/PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCE:

Policy ADM015 Hiring Contract Suppliers

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy ADM015 Hiring Contract Suppliers be amended as presented/discussed.

Author: J. Batt **Review Date:** _____ **CAO** B Peters

Municipal District of Mackenzie No. 23 Mackenzie County

Title	HIRING OF CONTRACTORS / SUPPLIERS	Policy No.	ADM015
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Legislation Reference	Municipal Government Act Sections 5 and 6
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Purpose:
 To establish rules for hiring Contractors and/or Supplies.

Policy Statement and Guidelines:

The ~~M.D. of Mackenzie No. 23~~ Mackenzie County, in carrying out the order of business, requires numerous contractors. It is the responsibility of the municipality to ensure that all agents doing business with the municipality are in good standing, particularly with regards to being in arrears to the municipality or being presently involved in a litigation matter with the County ~~M.D. of Mackenzie No. 23~~.

The municipality believes that as a sound business decision in protecting the interests of the municipality that the following policy shall apply.

The municipality shall not hire a contractor or supplier if that particular business or individual is in arrears to the municipality or non-compliance in any form whatsoever.

The municipality shall not hire a contractor or supplier if they are in the process of entering into or initiating a legal action with the municipality.

	Date	Resolution Number
Approved	Dec 18/98	98-390
Amended	2022-06-22	
Amended		

Chief Administrative Officer

Chief Elected Official



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 22, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Amend - Policy FIN025 Purchasing Authority Directive and Tendering Process

BACKGROUND / PROPOSAL:

During the June 8th Council meeting, the Organization Chart was amended, and the Purchasing Policy FIN025 has been identified as requiring amendment (attached).

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION/PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCES:

Policy FIN025 Purchasing Authority Directive and Tendering Process

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That Policy FIN025 Purchasing Authority Directive and Tendering Process be amended as presented/discussed.

Author: J. Batt **Review Date:** _____ **CAO** B Peters

Mackenzie County

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

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

Policy Statement, Definitions and General Guidelines

1. Policy Statement

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

2. Definitions

Bidder:

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

COR:

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

Council:

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

Designated Officer:

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

Local Supplier:

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

Recurring expenditure:

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

SECOR:

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

Security:

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

Tender:

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

3. Responsibilities

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

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

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

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

Director of Finance will:

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

CAO, Directors and Managers will:

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

5. Purchasing from Local Suppliers

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

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

Purchasing Authority

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

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

b) Delegated Expenditure Authority:

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

7. Spending Authority in a Disaster Situation

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

8. Regulations

Notwithstanding the above authorizations, the following regulations shall apply:

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

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

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

9. Tendering Process and Proposal Call Process

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

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

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

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

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

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

10. Request for Tender Process (excludes quotes)

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

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

10. Information to Bidder

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

11. Security, Bonding and Other Requirements

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

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

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

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

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

The following guidelines shall apply:

COR/SECOR required:

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

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

COR/SECOR may not be required:

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

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

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

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

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

12. Analysis of Tenders

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

- iii. **Life Cycle Costs** of goods or services.
 - iv. **Local Supplier** is a business located within Mackenzie County boundary, including Paddle Prairie.
 - v. **Price**, based on the same FOB location, same currency including goods and services tax, and with discounts applied.
 - vi. **Record** of a bidder's previous performance on quality, experience, service, delivery and safety.
 - vii. **Standardization** of goods to reduce inventory and future costs.
- b) The municipality reserves the right to reject any and all tenders for any cause, to award tenders based on conditions other than price, or to reject all tenders without cause.
- c) The municipality shall not accept tenders, quotations or the supply of services from contractors or suppliers of services who have initiated litigation against the municipality, for a period of one year after the litigation is resolved.

13. Contingency Allowances

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

	Date	Resolution Number
Approved	2007-12-11	07-12-1120
Amended	2008-12-09	08-12-979
Amended	2011-03-30	11-03-278
Amended	2011-12-12	11-12-970
Amended	2012-10-09	12-10-650
Amended	2015-01-30	15-01-058
Amended	2015-06-22	15-06-463
Amended	2015-12-21	15-12-970
Amended	2016-04-27	16-04-301
Amended	2018-02-13	18-02-121
Amended	2022-01-11	22-01-021
Amended	2022-02-16	22-02-135
Amended	2022-06-23	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 22, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Amend - Policy FIN028 Credit Card Policy

BACKGROUND / PROPOSAL:

During the June 8th Council meeting, the Organization Chart was amended, and the Credit Card Policy FIN028 has been identified as requiring amendment (attached).

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION/PUBLIC PARTICIPATION:

N/A

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

POLICY REFERENCE:

Policy FIN028 Credit Card Policy

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That Policy FIN028 Credit Card Policy be amended as presented/discussed.

Author: J. Batt Review Date: _____ CAO _____

Mackenzie County

Title	Credit Card Use	Policy No:	FIN028
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Legislation Reference	Municipal Government Act, Part 6, Section 248
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Purpose To establish a policy and procedure for the use of County credit cards.

Policy Statement:

The County issues credit cards to facilitate certain minor purchases such as authorized travelling arrangements and associated costs, authorized conference registration fees, training fees, specialized equipment parts etc. The County credit cards shall only be used for the purchase of goods and services for official business of Mackenzie County. Credit cards shall be used only in warranted circumstances.

Guidelines/Procedures:

1. Approval authority

A credit card shall only be issued to an employee on approval by the Chief Administrative Officer and in accordance with this policy.

The CAO shall present annually to the Committee of the Whole a listing of staff that hold credit cards (including limits) issued by the County. If any changes are approved for operational reasons the CAO shall report this changes to the next scheduled Committee of the Whole meeting.

2. Authorized credit limit

The CAO shall include the combined authorized limit of all approved individuals cards when reporting to the Committee of the Whole. The individual card limits shall be set in consideration within the financial limits approved within the Purchasing Authority Directive and Tendering Policy FIN025.

3. Allowable Purchases

The allowable purchase limits shall be within the individual's purchasing authorities as outlined in the Purchasing Authority Directive and Tendering Policy FIN025 and/or as authorized by the Chief Administrative Officer and as approved in the County's budgets.

4. Loyalty or Reward Points

- 4.1 Loyalty points or rewards accrued or earned by the use of a County credit card shall accrue to Mackenzie County.
- 4.2 Loyalty points or rewards accrued to an employee that are not directly attributed to a County credit card are excluded from this policy.
- 4.3 Redemption of loyalty points or rewards accrued under a County credit card is limited to business purposes.
- 4.4 Employees are encouraged to use a County credit card instead of a personal credit card for business expenses.
- 4.5 Authorized uses of loyalty points or rewards may include:
 - offset to (reduction of) the cost of future work-related travel;
 - door prizes for ratepayers' meetings;
 - employee gifts or awards (as per Years of Service Award Program Policy ADM011);
 - prizes for the County's annual charity golf tournament; and
 - volunteer recognition in the local not-for-profit sector.
- 4.6 Redemption of loyalty points or rewards shall be reported at the first Committee of the Whole meeting after the points or rewards were redeemed.
- 4.7 Loyalty points or rewards can only be redeemed via ATB's online rewards website. Access to the County's rewards account shall be limited to the Chief Administrative Officer or Director of Finance.

5. Responsibility of Credit Cardholders

- 5.1 An employee shall be required to enter into a Cardholder Agreement presented as Schedule A.
- 5.2 The employee shall ensure that all credit card purchases are in compliance with the County's Purchasing Authority Directive and Tendering Policy FIN025.
- 5.3 A credit card shall only be used by the employee to whom the card is issued.
- 5.4 The employee issued the credit card is responsible for its protection and custody.
- 5.5 The employee using the credit card must submit receipts, including documentation detailing the goods and services purchased, the associated costs, date of the purchase and the official business explanation.

- 5.6 The above said receipts and documentation must be submitted to the Finance Department along with completed Schedule B form, in a timely manner to reconcile against the monthly credit card statement.
- 5.7 A credit card shall not be used for cash advances, personal use or any other type of purchase not permitted under the County's purchasing ordinance.
- 5.8 Lost or stolen credit card shall be immediately reported to both ATB Financial and the Chief Administrative Officer.
- 5.9 An employee must immediately surrender the card upon termination of employment. The County reserves the right to withhold the final payroll payout until the card is surrendered.

6. Non-Compliance

- 6.1 Violation of the policy may result in revocation of a credit card use privileges.
- 6.2 An employee found guilty of unauthorized use of a County credit card may be subject to disciplinary action up to and including termination and legal action under the Provincial Statutes.
- 6.3 An employee shall be required to reimburse the County for all costs associated with improper use through direct payment and/or authorize payroll deduction for reimbursement of costs.

7. Internal Controls

- 7.1 The County Chief Administrative Officer is the administrator of this policy and shall be responsible for the issuance and retrieval of assigned credit cards to personnel and generally for overseeing compliance with this policy.
- 7.2 Director of Finance shall be responsible for :
 - a) Assisting and maintaining record of issuance and retrieval of credit cards and overseeing compliance with this policy.
 - b) Accounting and payment of expenses.
 - c) Reconciliation of receipts and documentation to the monthly statements (See Schedule B for example).
 - d) Presentation of the monthly credit cards statements to the Committee of the Whole.
 - e) Maintaining a record of loyalty points that accumulate on the County's credit card account, and the applications of those points.
 - f) Referring all non-authorized use of loyalty points or rewards to the Committee of the Whole for review and approval.

	Date	Resolution Number
Approved	2010-12-14	10-12-1109
Amended	2012-10-09	12-10-651
Amended	2014-04-28	14-04-286
Amended	2014-05-13	14-05-332
Amended	2015-09-08	15-09-614
Amended	2016-08-24	16-08-646
Amended	2016-12-13	16-12-909
Amended	2017-12-12	17-12-913
Amended	2019-02-12	19-02-061
Amended	2021-05-11	21-05-402
Amended	2022-06-22	

Sample of Report to the Committee of the Whole

Position	Credit Card Limit
Chief Administrative Officer	\$45,000
Director of Community Services	\$10,000
Director of Finance	\$10,000
Director Manager of Legislative & Support Services	\$10,000
Director of Operations	\$10,000
Director of Projects and Infrastructure	\$10,000
Director of Utilities	\$10,000
Agriculture Field Man	\$7,500
Fleet Maintenance Manager	\$7,500
Manager Director of Planning & Development Agriculture	\$7,500
IT Specialist	\$7,500
Administrative Assistant (<i>for travel arrangements</i>)	\$30,000
TOTAL	\$165,000

Schedule A

Credit Cardholder Agreement

Requirements for use of the County Credit Card:

1. The credit card is to be used only to make purchases at the request of and for the legitimate business benefit of Mackenzie County.
2. The credit card must be used in accordance with the provisions of the Credit Card Use Policy established by Mackenzie County, as attached hereto.
3. An employee must immediately surrender the card upon termination of employment. The County reserves the right to withhold the final payroll payout until the card is surrendered.

Violations of these requirements shall result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the County for all costs associated with such improper use through a direct payment and/or payroll deduction. Disciplinary action(s) may be taken up to and including termination of employment. Mackenzie County will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Credit Card Number: _____

Received by: _____
Name (Please Print)

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said Policy.

Signature: _____

Date: _____

CAO Approval: _____

Date: _____

(Below, for Finance Department Use Only)

Credit Card Returned

Authorized Signature: _____

Date: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 22, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Financial Reports – January 1 – May 31, 2022

BACKGROUND / PROPOSAL:

The Finance Department also provides monthly financial reports to Council as per policy. January – May 31, 2022 reports are attached for review.

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

OPTIONS & BENEFITS:

Financial Reports to Council

Council shall receive the following reports monthly:

- Statement comparing actual operating revenues and expenditures to budget for the year-to-date (January – May 31, 2022)
- A report of funds invested in term deposits and other securities
 - (January – April 30, 2022)
- Project progress reports including expenditures to budget until April 30, 2022.

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

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

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Policy FIN010 – Financial Reports

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

Mackenzie County
Summary of All Units January - May 2022

	<u>2022</u>	<u>2022 Actual</u>	<u>\$ Variance</u>
	<u>Budget</u>	<u>Total</u>	<u>(Remaining)</u>
OPERATING REVENUES			
100-Municipal Taxes	\$24,358,080	\$24,325,976	\$32,104
101-Lodge Requisition	\$815,695	\$814,468	\$1,227
102-School Requisition	\$6,612,576	\$6,601,760	\$10,816
103-Designated Ind. Property	\$72,796	\$72,629	\$167
124-Frontage	\$99,450	\$53,204	\$46,246
261-Ice Bridge	\$140,000	\$135,000	\$5,000
420-Sales of goods and services	\$1,005,720	\$326,244	\$679,476
421-Sale of water - metered	\$3,529,675	\$1,457,072	\$2,072,603
422-Sale of water - bulk	\$937,608	\$386,873	\$550,735
424-Sale of land	\$10,000		\$10,000
510-Penalties on taxes	\$700,000	\$194,440	\$505,560
511-Penalties of AR and utilities	\$21,000	\$13,603	\$7,397
520-Licenses and permits	\$55,000	\$36,825	\$18,175
521-Offsite levy	\$20,000		\$20,000
522-Municipal reserve revenue	\$150,000	\$7,000	\$143,000
526-Safety code permits	\$300,000	\$64,150	\$235,850
525-Subdivision fees	\$75,000	\$42,550	\$32,450
530-Fines	\$9,000	\$3,758	\$5,242
531-Safety code fees	\$8,000	\$2,689	\$5,311
550-Interest revenue	\$325,000	\$33,891	\$291,109
551-Market value changes		\$4,896	(\$4,896)
560-Rental and lease revenue	\$174,127	\$76,450	\$97,677
570-Insurance proceeds			\$0
597-Other revenue	\$28,662	\$16,938	\$11,724
598-Community aggregate levy	\$85,000		\$85,000
630-Sale of non-TCA equipment			\$0
840-Provincial grants	\$602,353	\$168,362	\$433,991
909-Other Sources -Grants	\$65,000		\$65,000
930-Contribution from Operating Reserves	\$2,933,411		\$2,933,411
940-Contribution from Capital Reserves			\$0
TOTAL REVENUE	\$43,133,153	\$34,838,779	\$8,294,374
Excluding Requisitions	\$35,632,086	\$27,349,922	\$8,282,164

Mackenzie County
Summary of All Units January - May 2022

	2022	2022 Actual	\$ Variance
	Budget	Total	(Remaining)
OPERATING EXPENSES			
110-Wages and salaries	\$6,770,291	\$2,561,169	\$4,209,122
132-Benefits	\$1,319,040	\$522,073	\$796,967
136-WCB contributions	\$127,393	\$21,466	\$105,927
142-Recruiting	\$15,000		\$15,000
150-Isolation cost	\$43,200	\$20,585	\$22,615
151-Honoraria	\$587,360	\$193,235	\$394,125
211-Travel and subsistence	\$336,614	\$87,234	\$249,380
212-Promotional expense	\$36,000	\$7,433	\$28,567
214-Memberships & conference fees	\$129,977	\$52,676	\$77,301
215-Freight	\$98,450	\$27,051	\$71,399
216-Postage	\$62,050	\$25,392	\$36,658
217-Telephone	\$118,420	\$42,392	\$76,028
221-Advertising	\$77,400	\$11,779	\$65,621
223-Subscriptions and publications	\$12,600	\$7,800	\$4,800
231-Audit fee	\$115,000	\$106,000	\$9,000
232-Legal fee	\$100,000	\$26,282	\$73,718
233-Engineering consulting	\$192,000	\$64,951	\$127,049
235-Professional fee	\$215,700	\$92,134	\$123,566
236-Enhanced policing fee	\$531,924	\$97,186	\$434,738
239-Training and education	\$101,340	\$20,475	\$80,865
242-Computer programming	\$214,675	\$20,067	\$194,608
243-Waste Management	\$531,800	\$148,165	\$383,635
251-Repair & maintenance - bridges	\$159,500	\$10,423	\$149,077
252-Repair & maintenance - buildings	\$155,640	\$48,291	\$107,349
253-Repair & maintenance - equipment	\$409,950	\$196,324	\$213,626
255-Repair & maintenance - vehicles	\$102,400	\$46,563	\$55,837
258-Contract graders	\$776,302	\$258,052	\$518,250
259-Repair & maintenance - structural	\$1,535,700	\$187,060	\$1,348,641
260-Roadside Mowing & Spraying	\$368,733	\$35,750	\$332,983
261-Ice bridge construction	\$125,000	\$117,521	\$7,479
262-Rental - building and land	\$64,650	\$32,900	\$31,750
263-Rental - vehicle and equipment	\$104,530	\$38,013	\$66,517
266-Communications	\$155,992	\$67,472	\$88,520
271-Licenses and permits	\$23,000	\$463	\$22,537
272-Damage claims			\$0
274-Insurance	\$590,534	\$531,502	\$59,032
342-Assessor fees	\$282,502	\$49,417	\$233,085
290-Election cost	\$3,000		\$3,000
511-Goods and supplies	\$963,313	\$373,811	\$589,502
515-Lab Testing	\$50,500	\$13,915	\$36,585
521-Fuel and oil	\$645,700	\$438,480	\$207,221
531-Chemicals and salt	\$456,800	\$66,729	\$390,071
532-Dust control	\$890,000		\$890,000
533-Grader blades	\$143,000	\$31,564	\$111,436
534-Gravel (apply: supply and apply)	\$3,578,583	\$33,502	\$3,545,081
994-Change in Inventory	\$300,000		\$300,000
543-Natural gas	\$128,013	\$101,224	\$26,789
544-Electrical power	\$717,093	\$328,438	\$388,655
550-Carbon Tax	\$104,000	\$65,661	\$38,339
710-Grants to local governments	\$2,250,000	\$625,000	\$1,625,000
735-Grants to other organizations	\$2,314,147	\$1,221,349	\$1,092,798
747-School requisition	\$6,612,576	\$1,568,065	\$5,044,511
750-Lodge requisition	\$815,695		\$815,695
760-Designated Ind. Property	\$72,796		\$72,796
763/764-Contributed to Reserve	\$2,407,959		\$2,407,959
810-Interest and service charges	\$22,360	\$8,751	\$13,609
831-Interest - long term debt	\$366,662	\$6,257	\$360,405
832-Principle - Long term debt	\$1,356,458	\$319,420	\$1,037,038
921-Bad Debt	\$1,500,000		\$1,500,000
Non-TCA projects	\$843,827	\$65,647	\$778,180
TOTAL EXPENSES	\$43,133,149	\$11,043,110	\$32,090,039
Excluding Requisitions	\$35,632,082	\$9,475,045	\$26,157,037
995-Amortization of TCA	\$10,250,393		\$10,250,393

	<u>2022</u>	<u>2022 Actual</u>	<u>\$ Variance</u>
	<u>Budget</u>	<u>Total</u>	<u>(Remaining)</u>
OPERATING REVENUES			
<hr/>			
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OPERATING EXPENSES			
132-Benefits	\$45,836	\$18,779	\$27,057
136-WCB contributions	\$8,119	\$1,301	\$6,818
151-Honoraria	\$475,560	\$182,510	\$293,050
211-Travel and subsistence	\$210,373	\$48,348	\$162,025
214-Memberships & conference fees	\$64,150	\$30,908	\$33,242
216-Postage		\$789	(\$789)
217-Telephone	\$7,700	\$2,438	\$5,262
221-Advertising	\$1,000		\$1,000
223-Subscriptions and publications	\$750		\$750
235-Professional fee	\$8,000		\$8,000
239-Training and education	\$1,700	\$953	\$748
266-Communications	\$15,600	\$4,031	\$11,569
274-Insurance	\$2,194	\$1,828	\$366
290-Election cost	\$3,000	\$0	\$3,000
511-Goods and supplies	\$9,700	\$701	\$8,999
TOTAL EXPENSES	<u>\$853,682</u>	<u>\$292,585</u>	<u>\$561,097</u>
Excluding Requisitions	<u>\$853,682</u>	<u>\$292,585</u>	<u>\$561,097</u>

	2022	2022 Actual	\$ Variance
	Budget	Total	(Remaining)
OPERATING REVENUES			
420-Sales of goods and services	\$31,050	\$28,159	\$2,891
510-Penalties on taxes	\$700,000	\$194,440	\$505,560
511-Penalties of AR and utilities	\$9,000	\$5,375	\$3,625
550-Interest revenue	\$325,000	\$33,891	\$291,109
551-Market value changes		\$4,896	(\$4,896)
560-Rental and lease revenue	\$54,300	\$30,508	\$23,792
570-Insurance proceeds			\$0
597-Other revenue	\$15,000	\$16,450	(\$1,450)
598-Community aggregate levy	\$85,000	\$0	\$85,000
830-Federal grants		\$0	\$0
840-Provincial grants	\$48,502	\$19,020	\$29,482
890-Gain (Loss) Penny Rounding		\$1	(\$1)
909-Other Sources -Grants	\$50,000	\$0	\$50,000
930-Contribution from Operating Reserves	\$75,000	\$0	\$75,000
TOTAL REVENUE	\$1,392,852	\$332,740	\$1,060,112
Excluding Requisitions	\$1,392,852	\$332,740	\$1,060,112
OPERATING EXPENSES			
110-Wages and salaries	\$1,791,159	\$652,783	\$1,138,376
132-Benefits	\$353,752	\$136,478	\$217,274
136-WCB contributions	\$28,995	\$5,407	\$23,588
142-Recruiting	\$15,000	\$0	\$15,000
150-Isolation cost	\$14,400	\$6,000	\$8,400
211-Travel and subsistence	\$29,851	\$8,128	\$21,723
212-Promotional expense	\$21,000	\$4,908	\$16,092
214-Memberships & conference fees	\$21,832	\$4,564	\$17,268
215-Freight	\$9,000	\$2,768	\$6,232
216-Postage	\$24,550	\$23,868	\$682
217-Telephone	\$43,600	\$19,436	\$24,164
221-Advertising	\$64,000	\$6,679	\$57,321
223-Subscriptions and publications	\$8,250	\$6,480	\$1,770
231-Audit fee	\$115,000	\$106,000	\$9,000
232-Legal fee	\$100,000	\$22,804	\$77,196
233-Engineering consulting		\$0	\$0
235-Professional fee	\$75,000	\$13,981	\$61,019
239-Training and education	\$19,620	\$1,585	\$18,035
242-Computer programming	\$124,300	\$5,822	\$118,478
243-Waste Management	\$4,800	\$3,391	\$1,409
252-Repair & maintenance - buildings	\$59,150	\$24,051	\$35,100
253-Repair & maintenance - equipment	\$9,100	\$411	\$8,689
255-Repair & maintenance - vehicles	\$5,600	\$1,403	\$4,197
258-Contract graders		\$0	\$0
259-Repair & maintenance - structural	\$500	\$0	\$500
262-Rental - building and land		\$0	\$0
263-Rental - vehicle and equipment	\$29,494	\$8,028	\$21,466
266-Communications	\$51,660	\$19,554	\$32,106
271-Licenses and permits		\$112	(\$112)
274-Insurance	\$106,711	\$101,289	\$5,422
342-Assessor fees	\$282,502	\$49,417	\$233,085
511-Goods and supplies	\$90,500	\$45,051	\$45,449
521-Fuel and oil	\$20,600	\$7,579	\$13,021
994-Change in Inventory		\$0	\$0
543-Natural gas	\$18,516	\$12,382	\$6,134
544-Electrical power	\$81,058	\$44,125	\$36,933
710-Grants to local governments	\$2,250,000	\$625,000	\$1,625,000
763/764-Contributed to Reserve	\$169,450	\$0	\$169,450
810-Interest and service charges	\$21,000	\$8,296	\$12,704
831-Interest - long term debt			\$0
832-Principle - Long term debt			\$0
921-Bad Debt	\$1,500,000	\$0	\$1,500,000
Non-TCA projects	\$125,000	\$36,842	\$88,158
TOTAL EXPENSES	\$7,684,950	\$2,014,621	\$5,670,329
Excluding Requisitions	\$7,684,950	\$2,014,621	\$5,670,329
995-Amortization of TCA	\$347,368	\$0	\$347,368

	2022 Budget	2022 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
420-Sales of goods and services	\$173,900	\$3,418	\$170,482
630-Sale of non-TCA equipment			\$0
840-Provincial grants		\$0	\$0
909-Other Sources -Grants	\$15,000		\$15,000
930-Contribution from Operating Reserves	\$15,000		\$15,000
TOTAL REVENUE	\$203,900	\$3,418	\$200,482
Excluding Requisitions	\$203,900	\$3,418	\$200,482
OPERATING EXPENSES			
110-Wages and salaries	\$44,925	\$18,045	\$26,880
132-Benefits	\$7,618	\$3,908	\$3,710
136-WCB contributions	\$782	\$136	\$646
151-Honoraria	\$111,800	\$10,725	\$101,075
211-Travel and subsistence	\$5,950	\$2,925	\$3,025
214-Memberships & conference fees	\$3,630	\$0	\$3,630
215-Freight	\$1,000	\$527	\$473
216-Postage			\$0
217-Telephone	\$27,440	\$9,439	\$18,001
221-Advertising			\$0
235-Professional fee		\$0	\$0
239-Training and education	\$44,420	\$1,599	\$42,821
252-Repair & maintenance - buildings	\$10,500	\$4,366	\$6,134
253-Repair & maintenance - equipment	\$29,600	\$7,499	\$22,101
255-Repair & maintenance - vehicles	\$8,700	\$2,136	\$6,564
258-Contract graders	\$17,000	\$0	\$17,000
259-Repair & maintenance - structural	\$1,500	\$0	\$1,500
263-Rental - vehicle and equipment	\$27,000	\$11,996	\$15,004
266-Communications	\$69,012	\$37,803	\$31,209
271-Licenses and permits	\$4,000	\$0	\$4,000
274-Insurance	\$48,867	\$41,691	\$7,176
511-Goods and supplies	\$113,274	\$20,829	\$92,445
521-Fuel and oil	\$17,000	\$5,124	\$11,876
543-Natural gas	\$14,166	\$11,867	\$2,299
544-Electrical power	\$16,707	\$8,417	\$8,290
Non-TCA projects	\$30,000		\$30,000
TOTAL EXPENSES	\$654,891	\$199,032	\$455,859
Excluding Requisitions	\$654,891	\$199,032	\$455,859
995-Amortization of TCA	\$202,247	\$0	\$202,247

Mackenzie County
25-Ambulance/Municipal Emergency

	2022 Budget	2022 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
560-Rental and lease revenue	\$40,500	\$13,500	\$27,000
TOTAL REVENUE	\$40,500	\$13,500	\$27,000
Excluding Requisitions	\$40,500	\$13,500	\$27,000
OPERATING EXPENSES			
252-Repair & maintenance - buildings	\$7,000	\$229	\$6,771
274-Insurance	\$3,434	\$1,715	\$1,719
TOTAL EXPENSES	\$10,434	\$1,944	\$8,490
Excluding Requisitions	\$10,434	\$1,944	\$8,490
995-Amortization of TCA	\$12,328	\$0	\$12,328

Mackenzie County
26-Enforcement Services

	2022 Budget	2022 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
520-Licenses and permits	\$1,000		\$1,000
530-Fines	\$9,000	\$3,758	\$5,242
560-Rental and lease revenue	\$13,827	\$5,761	\$8,066
630-Sale of non-TCA equipment		\$0	\$0
TOTAL REVENUE	\$23,827	\$9,519	\$14,308
Excluding Requisitions	\$23,827	\$9,519	\$14,308
OPERATING EXPENSES			
110-Wages and salaries	\$14,975	\$6,015	\$8,960
132-Benefits	\$2,539	\$1,303	\$1,236
136-WCB contributions	\$261	\$45	\$216
211-Travel and subsistence	\$7,000	\$316	\$6,684
214-Memberships & conference fees		\$0	\$0
215-Freight			\$0
217-Telephone	\$1,200	\$0	\$1,200
223-Subscriptions and publications	\$1,300		\$1,300
235-Professional fee	\$2,000	\$80	\$1,920
236-Enhanced policing fee	\$531,924	\$97,186	\$434,738
239-Training and education	\$8,000	\$3,870	\$4,130
252-Repair & maintenance - buildings	\$12,050		\$12,050
255-Repair & maintenance - vehicles			\$0
258-Contract graders	\$8,000		\$8,000
266-Communications	\$500	\$255	\$245
274-Insurance	\$6,240	\$5,200	\$1,040
511-Goods and supplies	\$500	\$550	(\$50)
521-Fuel and oil	\$500	\$543	(\$43)
TOTAL EXPENSES	\$596,989	\$115,364	\$481,625
Excluding Requisitions	\$596,989	\$115,364	\$481,625
995-Amortization of TCA	\$565	\$0	\$565

	2022	2022 Actual	\$ Variance
	Budget	Total	(Remaining)
OPERATING REVENUES			
124-Frontage	\$81,100	\$34,910	\$46,190
261-Ice Bridge	\$140,000	\$135,000	\$5,000
420-Sales of goods and services	\$291,570	\$132,251	\$159,319
520-Licenses and permits	\$4,000	\$3,450	\$550
521-Offsite levy			\$0
570-Insurance proceeds		\$0	\$0
597-Other revenue		\$0	\$0
630-Sale of non-TCA equipment		\$0	\$0
830-Federal grants		\$0	\$0
840-Provincial grants	\$121,262	\$0	\$121,262
930-Contribution from Operating Reserves	\$2,155,183	\$0	\$2,155,183
TOTAL REVENUE	\$2,793,115	\$305,611	\$2,487,504
Excluding Requisitions	\$2,793,115	\$305,611	\$2,487,504
OPERATING EXPENSES			
110-Wages and salaries	\$2,633,342	\$1,024,437	\$1,608,905
132-Benefits	\$486,010	\$183,881	\$302,129
136-WCB contributions	\$44,488	\$7,677	\$36,811
142-Recruiting		\$0	\$0
150-Isolation cost	\$14,400	\$7,662	\$6,738
211-Travel and subsistence	\$15,000	\$14,425	\$575
214-Memberships & conference fees	\$12,450	\$715	\$11,735
215-Freight	\$20,000	\$6,577	\$13,423
216-Postage		\$2	(\$2)
217-Telephone	\$15,180	\$4,183	\$10,997
221-Advertising	\$900	\$0	\$900
223-Subscriptions and publications	\$2,000	\$1,320	\$680
232-Legal fee		\$0	\$0
233-Engineering consulting	\$90,000	\$48,625	\$41,375
235-Professional fee	\$10,000	\$5,187	\$4,813
239-Training and education	\$6,000	\$11,479	(\$5,479)
251-Repair & maintenance - bridges	\$159,500	\$10,423	\$149,077
252-Repair & maintenance - buildings	\$28,390	\$13,486	\$14,904
253-Repair & maintenance - equipment	\$177,000	\$106,179	\$70,821
255-Repair & maintenance - vehicles	\$52,400	\$28,149	\$24,251
258-Contract graders	\$260,000	\$87,615	\$172,385
259-Repair & maintenance - structural	\$905,050	\$70,934	\$834,116
261-Ice bridge construction	\$125,000	\$117,521	\$7,479
262-Rental - building and land	\$3,150	\$1,500	\$1,650
263-Rental - vehicle and equipment	\$5,000	\$206	\$4,794
266-Communications	\$11,340	\$4,629	\$6,711
271-Licenses and permits	\$7,225	\$0	\$7,225
272-Damage claims		\$0	\$0
274-Insurance	\$179,782	\$153,965	\$25,817
511-Goods and supplies	\$371,239	\$193,515	\$177,724
521-Fuel and oil	\$540,000	\$302,197	\$237,803
531-Chemicals and salt	\$165,000	\$0	\$165,000
532-Dust control	\$890,000	\$0	\$890,000
533-Grader blades	\$143,000	\$31,564	\$111,436
534-Gravel (apply; supply and apply)	\$3,568,583	\$33,502	\$3,535,081
994-Change in Inventory	\$300,000	\$0	\$300,000
543-Natural gas	\$14,201	\$11,396	\$2,805
544-Electrical power	\$274,685	\$120,306	\$154,379
550-Carbon Tax	\$104,000	\$65,661	\$38,339
763/764-Contributed to Reserve	\$633,228	\$0	\$633,228
831-Interest - long term debt	\$345,554	(\$676)	\$346,230
832-Principle - Long term debt	\$1,006,843	\$166,857	\$839,986
921-Bad Debt			\$0
Non-TCA projects	\$6,600	\$1,990	\$4,611
TOTAL EXPENSES	\$13,626,540	\$2,837,088	\$10,789,452
Excluding Requisitions	\$13,626,540	\$2,837,088	\$10,789,452
995-Amortization of TCA	\$6,709,150	\$0	\$6,709,150

	2022 Budget	2022 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
420-Sales of goods and services	\$27,500	\$7,474	\$20,026
560-Rental and lease revenue	\$34,542	\$26,681	\$7,861
597-Other revenue			\$0
930-Contribution from Operating Reserves	\$32,708	\$0	\$32,708
TOTAL REVENUE	\$94,750	\$34,155	\$60,595
Excluding Requisitions	\$94,750	\$34,155	\$60,595
OPERATING EXPENSES			
110-Wages and salaries	\$39,008	\$12,030	\$26,978
132-Benefits	\$7,947	\$3,079	\$4,868
136-WCB contributions	\$680	\$118	\$562
211-Travel and subsistence	\$4,000		\$4,000
214-Memberships & conference fees	\$4,500	\$200	\$4,300
215-Freight	\$1,000		\$1,000
223-Subscriptions and publications	\$300		\$300
235-Professional fee	\$10,000	\$0	\$10,000
239-Training and education	\$3,200		\$3,200
252-Repair & maintenance - buildings	\$3,500	\$0	\$3,500
253-Repair & maintenance - equipment	\$32,000	\$0	\$32,000
255-Repair & maintenance - vehicles	\$3,300		\$3,300
259-Repair & maintenance - structural	\$26,200	\$0	\$26,200
262-Rental - building and land	\$60,000	\$30,000	\$30,000
266-Communications	\$4,880	\$1,041	\$3,839
271-Licenses and permits	\$1,725	\$0	\$1,725
274-Insurance	\$7,027	\$5,969	\$1,058
511-Goods and supplies	\$1,000	\$2,888	(\$1,888)
521-Fuel and oil	\$1,700	\$798	\$902
531-Chemicals and salt	\$17,500	\$6,347	\$11,153
994-Change in Inventory		\$0	\$0
543-Natural gas	\$3,642	\$3,095	\$547
544-Electrical power	\$26,579	\$15,093	\$11,486
Non-TCA projects	\$32,708	\$0	\$32,708
TOTAL EXPENSES	\$292,396	\$80,657	\$211,739
Excluding Requisitions	\$292,396	\$80,657	\$211,739
995-Amortization of TCA	\$196,006	\$0	\$196,006

	2022 Budget	2022 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
124-Frontage	\$5,950	\$5,926	\$24
420-Sales of goods and services	\$68,500	\$26,932	\$41,568
421-Sale of water - metered	\$2,392,568	\$1,007,696	\$1,384,872
422-Sale of water - bulk	\$928,708	\$383,998	\$544,710
511-Penalties of AR and utilities	\$12,000	\$8,228	\$3,772
521-Offsite levy	\$20,000	\$0	\$20,000
597-Other revenue		\$488	(\$488)
630-Sale of non-TCA equipment		\$0	\$0
909-Other Sources -Grants			\$0
930-Contribution from Operating Reserves	\$220,080	\$0	\$220,080
TOTAL REVENUE	\$3,647,806	\$1,433,267	\$2,214,539
Excluding Requisitions	\$3,647,806	\$1,433,267	\$2,214,539
OPERATING EXPENSES			
110-Wages and salaries	\$542,765	\$210,554	\$332,211
132-Benefits	\$94,871	\$38,100	\$56,771
136-WCB contributions	\$12,939	\$1,638	\$11,301
150-Isolation cost	\$8,640	\$4,154	\$4,486
211-Travel and subsistence	\$44,600	\$7,507	\$37,093
214-Memberships & conference fees	\$3,020	\$1,680	\$1,340
215-Freight	\$60,100	\$16,065	\$44,035
216-Postage	\$31,500	\$628	\$30,872
217-Telephone	\$18,000	\$5,430	\$12,570
221-Advertising	\$500	\$0	\$500
233-Engineering consulting	\$26,000	\$7,000	\$19,000
235-Professional fee			\$0
239-Training and education	\$8,750	\$920	\$7,830
242-Computer programming	\$7,500	\$2,426	\$5,074
252-Repair & maintenance - buildings	\$15,900	\$6,083	\$9,817
253-Repair & maintenance - equipment	\$73,950	\$28,351	\$45,599
255-Repair & maintenance - vehicles	\$10,800	\$9,150	\$1,650
258-Contract graders	\$77,600	\$25,738	\$51,863
259-Repair & maintenance - structural	\$69,700	\$12,762	\$56,938
262-Rental - building and land	\$1,500	\$1,400	\$100
263-Rental - vehicle and equipment	\$1,500	\$3,700	(\$2,200)
266-Communications	\$2,000	\$160	\$1,840
271-Licenses and permits	\$950	\$351	\$599
274-Insurance	\$136,369	\$124,927	\$11,443
511-Goods and supplies	\$302,300	\$94,959	\$207,341
515-Lab Testing	\$45,000	\$13,725	\$31,275
521-Fuel and oil	\$46,000	\$20,944	\$25,056
531-Chemicals and salt	\$143,300	\$46,255	\$97,045
994-Change in Inventory		\$0	\$0
543-Natural gas	\$71,997	\$59,586	\$12,411
544-Electrical power	\$276,800	\$120,271	\$156,529
763/764-Contributed to Reserve	\$1,066,043	\$0	\$1,066,043
831-Interest - long term debt	\$11,719	\$6,160	\$5,559
832-Principle - Long term debt	\$215,113	\$107,256	\$107,857
921-Bad Debt			\$0
Non-TCA projects	\$220,080	\$1,318	\$218,763
TOTAL EXPENSES	\$3,647,806	\$979,197	\$2,668,609
Excluding Requisitions	\$3,647,806	\$979,197	\$2,668,609
995-Amortization of TCA	\$1,405,945	\$0	\$1,405,945

Mackenzie County
42-Sewer Services

	2022 Budget	2022 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
124-Frontage	\$12,400	\$12,369	\$31
420-Sales of goods and services			\$0
421-Sale of water - metered	\$1,137,107	\$449,377	\$687,730
422-Sale of water - bulk	\$8,900	\$2,875	\$6,025
930-Contribution from Operating Reserves		\$0	\$0
TOTAL REVENUE	\$1,158,407	\$464,620	\$693,787
Excluding Requisitions	\$1,158,407	\$464,620	\$693,787
OPERATING EXPENSES			
110-Wages and salaries	\$358,918	\$121,016	\$237,902
132-Benefits	\$65,614	\$24,527	\$41,087
136-WCB contributions	\$8,724	\$1,083	\$7,641
150-Isolation cost	\$5,760	\$2,769	\$2,991
215-Freight	\$3,250	\$579	\$2,671
232-Legal fee		\$703	(\$703)
233-Engineering consulting	\$6,000	\$0	\$6,000
252-Repair & maintenance - buildings	\$1,750	\$76	\$1,674
253-Repair & maintenance - equipment	\$64,100	\$52,555	\$11,545
259-Repair & maintenance - structural	\$140,650	\$1,650	\$139,000
263-Rental - vehicle and equipment	\$2,000		\$2,000
271-Licenses and permits	\$100		\$100
274-Insurance	\$12,461	\$10,604	\$1,857
511-Goods and supplies	\$10,500	\$996	\$9,504
515-Lab Testing	\$5,500	\$190	\$5,310
521-Fuel and oil		\$0	\$0
531-Chemicals and salt	\$36,000	\$14,128	\$21,872
543-Natural gas	\$4,715	\$2,647	\$2,068
544-Electrical power	\$26,522	\$11,711	\$14,811
763/764-Contributed to Reserve	\$375,576	\$0	\$375,576
831-Interest - long term debt	\$7,789	\$418	\$7,371
832-Principle - Long term debt	\$22,478	\$5,536	\$16,942
Non-TCA projects		\$0	\$0
TOTAL EXPENSES	\$1,158,407	\$251,190	\$907,217
Excluding Requisitions	\$1,158,407	\$251,190	\$907,217
995-Amortization of TCA	\$698,464	\$0	\$698,464

Mackenzie County
43-Solid Waste Disposal

	<u>2022</u>	<u>2022 Actual</u>	<u>\$ Variance</u>
	<u>Budget</u>	<u>Total</u>	<u>(Remaining)</u>
OPERATING REVENUES			
420-Sales of goods and services	\$297,000	\$105,219	\$191,781
930-Contribution from Operating Reserves		\$0	\$0
TOTAL REVENUE	\$297,000	\$105,219	\$191,781
Excluding Requisitions	\$297,000	\$105,219	\$191,781
OPERATING EXPENSES			
110-Wages and salaries	\$58,938	\$22,715	\$36,223
132-Benefits	\$10,270	\$4,961	\$5,309
136-WCB contributions	\$1,028	\$178	\$850
214-Memberships & conference fees		\$0	\$0
215-Freight			\$0
221-Advertising	\$800		\$800
235-Professional fee		\$0	\$0
243-Waste Management	\$527,000	\$144,774	\$382,226
252-Repair & maintenance - buildings	\$5,400	\$0	\$5,400
253-Repair & maintenance - equipment	\$8,750	\$0	\$8,750
258-Contract graders	\$136,702	\$46,223	\$90,479
259-Repair & maintenance - structural	\$31,600	\$555	\$31,045
271-Licenses and permits		\$0	\$0
274-Insurance	\$5,645	\$1,977	\$3,668
511-Goods and supplies	\$2,100	\$650	\$1,450
521-Fuel and oil	\$7,000	\$3,855	\$3,145
544-Electrical power	\$13,510	\$7,802	\$5,708
810-Interest and service charges	\$1,360	\$455	\$905
TOTAL EXPENSES	\$810,103	\$234,144	\$575,959
Excluding Requisitions	\$810,103	\$234,144	\$575,959
995-Amortization of TCA	\$20,137	\$0	\$20,137

Mackenzie County
51-Family Community Services

	2022 Budget	2022 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
597-Other revenue	\$13,662		\$13,662
840-Provincial grants	\$298,682	\$149,342	\$149,340
909-Other Sources -Grants		\$0	\$0
TOTAL REVENUE	\$312,344	\$149,342	\$163,002
Excluding Requisitions	\$312,344	\$149,342	\$163,002
OPERATING EXPENSES			
255-Repair & maintenance - vehicles		\$2,224	(\$2,224)
274-Insurance	\$47	\$354	(\$307)
735-Grants to other organizations	\$836,800	\$523,554	\$313,246
763/764-Contributed to Reserve	\$13,662		\$13,662
TOTAL EXPENSES	\$850,509	\$526,131	\$324,378
Excluding Requisitions	\$850,509	\$526,131	\$324,378

Mackenzie County
61-Planning Development

	2022 Budget	2022 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
420-Sales of goods and services	\$19,000	\$20,965	(\$1,965)
520-Licenses and permits	\$50,000	\$33,375	\$16,625
526-Safety code permits	\$300,000	\$64,150	\$235,850
525-Subdivision fees		\$0	\$0
531-Safety code fees	\$8,000	\$2,689	\$5,311
560-Rental and lease revenue		\$0	\$0
597-Other revenue			\$0
830-Federal grants			\$0
840-Provincial grants		\$0	\$0
930-Contribution from Operating Reserves	\$362,385	\$0	\$362,385
TOTAL REVENUE	\$739,385	\$121,179	\$618,206
Excluding Requisitions	\$739,385	\$121,179	\$618,206
OPERATING EXPENSES			
110-Wages and salaries	\$676,471	\$241,960	\$434,511
132-Benefits	\$136,742	\$53,525	\$83,217
136-WCB contributions	\$11,004	\$2,042	\$8,962
142-Recruiting		\$0	\$0
211-Travel and subsistence	\$5,500	\$1,436	\$4,064
212-Promotional expense	\$2,000	\$37	\$1,963
214-Memberships & conference fees	\$1,880	\$925	\$955
215-Freight	\$3,000	\$535	\$2,465
216-Postage	\$4,000	\$105	\$3,895
217-Telephone	\$1,080	\$171	\$909
221-Advertising	\$3,000	\$300	\$2,700
232-Legal fee		\$2,775	(\$2,775)
233-Engineering consulting		\$0	\$0
235-Professional fee	\$20,000	\$12,515	\$7,485
239-Training and education	\$4,400	\$0	\$4,400
242-Computer programming	\$73,875	\$11,819	\$62,056
255-Repair & maintenance - vehicles	\$1,800	\$115	\$1,685
258-Contract graders	\$180,000	\$96,677	\$83,323
263-Rental - vehicle and equipment	\$12,000	\$2,764	\$9,236
271-Licenses and permits	\$8,000		\$8,000
274-Insurance	\$5,060	\$4,207	\$853
511-Goods and supplies	\$12,000	\$4,369	\$7,631
521-Fuel and oil	\$2,500	\$840	\$1,660
Non-TCA projects	\$362,384	\$25,498	\$336,886
TOTAL EXPENSES	\$1,526,696	\$462,617	\$1,064,079
Excluding Requisitions	\$1,526,696	\$462,617	\$1,064,079
995-Amortization of TCA	\$11,998	\$0	\$11,998

	2022 Budget	2022 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
420-Sales of goods and services	\$6,200	\$0	\$6,200
560-Rental and lease revenue	\$30,958	\$0	\$30,958
840-Provincial grants	\$133,907	\$0	\$133,907
930-Contribution from Operating Reserves	\$42,655		\$42,655
TOTAL REVENUE	\$213,720	\$0	\$213,720
Excluding Requisitions	\$213,720	\$0	\$213,720
OPERATING EXPENSES			
110-Wages and salaries	\$252,832	\$96,601	\$156,231
132-Benefits	\$45,398	\$19,766	\$25,632
136-WCB contributions	\$4,425	\$763	\$3,662
211-Travel and subsistence	\$9,940	\$2,879	\$7,061
212-Promotional expense	\$2,000		\$2,000
214-Memberships & conference fees	\$2,870	\$1,060	\$1,810
215-Freight		\$0	\$0
217-Telephone	\$2,760	\$725	\$2,035
221-Advertising	\$500	\$0	\$500
232-Legal fee		\$0	\$0
233-Engineering consulting	\$20,000	\$0	\$20,000
235-Professional fee	\$65,600	\$60,330	\$5,270
239-Training and education	\$1,050	\$0	\$1,050
242-Computer programming	\$9,000		\$9,000
252-Repair & maintenance - buildings	\$500	\$0	\$500
253-Repair & maintenance - equipment	\$6,500	\$663	\$5,837
255-Repair & maintenance - vehicles	\$7,200	\$1,299	\$5,901
258-Contract graders		\$0	\$0
259-Repair & maintenance - structural	\$276,500	\$101,078	\$175,422
260-Roadside Mowing & Spraying	\$368,733	\$35,750	\$332,983
263-Rental - vehicle and equipment	\$22,136	\$8,619	\$13,517
274-Insurance	\$17,000	\$14,661	\$2,339
511-Goods and supplies	\$10,900	\$423	\$10,477
521-Fuel and oil	\$10,000	\$6,301	\$3,699
531-Chemicals and salt	\$95,000	\$0	\$95,000
994-Change in Inventory		\$0	\$0
735-Grants to other organizations	\$148,500	\$30,000	\$118,500
763/764-Contributed to Reserve		\$0	\$0
Non-TCA projects	\$42,655		\$42,655
TOTAL EXPENSES	\$1,421,999	\$380,918	\$1,041,081
Excluding Requisitions	\$1,421,999	\$380,918	\$1,041,081
995-Amortization of TCA	\$46,113	\$0	\$46,113

	<u>2022</u>	<u>2022 Actual</u>	<u>\$ Variance</u>
	<u>Budget</u>	<u>Total</u>	<u>(Remaining)</u>
OPERATING REVENUES			
424-Sale of land	\$10,000	\$0	\$10,000
522-Municipal reserve revenue	\$150,000	\$7,000	\$143,000
525-Subdivision fees	\$75,000	\$42,550	\$32,450
597-Other revenue		\$0	\$0
TOTAL REVENUE	<u>\$235,000</u>	<u>\$49,550</u>	<u>\$185,450</u>
Excluding Requisitions	\$235,000	\$49,550	\$185,450
OPERATING EXPENSES			
110-Wages and salaries	\$212,675	\$111,013	\$101,662
132-Benefits	\$39,793	\$24,192	\$15,601
136-WCB contributions	\$3,424	\$642	\$2,782
211-Travel and subsistence	\$2,000	\$845	\$1,155
214-Memberships & conference fees	\$1,425	\$125	\$1,300
216-Postage	\$2,000		\$2,000
217-Telephone	\$960	\$171	\$789
233-Engineering consulting	\$30,000	\$9,326	\$20,674
235-Professional fee	\$25,000	\$40	\$24,960
239-Training and education	\$2,000	\$70	\$1,930
263-Rental - vehicle and equipment	\$5,400	\$2,700	\$2,700
511-Goods and supplies	\$4,000	\$0	\$4,000
763/764-Contributed to Reserve	\$150,000		\$150,000
TOTAL EXPENSES	<u>\$478,677</u>	<u>\$149,125</u>	<u>\$329,552</u>
Excluding Requisitions	\$478,677	\$149,125	\$329,552

Mackenzie County
71-Recreation Department

	<u>2022</u>	<u>2022 Actual</u>	<u>\$ Variance</u>
	<u>Budget</u>	<u>Total</u>	<u>(Remaining)</u>
OPERATING REVENUES			
930-Contribution from Operating Reserves	\$6,000	\$0	\$6,000
940-Contribution from Capital Reserves			\$0
TOTAL REVENUE	<u>\$6,000</u>	<u>\$0</u>	<u>\$6,000</u>
Excluding Requisitions	\$6,000	\$0	\$6,000
OPERATING EXPENSES			
252-Repair & maintenance - buildings		\$0	\$0
274-Insurance	\$54,383	\$57,259	(\$2,876)
511-Goods and supplies		\$375	(\$375)
544-Electrical power		\$50	(\$50)
735-Grants to other organizations	\$1,066,788	\$537,386	\$529,402
831-Interest - long term debt	\$1,600	\$355	\$1,245
832-Principle - Long term debt	\$112,024	\$39,770	\$72,254
Non-TCA projects		\$0	\$0
TOTAL EXPENSES	<u>\$1,234,795</u>	<u>\$635,195</u>	<u>\$599,600</u>
Excluding Requisitions	\$1,234,795	\$635,195	\$599,600
995-Amortization of TCA	\$486,433	\$0	\$486,433

	2022 Budget	2022 Actual Total	\$ Variance (Remaining)
OPERATING REVENUES			
420-Sales of goods and services	\$91,000	\$1,825	\$89,175
630-Sale of non-TCA equipment			\$0
930-Contribution from Operating Reserves	\$24,400	\$0	\$24,400
940-Contribution from Capital Reserves		\$0	\$0
TOTAL REVENUE	\$115,400	\$1,825	\$113,575
Excluding Requisitions	\$115,400	\$1,825	\$113,575
OPERATING EXPENSES			
110-Wages and salaries	\$144,283	\$43,998	\$100,285
132-Benefits	\$22,650	\$9,574	\$13,076
136-WCB contributions	\$2,524	\$436	\$2,088
150-Isolation cost			\$0
211-Travel and subsistence	\$2,400	\$424	\$1,976
214-Memberships & conference fees	\$1,720		\$1,720
215-Freight	\$1,100		\$1,100
217-Telephone	\$500	\$399	\$101
221-Advertising	\$1,700		\$1,700
233-Engineering consulting	\$20,000		\$20,000
235-Professional fee	\$100		\$100
239-Training and education	\$2,200		\$2,200
252-Repair & maintenance - buildings	\$9,000	\$0	\$9,000
253-Repair & maintenance - equipment	\$8,950	\$666	\$8,284
255-Repair & maintenance - vehicles	\$12,600	\$2,088	\$10,512
258-Contract graders	\$97,000	\$1,800	\$95,200
259-Repair & maintenance - structural	\$84,000	\$80	\$83,920
263-Rental - vehicle and equipment		\$0	\$0
266-Communications	\$1,000	\$0	\$1,000
271-Licenses and permits	\$1,000	\$0	\$1,000
274-Insurance	\$3,122	\$2,811	\$311
511-Goods and supplies	\$35,300	\$8,505	\$26,795
521-Fuel and oil	\$400	\$0	\$400
534-Gravel (apply; supply and apply)	\$10,000	\$0	\$10,000
994-Change in Inventory		\$0	\$0
543-Natural gas	\$776	\$250	\$526
544-Electrical power	\$1,232	\$663	\$569
Non-TCA projects	\$24,400	\$0	\$24,400
TOTAL EXPENSES	\$487,957	\$71,693	\$416,264
Excluding Requisitions	\$487,957	\$71,693	\$416,264
995-Amortization of TCA	\$113,638	\$0	\$113,638

	<u>2022</u>	<u>2022 Actual</u>	<u>\$ Variance</u>
	<u>Budget</u>	<u>Total</u>	<u>(Remaining)</u>
OPERATING REVENUES			
<hr/>			
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OPERATING EXPENSES			
212-Promotional expense	\$11,000	\$2,488	\$8,512
214-Memberships & conference fees	\$12,500	\$12,500	\$0
221-Advertising	\$5,000	\$4,800	\$200
511-Goods and supplies			\$0
TOTAL EXPENSES	<u>\$28,500</u>	<u>\$19,788</u>	<u>\$8,712</u>
Excluding Requisitions	\$28,500	\$19,788	\$8,712

	<u>2022</u>	<u>2022 Actual</u>	<u>\$ Variance</u>
	<u>Budget</u>	<u>Total</u>	<u>(Remaining)</u>
OPERATING REVENUES			
<hr/> <hr/>			
OPERATING EXPENSES			
252-Repair & maintenance - buildings	\$2,500		\$2,500
274-Insurance	\$2,192	\$3,045	(\$853)
735-Grants to other organizations	\$262,059	\$130,410	\$131,649
TOTAL EXPENSES	<u>\$266,751</u>	<u>\$133,454</u>	<u>\$133,297</u>
Excluding Requisitions	\$266,751	\$133,454	\$133,297

MACKENZIE COUNTY

ONE TIME Projects 2022 INCLUDING CARRY FORWARDS

CODE	Project Description	TOTAL PROJECT BUDGET	2022 BUDGET	TOTAL COSTS	2022 COSTS	2022 REMAINING BUDGET	External Funding				Internal Funding				Notes
							CCBF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	Restricted Surplus (previous years)	RS-type	Debenture	
(12) - Administration Department															
7.12.30.53	FV - Asset Management (2021)	125,000	125,000	438	438	124,562			50,000			75,000	GORF		CM 21-09-660
	Total department 12	125,000	125,000	438	438	124,562	-	-	50,000	-	-	75,000	-	-	125,000
(23) - Fire Department															
7.23.30.01	FV - Fire Dept Training Props (2018)	30,000	30,000	-	-	30,000				15,000		15,000	GORF		50/50 FVFD
	Total department 23	30,000	30,000	-	-	30,000	-	-	-	15,000	-	15,000	-	-	30,000
(32) - Public Works															
7.32.30.23	FV - Repair Shop Operations Fence	6,600	6,600	-	-	6,600						6,600	GORF		
	Total department 32	6,600	6,600	-	-	6,600	-	-	-	-	-	6,600	-	-	6,600
(33) - Airport															
7.33.30.01	Airport Master Plan (CF 2016)	75,000	32,707	42,293	-	32,707						32,708	GORF		
	Total department 33	75,000	32,707	42,293	-	32,707	-	-	-	-	-	32,708	-	-	32,708
(41) - Water															
7.41.30.08	LC - La Crete Future Water Supply Concept (2018)	200,000	190,910	9,090	-	190,910						190,910	GORF		
7.41.30.09	Water Diversion License Review	55,000	29,170	27,148	1,318	27,852						29,170	GORF		CM 21-12-837 ADDED \$10k from GOR
	Total department 41	255,000	220,080	36,238	1,318	218,762	-	-	-	-	-	220,080	-	-	220,080
(61) - Planning & Development Department															
7.61.30.16	Municipal Development Plan	305,000	36,384	279,765	11,150	25,235						36,385	GOR		20-08-494
7.61.30.17	LC - Atlas Landing Dispositions (2022)	25,000	25,000	14,348	14,348	10,652						25,000	GORF		
7.61.30.18	LC - Storm Water Plan (2022)	151,000	151,000	-	-	151,000						151,000	MR		
7.61.30.19	La Crete Area Structure Plan (2022)	150,000	150,000	-	-	150,000						150,000	MR		
	Total department 61	631,000	362,384	294,113	25,498	336,887	-	-	-	-	-	362,385	-	-	362,385
(63) - Agricultural Services Department															
7.63.30.03	Irrigation District Feasibility Study	30,000	30,000	-	-	30,000						30,000	GORF		Motion 18-08-589
7.63.30.04	FV - 2022 Agricultural Fair & Tradeshow (2022)	12,655	12,655	-	-	12,655				12,655					CM 22-04-324
	Total department 63	42,655	42,655	-	-	42,655	-	-	-	12,655	-	30,000	-	-	42,655
(72) - Parks															
7.72.30.03	LC Walking Trail	6,000	6,000	-	-	6,000						6,000	GORF		
7.72.30.11	La Crete Walking Trail LOC	15,400	15,400	-	-	15,400						15,400	GORF		CM 22-02-107
7.72.30.12	Wadlin lake Phase 2 Campground Expansion Development Plan	3,000	3,000	-	-	3,000						3,000	GORF		This may require potential expenditures in 2020+
	Total department 72	24,400	24,400	-	-	24,400	-	-	-	-	-	24,400	-	-	24,400
	TOTAL 2022 ONE TIME Projects	1,189,655	843,826	373,082	27,253	816,573	-	-	50,000	27,655	-	766,173	-	-	843,828

TCA Projects 2022 INCLUDING CARRY FORWARDS

Project Description	TOTAL PROJECT BUDGET	2022 BUDGET	TOTAL COSTS	2022 COSTS	2022 REMAINING BUDGET	External Funding				Internal Funding				Notes
						CCBF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debtenture	
(12) - Administration Department														
LC - 100 Street Plan	65,000	65,000	19,590	19,590	45,410						GCR	65,000		CM 20-04-242
FV - Flood Mitigation (2021)	15,359,219	11,063,372	4,670,785	374,937	10,688,434			10,281,519	171,929		GCR/GOR	609,924		CM 20-06-378, 20-07-455,20-12-761,20-12-762, 21-04-325, 21-11-804, 22-04-266
Council Chambers Windows (2021)	8,700	8,700	6,918	6,918	1,782						GCR	8,700		CM 21-10-691
FC - Photocopier (2022)	72,500	72,500	6,100	6,100	66,400				10,000					
Zama Building - Air Conditioning & Heating (2022)	107,000	107,000	-	-	107,000						GCR	28,000		CM 22-04-304
FV-Interim Housing Project (2022)	500,000	500,000	-	-	500,000						GCR	500,000		CM 22-05-365
Total department 12	16,112,419	11,816,572	4,703,392	407,545	11,409,027	141,500	-	10,281,519	181,929	-	-	1,211,624	-	11,816,572
(23) - Fire Department														
FV - Training Facility (CF 2017)	20,000	1,733	18,267	-	1,733				383		GCR	1,350		Other Sources - VFVD 50%
LC - Air Compressor - Bottle Filling Station (2022)	87,000	87,000	-	-	87,000	87,000								
Total department 23	107,000	88,733	18,267	-	88,733	87,000	-	-	383	-	-	1,350	-	88,733
(32) - Transportation Department														
Gravel Reserve (CF 2014)	150,000	92,357	59,092	1,449	90,908						RDR	92,357		
LC - 9 Street Lights - 94 Ave 106 St to Pioneer Drive. (See Note 1)	75,000	75,000	-	-	75,000		75,000							
OR01 New Road Infrastructure Endeavour to Assist	1,165,986	500,000	675,623	9,637	490,363						GCR/RDR	500,000		
30 m Right of way for road widening - various locations. (2021)	200,000	194,209	86,041	80,251	113,959						RDR	194,209		
Rebuild TWP Rd 1044 (1 mile) (2021)	300,000	273,663	26,338	-	273,663				273,663					
Washout & Culvert Upgrades (2021)	800,000	409,372	395,653	5,025	404,347				109,372		RR	300,000		CM 21-06-486, 22-05-356
LC - 109 Avenue Widening (2021)	45,000	20,584	29,394	4,978	15,606						GCR	20,584		CM 21-09-658
AWD 160M Graders X3 (2021)	1,714,101	1,714,101	-	-	1,714,101		1,039,101	675,000						CM 21-12-896
FV - Office truck (2022)	50,000	50,000	50,026	50,026	(26)	48,000			2,000					
LC - Office truck (2022)	50,000	50,000	50,026	50,026	(26)	48,000			2,000					
FV- Zero Turn (2022)	21,500	21,500	-	-	21,500				15,000			6,500		
Truck - Director of Utilities (2022)	42,000	42,000	-	-	42,000				42,000					
107 pump x 2 (2022)	180,000	180,000	138,230	138,230	41,770						GCR	180,000		
TWP RD 1050 (27 baseline) 2 miles (2022)	700,000	700,000	-	-	700,000		700,000							
113 Avenue Reshape & Shoulder Pull (2022)	100,000	100,000	-	-	100,000			100,000						
Zama Pavement Repair (2022)	1,000,000	1,000,000	-	-	1,000,000			1,000,000						
La Crete North Access - Intersection upgrade (2022)	1,000,000	1,000,000	-	-	1,000,000			400,000						
BF 78209 NW 17 105 14 W5M - Teepee Creek (2022)	550,000	550,000	7,315	7,315	542,685	550,000								
Range Road 154 - In 108-15 (2022)	350,000	350,000	-	-	350,000				350,000					
Rebuild 2 miles Heliport Road (Twp 1102 - Rqe Rd 184-190) (2022)	250,000	250,000	-	-	250,000				250,000					
Machesis Lake - Road Rebuild and section Repairs (2022)	100,000	100,000	-	-	100,000		29,846		70,154					
Blue Hills - Road Rebuild and section Repairs (2022)	125,000	125,000	-	-	125,000				125,000					
Rebuild Fox Lake Road (2 miles) - spot repair (2022)	85,000	85,000	-	-	85,000				85,000					
Roller Packer (2022)	40,000	40,000	40,000	40,000	-						V&E	40,000		CM 22-04-273
LC - RR 181 Culvert Replacement (2022)	198,275	198,275	198,275	198,275	-						RR	198,275		CM 22-04-315
Electrical Vehicle Charging Stations (2022)	179,010	179,010	-	-	179,010			179,010						CM 22-04-316
Total department 32	9,470,872	8,300,070	1,756,014	585,212	7,714,858	1,042,846	4,467,290	179,010	1,085,500	-	-	1,525,425	-	8,300,071
Airports														
FV - Airport - Lighting Upgrade (2016)	260,000	260,000	-	-	260,000						GOR/GCR	260,000		CM 21-05-465, CM 22-03-229, CM 22-04-274
FV - Spray Insulation & Radiant Heat Pole Building (2022)	50,000	50,000	-	-	50,000	50,000								
Total department 33	310,000	310,000	-	-	310,000	50,000	-	-	-	-	-	260,000	-	310,000
(41) - Water Treatment & Distribution Department														
LC - Well Number 4 (CF 2016)	1,348,966	977,697	402,466	31,197	946,500			491,835			GCR	485,863		20-12-763
ZA - Water Treatment Plant Upgrading (CF 2017)	1,153,569	879,324	452,904	178,659	700,665			486,837			RWTR/WTRSWR	392,487		CM 21-09-634
FV - Frozen Water Services Repairs (River Road) (CF 2015)	280,700	20,443	260,257	-	20,443						RWTR	20,443		
LC - Waterline Bluehills (CF 2015)	833,250	690,722	142,528	-	690,722				690,722					
FV - Rural Water Supply North of the Peace River (2018)	420,000	166,251	253,749	-	166,251						GOR	166,252		\$20,000 from 2017 Non TCA Project - HL Rural Comprehensive Water Study, \$400,000
FV - Rural Truck Fill Pump Install (2021)	324,500	273,614	157,779	106,893	166,721		263,614				WTRSWR	10,000		CM 21-05-398, CM 21-12-839
LC-North Waterline Oversizing (2021)	200,000	200,000	200,000	200,000	-						WTRSWR	200,000		CM 21-05-453
LC-North Sanitary Trunk Sewer (2021)	280,000	233,654	113,586	67,240	166,414						GOR	233,654		CM 21-05-461 CM 21-07-517
LC - Motor Starters (2022)	90,000	90,000	1,625	1,625	88,376						WTRSWR	90,000		
Water line Relocation (2022)	45,000	45,000	-	-	45,000						WTRSWR	45,000		
Water Point Building Replacements (BHP, Tompkins, Rocky Lane) (2022)	64,000	64,000	-	-	64,000						WTRSWR	64,000		CM 22-05-353
LC - East Waterline Oversizing SE 10-106-15-W5M (2022)	75,000	75,000	-	-	75,000						WTRSWR	75,000		CM 22-03-182
Total department 41	5,114,985	3,715,705	1,984,894	585,614	3,130,091	-	954,336	978,672	-	-	-	1,782,699	-	3,715,707

TCA Projects 2022 INCLUDING CARRY FORWARDS

Project Description	TOTAL PROJECT BUDGET	2022 BUDGET	TOTAL COSTS	2022 COSTS	2022 REMAINING BUDGET	External Funding				Internal Funding				Notes
						CCBF Grant	MSI Grant	Other Grant	Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debtenture	
(42) - Sewer Disposal Department														
LC - North Storm-Pond A (2021)	1,190,000	775,790	522,290	108,080	667,710						WTRSWR	90,000	685,790	CM 21-03-240, CM 21-04-312, CM 21-07-533, CM 21-10-677
FV - Sewer Upgrades (2022)	1,226,000	1,226,000	-	-	1,226,000			1,226,000						CM 22-04-281
Total department 42	2,416,000	2,001,790	522,290	108,080	1,893,710	-	-	1,226,000	-	-	-	90,000	685,790	2,001,790
(61) - Planning & Development														
LC Drainage Ditch NE 8-106-15-W5M (2021)	15,000	4,475	10,525	-	4,475						GCR	4,475		CM 21-02-100
GIS Computer (2022)	7,500	7,500	-	-	7,500	7,500								
Plotter (2022)	13,000	13,000	-	-	13,000									
Total department 61	35,500	24,975	10,525	-	24,975	20,500	-	-	-	-	-	4,475	-	24,975
(63) - Agriculture														
HL - Rural Drainage - Phase II & Phase III (CF 2014/2015)	1,181,000	38,019	1,142,981	-	38,019						SWMR	38,019		
Total department 63	1,181,000	38,019	1,142,981	-	38,019	-	-	-	-	-	-	38,019	-	38,019
(71) - Recreation														
FV - Overhead Door Replacement/Completion of Hockey Netting	16,000	3,100	12,900	-	3,100						RB-FV	3,100		
FV - Outdoor Rink Repairs	14,000	14,000	-	-	14,000						RB-FV	14,000		
FV - Purchase Outhouses for Rodeo Grounds	10,000	10,000	-	-	10,000						RB-FV/GOR/GCR	10,000		
LC - Tennis Court, Basketball Pickle Ball Court (2021)	304,080	141,215	306,680	143,815	(2,600)	68,121		73,095						CM 21-05-400, 22-04-261
LC - Northern Lights Recreation Center - New Arena (2021)	5,389,274	1,196,059	4,675,449	482,234	713,825			1,196,059						CM 21-06-485, CM 22-02-111, 22-04-260
FV - Community Hall Air Conditioning (2022)	50,000	50,000	-	-	50,000	50,000								
FV - Main lobby epoxy floor (2022)	8,400	8,400	-	-	8,400	8,400								
FV - Roof leak exploration and repair (2022)	15,000	15,000	-	-	15,000	15,000								
LC - Ball Diamond Water Line (2022)	6,000	6,000	-	-	6,000	6,000								
LC - 3 new industrial snowblowers for outdoor rinks (2022)	18,000	18,000	-	-	18,000	18,000								
LC - New beach volleyball court (2022)	10,000	10,000	-	-	10,000	10,000								
LC - Replace concrete pad by shop door (2022)	7,500	7,500	-	-	7,500	7,500								
ZA - Plexiglass Window in Park Shelter (2022)	17,000	17,000	-	-	17,000	17,000								
ZA - Cabin Utilities Development - \$120,000 - County share \$20,000 (2022)	20,000	20,000	-	-	20,000	20,000								stock from Alberta Tourism Grant - Direct to
LC - Electric Zamboni for Outdoor Rinks (2022)	176,500	176,500	-	-	176,500		50,000	126,500						CM 22-02-109
Total department 71	6,061,754	1,692,774	4,995,029	626,049	1,066,725	151,900	68,121	50,000	1,395,654	-	-	27,100	-	1,692,775
(72) - Parks & Playgrounds Department														
Hutch Lake Campground Improvements (CF 2017)	112,000	2,228	109,772	-	2,228						MR	2,228		
River Search & Rescue Access Plan - Atlas & Tompkins Landing Boat Launch & FV Bridge Campground	92,000	22,671	72,406	3,077	19,594						GOR	22,671		CM 21-01-051
Vanquard Subdivision Playground Equipment	30,000	3,685	26,315	-	3,685						MR	3,685		
Wadlin Lake Dock Piling Improvements - Firewood Compound	13,000	10,045	2,955	-	10,045						GCR	10,045		
Jubilee Park Walkway	10,000	10,000	-	-	10,000						GOR	10,000		
FV - Streetscape (CF 2017)	125,000	86,641	38,359	-	86,641						GOR/GCR	86,641		CM 19-04-274 Moved to 72 in 2020 Budget (25,000 GOR) cm21-07-518
Streetscape - La Crete	50,000	29,291	20,709	-	29,291						GOR/GCR	29,291		
New Hamlet Park (2021)	38,000	8,685	29,315	-	8,685						MR	8,685		
Water Well at Jubilee Park (2021)	17,955	17,955	-	-	17,955	17,955								
FV - Streetscape - Second dock project (2021)	25,394	25,394	-	-	25,394						GCR/GOR	25,394		CM21-07-518
Wadlin Lake Campground - Major Improvements (2022)	50,000	50,000	-	-	50,000						RP	50,000		
Hutch Lake Campground - Major Improvements (2022)	50,000	50,000	-	-	50,000						RP	50,000		
Bridge Campground - Major Improvements (2022)	100,000	100,000	-	-	100,000						RP	100,000		
Machesis Lake Campground (2022)	30,000	30,000	-	-	30,000						RP	30,000		
Zama Campground - Major Improvements (2022)	20,000	20,000	-	-	20,000						RP	20,000		
Hamlet Park Development (2022)	75,000	75,000	-	-	75,000						MR	75,000		
Total department 72	838,349	541,594	299,832	3,077	538,517	17,955	-	-	-	-	-	523,640	-	541,595
TOTAL 2022 Capital Projects	41,647,879	28,530,231	15,433,223	2,315,576	26,214,655	1,511,701	5,489,747	12,715,201	2,663,466	-	-	5,464,332	685,790	28,530,237
Contingent on Grant Funding														
ZC - Access Pave (PH V) (CF 2014)	6,000,000	6,000,000	-	-	6,000,000			3,000,000					3,000,000	
ZA - Sewage Force-main (2018)	1,085,000	1,085,000	-	-	1,085,000			1,085,000					-	
288m asphalt upgrade 91 st	130,000	130,000	-	-	130,000						RR	130,000		CM 22-05-395
Carry Forward Contingent on Grant Funding - Total	7,085,000	7,085,000	-	-	7,085,000	-	-	4,085,000	-	-	-	-	3,000,000	-
2022 Contingent on Grant Funding														
FV - New Hockey Boards and Glass with Protective Netting	199,500							99,750			GCR	99,750		Contingent on Grant Funding 50/50
FV - Fitness Centre Expansion	99,000							49,500			GCR	49,500		Contingent on Grant Funding 50/50
FV - Baseball Netting	75,000							37,500			GCR	37,500		Contingent on Grant Funding 50/50
LC - Wheel Chair Lift	50,000							25,000			GCR	25,000		Contingent on Grant Funding 50/50
2022 Contingent on Grant Funding - Total	423,500	-	-	-	-	-	-	211,750	-	-	-	211,750	-	-
Total of Contingent Funding	7,508,500	7,085,000	-	-	7,085,000	-	-	4,085,000	211,750	-	-	211,750	3,000,000	-

January – May 31, 2022

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

		CCBF & MSI	\$	7,001,448
		Other Grants/Sources	\$	15,378,667
		MUNICIPAL LEVY	\$	-
		General Operating Reserve	\$	1,000,428
		General Capital Reserve	\$	2,039,497
		Municipal Reserve	\$	89,598
		Road Reserve	\$	1,000,827
		Vehicle & Equipment Reserve	\$	40,000
		Rural Water Reserve	\$	192,930
		Waste/Sewer Infrastructure Reserve	\$	794,000
		Surface Water Management Reserve	\$	38,019
		Incomp. Cap - Recreation	\$	-
		Recreation Board Fort Vermilion	\$	19,033
		Recreation Board La Crete	\$	-
		Recreation Board Zama	\$	-
		Grants to Other Organizations	\$	-
		Recreation & Parks	\$	250,000
		Debenture	\$	685,790
		TOTAL		28,530,237

Investment Report for Period Ending April 30, 2022

Reconciled Bank Balance on April 30, 2022

Reconciled Bank Balance 30-Apr-22 \$ 6,857,912

Investment Values on April 30, 2022

Short term T-Bill (1044265-26)	\$ 252,012.70
Long term investments (EM0-0374-A)	\$ 8,790,595.21
Short term notice on amount 31 days	\$ 6,168,253.28
Short term notice on amount 31 days (Mitigation)	\$ 9,017,250.58
Short term notice on amount 60 days	\$ 4,010,202.18
Short term notice on amount 90 days	\$ 2,042,453.02
Vision Credit Union - 2 year	\$ 2,180,252.05

Total Investments **\$ 32,461,019.02**

Total Bank Balance and Investments **\$ 39,318,930.97**

These balances include 'market value changes'.

Revenues

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

Total YTD	Short Term YTD	Long Term YTD
\$ 50,275.58	\$ 15,566.48	\$ 34,709.10
\$ 141,257.87	\$ -	\$ 141,257.87
\$ 191,533.45	\$ 15,566.48	\$ 175,966.97

Interest received, chequing account

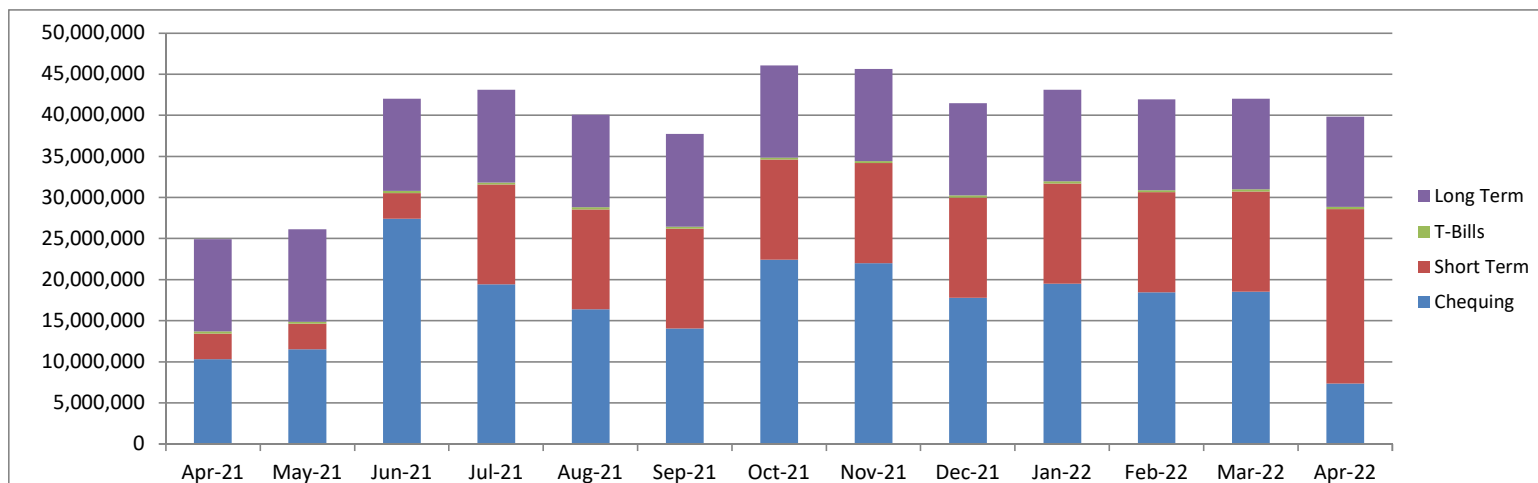
Total interest revenues before investment manager fees

Deduct: investment manager fees for investments

Total interest revenues after investment manager fees

\$ 62,349.28	\$ 62,349.28	
\$ 253,882.73	\$ 77,915.76	\$ 175,966.97
\$ (11,787.01)		\$ (11,787.01)
\$ 242,095.72	\$ 77,915.76	\$ 164,179.96

Balances in the Various Accounts - Last 13 Months



Finance Reports January – May, 2022

Accounts Payable

Outstanding Balance April 30th \$ 83,271.40– Total 4 Vendors

As of June 8th, 2022 – All Vendors Authorized Paid

Water & Sewer (Utilities)

Outstanding Balance as of May 29th \$25,397.08 – Total 1,111 Accounts

Currently there are 272 Customers signed up for pre-authorized payments.

Increase of 2 from April

Accounts Receivable

Outstanding balance as of May 31st \$ 306,624.87 – Total 180 Customers

Type of Expense	Total	Customers
Government Contracts	\$72,705.57	3
Fire Invoices	\$48,025.50	24
Planning/Permits	\$10,287.56	9
Leases	\$82,809.90	7
TOTAL	\$314,516.89	43

Remaining 137 customers have a balance of less than \$1,000 or a small credit on account

Paid as of June 10, 2022 - \$4,075.504 – 16 customers

Taxation

Outstanding balance as of May 31st including pre-authorized agreements

\$ 35,997,174.14 – Total 8,339 Tax Rolls

A steady increase of approx. 2 rolls to the pre-authorization payments per month, which included Residential, Oil & Gas, and Commercial ratepayers. Additional agreements to be entered into in June.

Date	Pre-authorization monthly payments	Number of Rolls
May 31, 2022	\$387,937	792

Residents/businesses can enter into a pre-authorization agreement at any time during the year.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 22, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Expense Claims – Councillors

BACKGROUND / PROPOSAL:

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

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

- May – All Councillors

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2022 Operating Budget

SUSTAINABILITY PLAN:

N/A

Author: C. Sarapuk **Reviewed by:** _____ **CAO:** _____

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Honorariums and Expense Reimbursement Bylaw

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 22, 2022
Presented By:	Jennifer Batt, Director of Finance
Title:	Expense Claims – Members at Large

BACKGROUND / PROPOSAL:

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

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

Name	Board/Committee	Month
Anthony Peters	Agricultural Service Board	May
George Fehr	Agricultural Service Board	May
Joseph Peters	Agricultural Service Board	May
Tim Driedger	Municipal Planning Commission	May
Willie Wieler	Municipal Planning Commission	May

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

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2022 Operating Budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Bylaw 1248-21 - Honorariums and Expense Reimbursement Bylaw

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

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

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 22, 2022
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	Zama Access Road Repair

BACKGROUND / PROPOSAL:

There is a roughly 500m stretch of the Zama Access Road that is in particularly poor condition and in need of repairs. This portion of road is on boggy soils that are highly prone to consolidation and movement. Council allocated \$1 million in the 2022 budget to complete the repairs.

A consultant completed geotechnical drilling and assessments of the area and produced a preliminary design. Due to the ground conditions, engineers are hesitant to guarantee a design. In an attempt to address this concern, we considered using Paradox propriety design/build methodology to repair the road.

The cost estimate Paradox provided is in the \$1.75 million range. If asphalt is eliminated it is still in the \$1.3 million range.

I contacted a local contractor and requested an estimate for non-engineered, non-guaranteed, but robust design, and the estimate was just under \$1 million.

Administration also contacted Zama-based contractors to discuss options, but they did not feel that they could provide a better price.

OPTIONS & BENEFITS:

There are a variety of options that can be considered. These are outlined below:

Option 1:

Leave the road as is, significantly increase signage to warn drivers of the road condition. Administration does not recommend this approach. Cost would be minimal.

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

Option 2:

Remove the asphalt from the poor stretch of road and place gravel and grade the road to a suitable standard. If the road seems relatively stable, provide calcium or oil dust control. Cost would likely be in the \$100,000 range.

Option 3:

Complete a non-engineered, robust repair of the road. Once construction is complete provide oil dust control. If the road indicates that it has stopped heaving/sagging after a few years, install asphalt. 2022 cost would be right around \$1 M. If we proceed with this option, administration would establish basic parameters and solicit bids on the design while also allowing for alternative designs (clay fill versus gravel or pit run).

Option 4:

Complete an engineered, robust repair of the road. Once construction is complete provide oil dust control. If the road indicates that it has stopped heaving/sagging after a few years, install asphalt. 2022 cost would be right around \$1.35 M.

Option 5:

Complete an engineered, robust repair of the road and pave immediately after construction is complete. This option is not recommended by administration or contractors, because of the cost risk associated with the repair. No one is truly confident that even an engineered repair will keep the road solid without any areas of significant movement. 2022 cost would be in the \$1.8 M range.

COSTS & SOURCE OF FUNDING:

Estimated costs are provided above. There is \$1 million in the 2022 budget allocated for this repair. Administration recommends that we proceed with one of the options that fits within the current budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

Author: B Peters Reviewed by: _____ CAO: _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

Author: B Peters Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 22, 2022
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	Underground Power Installation Delays

BACKGROUND / PROPOSAL:

Mackenzie County’s current development standards require that new urban residential developments be serviced with underground power. Administration was recently advised that the components for underground power installation are significantly delayed.

ATCO specification transformers are currently delayed 120 weeks. Because of this delay ATCO is allowing transformers that meet Fortis specifications, but those are delayed 70 weeks. The cable required for underground installation is not likely available prior to November 2022.

These delays are unheralded and well beyond our control. There are several current developments where this is an immediate issue, and more developments are anticipated within the next year as well.

Administration’s immediate concern is the Fort Vermilion mitigation land development. Proceeding with underground power will effectively stop the mitigation progress and make it exceptionally difficult to meet grant timelines.

A secondary concern is how we proceed with approvals for residential land development in La Crete. One subdivision is currently approved, although construction is not imminent.

OPTIONS & BENEFITS:

Overhead power infrastructure is more readily available and not prone to exceptional delays. Any power installation is costly and would be considered a permanent installation.

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

Administration recommends that areas that are adjacent to existing development serviced with overhead power be provided with the option of installing overhead or underground power.

COSTS & SOURCE OF FUNDING:

Costs of underground power installation is higher than overhead installation. Revising the standard will save developers money, but be less esthetic and be of a lower service level. In hamlets, the overhead wires can create restrictions for 2-story homes and other taller buildings, and also result in wider rights-of-way, along with other small changes.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That a temporary standards exemption be allowed for overhead versus underground power servicing in hamlet residential developments, and that administration draft recommended changes to Policy DEV001 Urban Development Standards.

Simple Majority Requires 2/3 Requires Unanimous

That administration proceed with servicing the new residential lots in Fort Vermilion with overhead power servicing due to the multi-year delay of obtaining the required equipment for underground servicing.

Author: B Peters Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 22, 2022
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Appointment of Assessment Review Board & Subdivision & Development Appeal Board Clerk

BACKGROUND / PROPOSAL:

Mackenzie County has a bylaw in place establishing the Assessment Review Boards. Bylaw 1106-18 states that the Clerk(s) of the Board shall be appointed by resolution of Council and shall not be a member of the Board.

“Clerk” means a designated officer appointed by Council to carry out the duties and functions of the Clerk of the assessment review board as required under section 456 of the Municipal Government Act.

Mackenzie County has a bylaw in place establishing the Subdivision & Development Appeal Board. Bylaw 1212-21 states that the Clerk(s) of the Board shall be appointed by resolution of Council and shall not be a member of the Board.

“Clerk”- means a designated officer appointed by Council to act as Clerk of the Board.

Louise Flooren is scheduled for the Assessment Review Board Clerk Training on June 22, 2022, and for the Subdivision & Development Appeal Board Clerk Training on September 19, 2022.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

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

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

Municipal bylaws are available online.

POLICY REFERENCES:

Bylaw 1106-18 – Subdivision & Development Appeal Board

Bylaw 1212-21 – Assessment Review Boards

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 22, 2022
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Streetscape Implementation Committee – Member at Large Appointment (La Crete)

BACKGROUND / PROPOSAL:

Mackenzie County has received an application for the Streetscape Implementation Committee Member at Large for the La Crete area.

As per the Terms of Reference:

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

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

Updated committee list is attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCE:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

COMMUNITY STREETScape IMPLEMENTATION COMMITTEE TERMS OF REFERENCE

Purpose:

Streetscape and façade design guidelines that established a framework for infrastructure improvements and future development were approved in May 2016. The design concepts require a long-term implementation plan for each community. The plan will be created by the County with ongoing input from the Community Streetscape Implementation Committee in each community. Each Local Councillor may also seek input from other community stakeholders such as the La Crete Chamber of Commerce and the Fort Vermilion Board of Trade.

In La Crete, the area encompasses the 100 Street corridor and the downtown. The guidelines create complementary standards for the four-lane, undivided commercial roadway and an improved downtown fabric.

For Fort Vermilion, the vision is to build on the existing character and heritage of the community through design standards for River Road and its adjacent downtown area.

Committee Structure:

There will be two committees, one each for Fort Vermilion and La Crete.

The committees will be chaired by a local County Councillor, and be otherwise comprised of community members representing a variety of groups and interests. The goal is to have 7 to 9 community members on the committee, representing diverse interests such as: Business and Industry; Cultural Heritage; Environmental Conservation; Active Living; Universal Accessibility; Public Safety; Stakeholder Engagement.

Quorum:

The Councillor appointed by Council, and an overall majority of members at large present at a meeting shall be considered a quorum. In order for the meeting to take place the Director of Community Services must be present.

Term:

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

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

Authority:

The Committee shall report directly to the Community Services Committee, in an advisory capacity to provide recommendations on priorities and objectives for the year along with additional local context. The Committee's approved minutes shall be presented to the Community Services Committee on a regular basis.

Meeting Schedule & Remuneration:

The committee shall meet as required in order to adequately address its Scope of Work. Meetings will typically be held at the County office in the applicable community.

Committee members shall not receive remuneration for their appointment to the committee.

General Responsibilities:

The Committee shall:

- Identify priorities
- Advise on implementation strategies and sequence
- Assist in identifying and creating community partnerships
- Provide local knowledge to further inform design details

Responsible for review of all Bylaws/Documents relating to:

- None

Approved External Activities:

- None

Budget and Spending Authority and Approval Process:

The Community Services Committee will be allocated a budget of \$25,000 per year for each La Crete and Fort Vermilion (subject to annual budget deliberations). At the end of each fiscal year, any remaining funds shall be carried over into the following year. Only Mackenzie County administrative employees will be granted spending authority with direction granted from the Community Services Committee.

	Date	Resolution Number
Approved	2016-07-12	
Amended	2019-10-22	19-10-573
Amended	2021-05-11	21-05-401



Mackenzie County

**Mackenzie County
Boards, Commissions, Committee List
2021 – 2022**

Committee Name	Council Members	Members-at-Large	Administration
Agricultural Appeal Board <i>(Bylaw 943-14)</i>	Deputy Reeve Sarapuk Councillor Cardinal Councillor Wardley	None	Louise Flooren (Clerk)**
Agricultural Service Board <i>(Policy ASB005)</i>	Reeve Knelsen (Ex-officio) Councillor Driedger (2023) Councillor E. Peters (2023)	Anthony Peters (2023) Joseph Peters (2023) George Fehr (2023)	CAO AG Fieldman* Caitlin Smith
Assessment Review Board <i>(Bylaw 1106-18)</i>	Councillor Cardinal Councillor Wardley	Jerry Chomiak (2025) Joe Froese (2025) Boyd Langford (2022) Carson Flett (2024)	Louise Flooren (Clerk)** Colleen Sarapuk (Alt)**
Committee of the Whole <i>(Procedural Bylaw)</i>	All Council	None	CAO Directors
Community Services Committee <i>(Terms of Reference)</i>	Reeve Knelsen (Ex-officio) Councillor Braun Councillor Cardinal Councillor Derksen Councillor Wardley	None	CAO Don Roberts*
Community Streetscape Implementation Committee – Fort Vermilion <i>(Terms of Reference)</i>	Councillor Cardinal	Erick Carter (2022) Ilene Lizotte (2023) Carson Flett (2023) Danny Friesen (2023)	Don Roberts
Community Streetscape Implementation Committee – La Crete <i>(Terms of Reference)</i>	Councillor Braun	None	Don Roberts
Emergency Advisory Committee <i>(Regional Emergency Management Bylaw)</i>	All Council	None	CAO Don Roberts* Directors
Indigenous Liaison Committee <i>(Terms of Reference)</i>	All Members of Council	None	CAO Don Roberts*

Committee Name	Council Members	Members-at-Large	Administration
Inter-Municipal Planning Commission <i>(Bylaw 713-09)</i>	Councillor Bateman Councillor Driedger	Andrew O'Rourke (2022)	Caitlin Smith*
Inter-Municipal Subdivision & Development Appeal Board <i>(Bylaw 714-09)</i>	Councillor Wardley	Jerry Chomiak (2025)* Joe Froese (2025)* Ray Toews (2025) Wally Schroeder (2023) Karen Egge (2023)* Denise van Rootselaar (2023)* John Croken (2023)*	Louise Flooren (Clerk)** Colleen Sarapuk (Alt)
Mackenzie Library Board <i>(Bylaw 150-98)</i>	Councillor Cardinal Councillor Wardley	Vacant (2023-HLR) Sandra Neufeld (2023-LC) Lorraine Peters (2023-Rural) Tammie Mclean (2023-FV) Kayla Wardley (2022-ZA)	N/A
Municipal Planning Commission <i>(Bylaw 563-06)</i>	Councillor Bateman Councillor Driedger	Erick Carter (2022-FV) Willie Wieler (2022-LC) Tim Driedger (2022)	Caitlin Smith*
Northwest Alberta Regional Emergency Advisory Committee <i>(Regional Emergency Management Bylaw)</i>	Councillor Bateman Councillor Peters Reeve Knelsen (alt)	None	Byron Peters
Subdivision & Development Appeal Board <i>(Bylaw 1212-21)</i>	Councillor Cardinal Councillor Wardley	Jerry Chomiak (2022)* Joe Froese (2025)* Ray Toews (2025)* Wally Schroeder (2023)* Karen Egge (2023)* Denise van Rootselaar (2023)* John Croken (2023)*	Louise Flooren (Clerk)** Colleen Sarapuk (Alt)

Ad Hoc Committees

Committee Name	Council Members	Members-at-Large	Administration
Development Ad Hoc Committee <i>(Terms of Reference)</i>	Councillor Cardinal Councillor Driedger Councillor Bateman	Paul Driedger Danny Friesen Chad Wiebe Darrell Derksen George Fehr	CAO Caitlin Smith
Inter-Municipal Agreement Committee – Town of High Level <i>(RRSA Agreement and Motion 18-09-715)</i>	Reeve Deputy Reeve Councillor Bateman	None	CAO Byron Peters

External Committees with County Representation

Committee Name	Council Members	Administration
Boreal Housing Foundation	Reeve Knelsen Councillor Cardinal Councillor Derksen	N/A
Community Futures Northwest	Deputy Reeve Sarapuk	N/A
FCSS – Fort Vermilion	Councillor Cardinal	N/A
FCSS – La Crete	Councillor Braun	N/A
FCSS – Zama	Councillor Wardley	N/A
Hay Zama Committee	Councillor Bateman Councillor Wardley	N/A
High Level Forests Public Advisory Committee	Councillor Wardley Councillor Smith	N/A
High Level Recreation Facility Task Force	Councillor Bateman	Don Roberts
Indigenous Joint Mutual Aid Committee	Councillor Cardinal Reeve Knelsen	Don Roberts
La Crete Community Adult Learning Council	Councillor Braun	N/A
Mackenzie Applied Research Association (MARA)	Councillor Smith	Ag Fieldman
Mackenzie Frontier Tourist Association (MFTA)	Councillor Cardinal Councillor Wardley	N/A
Mackenzie Regional Community Policing Society (Victim Services)	Councillor Derksen	N/A
Mackenzie Regional Waste Management Commission	Reeve Knelsen (2022) Councillor Bateman (2022)	N/A
Mighty Peace Watershed Alliance	Councillor Cardinal	N/A
Northern Lakes College CEC – Fort Vermilion	Councillor Cardinal	N/A
Northern Lakes College CEC – High Level	Deputy Reeve Sarapuk	N/A
Northwest Species at Risk (NWSAR)	Councillor Smith Councillor Wardley Councillor Cardinal (Alternate)	Byron Peters
Recreation Board – Fort Vermilion	Councillor Cardinal	Don Roberts
Recreation Board – La Crete	Councillor Braun	Don Roberts
Recreation Board – Zama	Councillor Wardley	Don Roberts
Regional Economic Development Initiative (REDI)	Councillor Braun Councillor Wardley	Byron Peters
Veterinary Services Incorporated (VSI)	Councillor Smith Deputy Reeve Sarapuk (Alternate)	Ag Fieldman
Water North Coalition (WNC)	Reeve Knelsen Councillor Peters	

**Responsible for preparing committee packages.*

***Pending Training Completion*



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 22, 2022
Presented By:	Caitlin Smith, Director of Planning & Agriculture
Title:	Municipal Planning Commission Meeting Minutes

BACKGROUND / PROPOSAL:

The unapproved minutes of the June 9, 2022 Municipal Planning Commission meeting are attached.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

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

**MACKENZIE COUNTY
Municipal Planning Commission Meeting**

**Mackenzie County Office
La Crete, AB**

Thursday, June 9, 2022 @ 10:00 a.m.

PRESENT:

Erick Carter	Chair, MPC Member (virtual)
William Wieler	Vice Chair, MPC Member
David Driedger	Councillor, MPC Member
Jacque Bateman	Councillor, MPC Member (virtual) (joined @ 10:02 a.m.)
Tim Driedger	MPC Member

ADMINISTRATION:

Caitlin Smith	Director of Planning and Agriculture
Madison Dyck	Development Officer/Recording Secretary
Lynda Washkevich	Development Officer
Jackie Roberts	Development Officer

MOTION

1. **CALL TO ORDER**

William Wieler called the meeting to order at 10:00 a.m.

2. **ADOPTION OF AGENDA**

MPC 22-06-085 MOVED by Tim Driedger

That the agenda be adopted as presented.

CARRIED

Jacque Bateman joined the meeting @ 10:02 a.m.

3. **MINUTES**

a) **Adoption of Minutes**

MPC 22-06-086 MOVED by David Driedger

That the minutes of the May 26th, 2022 Municipal Planning Commission meeting be adopted as presented.

CARRIED

4. **TERMS OF REFERENCE**

For Information.

5. **DEVELOPMENT**

- a) **098-DP-22 La Crete Car & Truck Wash Service Station, Minor & Accessory Use (Gas Pump & Canopy) in "LC-MS" Plan 762 0383, Block 15, Lot 3**

MPC 22-06-087 MOVED by David Driedger

That Development Permit 098-DP-22 on Plan 762 0383, Block 15, Lot 3 in the name of La Crete Car & Truck Wash 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. **All conditions and regulation set out by the Safety Codes Council of Alberta are to be met to their specifications and standards. Copy of the approval from Safety Codes Council of Alberta must be submitted to Mackenzie County prior to operation. Failure to do so will render this permit Null and Void.**
2. **An Environmental Containment Plan shall be completed and a copy submitted to Mackenzie County prior to any construction. Failure to do so will render this permit Null and Void.**
3. **The landowner/developer shall provide a remediation certificate from the province of Alberta to Mackenzie County within three (3) years of vacating the site.**
4. **The developer must enter into a development agreement with Mackenzie County.**
5. **The gas pump and canopy shall not exceed the leased premises.**
6. **The developer shall purchase the subject property and the lease with Mackenzie County will cease upon the purchase of the lot.**
7. **An approved permit will be required from Petroleum Tank Management Association of Alberta (PTMAA) and submitted**

to Mackenzie County.

8. **The setback requirements for the above-ground and underground storage tanks from buildings and property lines shall be to the satisfaction of PTMAA.**
9. **All parts of the site to which vehicles may have access shall be hard-surfaced if the property is accessed from a paved public ROAD or LANE, and drained to the satisfaction of the Development Authority.**
10. **This permit approval is subject to the access to the property being constructed to County standards.** PRIOR to installation of a new access or changing location of existing access, complete a Request for Access form by contacting the Operational Services Department for Mackenzie County at 780-928-3983. **Access to be constructed to Mackenzie County standards and paved at the developers' expense.**
11. The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.
12. The property must at all times be kept in a neat and orderly fashion.
13. Provide adequate clear signage locating exits, entrance and parking, as required by the Development Authority.
14. The municipality has assigned the following address to the noted property **9605 -100A Street**. You are required to display the address (**9605**) to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.
15. This permit may be revoked at any time if, in the opinion of the Development Officer, the proposed development has become detrimental, unsightly or otherwise incompatible with the amenities of the neighbourhood.
16. The developer shall provide the municipality with a site drainage and surface water management plan that outlines the following:
 - a. Erosion prevention systems, as required
 - b. Direction of site drainage
 - c. Petroleum spill containment and or separation system
17. The development is to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the

- owner.
18. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.
 19. The sign shall be located a minimum of:
 - a. 20 meters from regulatory signs, and
 - b. Not less than 7 meters and not more than 10 meters from the curb/sidewalk.
 20. The sign shall be a minimum of 2 meters in height from the bottom of the sign above the curb/sidewalk.
 21. The sign and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.
 22. The sign shall:
 - a. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
 - b. Not unduly interfere with the amenities of the district,
 - c. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
 - d. Not create visual or aesthetic blight.
 23. The total site area shall have a positive surface drainage without adversely affecting the neighbouring properties.
 24. **The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.**

CARRIED

6. SUBDIVISIONS

- a) **30-SUB-22 Peter Wiebe
10.00 acre Subdivision (1 lot)
NE-34-106-14-W5M (La Crete Rural)**

MPC 22-06-088 **MOVED** by Jacquie Bateman

That Subdivision Application 30-SUB-22 in the name of Peter Wiebe on

NE-34-106-14W5M be APPROVED with the following conditions:

1. This approval is for a **TYPE B** subdivision totalling 10 acres (4.04 hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality,
 - I. Any permanent buildings on the property must be constructed 2% above the grade of the road.
 - b) Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding,
 - c) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense,
 - d) All sewage disposals shall conform to the Alberta Private Sewage Systems Standard of Practice 2015,
 - e) **Provision of a storm water management plan. Contact Planning and Development staff at (780) 928-3983 to discuss the requirements for your subdivision.**
 - f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration,
 - g) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others,
 - h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of

this development. Responses from utilities companies are shown in Schedule "C" hereto attached,

- i) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**
- j) **A caveat shall be registered on the title of the property; a minimum fill of two (2) feet above the grade of the road is required prior to any development as a preventative measure to mitigate any potential pluvial flooding. Any below grade development i.e.; a basement, shall not be permitted.**

CARRIED

- b) **32-SUB-22 Ryan Krahn
10.00 acre Subdivision (1 lot)
SE-14-107-12-W5M (Blumenort)**

MPC 22-06-089 **MOVED** by Jacquie Bateman

That Subdivision Application 32-SUB-22 in the name of Ryan Krahn SE-14-107-12-W5M be APPROVED with the following conditions:

- 1. This approval is for a **TYPE B** Subdivision totalling 10 acres (4.04 hectares) in size.
- 2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
 - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality,
 - I. Any permanent buildings on the property must be

constructed 2% above the grade of the road.

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

CARRIED

7. MISCELLANEOUS ITEMS

- a) None.

8. IN CAMERA

a) None.

MEETING DATES

❖ Thursday, June 24th, 2022 @ 10:00 a.m. in Fort Vermilion

9. ADJOURNMENT

MPC 22-06-090 MOVED by David Driedger

That the Municipal Planning Commission Meeting be adjourned at 10:15 a.m.

CARRIED

These minutes were adopted this 24th day of June, 2022.

Erick Carter, Chair



Mackenzie County

REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	June 22, 2022
Presented By:	Byron Peters, Interim Chief Administrative Officer
Title:	Information/Correspondence

BACKGROUND / PROPOSAL:

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

- Council Action List
- 2022-06-10 Correspondence – Municipal Affairs New Municipality Petition
- Ministerial Order – Affordable Housing
- 2022-06-16 - Interim Housing Purchase/Land Lease
- 2022 Implementation Fact Sheet – Red Tape Reduction Statutes Amendment Act
- City of Grande Prairie & Town of Drumheller Disparity in Electricity Distribution and Transmission Rates Resolutions Guide
- 2022-06-08 Town of High River Coal Policy for Alberta – 2022 and Beyond
- 2022-06-14 County of St. Paul Rising cost of Alberta Utility Fees
- 2022 Organic Summer Field Days Poster
- Canadian Fallen Heroes – Clifford Nicholas Flette
- 2022-06-14 Scrap Front-of-Package Labeling for Ground Pork and Beef
- 2021-12-06 Fort Vermilion Recreation Board Meeting Minutes
- 2022-01-17 Fort Vermilion Recreation Board Meeting Minutes
- 2022-04-26 Mackenzie County Library Board Meeting Minutes
- High Level Office – Extended Hours

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

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

SUSTAINABILITY PLAN:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

Author: J.Schmidt Reviewed by: C. Sarapuk CAO: _____

Mackenzie County Action List as of June 8, 2022

Council and Committee of the Whole Meeting Motions Requiring Action

Motion	Action Required	Action By	Status
February 22, 2016 Council Meeting			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Byron	Refer to Motion 18-06-411 In progress. Meeting with landowners. Impacted by 2020 flood.
June 12, 2018 Council Meeting			
18-06-432	That the County apply to Alberta Environment & Parks for a bank stabilization and clean-up along the Peace River in the Hamlet of Fort Vermilion as a result of the ice jam flooding event.	Jen	Engineers report submitted to DRP. Awaiting final review and approvals prior to proceeding Submitted updated report 2022-03-28 2022-05-04 (update) DRP reviewing coverage for "road repairs" only not bank stabilization
October 9, 2018 Regular Council Meeting			
18-10-763	That administration proceeds with the water diversion license's as discussed.	John	Waiting on AEP letter to accept proposal on diversion license amendments
January 29, 2020 Regular Council Meeting			
20-01-055	That Administration move forward with applying for Recreational Leases for the Bistcho Lake cabin areas and consideration be given to the work being done by the Caribou Sub-regional Task Force.	Don	On hold. Pursuing reinstatement of commercial fishing.
June 5, 2020 Special Council Meeting			
20-06-334	That administration continues to support a community recovery plan that includes a community engagement component.	DRT	Ongoing
July 15, 2020 Regular Council Meeting			
20-11-744	That the concepts and guidance provided within the La Crete Industrial Growth Strategy be incorporated into County planning documents.	Byron	Incorporated into the MDP Drafting ASP RFP
November 25, 2020 Regular Council Meeting			
20-11-748	That Administration proceed in developing an offsite levy bylaw for the benefitting area of the La Crete	Byron	Working on draft offsite levy bylaw.

Motion	Action Required	Action By	Status
	South Sanitary Trunk Sewer for the purpose in recovering all costs associated with the sanitary sewer trunk improvements.		Ad Hoc Development Committee
December 16, 2020 Budget Council Meeting			
20-12-799	That the County lobby the provincial government (Red Tape Reduction) to consolidate grazing leases into a single tax roll to assist the province and the municipality to reduce red tape.	Byron	In progress 2022-05-20 (update) Ongoing dialogue with MA
March 9, 2021 Regular Council Meeting			
21-03-185	That administration include Option 4 - being place a new building on higher ground (new location) in the flood recovery work for the Fort Vermilion Airport, and that a detailed budget amendment to fund the works be presented to council prior to issuing a tender for the recovery/mitigation works.	Byron	COMPLETE
May 26, 2021 Regular Council Meeting			
21-05-464	That administration proceed with upgrading the airport lighting at the Fort Vermilion (Wop May) Airport from halogen to LED.	Byron	COMPLETE
June 8, 2021 Regular Council Meeting			
21-06-498	That Mackenzie County attempt to gain representation in the next policy framework replacing Canadian Agriculture Partnership.	Grant	Presented at 2022-03-19 ASB Meeting – TABLED until next ASB meeting
September 14, 2021 Regular Council Meeting			
21-09-623	That second reading be given to Bylaw 1231-21 being the La Crete Offsite Levy Bylaw be tabled until further date.	Byron	TABLED
21-09-637	That administration obtain required approvals and agreements with affected landowners for the West La Crete Road ditch cleanout.	Grant	In Progress
21-09-644	That a commemorative sign be placed at the Heritage Centre in La Crete and the Fort Vermilion lean-to museum highlighting the contribution that Bill Neufeld had in the paving of the Hwy 88 Connector.	Don/Byron	Ongoing. May Draft
21-09-658	That administration work with the Fort Vermilion School Division to complete a trade and land transfer for properties adjacent to the La Crete Distribution Pumphouse and Fort Vermilion Public School.	Byron	Ongoing
October 12, 2021 Budget Council Meeting			
21-10-696	That Administration proceed with the sale of the closed portions of 100A Street to adjacent landowners at assessed value with all associated costs being borne by the buyer with the exception of those costs associated with registration of a waterline URW where required.	Caitlin	All adjacent landowners have been notified

Motion	Action Required	Action By	Status
21-10-697	That the north portions of 100A Street (adjacent landowners) be sold back for the same price it was originally purchased to the adjacent landowners with all associated costs being borne by the applicant.	Caitlin	In Progress 2022-05-12 (update – no change)
October 27, 2021 Regular Council Meeting			
21-10-769	That the Community Services Committee analyze Mackenzie County's Solid Waste requirements at the Waste Transfer Stations and bring back its findings and recommendations no later than August 2022, prior to future budget deliberations	Don	Tender Opening June 22
November 9, 2021 Regular Council Meeting			
21-11-772	That the Commercial Business Incentive Options be brought a Committee of the Whole meeting for further discussion.	Byron	In Progress
November 30, 2021 Regular Council Meeting			
21-11-794	That administration bring budget options to a future council meeting for a plow truck for Zama.	Willie	
21-11-813	That a letter be sent to the Minister of Justice and Solicitor General outlining the successes with RCMP and the oversight of the real problem which is justice.	Louise/Byron	Assistance from Councillor Wardley
December 14, 2021 Regular Council Meeting			
21-12-854	That Policy DEV001 & DEV007 be brought back to Council for review.	Caitlin	Administration to research options for ROW urban standard development 2022-05-12 (update – no change)
January 11, 2022 Regular Council Meeting			
22-01-017	That administration proceed with land purchase as discussed, with funding coming from the Gravel Reserve Project.	Jeff	In Progress
22-01-020	That administration negotiate and/or verify costs and scope of work for the Fort Vermilion Airport Flood Recovery Phase 3 tender with the current bidder and bring back a recommendation to the next council meeting.	Byron	COMPLETE
February 2, 2022 Regular Council Meeting			
22-02-085	That administration move forward with the application process to purchase the following and bring back to Council any future costs related to the purchase such as FNC, survey and assessed value for deliberation and approval. PLS140031 PLS170002 PLS180022 PLS180027	Don/Caitlin	FNC In Progress

Motion	Action Required	Action By	Status
	PLS190005 La Crete Ferry Campground Atlas Landing Area Bridge Campsite Machesis Lake Campground Wadlin Lake Campground		
February 16, 2022 Regular Council Meeting			
22-02-103	That administration enter into a tax payment agreement with Tallahassee Exploration Inc. as discussed.	Jen	1 st payment received Agreement received awaiting signature
22-02-120	That administration bring back options regarding insurance	Jen	
22-02-137	That Mackenzie County prepare to put in a regional bid to host the 2026 Alberta Winter or Summer Games.	Byron	
March 8, 2022 Regular Council Meeting			
22-03-146	That administration proceed with land purchases as discussed.	Jen	In Progress
22-03-155	That administration bring back the Gravel Reclamation Reserve Policy for amendment as discussed.	Jen	In progress
22-03-174	That Mackenzie County create an educational campaign to raise awareness and to promote care of County infrastructure to fund maintenance cost with potential input from ratepayer meetings.	Louise	Spring 2023
22-03-175	That administration proceed with amending the PW010 Road Protection Agreement Policy as discussed and bring back to the next Council meeting.		
March 22, 2022 Committee of the Whole Meeting			
COW-22-03-019	That the Committee of the Whole receive the Municipal Development Plan Overview as discussed and a recommendation be made to bring back an updated draft for review to a future Council meeting.	Byron/Caitlin	In progress 2022-05-12 (update – no change)
COW-22-03-022	That Policy ASB021 – Weed Control Policy be TABLED for further information.	Grant	
March 23, 2022 Committee of the Whole Meeting			
22-03-212	That Mackenzie County develop and enter into an Operating Agreement with the Zama Recreation Society for the Zama City Park/Campground for a term no more than five (5) years as per the March 13, 2022 proposal submitted.	Don	COMPLETE
22-03-213	That once the Operating Agreement with the Zama Recreation Society for the Zama City Park/Campground is signed the 2022 operating budget be amended with \$10,000 for the Zama	Jen	Awaiting signed agreement

Motion	Action Required	Action By	Status
	Recreation Society coming from the Parks and Receptions 2022 Operating budget.		
22-03-215	That the La Crete North Access – Capital Project review be TABLED until a future Committee of the Whole meeting agenda with maps and design options.	Byron	Potential Fall Capital Project Fall of 2023
22-03-218	That a lobbying package be created for the Minister of Agriculture requesting that the Grazing Association be able to keep revenue from the logging and farming on the Fort Vermilion Grazing Reserve for grazing lease improvements.	Byron	
22-03-222	That administration communicate with the Recreation Boards regarding backup generators and bring back recommendations to council.	Don	In Progress
April 12, 2022 Regular Council Meeting			
22-04-275	That the Fort Vermilion Airport Flood Recovery Phase 3 tender for the Fort Vermilion Airport Lighting Upgrade Project & Disaster Recovery Program Flood Recovery be awarded to Northern Road Builders as originally tendered and including previously negotiated price reductions, while staying in budget.	Byron	Contracts Signed
22-04-288	That Mackenzie County requests the Register to cancel the existing Certificate of Title for the following parcels of land and now issue new certificate of Title in the name of Mackenzie County: Tax Roll 076930 Tax Roll 296434	Jen	In Progress
April 27, 2022 Regular Council Meeting			
22-04-307	That administration reach out to non-profit organizations for proposals to proceed with a “Spring Hamlet Clean-up Campaign” and bring back findings to Council.	Don	COMPLETE
22-04-308	That administration reach out to the Mighty Peace Fish & Game Association regarding fish stocking local ponds.	Byron	
22-04-317	That administration develop a culvert maintenance program.	Byron	
22-04-320	That Mackenzie County apply for the Disaster Mitigation and Adaptation Fund to address the overland flooding throughout Mackenzie County.	Byron	In Progress
22-04-325	That Council direct administration to bring back Bylaw 908-13 – Unsightly Premises Bylaw for review to a future Council meeting.	Don	
22-04-329	That Council directs the Agricultural Services Board (ASB) to develop an Agricultural Education Program.	Caitlin	ASB Meeting 22-06-20

Motion	Action Required	Action By	Status
May 10, 2022 Regular Council Meeting			
22-05-344	That the 2022 Gravel Crushing contract be awarded to the lowest qualified bidder while staying within budget.	Byron	Well underway
22-05-347	That the River Road Subdivision contract be awarded to the highest scoring, qualified bidder while staying within budget.	Byron	Contract Signed
22-05-349	That the LA on Wheels Society Agreement for the Handi-Bus be amended to include the cost for the Director Liability insurance.	Don	COMPLETE
22-05-351	That Administration conduct a 2022 Fort Vermilion Residential Garbage Pick Up Survey and bring the results back to Council.	Don	In Progress
22-05-357	That the following agenda items be added to the June 8th meeting date for discussion: 1. Importance of the backroad (secondary access) 2. Community Updates	Byron	COMPLETE
22-05-360	That Council requests that the Agriculture Services Board (ASB) Committee review and recommend what percentage of wood buffers should remain on all Crown Lands sold.	Caitlin	ASB Meeting 22-06-20
May 25, 2022 Regular Council Meeting			
22-05-379	That Policy ASB013 – Beaver Control be referred to the Agriculture Services Board (ASB) to investigate the beaver problems in the Rocky Lane and High Level area.	Grant/Caitlin	ASB Meeting 22-06-20
22-05-380	That administration proceed with issuing the Waste Transfer Station Hauling Contract Request for Proposals as presented.	Don	Tender Opening June 22
22-05-387	That the Councillor expenses incurred for overland flooding visits be reimbursed for the month of April.	Louise	COMPLETE
22-05-391	That administration proceed with charging those that removed gravel from the Mackenzie County gravel stockpiles at market price, plus 20% including a penalty.	Byron	On going
22-05-392	That administration advertise in the local paper that removing gravel from Mackenzie County stockpiles is considered theft and violators will be charged and that any person that self reports and pays in full by June 30, 2022 will not be prosecuted.	Caitlin	COMPLETE
22-05-405	That administration bring back information regarding Graders beats to a future Council Meeting.	Byron/Don	COMPLETE

Motion	Action Required	Action By	Status
22-05-406	That administration advertise the 140M AWD Grader publicly for sale with a reserve bid of \$ 225,000.	Willie	
22-05-407	That administration advertise the 160M AWD Grader publicly for sale with a reserve bid of \$ 270,000.	Willie	
22-05-408	That the County enter into a ten-year lease for the trailer being used by the Fort Vermilion Royal Canadian Mounted Police (RCMP) as discussed.	Don	
22-05-411	That administration work with the Royal Canadian Mounted Police (RCMP) in renewing the Memorandum of Understanding Agreement for the Enhanced Policing Agreement between Mackenzie County and the RCMP and bring back the draft agreement with changes as discussed.	Louise	
22-05-412	That administration invite the Boreal Housing Foundation Board members as a delegation for the Committee of the Whole meeting on June 23, 2022 at 11:00 a.m.	Caitlin	COW 2022-06-23
June 8, 2022 Regular Council Meeting			
22-06-420	That the Community Meeting dates be changed to the following dates and times: August 15 – Zama – 6:00 p.m. – 8:00 p.m. August 16 – Fort Vermilion – 6:00 p.m. – 8:00 p.m. August 17 – Rocky Lane – 6:00 p.m. – 8:00 p.m. August 18 – La Crete – 6:00 p.m. – 9:00 p.m. August 19 – Blue Hills – 6:00 p.m. –9:00 p.m.	Louise	Venues have been booked. Advertising to follow.
22-06-423	That the 2022 Operating Budget be amended to include \$6000 for the Fort Vermilion Seniors Club with funding coming from the Grants to Other Organizations Reserve.	Jen	COMPLETE
22-06-432	That the 2022 Budget be amended to include the purchase of a Walk behind Floor Scrubber for the Northern Lights Recreation Centre for \$14,000 with \$8,329 coming from the La Crete Recreation Society and \$5,671 coming from the surplus 2022 Snow Blower project.	Jen	COMPLETE
22-06-434	That Grazing Lease and Farmland Development Leases tax rolls as per “Schedule A” be reduced to a \$50 minimum tax for 2022, and that \$6,450 in taxes be written off.	Jen	COMPLETE
22-06-437	That a meeting be set with the Minister of Environment and Parks and the Minister of Agriculture, Forestry, and Rural Economic Development in regards to northern recreation.	Louise	
22-06-440	That the Mackenzie Report – Advertising Memorandum of Agreement discussion be TABLED	Louise	

Motion	Action Required	Action By	Status
	and be brought back to a future Council meeting with more information.		
22-06-441	That a Public Meeting be held in Fort Vermilion regarding the 2020 flood and future land use on July 7, 2022 at 7:00 p.m.	Caitlin/Jen Don	Advertised – Legion Fort Vermilion



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR107235

June 10, 2022

Her Worship Michelle Farris
Mayor
Town of Rainbow Lake
PO Box 149
Rainbow Lake AB T0H 2Y0

Reeve Joshua Knelsen
Mackenzie County
PO Box 640
Fort Vermilion AB T0H 1N0

Dear Mayor Farris, Reeve Knelsen, and Councils:

I am writing in regard to the 2019 elector petition requesting that a new municipality be formed consisting of wards 9 and 10 of Mackenzie County and the Town of Rainbow Lake.

As per the *Municipal Government Act*, I considered the formation proposal, including the financial viability of the proposed municipality and the viability of what would remain of the county. As you are aware, Municipal Affairs staff worked with the town and county to collect information for my consideration on critical factors, such as population, the assessment base, and municipal revenues and expenditures. I also requested formal input from the town and county councils about the viability assessment on the Mackenzie region formation proposal and appreciate your perspectives and timely responses.

After careful consideration of the many factors involved in the formation of a new municipality, I believe the proposal as presented would lead to significant viability concerns in the long-term. As a result, I will not be recommending to my Cabinet colleagues the formation of a new municipality based on the 2019 petition proposal.

Once again, I appreciate the tremendous collaboration and partnership from both the town and county throughout this discussion.

Sincerely,

Ric McIver
Minister

cc: Dan Williams, MLA, Peace River
Dan Fletcher, Chief Administrative Officer, Town of Rainbow Lake
Byron Peters, Interim Chief Administrative Officer, Mackenzie County



ALBERTA
SENIORS AND HOUSING

*Office of the Minister
MLA, Calgary-Beddington*

AR52823

May 31, 2022

Dear Housing Management Body Board Chairs:

Alberta's government has embarked on a process to transform affordable housing over the next decade through *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing*. The goal of the strategy is to reduce the number of Albertans in core housing need, and to provide housing supports to an additional 25,000 households over the next 10 years, for a total of 82,000 households.

In response to recommendations made by the 2020 Affordable Housing Review Panel, key action 3.6 of *Stronger Foundations* commits government to "ensuring all operators follow best practices and housing management body board appointments are competency based." This action recognizes the importance of strong governance and expertise on housing management body (HMB) boards to support strategic shifts under *Stronger Foundations* that will increase local decision-making and flexibility, and meet the diverse needs of Albertans.

To fulfill this commitment, the *Alberta Housing Amendment Act, 2021* was proclaimed on April 20, 2022, and amendments to the *Management Body Operation and Administration Regulation* (MBOAR) have come into effect. Subsection 5.01 (2) requires HMBs to determine the competencies required for board members, which must include any required by the Minister. In this section, "competencies" means knowledge, skills, experience, expertise, or qualifications.

Alberta's HMB boards are comprised of passionate and committed members who provide valuable leadership and expertise to achieve the best outcomes for people in need of affordable and social housing.

.../2

These regulatory changes will recognize the skillsets of existing members, and ensure HMB boards include a broad range of skills and experiences, and provide representation for Albertans served by housing programs. In turn, this will support your ability to serve the needs of vulnerable Albertans now, and into the future. I appreciate the extensive feedback we have received regarding the board skills requirements, and we have made adjustments to reflect that feedback.

The attached HMB Board Skills Requirements document sets out the expectations for the minimum standard HMB boards must meet. Boards may also identify additional skills, experience, expertise or qualifications to their board standards based on their community, client base, and type of housing accommodation. In addition, MBOAR (section 5.01 (3)) requires HMB boards to establish a process for the appointment of board members that ensures they have the required skills and experience.

As a first step toward implementing this change, please assess the range of skills, experience, and expertise of your current board members against the Skills Requirements. Based on your assessment, develop a recruitment plan and process to address any identified gaps in skills and experiences. The development and details of your board member appointment process will remain at the discretion of the board. This will ensure your board's recruitment processes consider the specific needs and circumstances of the communities you serve. Your housing advisor and the Alberta Seniors & Community Housing Association are available to assist you as needed throughout this assessment and planning process.

Existing board members should find their skills and experiences reflected in the Skills Requirements. To be clear, no current board member, including those appointed by a municipality, are required to vacate their position as a result of these changes. Skills and experiences that municipal councillors have developed through their roles as elected officials, including knowledge of governance practices, the ability to interpret policy, and community knowledge and engagement, are some of the skill profiles that municipal appointees will be able to meet. It is my expectation any identified gaps will be filled through future recruitments. HMBs are asked to work with municipalities so they can consider this information when making committee appointments.

By June 30, 2023, you are required to submit:

1. Your HMB skillset matrix, including the attached requirements, and any additional preferred skillsets identified by the board.
2. Your assessment of current board members against the Skills Requirements, and a recruitment plan and process to meet any gaps in the skills and experience profiles.

.../3

These documents are to be submitted to your housing advisor at the same time as your annual business plan. If your recruitment plan will require amendments to your Ministerial Order, your housing advisor is available to support you through the amendment process. Please contact your housing advisor for any other questions.

Thank you for your continued commitment to Alberta's affordable housing system, and for your cooperation and support as we implement *Stronger Foundations*. I look forward to continuing to work with you toward these goals.

Sincerely,

A handwritten signature in black ink, appearing to read 'Josephine Pon', written over a light grey rectangular background.

Josephine Pon
Minister of Seniors and Housing

Attachment

cc: Housing Management Body Chief Administrative Officers

Housing Management Body Board Skills Requirements

As per Section 5.01(2), *Management Body Operation and Administration Regulation*, a housing management body (HMB) board must determine the competencies required for board members and develop a process for the appointment of those board members.

The Minister requires each HMB board to include members who fulfil the skills, experience, expertise and qualifications on the list below. One board member may fulfil one or more of the skillsets listed (e.g., one board member may satisfy both the Board Governance and Financial skillsets); however, at a minimum, all skills listed below must be accounted for on each board.

<i>STEP 1: A HMB board must include members who have experience, expertise or qualifications in at least one of the following skills, obtained through training, past experience and/or profession.</i>	
Category	Description
A. Knowledge of board governance	Experience or training on board governance, duties and evaluation of the Chief Administrative Officer, understanding of the legal and fiduciary duty of board members, collaborative decision-making, able to lead/chair a board ensuring effective strategic planning and succession planning. This may include board chairs and board members who have acquired leadership skills while serving on boards.
B. Knowledge of housing industry and/or provincial government social housing sector	Experience or training in nonprofit, private, and/or the government housing industry in which the HMB operates. Understands particular trends, challenges and opportunities facing the community, and unique aspects of the sector. This may include, but is not limited to, experience in social services, government, health care system, property management or property development, with a passion for serving vulnerable Albertans.
C. Organizational and business knowledge	Experience or training within regulatory, business, legal or policy fields, such as interpreting bylaws and regulations. Understands legal and regulatory principles, processes, and systems in the context of housing management bodies; able to effectively interpret policies, and understands organizational strategy, such as risk management. This may include, but is not limited to, experience within the law, policy, human resources, or administration sectors in business, government, or nonprofit organizations.
D. Financial knowledge	Experience or training in financial knowledge. Able to analyze and interpret financial statements and utilize the information to guide organizational decisions. Understands generally accepted accounting/financial principles. This may include, but is not limited to, experience within the accounting, finance, business planning, and auditing sectors.
E. Community and social responsibility	Experience or training with community engagement, demonstrates knowledge and passion for the community and people the HMB serves, such as work with the general public or identifiable communities. Capacity to build networks and foster trusting relationships with communities and stakeholders. This includes, but is not limited to, experience in municipal engagement, communications, nonprofit organizations, cultural communities, health advocates, fundraising, and social work.

STEP 2: Diversity is also important for HMB boards because our communities are diverse and boards should represent the communities they serve. There are many dimensions of diversity, such as gender, gender identity, age, ethnicity, geographic background, physical ability, sexual orientation, and citizenship status.

HMB boards are expected to be diverse and include members with a range of different experiences that represent and understand the issues affecting the communities they serve. Each board is asked to include a mix of members with different genders and age ranges, and to have at least one member who has experience as a member of a target population or experience supporting one of the target populations they serve.

- The Minister requires each HMB board to include at least one member with lived experience as a member of a target population, OR who has professional, volunteer or personal experience supporting a target population group identified in *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing*:
 - Indigenous peoples
 - People with disabilities
 - Women and children fleeing violence
 - People at risk of homelessness or transitioning out of homelessness supports
 - Low-income seniors
 - People dealing with mental health and addiction
 - Youth exiting government care
 - Veterans
 - Recent immigrants and refugees
 - Racialized groups
 - LGBTQ2S+ people
 - Tenants in social/affordable housing

For example:

- A HMB that operates a seniors' lodge could ensure they have a senior on the board or a member from a local senior support organization.
- A HMB that operates community housing or seniors' self-contained apartments with a high number of people with disabilities, Indigenous, or immigrant tenants could consider board members who represent at least one of these target populations, or who have experience supporting one of these target populations through working or volunteering at a community agency.



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Calgary-Hays

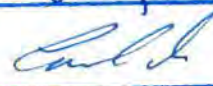
MINISTERIAL ORDER NO. MAG:001/22

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 370(a) of the *Municipal Government Act (MGA)* make the Social and Affordable Housing Accommodation Exemption Regulation as set out in the attached Appendix.

Dated at Edmonton, Alberta, this 14 day of February, 2022.



Ric McIver
Minister of Municipal Affairs

FILED UNDER
THE REGULATIONS ACT
as ALBERTA REGULATION 12/2022
ON February 18 2022


REGISTRAR OF REGULATIONS

APPENDIX

Municipal Government Act

SOCIAL AND AFFORDABLE HOUSING ACCOMMODATION EXEMPTION REGULATION

Table of Contents

- 1 Definitions
- 2 Application
- 3 Tax exemption — Alberta Social Housing Corporation
- 4 Tax exemption — former Alberta Social Housing Corporation property
- 5 Non-application of Community Organization Property Tax Exemption Regulation
- 6 Repeal
- 7 Coming into force

Definitions

1 In this Regulation,

- (a) “affordable housing accommodation” means affordable housing accommodation as defined in the *Alberta Housing Act*;
- (b) “affordable housing provider” means affordable housing provider as defined in the *Alberta Housing Act*;
- (c) “management body” means management body as defined in the *Alberta Housing Act*;
- (d) “social housing accommodation” means social housing accommodation as defined in the *Social Housing Accommodation Regulation* (AR 244/94).

Application

2 This Regulation applies to taxation in 2022 and later years.

Tax exemption — Alberta Social Housing Corporation

3 Property that is owned by the Alberta Social Housing Corporation is exempt from taxation under section 361(b) of the Act to the extent of 100% of its assessment.

Tax exemption — former Alberta Social Housing Corporation property

4(1) A property or unit in a property purchased from the Alberta Social Housing Corporation by an affordable housing provider or

management body is exempt from taxation under section 361(b) of the Act to the extent of 100% of its assessment.

- (a) during any period of time that the Minister of Seniors and Housing considers is reasonably required by the affordable housing provider or management body or any other affordable housing provider or management body to renovate or repair the property or unit for use as an affordable housing accommodation or social housing accommodation,
- (b) while the affordable housing provider or management body or any other affordable housing provider or management body uses the property or unit to provide affordable housing accommodation or social housing accommodation, and
- (c) during any period of time that the Minister of Seniors and Housing considers reasonable where the affordable housing provider or management body or any other affordable housing provider or management body intends to use the property or unit to provide affordable housing accommodation or social housing accommodation but the property or unit is vacant.

(2) Subsection (1) does not apply during any period of time that occurs after an affordable housing provider or management body uses the property or unit in circumstances other than those referred to in subsection (1)(a) to (c).

**Non-application of Community Organization
Property Tax Exemption Regulation**

5 The *Community Organization Property Tax Exemption Regulation* (AR 281/98) does not apply to an exemption from taxation described in section 3 or 4.

Repeal

6 The *Alberta Social Housing Corporation Exemption Regulation* (AR 258/2017) is repealed.

Coming into force

7 This Regulation comes into force on the coming into force of the *Alberta Housing Amendment Act, 2021*.



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

June 16, 2022

Mary Persson
Deputy Minister of Infrastructure
Office of the Deputy Minister
Infrastructure
3rd Floor, Infrastructure Building
6950-113 Street
Edmonton, Alberta T6H 5V7
mary.persson@gov.ab.ca

Dear Deputy Minister Persson:

RE: INTERIM HOUSING IN MACKENZIE COUNTY-PURCHASE/LAND LEASE

Since the fall of 2020, land has been leased by Alberta Social Housing for the purpose of providing land for interim housing units utilized by residents affected by the 2020 Peace River flood. To date many of these residents are still in need of living accommodations as the mitigation program continues to develop lots to house residents. The mitigation program has developed Phase 1 that is fully occupied and is currently developing Phases 2 and 3. These phases will be ready to accept homes onto the developed lots by late summer or early fall 2022.

As Fort Vermilion does not currently have any available developed lots to move housing onto, Mackenzie County has an interest in a multi-year lease of Plan: 792 0958, Block: 1, Lot: 3, 4 & 5. Mackenzie County would also like to open further conversation to purchase this land.

A lease for this property would not only alleviate the stress on the residents from having to move more than necessary, as well as Mackenzie County trying to locate new suitable land with the required infrastructure for housing. In addition, the relocation of buildings for a short term could be detrimental to the structure and create additional costs.

Deputy Minister of Infrastructure

Page 2

June 16, 2022

A local developer has recently begun developing land outside of the flood plain that will have lots sizes available to accommodate the Court House, removing it from the flood plain if chosen to do so. We would be more than happy to provide contact information if this is an option you wish to explore in the near future.

Mackenzie County and its residents appreciate the working relationship we've had with this office and the Government of Alberta in the past and to continue the same moving forward. Mackenzie County is hoping to continue this discussion in regards to this matter in further detail in the future.

Yours Sincerely,



Byron Peters

Interim Chief Administrative Officer

c: Lisa Sadownik, Deputy Minister Seniors and Housing
Dan Williams, MLA Peace River
Mackenzie County Council

Legislation: [Municipal Government Act](#)
[Local Authorities Election Act](#)

Regulation: [Subdivision and Development Regulation](#)
[Subdivision and Development Appeal Board Regulation](#)
[Subdivision and Development Appeal Regulation](#)

Overview

Both the *Municipal Government Act (MGA)* and the *Local Authorities Election Act (LAEA)* were amended through Bill 21, *Red Tape Reduction Statutes Amendment Act, 2022*. Bill 21 received royal assent on May 31, 2022 and will come into force on various dates.

The Subdivision and Development Regulation, the Subdivision and Development Appeal Board Regulation, and the Subdivision and Development Appeal Regulation were combined into a single regulation.

Clarifying Amendments in the MGA

Intermunicipal Business Licenses

Previously, the *MGA* was silent on the development of intermunicipal business licensing programs. While a small number of municipalities in Alberta already do this, by making this an explicit authority, we hope to encourage more uptake to reduce costs and administrative burden on businesses.

What's changed?

Explicitly enabling two or more municipalities to enter into an intermunicipal business licence agreement. This amendment supports economic development by making it easier for mobile businesses to operate across the province and reduces the costs and administration involved in applying for licences in each municipality (*MGA* s.8(2), (3)).

Compliance Tools after Viability Reviews

Expanding ministerial authorities to provide greater flexibility and tools to enforce municipal compliance (inspections, inquiries, and audits) resulting from a viability review (*MGA* s.130.3).

What's changed?

Previously, the only action available to the Minister, in cases where a municipality failed to comply with the Minister's viability directives, was to dismiss members of council or the Chief Administrative Officer. Bill 21 amends the *MGA* to include more nuanced actions that will provide motivation to comply with directives, such as withholding provincial grants, repealing policies or procedures, or suspending bylaw-making authority.

Community Revitalization Bylaws and Amendments

The Minister is authorized to approve Community Revitalization bylaws and amendments, to expedite the approval time and ensure economic development in revitalization areas can begin sooner (*MGA* s.381.2).

What's changed?

Previously, Community Revitalization bylaws and amendments had to be approved by Cabinet. This change will improve procedural efficiency and timelines.

General Streamlining Amendments (For Information Only)

A variety of general streamlining amendments were made to improve readability, reduce duplication and better align with other legislation and requirements. These changes will generally not require additional action by Alberta municipalities. These changes include:

S.1(1)(x)).	Clarifying that population for the purposes of the <i>MGA</i> will be determined by ministerial order rather than by regulation
S.3	Adding “to foster the economic development of the municipality” to the list of municipal purposes
S.22	Clarifying the process regarding road closure bylaws and approval from Alberta Transportation; in particular, clarifying the requirements for public notice and a public hearing prior to second reading of the bylaw.
S.76, 85, 87, 94, 99.1, 108, 120, 120.1, 121, 125	Streamlining and providing additional clarity regarding the procedures for the formation, change of status or dissolution of a municipality, amalgamation of municipal authorities, or annexation of land
S.143	Streamlining provisions setting out the number of councillors for types of municipalities
S.145	Providing clarity that if a council chooses to establish a council committee or other body, the establishment and functions of the committee/body must be set out in bylaw
S.196	Allowing council to approve the method(s) to provide notice for a council or council committee meeting
S.199	Creating greater flexibility for meetings to be held by electronic means
S.251(2)(b)).	Providing clarity that the rate of interest charged on borrowing must be stated as a percentage within the borrowing bylaw
S.284, 292).	Updating obsolete references (such as replacing National Energy Board with Canada Energy Regulator)
S.297, 298).	Moving specific rules relating to the assessment and taxation of non-residential property from the Matters Relating to Assessment Sub-Classes Regulation into the <i>MGA</i>

LAEA Amendment

Redaction of Personal Information

The *LAEA* was amended to require municipalities and school boards to redact personal information (such as addresses and contact information) of candidates and donors from candidate disclosure statements before they are made public (*MGA* s.147.4). This will apply to forms that are already public from the recent election – municipalities will need to redact those forms before making them publically accessible again.

What’s changed?

Previously, the authority to redact this type of personal information was unclear and interpreted differently by each municipality.

Matters Related to Subdivision and Development Regulation (Subdivision Development Regulation Consolidation)

The Subdivision and Development Regulation, the Subdivision and Development Appeal Board Regulation, and the Subdivision and Development Appeal Regulation were combined into a single regulation.

What's changed?

- There were no substantive changes to the content of these regulations.
- Combining them into one regulation will make it easier for industry stakeholders, municipalities, and Albertans to find the information they need.
 - The Subdivision and Development Regulation established municipal responsibilities for receiving and deciding on subdivision applications, including the administration of subdivisions, subdivision and development conditions, registration and endorsement, development setbacks for waste and wastewater sites and setbacks for provincial appeals to the Land and Property Rights Tribunal.
 - The Subdivision and Development Appeal Board Regulation established training requirements for Subdivision and Development Appeal Board members and clerks as well as municipal reporting requirements.
 - The Subdivision and Development Appeal Regulation clarified the processes and ensures subdivision and development permit appeals with limited provincial interest remain with local subdivision and development appeal boards rather than the provincial Land and Property Rights Tribunal.
- Definitions have been updated and added, including the definition of sour gas, food establishments, and roads.
 - For example, the definition of food establishments is removed, as the requirements under the Food Regulation and the Food Retail and Food Services Code already sufficiently address this issue.
- The new regulation does not include redundant provisions that are already addressed within the *MGA* or other legislation:
 - The requirement to designate different types of land with specific suffixes is already within the *MGA*.
 - The requirements for certain forms, such as the deferred reserve form, already exist in other legislation or regulations.
 - Section 577 of the *MGA* already provides the Minister with the authority to request information from municipalities, and does not need to be replicated for subdivision and appeal board training information requirements.

For More Information:

Phone: 780-427-2225
Toll-free in Alberta: 310-0000
Fax: 780-420-1016
Email: ma.advisory@gov.ab.ca

Implementation Fact Sheet



Red Tape Reduction Statutes Amendment Act, 2022

Municipal Affairs

Document Information:

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Disparity in Electricity Distribution and Transmission Rates

Moved by: City of Grande Prairie

Seconded by: Town of Drumheller

WHEREAS the cost of transmission and distribution of electricity to customers is causing a disparity in prices across Alberta;

WHEREAS electricity prices, which are becoming extraordinarily high in some service areas, are regulated by the Alberta Utilities Commission (AUC) for residential, farm and commercial customers in rural and urban areas;

WHEREAS in 2021, annual transmission charges paid by the average residential customer with 7200 kWh of consumption ranged from \$239.28 (in Enmax's service area) to \$339.72 (in ATCO's service area) [1]

WHEREAS in 2021, annual distribution charges paid by the average residential customer with 7200 kWh of consumption ranged from \$308.40 (in ENMAX's service area) to \$1,007.16 (in ATCO's service area) [2]

WHEREAS the cost of transmission and distribution do not just impact purchased energy but also sold energy, with high costs making micro-generation economically challenging in much of the province.

IT IS THEREFORE RESOLVED THAT ABmunis advocate for the Province to eliminate the disparity in electricity pricing for transmission and distribution charges across the Province by adopting a model similar to British Columbia or Saskatchewan

[1] Utilities Consumer Advocate: Electricity Transmission and Distribution Charges
<https://ucahelps.alberta.ca/electricity-transmission-and-distribution-charges.aspx>

[2] Utilities Consumer Advocate: Electricity Transmission and Distribution Charges
<https://ucahelps.alberta.ca/electricity-transmission-and-distribution-charges.aspx>

Resolution Background

Because electricity delivery is a fully regulated service, the Alberta Utilities Commission (AUC) reviews the costs in detail and approves the rates to ensure all the charges are fair and reasonable. However there seems to be a disparity in these charges depending on where you live in Alberta. Energy delivery charges include two components: transmission and distribution (in addition to rate riders).

Transmission charges cover the cost of moving electric energy from generating facilities through transmission lines to distribution utility substation transformers. The transmission charge on an electricity bill is based on how much electricity the customer has used and on average is between 14% and 20% of a customer's total bill.

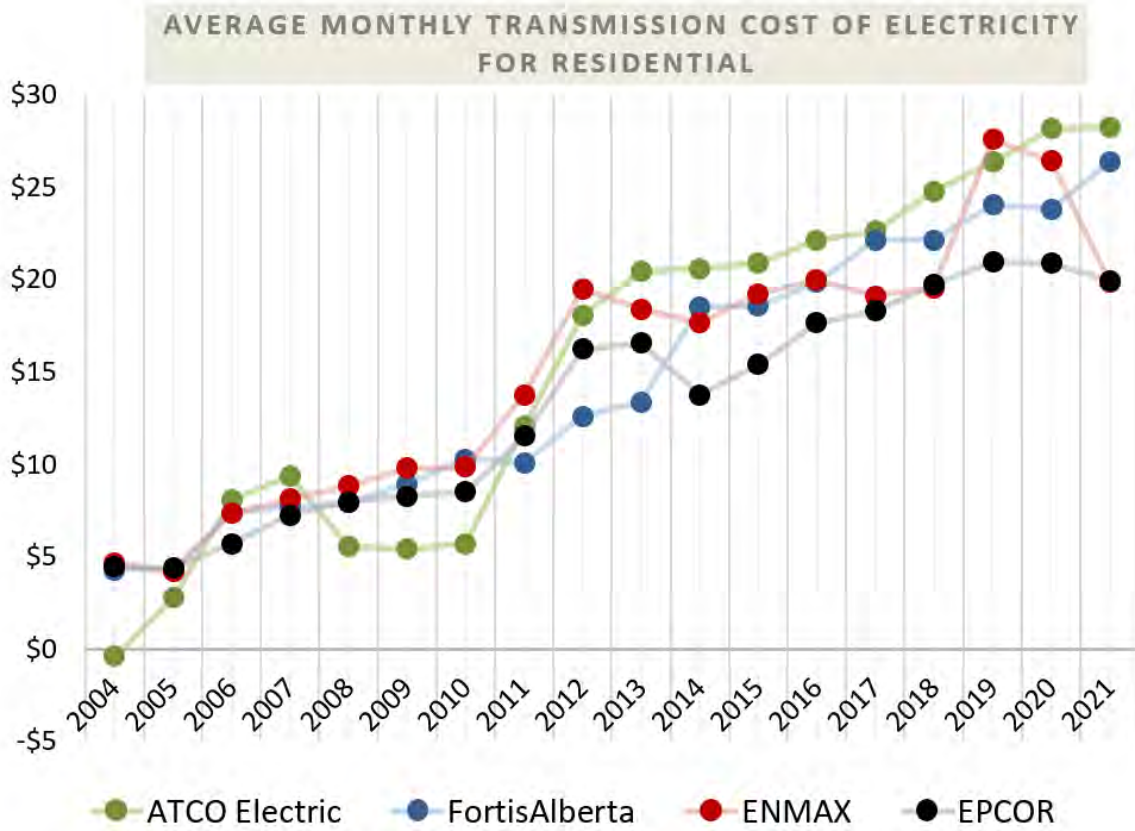
Distribution costs vary with location and consumption. Distribution charges cover the cost of moving electric energy from substation transformers through local lines that carry electricity to the customers' meters. If the service area is large and sparsely populated, one kilometer of distribution line may only serve a few customers whereas in an urban centre, one kilometer of line serves a larger number of customers. Distribution charges are between 22% and 47% of a customer's total bill.

In some parts of the province, energy delivery charges compose nearly 70% of a customer's total bill for the sum of the two components: transmission and distribution charges.

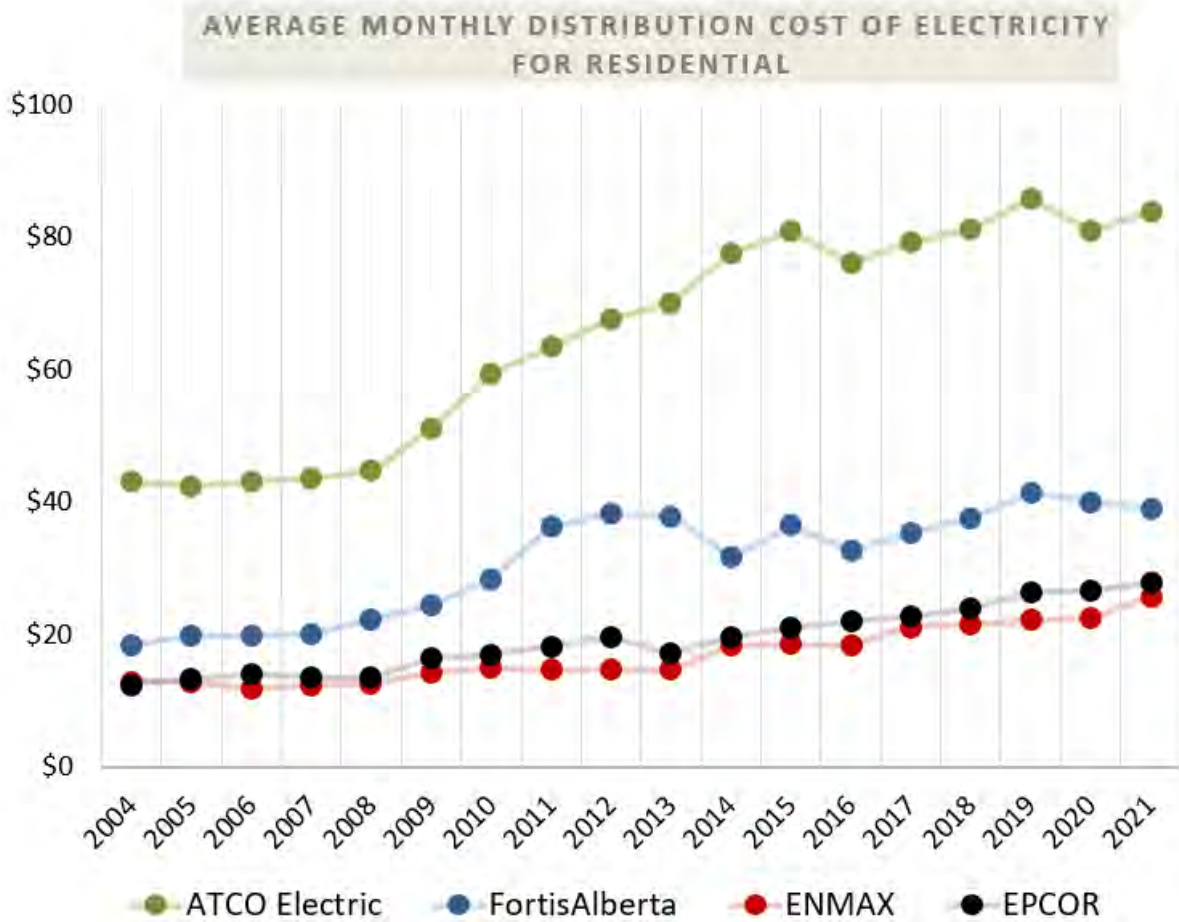
In large geographical portions of the province, both businesses and residential endure economic penalties based on geographical and population density disadvantages. This disadvantage can be as high as a 3 to 1 ratio of as seen in chart comparisons below. In comparison, British Columbia and Saskatchewan have succeeded in building and operating transmission and distribution systems where landed costs of electricity are much more evenly distributed amongst the entire system.

In Saskatchewan, all cities, towns and villages pay one rate that includes transmission and distribution costs regardless of geographic location and all rural areas pay a marginally higher rate. There is only a 1.4 to 1 ratio between the two rates. In British Columbia, all electricity costs including transmission and distribution are equalized across the entire province.

As the electrical grid for Alberta ultimately operates as a single entity, it is reasonable to distribute those costs equally across the Province. The current system unfairly penalizes communities that are on the border between providers. Competitiveness to attract businesses to Alberta or outside of major urban centers within Alberta is stunted by disparities in the Alberta model. Continual increases of transmission and distribution rates, especially in areas that are already realizing significant cost disparity, results in an increase in energy poverty for many Alberta families and seniors.

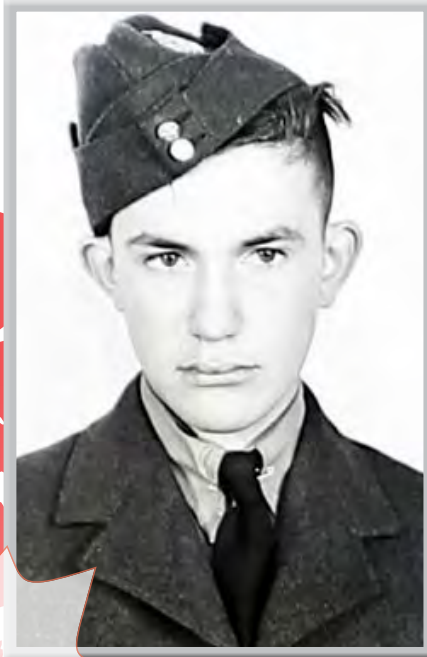


Source: Compiled by the Office of the Utilities Consumer Advocate based on data provided by the Alberta Utilities Commission and Alberta Electric System Operator



Source: Compiled by the Office of the Utilities Consumer Advocate based on data provided by the Alberta Utilities Commission and Alberta Electric System Operator

CLIFFORD NICHOLAS FLETTE

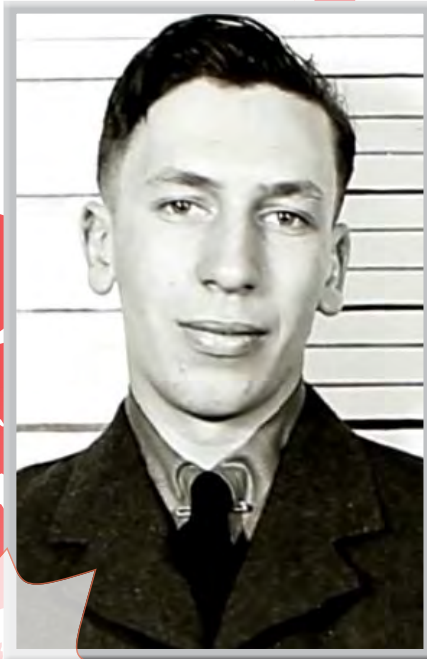


Clifford Nicholas Flette was born January 28, 1926 at Fort Vermilion, Alberta, the son of Robert Nicholas 'Nick' (First World War veteran) and Sadie Sacellia (nee Jay) Flette, the stepson of Caroline Margaret (nee Lawrence) Flette and the brother of Hester Audrey, Lawrence, Allan, and Shirley Janet Flette. Raised at Cloverbar, near Edmonton, Alberta, Clifford moved to northwestern Alberta where his family farmed in the Stewart District along Weberville Road. After completing his education at Peace River, Alberta in 1942, Clifford worked as a farm hand on the family farm before enlisting at Edmonton August 25, 1943. Overseas in May 1944, Clifford served with the Royal Canadian Air Force during the Second World War as a Sergeant (Air Gunner) attached to No. 1666 Heavy Conversion Unit. Part of the British Commonwealth Air Training Plan, the No. 1666 HCU operated Handley Page Halifax aircraft from RAF Wombleton, North Yorkshire, England, training aircrew before being posted to an operational squadron. On November 19, 1944, Clifford Nicholas Flette died after his Halifax aircraft crashed into the North Sea during circuits and landings training. Lost without a trace, he was 18 years old. Clifford is commemorated on the Runnymede Memorial, Surrey, England, on the Bomber Command Memorial Wall, Nanton, Alberta, and on the Peace River Honour Roll, Alberta. Citation(s): Defence Medal, War Medal, Canadian Volunteer Service Medal with Clasp. "When you go home, tell them of us and say, 'For your tomorrow, we gave our today.'"

Commissioned by Canadian Fallen Heroes Foundation

www.canadianfallenheroes.com

WILLIAM ALFRED MARTIN HALLETT

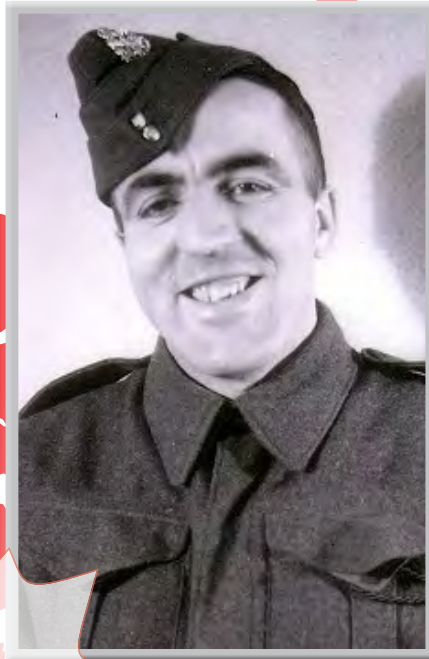


William Alfred Martin Hallett was born January 24, 1923 at Buffalo Prairie, Alberta, the youngest son of William (died 1928) and Marie Anne (nee Thilmont) Kidd (formerly Hallett), the foster son of Clayton J. Kidd and the brother of Mary Hallett. Raised in Fort Vermilion, Alberta, William attended school at Kitscoty, Alberta where he completed much of his high school education before returning to Fort Vermilion in 1937. An accomplished swimmer, William saved a young boy from drowning when he was a teenager, led the Boy Scout troop in Fort Vermilion, and was President of the local tennis club. William worked as a hunter and trapper for his parents who operated a fur trading company at Fort Vermilion. Traveling by dog sled in the winter months, William endured temperatures of 68 degrees below zero while on the trail. An avid photographer, he joined for patriotic reasons and enlisted at Calgary, Alberta and served with the Royal Canadian Air Force during the Second World War as a Flying Officer (Pilot) attached to No. 9 Squadron, known as IX (Bomber) Squadron. Based at RAF Bardney, Lincolnshire, England with RAF Bomber Command, the squadron operated Avro Lancaster aircraft in heavy precision bombing operations over occupied Northwest Europe. On July 13, 1944, Flying Officer (Pilot) Hallett died following bombing operations on the railway junctions at Culmont, France when his Lancaster aircraft crashed at Cour-l'Eveque, 44 miles north of Dijon, France. He was 21 years old. William is commemorated at the Cour l'Eveque Churchyard, Haute-Marne, France, and on the Bomber Command Memorial Wall, Nanton, Alberta. "The legacy of heroes is the memory of a great name and the inheritance of a great example." Benjamin Disraeli

Commissioned by Canadian Fallen Heroes Foundation

www.canadianfallenheroes.com

EDWARD BURROWS HANSLEY

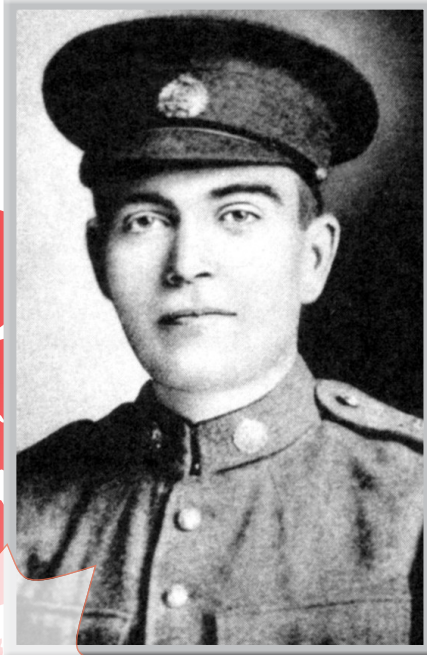


Edward "Ted" Burrows Hansley, born January 16, 1909 at Borden, Saskatchewan, completed his education in 1923 and worked with his father on the family farm, applying for his own homestead in Saskatchewan in September 1929. He moved to Fort Vermillion, Alberta where he worked as a farm labourer at the Dominion Experimental Station before enlisting at Edmonton, Alberta October 29, 1942. Hansley served as a Lance Corporal with the Royal Canadian Infantry Corps attached to the 1st Battalion, The South Saskatchewan Regiment during the Second World War. Overseas in December 1943, the regiment landed at Courseulles, in Normandy, France July 8, 1944 with the 6th Infantry Brigade, 2nd Canadian Infantry Division during Operation Charnwood, where they fought against the German 7th Army. On March 9, 1945, Lance Corporal Edward Burrows Hansley died while fighting in the Hochwald Gap and is commemorated at the Groesbeek Canadian War Cemetery, Netherlands. Youngest son of Robert and Effie Hansley of West Point, Saskatchewan; brother of John Robert (died 20 April 1917), Sarah Jane, William Francis, Norman and George Burrows, Mrs. W. J. Harrison and Mrs. A. Goodman; husband of Mary (nee Pridie) Hansley of Ponoka, Alberta; he was 36 years old. Citation(s): 1939-1945 Star, France-Germany Star, Defence Medal, War Medal, Canadian Volunteer Service Medal with Clasp. "At the going down of the sun and in the morning, we will remember them.

Commissioned by The Canadian Fallen Heroes Foundation

www.canadianfallenheroes.com

ROBERT ALDHAM WILSON



Robert Aldham Wilson was born January 4, 1893 at Fort Vermilion, Alberta where his father worked as the Factor for the Hudson's Bay Company. Single and a banker with the Bank of Montreal in Edmonton, Alberta, Wilson joined the 101st Edmonton Fusiliers Regiment at Edmonton before enlisting there March 25, 1916. Overseas for training in England, Wilson went on to serve as a Private with the Canadian Expeditionary Force attached to the 50th Battalion during the First World War. Part of the 10th Canadian Infantry Brigade, 4th Canadian Division, the 50th landed in France in August 1916 advancing to Ancre Heights in the Somme by October 1916. In early 1917, the battalion began preparations for the offensive at Vimy Ridge against the German 6th Army. On April 10, 1917, Private Robert Aldham Wilson died during an attack on Vimy Ridge against German forces who held the ridge east of Hill 145. Wilson is commemorated on the Vimy Memorial, Pas de Calais, France. The monument is the centrepiece of a 100-hectare (250-acre) preserved battlefield park that encompasses a portion of the ground over which the Canadian Corps made their assault during the initial Battle of Vimy Ridge offensive of the Battle of Arras. Son of Francis David Wilson of Fort Vermilion and Aileen Wilson of Moose Factory, Ontario; he was 23 years old. 'Greater love hath no man than this, that a man lay down his life for his friends.'

Commissioned by the Canadian Fallen Heroes Foundation

www.canadianfallenheroes.com

CANADIAN FALLEN HEROES



MEMORIAL PLAQUE DISPLAY



Afghanistan War Memorial & Veterans Memorial Gardens -Grande Prairie.

Alberta has a long history of military service and sacrifice. The provincial honour roll includes the names of thousands who called the province home prior to enlistment. They left family and friends to serve and many of the fallen are buried overseas, at or near the place of their final battle. Lost was the opportunity to have children, grandchildren, to live a full life. The Canadian Fallen Heroes Foundation is a federally registered charity formed in Alberta by retired military personnel in 2002 as a means to honour fallen comrades. Oak framed and metal art Memorials commissioned by the Canadian Fallen Heroes Foundation are on display in Legions and public facilities throughout the province including the communities of Beaverlodge, Bezanson, Clairmont, Grande Prairie, Grimshaw, High Prairie, Hythe, Peace River and Sexsmith, Alberta.

The soldiers pictured above represent some of the over 300 fallen soldiers from the Peace River district. Memorials are commissioned to honour the sacrifice they made for the freedoms we enjoy. Some will represent Mackenzie County at the Afghanistan War Memorial & Veterans Memorial Gardens in Grande Prairie. Others are being commissioned and displayed by businesses in Mackenzie County. The memorials, measuring 12 x 18 inches are printed on metal art panels. Photographs and biographies are infused into an aluminum surface using dyes rather than traditional inks. The process provides outstanding image clarity and longevity.

Biographies for the fallen soldiers of Alberta can also be found **IN MEMORIAM** on our charity's website www.canadianfallenheroes.com where they are preserved to be shared with future generations and utilized by schools and educators as part of Remembrance Day curriculum. Once researched and written, they can be searched here by name or by searching the community of interest which groups together comrades that comprise the area honour roll. The Canadian Fallen Heroes Foundation is a federally registered charity. Contributors to the memorial project are provided a memorial plaque for display, issued a tax receipt in accordance with our charitable status and acknowledged IN MEMORIAM adjacent their honour roll as follows:

Platinum Sponsor \$2500.00
Gold Sponsor \$1000.00
Silver Sponsor \$500.00
Bronze Sponsor \$250.00

They shall grow not old, as we that are left grow old; Age shall not weary them, nor the years condemn. At the going down of the sun and in the morning We will remember them. - Laurence Binyon.

Canadian Fallen Heroes Foundation - 13B 2115 27 Ave. N.E. Calgary, AB T2E 7E4
Phone: 403-453-1881 email: memorials@canadianfallenheroes.com
Registered Charity No. 86563 9447 RR0001

From: [Jody Hipkin](#)
To: [Office](#)
Subject: A Coal Policy for Alberta - 2022 and Beyond
Date: June 8, 2022 3:35:54 PM
Attachments: [image001.png](#)
[image002.png](#)

June 8, 2022

Mr. Joshua Knelsen

Mackenzie County

Via email: office@mackenziecounty.com

OFFICE OF THE MAYOR

RE: A Coal Policy for Alberta – 2022 and Beyond

The Town of High River Mayor and Council is grateful for the ongoing support that they have received through the previously passed Town of High River Coal Policy Resolution.

On May 24, 2022 the Town of High River Mayor and Council passed the following resolution:

Coal Policy - A Coal Policy for Alberta - 2022 and Beyond Resolution #RC101-2022

WHEREAS coal exploration and development will impact water resources for downstream communities affecting businesses, residents, ranchers, farmers and ecosystems;

AND WHEREAS coal exploration and development is causing irreparable damage to the landscapes and watersheds as well as adversely affecting the public's access, use and enjoyment of Crown lands on the Eastern Slopes of Alberta;

BE IT RESOLVED THAT Council endorse the proposed policy titled – “A Coal Policy For Alberta – 2022 and Beyond” prepared by a Grassroots Coalition of Albertans including policy experts, indigenous groups, conservationists, recreation groups, ranchers and landowners;

AND THAT Council directs administration to send this document to all other urban, rural and first nations municipalities throughout Alberta and Saskatchewan asking them to endorse and sign on.

The “[A Coal Policy for Alberta – 2022 and Beyond](#)” document can be downloaded for your organization by visiting the link. The Town of High River does not require an endorsement signature in response to this letter, it is merely for informational purposes only.

If you wish to sign on and support this policy, please visit www.acoalpolicyforalberta.com. Your municipality will be added to the large list of supporters.

Sincerely,

Mayor Craig Snodgrass

COUNTY OF ST. PAUL

5015 – 49 Avenue, St. Paul, Alberta, T0A 3A4
www.county.stpaul.ab.ca



Our Mission - To create desirable rural experiences

June 14, 2022

Alberta Utilities Commission
106 Street Building
10th Floor, 10055-106th
Edmonton, AB
T5J 2Y2

RE: Rising Cost of Alberta Utility Fees

There have been numerous municipalities throughout Alberta that have voiced their concern to the AUC about the current rising cost of utility fees for both electricity and natural gas.

The County of St. Paul No.19 is echoing and supporting those municipalities by submitting this correspondence and is asking for the Commission to reevaluate the fees being charged on top of the actual usage fees, and the amount of profit corporations are making off our County residents and all Albertans. The fundamentals of utilities shouldn't be an opportunity for corporate profit.

Over the past couple of years, Albertans have been faced with an extreme economic recession, the stress of the pandemic combined with rising employment uncertainty and inflation impacting food, fuel, supply shortages and housing. Individual residents are not the only ones stricken by the current utility fees, business big and small, including non-profits are struggling to keep their doors open due to the ever-increasing cost of utilities.

We urge you to take the time to consider what the rising cost of Alberta's utility fees are doing to our residents. Now is not the time to be financially stressing Albertans more by increasing utility fees, but rather a time to support all Albertans through this difficult economic time.

Sincerely,

A handwritten signature in black ink, appearing to read 'Glen Ockerman', is written over a horizontal line.

Glen Ockerman
Reeve
Cc: David Hanson, MLA
RMA Membership
AUMA Membership

Phone: 780-645-3301
Email: countysp@county.stpaul.ab.ca



organic
ALBERTA

JUL
22

ORGANIC VARIETY TRIAL & CROP WALK

Soil health presentation, organic equipment and trade show, and walk the MARA organic research plots to see the performance and development of 14 wheat and oat varieties for organic production, and more. See you in the field!

**GUEST SPEAKER: JOEL WILLIAMS,
PLANT & SOIL HEALTH EDUCATOR**

Time: 8:30AM - 1:30PM

Lunch: Provided

Cost: \$25 per person or \$40 for 2 - bring a friend and save \$10

Location: 5901 River Rd, Fort Vermilion Experimental Farm @ MARA



AUG
04

ORGANIC CROP & FIELD DAY

Featuring tours at 3 organic farms with agronomist Scott Gillespie, of Plants Dig Soil.

Time: 9:00AM - 1:30PM

Lunch: Provided

Cost: \$25 per person or \$40 for 2 - bring a friend and save \$10

Location: Meet at 15411 Township Road 1060, La Crete Heritage Center



TO REGISTER CONTACT SAMANTHA AT
SAMANTHA.FLASHA@ORGANICALBERTA.ORG
OR CALL 780-218-7566

Ottawa

Room 1070, The Valour Building
Ottawa, ON K1A 0A6
Tel: 613.996.1783
Fax: 613.995.1415

Constituency

Box 4458, 5124-50 Street
Barrhead, AB T7N 1A3
Toll Free: 1.800.667.8450
Tel: 780.305.0340
Fax: 780.305.0343



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Arnold Viersen, MP

Peace River—Westlock



MP Viersen: Scrap Front-of-Package Labeling for Ground Pork and Beef

June 14, 2022
FOR IMMEDIATE RELEASE

Ottawa, ON — The Government of Canada will start requiring nutrition labeling on ground pork and beef. Health Canada claims the purpose is to reduce risks to health by providing consumers information on levels of sodium, sugars and/or saturated fat in products. While there are exemptions for whole foods like whole cuts of meat under the new regulations, ground pork and beef will not be exempted.

“It is ridiculous that Canada is about to become the first and only jurisdiction in the world to self-impose front-of-package labelling on ground beef and pork,” said Peace River – Westlock MP Arnold Viersen.

“This decision will undercut Canadian producers and farm families. Worse, the U.S. has also indicated this would create a trade irritant and could lead to fewer exports of Canadian beef. Over 15.5% of the \$28.2 billion in retail meat that Canada sells annually is ground meat.

“I am calling on the Liberals to stop their attack on Canadian farmers and producers, and scrap front-of-package labelling for ground beef and pork. We don't need out-of-touch government departments imposing additional regulations on food producers and targeting ground beef and pork as ‘unhealthy’ source of proteins for Canadians.

“It makes zero sense that roast beef and whole hams are exempt, but the same source of protein is no longer acceptable after being ground.

“With the price of groceries up 10 per cent year-over-year and high inflation compounding production costs, this is just another cruel burden being place on families and farmers.

“Conservatives will always stand with Canada’s hard-working farm families and producers.”

-30-



Arnold.Viersen@parl.gc.ca
www.mparnold.ca

Meeting Minutes

Fort Vermilion Recreation Board Meeting December 6, 2020

1. Karen Smith calls meeting to order at 6:24
2. **In attendance:** Cameron Cardinal, Steven Simpson, Clinton Edwards, Mike Smith, Karen Smith, Jaidyn McLean, Wendy Nanooch, Darren Nanooch
3. **Additions to the Agenda**
 - a. Hall Rental
 - b. Signing Authority
4. Wendy Nanooch moves to approve the agenda as amended. Approved.
5. Cameron Cardinal moves to accept the previous minutes.
6. Financial statements are presented by Clinton Edwards. Cameron Cardinal moves acceptance of Financials. Carried.
7. Karen moves that Steven is added as a signing authority for the bank account. Carried.
8. Darren moves to implement the REP program for the Hall and upper curling lounge spaces. Carried.
9. Clinton Edwards presents the manager's report. Cameron moves approval of the report.
10. **Ice plant repairs**
 - a. Clinton will put together a report that details all the correspondence regarding issues of the plant and the process of fixing it. A copy will be sent to Donny Roberts and Cameron Cardinal.
11. **Hall Rental.**
 - a. Cameron asks permission for the hall to be donated for a fundraiser concert for Val Courterille on the 18th. Mike moves to donate the Hall space for the fundraiser. Carried.
12. **Christmas Hamper**
 - a. Steven moves to put together a hamper on behalf of the Recreation Board. Carried.
13. **Next Meeting** Jan 10th @ 7:00pm
14. **Meeting adjourned at 7:11**

Meeting Minutes

Fort Vermilion Recreation Board – January 17, 2022

1. Call to Order @ 6:48
2. In attendance: Darren Nanooch, Wendy Nanooch, Karen Smith, Leah Lizotte, Steven Simpson, Clinton Edwards
3. Additions to Agenda
 - a. Skates (New)
 - b. Approved Capitol Projects (Old)
 - c.
4. Acceptance of Agenda: Steven moves to accept the agenda with additions.
5. Acceptance of Previous Minutes:
 - a. December 06, 2022
 - i. Wendy moves acceptant of the December 06th minutes, Darren seconds, All in favor. Motion carried.
6. Guests: No guests.
7. Financial Statements:
 - a. Presented by Clinton Edwards:
 - i. Steven moves approval of financials. Wendy seconds. All in favor. Motion carried.
8. Managers Report:
 - a. Presented by Clinton Edwards:
 - i. COVID-19 Update
 - ii. New Hires
 - iii. Curling ice
 1. Reach out to the local schools to offer space for school teams
 - iv. Bleacher Lighting
 1. All need to be replaced.
 - a. Replace current lights est \$1800 or
 - b. LED Lighting est. \$2300
 - c. Will check lights at the end of the meeting
 - v. Ice Plant Repair Invoice
 1. Paid by insurance
 - vi. Indigenous Peoples Day
 1. Leah and Wendy will attend the organizational meeting.
9. Old Business:
 - a. AGM Date
 - i. Set for April 29th, for FVRB AGM & Volunteer Appreciation Week
 - ii. Clinton will contact FVSS (Sonya) and other community organizations to acknowledge their volunteers. Ask each organization to donate a door prize.

- b. Approved Capitol
 - i. Air conditioning for the hall
 - ii. Epoxy floor
 - iii. Gym roof
 - 1. If money is saved in these projects, can look at smaller projects.
 - 2. Paving can be looked at when paving is done in Fort Vermilion, where we could save on some costs.
- c. Porta-Potty Purchase
 - i. 2 lots of porta-potties coming up on sale March 3rd
 - ii. We should send back the older porta-potties and pick up the new purchase at the same time.
 - iii. We want to have 10 in stock for events.

10. New Business:

- a. Skates
 - i. We do have a large stock of skates available. They will be kept in stock for school use.
 - ii. FVPS is starting school skates next week.
 - iii. Clinton will contact Sports Central for a donation
- b. Snow-shoes
 - i. Can be purchased for rentals
 - ii. Clinton will contact Sports Central for a donation
- c. Running Track
 - i. Will be utilized to build the new fire hall
 - ii. 2/8 acres will be used

11. Correspondence:

12. Next Meeting: February 7th, 2022

13. In Camera:

14. Adjournment @ 8:02pm

Mackenzie County Library Board (MCLB)
April 26, 2022 Board Meeting Minutes
Fort Vermilion Library

Present: Lisa Wardley, Steven Simpson, Lorraine Peters, Wally Schroeder, Kayla Wardley, Sandra Neufeld, Tamie McLean, Cameron Cardinal.

Guest: Carson Flett

1.0 Kayla Wardley called the meeting to order at 7:01 pm.

2.0 Approval of the Agenda:

MOTION #2022-04-01 Lorraine Peters moved the approval of the agenda as revised. **CARRIED**

3.0 Approval of the Minutes:

MOTION #2022-04-02 Lisa Wardley moved the approval of the March 29/22 meeting minutes. **CARRIED**

4.0 Review of Action Items:

- The action items of the previous MCLB meeting were reviewed.

5.0 Financial:

5.1 MCLB Financial Report as of April 25/22:

- Balance Forward \$ 114,027.41
- Total Revenues \$ 121,517.95
- Total Expenses \$ 154,624.75
- Bank Balance \$ 80,920.62

MOTION #2022-04-03 Sandra Neufeld moved to accept the financial report as presented. **CARRIED**

5.2 Fort Vermilion Library (FVL) Financial Report as of April 25/22:

- Balance Forward \$ 43,700.02
- Total Revenues \$ 36,122.79
- Total Expenses \$ 9,030.63
- Bank Balance \$ 67,659.03

MOTION #2022-04-04 Steven Simpson moved the acceptance of the financial report as presented. **CARRIED**

6.0 Library Reports:

6.1 La Crete:

- Circulation for March 2022 was an all-time record monthly high of 16,559 items.
- Financials as of Apr 4/22 were: Income 78K, Expenses 44 K, Bank Balance 34K.
- 217 new library patrons have been added to date this year.
- Card holder fees to April 4/22 have brought in \$4,390. Late fines have brought in \$3,274.
- Blue Hills library books, which the La Crete Library could not use, were donated to the lodge.
- Rustic Roots is donating flowers for the Seniors Tea to be held on May 30/22.
- An exam was proctored for Olds College.
- Requested books are being ordered.

6.2 Fort Vermilion:

- In March 368 items were checked out and 143 were renewed.
- 6 new patrons were added in March.
- Books and movies are being ordered.

6.3 Zama:

- An egg incubator can be signed out and ukuleles can be rented from the library.
- Great Courses has 30 courses which can be purchased (e.g. on crafting, cooking, guitar playing etc.) Some of these were ordered for the library.
- Their game rentals are going well.
- They are looking into providing books for the forestry towers.
- They are installing air conditioning in the library.
- Home schoolers are using the library.

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6.4 Mackenzie County Library Consortium (MCLC):

- The web site has been updated.
- The problems with Insignia have been resolved.
- The MCLB online bursary application form is working well.
- “Islands That Won’t Move” books have been ordered for all libraries.

6.5 High Level:

- New staff have been hired for the summer.
- They are attending the community Ketchup event.

MOTION #2022-04-05 Tamie McLean moved the acceptance of the library reports for information. **CARRIED**

7.0 Old Business:

- None

8.0 New Business:

8.1 Hiring a Part Time (10 hours per week) Librarian/ Program Coordinator for the Fort Vermilion Library:

- Two applications were received.
- Interviews will be held April 28/22.

MOTION #2022-04-06 Lisa Wardley moved that Kayla Wardley, Lorraine Peters and Steven Simpson be on the interview committee. **CARRIED**

8.2 Little Free Libraries:

- The glass in one of the Little Free Libraries in La Crete is broken.
- Kayla Wardley will contact Screwy Louie regarding its repair.

8.3 The Fort Vermilion Library Society:

- The following positions were recently filled on the Fort Vermilion Library Society:

Chair: Carsen Flett

Vice Chair: Ena Simpson

Secretary: Heather Batt

Treasurer: Kevin Schmidt

Members at Large: Dawna Cardinal, Michael Congo, Ray Toews

9.0 Correspondence:

- None

11.0 Next Meeting Date and Location: Fort Vermilion Library, June 14, 2022 at 7:00 p.m.

12.0 Adjournment:

MOTION # 2022-04-07 Steven Simpson moved to adjourn the meeting at 7:55 p.m. **CARRIED**

These minutes were adopted this 14th day of June 2022.

Chair: Kayla Wardley

HIGH LEVEL SUB-OFFICE OPEN

The High Level sub-office will be open from 8:15 am to 4:15 pm on

**Tuesday, June 21,
Friday, June 24,
Monday, June 27 to
Thursday, June 30**

Staff will be available to assist ratepayers with property tax payments.

