



**Mackenzie County**

# **REGULAR COUNCIL MEETING AGENDA**

SEPTEMBER 8, 2015

10:00 A.M.

COUNCIL CHAMBERS  
FORT VERMILION, AB



# STRATEGIC PRIORITIES CHART

## COUNCIL PRIORITIES (Council/CAO)

NOW	ADVOCACY
1. <b>RATEPAYER ENGAGEMENT</b> 2. <b>REGIONAL RELATIONSHIPS</b> 3. <b>FISCAL RESPONSIBILITY</b> 4. <b>POTABLE WATER: Availability &amp; Infrastructure</b> 5. <b>CAMPGROUNDS: Expansion and New Boat Docks</b> 6. <b>RECREATION CENTRES &amp; ARENA UPGRADES</b> 7. <b>MASTER FLOOD CONTROL PLAN &amp; FLOOD CONTROL SYSTEMS</b> 8. <b>TRANSPORTATION DEVELOPMENT</b> 9. <b>ECONOMIC DEVELOPMENT</b> 10. <b>INDUSTRY RELATIONS</b>	<input type="checkbox"/> <i>Provincial Government Relationships</i> <input type="checkbox"/> <i>Land Use</i> <input type="checkbox"/> <i>Health Services</i> <input type="checkbox"/> <i>La Crete Postal Service</i> <input type="checkbox"/> <i>Transportation Development</i>

## OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Joulia)		ECONOMIC DEVELOPMENT (Joulia/Byron)	
1. <b>RATEPAYER ENGAGEMENT – Business Plan</b>	May	1. <b>ECONOMIC DEVELOPMENT – Establish Action Plan</b>	April
2. <b>REGIONAL RELATIONSHIPS</b>	June	2. <b>TRANSPORTATION DEVELOPMENT – Meet Ministers (P5/Zama, RBLK/Hwy 58)</b>	April
3. <b>FISCAL RESPONSIBILITY – non-traditional municipal revenue streams</b>		3. <b>INDUSTRY RELATIONS – Meet Industry Partners</b>	
<input type="checkbox"/> <i>Canada Post – La Crete</i>	April	<input type="checkbox"/> _____	
<input type="checkbox"/> <i>La Crete Library – ATB Building - Assessment</i>	May	<input type="checkbox"/> _____	
<input type="checkbox"/> <i>AUPE Negotiations – internal review of the agreement</i>			
COMMUNITY SERVICES (Ron)		AGRICULTURAL SERVICES (Grant)	
1. <b>CAMPGROUNDS – Identify expansion areas &amp; establish policy</b>	June	1. <b>MASTER FLOOD CONTROL PLAN – Completion of Plan</b>	April
2. <b>RECREATION CENTRES &amp; ARENA UPGRADES – Assessment</b>	June	2. Emergency Livestock Response Plan	October
3. <b>COR Certificate – Self Audit</b>	July	3. _____	
<input type="checkbox"/> Dock expansion plan for campgrounds		<input type="checkbox"/> County Ag Fair & Tradeshow Planning	
<input type="checkbox"/> _____		<input type="checkbox"/> Easements for Existing Drainage Channel	
PLANNING & DEVELOPMENT (Byron)		LEGISLATIVE SERVICES (Carol)	
1. Infrastructure Master Plans	April	1. <b>RATEPAYER ENGAGEMENT – Citizen Engagement Survey</b>	June
2. LC & FV Design Guide	Sept	2. Website Update	June
3. _____		3. Filing/Records Management Procedures	June
<input type="checkbox"/> Land Use Framework		<input type="checkbox"/> Human Resource Policy Review	
<input type="checkbox"/> LC & FV Airports – Infrastructure Review		<input type="checkbox"/> Communication Plan	
FINANCE (Mark)		PUBLIC WORKS* (Ron/Len)	
1. <b>FISCAL RESPONSIBILITY – Mill Rate Discussion &amp; Policy</b>	June	1. Inspection Procedure for New Roads	May
2. <i>AUPE Negotiations (calculations)</i>	June	2. Road Use Agreement Template Update	April
3. Multi-year capital plan		3. Finalize Meander River Gravel Pit Transfer	Aug
<input type="checkbox"/> _____		<input type="checkbox"/> Hamlet 3 Year Upgrading Plan – Review & Update	
<input type="checkbox"/> _____		<input type="checkbox"/> Engineering Services Procurement RFP	April
ENVIRONMENTAL (Fred)			
1. <b>POTABLE WATER – Comprehensive Water Study</b>	June	Codes:	
2. Hamlet Easement Strategy	July	<b>BOLD CAPITALS</b> – Council NOW Priorities	
3. FV Frozen Services Plan	Sept	CAPITALS – Council NEXT Priorities	
<input type="checkbox"/> _____		<i>Italics</i> – Advocacy	
<input type="checkbox"/> _____		Regular Title Case – Operational Strategies	
		* See Monthly Capital Projects Progress Report	

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

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

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

**AGENDA**

			Page
<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the August 26, 2015 Regular Council Meeting	7
<b>DELEGATIONS:</b>	4.	a) Jill Sheward, Brownlee LLP (2:00 p.m.) b)	21
<b>GENERAL REPORTS:</b>	5.	a) CAO Report b)	45
<b>TENDERS:</b>	6.	a) Invitation to Tender – La Crete Sanitary Sewer Main Rehabilitation (11:00 a.m.) b) Request for Proposals – Fort Vermilion Truckfill and La Crete Lift Station Improvements (11:00 a.m.)	61 63
<b>PUBLIC HEARINGS:</b>		Public hearings are scheduled for 1:15 p.m.	
	7.	a) None	
<b>COMMUNITY SERVICES:</b>	8.	a) b)	

<b>UTILITIES:</b>	9.	a)	Fort Vermilion- 49 <sup>th</sup> Avenue Sewer Repair	65
		b)		
		c)		
<b>OPERATIONS:</b>	10.	a)		
		b)		
<b>PLANNING &amp; DEVELOPMENT:</b>	11.	a)	Bylaw 1006-15 Land Use Bylaw Amendment to Rezone Part of NE 16-106-15-W5M from Agricultural "A" to Rural Industrial District "R12"(La Crete Rural)	67
		b)	Bylaw 1007-15 Plan Cancellation for Consolidation Purposes Plan 122 3803, Block 1, Lot 1 (Pt. of NW & SW 33-105-15-W5M) (La Crete Rural)	75
		c)	Airport Planning	81
		d)		
		e)		
<b>FINANCE:</b>	12.	a)	Policy FIN028 Credit Card Use	85
		b)	Payments in Lieu of Taxes	93
		c)	Additional Named Insured – La Crete Public Library	97
		d)	2016 Budget Development Guidelines	109
		e)	2016 Budget Meeting Dates	111
		f)	Financial Reports – January 1 to July 31, 2015	113
		g)		
		h)		



- ADMINISTRATION:** 13. a) Tompkins Crossing (Letter to BC Hydro) (to be presented at the meeting)
- b)
- c)
- d)

- INFORMATION / CORRESPONDENCE:** 14. a) Information/Correspondence 127

- IN CAMERA SESSION:** 15. a) Legal
- Inter-Municipal Relations – Town of Rainbow Lake Revenue Sharing
- b) Labour
- c) Land

- NOTICE OF MOTION:** 16. Notices of Motion

- NEXT MEETING DATES:** 17. a) Committee of the Whole Meeting  
Wednesday, September 30, 2015  
10:00 a.m.  
Fort Vermilion Council Chambers
- Regular Council Meeting  
Wednesday, September 30, 2015  
1:00 p.m.  
Fort Vermilion Council Chambers

- ADJOURNMENT:** 18. a) Adjournment





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 8, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the August 26, 2015 Regular Council Meeting</b>

**BACKGROUND / PROPOSAL:**

Minutes of the August 26, 2015 Regular Council Meeting are attached.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

Approved council minutes are posted on the County website.

**RECOMMENDED ACTION:**

- Simple Majority     
  Requires 2/3     
  Requires Unanimous

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

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



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, August 26, 2015  
10:00 a.m.**

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

**PRESENT:**

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

**REGRETS:**

**ADMINISTRATION:**

Joulia Whittleton	Chief Administrative Officer
Ron Pelensky	Director of Community Services & Operations
Len Racher	Director of Facilities & Operations (South)
Byron Peters	Director of Planning & Development
Fred Wiebe	Manager of Utilities
Grant Smith	Agricultural Fieldman
Carol Gabriel	Manager of Legislative & Support Services
Alexandra Codispodi	Municipal Intern

**ALSO PRESENT:** Members of the media and the public.

Minutes of the Regular Council meeting for Mackenzie County held on August 26, 2015 in the Fort Vermilion Council Chambers.

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

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

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

**MOTION 15-08-563 MOVED** by Councillor Braun

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That the agenda be approved with the following changes:  
Add 4. b) Delegation – Audrey Randle  
Move Item 11. e) to 4. b) Delegation – Audrey Randle  
Move Item 15. b) Out of Camera  
Add 15. b) In-Camera Labour – Councillor/Staff Relations  
Add 15. a) In Camera Legal – Sand Hills Road  
Add to Information – Canadian Grain Commission

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. a) Minutes of the August 11, 2015 Regular Council Meeting**

**MOTION 15-08-564**

**MOVED** by Deputy Reeve Sarapuk

That the minutes of the August 11, 2015 Regular Council meeting be approved as AMENDED.

**CARRIED**

**DELEGATION:**

**4. b) Audrey Randle**

**PLANNING &  
DEVELOPMENT:**

**11. e) Surveyor Cost Sharing Request for Plan 5999CL, Lot E (Fort Vermilion)**

**MOTION 15-08-565**  
Requires 2/3

**MOVED** by Councillor Paul

That Mackenzie County cover the cost of the investigation survey for Plan 5999CL, Lot E with funding coming from the General Operating Budget.

**CARRIED**

Reeve Neufeld recessed the meeting at 10:45 a.m. and reconvened the meeting at 10:55 a.m.

**MOTION 15-08-566**

**MOVED** by Councillor Bateman

That the County obtain a copy of the investigation survey for Plan 5999CL, Lot E and request that the responsible party reimburse the County for the cost of the investigation survey.

**CARRIED**

**MOTION 15-08-567**

**MOVED** by Councillor Driedger

That Council move in-camera at 10:58 a.m. to discuss the School

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Resource Officer Position and the Council Relationship Workshop.

**CARRIED**

*Members of administration left the meeting with the exception of the Chief Administrative Officer.*

**DELEGATIONS:** 4. a) **S/Sgt. Jeff Simpson, Fort Vermilion RCMP**

**MOTION 15-08-568** **MOVED** by Councillor Derksen

That council move out of camera at 11:59 a.m.

**CARRIED**

**MOTION 15-08-569** **MOVED** by Councillor Bateman

That the School Resource Officer Position be implemented as Option 1 as amended.

**CARRIED**

**MOTION 15-08-570** **MOVED** by Deputy Reeve Sarapuk

That the Council Relationship Workshop be received for information.

**CARRIED**

Reeve Neufeld recessed the meeting at 12:04 p.m. and reconvened the meeting at 12:44 p.m.

*Members of administration rejoined the meeting.*

**MOTION 15-08-571** **MOVED** by Councillor Wardley

That the RCMP report be received for information.

**CARRIED**

**GENERAL REPORTS:** 5. a) **Letter to Minister of Agriculture (ADDITION)**

**MOTION 15-08-572** **MOVED** by Deputy Reeve Sarapuk

Requires Unanimous

That a letter be sent to the Minister of Agriculture requesting an extension to October 31, 2015 for head tax and grazing leases.

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**CARRIED UNANIMOUSLY**

**TENDERS:**

**6. b) Zama Property Disposal**

**MOTION 15-08-573**

**MOVED** by Councillor Wardley

That the “Zama City Property Sale and Clean-up” Request for Proposals be re-advertised with a closing date of October 13, 2015.

**CARRIED**

**COMMUNITY SERVICES:**

**8. a) Appointment of Deputy Fire Chief – Fort Vermilion Fire and Rescue**

**MOTION 15-08-574**

**MOVED** by Councillor Paul

That Allister Stephen McGean be appointed as the Deputy Fire Chief for the Fort Vermilion Fire Department for a two year term.

**CARRIED**

**UTILITIES:**

**9. a) La Crete – Raw Water Truckfill Upgrade**

**MOTION 15-08-575**

Requires 2/3

**MOVED** by Councillor Derksen

That an additional \$17,100 be added to the La Crete – Raw Water Truckfill Upgrade project with funds coming from the Water Upgrading Reserve with the new total budget being \$58,000.

**CARRIED**

**OPERATIONS:**

**10. a) Policy PW004 Winter Road Maintenance**

**MOTION 15-08-576**

**MOVED** by Councillor Bateman

That Policy PW004 Winter Road Maintenance be amended as presented.

**CARRIED**

**TENDERS:**

**6. c) Sale of County’s Assets (Units 1146, 1648, Portable Skid Shack)**

**MOTION 15-08-577**

**MOVED** by Councillor Wardley

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That the tenders for the Unit numbers 1146, 1648, and the portable skid shack be opened.

**CARRIED**

Bids Received:

Unit 1146

Checkmark Services	\$1,050.00
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Unit 1648

Tanner Paul	\$ 451.00
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Portable Skid Shack

High Level Rural Hall	\$ 1.00
Jake Krahn	\$1,000.00
Curtis Peters	\$2,700.00

**MOTION 15-08-578**

Requires 2/3

**MOVED** by Deputy Reeve Sarapuk

That Unit number 1146 (Dodge Ram 1500 single cab 2 wheel drive truck), Unit number 1648 (Dodge 2500 quad cab 4 wheel drive truck), and the Portable Skid Shack be awarded to the highest bidder.

**CARRIED**

**PUBLIC HEARINGS:**

**7. a) Bylaw 998-15 Plan Cancellation for Consolidation Purposes Plan 092 9760, Block 1, Lot 1 (Pt. of SW 7-107-13-W5M) (La Crete Rural)**

Reeve Neufeld called the public hearing for Bylaw 998-15 to order at 1:16 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 998-15 was properly advertised. Byron Peters, Director of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the proposed Plan Cancellation for Consolidation Purposes. Byron Peters, Director of Planning & Development, presented the Development Authority's submission and indicated that first reading was given on July 29, 2015.

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Reeve Neufeld asked if Council has any questions of the proposed Plan Cancellation for Consolidation Purposes. There were no questions.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 998-15. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 998-15. There was no one present to speak to the proposed Bylaw.

Reeve Neufeld closed the public hearing for Bylaw 998-15 at 1:18 p.m.

**MOTION 15-08-579** **MOVED** by Councillor Braun

That second reading be given to Bylaw 998-15, being a Plan Cancellation Bylaw to cancel and consolidate Plan 092 9760, Block 1, Lot 1 back into the quarter from which it was taken.

**CARRIED**

**MOTION 15-08-580** **MOVED** by Councillor Knelsen

That third reading be given to Bylaw 998-15, being a Plan Cancellation Bylaw to cancel and consolidate Plan 092 9760, Block 1, Lot 1 back into the quarter from which it was taken.

**CARRIED**

**OPERATIONS:** **10. b) Second Access Plan 1425TR Block 06 Lot 12**

**MOTION 15-08-581** **MOVED** by Councillor Braun

That the second access request on Plan 1425TR, Block 06, Lot 12 be APPROVED.

**CARRIED**

**10. c) Zama Road Frost Heave**

**MOTION 15-08-582** **MOVED** by Councillor Bateman

Requires 2/3

That the Zama Road frost heave be repaired with hot mix patch with funding coming from the Operating Reserve.

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**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**11. a) Bylaw 1001-15 Plan Cancellation for Consolidation Purposes Plan 002 4196, Block 1, Lot 1 (SW 5-105-14-W5M) (La Crete Rural)**

**MOTION 15-08-583**

**MOVED** by Councillor Braun

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

**CARRIED**

**11. b) Bylaw 1002-15 Plan Cancellation for Consolidation Purposes Plan 2938RS, Block 10, Lots 5 & 6 (5203-48<sup>th</sup> Ave & 4701-52<sup>nd</sup> Street in Fort Vermilion)**

**MOTION 15-08-584**

**MOVED** by Deputy Reeve Sarapuk

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

**CARRIED**

**11. c) Bylaw 1003-15 Land Use Bylaw Amendment to Rezone Plan 042 2403, Block 1, Lot 1 (Pt. of SW 30-104-14-W5M) from Agricultural "A" to Public Institutional "P" (Buffalo Head Hills Area)**

**MOTION 15-08-585**

**MOVED** by Councillor Derksen

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

**CARRIED**

**11. d) Airports Update - PAPI lights and GPS approaches**

**MOTION 15-08-586**

**MOVED** by Councillor Braun

That the airports update be received for information.

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**CARRIED**

**11. f) Development Statistics Report January to June 2015**

**MOTION 15-08-587** **MOVED** by Councillor Wardley

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

**CARRIED**

Reeve Neufeld recessed the meeting at 2:10 p.m. and reconvened the meeting at 2:24 p.m.

**TENDERS:**

**6. a) Request for Proposals - Blue Hills Erosion Repair**

**MOTION 15-08-588** **MOVED** by Councillor Knelsen

That the Blue Hills Erosion Repair project request for proposals be opened.

**CARRIED**

Proposals Received:

Buffalo Head Ventures	\$ 70,109.00
Northern Road Builders	\$187,175.00
Outback Ventures	\$239,233.37

**MOTION 15-08-589** **MOVED** by Councillor Jorgensen

That administration review the Blue Hills Erosion Repair project proposals and that the awarding of the project be tabled to the end of the meeting.

**CARRIED**

**FINANCE:**

**12. a) Short Term Investment (ATB Financial – Notice Demand Accounts)**

**MOTION 15-08-590** **MOVED** by Councillor Wardley

Requires 2/3

That three Notice Demand Accounts be set up with ATB Financial.

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**CARRIED**

**12. b) 2015 Agricultural Fair Financial Update**

**MOTION 15-08-591**

**MOVED** by Councillor Jorgensen

That the Agricultural Fair and Tradeshow financial update be received for information.

**CARRIED**

**12. c) Bylaw 1005-15 Fee Schedule Bylaw**

**MOTION 15-08-592**

Requires 2/3

**MOVED** by Councillor Wardley

That first reading be given to Bylaw 1005-15 being the Fee Schedule Bylaw for Mackenzie County as amended.

**CARRIED**

**MOTION 15-08-593**

Requires 2/3

**MOVED** by Councillor Braun

That second reading be given to Bylaw 1005-15 being the Fee Schedule Bylaw for Mackenzie County.

**CARRIED**

**MOTION 15-08-594**

Requires Unanimous

**MOVED** by Councillor Knelsen

That consideration be given to go to third reading of Bylaw 1005-15 being the Fee Schedule Bylaw for Mackenzie County at this meeting.

**CARRIED UNANIMOUSLY**

**MOTION 15-08-595**

Requires 2/3

**MOVED** by Deputy Reeve Sarapuk

That third reading be given to Bylaw 1005-15 being the Fee Schedule Bylaw for Mackenzie County.

**CARRIED**

**ADMINISTRATION:**

**13. a) 2015 Municipal Census**

**MOTION 15-08-596**

**MOVED** by Councillor Braun

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That the 2015 municipal census forms be submitted to Alberta Municipal Affairs.

**CARRIED**

**13. b) La Crete Salt & Sand Shed – Insurance Claim**

**MOTION 15-08-597**      **MOVED** by Councillor Wardley

That the Public Works Committee be authorized to review the La Crete salt & sand shed quotations, options, and full costing and bring back a recommendation to Council.

**CARRIED**

**TENDERS:**

**6. a) Request for Proposals - Blue Hills Erosion Repair**

**MOTION 15-08-598**      **MOVED** by Councillor Derksen

That the Blue Hills Erosion Repair project be awarded to Northern Road Builders.

**CARRIED**

**INFORMATION/  
CORRESPONDENCE:**

**14. a) Information/Correspondence**

**MOTION 15-08-599**      **MOVED** by Councillor Jorgensen

That the Agricultural Service Board be requested to invite Garth Steidl from the Canadian Grain Commission to meet with local grain producers to discuss grain transportation issues.

**CARRIED UNANIMOUSLY**

**MOTION 15-08-600**      **MOVED** by Councillor Jorgensen

That a letter be sent to Alberta Environment and Parks indicating our support to eradicate all disease risk bison from the Wood Buffalo National Park as identified in the Managing Disease Risk in Northern Alberta Wood Bison – Outside of Wood Buffalo National Park July 2015 Progress Report.

**CARRIED**

**MOTION 15-08-601**      **MOVED** by Councillor Driedger

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

**CARRIED**

Reeve Neufeld recessed the meeting at 3:30 p.m. and reconvened the meeting at 3:40 p.m.

**IN-CAMERA  
SESSION:**

**15. In-Camera Session**

**MOTION 15-08-602**

**MOVED** by Deputy Reeve Sarapuk

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 3:40 p.m.

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

**CARRIED**

**MOTION 15-08-603**

**MOVED** by Councillor Driedger

That Council move out of camera at 4:14 p.m.

**CARRIED**

**15. a) Legal – Sand Hills Road**

**MOTION 15-08-604**

**MOVED** by Deputy Reeve Sarapuk

That administration further review and bring back additional information regarding access issues on the Sand Hills Road.

**CARRIED**

**NOTICE OF MOTION:**

**16. a) Ward Boundary Review**

Councillor Braun brought forward a Notice of Motion that further discussion regarding ward boundary changes be held at the Organizational Meeting in October 2015 using the 2015 municipal census data.

**NEXT MEETING  
DATES:**

**17. a) Regular Council Meeting**  
Tuesday, September 8, 2015

\_\_\_\_\_  
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10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**        **18. a) Adjournment**

**MOTION 15-08-605**        **MOVED** by Deputy Reeve Sarapuk

That the council meeting be adjourned at 4:16 p.m.

**CARRIED**

These minutes will be presented to Council for approval on September 8, 2015.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer

UNAPPROVED





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 8, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>DELEGATION Jill Sheward, Brownlee LLP</b>

**BACKGROUND / PROPOSAL:**

Jill Sheward from Brownlee LLP will be present to discuss the following topics with Council:

- Property Tax Incentives
- Use of Reserve Lands

A copy of the presentation is attached.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

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




  
**B R O W N L E E**  
L L P  
*Barristers & Solicitors*

**THE GOOD, THE BAD  
AND AVOIDING THE UGLY**

WHAT YOU CAN AND CAN'T DO IN THE CONTEXT OF  
PROPERTY TAX INCENTIVES & RESERVE LANDS


Presented by:  
**Jill L.A. Sheward**  
Partner

**INTRODUCTION**




**Reserve Lands**

- Uses of Reserves
- Disposition of Reserves



**Property Tax Incentives**

- MGA
- NWPTA
- Generally Available Infrastructure

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## **AVOID THE UGLY**

- **Unauthorized Agreements/Transactions...**
- **Liability...**
- **Difficult to undo/unwind...**

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## **USES OF RESERVES**

© Brownlee LLP



## Uses of Reserves

- Very Restricted
- Strict Wording in the MGA
- Limited Exceptions



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## Uses of Reserves

### **Environmental Reserves**

*Division 9  
Use and Disposal of Reserve Land*

*Use of reserve land, money*

*671(1) Subject to section 676(1), environmental reserve must be left in its natural state or be used as a public park.*

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## Uses of Reserves

671 ...

*(2) Municipal reserve, school reserve or municipal and school reserve may be used by a municipality or school board or by them jointly only for any or all of the following purposes:*

- (a) a public park;*
- (b) a public recreation area;*
- (c) school board purposes;*
- (d) to separate areas of land that are used for different purposes.*

**Municipal Reserves**  
**Municipal and School Reserves**  
**School Reserves**

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## Uses of Reserves

671 ...

### **Community Service Reserves**

*(2.1) Community services reserve may be used by a municipality for any or all of the following purposes:*

- (a) a public library;*
- (b) a police station, a fire station or an ambulance services facility, or a combination of them;*
- (c) a non-profit day care facility;*
- (d) a non-profit senior citizens facility;*
- (e) a non-profit special needs facility;*
- (f) a municipal facility providing service directly to the public;*
- (g) affordable housing.*

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## Uses of Reserves

*Transfer of school and other reserves to municipality  
672...*

### Community Service Reserves

*(3) Despite subsection (2), the council of a municipality may by bylaw require the school building envelope of the school reserve, municipal and school reserve or municipal reserve referred to in subsection (1) to be designated as community services reserve, ...*

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## Uses of Reserves

*Transfer of school and other reserves to municipality  
672...*

### Community Service Reserves

*(5) In subsection (3), "school building envelope" means*  
*(a) the portion of the reserve on which a school building and accompanying parking lot is situated, or*  
*(b) if no school building is situated on the reserve, the area of land on which a school and accompanying parking lot would be located if they had been built as determined by the municipality.*

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# Uses of Reserves

## Public Utility Lots

**Part 17**  
**Planning and Development**  
**Definitions**  
**616** In this Part,

(w) “public utility lot” means land required to be given under Division 8 for public utilities;

### *Designation of municipal land*

**665(1)** A council may by bylaw require that a parcel of land or a part of a parcel of land that it owns or that it is in the process of acquiring **be designated as** municipal reserve, school reserve, municipal and school reserve, environmental reserve or **public utility lot**.

# Uses of Reserves

## Exceptions

**671 ...**

**(3)** Despite that land is designated as municipal reserve, school reserve or municipal and school reserve, the municipality and one or more school boards **may enter into any agreement they consider necessary with respect to a use referred to in subsection (2) or for any matter related to the use.**



## Uses of Reserves

### Exceptions

**Road, etc., over reserve land**  
**677** Despite section 671, a municipality or a municipality and a school board may authorize

- (a) the **construction, installation and maintenance, or any of them, of a roadway, public utility, pipeline** as defined in the Oil and Gas Conservation Act **or transmission line** as defined in the Hydro and Electric Energy Act on, in, over or under reserve land, or
- (b) **the maintenance and protection of reserve land,**  
**if the interests of the public will not be adversely affected.**

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## Uses of Reserves

### Public Utilities Exception

**616** In this Part, ...

(v) “public utility” means **a system or works** used to provide one or more of the following **for public consumption, benefit, convenience or use:**

- (i) water or steam;  
 (ii) sewage disposal;  
 (iii) public transportation operated by or on behalf of the municipality;  
 (iv) irrigation;  
 (v) drainage;

- (vi) fuel;  
 (vii) electric power;  
 (viii) heat;  
 (ix) waste management;  
 (x) telecommunications;

and includes the thing that is provided for public consumption, benefit, convenience or use;

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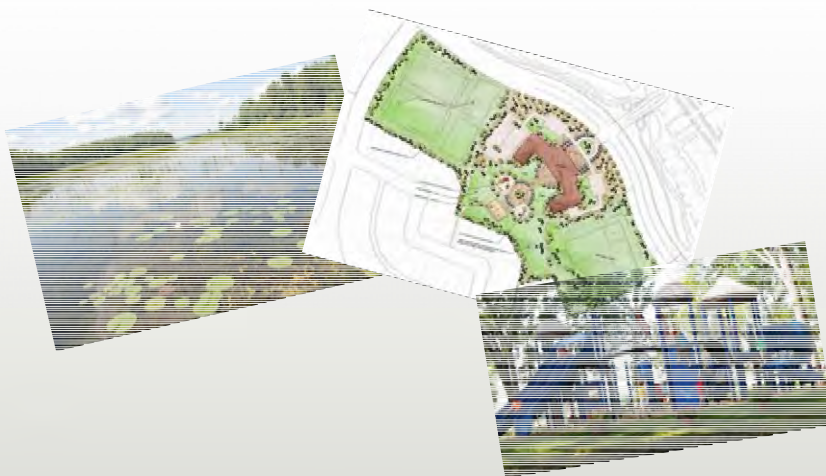


## Uses of Reserves

### Exceptions in Practice

- License Agreement
- Maintenance Agreement
- Utility Right of Way
- Other...
  
- But NOT Dispositions...

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### DISPOSITION OF RESERVES

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## Disposition of Reserves

- Transfer
- Sale
- Lease
- Other



...unless authorized.

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## Disposition of Reserves

### School Reserve

*Transfer of school and other reserves to municipality*

*672(1) If a school board holds an interest in a school reserve, municipal and school reserve or municipal reserve under this Part or the former Act and declares that the reserve is surplus to the school board's needs, the school board **must transfer its interest in the land to the municipality** where the reserve is located, **for the consideration agreed on between them.***

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## Disposition of Reserves

*Disposition of municipal and school reserve*

**674(1)** Despite section 70, if  
(a) a council wishes to **sell, lease or otherwise dispose of** municipal reserve or community services reserve, or

(b) a council and a school board wish to **sell, lease or otherwise dispose of** municipal and school reserve,

**a public hearing must be held in accordance with section 230 and must be advertised in accordance with section 606.**

**Municipal Reserve**

**Municipal and School Reserve**

**Community Service Reserve**

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## Disposition of Reserves

*Disposition of municipal and school reserve*  
**674 ...**

**(2)** In addition to the notice required under subsection (1), **notices** containing the information required under section 606 **must be posted on or near the municipal reserve, community services reserve or municipal and school reserve** that is the subject of the hearing.

**Municipal Reserve**

**Municipal and School Reserve**

**Community Service Reserve**

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## Disposition of Reserves

### *Removal of designation as municipal reserve*

**675(1)** A council in the case of municipal reserve or community services reserve or a council and a school board in the case of municipal and school reserve **may, after taking into consideration the representations made at a public hearing under section 674(1),** direct a designated officer to notify the Registrar that the provisions of this Division have been complied with and **request the Registrar to remove the designation of municipal reserve, community services reserve or municipal and school reserve.**

### **Municipal Reserve**

### **Municipal and School Reserve**

### **Community Service Reserve**

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## Disposition of Reserves

### **Environmental Reserve**

### *Changes to environmental reserve's use or boundaries*

**676(1)** A council may by bylaw, after giving notice in accordance with section 606 and holding a public hearing in accordance with section 230,

- (a) **use an environmental reserve for a purpose not specified in section 671(1),**
- (b) **transfer an environmental reserve to the Crown or an agent of the Crown for consideration, as agreed,**

(c) **lease or dispose of an environmental reserve other than by a sale for a term of not more than 3 years, and**

(d) **change the boundaries of an environmental reserve or environmental reserve easement in order to correct an omission, error or other defect in the certificate of title, or to rectify an encroachment problem or other concern.**

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## Disposition of Reserves

Don't lease...

Grant only licenses...

Be careful how  
you contract...



...unless authorized.

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## Property Tax Incentives



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## Property Tax Incentives

### ***Municipal Government Act***

### **Cancellation, reduction, refund or deferral of taxes**

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

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax.

**(2)** A council may phase in a tax increase or decrease resulting from the preparation of any new assessment.

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## M.G.A.

- bona fide municipal purpose and "equitable to do so"
- Cannot use s. 347 powers on the sole basis of private business, economic or financial rationale
- Taxation Power as a Public Trust that cannot be bargained away
- Must be fair and just for All Taxpayers in the County

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## Waiver of Future Taxes

- May only cancel/reduce/refund taxes in year in which the tax was imposed
- Cannot be used for taxes not yet imposed
- waiver of future taxes for extended period of time = unlawful fettering of Council discretion

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## *Pacific National Investments Ltd. v. Victoria (City)*

2000 Supreme Court decision:

*“Municipal legislative powers are an integral part of governance that municipalities cannot give up. Municipal councils cannot fetter the discretion of successor councils to engage in the legislative process without undue influences.”*

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## Property Tax Incentives



Equitable example of tax cancellation: BSE crisis

- Slaughterhouses not worth same as previous
- Very Rare Circumstances

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## New West Partnership Trade Agreement ("NWPTA")

- Successor to Trade Investment and Labour Mobility Agreement ("TILMA")
- Prohibits "business subsidies"
- Applies to BC, AB & SK and their "government entities", including municipalities

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# NWPTA

## Article 12: Business Subsidies

1. *Parties shall not directly or indirectly provide business subsidies that:*

*(a) provide an advantage to an enterprise that results in material injury to a competing enterprise of another Party;*

*(b) entice or assist the relocation of an enterprise from another Party; or*

*(c) otherwise distort investment decisions (emphasis added)*

*unless such subsidy is to offset a subsidy being offered by a non-Party or to an entity not subject to this Article.*

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# NWPTA

2. *Parties shall jointly encourage non-Parties to eliminate subsidies to business and refrain from bidding wars."*

The NWPTA further defines "Business Subsidies" as follows (emphasis added):

*"business subsidy means a financial contribution by a Party, namely:*

*(a) cash grants, loans, debt guarantees or an equity injection, made on preferential terms;*

*(b) a reduction in taxation and other forms of revenue generation, including royalties and mark-ups, or government levies otherwise payable, but does not include a reduction resulting from a provision of general application of a tax law, royalties, or other forms of a Party's revenue generation; or*

*(c) any form of income or price support that results directly or indirectly in a draw on the public purse*

*that confers a benefit on a specific non-government entity, whether organized as on legal entity or as a group of legal entities, but does not include generally available infrastructure, assistance to provide generally available infrastructure, or subsidies defined as non-actionable under Article 8 of the World Trade Organization Agreement on Subsidies and Countervailing Measures;"*

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## Generally Available Infrastructure



Can contribute to or pay for:

- Road & utility infrastructure
- Infrastructure under s. 650 & 655 of the MGA

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## Generally Available Infrastructure

- County commitment should be conditional upon development by other party
- Must be documented

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## Generally Available Financial Program

NWPTA also provides that:

***A business subsidy does not include a financial contribution made available to entities within a particular industry or group of industries where the measure pursuant to which the financial contribution is made available establishes objective criteria or conditions governing eligibility that are not structured, in law or in fact, so as to make the financial contribution uniquely available to one single entity, whether that entity is structured as one legal entity or a group of legal entities***

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## Generally Available Financial Program

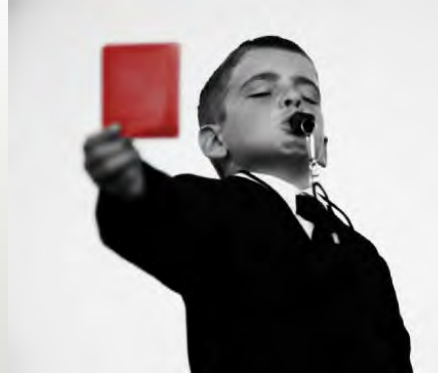
- Available to entities within a particular industry or group of industries
- Program must be fair, equitable and broadly available
- Practically, the program funding cannot be limitless, but require equal opportunity to apply for program funding
- Cannot be first come, first served

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## NWPTA Complaint & Enforcement

- Any business negatively impacted by County's non-confirming actions can complain
- Max. fine of \$5M (Article 30)



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## Enforcement

- County also subject to rules & guidelines of Public Sector Account Board
- "capital lease"
- "borrowing" /loan
- consider
  - passing bylaw
  - debt limit

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B R O W N L E E  
L L P  
*Barristers & Solicitors*

## QUESTIONS?

Jill L.A. Sheward  
jsheward@brownleelaw.com  
780-497-4835



# MUNICIPAL LAW BULLETIN

March 2017 Edition



B R O W N L E E

L L P

## PROBLEMS WITH PROPERTY TAX INCENTIVES

At Brownlee LLP's *Emerging Trends in Municipal Law* seminars this year, several questions were posed with respect to municipalities offering property tax incentives/rebates. In particular, many municipalities were interested in the possibility of providing landowners (or prospective landowners) with tax rebates as a way of encouraging development. While providing property tax incentives may seem to be an easy and mutually beneficial arrangement between a municipality and a landowner/business, it is rife with potential problems and impediments. In fact, property tax incentive arrangements can be contrary to the *Municipal Government Act*, R.S.A. 2000, c. M-26 (the "MGA") and the New West Partnership Trade Agreement (the "NWPTA"). In this article, we provide an overview of the legal impediments associated with property tax incentives.

### Property Tax Incentives Applicable to Future Years

It is not the case that a municipality has authority under the MGA to waive future property taxes associated with taxable (i.e. non-exempt) lands. While section 347 of the MGA provides council with the discretion, if it considers it **equitable to do so**, to cancel or reduce tax arrears (s. 347(1)(a)), to cancel or refund all or part of the tax (s. 347(1)(b)) or to defer the collection of a tax (s. 347(1)(c)) with respect to a particular taxable property or class of taxable property, the language used in that section suggests that it only applies to taxes already imposed. There is nothing to suggest that section 347(1) could be extended to allow a municipality to waive future property taxes of a landowner or class of landowners.

Further, a municipality agreeing to waive a landowner's future property taxes for an extended period of time (for example, 3 years) would likely be construed by the courts as an unlawful fettering of a future council's discretion. The establishment of tax rates for properties within a municipality falls within the legislative powers of a municipal council. Further, the ability under section 347 of the MGA to cancel, reduce, refund or defer the property taxes of landowner, or class of landowners, is specified to be a determination of council. As stated by the Supreme Court of Canada in *Pacific National Investments Ltd. v. Victoria (City)*, 2000 SCC 64 (at paragraph 56); "Municipal legislative powers are an integral part of governance that municipalities cannot give up. Municipal councils cannot fetter the discretion of successor councils to engage in the legislative process without undue influences."

### Property Tax Incentives as Business Subsidies

Tax incentives offered to encourage development may constitute a "business subsidy" and thereby run afoul of certain prohibitions in the NWPTA (the successor trade agreement to the Trade Investment and Labour Mobility Agreement ("TILMA")). The NWPTA and TILMA define "business subsidy" as a financial contribution by a party, namely: (a) cash grants, loans, debt guarantees or an equity injection, made on preferential terms; (b) a reduction in taxation and other forms of revenue generation, including royalties and mark-ups, or government levies otherwise payable, but does not include a reduction resulting from a provision of general application of a tax law, royalties, or other forms of a party's revenue generation; or (c) any form of income or price support that results directly or indirectly in a draw on the public purse that confers a benefit on a specific non-government entity. The NWPTA prohibits parties from providing direct or indirect business subsidies that (a) provide an advantage to an enterprise that results in material injury to a competing enterprise of another party; (b) entice or assist the relocation of an enterprise from another party; or (c) otherwise distort investment decisions.

If the complaint process under the NWPTA is initiated, then there is a possibility of a fine being imposed to a maximum amount of \$5,000,000.

### Additional Considerations

A municipality considering providing a property tax adjustment should also consider to whom the adjustment is being offered and on what basis. With respect to the first consideration, it is important to note that section 347(1) of the *MGA* only provides that a municipality may cancel, reduce, refund or defer property taxes with respect to a particular taxable property or business or a class of taxable property or business.

Further, council is not allowed to cancel, reduce, refund or defer property taxes at its unfettered discretion but rather only when it "considers it equitable to do so" (*MGA*, s. 347). In considering providing a tax adjustment, council should be mindful of the wording of section 347 and, in particular, what "equitable to do so" means in the specific circumstances.

### Summary

There are significant issues surrounding a municipality providing tax incentives, including that these actions may be found outside the legal authority of the municipality and may be in contravention of the prohibitions against business subsidies in the NWPTA. This is not to say that tax adjustments and/or development incentives cannot be lawfully established in some circumstances, however, any such arrangement must be carefully constructed in accordance with the *MGA*, the NWPTA and considered legal advice.

**For questions regarding development incentives and infrastructure, contact one of the following members of our Planning and Development Team: Jeneane S. Grundberg, Rodd C. Thorkelsson or Lorne I. Randa.**

**For questions regarding tax policy and liability, contact one of the following members of our Assessment and Taxation Team: Barry A. Sjølie, Q.C., Alvin R. Kosak or Michael S. Solowan.**





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 8, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>CAO Report</b>

**BACKGROUND / PROPOSAL:**

The CAO and directors reports are attached for information.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

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

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

# Mackenzie County

## Monthly CAO Report to Council –August 2015

Agricultural Fair was a great success. I would like to thank Council, ASB members, MARA Board and staff members, municipal staff, and public members that participated in organizing this event. The financial report was presented to Council at their August 26 meeting. The Agricultural Fair committee met on August 21 to discuss the outcomes and shortcomings to be addressed next year.

Administration requested that AEP approves the Master Drainage Plan as the official conceptual plan and use it as a guideline to assess future drainage applications. They are looking into the process. AEP representatives will be attending the ASB meeting on September 27 in Fort Vermilion to discuss the Plan and the processes.

Administration received a report from Priddle Gibbs adjustors regarding our claim for the La Crete Salt & Sand shed. We have now received four cost estimates to reinforce the non-compliant components and to rebuild the structure. Council was presented with a request for decision at their August 26 meeting with a recommendation that the quotes be reviewed by the Public Works Committee.

The management team has been busy with completing the 2015 projects. 2016 Budget work is in progress. As we work through the budget, we must be mindful of the falling oil prices and the effects it could have on the County's linear property assessments, and our ratepayers that may be in search for jobs in other industries. In addition, uncertainty exists regarding municipal grants due to the new provincial government in Alberta.

I've attended NAEL meeting on August 10 with the Reeve and AAMD&C Zone meeting on August 14 with councilors. Mackenzie County Council brought forward a resolution regarding recovery of property tax on linear property. The resolution was passed at the Zone meeting and now will be presented during the fall AAMD&C convention.

I have been dealing with a few personnel issues this past month. We are advertising a Public Works Supervisor (South) position as an out-of-scope position in order to strengthen the responsibilities and authorities of this position and hopefully to create better working relationships within the team and improved rapport with public.

Please review the attached Directors reports and we will be happy to answer your questions.

Respectfully submitted,

Joulia Whittleton

## MONTHLY REPORT TO THE CAO

For the Month of August 2015

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

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	<ul style="list-style-type: none"> <li>- grading oil patch repair</li> <li>- grading</li> </ul>
Roads to New Lands	Ongoing	- This is an ongoing venture as we have a number of roads at various stages of construction.
Strategic Priorities	Ongoing	Work with Frank Weins and Trent on Steephills Creek Outfall La Crete road improvement projects Dust control application Crack sealing and line painting Crushing contracts Oversee the North La Crete/West Blumenort road project
2015 Budget		Get familiar with Mackenzie County budget

### Capital Projects

Projects	Timeline	Comments
Bridge Repairs	Ongoing	Work with Trent
Graders, pickups, 5th wheel trailer, wood splitter	Ongoing	New Kenworth and trailer delivered
La Crete Street Projects	Summer 2015	In progress Traffic lights on main street working

88 Connector rd.	On going	Had Phillip Friesen sign agreement to pave approach Told Telus that they had to move their Pedestal at their expense as it is in our right of way and we were NOT going to pay \$16,653.25. I gave them two weeks to move it.
------------------	----------	--

**Personnel Update:**

My wife and I have secured a house for rent in LaCrete and would like to thank all that helped to find this beautiful home for us.

**Other Comments:**

I will be working with the grader operators in the near future to assure we are using the windrow eliminators properly. I will try to bring the team together to use this tool where needed and not all the time. We will discuss proper techniques with other attachments such as Sandvic Blades and when to switch to flat blades. Changing grader techniques in very dry conditions as we cannot supply a water truck for every grader. It takes time to change habits thus I will meet with our team of operators as we implement a change and get their feedback and work for buy in.

I asked Cornie to repair the BBQ at the Heritage Village one side is not working properly.

I have asked Cornie to develop an ongoing file system to track repairs to our buildings along with photos to document condition of our assets.

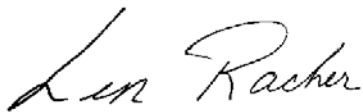
*Facility Maintenance Report August 2015*

- Assist with Ag Fair Setup/Cleanup
- Repair stairs at Hutch Lake Campground
- Replace eaves trough FV EMS base
- Board water damaged wall with puck board FV EMS base
- Replace missing fascia LC EMS base
- Service A/C La Crete office
- Seal exterior rock La Crete office building
- Received price quotes to repair wash bay floor FV shop. Expected completion date September 30/2015
- Assist IT department with mounting communication equipment to

buildings/towers for La Crete Utilities

- Provided practical fire extinguisher training for FV PW staff
- Install hand rail in toilet for handicap personnel Wadlin lake
- Work on completing property evaluation forms for insurance purposes, Machesis Lake, Wadlin Lake, LC, FV etc.
- Repair lights, door knobs etc.

Respectfully;

A handwritten signature in cursive script that reads "Len Racher".

Len Racher  
Director of Facilities and Operations  
Mackenzie County

## MONTHLY REPORT TO THE CAO

For the month of August 2015

From: Ron Pelensky  
 Director of Community Services and Operations

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Road Maintenance	Ongoing	Regular road maintenance. Fort Vermilion crew hauling and placing gravel on roads. Installed Culvert on 11 mile
Dogs	Ongoing	Completed animal control in Fort Vermilion, picked up 3 dogs
Bylaw	Ongoing	Dealing with vandalism issue on La Crete walking trails, arranged for back to school warning signs to be erected and investigating illegal dumping in La Crete area Dealing with lot clean up issues in Zama
Emergency/Disaster Service	Ongoing	The wildfires in our area subsided as cooler temperatures and light rain moved in.
Health and Safety	Ongoing	Completed contractor orientations, completed part of the internal audit
Peace Officer	Ongoing	Patrolled La Crete three separate weekends in August. Issued 16 tickets and 71 warnings Tickets. \$4910.00 in fines issued
Fire Department	August	<b>Fort Vermilion</b> responded to 3 Medical Assists, 3 Motor Vehicle Accidents, 2 Outdoor Fires <b>La Crete</b> responded to 4 Medical Assists, 1 Structure Fire, 2 Outdoor Fires, 1 Fire Alarm, 1 Motor vehicle collision (FV assist) <b>Zama</b> no calls
Fire Department Training	Ongoing	LaCrete completed NFPA 1051 training (Wildland Fire training for structural departments)
Zama Public Works	Ongoing	Regular maintenance, Zama access Road graveled, Campground shower unit commissioned

## Capital Projects

Projects	Timeline	Comments
High Level to Ainsworth Rural Waterline	August	Town of High Level and Mackenzie County waterline is 99% complete. Completed last inspection and noted settlement problems and a problem with pressure at the end of the line.
Gravel Crushing	August	Completed crushing in West La Crete pit. Will complete North Vermilion in September.
Zama Shower unit	August	Shower unit is built, and is placed. Waiting for gas to be hooked up and coin operating machine.
Regraveling Tender	August	Contracts awarded Chateh , Zama, La Crete and Fort Vermilion roads are graveled Waiting for Knelsons to gravel watt mountain road
Gravel Truck with Trailer	August	Purchased a Kenworth truck and belly dump trailer
Vehicles	August	Contract was advertised, tender awarded to Northstar Chrysler and units were delivered
FV 48 st and 47 Ave Paving	August	Contract awarded to Knelsen Sand & Gravel 98% complete
Rocky Lane Paving	August	Contract awarded to Knelsen Sand & Gravel Beaver First Nation removing the Asphalt and sub excavated the area. Knelson hauled and placed base course and asphalt 98% complete
Purchase 3 Graders	August	Graders are ordered from Finning Grader arrived and our mechanics are putting the final touches on them
Meander River Genetic site road improvements	August	Road upgraded, waiting for ESRD to take over the road
Replacement Bridge file culvert 75117 (on Store Rd)	August	Tender awarded to Northern Road Builders Project planned to start in September 2015
Fire Department Radios	August	Radios and Pagers are in place. Radio amplifiers installed. Need to install a shed to house equipment at Tomkins tower site.
Fire Department Training yard	August	Training cans purchased (retrofitting started)
Water Truck	August	Used water truck purchased

**Personnel Update:**

One grader operator position off on long term disability. Vacant equipment operator position in Zama

**Other Comments:**

The crew assisted in setting up, participating and tearing down for the Agriculture Fair



## MONTHLY REPORT TO THE CAO

For the month of August 2015

From: Byron Peters  
Director of Planning & Development

### Strategic Priorities for Planning & Development

Program/Activity/Project	Timeline	Comments
Land Use Framework	TBA	Waiting for province to initiate the actual LUF process for the LPRP. No idea when this might start, or if it is an NDP priority.
Community Infrastructure Master Plans	Fall 2015	Several drafts received, some nearly complete, offsite levies in progress.
North West Bio-Industrial Cluster	Summer 2015	MARA received \$45,000 grant funding for bio-industrial opportunities study. Final report under review.
La Crete & Fort Vermilion Design Guidelines	Spring 2016	RFP sent out on September 1, closing on the 18 <sup>th</sup> , to be awarded on the 30 <sup>th</sup> .
Economic Development Strategy	Spring 2016	RFP sent out on September 1, closing on the 18 <sup>th</sup> , to be awarded on the 30 <sup>th</sup> .

### Annual Operating Programs, Projects and Activities

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

### Capital Projects

Projects	Timeline	Comments
Rural Addressing	2015	Contractor has ordered the majority of the signs, some material has arrived. Installation will be starting in early September at the south end of the County.

**Personnel Update:**

Summer staff has all left, and one full time admin was a late acceptance student into college, so currently have one unfilled position.

**Other Comments:**

The pace of subdivisions and development permits has picked up in the last couple of weeks.

The non-compliant trailer issue in La Crete should be resolved this year, but it's not moving as quickly as I'd hoped.

Business Licensing - We slowly continue to find more businesses operating in the County. We plan to review our business license and hawkers & peddlers bylaws this winter to make sure they're both achieving the desired results. Have started switching the database over to one that is available on our website. The data that's entered is available under the Virtual County Hall link.

## REPORT TO CAO

For the month of August, 2015

From: Grant Smith  
Agricultural Fieldman

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
The ASB received it's annual grant from Ab Ag & Forestry July 10, 2015	2015	Total amount of the grant is \$183,359.46, Legislative Funding Stream: \$168,359.46 Environmental Funding Stream: \$15,000 (this is forwarded to MARA)
Weed Control	seasonal	A total of six Weed Notices were issued to Ab Transportation and ESRD on July 30 <sup>th</sup> to control Toadflax, Scentless Chamomile and Canada Thistle on Hwy 58, 35 & 88 and abandoned sites toward Rainbow Lake. AT has complied with some and is going to follow up with mowing when the contractor is in the area. ESRD has not responded.
Water Pumping Program	2015	Alberta Ag & Forestry has cut pump rental in half for 2015 to assist producers with the drought situation. The current rate is \$100 from \$200.
Roadside Mowing Program	2015	Mowing contracts expired August 15 <sup>th</sup> . All work was satisfactory. So far one culvert and one road sign were damaged. Otherwise there were no reported complaints or issues.

### Capital Projects

Projects	Timeline	Comments
Buffalo Head/Steephill Surface Water Management Project	2015	I met with Alberta Environment in Peace River on March 12 <sup>th</sup> to discuss the status of our application and was informed that it was being reviewed by the Wetlands Division of Alberta Environment in Grande Prairie. No timeline was given regarding their findings.
Tompkins Culvert	2015	The installation was completed on March 20 <sup>th</sup> .

Blue Hills Erosion Repair	2015	RFP's from local contractors were opened at the August 26 <sup>th</sup> council meeting. Completion date is October 31 <sup>st</sup> . Contract was awarded to Northern Road Builders of La Crete

**Personnel Update:**

**Other Comments:**

## MONTHLY REPORT TO THE CAO

For the Month of August 2015

**From:** Fred Wiebe  
Manager of Utilities

### Annual Operating Programs, Projects and Activities

Program/Activity/Project	Timeline	Comments
Water Distribution and Wastewater Collection Maintenance	Sept/15	<ul style="list-style-type: none"> <li>- Sewer flushing has begun</li> <li>- Hydrant flushing and valve exercising programs upcoming</li> </ul>
Strategic Priorities	1.Complete 2.Ongoing 3.Ongoing	1. Comprehensive Water Study 2. Hamlet Easement Strategy 3. FV Frozen Services Plan

### Capital Projects

Projects	Timeline	Comments
Comprehensive Water Study	Complete	Complete. Report was forwarded to Planning and Development to include in their planning documents.
FV- Lights Replacement	Complete	Lights installed June 12/15.
Master Meters	Ongoing	We received 120 of about 1000 with the remaining supposed to arrive in third week of August.
FV- Gas Meter Guards	Ongoing	Corny looking into options and obtaining quotes.
LC-Filter Media Replacement	Sept/15	Media install is complete. Just need to ensure media loss is addressed.
FV- Hydrant Replacement	Sept/15	Request for quotes was sent out.
ZA- SCADA Computer Replacement	Complete Apr/15	Complete. Installed and working well.
ZA- Well Reclamation	June/15	Work is complete. Report needs to be completed to be sent to Alberta Environment.

FV-Frozen Water Service Repairs	Ongoing	Collecting information for engineer.
FV-Raw Water Truckfill Upgrade	Aug/15	Associated Engineering provided design and scope of work. Currently working on RFP.
LC-Raw Water Truckfill Upgrade	Aug/15	Quotes that were received bring project to higher costs than was estimated for budget.
Generators for WTP's	Complete	Generators were installed, commissioned and tested at all 3 locations in February/15.
LC- Lagoon Upgrade	Aug/15	Met w/ engineer and contractor onsite June 30/15 for substantial completion inspection. Contractor needs to correct deficiencies, but new lagoon if fully operational.
ZA-FV Sewer Flusher	Complete	Flusher shipping damage is repaired and is fully operational.
LC- Main Lift Station Repair/Upgrade	Sept/15	Associated Engineering has finalized design and scope of work for proposals. Working on RFP.
LC- Sanitary Sewer Main Upgrade	Oct/15	Reviewed design and sent back to WSP for them to work on construction drawings and specifications.
LC-Lift Station Grinder	Sept/15	On order. 4-6 weeks delivery time.
FV- 49 <sup>th</sup> Ave Sewer Repair	Sept/15	Contractor is continuing repairs on August 18.

**Personnel Update:**

Our Senior Utility Officer in Zama has resigned from his position due to his illness. Looking at hiring for the position.

**Other Comments:**

We will need to estimate meter reads after August for FV and LC due to Atco not continuing our meter reads after August. Our operators know that when the remaining meters arrive in August, this will need to be top priority. We will also be notifying customers in various ways to inform them of this inconvenience.

Respectfully,

Fred Wiebe  
 Manager of Utilities  
 Mackenzie County

## **REPORT TO THE CAO**

For May – August 2015

From: Alexandra Codispodi  
Municipal Intern

### **Department: Governance and Management**

- Built the council package and prepared the agenda
- Took minutes at three ratepayers meetings
- Attended the FCM Conference and went to sessions on Political Engagement, Northern and Remote and Advocacy, Strategy and Influence.
- Attended the FCM First Nations Municipal Community Infrastructure Partnership Program and followed up with this by writing a new section for the Mackenzie County website that addresses First Nations communities within the County.
- Prepared my first RFD and made a presentation to council
- Toured the Zama office and attended a Community Sustainability Meeting while there. Following this meeting I drafted a relocation package for Mackenzie County.
- Completed a grant application under the Canada 150 Infrastructure program for a new ice plant in the Fort Vermilion Recreation Arena.
- Took the Basic Emergency Management Training and Community Emergency Management Program
- Took minutes at various council meetings
- Drafted a Citizen Engagement Policy
- Attended the AAMDC Zone Meeting
- Attended the Tri- Council meeting

### **Department: Agricultural Services**

- Participated in the County's weed inspection
- Investigated a complaint about potential beaver dam flooding in Beaver Ranch
- Attended an ASB meeting
- Drafted several letters to the agricultural minister regarding the drought in Mackenzie County
- Attended the ASB tour and learned about issues such as wildlife control initiatives, pest management, biobeds, grain elevators and much more.

### **Department: Utilities**

- Toured the La Crete and Fort Vermilion water treatment plants, lift stations and lagoons
- Learned how to operate a bobcat skid steer
- Participated in bacteria testing, hydrant flushing and well chlorination
- Shut on and off water in different locations
- Collected water meter readings
- Participated in sewer flushing
- Attended the new lagoon meeting in La Crete with engineers and contractors
- Attended a Joint Health and Safety Committee Meeting

**Department: Public Works**

- Prepared a waste transfer presentation
- Sent asset disposal letters to recreation boards
- Met with the landowner of a gravel pit and following this have recorded crushed gravel amounts.
- Spent the day in the La Crete Public Works Shop doing activities such as getting the old grader repaired for buy back, maintenance on a mower and putting in a new street sign where the old one was taken town.
- Began preparing a Salt Management Plan
- Help prepare agenda and package for Public Works Committee Meeting
- Sent letters for awarding tenders
- Attended several job sites including - road paving, culvert replacement, ditches, bridge.

**Other Comments:**

Thank you to Carol, Grant, Fred, Ron, Len and of course Joulia for the great start to my year with the County. I have already learned so much and have had a lot of fun in each department.





Mackenzie County

## REQUEST FOR DECISION

**Meeting:** Regular Council Meeting

**Meeting Date:** September 8, 2015

**Presented By:** Fred Wiebe, Manager of Utilities

**Title:** Invitation to Tender – La Crete Sanitary Sewer Main Rehabilitation

### **BACKGROUND / PROPOSAL:**

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

The Tender Closing date is 11:00 a.m., Tuesday, September 8, 2015.

### **OPTIONS & BENEFITS:**

The contract offers two options for the construction of the main line across 100 street. One option is for open cut trench and the other is bore under 100 street to cause minimal disturbance.

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

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

### **SUSTAINABILITY PLAN:**

NA

Author: Sarah Martens Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**COMMUNICATION:**

NA

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the La Crete Sanitary Sewer Main Tenders be opened.

Simple Majority       Requires 2/3       Requires Unanimous

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

Author: Sarah Martens      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 8, 2015</b>
<b>Presented By:</b>	<b>Fred Wiebe, Manager of Utilities</b>
<b>Title:</b>	<b>Request for Proposals – Fort Vermilion Truckfill and La Crete Lift Station Improvements</b>

**BACKGROUND / PROPOSAL:**

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

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

The Tender Closing date is 11:00 a.m., Tuesday, September 8, 2015.

**OPTIONS & BENEFITS:**

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

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

**COSTS & SOURCE OF FUNDING:**

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

**Author:** Sarah Martens     **Reviewed by:** \_\_\_\_\_     **CAO:** \_\_\_\_\_

**SUSTAINABILITY PLAN:**

NA

**COMMUNICATION:**

NA

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

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

Simple Majority       Requires 2/3       Requires Unanimous

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

Author: Sarah Martens      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 8, 2015</b>
<b>Presented By:</b>	<b>Fred Wiebe, Manager of Utilities</b>
<b>Title:</b>	<b>Fort Vermilion- 49<sup>th</sup> Avenue Sewer Repair</b>

**BACKGROUND / PROPOSAL:**

Council approved \$55,000 for the Fort Vermilion 49<sup>th</sup> Ave Sewer Repair for the 2015 TCA Capital Budget to repair a sewer main. This sewer main required 4 loads of gravel and silt to be removed in 2014 and constant flushing to avoid sewer back up to residents due to a sag and infiltration. In August of this year we hired a contractor by the hour as per WSP recommendation to replace the failing section of sewer main.

Due to unforeseen circumstances where the ground was abnormally saturated, combined with limited working space in the laneway, shallow buried utilities, low overhead utilities the project has taken longer than expected and so requires additional funding.

**OPTIONS & BENEFITS:**

The contractor is currently almost complete with the repair.

**COSTS & SOURCE OF FUNDING:**

The 2015 capital budget includes \$55,000 for this project, excluding an additional \$35,000 to complete the project.

Also, administration estimates that there will be \$50,000 remaining in the FV- Hydrant Replacement project once completed due to less hydrants requiring replacement than originally thought.

The project shortfall could be funded from the surplus funds in the FV-Hydrant Replacement project.

Author: F. Wiebe Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Residents were notified by our staff via door to door notification of the work to be completed in the vicinity.

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

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

Author: F. Wiebe      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 8, 2015</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Bylaw 1006-15 Land Use Bylaw Amendment to Rezone Part of NE 16-106-15-W5M from Agricultural “A” to Rural Industrial District “RI2”(La Crete Rural)</b>

**BACKGROUND / PROPOSAL:**

Mackenzie County has received a request to rezone part of NE 16-106-15-W5M from Agricultural “A” to Rural Light Industrial District “RI1” to accommodate a Natural Resources storage yard.

Last year the applicant was successful in re-zoning the 10 acre subdivision on the bottom southeast corner of the quarter to Rural Industrial 1 to accommodate a commercial/industrial shop.

The request now, is to re-zone a large portion behind this subdivision for the purpose of sand and gravel storage, with the intentions of moving the current sand and gravel storage yard from the east side of town which is adjacent to a residential subdivision. Although the current location is a permitted use, it has caused some controversy with the nearby residents.

Should the re-zoning be granted, the applicant will follow through with a subdivision application.

The Utility department has stated that; from a utilities stand point, this property would be treated as rural waterline. Direction has been given for rural waterline users that would like to connect to water must do so at their own cost, but to our standards. If the applicant were to apply for water at this point it would have to be as a trickle system due to it being outside of hamlet boundaries.

Bylaw 100x-15 was presented to the Municipal Planning Commission at their August 20, 2015 meeting and made the following motion:

Author: L. Lambert Reviewed by: \_\_\_\_\_ CAO JW

**MPC-15-08-153**      **MOVED** by Jack Eccles

*That the Municipal Planning Commission recommendation to Council be to approve Bylaw 100x-15 being a Land Use Bylaw Amendment to rezone Part of NE 16-106-15-W5M from Agricultural “A” to Rural Light Industrial District “RI1” for the purpose of Industrial development, subject to public hearing input.*

**OPTIONS & BENEFITS:**

Encouraging the relocation of the current sand and a gravel storage yard to the north end of town is desirable; this will appease the adjacent residential landowners and divert larger truck traffic out of town.

**Option 1**

MOTION (Approval)

That first reading be given to Bylaw 1006-15 being a Land Use Bylaw Amendment to rezone Part of NE 16-106-15-W5M from Agricultural “A” to Rural Light Industrial District “RI1” for the purpose of Industrial development, subject to public hearing input.

**Option 2**

MOTION (Refusal)

That Bylaw 1006-15 being a Land Use Bylaw Amendment to rezone Part of NE 16-106-15-W5M from Agricultural “A” to Rural Light Industrial District “RI1” for the purpose of Industrial development be refused.

**COSTS & SOURCE OF FUNDING:**

All costs will be borne by the applicant

**SUSTAINABILITY PLAN:**

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

**COMMUNICATION:**

The bylaw amendment will be advertised as per MGA requirements, this includes all adjacent landowners.

Author: L. Lambert      Reviewed by: \_\_\_\_\_ CAO      JW



**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1006-15 being a Land Use Bylaw Amendment to rezone Part of NE 16-106-15-W5M from Agricultural "A" to Rural Light Industrial District "RI1" for the purpose of Industrial development, subject to public hearing input.

Author: L. Lambert      Reviewed by: \_\_\_\_\_ CAO      JW

**BYLAW NO. 1006-15**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO AMEND THE**  
**MACKENZIE COUNTY LAND USE BYLAW**

**WHEREAS**, Mackenzie County has a Municipal Development Plan adopted in 2009, and

**WHEREAS**, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2011, and

**WHEREAS**, the Council of Mackenzie County, in the Province of Alberta, has deemed it desirable to amend the Mackenzie County Land Use Bylaw to accommodate an Industrial subdivision.

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

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

Part of NE 16-106-15-W5M

within Mackenzie County, be rezoned from Agricultural "A" to Rural Industrial District "RI2" as outlined in Schedule "A" hereto attached.

READ a first time this \_\_\_ day of \_\_\_\_\_, 2015.

PUBLIC HEARING held this \_\_\_ day of \_\_\_\_\_, 2015.

READ a second time this \_\_\_ day of \_\_\_\_\_, 2015.

READ a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2015.

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Bill Neufeld  
Reeve

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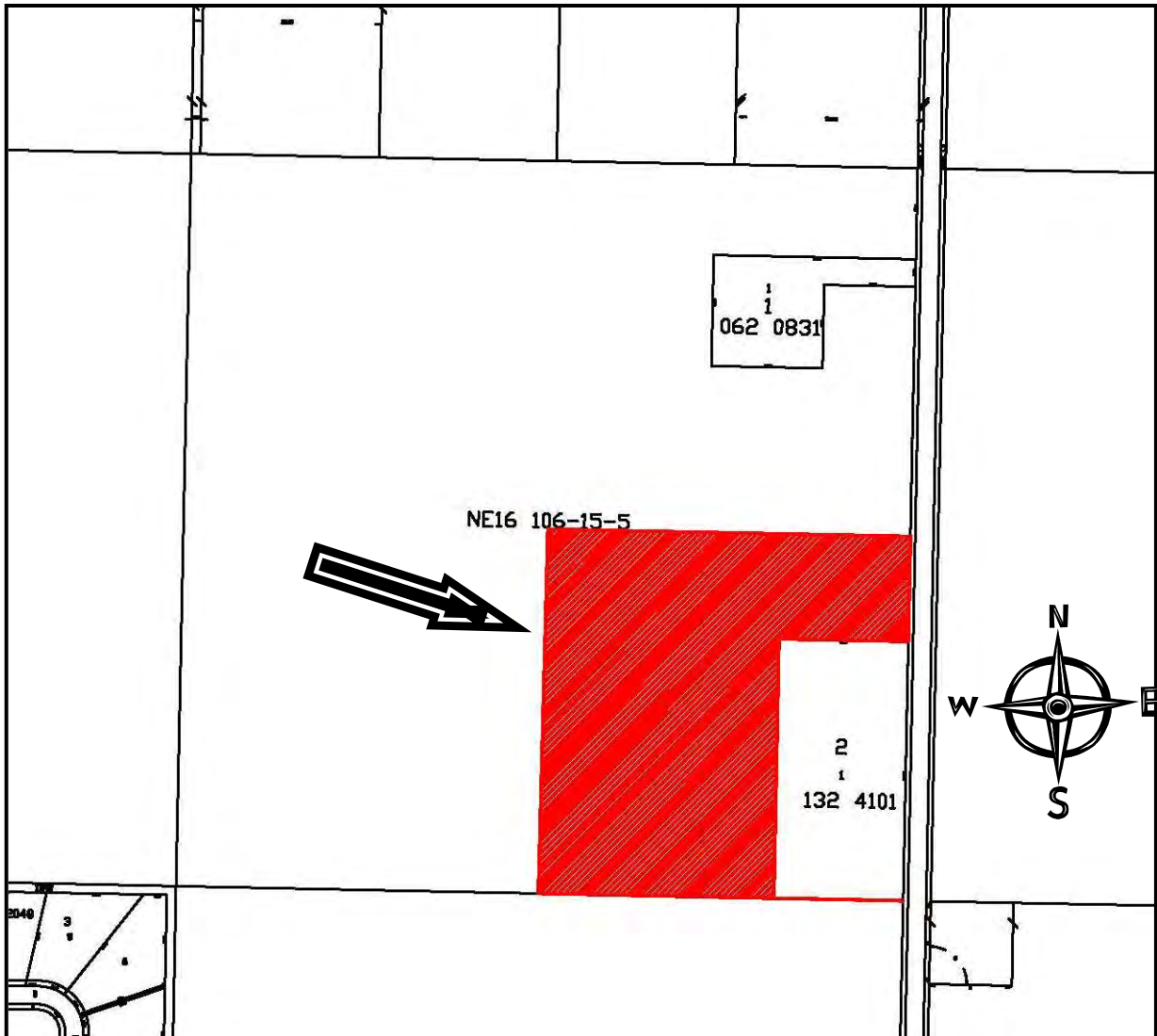
Joulia Whittleton  
Chief Administrative Officer

**BYLAW No. 1006-15**

**SCHEDULE "A"**

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

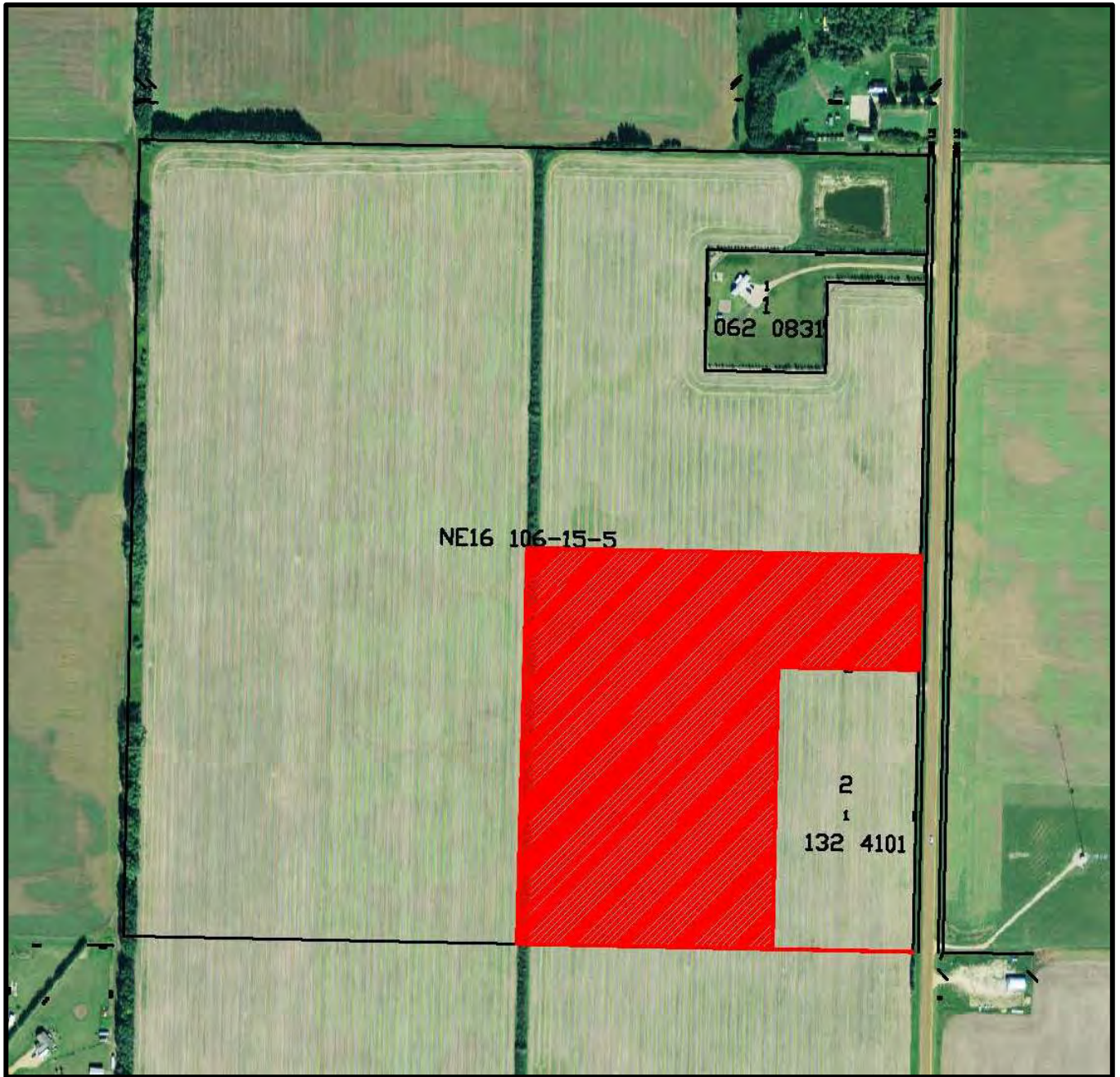
Part of NE 16-106-15-W5M within Mackenzie County; be rezoned from Agricultural "A" to Rural Industrial District "RI2"



FROM: Agricultural "A"

TO: Rural Industrial District "RI2"

# BYLAW AMENDMENT APPLICATION



**NOT TO SCALE**

File No. Bylaw 1006-15

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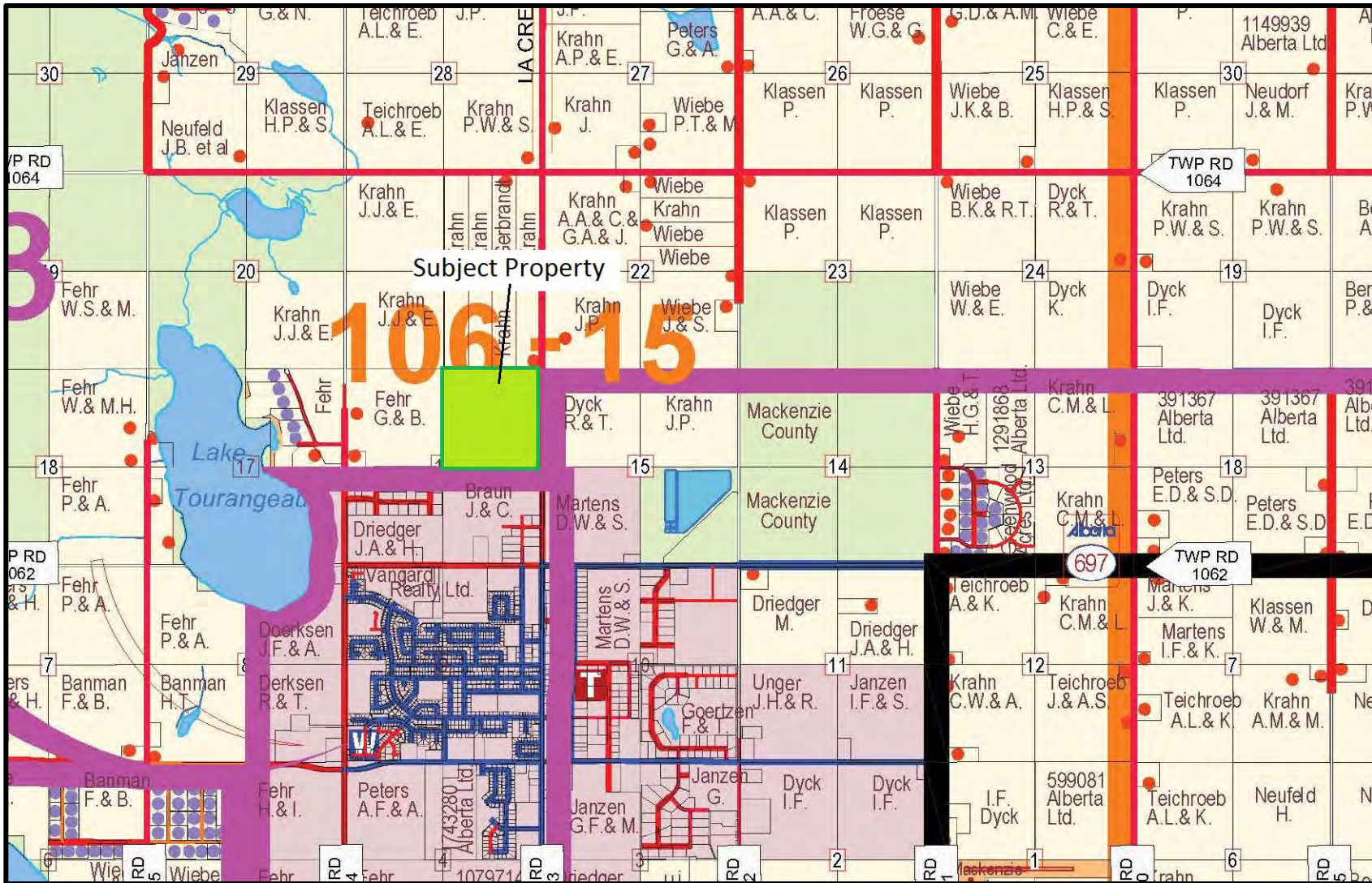
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**Mackenzie County**



# BYLAW AMENDMENT APPLICATION



File No. Bylaw 1006-15

**NOT TO SCALE**

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**Mackenzie County**







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 8, 2015</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Bylaw 1007-15 Plan Cancellation for Consolidation Purposes Plan 122 3803, Block 1, Lot 1 (Pt. of NW &amp; SW 33-105-15-W5M) (La Crete Rural)</b>

**BACKGROUND / PROPOSAL:**

The Planning Department received a Plan Cancellation application to cancel Plan 1223803, Block 1, Lot 1 for the purpose of consolidating it back into the quarter section from which it was taken.

In 2012, a 3.93 acre panhandle was removed from the SW 33-105-15-W5M and consolidated into the NW 33-105-15-W5M. The purpose of this was to provide a transportation route for livestock from the leased quarter NW 28-105-15-W5M located on the south side of SW 33-105-15-W5M.

Recently the owner of Plan 122 3803, Block 1, Lot 1 purchased the SW 33-105-15-W5M. Their intentions are to subdivide the yardsite from the quarter, keeping the remainder of the quarter. Since they will now own the land next to their lease they no longer need the panhandle.

Bylaw 100x-15 was present to the Municipal Planning Commission at their August 20, 2015 meeting and made the following motion:

**MPC-15-08-154      **MOVED** by Erick Carter**

*That the Municipal Planning Commission recommendation to Council be to approve Bylaw 100X-15, being a Plan Cancellation Bylaw to cancel and consolidate Plan 122 3803, Block 1, Lot 1 back into the quarter from which it was taken, subject to public hearing input.*

The Planning Department has no issues or concerns with this application.

**Author:** L. Lambert      **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

**OPTIONS & BENEFITS:**

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

**COSTS & SOURCE OF FUNDING:**

All costs will be borne by the applicant.

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

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

Author: L. Lambert      Reviewed by: \_\_\_\_\_ CAO \_\_\_\_\_



**BYLAW NO. 1007-15**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

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

**WHEREAS**, Mackenzie County has a Municipal Development Plan adopted in 2009, and

**WHEREAS**, Mackenzie County has adopted the Mackenzie County Land Use Bylaw in 2011, and

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

**WHEREAS**, David Driedger and Cynthia Driedger, being the registered owners of Plan 122 3803, Block 1, Lot 1, have requested that the subdivision be cancelled and consolidated back into SW 33-105-15-W5M and NW 33-105-15-W5M, from which it was taken, and

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

1. That Subdivision Plan 122 3803, Block 1, Lot 1, as outlined in Schedule "A" hereto attached, is hereby cancelled in full and the lands shall revert back into SW 33-105-15-W5M and Part of NW 33-105-15-W5M, from which it was taken.

READ a first time this \_\_\_ day of \_\_\_\_\_, 2015.

PUBLIC HEARING held this \_\_\_ day of \_\_\_\_\_, 2015.

READ a second time this \_\_\_ day of \_\_\_\_\_, 2015.

READ a third time and finally passed this \_\_\_ day of \_\_\_\_\_, 2015.

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Bill Neufeld  
Reeve

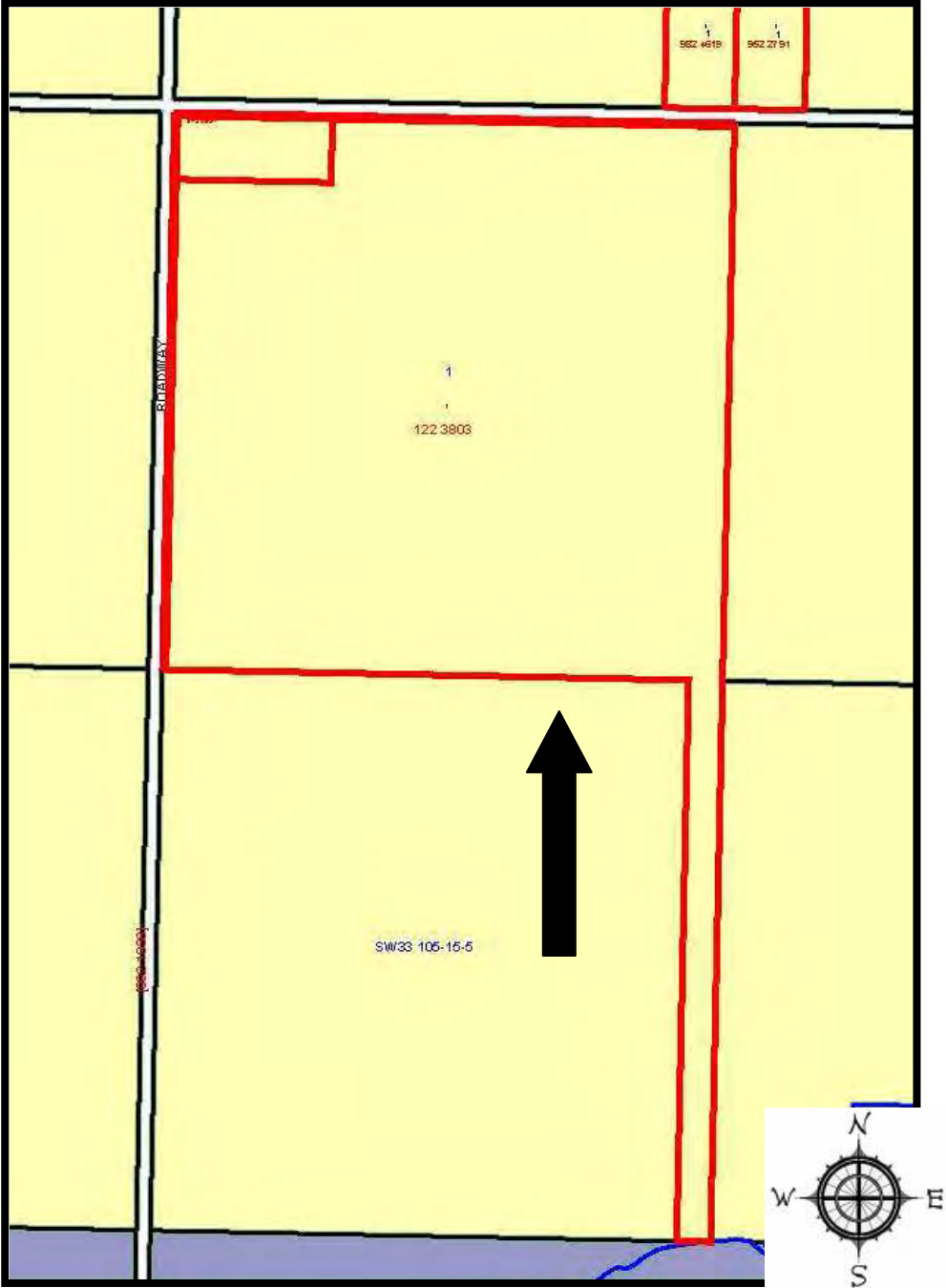
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Joulia Whittleton  
Chief Administrative Officer

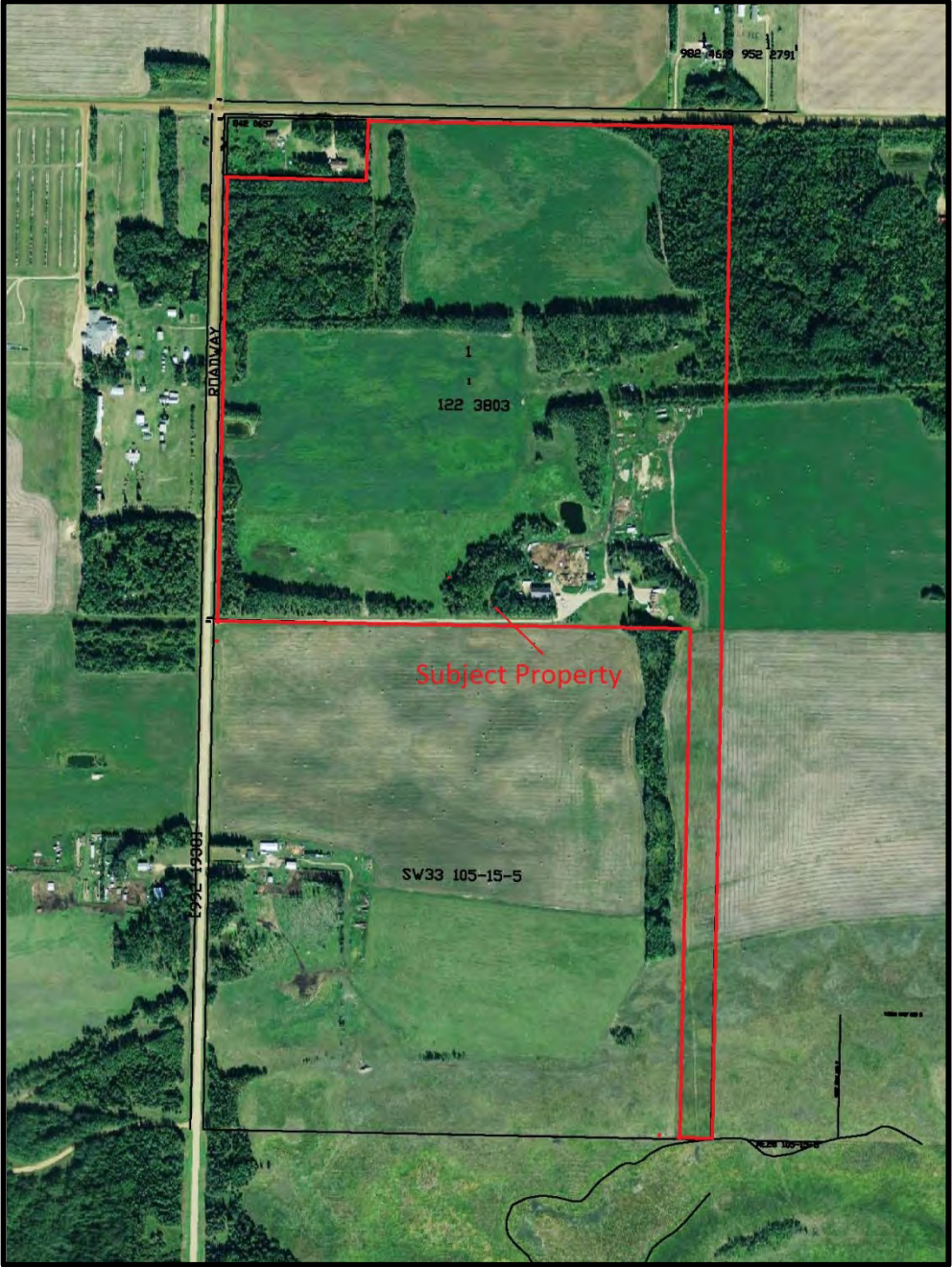
**BYLAW NO. 1007-15**

**SCHEDULE "A"**

- 1. That Subdivision Plan 122 3803, Block 1, Lot 1, located in the Rural La Crete area, be cancelled in full and the lands shall revert back into SW 33-105-15-W5M and Part of NW 33-105-15-W5M from which it was taken.



# BYLAW AMENDMENT APPLICATION



**NOT TO SCALE**

File No. Bylaw 1007-15

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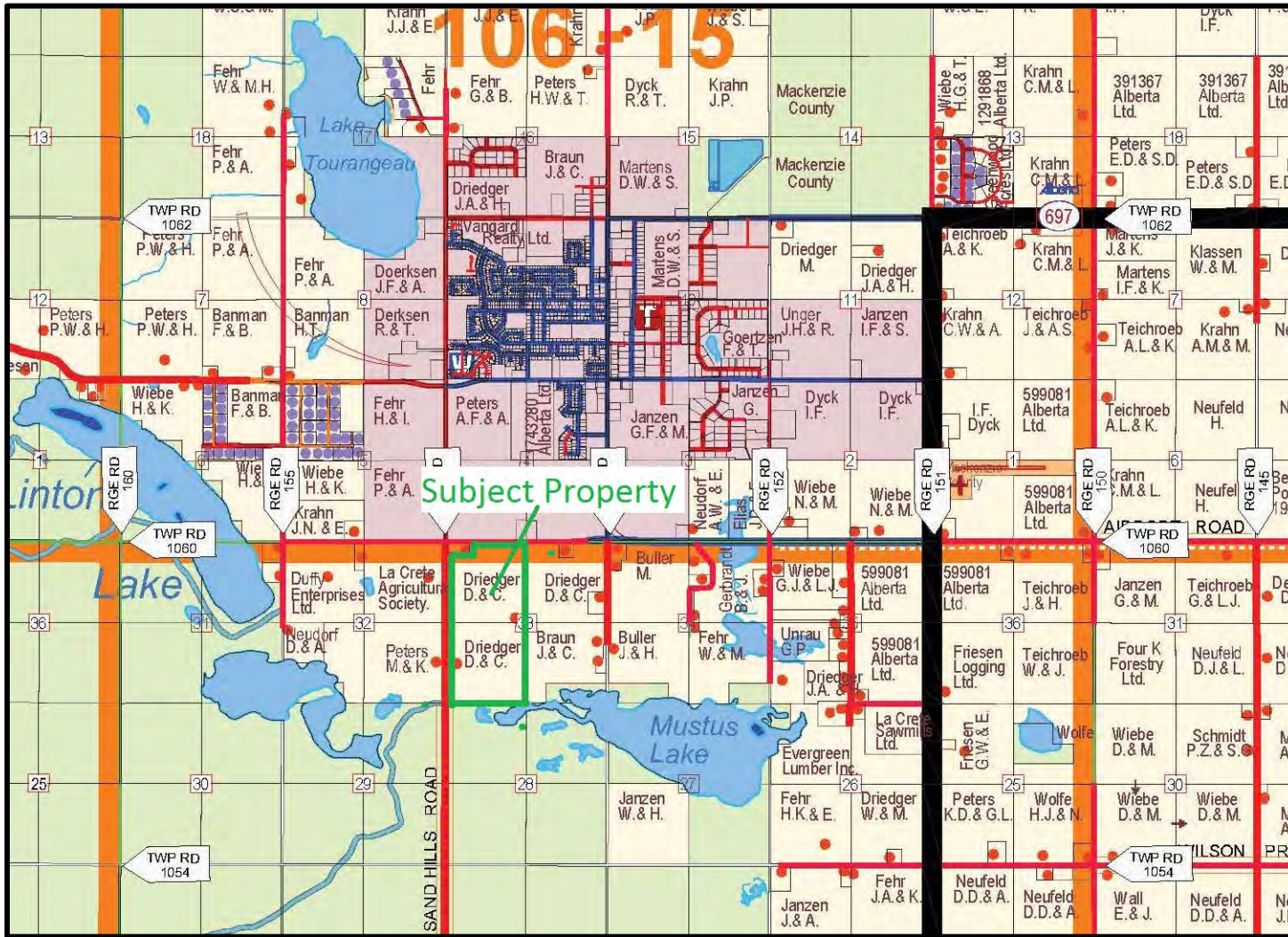


**Mackenzie County**





# BYLAW AMENDMENT APPLICATION



File No. Bylaw 1007-15

NOT TO SCALE

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Mackenzie County





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 8, 2015</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning and Development</b>
<b>Title:</b>	<b>Airport Planning</b>

**BACKGROUND / PROPOSAL:**

As administration has been learning more about airports over the summer and obtaining answers to several questions, more questions have also been raised. The primary question being; what is the vision for the future use of our airports?

The answer to this question has many planning implications, and likely some short to mid-term capital implications.

Thinking on the 15 to 25 year outlook, is the desire to maintain the status quo at the Fort Vermilion and La Crete airports, or is there a desire to be able to accommodate scheduled passenger service in the future? Or to have an air freight facility?

If the vision is to maintain High Level as the scheduled passenger service airport for the region, and that the County run airports be for local pilots, businesses and charter flights, less investment will be needed. If the vision includes expanded service in some way, some land acquisition should occur, along with significantly stronger restrictions in a greater area around the airports.

As is, administration feels that the Airport Vicinity Protection Area (AVPA) needs to be reviewed and more thoroughly integrated with the Land Use Bylaw. Potentially a few new land use districts would be created, and some restrictions would become a little tighter, but changes shouldn't too negatively impact adjacent landowners or be too significant.

If the vision for the airports is for expanded services, measures need to put in place now to ensure that residences and other built infrastructure will not be an impediment to the future desired growth. This would lead to an AVPA and LUB update, but should also include a greater project, being an Airports Master Plan. This plan would then identify

Author: B Peters Reviewed By: \_\_\_\_\_ CAO \_\_\_\_\_

what is actually needed in order to adequately protect our current assets, and what is needed to ensure long term growth of the assets.

As Council is well aware, it's only been five years since a significant investment was made to the airport infrastructure. In order to ensure this investment has as long a service life as possible, adjacent uses need to be restricted. The level of restriction though is largely dependent on the use (both current and proposed) of the airport.

Administration anticipates that regardless of the future vision, some measures will still need to be taken, such as placing restrictive covenants and/or easements on adjacent lands to ensure that the County has the ability to control the height of nearby trees.

If Council desires, administration can arrange for an airport planner to attend the Committee of the Whole meeting on September 30<sup>th</sup> in order to provide more detailed and accurate answers regarding airports.

**OPTIONS & BENEFITS:**

The higher the level of service, the higher the anticipated cost to the County to provide that service. The primary consideration is what is the anticipated future demand for airport service from the community, or what level of service does Council aspire for the community to receive?

There are many pros and cons to expanding the future service potential of the airports and just maintaining the current service levels.

**COSTS & SOURCE OF FUNDING:**

Administration has not obtained quotes for the proposed projects because the scope of work is so undefined at this time. A rough guess would be \$30,000 for an AVPA and LUB update, and \$100,000 for a full Airports Master Plan.

The project is only anticipated to take place in 2016, and would be further deliberated during budget meetings.

**SUSTAINABILITY PLAN:**

Goal E7 of the sustainability plan refers to air passenger service in the County and the need to provide safe, all weather airports.

**COMMUNICATION:**

As required.

Author: BP Reviewed By: \_\_\_\_\_ CAO \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority

Requires 2/3

Requires Unanimous

For discussion.

Author: BP Reviewed By: CAO







**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 8, 2015</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>Policy FIN028 Credit Card Use</b>

**BACKGROUND / PROPOSAL:**

Mackenzie County Council established Policy FIN028 Credit Card Use.

**OPTIONS & BENEFITS:**

Due to changes in staffing and organizational needs the finance department recommends some changes to Schedule A of this Policy. Please review the attached documents, and the proposed changes are highlighted.

**COSTS & SOURCE OF FUNDING:**

NA

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

NA

**Author:** M. Schonken      **Review Date:** \_\_\_\_\_      **CAO** \_\_\_\_\_

**RECOMMENDED ACTION:**

That Policy FIN028 Credit Card Use be amended as presented.

**Author:** M. Schonken **Review Date:** \_\_\_\_\_ **CAO** \_\_\_\_\_

## Mackenzie County

<b>Title</b>	<b>Credit Card Use</b>	<b>Policy No:</b>	<b>FIN028</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Part 6, Section 248</b>
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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 personnel that may receive an authorization to hold a County credit card are listed in Schedule A.

#### **2. Authorized credit limit**

The total combined authorized credit limit of all credit cards issued by the County shall not exceed \$50,000.

#### **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 Finance Committee 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 B.
- 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 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 payroll deduction.

## **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.
  - d) Presentation of the monthly credit cards statements to the Finance Committee.

- 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 Finance Committee for review and approval.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	14-Dec-10	10-12-1109
<b>Amended</b>	09-Oct-12	12-10-651
<b>Amended</b>	28-Apr-14	14-04-286
<b>Amended</b>	13-May-14	14-05-332
<b>Amended</b>		

Schedule A

The following employees may be authorized by Chief Administrative Officer and Director of Finance to hold a County credit card:

<b>Position</b>	<b>Credit Card Limit</b>
Chief Administrative Officer	\$7,500
Director of Finance	\$5,000
Finance Controller	\$2,500
Director of Community Services & Operations North	\$5,000
Director of Environmental Services Facilities & Operations South	\$5,000
Director of Planning & Development	\$5,000
Manager of Legislative & Support Services	\$7,500
Manager of Utilities	\$2,500
IT Specialist	\$5,000
Agricultural Fieldman	\$2,500
Supervisor of the Hamlet of Zama	\$2,500
Administrative Assistant ( <i>for travel arrangements</i> )	\$5,000
<b>TOTAL</b>	<b>\$50,000</b>

Schedule B

**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.

*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: \_\_\_\_\_

*(Below, for Finance Department Use Only)*

**Credit Card Returned**

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 8, 2015</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>Payments in Lieu of Taxes</b>

**BACKGROUND / PROPOSAL:**

Tax roll 106094 and tax roll 313865 have the residential minimum levy and the commercial minimum levy applied to them respectively. The Payment in Lieu of Taxes (PILT) program has stated in their letter which was received with the payment that “The variance between the claimed amount vs. the paid amount is due to the Minimum Tax which is not eligible for payment as per our PILT Policy.”

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

The total cost for waiving the PILT non-payment is \$233.23. Tax roll 106094 has a non-payment amount of \$64.86. Tax roll 313865 has a non-payment amount of \$168.37.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

N/A

Author: N. Croy Reviewed by: M. Schonken CAO: \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

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

**Author:** N. Croy      **Reviewed by:** M. Schonken      **CAO:** \_\_\_\_\_



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

Western Region  
Telus Plaza North - 5th Floor  
10025 Jasper Avenue  
Edmonton, Alberta  
T5J 1S6

August 20, 2015

5435-M149

Joulia Whittleton  
Chief Administrative Officer  
MacKenzie County  
P O Box 640  
Fort Vermilion, Alberta  
T0H 1N0

Re: 2015 Taxation Year – MacKenzie, M.D. #23  
Payments in Lieu of Real Property Taxes

Dear Joulia:

The review of your application for 2015 Payments in Lieu of Taxes (PILT) has been completed and the calculations from this review are as follows:

2015 Final PILT Amount	\$26,093.48
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The 2015 Schedule of Federal Property Values and Final PILT Calculations detailing the final PILT amounts by property are enclosed. **The variance between the claimed amount vs. the paid amount is due to the Minimum Tax which is not eligible for payment as per our PILT Policy.**


The payment in the amount of \$26,093.48 will be deposited in your account or mailed prior to the payment due date. Please advise when payment is received.

If you are in disagreement with any property values or tax rates used in the PILT calculations, you may request a review by the Payments in Lieu of Taxes Dispute Advisory Panel within 90 days of this letter. For more information on how to proceed with a request, visit [www.tpsgc.gc.ca/biens-property/peri-pilt/comite-panel-eng.html](http://www.tpsgc.gc.ca/biens-property/peri-pilt/comite-panel-eng.html).

To print application forms or to submit PILT applications on-line, visit <https://peri-pilt.tpsgc-pwgsc.gc.ca/peri-pilt/>.

If you have any questions or wish to discuss the PILT amounts, please contact Shashi Anand at [shashi.anand@pwgsc.gc.ca](mailto:shashi.anand@pwgsc.gc.ca) or call (780) 497-3718.

Yours truly,

  
Gillian Stroyan, B.A. B.Ed. AACI., P.App.  
Regional Manager, Western Region  
Payments in Lieu of Taxes Program





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 8, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Additional Named Insured – La Crete Public Library</b>

## **BACKGROUND / PROPOSAL:**

As per Policy ADM018, Insurance Coverage for Not-for-Profit Organizations, Mackenzie County offers the following insurance to not-for-profit organizations upon written request:

- Bond & Crime
- Comprehensive General Liability
- General Property Insurance

## **OPTIONS & BENEFITS:**

The additional named insured program is established through Jubilee Insurance to provide reasonably priced insurance to not-for-profit organizations.

An application has been received from the La Crete Public Library, requesting insurance coverage through Mackenzie County.

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

La Crete Public Library will pay the appropriate premiums.

## **SUSTAINABILITY PLAN:**

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

**COMMUNICATION:**

La Crete Public Library re: Council's decision.

Corporate Services staff re: administration of Council's decision.

Jubilee Insurance re: application for insurance for La Crete Public Library.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the provision of insurance coverage to the La Crete Public Library, on a cost recovery basis, through the Jubilee Additional Named Insured Program be approved.

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

Chelsea Derksen

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From: Elizabeth Nyakahuma  
Sent: May-11-15 11:46 AM  
To: Chelsea Derksen  
Subject: FW: La Crete Library Insurance  
Attachments: DOC013 ANI 2014-2015 Liability Renewal Form.PDF; DOC015 ANI 2014-2015 Bond & Crime Renewal.PDF

*Elizabeth Nyakahuma*  
Finance Officer  
Mackenzie County  
Phone: 780.927.3718 ext 2239  
Fax: 780.927.4266  
Email: [enyakahuma@mackenziecounty.com](mailto:enyakahuma@mackenziecounty.com)

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From: Elizabeth Nyakahuma  
Sent: Friday, September 12, 2014 10:56 AM  
To: [helenw@fvsd.ab.ca](mailto:helenw@fvsd.ab.ca)  
Subject: La Crete Library Insurance

Hello Helen,

This is a follow up to our conversation, about the La Crete Library insurance. If I am correct you wanted to apply for liability and bond & crime coverage because you currently do not have that.

To apply for insurance coverage I will need to forward application forms to Jubilee Insurance to find out if you can be added. Upon approval, your application will be taken to Council for the final okay.

I will need the following from you

- Liability form filled
- Bond & Crime form filled
- A copy of registration as a non profit organization

Thank you,

*Elizabeth Nyakahuma*  
Finance Officer  
Mackenzie County  
Phone: 780.927.3718 ext 2239  
Fax: 780.927.4266  
Email: [enyakahuma@mackenziecounty.com](mailto:enyakahuma@mackenziecounty.com)





2510 Sparrow Drive, Nisku, Alberta T9E 8N5  
 Phone: (780) 955-3639 Fax: (780) 955-3615

**ADDITIONAL NAMED INSURED (ANI)  
 2014-2015 LIABILITY RENEWAL FORM**

**MO23 MACKENZIE COUNTY**

**INSTRUCTIONS:**

1. Please answer all questions;
2. Sign and date the completed form;
3. Return renewal form with a copy of your most current Annual Return;

Name of Municipality: \_\_\_\_\_

Please return completed form to your Municipality's Insurance Administrator by **September 8, 2014**

**GENERAL, CONTACT AND MUNICIPAL INFORMATION:**

Organization name: La Crete Public Library Number of employees: 6  
 Mailing address: Box 609, LaCrete, AB T0H 2H0 Number of volunteers: 1  
 Number of Board Members: 8  
 Current Year's Budget: \$ 184,000  
 Last Year's Revenue: \$ 112,753  
 Website address: \_\_\_\_\_

Main Contact: Helen Wiebe Phone: (780) 928-3166 Fax: ( ) SAME  
 Position: Librarian Other/Cell Phone: (780) 928-3926  
 Address: Box 563, LaCrete, AB T0H 2H0 Email: helenw@fisd.ab.ca  
 Backup Contact: Lorna Joch Phone: (780) 928-2208 Fax: ( ) \_\_\_\_\_  
 Position: Chair-person Other/Cell Phone: (780) 928-2282  
 Address: Box 105, Buffalo Head Prairie, AB T0H 4A0 Email: lornej@fisd.ab.ca

	Yes	No
▶ Do you have a municipal representative or appointee on your Board of Directors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▶ Does the municipality provide an operating grant or other funding support to your organization?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Are municipal facilities used for your organization's administrative office?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▶ Is the municipality regularly provided with copies of the Minutes for your organization's meetings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▶ Is your organization registered as a Not- for- Profit entity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶ Does your organization have any other groups that are separately incorporated or governed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

IF YES, PLEASE DESCRIBE:  
There are 2 representatives from the County Library board that attend all of the Society meetings

**ORGANIZATION TYPE:**

▶ If available please attach a copy of your Mission Statement .  
 ▶ Please describe in your own words the purpose or the operations of your organization, and your day-to-day activities:  
Operate a Public Library jointly within the LaCrete Public School during regular school hours, plus open Tues, Wed + Thursday till 9am and Sat from noon till 4pm.



SECTION A		LIABILITY ACTIVITIES		Please indicate (✓) any Category that applies to you	
Agricultural society	<input type="checkbox"/>	Fire association / club	<input type="checkbox"/>	Recreation board	<input type="checkbox"/>
Airport board/commission	<input type="checkbox"/>	Fire protection authority	<input type="checkbox"/>	Recycling society	<input type="checkbox"/>
Ambulance board / authority	<input type="checkbox"/>	Fitness club	<input type="checkbox"/>	Riding club / society	<input type="checkbox"/>
Ambulance service	<input type="checkbox"/>	Food bank	<input type="checkbox"/>	Rodeo committee	<input type="checkbox"/>
Bingo association	<input type="checkbox"/>	Golf club	<input type="checkbox"/>	Search & rescue association	<input type="checkbox"/>
Cemetery maintenance/operations	<input type="checkbox"/>	Homemaker services	<input type="checkbox"/>	Seniors' club / society	<input type="checkbox"/>
Chamber of commerce	<input type="checkbox"/>	Kindergarten	<input type="checkbox"/>	Service club - local chapter	<input type="checkbox"/>
Childhood development society	<input type="checkbox"/>	Learning council	<input type="checkbox"/>	Ski club	<input type="checkbox"/>
Climbing association	<input type="checkbox"/>	Library foundation	<input checked="" type="checkbox"/>	Sports league / group	<input type="checkbox"/>
Community association	<input type="checkbox"/>	Meals on wheels society	<input type="checkbox"/>	Transportation society	<input type="checkbox"/>
Curling club	<input type="checkbox"/>	Museum society	<input type="checkbox"/>	Waste management authority	<input type="checkbox"/>
Daycare / after school care	<input type="checkbox"/>	Neighborhood watch/citizens on patrol	<input type="checkbox"/>	Youth camp	<input type="checkbox"/>
Drop in center	<input type="checkbox"/>	Parents council	<input type="checkbox"/>	Youth club	<input type="checkbox"/>
Family community social services	<input type="checkbox"/>	Park / campground operator	<input type="checkbox"/>		

IF NOT LISTED ABOVE, PLEASE DESCRIBE:

**RISK SURVEY # 1 — SALE AND/OR SERVICE OF ALCOHOL**

**NOTE:** *Directly hosting* means an event involving the sale and consumption of alcohol that is run directly by your organization. It does not apply to Outside Renters of your facilities (such as wedding parties) however, such Renters do require their own separate liability policy that includes Host Liquor Liability and which names your organization as an additional insured.

	YES	NO
Will your organization be <b>directly hosting</b> any events involving the sale or service of alcohol in the upcoming year?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If Yes, how many such events are likely to have 150 or more attendees?		
<input type="checkbox"/> 1 to 3 events	<input type="checkbox"/> 4 to 6 events	<input type="checkbox"/> 7 to 10 events
<input type="checkbox"/> 11 or more events		
Will you be hosting Festivals, Concerts, Parades, Marches, or other Special events where a large concentration of people is expected?	<input type="checkbox"/>	<input type="checkbox"/>
IF YES, DESCRIBE:		

**RISK SURVEY # 2 — OTHER GROUPS SHARING OR USING YOUR PREMISES**

**NOTE:** *Tenants* are not automatically insured! Each tenant group or organization must apply for/have its own insurance coverage.

	YES	NO
Does your organization own and operate the building that you occupy?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If Yes, do other groups or organizations also occupy your building as <b>tenants</b> ?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, list the names of these <b>tenant</b> groups or organizations		
If you have any <b>tenant(s)</b> , do you ask for proof of Liability insurance from them?	<input type="checkbox"/>	<input type="checkbox"/>
If you have any <b>tenant(s)</b> , do you ask that your organization be named as an Additional Insured on their Liability Policy?	<input type="checkbox"/>	<input type="checkbox"/>



**RISK SURVEY # 3 — HIGH RISK ACTIVITIES**

DOES YOUR ORGANIZATION ENGAGE IN ANY OF THE FOLLOWING ACTIVITIES? Check the "Yes" or "No" box for each and every activity:

NOTE: if any activity or event is to take place that is not checked off below, this must be reported to your Insurance & Risk Advisor before it takes place

	YES	NO		YES	NO
Biking /mountain biking on ski hills	<input type="checkbox"/>	<input type="checkbox"/>	Martial arts	<input type="checkbox"/>	<input type="checkbox"/>
Birthing clinics	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical bulls	<input type="checkbox"/>	<input type="checkbox"/>
Bow hunting	<input type="checkbox"/>	<input type="checkbox"/>	Medical counselling - hospice, grief, suicide prevent	<input type="checkbox"/>	<input type="checkbox"/>
Boxing/wrestling	<input type="checkbox"/>	<input type="checkbox"/>	Medical services - midwifery, diagnosis, treatment, casual nursing	<input type="checkbox"/>	<input type="checkbox"/>
Bungee jumping	<input type="checkbox"/>	<input type="checkbox"/>	Motorized racing - cars, boats, motorbikes, ATV's, snowmobiles	<input type="checkbox"/>	<input type="checkbox"/>
Carnival / amusement rides	<input type="checkbox"/>	<input type="checkbox"/>	Mountain climbing / rock climbing	<input type="checkbox"/>	<input type="checkbox"/>
Chuck wagon races/rodeos	<input type="checkbox"/>	<input type="checkbox"/>	Mud bog / tractor pull events		
Climbing walls - indoor, outdoor	<input type="checkbox"/>	<input type="checkbox"/>	Paintballing	<input type="checkbox"/>	<input type="checkbox"/>
Counselling services - emotional, social, welfare	<input type="checkbox"/>	<input type="checkbox"/>	Parades	<input type="checkbox"/>	<input type="checkbox"/>
Demolition derbies	<input type="checkbox"/>	<input type="checkbox"/>	Poker rallies	<input type="checkbox"/>	<input type="checkbox"/>
Extreme sports	<input type="checkbox"/>	<input type="checkbox"/>	Professional counseling - psychological, psychiatric	<input type="checkbox"/>	<input type="checkbox"/>
Farmer's Markets/Agricultural Fairs	<input type="checkbox"/>	<input type="checkbox"/>	Professional services - legal, engineering, architectural, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Firearms use - hunting, shooting (target /trap/skeet)	<input type="checkbox"/>	<input type="checkbox"/>	Rental / lending of equipment to others	<input type="checkbox"/>	<input type="checkbox"/>
Fireworks	<input type="checkbox"/>	<input type="checkbox"/>	Rodeo events for children / minors	<input type="checkbox"/>	<input type="checkbox"/>
First Aid	<input type="checkbox"/>	<input type="checkbox"/>	"Running of the bulls" events	<input type="checkbox"/>	<input type="checkbox"/>
Fitness facilities	<input type="checkbox"/>	<input type="checkbox"/>	Skydiving	<input type="checkbox"/>	<input type="checkbox"/>
Flea markets / secondhand / thrift stores	<input type="checkbox"/>	<input type="checkbox"/>	Statutory holiday / festival celebrations	<input type="checkbox"/>	<input type="checkbox"/>
Food preparation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trampolines	<input type="checkbox"/>	<input type="checkbox"/>
Go-kart tracks	<input type="checkbox"/>	<input type="checkbox"/>	Whitewater rafting	<input type="checkbox"/>	<input type="checkbox"/>
Horse pulls	<input type="checkbox"/>	<input type="checkbox"/>			
Inflatable children's jumping apparatus	<input type="checkbox"/>	<input type="checkbox"/>			
Manufacturing / fabrication services	<input type="checkbox"/>	<input type="checkbox"/>			

WHERE "YES" IS INDICATED, PLEASE DESCRIBE ACTIVITY:

Annual fundraiser - Salmon Chili - prepared & cooked by Society.

DOES YOUR ORGANIZATION ENGAGE IN OTHER UNUSUAL ACTIVITIES? IF SO, PLEASE DESCRIBE:

**RISK SURVEY # 4 – NEED FOR SPECIALIZED LIABILITY COVERAGE(S)**

PLEASE INDICATE IF ANY OF THE FOLLOWING APPLY TO YOUR ORGANIZATION? Check the "Yes" or "No" box for each area:	YES	NO
Do you operate or perform any activities outside of Alberta?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Do you provide or offer any legal or financial advice?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Do you provide or offer any medical or nursing care or treatment or administer any drugs or medications?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Do you conduct any scientific, food, chemical or similar research?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Do you provide or offer any sort of professional service to others that would usually require a fee being charged/paid?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does anything you do involve handling materials that are environmentally sensitive or potential pollutants?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

NAME OF INDIVIDUAL COMPLETING THIS APPLICATION: Helen Wiebe

SIGNATURE: *Helen Wiebe* (PRINT NAME)

TITLE: Librarian DATE: June 1, 2015





Partners in Advocacy & Business

**Additional Named Insured**  
**2014 – 2015 BOND & CRIME RENEWAL APPLICATION**

Please return the completed renewal application to your Municipalities office no later than September 5, 2014

Name of Insured: **MACKENZIE COUNTY**

Customer No: **MO23**

Name of ANI: La Crete Community Library Society

Address: Box 609, 10001-99th Ave

Contact Phone: (780) 928-3166 Fax: (780) 928-3166

Email: helenw@lrsl.ab.ca

Are you a registered not for profit entity?  Yes  No

**COVERAGE IS REQUIRED** (Choose limits below)

**COVERAGE NOT REQUIRED**

**CANCEL EXISTING COVERAGE**

Employee Dishonesty: \_\_\_ \$50,000 \_\_\_ \$100,000 \_\_\_ \$250,000 \_\_\_ \$500,000

Loss Inside /Outside Premises: \_\_\_ \$5,000 \_\_\_ \$10,000 \_\_\_ \$15,000 \_\_\_ \$25,000 \_\_\_ \$50,000

Money Orders/Counterfeit Currency: \_\_\_ \$20,000 \_\_\_ \$25,000 \_\_\_ \$50,000

Depositor's Forgery Coverage: \_\_\_ \$5,000 \_\_\_ \$10,000 \_\_\_ \$15,000 \_\_\_ \$25,000 \_\_\_ \$50,000

School Theft Rider: \_\_\_ \$6,000 \_\_\_ \$10,000 Other: \$ \_\_\_\_\_

Remote Access Telephone Fraud: \_\_\_ \$2,500 \_\_\_ \$5,000 \_\_\_ \$7,500 \_\_\_ \$10,000

Jubilee Insurance Agencies Ltd.

2510-Sparrow Drive

Nisku, Alberta. T9E 8N5





Partners In Advocacy & Business

### Additional Named Insured 2014 – 2015 BOND & CRIME RENEWAL APPLICATION

Number of Employees/Volunteers who handle money/securities as a regular part of their job responsibilities: 6

Number of Employees/Volunteers who handle money/securities on an infrequent basis: 4

Total Number of Employees/Volunteers: 14

#### INTERNAL PROCEDURES

Do your routine practices require:

- a) All outgoing cheques to be signed by two (2) people?  Yes  No
- b) Is there a separate individual who reconciles bank statements that DOES NOT have cheque signing authority?  Yes  No
- c) Do you perform an annual independent financial audit for your Organization?  Yes  No

**\*\*WARRANTY: PLEASE NOTE THAT IF YOU ANSWER "NO" TO MORE THAN ONE OF THE ABOVE THREE QUESTIONS, EMPLOYEE DISHONESTY COVERAGE WILL BE LIMITED TO \$5,000.00.**

Signature & Title of Authorized Representative completing this document (Mandatory):

Helen Wiebe, Librarian

\*Print Name: Helen Wiebe Date: June 2, 2014  
2015

Chelsea Derksen

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From: Debora Depeel <[debora@aamdc.com](mailto:debora@aamdc.com)>  
Sent: June-09-15 9:57 AM  
To: Chelsea Derksen  
Subject: La Crete Public Library Insurance Quote  
Attachments: La Crete Public Library June 9, 2015.pdf

Hi Chelsea

Attached is the insurance quote for the La Crete Public Library. Please note that I quoted the Bond & Crime coverage just so they would know the premium. The Bond section insures the library against theft of cash and inventory from employee, volunteers and board members. If they want to start this policy but don't want the Bond they just need to state that in their acceptance letter. Please have them included the date they want coverage to begin.

Please be sure to forward their certificate of incorporation and a claims experience letter if they have had insurance before.

Should you have any questions please let me know.

Thanks

### Debora Depeel, CAIB

Insurance and Risk Advisor

Jubilee Insurance – Aggregated Business Services

AAMDC - Alberta Association of Municipal Districts and Counties

2510 Sparrow Drive, Nisku, AB T9E 8N5

P: 780.955.4086

F: 780.955.3615

[debora@aamdc.com](mailto:debora@aamdc.com) | <http://aamdc.com>





Helen Wiebe <helenw@fvsd.ab.ca>

## Insurance

1 message

Helen Wiebe <helenw@fvsd.ab.ca>  
To: cderksen@mackenziecounty.com

Wed, Aug 26, 2015 at 2:37 PM

The La Crete Community Library Committee, at their last meeting decided that they were not interested in the Bond & Crime coverage on the insurance policy at this time. We would like to have the insurance coverage to begin on September 10, 2015. Sorry it has taken so long to get this all organized, and completed. Attached is a copy of the letter of agreement, and I have the signed copy & a copy of the certificate of incorporation ready to drop off at the County office.

--  
Helen Wiebe, Librarian  
La Crete Public School  
La Crete Community Library

A handwritten signature in blue ink, appearing to be 'Helen Wiebe', written over a light blue circular watermark.

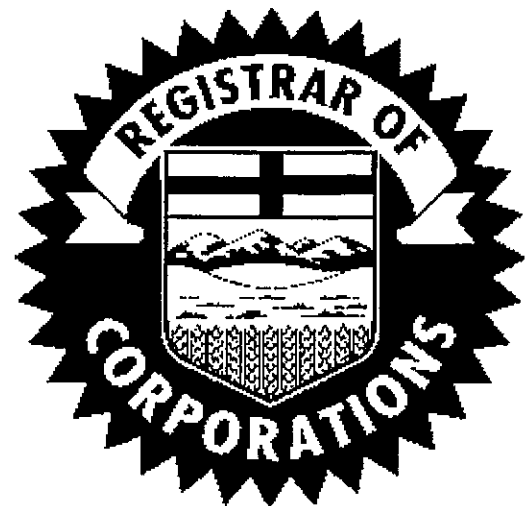
 **INS-LetterOfAgreement (1).pdf**  
68K



SOCIETIES ACT

**CERTIFICATE  
OF  
INCORPORATION**

**LA CRETE COMMUNITY LIBRARY COMMITTEE  
WAS INCORPORATED IN ALBERTA ON 2005/01/06.**









Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 8, 2015</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>2016 Budget Development Guidelines</b>

**BACKGROUND / PROPOSAL:**

Under the Municipal Government Act (MGA), s. 242, each Council must adopt an operating budget for each calendar year; and under s. 245, each Council must adopt a capital budget for each calendar year.

Under the MGA, s. 153, amongst other things, Councillors have the following duty:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to Council’s attention anything that would promote the welfare or interest of the municipality;
- (b) to participate generally in development and evaluating the policies and programs of the municipality.

**OPTIONS & BENEFITS:**

Administration requests the following:

- That Council provide 2016 budget guidelines to administration;
- That Council provide direction of what goals are to be incorporated into 2016 budget
- That Council direct administration with respect to development of additional policies or amendment of existing policies in order to accomplish the 2016 desired goals;
- That Council review the Budget Development Policy FIN022 and provide input if any changes are desired to be made to this policy with respect to budget preparation and presentation; and
- Debt policy.

**Author:**  M. Schonken  **Review Date:**   **CAO**

**COSTS & SOURCE OF FUNDING:**

2016 Operating and Capital Budgets.

**COMMUNICATION:**

Administration.

**RECOMMENDED ACTION:**

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

1. The organization chart as presented;
2. Maintain current service levels;
3. Capital program to reflect maintenance of existing infrastructure and/or completion of projects commenced in, or carried forward into 2015; and
4. Water/sewer rate to be recalculated in order to reach 100% recovery rate for operating expenses, excluding TCA amortization and including long-term debt principle and interest payments, to be compared with the current (2015) recovery rate.

Author: M. Schonken Review Date: \_\_\_\_\_ CAO \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 8, 2015</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>2016 Budget Meeting Dates</b>

## **BACKGROUND / PROPOSAL:**

Under the MGA each council must approve annual operating and capital budgets.

## **OPTIONS & BENEFITS:**

Administration recommends setting the following dates for 2016 budget reviews:

- October 14-16
- November 24-27
- December 7-18  
*(one date during these weeks)*

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

N/A

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION:**

N/A

**Author:** M. Schonken      **Reviewed by:** \_\_\_\_\_ **CAO** \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2016 budget review dates be scheduled as follows to begin at 10:00 a.m. in the Fort Vermilion Council Chambers:

- October \_\_\_\_, 2015 – Special Council (Budget) Meeting
- November \_\_\_\_, 2015 – Special Council (Budget) Meeting
- December \_\_\_\_, 2015 – Special Council (Budget) Meeting

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



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 8, 2015</b>
<b>Presented By:</b>	<b>Mark Schonken, Interim Director of Finance</b>
<b>Title:</b>	<b>Financial Reports – January 1 to July 31, 2015</b>

## **BACKGROUND / PROPOSAL:**

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

## **OPTIONS & BENEFITS:**

Please review the following financial reports for the five-month period, January 1 – July 31, 2015:

- Investment Report
- Operating Statement
- Projects Progress Report

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

N/A

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION:**

N/A

**Author:** Stephanie Wiebe      **Reviewed by:** MS      **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

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

**Author:** Stephanie Wiebe      **Reviewed by:** MS      **CAO:** \_\_\_\_\_

## Investment Report for July 2015

### Chequing Account on Jul 31, 2015

Bank account balance 26,397,330

### Investment Values on Jul 31, 2015

Short term investments (EM0-0377-A) 9,885,600  
 Short term T-Bill (1044265-26) 237,189  
 Long term investments (EM0-0374-A) 8,146,843  
18,269,632

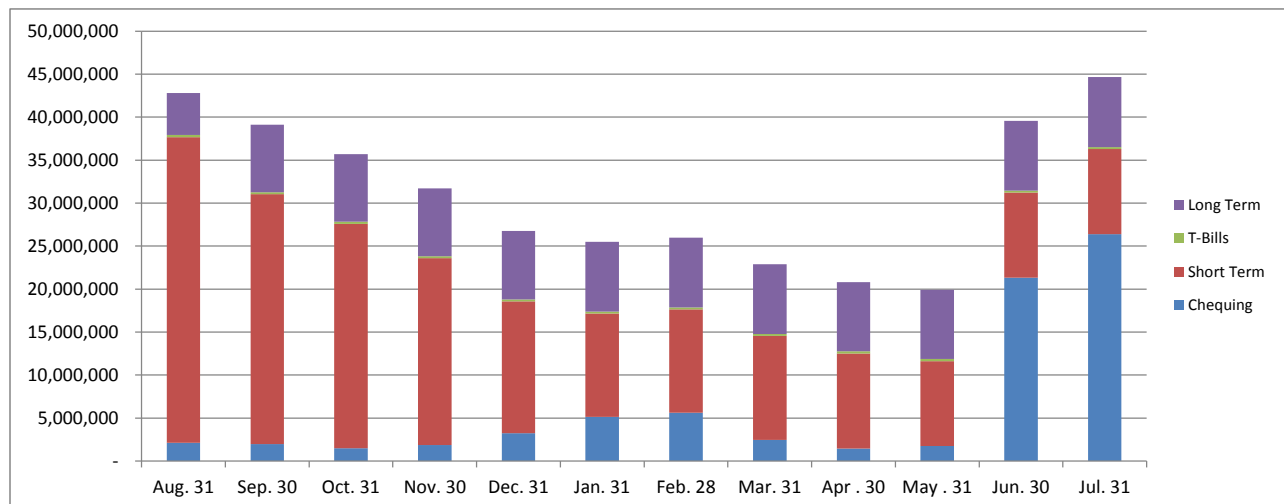
These balances include  
'market value changes'.

### Revenues

	Total	Short Term	Long Term
Interest received	217,364	98,608	118,756
Interest accrued	32,965	22,839	10,126
	<b>250,329</b>	<b>121,447</b>	<b>128,882</b>
Market value changes	63,517		88,321
Interest received, chequing account	52,518	52,510	
<b>Grand total revenues before investment manager fees</b>	<b>366,364</b>	<b>173,958</b>	<b>217,203</b>
Deduct: investment manager fees for investments	-22,658	-6,125	-16,533
<b>Grand total revenues after investment manager fees</b>	<b>343,707</b>	<b>167,833</b>	<b>200,670</b>

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

	Chequing	Short Term	T-Bills	Long Term	Total
Aug. 31	2,138,210	35,545,833	236,050	4,886,457	42,806,551
Sep. 30	1,966,246	29,065,179	236,167	7,866,709	39,134,301
Oct. 31	1,504,669	26,084,925	236,287	7,862,312	35,688,193
Nov. 30	1,865,638	21,731,398	236,403	7,892,963	31,726,402
Dec. 31	3,231,036	15,343,781	236,524	7,956,300	26,767,641
Jan. 31	5,136,862	12,022,221	236,644	8,118,449	25,514,177
Feb. 28	5,612,524	12,024,112	236,753	8,111,304	25,984,693
Mar. 31	2,480,618	12,071,129	236,874	8,099,842	22,888,463
Apr. 30	1,454,154	11,071,639	236,991	8,042,354	20,805,138
May 31	1,747,887	9,883,994	237,057	8,050,877	19,919,815
Jun. 30	21,333,638	9,885,575	237,122	8,105,383	39,561,718
Jul. 31	26,397,330	9,885,600	237,189	8,146,843	44,666,961



**MACKENZIE COUNTY  
STATEMENT OF OPERATIONS**

July 31, 2015

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2015</u>	<u>\$ Variance</u>	<u>% Variance</u>
	<u>Total</u>	<u>Total</u>	<u>Budget</u>		
<b>OPERATIONAL REVENUES</b>					
Property taxes	\$33,960,244	\$35,229,119	\$35,424,395	\$195,276	1%
User fees and sales of goods	\$4,317,992	\$2,619,558	\$4,558,590	\$1,939,032	43%
Government transfers	\$1,867,856	\$1,444,072	\$1,336,002	(\$108,070)	-8%
Investment income (operating)	\$422,686	\$366,364	\$350,000	(\$16,364)	-5%
Penalties and costs on taxes	\$444,838	\$405,428	\$250,000	(\$155,428)	-62%
Licenses, permits and fines	\$527,160	\$341,926	\$383,800	\$41,874	11%
Rentals	\$124,928	\$73,224	\$77,831	\$4,607	6%
Insurance proceeds	\$25,603	\$0	\$0	\$0	
Development levies	\$112,359	\$4,855	\$0	(\$4,855)	
Municipal reserve revenue	\$60,132	\$44,324	\$50,000	\$5,676	11%
Sale of non-TCA equipment	\$76,982	\$0	\$0	\$0	
Other	\$482,106	\$114,750	\$347,425	\$232,675	67%
<b>Total operating revenues</b>	<b>\$42,422,887</b>	<b>\$40,643,619</b>	<b>\$42,778,043</b>	<b>\$2,134,424</b>	<b>5%</b>
<b>OPERATIONAL EXPENSES</b>					
Legislative	\$616,185	\$294,696	\$781,734	\$487,038	62%
Administration	\$6,214,049	\$2,913,570	\$6,347,151	\$3,433,581	54%
Protective services	\$1,608,343	\$540,858	\$1,808,679	\$1,267,821	70%
Transportation	\$16,084,363	\$4,454,984	\$18,918,919	\$14,463,935	76%
Water, sewer, solid waste disposal	\$4,846,137	\$1,435,336	\$4,888,386	\$3,453,050	71%
Public health and welfare (FCSS)	\$693,797	\$556,567	\$699,841	\$143,274	20%
Planning, development	\$1,054,417	\$517,730	\$1,116,749	\$599,019	54%
Agriculture and veterinary	\$1,315,747	\$550,414	\$1,652,736	\$1,102,322	67%
Recreation and culture	\$2,009,584	\$1,125,489	\$2,200,034	\$1,074,545	49%
School requisitions	\$6,306,111	\$3,156,022	\$6,535,310	\$3,379,288	52%
Lodge requisitions	\$490,719	\$788,108	\$783,885	(\$4,223)	-1%
Non-TCA projects	\$379,279	\$511,497	\$2,094,122	\$1,582,625	76%
<b>Total operating expenses</b>	<b>\$41,618,731</b>	<b>\$16,845,271</b>	<b>\$47,827,546</b>	<b>\$30,982,275</b>	<b>65%</b>
<b>Excess (deficiency) before other</b>	<b>\$804,156</b>	<b>\$23,798,348</b>	<b>(\$5,049,503)</b>	<b>(\$28,847,851)</b>	<b>571%</b>
<b>CAPITAL REVENUES</b>					
Government transfers for capital	\$8,481,362	\$1,899,852	\$14,231,923	\$12,332,071	87%
Other revenue for capital	\$1,401,131	\$12,100	\$628,800	\$616,700	98%
Proceeds from sale of TCA assets	\$553,000	\$32,507	\$525,403	\$492,896	94%
	<b>\$10,435,493</b>	<b>\$1,944,459</b>	<b>\$15,386,126</b>	<b>\$13,441,667</b>	<b>87%</b>
<b>EXCESS (DEFICIENCY) - PSAB Model</b>	<b>\$11,239,649</b>	<b>\$25,742,807</b>	<b>\$10,336,623</b>	<b>(\$15,406,184)</b>	<b>-149%</b>
<b>Convert to local government model</b>					
Remove non-cash transactions	\$8,244,062	\$0	\$10,452,577	\$10,452,577	100%
Remove revenue for capital projects	(\$10,435,493)	(\$1,944,459)	(\$15,386,126)	(\$13,441,667)	87%
Long term debt principle	\$2,090,929	\$826,786	\$1,669,369	\$842,583	50%
Transfers to/from reserves	\$6,907,287	\$0	\$3,733,705	\$3,733,705	100%
<b>EXCESS (DEFICIENCY) - LG Model</b>	<b>\$50,001</b>	<b>\$22,971,562</b>	<b>\$0</b>	<b>(\$22,971,562)</b>	



Mackenzie County  
Summary of All Units  
For the Seven Months Ending July 31, 2015

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2015</u>	<u>\$ Variance</u>	<u>% Variance</u>
	<u>Total</u>	<u>Total</u>	<u>Budget</u>		
<b>OPERATING REVENUES</b>					
100-Taxation	\$33,718,682	\$35,031,012	\$35,153,924	\$122,912	0%
124-Frontage	\$354,997	\$198,106	\$270,471	\$72,365	27%
420-Sales of goods and services	\$732,370	\$293,656	\$623,595	\$329,939	53%
421-Sale of water - metered	\$2,715,197	\$1,767,254	\$3,011,440	\$1,244,186	41%
422-Sale of water - bulk	\$870,425	\$558,647	\$923,555	\$364,908	40%
424-Sale of land	\$45,956	\$1	\$0	(\$1)	
510-Penalties on taxes	\$444,838	\$405,428	\$250,000	(\$155,428)	-62%
511-Penalties of AR and utilities	\$49,657	\$33,313	\$40,000	\$6,687	17%
520-Licenses and permits	\$49,296	\$32,192	\$32,800	\$608	2%
521-Offsite levy	\$112,359	\$4,855	\$0	(\$4,855)	
522-Municipal reserve revenue	\$60,132	\$44,324	\$50,000	\$5,676	11%
526-Safety code permits	\$369,776	\$218,079	\$275,000	\$56,921	21%
525-Subdivision fees	\$55,162	\$36,712	\$30,000	(\$6,712)	-22%
530-Fines	\$38,974	\$46,219	\$36,000	(\$10,219)	-28%
531-Safety code fees	\$13,952	\$8,724	\$10,000	\$1,276	13%
550-Interest revenue	\$533,261	\$302,847	\$350,000	\$47,153	13%
551-Market value changes	(\$110,574)	\$63,517	\$0	(\$63,517)	
560-Rental and lease revenue	\$124,928	\$73,224	\$77,831	\$4,607	6%
570-Insurance proceeds	\$25,603	\$0	\$0	\$0	
592-Well drilling revenue	\$103,826	\$11,114	\$50,000	\$38,886	78%
597-Other revenue	\$165,028	\$35,658	\$159,000	\$123,342	78%
598-Community aggregate levy	\$92,623	\$13,390	\$75,000	\$61,610	82%
630-Sale of non-TCA equipment	\$76,982	\$0	\$0	\$0	
790-Tradeshaw Revenues	\$25,016	\$21,273	\$23,425	\$2,153	9%
840-Provincial grants	\$1,867,856	\$1,444,072	\$1,336,002	(\$108,070)	-8%
890-Gain (Loss) Penny Rounding	\$0	\$2	\$0	(\$2)	
990-Over/under tax collections	(\$113,435)	\$0	\$0	\$0	
<b>TOTAL REVENUE</b>	<b>\$42,422,887</b>	<b>\$40,643,619</b>	<b>\$42,778,043</b>	<b>\$2,134,424</b>	<b>5%</b>
<b>OPERATING EXPENSES</b>					
110-Wages and salaries	\$5,810,098	\$3,292,675	\$6,630,578	\$3,337,903	50%
132-Benefits	\$1,107,369	\$776,676	\$1,414,901	\$638,225	45%
136-WCB contributions	\$39,501	\$12,141	\$38,833	\$26,692	69%
142-Recruiting	\$10,306	\$12,691	\$20,000	\$7,309	37%
150-Isolation cost	\$66,438	\$37,538	\$78,000	\$40,462	52%
151-Honoraria	\$571,863	\$231,781	\$602,250	\$370,469	62%
211-Travel and subsistence	\$288,543	\$152,689	\$396,920	\$244,231	62%
212-Promotional expense	\$100,672	\$33,819	\$82,500	\$48,681	59%
214-Memberships & conference fees	\$99,553	\$58,133	\$137,618	\$79,485	58%
215-Freight	\$117,871	\$45,348	\$134,640	\$89,292	66%
216-Postage	\$52,064	\$24,218	\$45,800	\$21,582	47%
217-Telephone	\$128,213	\$66,051	\$131,454	\$65,403	50%
221-Advertising	\$43,806	\$16,779	\$63,850	\$47,071	74%
223-Subscriptions and publications	\$7,254	\$6,172	\$12,245	\$6,073	50%
231-Audit fee	\$116,650	\$53,450	\$72,000	\$18,550	26%
232-Legal fee	\$50,814	(\$6,210)	\$73,000	\$79,210	109%
233-Engineering consulting	\$122,247	\$47,107	\$256,500	\$209,393	82%
235-Professional fee	\$1,535,390	\$724,615	\$1,711,364	\$986,749	58%
236-Enhanced policing fee	\$265,408	\$37,150	\$297,200	\$260,050	88%
239-Training and education	\$157,583	\$46,967	\$165,273	\$118,306	72%
242-Computer programming	\$78,337	\$27,891	\$98,428	\$70,537	72%
251-Repair & maintenance - bridges	\$26,536	\$197,700	\$838,500	\$640,800	76%
252-Repair & maintenance - buildings	\$150,824	\$53,220	\$158,320	\$105,100	66%
253-Repair & maintenance - equipment	\$339,438	\$209,435	\$379,870	\$170,435	45%
255-Repair & maintenance - vehicles	\$79,638	\$25,446	\$85,800	\$60,354	70%
258-Contract graders	\$144,000	\$48,939	\$150,840	\$101,901	68%
259-Repair & maintenance - structural	\$1,636,879	\$431,651	\$1,790,370	\$1,358,719	76%
261-Ice bridge construction	\$79,564	\$66,320	\$120,000	\$53,680	45%
262-Rental - building and land	\$30,085	\$28,245	\$32,210	\$3,965	12%

	2014 Actual	2015 Actual	2015	\$ Variance	% Variance
	Total	Total	Budget		
263-Rental - vehicle and equipment	\$56,286	\$30,987	\$60,045	\$29,058	48%
266-Communications	\$93,611	\$63,888	\$109,892	\$46,004	42%
271-Licenses and permits	\$4,118	\$245	\$8,300	\$8,055	97%
272-Damage claims	\$285	\$0	\$5,000	\$5,000	100%
273-Taxes	\$0	\$0	\$1,000	\$1,000	100%
274-Insurance	\$279,950	\$0	\$298,960	\$298,960	100%
342-Assessor fees	\$260,117	\$130,225	\$263,000	\$132,775	50%
290-Election cost	\$0	\$0	\$5,000	\$5,000	100%
511-Goods and supplies	\$786,446	\$382,739	\$893,803	\$511,064	57%
521-Fuel and oil	\$920,643	\$491,128	\$905,350	\$414,222	46%
531-Chemicals and salt	\$204,158	\$147,307	\$319,100	\$171,793	54%
532-Dust control	\$698,227	\$546,608	\$694,018	\$147,410	21%
533-Grader blades	\$123,534	\$92,668	\$137,500	\$44,832	33%
534-Gravel (apply; supply and apply)	\$2,767,176	\$291,397	\$2,369,955	\$2,078,558	88%
535-Gravel reclamation cost	\$132,375	\$0	\$0	\$0	
543-Natural gas	\$132,863	\$51,210	\$122,966	\$71,756	58%
544-Electrical power	\$597,395	\$363,444	\$846,392	\$482,948	57%
710-Grants to local governments	\$1,711,647	\$1,209,469	\$2,287,400	\$1,077,931	47%
735-Grants to other organizations	\$2,020,465	\$1,494,364	\$1,903,012	\$408,648	21%
747-School requisition	\$6,306,111	\$3,156,022	\$6,535,310	\$3,379,288	52%
750-Lodge requisition	\$490,719	\$788,108	\$783,885	(\$4,223)	-1%
810-Interest and service charges	\$39,831	\$13,145	\$36,000	\$22,855	63%
831-Interest - long term debt	\$687,927	\$318,496	\$621,195	\$302,699	49%
921-Bad debt expense	\$2,696	\$0	\$4,500	\$4,500	100%
922-Tax cancellation/write-off	\$1,402,310	\$3,686	\$50,000	\$46,314	93%
992-Cost of land sold	\$19,557	\$0	\$0	\$0	
993-NBV value of disposed TCA	\$771,676	\$0	\$315,993	\$315,993	100%
994-Change in inventory	(\$779,765)	\$0	\$1,197,655	\$1,197,655	100%
995-Depreciation of TCA	\$8,252,150	\$0	\$8,938,929	\$8,938,929	100%
<b>TOTAL</b>	<b>\$41,239,452</b>	<b>\$16,333,774</b>	<b>\$45,733,424</b>	<b>\$29,399,650</b>	<b>64%</b>
<b>Non-TCA projects</b>	<b>\$379,279</b>	<b>\$511,497</b>	<b>\$2,094,122</b>	<b>\$1,582,625</b>	<b>76%</b>
<b>TOTAL EXPENSES</b>	<b>\$41,618,731</b>	<b>\$16,845,271</b>	<b>\$47,827,546</b>	<b>\$30,982,275</b>	<b>65%</b>
<b>EXCESS (DEFICIENCY)</b>	<b>\$804,156</b>	<b>\$23,798,348</b>	<b>(\$5,049,503)</b>	<b>(\$28,847,851)</b>	<b>571%</b>
<b>OTHER</b>					
125-Connection rees	\$0	\$100	\$0	(\$100)	
840-Provincial transfers for capital	\$8,481,362	\$1,899,852	\$14,231,923	\$12,332,071	87%
575-Contributed TCA	\$1,401,131	\$0	\$298,800	\$298,800	100%
597-Other capital revenue	\$0	\$12,000	\$330,000	\$318,000	96%
630-Proceeds of sold TCA asset	\$553,000	\$32,507	\$525,403	\$492,896	94%
	<b>\$10,435,493</b>	<b>\$1,944,459</b>	<b>\$15,386,126</b>	<b>\$13,441,667</b>	<b>87%</b>
<b>EXCESS (DEFICIENCY) - PS MODEL</b>	<b>\$11,239,649</b>	<b>\$25,742,807</b>	<b>\$10,336,623</b>	<b>(\$15,406,184)</b>	<b>-149%</b>
<b>CONVERT TO LG INCOME STATEMENT</b>					
Remove non-cash transactions associated with PSAB changes					
993-NBV value of disposed TCA	\$771,676	\$0	\$315,993	\$315,993	100%
994-Change in inventory	(\$779,765)	\$0	\$1,197,655	\$1,197,655	100%
995-Amortization of TCA	\$8,252,150	\$0	\$8,938,929	\$8,938,929	100%
Remove TCA revenues					
Total of OTHER per above	(\$10,435,493)	(\$1,944,459)	(\$15,386,126)	(\$13,441,667)	87%
Add LTD principle paid					
832-Principle Payments	\$2,090,929	\$826,786	\$1,669,369	\$842,583	50%
Add/Deduct LG model TF to/from reserves					
920-Contribution from Capital Reserve	(\$3,832)	\$0	\$0	\$0	
930-Contributions from Operating Reserve	(\$1,605,110)	\$0	(\$2,173,676)	(\$2,173,676)	100%
940-Contribution from Capital Reserve	(\$7,764)	\$0	(\$509,645)	(\$509,645)	100%
762-Contribution to Capital (funding TCA projects)	\$2,112,492	\$0	\$4,182,026	\$4,182,026	100%
763-Contribution to Capital Reserves	\$3,678,692	\$0	\$1,735,000	\$1,735,000	100%

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2015</u>	<u>\$ Variance</u>	<u>% Variance</u>
	<u>Total</u>	<u>Total</u>	<u>Budget</u>		
764-Contribution to Operating Reserves	\$2,732,808	\$0	\$500,000	\$500,000	100%
<b>EXCESS (DEFICIENCY) - LG MODEL</b>	<b>\$50,001</b>	<b>\$22,971,562</b>	<b>\$0</b>	<b>(\$22,971,562)</b>	

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

Signs with Flags for FV Office (CF)	6,940	6,940	-	18,060	18,060	Waiting for sign completion.	50%
LC - LC Office Heating/Cooling System	-	-	-	100,000	100,000		
Server Replacement	-	-	-	23,000	23,000	Building specifications for server (summer 2015)	
FV Office Building Improvements (roof and other) (CF)	144,708	144,708	-	5,292	5,292		90%
Virtual City Hall (CF)	15,585	15,585	-	4,415	4,415	Building tax report and testing ratepayer self registration.	80%
Office Security & Access Control	-	-	-	30,000	30,000	Summer 2015	0%
FV - Xerox Replacement	-	-	-	75,450	75,450	Reviewing options, waiting for revised quote from Xerox	0%
FV - Fireproof Storage Cabinet (Records)	-	-	-	8,000	8,000	Summer 2015	0%
Zama House Purchase	-	-	-	100,000	100,000	Investigating options	0%
LC - Library Building	-	-	-	100,000	100,000	ATB building transfer is in progress	0%
Automatic Generator Unit (FV) (CF)	77,000	77,000	-	11,400	11,400	Waiting on Redline to Finish Wiring	90%
Council Chamber Upgrade (CF)	393	-	393	22,500	22,107	Waiting on back ordered council table power/USB plugs	90%
Zama Office Entrance (stones and a sign) (CF)	-	-	-	18,000	18,000	Planning stages - Completion due end of August	20%
Land Purchase from ESRD (CF)	42,673	42,673	-	133,328	133,328	Ongoing motion to purchase	15%
Land Purchase (South of High Level)	-	-	-	13,000	13,000	Waiting on ESRD	0%
<i>Total department 12</i>			393	662,445	662,052		

**Fire Department**

LC - High Level Aerial	-	-	-	-	-	Moved to High Level cost sharing	0%
LC - Command Unit	50,486	-	50,486	55,000	4,514	Complete	100%
C-Cans, training props, setting up training grounds	12,750	-	12,750	24,000	11,250	Fire department to compensate 50%	85%
FV - Compressed air foam system for rescue unit	12,630	-	12,630	12,500	(130)	Complete	100%
LC - Upgrade foam system on tanker (new)	-	-	-	11,000	11,000	Administration to review purchases	100%

Project Name	Total costs	Costs in prior years	Costs in current year up to July 31, 2015	2015 Budget	2015 Budget Remaining on July 31, 2015	Status Update on July 31, 2015	Percentage of Completion (%)
FV - New tanker/pumper, with equipment (CF)	-	-	-	375,000	375,000	Tanker ordered from First Truck Centre	0%
FV - Work bench (new)	5,466	5,466		5,500	5,500	Complete	100%
ZA - Power pack (new) (CF)	9,137	-	9,137	9,500	363	Complete	100%
<i>Total department 23</i>			85,002	492,500	407,498		

#### Transportation Department

FV - Deck Replacement on PW shop	1,450		1,450	7,500	6,050	Complete	100%
FV - Shop floor repair	-		-	12,000	12,000	Obtaining Quotes	0%
FV - Steamer Unit - trailer	28,896		28,896	32,500	3,604	Small parts are still required	70%
FV - 3/4 ton Supervisor pick up	35,609		35,609	40,000	4,391	Delivered	100%
FV - 3/4 ton pick up (Accident)	37,977		37,977	35,000	(2,977)	Delivered	100%
FV - Parks Truck 3/4 ton	38,759		38,759	37,212	(1,547)	Delivered	100%
LC - Trucks (x2)	77,848	-	77,848	80,000	2,152	Delivered	100%
FV - 48th Street & 47th Avenue	39,733	-	39,733	616,000	576,267	Tender awarded to Knelsen	15%
New Road Infrastructure (CF)	519,616	420,954	98,662	439,046	340,384	Ongoing	50%
FV & LC - AWD Graders x3	-	-	-	1,283,661	1,283,661	One grader delivered	33%
LC - Snow Plow Truck	195,081	-	195,081	259,000	63,919	Complete	100%
LC - BF 75117 (CF & New)	30,273	29,800	473	816,000	815,527		90%
FV & LC - Truck and Gravel Trailer	236,536		236,536	280,000	43,464	Complete	100%
LC - Packer/Roller	24,980		24,980	30,000	5,020	Complete	100%
LC - 99th Ave 101 St. to 104 Ave	280,601		280,601	1,785,000	1,504,399	Construction Underway	15%
Zama Bears paw Crescent (CF)	13,235		13,235	33,633	20,398	Waiting contractor availability	35%
LC - Engineering & Design for 113 Street and 109 Ave	15,459		15,459	100,000	84,541	In progress	15%
LC - Pave 2 Accesses	-		-	45,000	45,000	Complete, waiting for invoice	100%

Project Name	Total costs	Costs in prior years	Costs in current year up to July 31, 2015	2015 Budget	2015 Budget Remaining on July 31, 2015	Status Update on July 31, 2015	Percentage of Completion (%)
Zama Utility Pole Relocation (CF)	53,513	53,513	-	8,943	8,943	Atco poles relocated/other poles to be identified	90%
LC - Skidsteer 850	55,142	-	55,142	57,000	1,858		100%
LC - Tilt Deck Utility Trailer	15,894	-	15,894	16,000	106		100%
LC - Bobcat Attachment (snowblower)	5,940	-	5,940	8,000	2,060		100%
High Level South Rebuild	-	-	-	50,000	50,000		0%
FV - Heavy Duty Commercial Lawn Mower	-	-	-	21,000	21,000	Complete	100%
Used Water Truck	45,000	-	45,000	50,000	5,000	Complete	100%
Blumenort Road & Rebuild Mile #3 on La Crete North Road	17,468		17,468	222,500	205,032	Awarded - Not Started	5%
Zama Access Pave (PH V) (CF)	-	-	-	6,000,000	6,000,000	Pending grants	0%
Rocky Lane Road Repair (Front of school)	4,980	-	4,980	330,000	325,020	Tender awarded to Knelsen	10%
LC - Spruce Road Rebuild (CF & New)	258,519	258,003	516	43,459	42,943	Complete	100%
LC - 101 St & 100 Ave - Traffic lights (CF)	205,839	22,328	183,511	197,672	14,161	Near completion, some programming is required	98%
LC - South - Shoulder pull and road rehabilitation (CF)	70,910	70,910	-	129,090	129,090		80%
Gravel Reserve (to secure gravel source) (CF)	14,349	13,845	504	137,155	136,651	In progress	0%
FV - Hamlet asphalt pavement overlay 44th Ave	9,631	9,631	-	50,369	50,369	Tender awarded to Knelsen	10%
FV - Sand and salt shelter (CF)	-	-	-	200,000	200,000		0%
FV - Cold storage/Emergency generator building (CF)	-	-	-	132,250	132,250		0%
FV - Child Lake/Boyer River road rebuilds (CF)	-	-	-	70,200	70,200	Cancelled	0%
FV - North- Shoulder pull and road rehabilitation	147,600	147,600	-	461,661	461,661	Ongoing	20%
<i>Total department 32</i>			1,454,254	14,116,851	12,662,597		

**Airport Department**

LC - Pave Apron Extension	8,283		8,283	110,000	101,717	Complete	100%
FV Airport Development (CF)	1,363,667	1,363,667	-	16,382	16,382		0%

Project Name	Total costs	Costs in prior years	Costs in current year up to July 31, 2015	2015 Budget	2015 Budget Remaining on July 31, 2015	Status Update on July 31, 2015	Percentage of Completion (%)
LC Instrument Approach (CF)	42,539	36,112	6,427	13,889	7,462	Verifying obstacles	15%
<i>Total department 33</i>			14,710	140,271	125,561		

**Water Treatment & Distribution Department**

FV & LC - Utility Trucks 3/4 Tonne Crew Cab x4	149,802	-	149,802	164,500	14,698	Purchased and invoices signed	99%
FV - 48th Ave Waterline Replacement	48	-	48	91,000	90,952	Contacted MPE Siemens to design product	1%
FV - Booster Station and Truck Fill	-	-	-	975,605	975,605	Awaiting grant funding	1%
FV - Hydrant Replacement	31,381	-	31,381	100,000	68,619	Supplies have been ordered, need to obtain quotes	5%
ZA - SCADA computer replacement	7,823	-	7,823	7,500	(323)	Complete	100%
ZA - Distribution pump house upgrades (CF & New)	74,641	74,641	-	843,928	843,928	Need to reapply for grant funding	1%
ZA - Well Reclamation	500	-	500	18,000	17,500	Building is removed, well casing needs to be sealed	50%
FV - Frozen Water Services Repairs (River Road)	-	-	-	75,000	75,000	Draft RFP complete	4%
FV - Raw Water Truck fill (pressured and filtered)	-	-	-	40,900	40,900	Engineer is proceeding with design	5%
LC - Raw Water Truckfill Upgrade	2,526	-	2,526	40,900	38,374	Awaiting final install estimates, have placed orders on some supplies.	2%
LC - Waterline Bluehills	-	-	-	833,250	833,250	Awaiting grant funding	1%
LA - Rural Potable Water Infrastructure	-	-	-	4,316,495	4,316,495	Awaiting grant funding	1%
FV - 50th St - Water & sewer extension (CF)	16,520	16,520	-	563,480	563,480	Awaiting infrastructure plan completion	1%
Generators for the three water treatment plants (CF)	686,945	66,512	620,433	633,488	13,055	Complete	100%
<i>Total department 41</i>			812,513	8,704,046	7,891,533		

**Sewer Disposal Department**

LC Lagoon Upgrade (CF)	6,486,504	6,134,541	351,963	1,168,809	816,846	Facultative cell has been drained as well as 2 anarobic cells. Preparing to install forcemain piping to first manhole and preparing for de-sludge	90%
Zama - Lift station upgrade (CF & New)	116,439	116,439	-	1,256,052	1,256,052	Reapply for grant funding	1%
ZA/FV - Sewer Flusher	67,099	-	67,099	68,000	901	Ordered and should arrive within a week.	95%

Project Name	Total costs	Costs in prior years	Costs in current year up to July 31, 2015	2015 Budget	2015 Budget Remaining on July 31, 2015	Status Update on July 31, 2015	Percentage of Completion (%)
LC - Main Lift Station Repair & Modification	-		-	62,000	62,000	Engineers are in design stage.	5%
LC - Sanitary Sewermain Upgrades	13,424		13,424	475,000	461,576	Engineers are currently doing site survey to create pre-design to have tender ready for June 22/15	3%
LC - Lift Station 5 Grinder	-		-	45,000	45,000	Grinder will not fit original location. Need to update quotes for a revised location for install.	2%
FV - 49th Ave Sewer Repair	-	-	-	55,000	55,000	Engineer is requesting quotes for project.	3%
<i>Total department 42</i>			432,486	3,129,861	2,697,375		

#### Solid Waste Disposal

Two 40 Yard Bins (CF)	22,260	18,280	3,980	7,052	3,072	On order	80%
Waste Bins	-	-	-	20,000	20,000	On order	80%
LC - Blue Hills - Build up ramp	-		-	12,000	12,000		0%
LC - Waste Transfer Station - New Lights	-	-	-	12,000	12,000	Waiting for ATCO	15%
<i>Total department 43</i>			3,980	51,052	47,072		

#### Planning & Development Department

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

#### Agricultural Services Department

HL - Rural Drainage - Phase II & Phase III (CF)	1,093,312	1,093,312	-	100,000	100,000	Discussions are being held with the Dene Tha Band to secure an agreement to do earthworks on their property. The property in question is the east/south turn on 10 mile road.	
LC - Buffalo Head/Steep Hill/Bear River Drainage (Phase I) (CF)	90,712	85,433	5,279	1,314,567	1,309,288	waiting for a reply from ESRD on the status of the application under the Water Act.	
Blue Hills Erosion Repair	21,687		21,687	275,000	253,313	RFP to be opened at August 26 Council Meeting	
FV - Vehicle purchase for Ag Fieldman	35,622		35,622	40,000	4,378	Complete	100%
FV - ATV Purchase	10,113		10,113	12,000	1,887	Complete	100%
Tent	273	-	273	6,500	6,227	Complete	100%



Project Name	Total costs	Costs in prior years	Costs in current year up to July 31, 2015	2015 Budget	2015 Budget Remaining on July 31, 2015	Status Update on July 31, 2015	Percentage of Completion (%)
<i>Total department 63</i>			72,974	1,748,067	1,675,093		

**Recreation Department**

FV - Capital (requests from Recreation Society)	18,123	-	18,123	224,500	206,377		
LC - Capital (requests from Recreation Society)	61,438	-	61,438	92,030	30,592		
Grounds Improvements (2014 - FV Walking Trail) (CF)	511,276	511,276	-	36,524	36,524	Ongoing	
ZA - Capital (requests from Recreation Society)	7,983		7,983	172,280	164,297		
LC Splash Park (CF)	-	-	-	255,000	255,000		0%
FV - Skate Park	(301)	-	(301)	70,000	70,301		0%
<i>Total department 71</i>			87,243	850,334	763,091		

**Parks & Playgrounds Department**

FV - Machesis Lake Water Well	9,900		9,900	9,000	(900)	Need to install pump	80%
LC - Wadlin Lake Water Well	80	-	80	9,000	8,920	Work Performed - Waiting for invoice	90%
HL - Hutch Lake, construct additional sites (campground area)	-	-	-	15,000	15,000	Planning	5%
Machesis Lake - Horse camp - road (CF)	133	-	133	25,000	24,867	Road is complete	30%
Bridge campground - Survey & improvements (CF)	-	-	-	39,000	39,000	Awarded	10%
LC - Wood Splitter	21,261	-	21,261	20,900	(361)	Complete	100%
OTHER	-	-	-	40,000	40,000		
FV - Table & Fire Pit Replacement	6,780	-	6,780	7,000	220	Received Quotes	15%
Wadlin Lake - Grounds improvements (CF)	3,693		3,693	20,000	16,307	Clearing Done	50%
FV - Walking Trails (CF)	9,275	9,275	-	725	725	Ongoing	85%
<i>Total department 72</i>			41,847	185,625	143,778		

<b>TOTAL 2015 Capital Projects</b>	<b>3,013,134</b>	<b>30,089,052</b>	<b>27,075,918</b>
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Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 8, 2015</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

## **BACKGROUND / PROPOSAL:**

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

- Correspondence – AMISK Hydroelectric Project
- AAMDC Video Request for Pre-Interview
- Mackenzie Library Board Meeting Minutes
- REDI Meeting Minutes
- Western Canada Conference on Soil Health
- 2015 Stars of Alberta Volunteer Awards
- 
- 

## **OPTIONS & BENEFITS:**

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

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION:**

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

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

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

August 28, 2015

Joulia Whittleton  
Mackenzie County  
4511 - 46 Avenue  
Box 640  
Fort Vermilion AB  
T0H 1N0  
Canada

Attn: Joulia Whittleton

Re: AHP Development Corporation — Amisk Hydroelectric Project

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Good day Joulia Whittleton,

The purpose of this letter is to inform you that AHP Development Corporation (AHP) is in the planning stages of the Amisk Hydroelectric Project (the Project) – a 330 MW run-of-river hydroelectric project that would be located on the Peace River approximately 28 km southwest of the town of Fairview and 15.2 km upstream of the Dunvegan Bridge on Highway 2.

The Project triggers an Environmental Impact Assessment (EIA). AHP is currently preparing an EIA Project Description for submission to the Canadian Environmental Assessment Agency and a proposed Terms of Reference for Alberta Environment and Parks. Both of these documents will be made public and will be open for comment.

Due to your County's proximity to the Peace River, we have enclosed the following to assist you in understanding the Project and application process:

- Project Information Brochure; and
- AUC's "Public Involvement in a proposed utility development" document.

AHP expects to make an application submission in 2016. Following regulatory approvals, final design and construction would commence in 2018 with a construction time frame estimate of approximately five years. Additional information can be found on the Project website [www.amiskhydro.com](http://www.amiskhydro.com)



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If you would like to learn more, AHP encourages you to contact us at 1-844-287-1529 or [info@amiskhydro.com](mailto:info@amiskhydro.com)

Sincerely,

A handwritten signature in black ink, appearing to read "D. Berrade".

David Berrade, M. Dev.  
Stakeholder Engagement Lead  
AHP Development Corporation  
Email: [info@amiskhydro.ca](mailto:info@amiskhydro.ca)



## Information Brochure



## Amisk Hydroelectric Project

AHP Development Corporation (AHP) is in the planning stages of the Amisk Hydroelectric Project (Amisk/the Project). Amisk is a 330 MW run-of-river hydroelectric project proposed for the Peace River in northwestern Alberta. The Project would generate approximately 1,875 GWh per year of renewable electricity, which is enough power to supply roughly 250,000 homes while producing minimal greenhouse gas emissions in comparison to fossil fuels.

Amisk is being developed by AHP Development Corporation on behalf of a number of partners including Concord Green Energy. Concord Green Energy has invested in several renewable energy projects across Canada and is a wholly owned subsidiary of Concord Pacific, a Vancouver-based company that is primarily involved in residential real estate development.

## Project Justification

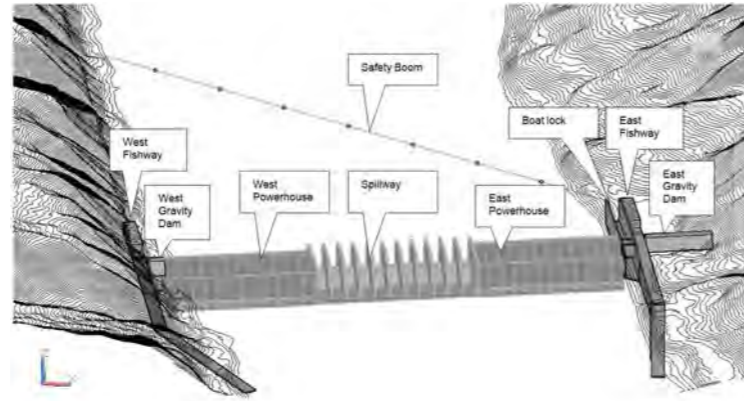
Amisk represents a cost-effective source of renewable energy to replace a portion of the over 4,000 MW of coal-fired generation to be retired over the next 15 years in Alberta. It is also baseload power, which can be relied on at all times of the day similar to coal-fired generation.

Hydroelectric generation is the largest source of electricity in Canada, providing roughly 63% of electricity. The largest source of electricity in Alberta is coal-fired generation, which provided 68% of electricity to the Alberta Interconnected Electric System in 2014, compared to hydroelectric generation which provided only 3%. The Amisk project would increase hydroelectric generation in Alberta by roughly 76%.



## Project Description

Prefeasibility engineering studies were undertaken to determine the most appropriate design for the Project. The major components of Amisk are expected to include a spillway, two powerhouses, gravity dams, a reservoir, a substation, two fishways, access roads, and a transmission line connection to the Alberta Interconnected Electrical System.



*Major components of the dam facing upstream*

In addition, various options are being evaluated for boat transportation around the dam structure. These options include: boat lock, portage system, and boat launches upstream and downstream of the dam.

The spillway and powerhouse will collectively act as the main dam and have a combined length of approximately 370 m (see diagram). These structures will consist mainly of reinforced concrete and various steel gates which control reservoir levels and the passage of river flows through the site.

The headpond created by the dam will extend roughly 50 km upstream and will flood approximately 800 ha of the Peace River valley walls. The run-of-river operation of the Project, which, may incorporate a limited extent of active storage, implies the existing river flow regime would not materially change after impoundment.



## Location Justification

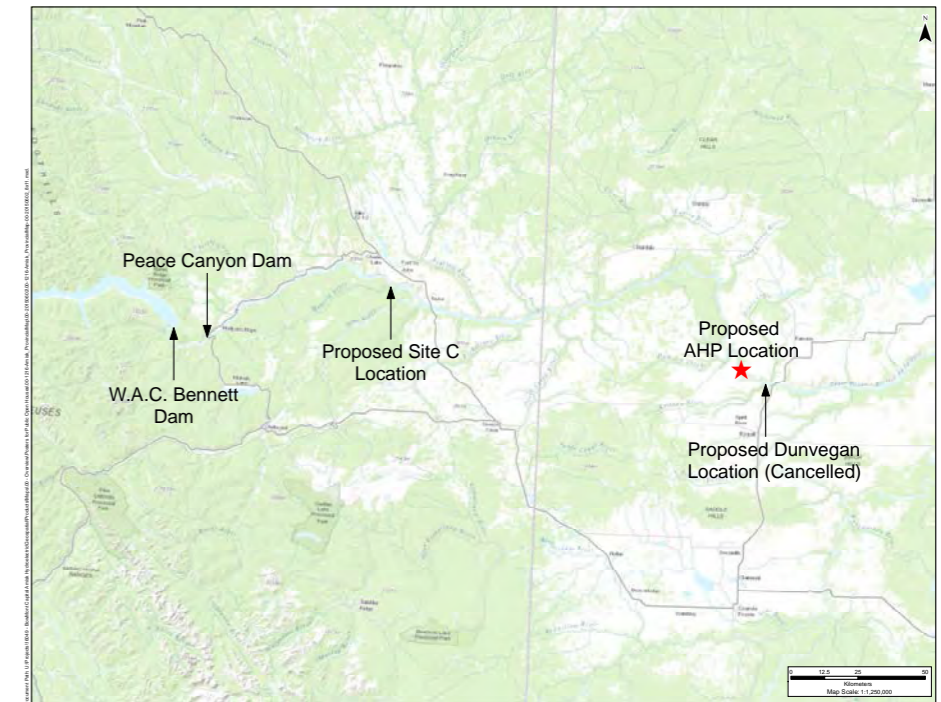
The Peace River has been considered an attractive candidate for hydroelectric projects in Alberta for several decades. This is largely a function of the size of the river and the fact that flows are regulated by BC Hydro to meet electricity demands in British Columbia (BC). The area around Dunvegan has been of particular focus because of the deeply incised river valley found at the proposed project location and upstream which helps to make the project layout more efficient and prevent excessive flooding during impoundment. It's also close to existing infrastructure including roads and electricity transmission.

The proposed site is located approximately 28 km southwest of the town of Fairview and 15.2 km upstream of the Dunvegan Bridge on Highway 2 at 4-36-80-6W6 (east) and 1-35-80-6W6 (west). The brochure map shows the location of the Project relative to regional landmarks. Geotechnical analyses of multiple sites along the river have confirmed that this location has unique attributes that make it the only site that could support the proposed structure.

## Flow Regime

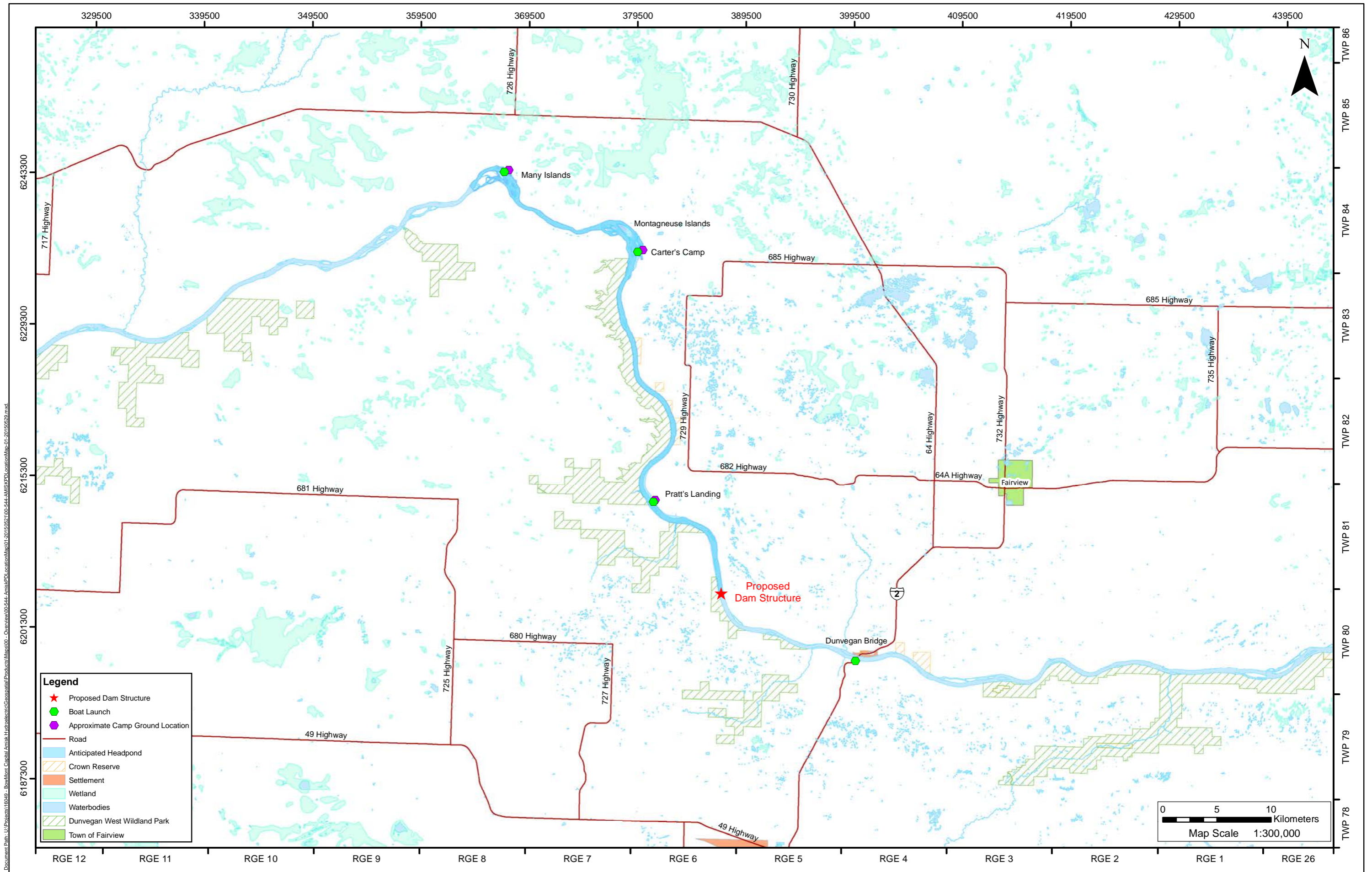
Amisk benefits from regulated water flows provided by the large storage capacity of Williston Reservoir behind BC Hydro's W.A.C. Bennett Dam located approximately 265 km upstream on the Peace River (see map below).

Williston Reservoir storage of surplus spring and summer flows for release during the winter low flow period, results in relatively uniform water flows throughout the year along the reaches of the Peace River below the W.A.C. Bennett Dam. Amisk would operate as run-of-river with potentially a limited extent of active storage.





# Amisk Location Map



Document Path: U:\Projects\116049 - Bow/Mont. Capital Amisk Hydroelectric\GIS\patial\Products\Map01-20110629\Map01-20110629.mxd



## Potential Environmental Impacts

Prior to initiating environmental baseline studies of the area, AHP performed desktop studies and consulted with technical experts to gain a preliminary understanding of potential forecasted impacts. AHP will look to mitigate potential project impacts where feasible.

At this stage potential impacts that are being evaluated include: noise and traffic levels, wildlife near the Project site and headpond areas, vegetation and wildlife habitat, historical resources and traditional land use, aquatics, fish passage, water quality and temperature, sediment transport and sedimentation, river geomorphology, aesthetics of the area, composition, chemistry and productivity of soil, and ice regime.

Early forecasting suggests that campgrounds at Pratt's Landing and Carter's Camp may be impacted by the impoundment. AHP aims to provide compensation to mitigate any negative impacts to those sites.



The impoundment created by the dam will extend approximately 50 km upstream and flood approximately 800 ha of the Peace River Valley walls. AHP believes the resulting impoundment from the Project would produce a significant increase in the type and quality of recreational opportunities near the dam structure and along the reservoir through the valley.

## Regulatory Process for Amisk Project

An Environmental Impact Assessment (EIA) will be completed by AHP based on both provincial and federal review requirements. The intent of the EIA is to examine the environmental, social, economic and health impacts of the project, to provide mitigation plans to address any adverse impacts and to address the significance of any residual impacts.

Upon completion of the EIA, AHP will make application to various provincial and federal agencies for the Project. At that point, the applicable board or Minister will decide whether it is in the public interest to let the Project go ahead. These multiple regulators may set specific conditions under which the Project can be constructed and operated.

## Dunvegan West Wildland Provincial Park

The Project map located in the centre of the brochure shows the Project location relative to Dunvegan West Wildland Provincial Park, comprised of 20,967 ha located on the west and south banks of the Peace River Valley. Portions of the Project and some of the subsequent impoundment would impact the Dunvegan West Wildland Provincial Park (the Park).



It is estimated that construction and impoundment would impact approximately 295 ha of the Park. AHP is evaluating compensation options for these impacted areas and commits to a resultant net positive gain to the Park.

The Park area impacted by the Project may need to be redesignated and the land use changed to one more suited to the new aesthetics of the area. Lands removed from the Park for the purpose of Amisk will need to be done so through an Order in Council. It is AHP's desire that recreational area developments would enhance and compensate for any lands withdrawn from the present Park.

## Schedule/Timelines

As of spring 2015, AHP has begun the preparation of an EIA PTOR for submission to ESRD and an EIA PD for submission to the CEAA. Environmental baseline studies have been initiated. AHP expects to submit its application in 2016 and following regulatory approvals, final design and construction would commence in 2018 with a construction time frame estimate of approximately 5 years.

AHP will be hosting a number of Open Houses to provide detail and to obtain stakeholder input. Upcoming Open Houses are as follows:

- Monday, June 22, 2015 – Grande Prairie, Pomeroy Hotel & Conference Centre, 6 pm to 9 pm
- Tuesday, June 23, 2015 - Fairview – Dunvegan Inn & Suites, 6 pm to 9 pm
- Wednesday, June 24, 2015 – Peace River – Sawridge Inn and Conference Centre, 6 pm to 9 pm

# Glossary

**Boat Locks** - a device for raising and lowering boats between stretches of water of different levels e.g. on a river that has a dam.

**Fishway** - a device, structure, or operating system that facilitates and provides for efficient fish passage upstream or downstream of any obstruction impeding the free passage of fish.

**Gravity Dam** - a concrete dam structure bound to the side of a slope where gravity holds it down preventing water in the reservoir from pushing it over.

**Head** - the elevation difference between the headpond and the receiving water body immediately downstream of the hydroelectric facility.

**Headpond** - a slower and deeper section of water situated upstream, and created by the presence, of the hydroelectric facility.

**Hydroelectric Power** - electricity produced from the energy found in falling or fast-flowing water.

**Impoundment** - a body of water created or stored by impoundment structures such as dams, dikes, and levees.

**Order in Council** - Orders in Council are the instrument by which the Lieutenant Governor in Council makes its orders. These orders may or may not be a Regulation, as defined in the Regulations Act.

**Powerhouse** - the structures, machinery, and associated equipment needed for generating electric energy from a hydroelectric dam.

**Run-of-River** - a term used to describe hydroelectric facilities that do not have significant long-term storage (i.e. less than 48 hour retention time in the headpond).

**Sedimentation** - occurs when particles in water settle and come to rest against a barrier.

**Substation Infrastructure** – a set of equipment which reduces the high voltage of electrical power transmission to that suitable for supply to consumers.

## Contact Us

If you would like to learn more about the Project, AHP encourages you to contact us at 1-844-287-1529 or at [info@amiskhydro.com](mailto:info@amiskhydro.com). Additionally, you can visit the project website at [www.amiskhydro.com](http://www.amiskhydro.com).





## Step 6: The public hearing process\*

The public hearing process provides an opportunity for those who have been unable to resolve their concerns with the applicant and have made a filing, to express their views directly to a panel of Commission members. The panel reviews the initial filings and grants what is referred to as standing to those who may be directly and adversely affected by the proposed project. Standing is necessary to continue involvement as an intervener in the proceeding which may include the filing of evidence and participation in an oral or written hearing.

The AUC will issue a notice of hearing setting out the hearing date, location and additional process steps and deadlines. An AUC public hearing operates similarly to a court proceeding and is a quasi-judicial process. The general public is welcome to attend as an observer and the hearings are often broadcast online so that those interested can listen-in.

Participants in a hearing can either represent themselves or be represented by legal counsel. In addition, participants may hire experts to assist in preparing and presenting evidence to support their position.

Persons who hire legal counsel or technical experts must be aware that while reimbursement for the costs of legal and technical assistance may be available under Rule 009, recovery of costs is subject to the Commission assessing the value of the contribution provided by counsel and technical experts. People with similar interests and positions are expected to work together to ensure that any expenditures for legal or technical assistance are minimized and costs are not duplicated.

## Step 7: The decision

For electric transmission facilities, the need for transmission development filed by the Alberta Electric System Operator to the AUC must be considered to be correct unless someone satisfies the Commission that the needs application is technically deficient, or that to approve it would be contrary to the public

interest. For electric needs applications, the Commission can either approve, deny, or send the application back with suggestions for change.

Commission decisions made about applications filed for a specific utility development, including electric transmission lines, gas utility pipelines and power plants, may be approved, approved with conditions or denied. Decisions are typically released within 90 days from the close of the record as a written report. The decision, available on the AUC website, will summarize the Commission's findings and state its reasons for the decision with any conditions or approval time limits if applicable.

Sometimes needs and facility applications are considered together in a single proceeding.

## Step 8: Right to appeal

A participant in a hearing who is dissatisfied with the decision of the Commission may request that the Commission review and vary its decision. Such a request must follow the procedure set out in Rule 016: *Review of Commission Decisions*.

A dissatisfied participant may also file a leave to appeal motion in the Court of Appeal of Alberta within 30 days from the date the decision is issued.

## Step 9: Construction and operation

Any applicant that receives a permit to construct and licence to operate a facility from the Commission must adhere to any conditions that were set out in the decision. If you notice something during the construction or operational phases of a project that concerns you, bring this to the applicant's attention. If you are not satisfied with the response you receive, please bring your concerns to the attention of the AUC.

**\*Denotes opportunity for public involvement**

**The Alberta Utilities Commission is committed to ensuring that Albertans whose rights may be directly and adversely affected by utility development in Alberta have the opportunity to have their concerns heard, understood and considered. If you believe you may be directly and adversely affected, you can become involved in the AUC application and review process.**

## Contact information

Phone: 780-427-4903  
Email: [consumer-relations@auc.ab.ca](mailto:consumer-relations@auc.ab.ca)

Dial 310-0000 prior to the 10-digit number and then press 1 for toll-free access anywhere in Alberta.

## Information session

It is our goal to ensure that you understand the process, and your opportunities for involvement in proceedings to consider utility development applications. For those interested in having an AUC staff member further explain the application and review process or answer questions you may have about your involvement in utility development proceedings, please contact us as we may schedule a formal information session for you. The virtual information session on our website, found under Involving Albertans, will also provide you with further details which could assist you in understanding the process and having your say in a utility development proceeding.

This brochure provides general information only. Specific participation opportunities may differ depending on the type of application.

## Public involvement in a proposed utility development

*Understanding your rights and options for participating in a proceeding to consider applications for a proposed project in your area*

## Application process

### Step 1\*

Public consultation by the applicant.

### Step 2

Application filed with the AUC.

### Step 3

The AUC issues a notice of application or notice of hearing.

### Step 4\*

Interested parties submit filings to the AUC with any outstanding issues or objections.

If the AUC does not receive any submissions, the application will be reviewed and a decision may be made without a hearing.

### Step 5\*

The AUC issues a notice of hearing, if it was not already issued in Step 3.

- Continued opportunity for consultation and negotiation with the applicant.

### Step 6\*

Public hearing.

### Step 7

The AUC issues its decision. Below are the options the AUC may consider for:

Needs applications from the Alberta Electric System Operator:

- Approval of application.
- Return to the Alberta Electric System Operator with suggestions.
- Denial of application.

Facilities applications:

- Approval of application.
- Approval of application with conditions.
- Denial of application.

### Step 8

Option to appeal decision or ask the AUC to review its decision.

### Step 9

Approvals, construction and operation of facility, if approved.

## Having your say

Early discussions with the applicant about proposed utility developments will often result in greater influence on what is filed in the application for approval. Utility developments include natural gas pipelines, electric transmission lines and substations (including Alberta Electric System Operator needs identification documents), and power plants. Should you have concerns related to a proposed utility development, it is best to have early and ongoing discussions with the applicant.

If your objections cannot be resolved, or you have outstanding concerns upon the filing of an application with the AUC, you have an opportunity to submit an initial filing with your objections in writing to the AUC containing the following information:

- How you may be affected by the proposed project and the location of your land or residence in relation to it or any alternative proposed in the application.
- The potential effect the proposed project may have on your property or interest in the property .
- A description of the extent to which you may be affected, and how you may be affected in a different way or to a greater degree than other members of the general public.

Following this initial filing, you may be able to fully participate in the proceeding. This could include having legal representation and participation in a public hearing. It is important to note that any applied for routes and segments (preferred and alternate) could be chosen as the approved route in the AUC decision.

### Step 1: Public consultation prior to application\*

Prior to filing an application with the AUC for the approval of a proposed utility development, the applicant is required to conduct public consultation in the area of the proposed project, so that concerns may be raised, addressed and if possible, resolved.

The requirements for consultation and notification, namely the participant involvement requirements, are set out in Rule 007 for electric facilities and Rule 020 for gas utility pipelines.

Potentially affected parties are strongly encouraged to participate in the initial public consultation, as early involvement in discussions with an applicant may lead to greater influence on project planning and what is submitted to the AUC for approval.

### Step 2: Application to the AUC

When the participant involvement requirements have been completed, the proponent of the utility development files an application with the AUC. The application must indicate the issues which came up during the public consultation and any amendments considered or made to the project. Any unresolved objections or concerns which arose from the public consultation must be identified in the application.

\*Denotes opportunity for public involvement

### Step 3: Public notification

The Commission will issue a notice when it receives an application that, in the Commission's opinion, may directly and adversely affect the rights of one or more people. The notice is typically sent by mail to residents in the project area and may also be published in local newspapers. The notice will provide key dates, contacts and participation information for those interested in becoming involved in the application process.

### Step 4: Public filings to the AUC\*

If you have unresolved objections or concerns about the proposed project filed with the AUC for approval and wish to participate in an AUC proceeding, you must make an initial written filing. Your filing must include your contact information, concern or interest in the application, an explanation of your position and what you feel the AUC should decide. Please be aware that any information or materials filed with the AUC, except information granted confidentiality, is available to the public.

### Filing your concerns

The eFiling System is a web-based tool created to manage applications and filings made to the AUC through a proceeding-based review. This system gives access to all public documents associated with applications filed with the AUC and is the most efficient way to provide your input to the AUC and monitor the related proceeding filings.

Those who do not have access to the Internet can send filings, evidence and other material by mail or fax and the AUC will upload the submission on your behalf.

### Participant cost reimbursement

A person determined by the Commission to be a local intervener can apply for reimbursement of reasonable costs incurred while participating in an AUC proceeding. Details regarding recovery of participants' costs are described in Rule 009: *Rules on Local Intervener Costs*.

### Step 5: Consultation and negotiation\*

The Commission supports ongoing efforts to reach a positive outcome for the applicant and all affected parties. The Commission encourages the applicant and those who have made filings to continue to attempt to resolve any outstanding issues. If all concerns can be satisfactorily resolved this may eliminate the need for a formal hearing. However, if there continues to be unresolved issues, typically those matters will be addressed at an AUC public hearing.

**From:** [Eric Jorgensen](#)  
**To:** [Joulia Whittleton](#); [Bill Neufeld](#); [Walter Sarapuk](#); [Ron Pelensky](#)  
**Subject:** Fw: AAMDC Video: Request for Pre-Interview  
**Date:** Friday, August 28, 2015 1:01:47 PM

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They would like to get the pre-interviews and background done prior to the next council meeting but would likely be happy to hear everyone's comments on September 8th. She does want a couple of pretty faces to record. Mine's not pretty. Ej

Sent from my BlackBerry 10 smartphone on the TELUS network.

Original Message

From: Kim Heyman <Kim@aamdc.com>  
Sent: Friday, August 28, 2015 10:57 AM  
To: Eric Jorgensen; Wyatt Skovron  
Cc: crystal@urbanvideo.ca  
Subject: RE: AAMDC Video: Request for Pre-Interview

Dear Eric; Thank-you for your response and we look forward to a positive response from your team. One point I would make is that we are working under some time limitations. Thank-you again for your timely response.

Kim Heyman  
Director of Advocacy & Communications  
AAMDC - Alberta Association of Municipal Districts and Counties  
2510 Sparrow Drive, Nisku, AB T9E 8N5  
P: (780) 955.4079  
C: (780) 893.1539  
kim@aamdc.com | <http://aamdc.com>

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

From: Eric Jorgensen [<mailto:eric@mackenziecounty.com>]  
Sent: Friday, August 28, 2015 10:54 AM  
To: Wyatt Skovron <Wyatt.Skovron@AADMCCA.onmicrosoft.com>  
Cc: crystal@urbanvideo.ca; Kim Heyman <Kim@aamdc.com>  
Subject: Re: AAMDC Video: Request for Pre-Interview

I have asked council and administration for direction on this. Our response would be much more effective with support from a few more people on our team. My discussions show a positive response and I will get back to you after the expected emails run their course. Eric Jorgensen

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: Wyatt Skovron  
Sent: Thursday, August 27, 2015 9:40 AM  
To: Eric Jorgensen  
Cc: crystal@urbanvideo.ca; Kim Heyman  
Subject: AAMDC Video: Request for Pre-Interview

Hello,

The AAMDC is in the process of producing a 15-minute promotional video that will highlight the role of industry in rural Alberta. In particular, the video will examine the contribution that rural industries make to the province's economy, economic diversification and overall quality of life, as well as the challenges municipalities are sometimes faced with in accommodating industry.

The producer of the video, Crystal McPhee with Urban Video Inc., is reaching out to members and other stakeholders in each AAMDC district to conduct a 10-minute telephone pre-interview for their research purposes.

The six questions that will guide the pre-interview are as follows:

1. Tell me about some of the main industries in your area. How are they contributing to Alberta's economy and your local community? Any financial stats and/or highlights that you'd like to share are great.



2. What are some of the challenges your municipality and your zone faces in accommodating industry (infrastructure strain, land use, etc.)?
3. Are there some industry leaders in your district that you recommend we also speak to?
4. Can you share any examples of innovation in your district (including advancements being made to diversify Alberta's economy)?
5. What are some examples of how your municipality is successfully collaborating with industry and/or aboriginal communities?
6. What are some examples of great recreational activities in your district?

After the research/scripting phase, Urban Video may contact you again to arrange an on-camera interview.

Please consider taking the time to schedule a phone call in the next week or two by contacting Crystal directly at [crystal@urbanvideo.ca](mailto:crystal@urbanvideo.ca) <<mailto:crystal@urbanvideo.ca>> or by phone 780-691-8737. Also feel free to contact me or Crystal with any questions.

Thank you,

Wyatt Skovron  
Policy Analyst  
Advocacy Division  
AAMDC - Alberta Association of Municipal Districts and Counties  
2510 Sparrow Drive, Nisku, AB T9E 8N5  
P: 780.955.4096  
[wyatt.skovron@aamdc.com](mailto:wyatt.skovron@aamdc.com) <<mailto:wyatt.skovron@aamdc.com>> | <http://aamdc.com> <<http://aamdc.com/>>  
[cid:image001.jpg@01D0E0AC.50426670] <<http://aamdc.com/>>

[cid:image002.jpg@01D0E0AC.50426670] <<https://twitter.com/aamdc>> [cid:image003.jpg@01D0E0AC.50426670] <<http://www.linkedin.com/company/alberta-association-of-municipal-districts-and-counties>> [cid:image004.jpg@01D0E0AC.50426670] <<http://www.flickr.com/photos/45829734@N03/>>

**Mackenzie County Library Board (MCLB)**  
**June 16<sup>th</sup>, 2015 Board Meeting Minutes**  
**Fort Vermilion County Office**  
**Fort Vermilion, Alberta**

**Present:** Lisa Wardley, Wally Schroeder, La Dawn Dachuk, John Driedger, Lorna Joch  
Lorraine Peters, Irene van der Kloet, Beth Kappelar

**Regrets:** Lucille Labrecque

**1.0 Call to Order:** The meeting was called to order by Beth Kappelar at 7:07 p.m.

**2.0 Approval of Agenda:**

**MOTION #2015-04-01** John Driedger moved the approval of the agenda as revised

**CARRIED**

**3.0 Approval of the Minutes:**

**MOTION #2015-04-02** Wally Schroeder moved the approval of the April 28/15 minutes as revised.

**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 27/2015.**

- Balance Brought Forward: \$ 40,437.03

- Total Revenues \$ 115,013.85

- Total Expenses \$ 102,061.10

- Ending Bank Balance \$ 53,389.78

**MOTION #2015-04-03** Lisa Wardley moved to accept the April 27/15 financial report as presented.

**CARRIED**

**MOTION #2015-04-04** Lorraine Peters moved that the invoice of \$486.23 for advertising, 5 books and promotional materials be paid.

**CARRIED**

**MOTION #2015-04-05** Lisa Wardley moved that the refund of \$118.55 received from Peace Library System upon closing the Fort Vermilion Library account be forwarded to the Fort Vermilion Library.

**CARRIED**

**6.0 Library Reports:**

**6.1 La Crete:**

- Financials to May 31/15: Income 45K, Expenses 40K, Bank Balance 104 K, Fund Raising Account 102K.
- The contents library insurance application was finalized.
- They received the keys to the ATB building on June 1/15. Some of the removed shelves will be replaced by ATB.
- They met with a Public Libraries Services Branch employee to complete a school based library survey.
- Weeded books are being sold for \$0.25.
- Library displays were set up at the La Crete and Tompkins rate payers meetings.
- Local entertainment will be booked for the Salmon Grill.

**6.2 Fort Vermilion:**

- They had 177 patrons use the library in April, 149 of them used their internet hookups. 287 items were checked out and 58 were renewed.
- Some patrons are finding access to Freading challenging. A session will be offered to the schools.
- They will soon be advertising their program director/library assistant position.
- They are in the process of purchasing a new sign for the library.
- They discussed purchasing shelves from the High Level Head Start which closed recently.
- A photo editing workshop for the community is planned.
- A fridge was purchased for the staff/board room.

**6.3 Zama**

- They set up a display for the rate payers meeting.
- A new staff member needs to be hired in September..
- Forestry workers and firefighters are using the library.
- They received an \$1800.00 donation. Artwork for the lobby was purchased.

...2



**6.4 High Level:**

- No report.

**MOTION #2015-04-06** La Dawn Dachuk moved to accept the library reports.

**CARRIED**

**7.0 Old Business:**

**7.1 ATB Building:**

- The official transfer of the building to the County will occur on July 2/15.
- A working group needs to be set up to plan the required renovations for the building.
- Available grants need to be applied for.

**7.2 Author Tour (Dave Perrin):**

- He is looking forward coming to visit our libraries on August 5, 6/15
- His August tour schedule will be widely advertised and promoted.

**7.3 Library Bursaries:**

- The bursary will require a return for service commitment.

**MOTION #2015-04-07** Lorraine Peters moved the acceptance of the developed bursary application form.

**CARRIED**

**8.0 New Business:**

**8.1 None**

**9.0 Correspondence:**

- 9.1 2015 Agriculture Information Catalogue
- 9.2 Peace Library System Closure of Account Letter
- 9.3 Edmonton Public Library Annual Report

**MOTION #2015-04-08** John Driedger moved to accept the correspondence for information.

**CARRIED**

**10.0 In Camera:**

- Not required.

**11.0 Next Meeting Date and Location:** Fort Vermilion County Office August 18/15 at 7:00 p.m.

**12.0 Adjournment:**

**MOTION # 2015-04-08** John Driedger moved the meeting adjourned at 9:42 p.m.

**CARRIED**

**These minutes were adopted this 18<sup>th</sup> day of August, 2015.**

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**Beth Kappelar, Chair**



# 2014 Board Meeting REDI Northwest Alberta

Town of High Level Office – Room 150, High Level  
June 16, 2015 • 5:30 pm

**incredible!**

## DRAFT MEETING MINUTES

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### ATTENDANCE:

#### REDI Board Members

Boyd Langford, Vice- Chair  
Katie Sheers  
Dan Fletcher  
Maarten Braat  
Mike Osborn CFNWA – REDI Admin Support  
Dan Dibbelt, REDI REDA Manager  
Peter Braun

#### Regrets

Chris MacLeod, Chair  
Lisa Wardley, Sec/Treasurer  
Crystal McAteer -Larry Neufeld  
Kevin Delorey

#### Guests

Andrew O'Rourke, Mackenzie County

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### PRESENTATION:

#### 1. CALL TO ORDER

*REDI Vice Chair, Boyd Langford called the meeting to order and declared quorum at 5:15 pm.*

#### 2. REVIEW & ADOPTION OF THE AGENDA

##### Motion:

That REDI accept the agenda as amended.

**CARRIED**

**Moved by: Maarten Braat**

#### 3. Minutes May 12<sup>th</sup>, 2015

##### Motion:

That REDI accept the minutes of the REDI May 12, 2015 meeting as presented.

**CARRIED**

**Moved by: Maarten Braat**

#### 4. FINANCIAL REPORT

REDI's YTD Financial draft YTD Financials to May 31st, 2015 were distributed for information.

##### Motion:

That the REDI YTD Financial Statements to May 31st, 2015 be accepted for information.

**CARRIED**

**Moved by: Peter Braun**

#### 5. Old BUSINESS

**I. Carcajou Project update**

Kami Currie has been contracted to complete the project and is planning a tour of the area this month. She will present the report results in person at the conclusion of the project.

**Motion:**

**Moved by: Dan Fletcher**

That the REDI accept the Carcajou Project report for information.

**CARRIED**

**II. Shadow Population**

REDI Manager Dan updated the Board on the Shadow population which will be used in the Municipal Census.

**Motion:**

**Moved by: Maarten Braat**

That the REDI accept the Shadow Population report for information.

**CARRIED**

**III. Municipal Census**

REDI Manager Dan gave an updated the project. High Level and Rainbow Lake have significant census' to complete and there are over 700 new addresses for Mackenzie County to complete. The 3 CAO's will be contacted concerning the unbudgeted costs of the above.

**Motion:**

**Moved by: Maarten Braat**

That the REDI accept the Municipal Update report for information.

**Carried**

**Motion:**

**Moved by: Peter Braun**

That the REDI approve an additional \$10,000 to complete the new addresses.

**CARRIED**

**Motion:**

**Moved by: Dan Fletcher**

That the REDI approve the additional census contracts as per the REDI Board's discussions.

**CARRIED**

**IV. Investment Attraction**

The first priority of this project is to ensure compliance with the grant then to make additions that will be usable to investors and lastly to develop additional value and data such as a Regional Business Survey.

**Motion:**

**Moved by: Peter Braun**

That the REDI accept the report as information.

**CARRIED**

**V. MARA Hemp Project**

Andrew O'Rourke reported that the project is underway with contractor Tim Keating. He will be in the Region July 6<sup>th</sup> to 8<sup>th</sup> 2015 and will present the final report at Mackenzie County Ag Show Aug 7 & 8 2015.

**Motion:**

**Moved by: Maarten Braat**

That the REDI accept the report as information.

**CARRIED**

**VI. GOA reporting 2015/16 Operating Plan**

The reporting for this year's Operating grant has been simplified.

**Motion:**

**Moved by: Katie Sheers**

That the REDI allocate the grant funds to Administration within the report.

**CARRIED**

**VII. Fort Vermilion School District**

REDI Manager Dan will look into the status of the Agri-preneur simulator Project

**VIII. Get To Know You Night Dates**

(To be confirmed)

La Crete                    Sept 11, 2015  
High Level                week of Sept 16  
Fort Vermilion  
Rainbow Lake            Sept 23, 2015  
Zama

**IX. REDI AGM**

**Motion:**

**Moved by: Katie Sheers**

That the REDI Annual General Meeting be held on Sept 26<sup>th</sup>, 2015 at 5 PM.

**CARRIED**

**X. Round the Region**

1. Peter Braun - The band High Valley will be having a concert in La Crete on July 24<sup>th</sup> 2015.
2. Maarten Braat – Bicycle Races will take place in Fort Vermilion July 25, 2015
3. Kevin Delaney – Northern Lakes College had a very good convocation/Graduation in Peace River. Ann Everett will be in High level to meet with Town Council on 22<sup>nd</sup> of June. As well, she will meet with reps from Mackenzie County and CEC members from La Crete.

**XI. ADJOURNMENT & NEXT MEETING**

The Next REDI meeting take place on Tuesday, August 11<sup>th</sup>, 2015 at 5:30 at the Town of High Level, Room 150.

**Motion:**

**Moved by: Maarten Braat**

That the meeting be adjourned.

**CARRIED**

**Meeting was adjourned at 6:25 PM**

X

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REDI Chairperson



# WESTERN CANADA



## Conference on Soil Health

December  
8<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> 2015

**Radisson**<sup>®</sup>

HOTEL EDMONTON SOUTH  
4440 GATEWAY BOULEVARD

### Speakers:

- Dr. Yamily Zavala
- Dr. Harold van Es
- Gabe Brown
- Dr. Jill Clapperton
- Dr. Allen Williams
- Dr. Jeff Battigelli
- Dr. Martin Entz
- Neil Dennis
- Dr. Odette Menard
- Jay Fuhrer
- Producer Panel

### Banquet Speaker:

Blake Vince

*What is Soil Health?*

*Soil Health Assessment and Building Soils for Better Crops*

*Healthy Soils, Healthy Farms, Healthy Communities*

*Healthy Plants Grow in Healthy Soils*

*Adaptive Grazing Leads to Reduced Inputs & Improved Profitability;  
Grazing for Soil Health*

*Soil Biodiversity - Exploring the World Beneath Your Feet*

*Ecological Farm Management to Improve Health of Prairie Soils*

*Grazing to Healthier Soils*

*Earthworms, Soil Conservation, Soil Health...Getting to the Roots of It  
Cover Crops and Living Soils*

*How I Improved the Health of My Soil*

Nuffield Scholar *"Multi-species Cover Cropping Around the World"*

For more information or to Register contact:  
[www.albertasoilhealth.ca](http://www.albertasoilhealth.ca) or ARECA 468-780-612-9712



2015

International  
Year of Soils

2015  
STARS OF ALBERTA  
VOLUNTEER  
*Awards*

**GUIDELINES**

\*The Stars of Alberta Volunteer Awards program is run in accordance with the following guidelines:

1. The nominee must meet the eligibility criteria outlined in the nomination form.
2. The nominee must be a resident of Alberta at the time of the nomination.
3. The individuals identified as references for the nominee must agree to have their personal information included in the nomination form.
4. Nominations made by family members will not be accepted.
5. Nominations cannot be submitted without permission of the nominee.
6. If more than one nomination is submitted for the same nominee, only the first nomination received will be considered.
7. By signing the nomination form, each nominator and nominee agrees to:
  - Abide by the guidelines that govern the Stars of Alberta Volunteer Awards.
  - Participate in the awards program and the nomination process.
8. In the event the nominee is chosen to receive an award, the nominee agrees to participate in all awards-related activities and functions, including the awards ceremony in December 2015.
9. The decisions of the selection committee are final.
10. Nominations become the property of the Government of Alberta and will not be returned.
11. Nominations that are incomplete or do not comply with these guidelines may be disqualified. Alberta Culture and Tourism will not accept responsibility for incomplete, inaccurate, lost or late nominations.

\*Guidelines are subject to amendment by Alberta Culture and Tourism.

2015  
STARS OF ALBERTA  
VOLUNTEER  
*Awards*

# 2015 STARS OF ALBERTA VOLUNTEER Awards

The *Stars of Alberta Volunteer Awards* honour extraordinary Albertans whose volunteer achievements have contributed to the well-being of their community and fellow community members. Six awards, two in each category of youth, adult and senior are presented annually on or around International Volunteer Day, December 5.

## AWARD CRITERIA

Albertans, who meet the following criteria, are eligible for a Stars of Alberta Volunteer Award:

- Exemplifies the spirit of community service;
- Demonstrates exemplary initiative, leadership, and creativity in his/her service to others;
- Serves as a role model for others in his/her community;
- Inspires others to engage in volunteer service; and
- Improves the overall quality of life of fellow Albertans and the community as a whole.

## NOMINATION CHECKLIST

Submissions for the 2015 Stars of Alberta Volunteer Awards must include the following:

- Letter of Nomination submitted by the nominator;
- Completed Nomination Form signed by the nominee and the nominator;
- Completed Critical Information (detailed responses to the requested points one through eight in a separate attachment); and
- Completed list of references.

### Freedom of Information and Protection of Privacy Act (FOIP)

The personal information that is provided in the nomination submission about the nominator and the nominee is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provisions of that Act. The information will be used for the purpose of administering the Stars of Alberta Volunteer Awards program and to select and publicize the achievements of the award recipients.

Submissions can now be made online. For complete instructions visit:  
[www.culture.alberta.ca/voluntarysector/stars](http://www.culture.alberta.ca/voluntarysector/stars)

DEADLINE FOR NOMINATIONS:  
**TUESDAY, SEPTEMBER 15, 2015**

Award nominees and their nominators will be notified in writing of the selection committee's decision in November 2015.

## NOMINATION FORM

### NOMINEE

Mr.  Mrs.  Ms.  Miss

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

#### Category:

Youth (up to 24 years of age)  Adult (ages 25-64)  Senior (ages 65 and over)

#### Mailing address and contact information:

Street: \_\_\_\_\_

City/Town: \_\_\_\_\_ AB Postal Code: \_\_\_\_\_

Telephone (day): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Nominee or Nominee's Parent/Guardian (for Nominees under 18 years of age) must sign and agree to the following:

I have read the complete nomination submission and certify that it accurately describes my and/or my child's volunteer and community work. I agree that it may be provided by the nominator to Alberta Culture and Tourism, and that Alberta Culture and Tourism may collect the information on that basis, so that I/my child may be considered for the Stars of Alberta Volunteer Awards. I also agree that Alberta Culture and Tourism may contact the references who are identified in this submission to verify the information provided or to seek additional related information from them. Should I/my child be selected for the Award, I consent to the use and disclosure of my and/or my child's personal information (including photographs, video, name and quotation) as necessary, without compensation, for awards-related publicity.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### NOMINATOR

Mr.  Mrs.  Ms.  Miss

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

#### Mailing address and contact information:

Street: \_\_\_\_\_

City/Town: \_\_\_\_\_ AB Postal Code: \_\_\_\_\_

Telephone (day): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 2015 STARS OF ALBERTA VOLUNTEER Awards

## CRITICAL INFORMATION

This information should be provided in a separate attachment.

1. Describe the nominee's current volunteer activities.
2. Describe the nominee's last five years of volunteer activities.
3. Indicate the nominee's current paid occupation (if applicable).
4. Indicate an approximate amount of volunteer hours the nominee has contributed in the past year.
5. Describe how the nominee exemplifies the spirit of community service.
6. Describe how the nominee demonstrates initiative, leadership and creativity in his/her volunteer activities.
7. Describe how the nominee serves as a model for others in his/her community and/or inspires others to engage in volunteerism.
8. Describe how the nominee's volunteer efforts improved/benefited the overall quality of life of his/her fellow Albertans and community as a whole.

## LIST OF REFERENCES

List the names and contact information of at least three people who are familiar with the nominee's achievements.

Name: \_\_\_\_\_

Organization: \_\_\_\_\_ Telephone (day): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_ Telephone (day): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_ Telephone (day): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mail or fax your completed nomination package to:

**Stars of Alberta Volunteer Awards**  
907 Standard Life Centre, 10405 Jasper Avenue  
Edmonton, AB T5J 4R7  
Fax: 780-427-4155

For additional information visit

[www.culture.alberta.ca/community/events-and-recognition/stars-of-alberta-awards](http://www.culture.alberta.ca/community/events-and-recognition/stars-of-alberta-awards)

Or contact Alberta Culture and Tourism

**780-415-8139 (toll-free by first dialing 310-0000)**  
or [abvolunteerawards@gov.ab.ca](mailto:abvolunteerawards@gov.ab.ca)