





MACKENZIE COUNTY

COMMITTEE OF THE WHOLE MEETING

**MARCH 26, 2024
10:00 AM**

FORT VERMILION COUNCIL
CHAMBERS

 780.927.3718

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 4511-46 Avenue, Fort Vermilion

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Mackenzie County

**MACKENZIE COUNTY
COMMITTEE OF THE WHOLE MEETING**

**Tuesday, March 26, 2024
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 January 30, 2024 Committee of the Whole Meeting	5
		b)	
DELEGATIONS:	4.	a) Royal Canadian Mounted Police (RCMP) – Crime Statistics (11:45 a.m.)	17
		b)	
BUSINESS:	5.	a) Solid Waste Management Review	27
		b) Spring Clean-up Campaign	35
		c) Local Government Framework Framework (LGFF) Program	37
		d) March 2024 - FIN028 Credit Card Use Policy - MasterCard Loyalty Reward Points	49
		e) MasterCard Statements – December 2023 & January 2024 (HANDOUT)	59
		f) Rural Municipalities of Alberta (RMA) Debrief	61
		g) 2024 Mill Rates (HANDOUT)	
		h)	
POLICY REVIEW:	6.	a) Policy ADM021 Purchase Wearing Apparel for Full Time Staff & Council	63

b)

CLOSED MEETING: *Freedom of Information and Protection of Privacy Act* Division
2, Part 1 Exceptions to Disclosure

7. a)

b)

**NEXT MEETING
DATE:** 8. a) Regular Council Meeting
March 27, 2024
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 9. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	March 26, 2024
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Minutes of the January 30, 2024 Committee of the Whole Meeting

BACKGROUND / PROPOSAL:

Minutes of the January 30, 2024 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: T. Thompson **Reviewed by:** _____ **CAO:** D. Derksen

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the minutes of the January 30, 2024 Committee of the Whole Meeting be adopted as presented.

Author: T. Thompson **Reviewed by:** _____ **CAO:** D. Derksen

**MACKENZIE COUNTY
COMMITTEE OF THE WHOLE MEETING**

**Tuesday, January 30, 2024
10:00 a.m.**

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

PRESENT: Josh Knelsen Reeve
Walter Sarapuk Deputy Reeve
Peter F. Braun Councillor (virtual)
Cameron Cardinal Councillor (left the meeting at 2:20 p.m.)
David Driedger Councillor
Eileen Morris Councillor
Ernest Peters Councillor
Lisa Wardley Councillor (virtual left the meeting at 3:05
p.m. and rejoined the meeting at 3:46 p.m.)
Dale Wiebe Councillor

REGRETS: Garrell Smith Councillor

ADMINISTRATION: Darrell Derksen Chief Administrative Officer
Byron Peters Deputy Chief Administrative Officer /
Director of Projects & Infrastructure
Don Roberts Director of Community Services
Jennifer Batt Director of Finance
Andy Banman Director of Operations
Caitlin Smith Director of Planning & Agriculture
Byron Peters Director of Projects & Infrastructure
Willie Schmidt Fleet Maintenance Manager
Louise Flooren Manager of Legislative & Support Services/
Recording Secretary

ALSO PRESENT: Samaritan's Purse Mike & Janet Voth
High Level Forestry Samantha Davis & Melissa Bulldog
Division

Minutes of the Committee of the Whole Meeting for Mackenzie County held on January 30, 2024 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 COW 24-01-001 MOVED by Councillor Braun

That the agenda be adopted with the following additions:

- 5. j) Request for Proposals (RFP) Opening – Fuel Supply & Services
- 7. b) Legal Update (*FOIP Sections 16 & 17*)

CARRIED

MINUTES FROM PREVIOUS MEETING: 3. a) Minutes of the August 15, 2023 Committee of the Whole Meeting

MOTION COW 24-01-002 MOVED by Councillor Wiebe

That the minutes of the August 15, 2023 Committee of the Whole Meeting be adopted as presented.

CARRIED

BUSINESS: 5. a) Zama Car Wash

MOTION COW 24-01-003 MOVED by Councillor Cardinal

That the Zama Car Wash discussion be received for information.

CARRIED

BUSINESS: 5. b) Unsightly Premises Bylaw - Amendment

MOTION COW 24-01-004 MOVED by Councillor Cardinal

That a recommendation be made to Council that administration amend the Unsightly Premises Bylaw as discussed and bring back to a future Council meeting.

CARRIED

Reeve Knelsen recessed the meeting at 10:55 a.m. and reconvened the meeting at 11:16 a.m.

BUSINESS: 5. c) **MasterCard Statements – October & November 2023**

MOTION COW 24-01-005 **MOVED** by Deputy Reeve Sarapuk

That the MasterCard statements for October & November 2023 be received for information.

CARRIED

DELEGATION: 4. a) **Samaritan’s Purse – Mitigation Assistance and Work Update**

Reeve Knelsen recessed the meeting at 12:16 p.m. and reconvened the meeting at 12:50 p.m.

MOTION COW 24-01-006 **MOVED** by Councillor Morris

That the Samaritan’s Purse update on Mitigation assistance provided be received for information.

CARRIED

BUSINESS: 5. d) **Cheque Registers – December 11, 2023 – January 26, 2024**

MOTION COW 24-01-007 **MOVED** by Deputy Reeve Sarapuk

That the December 2023 Online/Direct Debit payments, and the cheque registers and EFT’s from December 11, 2023 – January 26, 2024, be received for information.

CARRIED

BUSINESS: 5. e) **Inside Outside Studios and iHunter Alberta – Mapping Revenue**

MOTION COW 24-01-008 **MOVED** by Councillor Wardley

That a recommendation be made to Council that the Inside Outside Studios and iHunter Alberta – Mapping Mobile App be promoted via social media and website.

CARRIED

DELEGATION: 4. b) High Level Forestry Division

Reeve Knelsen recessed the meeting at 2:03 p.m. and reconvened the meeting at 2:18 p.m.

MOTION COW 24-01-009 MOVED by Councillor Wardley

That the High Level Forestry Division discussion be received for information.

CARRIED

BUSINESS: 5. f) Northern Alberta Development Council Bursary Program

MOTION COW 24-01-010 MOVED by Councillor Morris

That the Northern Alberta Development Council Bursary Program report be received for information.

CARRIED

BUSINESS: 5. g) Agricultural Service Board Terms of Reference - Amendment

MOTION COW 24-01-011 MOVED by Councillor Driedger

That a recommendation be made to Council to amend the Agricultural Service Board Terms of Reference as presented at the Committee of the Whole Meeting.

CARRIED

BUSINESS: 5. h) La Crete Infrastructure Offsite Levy Bylaw

Councillor Cardinal left the meeting at 2:20 p.m.

MOTION COW 24-01-012 MOVED by Councillor Wardley

That a recommendation be made to Council that the La Crete Infrastructure Offsite Levy Bylaw be brought back to the February 13, 2024 Regular Council Meeting.

CARRIED

Councillor Wardley left the meeting virtually at 3:05 p.m.

BUSINESS: 5. i) **Chief Administrative Officer (CAO) Performance Evaluation & Council Self Evaluation**

MOTION COW 24-01-013 **MOVED** by Councillor Morris

That a recommendation be made to Council that the Chief Administrative Officer Performance Evaluation and Council Self Evaluation be completed on the online platform by February 21, 2024.

CARRIED

BUSINESS: 5. j) **Request for Proposals (RFP) Opening – Fuel Supply & Services**

CLOSED MEETING: 7. **Closed Meeting**

MOTION COW 24-01-014 **MOVED** by Councillor Morris

That Council move into a closed meeting at 3:35 p.m. to discuss the following:

7. a) **Telus – Build Progress (3:30 p.m.) (FOIP Sections 21 and 23)**

CARRIED

The following individual were present during the closed meeting discussion. (*MGA Section 197*)

- All Councillors Present excluding Councillor Cardinal, Councillor Smith and Councillor Wardley
- Darrell Derksen, Chief Administrative Officer
- Byron Peters, Deputy Chief Administrative Officer / Director of Projects & Infrastructure
- Jennifer Batt, Director of Finance
- Caitlin Smith, Director of Planning and Agriculture
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

Jennifer Batt, Director of Finance left the meeting at 3:38 p.m. and Caitlin Smith, Director of Planning and Agriculture left the meeting at 3:40 p.m.

Councillor Wardley rejoined the meeting virtually at 3:46 p.m.

MOTION COW 24-01-015 **MOVED** by Councillor Peters

That Council move out of the closed meeting at 4:19 p.m.

CARRIED

CLOSED MEETING: 7. a) **Telus – Build Progress**

MOTION COW 24-01-016 **MOVED** by Councillor Braun

That the Telus – Build Progress discussion be received for information.

CARRIED

BUSINESS: 5. j) **Request for Proposals (RFP) Opening – Fuel Supply & Services**

MOTION COW 24-01-017 **MOVED** by Deputy Reeve Sarapuk
Requires Unanimous

That the Fuel Supply & Services Request for Proposals – Envelope #1 be opened.

Proponent Name	Qualifying Documents
La Crete Co-Op	All required documents included.
Max Fuel Distributors Ltd.	All required documents included.
Suncor Energy Products Partnership	All required documents included.
Alberta Fuel Distributors	All required documents included.
Platinum Fuels Ltd.	All required documents included.
UFA Cooperative Ltd.	All required documents included.

CARRIED UNANIMOUSLY

BUSINESS: 5. j) **Request for Proposals (RFP) Opening – Fuel Supply & Services**

MOTION COW 24-01-018 **MOVED** by Councillor Morris
Requires Unanimous

That the Fuel Supply & Services Request for Proposals – Envelope #2 be opened for the qualified bidders.

CARRIED UNANIMOUSLY

BUSINESS: 5. j) **Request for Proposals (RFP) Opening – Fuel Supply & Services**

MOTION COW 24-01-019 **MOVED** by Councillor Driedger
Requires Unanimous

That a recommendation be made to Council that administration reviews all proposals, and bring recommendation for awarding of the Fuel Supply & Services Request for Proposals to the February 13, 2024 Council meeting.

CARRIED UNANIMOUSLY

POLICY REVIEW: 6. a) **Policy ASB009 Rental Equipment - Amendment**

MOTION COW 24-01-020 **MOVED** by Councillor Wiebe

That a recommendation be made to Council to amend Policy ASB009 Rental Equipment as presented at the Committee of the Whole Meeting.

CARRIED

POLICY REVIEW: 6. b) **Policy ASB013 Beaver Control - Amendment**

MOTION COW 24-01-021 **MOVED** by Councillor Morris

That a recommendation be made to Council to amend Policy ASB013 Beaver Control as presented at the Committee of the Whole Meeting.

CARRIED

POLICY REVIEW: 6. c) **Policy ASB022 Shelterbelt Trees - Amendment**

MOTION COW 24-01-022 **MOVED** by Councillor Peters

That a recommendation be made to Council to amend Policy ASB022 Shelterbelt Trees as presented at the Committee of the Whole Meeting.

CARRIED

POLICY REVIEW: 6. d) **Policy DEV001 Urban Development Standards Amendment**

MOTION COW 24- 01-023 MOVED by Councillor Wiebe

That a recommendation be made to Council to amend Policy DEV001 Urban Development Standards as presented at the Committee of the Whole Meeting.

CARRIED

POLICY REVIEW: **6. e) Policy DEV003 Multi-Lot/Urban Subdivision Construction & Registration - Amendment**

MOTION COW 24-01-024 MOVED by Deputy Reeve Sarapuk

That a recommendation be made to Council to amend Policy DEV003 Multi-Lot/Urban Subdivision Construction & Registration as discussed at the Committee of the Whole Meeting.

CARRIED

POLICY REVIEW: **6. f) Policy DEV005 Planning Reserve - Amendment**

MOTION COW 24-01-025 MOVED by Deputy Reeve Sarapuk

That a recommendation be made to Council to amend Policy DEV005 Planning Reserve as presented at the Committee of the Whole Meeting.

CARRIED

POLICY REVIEW: **6. g) Policy DEV009 Subdivision Affidavits - Amendment**

MOTION COW 24-01-026 MOVED by Councillor Morris

That a recommendation be made to Council to amend Policy DEV009 Subdivision Affidavits as presented at the Committee of the Whole Meeting.

CARRIED

POLICY REVIEW: **6. h) Policy HR007 – Local Authorities Pension Plan**

MOTION COW 24-01-027 MOVED by Councillor Wiebe

That a recommendation be made to Council to rescind Policy ADM047 Local Authorities Pension Plan Policy.

CARRIED

MOTION COW 24-01-028 **MOVED** by Councillor Wardley

That a recommendation be made to Council to approve Policy HR007 Local Authorities Pension Plan as presented at the Committee of the Whole Meeting.

CARRIED

CLOSED MEETING: 7. **Closed Meeting**

MOTION COW 24-01-029 **MOVED** by Councillor Morris

That Council move into a closed meeting at 4:36 p.m. to discuss the following:

- 7. b) Legal Update (*FOIP Sections 16 and 17*)
(*ADDITION*)

CARRIED

The following individual were present during the closed meeting discussion. (*MGA Section 197*)

- All Councillors Present excluding Councillor Cardinal and Councillor Smith
- Darrell Derksen, Chief Administrative Officer

MOTION COW 24-01-030 **MOVED** by Councillor Driedger

That Council move out of the closed meeting at 5:32 p.m.

CARRIED

CLOSED MEETING: 7. b) **Legal Update**

MOTION COW 24-01-031 **MOVED** by Deputy Reeve Sarapuk
Requires Unanimous

That the Legal Update be received for information.

CARRIED

NEXT MEETING DATE: 8. a) Meeting Dates

Committee of the Whole Meeting
March 26, 2024
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: 9. a) Adjournment

MOTION COW 24-01-032 MOVED by Councillor Peters

That the January 30, 2024 Committee of the Whole meeting
be adjourned at 5:34 p.m.

CARRIED

These minutes will be presented for approval on March 26, 2024.

Joshua Knelsen
Reeve

Darrell Derksen
Chief Administrative Officer



Mackenzie County

REQUEST FOR DIRECTION

Meeting:	Committee of the Whole Meeting
Meeting Date:	March 26, 2024
Presented By:	Don Roberts, Director of Community Services
Title:	DELEGATION Royal Canadian Mounted Police (RCMP) – Crime Statistics

BACKGROUND / PROPOSAL:

Members of the Fort Vermilion RCMP will be present to discuss:
A copy of the crime statistics are attached for information.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That the RCMP crime statistics reports be received for information.

Author: D. Roberts **Reviewed by:** _____ **CAO:** D. Derksen



January 29, 2024

Sgt. Ryan Jurgens
Operations NCO and Acting Detachment Commander
Fort Vermilion, Alberta

Dear Mr. Knelsen,

Please find the quarterly Community Policing Report attached that covers the October 1st to December 31st, 2023 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Fort Vermilion Detachment.

I would also like to update you on one of our current technological endeavours. Over the last decade, the RCMP has utilized Remotely Piloted Aircraft Systems (RPAS) to support our specialized units, i.e. our Emergency Response Teams – which has been incredibly effective for enhancing police and public safety. Although the advancement of technology benefits industry and recreation, it facilitates greater accessibility for criminals, which requires a strategic response. To remain current in our ever-changing environment, and to be responsive to public reviews that call for better access to air support such as the Nova Scotia Mass Casualty Commission of Inquiry, we are actively researching and testing new technologies in a policing environment to enhance public safety. One such technology is how we might use RPAS for potential new police applications. This includes how we might use RPAS to assist with select calls for service, crime photography, search and rescue, and unfolding critical incidents, i.e. an active shooter. With its potential and capability for wider applications, we are further considering program options for our municipal, rural, and Indigenous communities; scalable depending on community need and interest. While we will always need a helicopter and fixed-wing aircraft for the movement of resources, these larger assets are not always immediately available. RPAS technology is providing an opportunity for our communities to effectively have their own police air support, at a significantly lower cost. As I learn more about further opportunities and challenges, I will be sure to keep you updated and informed.

Your ongoing engagement and the feedback you provide guides our Detachment team, and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Sgt. Ryan Jurgens
Operations NCO and Acting Detachment Commander
Fort Vermilion, Alberta



Fort Vermilion Provincial Detachment Crime Statistics (Actual) Q4: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		2	0	2	1	2	0%	100%	0.1
Robbery		0	4	1	0	2	N/A	N/A	0.0
Sexual Assaults		5	4	1	7	4	-20%	-43%	0.1
Other Sexual Offences		1	4	6	6	2	100%	-67%	0.4
Assault		105	77	92	142	97	-8%	-32%	4.9
Kidnapping/Hostage/Abduction		3	7	4	5	0	-100%	-100%	-0.8
Extortion		0	2	0	0	3	N/A	N/A	0.4
Criminal Harassment		2	3	7	7	1	-50%	-86%	0.2
Uttering Threats		37	12	12	17	31	-16%	82%	-0.7
TOTAL PERSONS		155	113	125	185	142	-8%	-23%	4.6
Break & Enter		6	9	7	7	10	67%	43%	0.6
Theft of Motor Vehicle		14	12	8	6	7	-50%	17%	-2.0
Theft Over \$5,000		0	0	1	2	3	N/A	50%	0.8
Theft Under \$5,000		17	13	7	12	15	-12%	25%	-0.5
Possn Stn Goods		8	3	2	0	0	-100%	N/A	-1.9
Fraud		7	13	10	7	7	0%	0%	-0.6
Arson		6	0	5	1	5	-17%	400%	-0.1
Mischief - Damage To Property		46	40	19	30	32	-30%	7%	-3.8
Mischief - Other		54	72	72	110	95	76%	-14%	12.0
TOTAL PROPERTY		158	162	131	175	174	10%	-1%	4.5
Offensive Weapons		15	10	8	20	15	0%	-25%	1.0
Disturbing the peace		20	19	17	15	35	75%	133%	2.6
Fail to Comply & Breaches		91	73	55	42	20	-78%	-52%	-17.3
OTHER CRIMINAL CODE		11	15	7	19	13	18%	-32%	0.8
TOTAL OTHER CRIMINAL CODE		137	117	87	96	83	-39%	-14%	-12.9
TOTAL CRIMINAL CODE		450	392	343	456	399	-11%	-13%	-3.8



Fort Vermilion Provincial Detachment

Crime Statistics (Actual)

Q4: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	1	0	N/A	-100%	0.1
Drug Enforcement - Trafficking		0	1	0	1	1	N/A	0%	0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		0	1	0	2	1	N/A	-50%	0.3
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		2	3	1	7	4	100%	-43%	0.8
TOTAL FEDERAL		2	4	1	9	5	150%	-44%	1.1
Liquor Act		9	16	8	11	16	78%	45%	0.9
Cannabis Act		1	0	0	0	0	-100%	N/A	-0.2
Mental Health Act		25	31	33	29	34	36%	17%	1.6
Other Provincial Stats		50	66	81	105	40	-20%	-62%	1.9
Total Provincial Stats		85	113	122	145	90	6%	-38%	4.2
Municipal By-laws Traffic		1	1	0	0	1	0%	N/A	-0.1
Municipal By-laws		2	2	3	1	1	-50%	0%	-0.3
Total Municipal		3	3	3	1	2	-33%	100%	-0.4
Fatals		1	0	0	2	1	0%	-50%	0.2
Injury MVC		9	8	9	8	16	78%	100%	1.4
Property Damage MVC (Reportable)		57	47	63	47	68	19%	45%	2.2
Property Damage MVC (Non Reportable)		8	2	7	4	6	-25%	50%	-0.2
TOTAL MVC		75	57	79	61	91	21%	49%	3.6
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	9	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		230	181	277	146	349	52%	139%	20.3
Other Traffic		11	4	1	1	2	-82%	100%	-2.1
Criminal Code Traffic		45	43	21	21	32	-29%	52%	-4.8
Common Police Activities									
False Alarms		10	5	7	12	9	-10%	-25%	0.5
False/Abandoned 911 Call and 911 Act		32	28	46	27	66	106%	144%	6.7
Suspicious Person/Vehicle/Property		14	13	11	7	17	21%	143%	0.0
Persons Reported Missing		8	4	3	5	8	0%	60%	0.1
Search Warrants		0	2	0	1	1	N/A	0%	0.1
Spousal Abuse - Survey Code (Reported)		66	51	50	74	56	-15%	-24%	0.3
Form 10 (MHA) (Reported)		0	1	0	1	0	N/A	-100%	0.0



RCMP Provincial Policing Report

Detachment	Fort Vermilion
Detachment Commander	Sgt. Ryan Jurgens
Quarter	Q3
FTE Utilization Plan	2023/24
Date of Report	2024-01-29

Community Consultations

Date	2023-12-30 4:30:00 AM
Meeting Type	Community Connection
Topics Discussed	Reconciliation
Notes/Comments	Member on patrol while on Fox Lake Relief met a group of male youths playing volleyball in the High School gym. They were practicing for an upcoming tournament in John D'or. Member interacted with youths and their parents and learned some Cree phrases.



Community Priorities

<p>Priority 1</p>	<p>Enhance Awareness and Education</p>
<p>Current Status & Results</p>	<p>Members have been proactive in meeting with school staff and setting up school talks at all the schools in the service area. Members took a collaborative approach with school staff and identified topics for the school presentations. Presentations were then given to each school and grade level. Notably, Cst JENKINS alone, presented 10 school talks and participated in two Christmas concerts.</p>
<p>Priority 2</p>	<p>Communicate effectively</p>
<p>Current Status & Results</p>	<p>This quarter saw the completion of two MOU's between the RCMP and Mackenzie County. First, a trailer agreement was reached surrounding a trailer provided by the County. Second, an MOU detailing the Enhanced Policing agreement was finalized. Copies of the Q1 Community Policing Report were given to the County as well as the year end annual CTA report.</p>
<p>Priority 3</p>	<p>Enhance Road Safety</p>
<p>Current Status & Results</p>	<p>167 traffic related reports were generated, 90 resulted in charges. 16 files were generated related to impaired operation of a motor vehicle.</p>



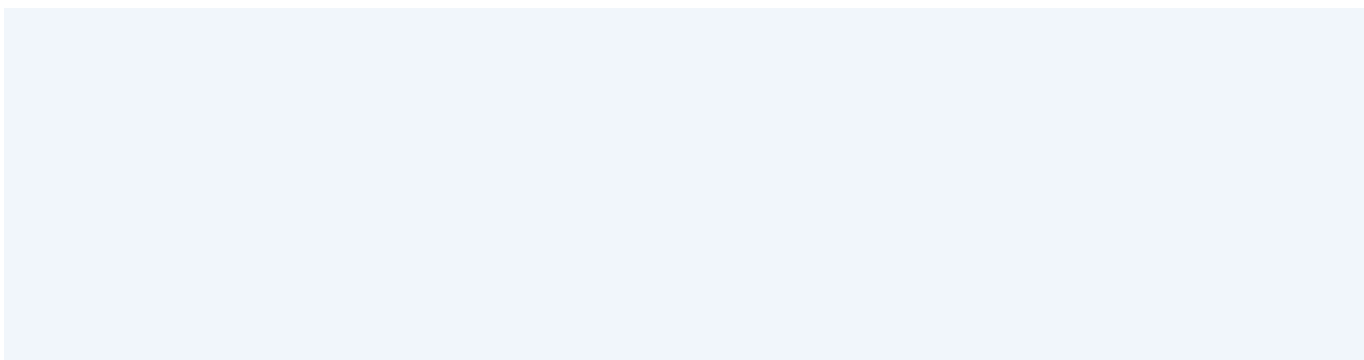
Crime Statistics¹

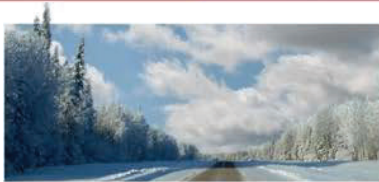
The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	October - December			January - December		
	2022	2023	% Change Year-over-Year	2022	2023	% Change Year-over-Year
Total Criminal Code	456	399	-13%	1,788	1,638	-8%
<i>Persons Crime</i>	185	142	-23%	623	539	-13%
<i>Property Crime</i>	175	174	-1%	705	769	9%
<i>Other Criminal Code</i>	96	83	-14%	460	330	-28%
Traffic Offences						
<i>Criminal Code Traffic</i>	21	32	52%	96	105	9%
<i>Provincial Code Traffic</i>	146	349	139%	1,095	1,538	40%
<i>Other Traffic</i>	1	2	100%	7	6	-14%
CDSA Offences	2	1	-50%	7	8	14%
Other Federal Acts	9	5	-44%	23	22	-4%
Other Provincial Acts	145	90	-38%	584	517	-11%
Municipal By-Laws	1	2	100%	13	6	-54%
Motor Vehicle Collisions	61	91	49%	222	249	12%

1. Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest





Provincial Police Service Composition Table²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	14	9	2	3
Detachment Support	3	3	1	0

2. Data extracted on December 31, 2023 and is subject to change.

3. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

4. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the 14 established positions, there are nine officers working with two officers on special leave (Two Medical). One position has two officers assigned to it, and there are currently three hard vacancies.

Detachment Support: There are three established positions with three resources working. There is one resource on special leave (Leave Without Pay) and this has been backfilled to ensure coverage. There are no hard vacancies at this time.

Quarterly Financial Drivers





Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	March 26, 2024
Presented By:	Don Roberts, Director of Community Services
Title:	Solid Waste Management Review

BACKGROUND / PROPOSAL:

CM 23-11-926

That the Waste Collection information be brought to a future Committee of the Whole Meeting for further discussion.

Note: the following information is provided to give Council a snap shot of Waste Management expenses and revenues focusing on Waste Transfer Stations

Within the last 3 years Council has implemented numerous changes in the Waste Management system in order to reduce the Solid Waste Disposal deficit.

Between 2019 and 2023 the deficit was reduced by approximately \$310,000.

Although there was a reduction in the amounts of waste being hauled from WTS or rural residential, there was also an increase in haul contracts. This in turn shows an average reduction of \$43,000

There was also a significant decrease of approx. \$12,000 in equipment (bin) repair and a further reduction \$9,000 in structural repair and maintenance (ground).

The most significant change in the deficit is due to the increase in revenue. In 2019 there was a revenue of \$93,986 and in 2023 \$379,512 a difference of \$285,526

Administration is providing a summary of all major expenses and revenues incurred in 2023 at 7 Waste Transfer Stations and the Hamlet Residential Pickup program. This does not include costs for the disposal of waste from Campgrounds or County owned buildings.

Author: D. Roberts **Reviewed by:** _____ **CAO:** D. Derksen

2023 Waste Transfer Stations and Residential Pickup

Expenses

Item	Annual Expenses
WTS - Haul (WTS to Landfill) 4,6,7yd bins tonnage is included	\$86,185.75
WTS - Tonnage (WTS) 40yd bin tonnage	\$41,396.94
RES – Haul 40yd bins (Transport Residential Waste 40yd bins from WTS to Landfill)	\$59,850.00
RES – Tonnage at Landfill	\$53,352.00
RES - Residential Pickup Contract	\$135,804.60
WTS Contractors	\$134,120.04
Contractors Insurance	\$5,734.00
Brush Pile Maintenance and Burn	\$6,006.32
Power (Electricity all sites)	\$14,000.00

Revenues

Item	Annual Revenue
WTS Collection (Including Cards sold at offices)	\$108,065.35
Residential Pickup Collection	\$278,700.00

(Breakdown is provided in handout)

Author: D. Roberts **Reviewed by:** _____ **CAO:** D. Derksen

OPTIONS & BENEFITS:

The following options provide methods of decreasing/diverting costs or generating revenue to offset expenses.

Option 1

Change Level of Service

1. The closure of selected WTS
This would reduce the expense of WTS contractors and insurance. The volume of waste and haul cost would be diverted to a neighboring transfer station.
2. The variation of hours/days WTS are operated.
Providing an opportunity to operate transfer stations with fewer caretakers. Consideration must be given to the requirement to have WTS open on a Saturday.
3. Restricting the type of waste disposed of at WTS.
Only allowing household waste and not accepting construction waste such as shingles would reduce haul and landfill expenses. Not accepting brush or burnable wood would reduce brush pile maintenance.

Option 2

Incinerator Use

Administration is seeking information on locally produced incinerators. These units are currently being utilized in private rural residencies. Administration has briefly communicated with the developer of these units and discussed the commercial application.

In order for commercial usage on a large scale, a different system would require to be developed. There would also be a requirement to sort waste into burnable material.

There would be an environmental concern that would need to be addressed and Provincial regulations although there may be a significant reduction of waste transported to the landfill, there still would be a requirement to haul ashes and other waste. A contractor would still be required to operate.

More information is required.

Option 3

Waste to Energy System

In 2022 the Community Services Committee received a briefing on this system. It was determined at the time that it would not fit the needs of Mackenzie County. (see attached for more information)

Administration could request a presentation for COW review.

Author: D. Roberts **Reviewed by:** _____ **CAO:** D. Derksen

Option 4

Installation of Scales at WTS

The main factor that resulted in the decline of the waste management deficit was the increase of revenue. The calculation in setting a customer cost for Residential pickup included the full program from curbside to the regional landfill.

The method currently used to calculate and measure waste quantities disposed of at our Transfer Stations doesn't encompass the true weight or the haul cost and in turn we do not collect enough revenue from costumes.

Administration has also identified a "Human Factor" that is involved when caretakers are required to argue with customers on the amounts and cost of disposing of their waste.

The installation of scales would remove the human factor and a calculated cost per ton from WTS to landfill be set Cost of scales \$1,500 - .

COSTS & SOURCE OF FUNDING:

COMMUNICATION / PUBLIC PARTICIPATION:

Social Media
Newspaper

POLICY REFERENCES:

Bylaw 893-13 Hamlet Residential Waste Collection
Policy UT003 Solid Waste Transfer Station Collection of Refuse
Policy PW038 Waste Collection and Handling Service Policy

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: D. Roberts **Reviewed by:** _____ **CAO:** D. Derksen



SellEton SL-928-W 16" x 24" x 2" Wireless Portable Weigh Pads system

\$2,699.00

Weigh pad system options: 2 weigh pad system (50,000 lb x 10 lb)

Scoreboard No option (+\$0.00)

SL-928-C Pad Carrying Cart No Option (+\$0.00)

Customizations Total: \$0.00

Quantity 1

[Add To Cart](#)

Finance with **APPROVE** As low as **\$69/mo**
Apply in 60 seconds | Lenders compete

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SL-934 10' x 10' Axle Truck Cargo Scale with 60,000 lbs Capacity Non-NTEP

~~\$17,999.00~~ \$13,000.00



Printer Option No option (+\$0.00)

Scoreboard No option (+\$0.00)

Data Collection Software No option (+\$0.00)

Indicator Stands No option (+\$0.00)

Explosion Proof No option (+\$0.00)

Output Systems No option (+\$0.00)

Customizations Total: \$0.00

Quantity 1

[Add To Cart](#)

Finance with **APPROVE** As low as **\$299/mo**
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SL-934-20x10 Truck Scale used for reference weight only (non-NTEP)

~~\$35,998.00~~ \$25,500.00

Printer Option	No option (+\$0.00)
Scoreboard	No option (+\$0.00)
Data Collection Software	No option (+\$0.00)
Indicator Stands	No option (+\$0.00)
Explosion Proof	No option (+\$0.00)
Output Systems	No option (+\$0.00)

Customizations Total: \$0.00

Quantity

Finance with **APPROVE** As low as **\$572/mo**
Apply in 60 seconds | Lenders compete

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SL-928-4-HD-100k Industrial weigh pad system for truck & axle weighing

\$9,999.00

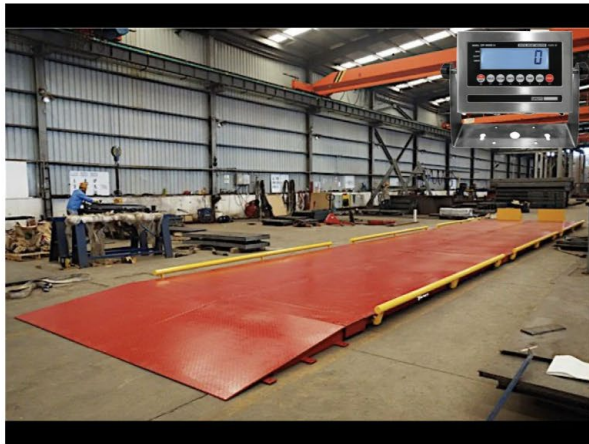
SL-928-100' Cables	No Option (Standard 33' Cables) (+\$0.00)
Scoreboard	No option (+\$0.00)

Customizations Total: \$0.00

Quantity

Finance with **APPROVE** As low as **\$234/mo**
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SL-934-30x10 Truck Scale used for reference weight only (non-NTEP)

~~\$53,997.00~~ \$35,999.00

Printer Option	No option (+\$0.00)
Scoreboard	No option (+\$0.00)
Data Collection Software	No option (+\$0.00)
Indicator Stands	No option (+\$0.00)
Explosion Proof	No option (+\$0.00)
Output Systems	No option (+\$0.00)

Customizations Total: \$0.00

Quantity

Finance with **APPROVE** As low as **\$792/mo**
Apply in 60 seconds | Lenders compete

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Processing Solid Waste to Produce Electricity, Heat, Biodiesel, BioChar, and/or Water Treatment

Who needs this System?

The current garbage collection system requires an extensive use of landfills. Landfills have high operating expenses. New landfill cell expansion has high capital costs. Landfill environmental liability due to Greenhouse Gas Emissions and Liquid Leachates loom over many operations.

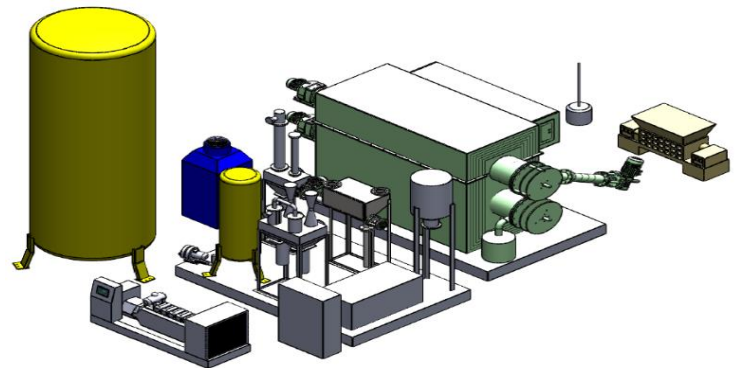
Don't bury your garbage. Generate Utility Revenue from it.

We Process:

- Agricultural Waste
- Paper / Cardboard
- Used tires
- Hard / Softwood waste
- Food Processing Waste
- Household Waste
- Sewage Treatment Sludge
- Medical Waste
- Plastics
- Used Motor Oil
- Used railway ties

Benefits:

Economic	System generates revenue allowing return on investment.
Environmental	Reduce new and existing landfill waste.
Practical	Modular, Scalable, Easy to Transport, Easy to Install. Low operating costs, are easy to maintain, designed to last. Systems meet US EPA & European environmental standards.



Approximate Waste to Electrical Generation (subject to waste composition)

Garbage Processed (tons / day)	Electrical Power Generated
3	100 kW
10	360 kW
25	1 MW
100	4 MW
200	8 MW

Approximate Waste to Diesel Production (subject to waste composition)

Garbage Processed (tons / day)	Approximate Diesel Generated
5	300 litres per day
25	1,500 litres per day
50	3,000 litres per day
100	6,000 litres per day
200	12,000 litres per day

Advantages of Produced Diesel Fuel

- No extra fuel upgrading or hydrotreatment required.

Diesel Fuel product is compatible with standard diesel engines

- Passes ASTM tests (see [SwRI Fuel Certification Report](#))

- Eligible for [RINs](#) and [LCFS](#) credits for extra Revenues

- Fuel burns clean with:
 - lower [SOx](#) emissions,
 - lower [NOx](#) emissions,
 - lower [PM / soot](#)



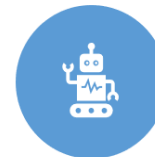
WE PROVIDE COMPLETE TURN-KEY SOLUTIONS, DESIGNED FOR YOUR SPECIFIC NEEDS.



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1 403 869-4908
harasym.greg@etgm2.com

Eric Friesen
1 587 891-5251
eric.friesen@coolgreensolutions.ca



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	March 26, 2024
Presented By:	Don Roberts, Director of Community Services
Title:	Spring Clean-up Campaign

BACKGROUND / PROPOSAL:

In the spring of 2023, administration reached out to Non Profit Organizations requesting proposals to conduct a spring hamlet cleanup campaign and offered a free disposal day at all transfer stations including the Mackenzie Regional Landfill.

The County accepted the following submissions:

Zama Fire Department	\$700.00
La Crete Minor Hockey Association	\$4,500.00
Fort Vermilion Rodeo Committee	\$4,000.00

OPTIONS & BENEFITS:

Option 1

To conduct a 2024 Spring Hamlet Clean-up Campaign centering on previous year's success.

Option 2

Cancel the Hamlet cleanup campaign.

COSTS & SOURCE OF FUNDING:

\$10,000 – Operations

Author: D. Roberts **Reviewed by:** _____ **CAO:** D. Derksen

COMMUNICATION / PUBLIC PARTICIPATION:

Social Media
Newspaper

POLICY REFERENCES:

Bylaw 893-13 Hamlet Residential Waste Collection

PART 6 CLEAN – UP CAMPAIGN

6.1 The Municipal Council of the Municipality may authorize a clean-up campaign in the spring and/or fall of each year at which time all refuse will be picked up to a maximum of one half ton truck load. Additional loads, car bodies will not be accepted as part of these clean-up campaigns.

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

Recommend to Council that Administration reach out to Non Profit Organizations requesting proposals for a Spring Hamlet Cleanup Campaign and offer a “One Day” Free disposal at all transfer stations including the Mackenzie Regional Landfill..

Author: D. Roberts **Reviewed by:** _____ **CAO:** D. Derksen



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	March 26, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	Local Government Framework Framework (LGFF) Program

BACKGROUND / PROPOSAL:

Throughout 2022 Municipal Affairs notified municipalities that the Municipal Sustainability Initiative (MSI) grant was being replaced by the Local Government Fiscal Framework (LGFF) grant effective in the 2024/2025 grant year.

Over the past few months, both ABMunis and RMA hosted webinars explaining the calculations each proposed, and what was included in the LGFF funding model.

Municipal Affairs has since hosted 2 webinars releasing information on the grant funding, as well as providing answers to a variety of questions posted. The first webinar was aimed towards grant funding allocations, and project requirements, while the second webinar was an explanation of the grant portal, and required information for submission.

During the first webinar, there was a question and answers period where a question was asked regarding graders. The original response was that they would not be funded, which I later clarified via email that the question was misunderstood. Graders are a category that can have LGFF funding allocated.

MSI funding that is currently available is to be utilized in the next 5 years, or funds will be withdrawn. Administration is recommending that any funds not previously allocated MSI be allocated 100% in 2024, allowing for 2025 allocation if any projects come in underbudget.

After attending all webinars, and requesting clarification on a few changes, administration finds that the LGFF submission and grant funding change does allow Council and administration some more leeway in allocating funding.

Author: J.Batt **Reviewed by:** _____ **CAO:** D. Derksen

OPERATING

LGFF Operating funding was released after the 2024 Operating Budget was approved based on previous years MSI funding of \$121,262. With the release of the 2024 LGFF funding, the County was allocated an additional \$121,262 in funding for a total of **\$242,524**.

CAPITAL

LGFF Capital funding was released after the 2024 Capital Budget was approved, which was based on the 2023 MSI Capital funding of \$1,577,420. With the release of the 2024 LGFF funding, the County was allocated an additional \$760,000 in funding for a total of **\$2,337,409**.

The detailed breakdown of the 2024 LGFF capital allocation for Mackenzie County is as follows:

<i>Formula Component</i>	<i>Mackenzie County Input Data</i>	<i>Per Unit Rate</i>	<i>Funding¹</i>
<i>Base Funding</i>			<i>\$150,000</i>
<i>Needs-based Funding</i>			<i>Not Eligible</i>
<i>Population (2019 MAPL)</i>	<i>12,512</i>	<i>\$94.77</i>	<i>\$1,185,781</i>
<i>Tangible Capital Assets (2021)</i>	<i>\$414,233,692</i>	<i>\$766.25 per \$1,000,000</i>	<i>\$317,407</i>
<i>Cumulative Amortization (5 year average, 2017 – 2021)</i>	<i>\$224,817,732</i>	<i>\$1,264.53 per \$1,000,000</i>	<i>\$284,289</i>
<i>Local Road Component (2021)</i>	<i>2,078.00 km</i>	<i>\$192.46</i>	<i>\$399,932</i>
<i>LGFF Allocation</i>			<i>\$2,337,409</i>

¹The funding amounts displayed in the table are based on the actual LGFF funding model, where no rounding to unit rates is applied.

Information is obtained through the Statistical Information/ Financial Information Return submitted to Municipal Affairs by April each year.

Administration acknowledges the County may argue the population, however without a more recent census being conducted, 2019 was utilized for all municipalities.

As funding is largely based on Core Infrastructure – Tangible Capital Assets as of 2021 are funded at a per unit rate, as well as Cumulative Amortization over 5 year. If projects are not completed, and are carried forward, they are not included in the funding calculations.

Administration did identify that Local Roads was being reported at “grader beats” only, and have successfully changed the recorded kms to **2305** for 2022.

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

Two notable changes are:

- 1- Funding is tied to the Municipal Indexing on the previous year, being that the Minister of Municipal Affairs has the ability to limit funding to “Core Infrastructure” if 2 or more Municipal Indexes are flagged in the previous given year.
- 2- Funding is calculated based on provincial revenues. If Provincial revenues increase, so does funding. If Provincial revenue decrease, so does funding.

Some other changes identified:

	MSI	LGFF
Project Minimums	5% of years grant	10% of years grant
Project grouping	Some apply	Can group categories if same “project”
Budget amendments	Minister approval	Yearend submission

2025 Capital funding for the County has been released for **\$2,693,126**, however may increase due to the Local Road km amendment.

As Mackenzie County is the largest municipality in Alberta, administration will investigate calculating the above grant funding on a 3 Hamlet, Rural municipality model, and provide a report to the Committee of the Whole.

OPTIONS & BENEFITS:

Administration has identified projects that are best to be MSI funded, and are identifying LGFF eligible projects.

COSTS & SOURCE OF FUNDING:

2024 and future Operating & Capital Budgets

As there were some changes to the funding identified in the 2024 Budgets, administration will be bringing forward budget amendments to a future Council meeting.

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

FIN004 Operating Budget

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

FIN008 Capital Budget

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Local Government and Fiscal Framework report be received for information.

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



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113125

December 15, 2023

Dear Chief Elected Officials:

The Alberta government recognizes local infrastructure is critical to Albertans and to supporting the province's economy, and we are committed to providing predictable, long-term infrastructure funding for all communities. As part of this commitment, I am pleased to announce the launch of the Local Government Fiscal Framework (LGFF) program, which will enable municipalities and Metis Settlements to build infrastructure and serve their communities more effectively.

With LGFF capital funding starting at \$722 million in 2024, the LGFF strikes a fair balance between predictable funding for communities and fiscal responsibility for government. To ensure no community experiences a year-over-year decrease from capital funding allocated under the Municipal Sustainability Initiative (MSI) in 2023, top-up funding will be available for affected communities as part of the transition to the LGFF in 2024. In addition to the legislated LGFF capital funding, based on *Budget 2023* targets and subject to Budget 2024 approval, local governments will have access to \$60 million in LGFF operating funding.

LGFF capital funding in future years will reflect the percentage change in provincial revenues from three years prior. This means in 2025, Alberta communities will receive \$820 million, an increase of nearly 14 per cent, in accordance with growth in provincial revenues between 2021/22 and 2022/23.

For local governments other than Calgary and Edmonton, the LGFF includes a new allocation formula that is substantially different than the one used under the MSI. While the new allocation formula has a greater focus on communities with limited local assessment bases, the formula was chosen to balance the needs of all types of communities – small and large, rural and urban – over the long term. In keeping with our commitment for predictable funding, 2024 and 2025 LGFF capital allocations for all local governments are now available on the program website (www.alberta.ca/local-government-fiscal-framework-capital-funding), to help you plan for the use of this funding. The website also includes a description of the new funding formula.

Last year, we heard through the online survey on the program design that local governments were highly satisfied with how the MSI has been administered. I am pleased to confirm the delivery of the new program will be largely similar to the MSI. While there are some changes to the LGFF capital component when compared to the MSI, we feel strongly these changes will improve the program for local governments and Alberta taxpayers alike. Additional information on the program design will be provided in an email to chief administrative officers, which they should receive shortly.

.../2

In addition, estimated 2024 LGFF operating allocations, subject to approval in Budget 2024, are available on the program website (www.alberta.ca/local-government-fiscal-framework-operating-funding). The allocations will not change from what local governments received in 2023. LGFF operating guidelines will be available in 2024.

I am grateful for your council's work and the work of Alberta Municipalities, Rural Municipalities of Alberta, and the Metis Settlements General Council to help develop the LGFF program and allocation formula. I look forward to working with you to ensure your local infrastructure and operating needs continue to be supported as we grow and strengthen Alberta's economy.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, flowing style.

Ric McIver
Minister

cc: Chief Administrative Officers

LGFF Capital Funding Allocation Formula

Fact Sheet

Total Program Funding

Calculation of total LGFF capital funding is specified in the [Local Government Fiscal Framework \(LGFF\) Act](#).

Program funding starts in 2024 at a baseline amount of \$722 million, with \$382 million (approximately 53 per cent) allocated to the cities of Calgary and Edmonton, and \$340 million (approximately 47 per cent) allocated to the remaining local governments.

In subsequent years, funding will change at the same rate as the rate of change in provincial revenues from three years prior. For example, funding in 2025 will increase by 13.6 per cent to \$820 million, based on the 13.6 per cent growth in provincial revenues between 2021-22 and 2022-23¹. The percentage change, referred to as the Revenue Index Factor, is applied both to Calgary's and Edmonton's funding share and the funding share for other local governments. This means that in 2025, Calgary's and Edmonton's combined funding will be \$434 million, and funding for other local governments will be \$386 million.

Under the *LGFF Act*, funding amounts for Calgary and Edmonton, and the funding amount for other local governments at an aggregate level, must be communicated by September 30 two years in advance. Accordingly, 2025 funding amounts were communicated on August 31, 2023 through the [2023-24 First Quarter Fiscal Update and Economic Statement](#).

LGFF FUNDING

(millions of dollars)

	2024	2025
Calgary	224	255
Edmonton	158	179
Other Local Governments	340	386
Total Funding	722	820

Allocation Formula at a Glance

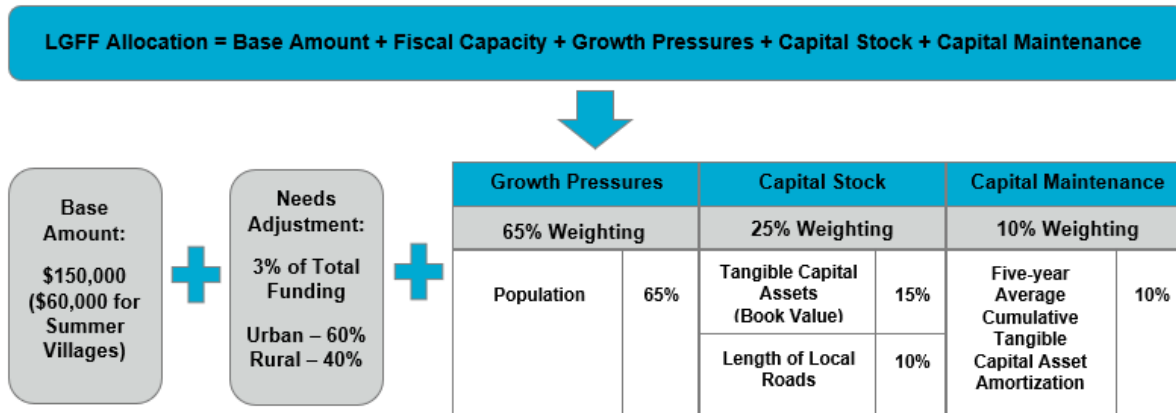
Cities of Calgary and Edmonton

Funding is distributed between Calgary and Edmonton in proportion to their population (48 per cent weighting), education property tax requisitions (48 per cent weighting), and length of local roads (4 per cent weighting). This formula is outlined in the *LGFF Act*.

¹Provincial revenues exclude revenue from the Technology Innovation and Emissions Reduction Fund and are adjusted for policy changes with an impact greater than \$100 million. In 2022-23, provincial revenues were adjusted to account for the impact of the fuel tax relief program and reinstatement of Personal Income Tax indexation.

Other Local Governments

Funding is allocated based on population (65 per cent), tangible capital assets (15 per cent), length of local roads (10 per cent), and cumulative amortization of tangible capital assets averaged over a five year period (10 per cent), after providing base funding to all local governments and needs-based funding to local governments with a limited local assessment base.



Formula Factors for Local Governments other than Calgary and Edmonton

The LGFF allocation formula for other local governments is a fair and equitable distribution of funding, in recognition of the varying needs of different local governments. The formula is aimed at supporting all types of local governments, ranging from small summer villages to large cities, urban communities with rapidly growing populations and rural communities with large road networks, as well as those with less revenue generation opportunities due to limited local assessment bases. Formula factors and their weighting were selected after considering input from local government stakeholders.

LGFF FUNDING BY COMPONENT

(dollars)

	2024	2025
Base Funding	47,310,000	47,160,000 ²
Needs-based Funding	10,200,000	11,589,778
Population Funding Component	183,618,500	212,924,495
TCA Funding Component	42,373,500	49,136,422
Road Funding Component	28,249,000	32,757,615
Amortization Funding Component	28,249,000	32,757,615
Total Funding	340,000,000	386,325,924

Base Amount

The base amount ensures that smaller municipalities receive sufficient funding to complete meaningful infrastructure projects. Each local government receives \$150,000 in base funding, except for summer villages, which receive \$60,000. The base amount was set at a lower level for summer villages because they generally tend to provide fewer year-round services and have less infrastructure than similarly-sized villages.

²The base amount is reduced by \$150,000 in 2025 due to the expiry of the five year LGFF funding policy for restructured municipalities for one of the impacted municipalities.

Needs-based Funding

Needs-based funding is set at 3 per cent of total funding for local governments other than Calgary and Edmonton, with 60 per cent of needs-based funding allocated to urban municipalities and Metis Settlements, and 40 per cent allocated to rural municipalities.

Needs-based Funding Calculation for Urban Municipalities and Metis Settlements

For an urban municipality to be eligible for needs-based funding, its population must be less than 10,000 and its equalized assessment per capita must be below 80 per cent of the provincial average. For this purpose, provincial average equalized assessment per capita is based on urban municipalities with fewer than 10,000 people (i.e., towns and cities with populations over 10,000 are not included in the calculation of provincial average). This ensures that shifts in equalized assessment that may be experienced by larger urban municipalities do not impact the average against which the smaller municipalities are measured.

The amount of needs-based funding allocated to an urban municipality is based on the share of its weighted population relative to the total weighted population of urban municipalities eligible for needs-based funding. The factor for weighting each municipality's population is determined by comparing that municipality's equalized assessment per capita to the provincial average multiplied by 80 per cent.

For example, if average provincial equalized assessment per capita is \$150,000, then the 80 per cent threshold is \$120,000 ($0.8 \times \$150,000$), meaning any municipality with a population less than 10,000 and equalized assessment per capita below \$120,000 receives needs-based funding based on its weighted population.

If, for example, a municipality has a population of 3,000 and its equalized assessment is \$96,000 per person, then:

- The municipality's population weighting factor is 0.2 ($1 - \$96,000 / (\$150,000 \times 0.8)$).
- The 0.2 weighting factor is then applied to municipality's population of 3,000, and its weighted population is set at 600.
- This calculation is then repeated for all urban municipalities eligible for needs-based funding so that total weighed population can be determined.
- To calculate an urban municipality's needs-based funding, its weighted population is measured as a proportion of the total weighted population. This ratio is then applied to the urban share of the total needs-based funding pool.
- If total weighted population is 20,000, then the above municipality would be allocated 3 per cent ($600/20,000$) of available funding. In 2024, this would be \$183,600 ($0.03 \times \$10,200,000 \times 0.6$).

Needs-based Funding Calculation for Rural Municipalities

For a rural municipality to be eligible for needs-based funding, its population must be less than 10,000 and its equalized assessment per kilometre of locally managed road must be below 80 per cent of the provincial average. For this purpose, provincial average equalized assessment per kilometre of road is based on rural municipalities with fewer than 10,000 people (i.e., municipal districts and counties with populations over 10,000 are not included in the calculation of provincial average). Similar to urban municipalities, this ensures that shifts in equalized assessment that may be experienced by larger rural municipalities do not impact the average against which the smaller municipalities are measured.

The amount of needs-based funding allocated to a rural municipality is based on the share of its weighted road length relative to total weighted road length of rural municipalities eligible for needs-based funding. The factor for weighting each municipality's road length is determined by comparing that municipality's equalized assessment per kilometre of road to the provincial average multiplied by 80 per cent.

For example, if average provincial equalized assessment per kilometre of road is \$1,000,000, then the 80 per cent threshold is \$800,000 ($0.8 \times \$1,000,000$), meaning any municipality with a population less than 10,000 and equalized assessment per kilometre of road below \$800,000 receives needs-based funding based on their weighted road length.

If, for example, a municipality's road length is 1,000 kilometres and its equalized assessment is \$560,000 per kilometre of road, then:

- The municipality's road length weighting factor is 0.3 ($1 - \$560,000 / (\$1,000,000 \times 0.8)$).
- The 0.3 weighting factor is then applied to the municipality's road length of 1,000, and its weighted road length is set at 300.

- This calculation is then repeated for all rural municipalities eligible for needs-based funding so that total weighed road length can be determined.
- To calculate a rural municipality's needs-based funding, its weighted road length is measured as a proportion of the total weighted road length. This ratio is then applied to the rural share of the total needs-based funding pool.
- If total weighted road length is 25,000 kilometres, then the above municipality would be allocated 1.2 per cent (300/25,000) of available funding. In 2024, this would be \$48,960 (0.012 x \$10,200,000 x 0.4).

Funding based on Growth Pressures, Capital Stock, and Capital Maintenance

After the base amount and needs-based funding are calculated, the remaining funding is allocated based on population, book value of tangible capital assets, kilometres of local roads, and cumulative amortization of tangible capital assets (measured as a five year average). These factors were selected as broad measures that reflect local infrastructure requirements.

The population factor is a commonly accepted measure used to quantify growth pressures and overall infrastructure needs to support residents; book value of tangible capital assets and length of local roads serve as a measure of what infrastructure the municipality is responsible for, and amortization of tangible capital assets serves as a proxy for how old the infrastructure is and related maintenance needs. Data on these factors is publicly available and regularly updated (see Data Sources for more information).

The amount of funding each local government receives based on these factors depends on the local government's share of each factor relative to the provincial total. For example, if a local government makes up 3 per cent of total population, it will be allocated 3 per cent of funding available under the population-based component.

Funding Model Data

In general, the calculations for Calgary and Edmonton, and other local governments are based on data from three years prior, with the exception of average amortization, which is based on a five-year period beginning eight years prior to the allocation year.

Data for Calgary and Edmonton

2024 calculations are based on 2021 population estimates, 2021 education tax requisitions, and 2021 length of local roads.

2025 calculations are based on 2022 population estimates, 2022 education tax requisitions, and 2022 length of local roads.

Data Sources

The data is publicly available and can be accessed through the following links:

- Population estimates: [Municipal \(Census Subdivision\) Population Estimates : 2016 - 2022 \(updated January 11, 2023\)](#)
- Education tax requisition: [2021 Education property tax requisition comparison report](#) and [2022 Education property tax requisition comparison report](#)
- Length of local roads: [Municipal Financial and Statistical Data](#) (2021 and 2022 Financial Year, General Statistics Schedule, Length of all Open Roads Maintained (km))

Data for Other Local Governments

2024 calculations are based on the 2019 Municipal Affairs Population List (MAPL), 2021 book value of tangible capital assets (excluding electricity and gas distribution systems, machinery and equipment, and land), average annual cumulative amortization (excluding electricity and gas distribution systems, machinery and equipment, and land) for the 2017-2021 period, and 2021 length of local roads. In addition, 2021 equalized assessment data is used in the calculation of needs-based funding.

2025 calculations are based on the 2019 MAPL, 2022 book value of tangible capital assets (excluding electricity and gas distribution systems, machinery and equipment, and land), average annual cumulative amortization (excluding electricity and gas distribution systems, machinery and equipment, and land) for the 2018-2022 period, and 2022 length of local roads. In addition, 2022 equalized assessment data is used in the calculation of needs-based funding.

Using the 2019 MAPL

The 2019 MAPL is the most current data available that meets the needs of the LGFF funding model for other local governments and is used to calculate 2024 and 2025 funding. With the new [Municipal Census Regulation](#) introduced in 2023, Municipal Affairs expects the 2023 MAPL to be used in the 2026 LGFF funding model for other local governments.

Municipalities with Outstanding Financial Information Returns

Municipalities are required to submit annual Financial Information Returns (FIR) along with audited financial statements by May 1 of the following year. For example, the deadline for submission of 2022 FIRs was on May 1, 2023.

In rare cases where a FIR is outstanding, the most current data available is used. For example, if the 2020 FIR is the most current return available for a given municipality, that municipality's 2024 and 2025 allocation calculation is based on its 2020 tangible capital assets, average cumulative amortization for the 2016-2020 period, and 2020 local road length. Municipalities are strongly encouraged to submit their financial information on time to ensure up to date information is used.

Data Sources

The data is publicly available and can be accessed through the following links.

- Population counts: [2019 Alberta Municipal Affairs Population List](#)
- Book value of tangible capital assets: [Municipal Financial and Statistical Data](#) (2021 and 2022 Financial Year, Schedule G: Change In Tangible Capital Assets – Balance at End of Year, Total Capital Property Cost (3260) less Electricity Systems (3207), Gas Distribution Systems (3208), Machinery and Equipment (3230), and Land (3240))
- 5 year average accumulated amortization: [Municipal Financial and Statistical Data](#) (2017 to 2022 Financial Year, Schedule G: Change In Tangible Capital Assets – Balance at End of Year, Total Accumulated Amortization (3330) less Electricity Systems (3277), Gas Distribution Systems (3278), Machinery and Equipment (3300), and Land (3310))
- Length of local roads: [Municipal Financial and Statistical Data](#) (2021 and 2022 Financial Year, General Statistics Schedule, Length of all Open Roads Maintained (km))
- Total Equalized Assessment: [Provincial 2021 Equalized Assessment Report](#) and [Provincial 2022 Equalized Assessment Report](#)

Funding Beyond 2025

LGFF funding for cities of Calgary and Edmonton and LGFF funding for other local governments at an aggregate level must be communicated by September 30 two years in advance. It is anticipated that when this information is released by September 30, individual allocations will be announced several weeks later. For example, information on 2026 LGFF allocation amounts to individual local governments is expected to be released in fall 2024. The future amount of funding each local government will be allocated will depend on the overall LGFF funding available and how each local government's formula factors change relative to other local governments.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	March 26, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	March 2024 - FIN028 Credit Card Use Policy - MasterCard Loyalty Reward Points

BACKGROUND / PROPOSAL:

Senior administration, and some Councilors are assigned the use of a County credit card to assist in purchases in the operations of the County, or while away at conferences, or workshops, as outlined in the Purchasing Authority Directive and Tendering Policy FIN025.

Through the use of the County’s credit card, the County acquires loyalty points that are authorized to be claimed for uses as defined in Section 4 of FIN028 Credit Card Use Policy (attached).

Section 4.6 of the Loyalty and rewards points shall be reported at the first Committee of the Whole Meetings after points/rewards were redeemed. As there is no Committee of the Whole schedule for the remainder of 2023, administration is presenting this report at a Regular Council meeting.

Administration reviews the balance of the reward points available, and redeems when points reach a redeemable amount. In January administration redeemed points for 3 ice chests, and 1 cooler to be used in a promotional campaign at the campgrounds. 1 ice chest received was not as advertised, which has been replaced and provided to the County at no cost. Points were also redeemed for 2 Bose speakers, which along with the ice chest can be utilized for future County promotions, or events within the municipality.

Any future purchases or redemptions will be reported to Council.

OPTIONS & BENEFITS:

N/A

Author: J.Batt **Reviewed by:** _____ **CAO:** D. Derksen

COSTS & SOURCE OF FUNDING:

2023/2024 Budget

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Policy FIN028 Credit Card Use

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the March 2024 FIN028 Credit Card Use Policy - MasterCard Loyalty Reward Points report be received for information.

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

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. A credit card shall only be issued to a Councillor by resolution of Council at a Regular Council Meeting.

The CAO shall present annually to the Committee of the Whole a listing of staff /councillors 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

In accordance with the financial limits set within Policy FIN025 - Purchasing Authority Directive, the CAO shall present a list of all individual card holders and limits to the Committee of the Whole.

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/councillor shall be required to enter into a Cardholder Agreement presented as Schedule A.
- 5.2 The employee/councillor 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/councillor to whom the card is issued.
- 5.4 The employee/councillor issued the credit card is responsible for its protection and custody.
- 5.5 The employee/councillor using the credit card must submit all 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 All authorized cardholders must immediately surrender their assigned credit card upon resolution of Council, or conclusion of employment, or term with the County. 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 Unauthorized use of a County credit card may be subject to loss of credit card privileges, and may be subject to disciplinary action for employees.
- 6.3 An employee/councillor 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 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, denial, or 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	22-06-466
Amended	2022-10-19	22-10-675
Amended	2023-10-25	23-10-849

Sample Report to the Committee of the Whole

Position	Credit Card Limit
Chief Administrative Officer	\$35,000
Director of Community Services	\$10,000
Director of Finance	\$10,000
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
Director of Planning & Agriculture	\$7,500
IT Specialist	\$7,500
Administrative Assistant (<i>for travel arrangements</i>)	\$30,000
Councillor Knelsen (Ward 1)	\$5,000
Councillor G. Smith (Ward 6)	\$2,500
Councillor C. Cardinal (Ward 7)	\$2,500
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.

An employee/councillor must immediately surrender their assigned credit card upon resolution of Council, or conclusion of employment, or term with the County. 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 or Councillors 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. Mackenzie County will investigate and may commence, in appropriate cases, either disciplinary actions for employees, and/or Legal action against any employee/councillor 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:	Committee of the Whole Meeting
Meeting Date:	March 26, 2024
Presented By:	Jennifer Batt, Director of Finance
Title:	MasterCard Statements – December 2023 & January 2024 (HANDOUT)

BACKGROUND / PROPOSAL:

As per Policy FIN028, Mastercard statements are to be reviewed by Council at the Committee of the Whole Meetings.

Administration will provide a copy of the December 2023 & January 2024 Mastercard statements at this meeting for Councils review.

OPTIONS & BENEFITS:

N/A

COSTS & SOURCE OF FUNDING:

2023/2024 Budget

COMMUNICATION / PUBLIC PARTICIPATION:

N/A

POLICY REFERENCES:

Policy FIN028 Credit Card Use

Author: J.Batt **Reviewed by:** _____ **CAO:** D. Derksen

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the MasterCard statements for December 2023 & January 2024 be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	March 26, 2024
Presented By:	Darrell Derksen, Chief Administrative Officer
Title:	Rural Municipalities of Alberta (RMA) Debrief

BACKGROUND / PROPOSAL:

The RMA Spring Convention was held during March 18 – 20, 2024 in Edmonton, Alberta, during the convention Mackenzie County Council met with the following Ministries:

- Tourism & Sport
- Municipal Affairs
- Public Safety and Emergency Services
- Environment and Protected Areas
- Indigenous Relations
- Seniors, Community & Social Services
- Forestry and Parks
- Health

Only a couple members of council were at each meeting and this gives Council as a whole the opportunity to discuss the details of the meetings.

OPTIONS & BENEFITS:

The prioritized topics discussed with the Ministers and senior bureaucrats keeps Mackenzie County's items in the forefront. Meeting face to face with Ministers makes a stronger impact than addressing concerns via correspondence.

COSTS & SOURCE OF FUNDING:

2024 Operating Budget

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

COMMUNICATION / PUBLIC PARTICIPATION:

Council members were promoting the welfare and interest of the Municipality as a whole

POLICY REFERENCES:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Rural Municipalities of Alberta (RMA) Debrief be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Committee of the Whole Meeting
Meeting Date:	March 26, 2024
Presented By:	Louise Flooren, Manager of Legislative & Support Services
Title:	Policy ADM021 Purchase Wearing Apparel for Full Time Staff & Council

BACKGROUND / PROPOSAL:

Council has requested that administration bring Policy ADM021 Purchase Wearing Apparel for Full Time Staff and Council to a Committee of the Whole Meeting for discussion and review.

Policy is attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

COMMUNICATION / PUBLIC PARTICIPATION:

POLICY REFERENCES:

ADM021 Purchase Wearing Apparel for Full Time Staff and Council

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

RECOMMENDED ACTION:

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

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

Mackenzie County

Title	PURCHASE WEARING APPAREL FOR FULL TIME STAFF & COUNCIL	Policy No:	ADM021
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Legislation Reference	Section 5(b)
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<p>Purpose</p> <p>To provide consistent guidelines for the County’s contribution towards the purchase of wearing apparel for full time staff and council.</p>
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POLICY STATEMENT:

- 1) It is the desire of the County that council and full time staff show pride in the municipality through wearing apparel with the County’s logo prominently displayed.

GUIDELINES:

- 2) Each year the County will authorize the payment of a maximum of \$100 towards the purchase of wearing apparel, subject to clause (1), for council, waste transfer station caretakers, returning summer staff and full time staff.
- 3) The option to purchase wearing apparel will be made available to all councillors and full time staff of the County.
- 4) A Mackenzie County logo and/or name must be prominently displayed on wearing apparel purchased through the County.
- 5) In order to purchase County wearing apparel, the purchaser must be a Councillor, waste transfer station caretaker, returning summer staff or full time employee that has been employed by the municipality for a period of one year.

	Date	Resolution Number
Approved	2000-12-05	00-710
Amended	2021-05-11	21-05-417
Amended	2023-01-10	23-01-014