

**MACKENZIE COUNTY
SPECIAL COUNCIL (BUDGET) MEETING**

**Monday, December 14, 2015
10:00 a.m.**

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

AGENDA

- | | | | |
|--|----|----|---|
| CALL TO ORDER: | 1. | a) | Call to Order |
| AGENDA: | 2. | a) | Adoption of Agenda |
| ADOPTION OF
PREVIOUS MINUTES: | 3. | a) | None |
| DELEGATIONS: | 4. | a) | None |
| BUSINESS: | 5. | a) | Fort Vermilion Cold Storage, Office/Shop Bay, Generator |
| | | b) | La Crete Fire Department – Rescue Equipment |
| | | c) | La Crete Dump Trailer |
| | | d) | Vehicle Chart |
| | | e) | Fort Vermilion Airport Shelter |
| | | f) | 2016 Operating & Capital Budget |
| | | g) | FIN025 Purchasing Authority Directive and Tendering Process |
| | | h) | Grants to other organizations |
| | | i) | |
| | | j) | |

**IN CAMERA
SESSION:**

6. a) AUPE Negotiations
- b) Request to Purchase Land (NW 1-4,
Section 6-109-19-W5M)

**NEXT MEETING
DATE:**

7. a) Special Council (Budget) Meeting
Monday, December 21, 2015
10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT:

8. a) Adjournment



Mackenzie County

REQUEST FOR DECISION

Meeting:	Special (Budget) Council Meeting
Meeting Date:	December 14, 2015
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	Fort Vermilion Cold Storage/Emergency Generator Building

BACKGROUND / PROPOSAL:

In 2014 Council approved a Cold Storage building in Fort Vermilion Public Works yard at a value of \$132, 250.

Administration reviewed the following options with Public Works Committee

- Purchase the old Work Experience Building
- Purchase the old county building
- Purchase Atco building.

Atco was unable to sell their building due to possible soil contamination and their internal asset disposal issues. The other two options were too expensive as they were almost three times the budget.

Administration also explored the option of building a shop combined with the proposed salt shed however decided against it as the salt could be too corrosive.

The need for a building for the backup generator was eliminated. The new generator came with a winterization package and the manufacture recommended not enclosing it in a building.

In analyzing the public works operations, additional issues were identified:

- Parts room is to small (cannot hold sufficient parts)and is overcrowded
- Meeting Room/Coffee Room is to small
- Office/Meeting room smell with exhaust fumes as they are on 2nd floor
- Tripping hazard on concrete floor
- Limited washroom space and no ladies washroom
- The shop doesn't have a good bay to grease/service large truck
- Shop is over crowded with units being parked inside during the winter

Author: _____ Reviewed by: _____ CAO: _____

- Limited space for mechanics to work in the winter due to space needed for units to park inside
- Fort Vermilion Grader parks at the Fort Vermilion Airport. Grader operator travels daily during the winter to pick it up. Also the 14' door makes it an extremely tight fit for the grader

In the 2016 Budget we are proposing to address the lack of cold storage and address the above issues.

Phase One

- Purchase and set up a used office trailer adjacent to the west side of the shop (the existing chamber building) would allow for a larger meeting/coffee room
- Renovate the 2nd floor of the shop to create parts storage area
- Add an additional washroom in the existing shop (existing parts room)

This phase provides additional storage for parts and frees up storage in the existing sign shop. It also addresses lack of washroom, bigger meeting room, removal of diesel fumes from meeting space, eliminates a tripping hazard.

- Requesting an additional \$15,000 to this carryforward project

Phase Two

- Add an additional shop bay, 16' X 80' with a servicing pit and tie it into the sign shed

This phase allows the grader to be parked in the Fort Vermilion shop making it more efficient, eliminates potential for an accident, and eliminates operator travel and a dedicated vehicle for the operator. Creates additional winter equipment parking, a servicing bay for large trucks and frees up storage space at the airport which will be used for winter storage of lawn mowers and tractors.

- Requesting an additional \$140,000 for the construction of the 16' X 80' bay

OPTIONS & BENEFITS:

Option 1

Complete phase 1 and phase 2 in 2016

Option 2

Split the project into two phases and complete phase 1 in 2016

Option 3

Ask administration to look into alternative options

COSTS & SOURCE OF FUNDING:

Costs as described above, with funding coming from the 2016 Capital budget.

SUSTAINABILITY PLAN:

N/A

Author: _____ Reviewed by: _____ CAO: _____

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Special (Budget) Council Meeting
Meeting Date:	December 14, 2015
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	Special Rescue Equipment

BACKGROUND / PROPOSAL:

In the 2016 Non-TCA Budget request for the fire departments, a request for special rescue equipment was identified. During the November 30, 2015 Special Budget meeting, Council requested clarification of the purchase, and costs associated with this equipment.

The budgeted amount requested is \$13,500 for the following specialized equipment:

- Embankment/Low Angle Basic Rescue kit - \$3,595*
- Safety Harness - \$200 each (minimum 2)*
- The Great Wall of Rescue - \$3,700*
- ~~Shoring Equipment - \$6,000~~ Changed to Equipment Trailer*

A quote, list of equipment associated with each item, and pictures are attached.

Training Required:

The quote received for confined space training cost is \$810 per member/student plus mileage, meals, and lodging for the instructor.

Confined Entry programs meet or exceed NFPA 1670/1006, CSA 1006-10.

40 hour - Confined Entry Technician Program

Pre-requisite - basic Confined Space Entry, First Aid training or advanced confined space entry techniques which would include:

- entry into hazardous locations
- advanced rope access techniques
- proper use of personal protective equipment including SABA/SCBA
- use of air carts/compressors, hardware, radio communication systems

Author: R. Pelensky **Reviewed by:** _____ **CAO** _____

- advanced casualty packaging and removal from complex confined space areas such as scaffolding and boiler swing stage situations

The embankment rescue training cost is \$350 per member/student plus mileage, meals, and lodging for the instructor.

20 hour - meets or exceeds NFPA-1670/1006 requirements.

This program was developed for fire/rescue personnel or industrial rescue teams who would require the use of rope systems to rescue the casualties of a vehicle / ATV over an embankment or similar situation.

Students will learn the basics of rope care, knots, use of ropes and rope hardware, mechanical rope advantage systems, anchor systems, casualty packaging and transport.

All training costs would fit under the proposed training budget in operations. In 2016 there is no proposed increase in the training budget.

The La Crete fire department is experiencing an increased volume of calls for confined space entry at the local sawmills, and rescue calls.

In 2015 the La Crete fire department responded to 3 sawdust bin fires, 1 cyclone fire, 1 pellet mill fire, and 1 sawmill fire that each involved confined space. It would have been beneficial to use the proposed equipment to respond to these emergencies

Along with these calls, the La Crete fire department responds to 2-3 quad rollovers on an embankment that requires rescue. One of the incidents in 2015 involved a 285 lb. patient that was in critical condition approx. 65' down a steep embankment. The proposed Embankment/Low Angle Rescue kit would be beneficial to respond to some of these calls.

During this review we discovered the shoring equipment from the utilities department could be used. It is slightly different as it is more bulkier however the inside is more open making it easier for rescue.

We are recommending to share this equipment however would like to purchase a trailer to store it on so it is ready to respond to either a fire department rescue or a utility emergency.

OPTIONS & BENEFITS:

Option 1

Purchase the proposed equipment

Option 2

Purchase Embankment/Low Angle Basic Rescue kit, Safety Harness and The Great Wall of Rescue equipment and defer the trailer purchase till future budgets

Option 3

Defer the purchase of equipment to 2017 budget deliberations

Author: R. Pelensky Reviewed by: CAO

COSTS & SOURCE OF FUNDING:

Costs as described above, with funding coming from the 2016 operating budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Council discussion

Author: R. Pelensky Reviewed by: _____ CAO _____



Mackenzie County

REQUEST FOR DECISION

Meeting:	Special Council Budget Meeting
Meeting Date:	December 14, 2015
Presented By:	Directors
Title:	2016 Vehicle Chart

BACKGROUND / PROPOSAL:

Vehicles used in Mackenzie County by the different departments.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION:

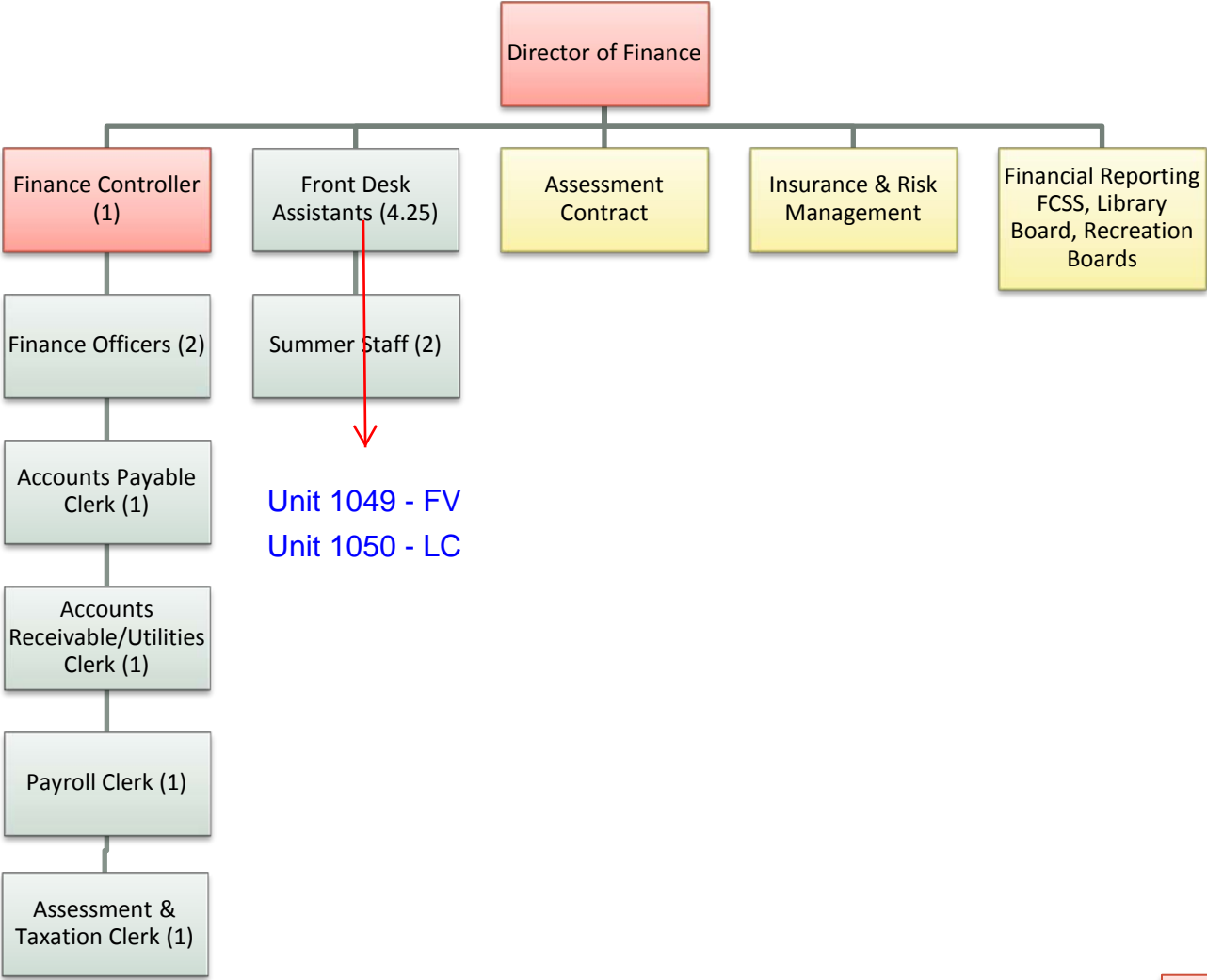
RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

For information.

Author: Sarah Martens **Reviewed by:** Len Racher **CAO:** _____

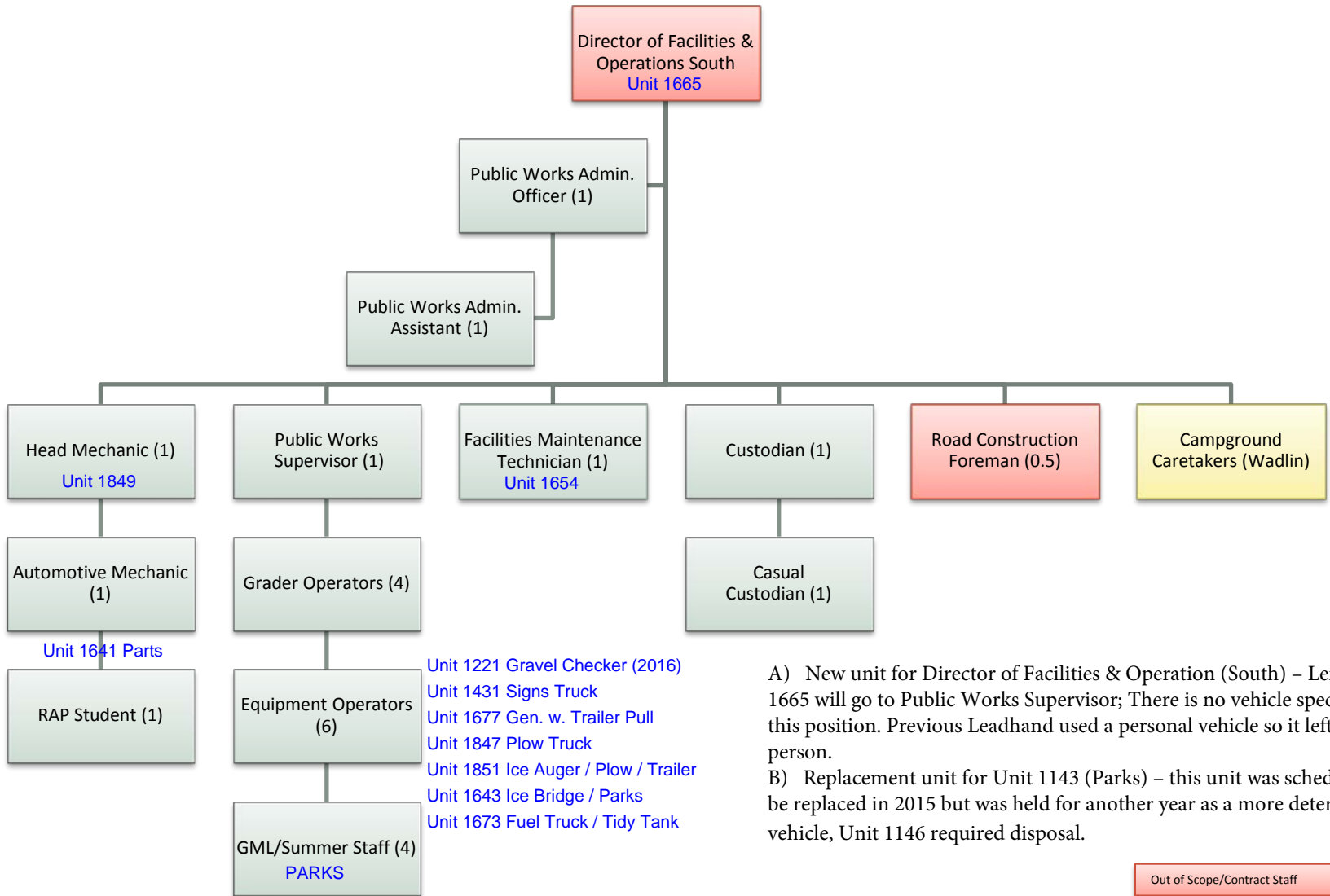
Finance Services



Out of Scope/Contract Staff
Union Positions
Function



Facilities & Operations - South



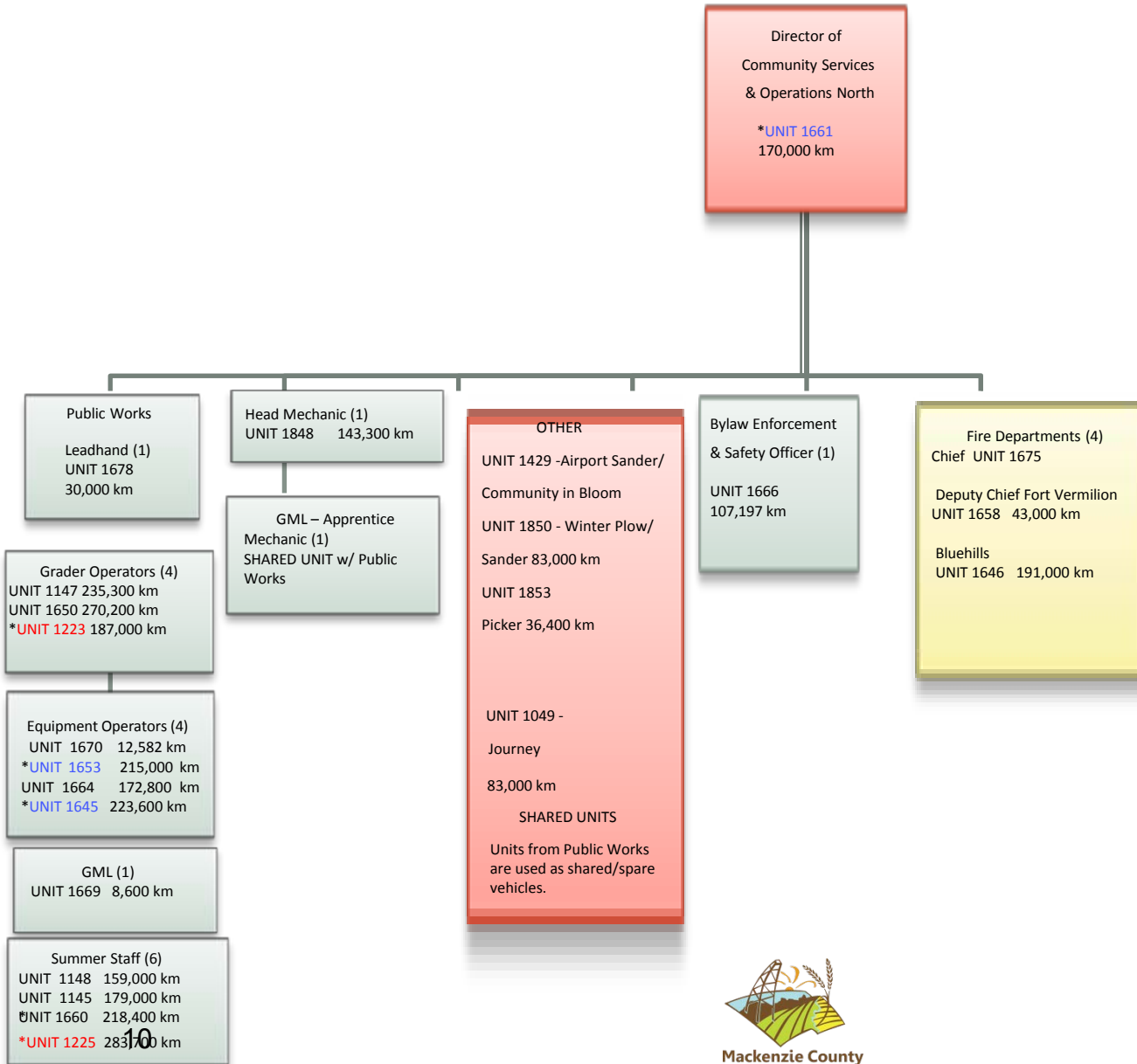
A) New unit for Director of Facilities & Operation (South) – Len's unit 1665 will go to Public Works Supervisor; There is no vehicle specific to this position. Previous Leadhand used a personal vehicle so it left with the person.

B) Replacement unit for Unit 1143 (Parks) – this unit was scheduled to be replaced in 2015 but was held for another year as a more deteriorated vehicle, Unit 1146 required disposal.

Out of Scope/Contract Staff
Union Positions
Function



Community Services & Operations - North



Unit #1223 from Grader Operators to be disposed of. (2005 Ford F150)

Unit #1645 from Equipment Operators will be transferred to Grader Operators.

Unit # 1661 from Director of Community Services and Operations will be transferred to Equipment Operators. Replacing Unit # 1645

New unit required for Director.

Unit #1225 from Summer Staff to be disposed of. (2006 Ford F150)

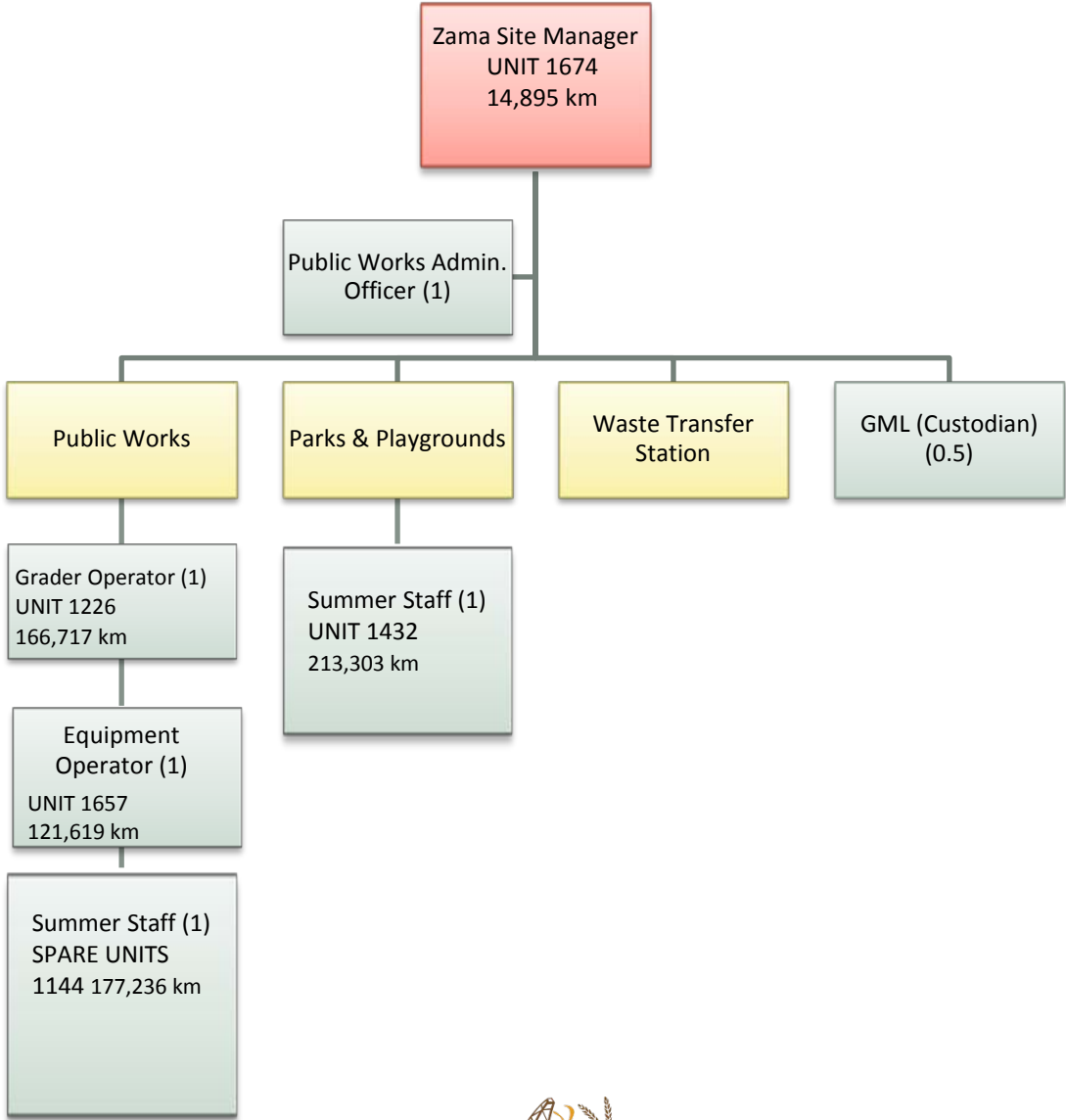
Unit # 1653 will be transferred to Summer Staff.

New unit required for Equipment Operators.



Mackenzie County

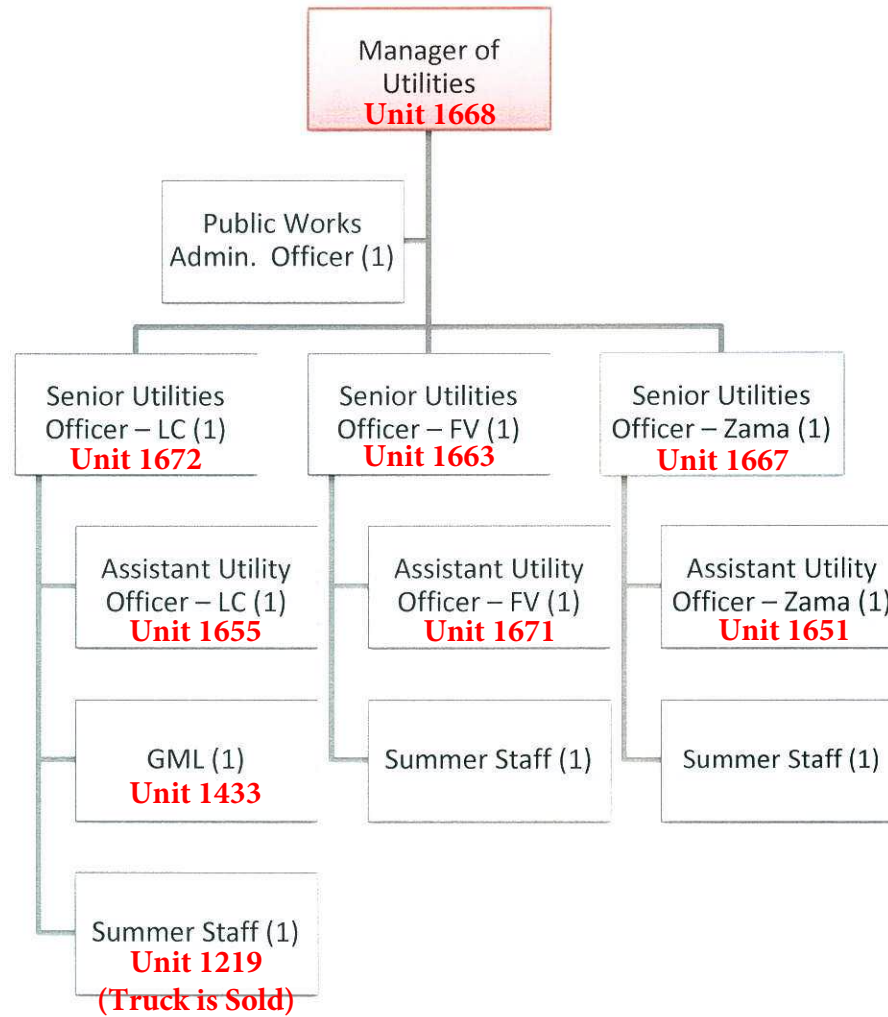
Zama Services



Out of Scope/Contract Staff
Union Positions
Function



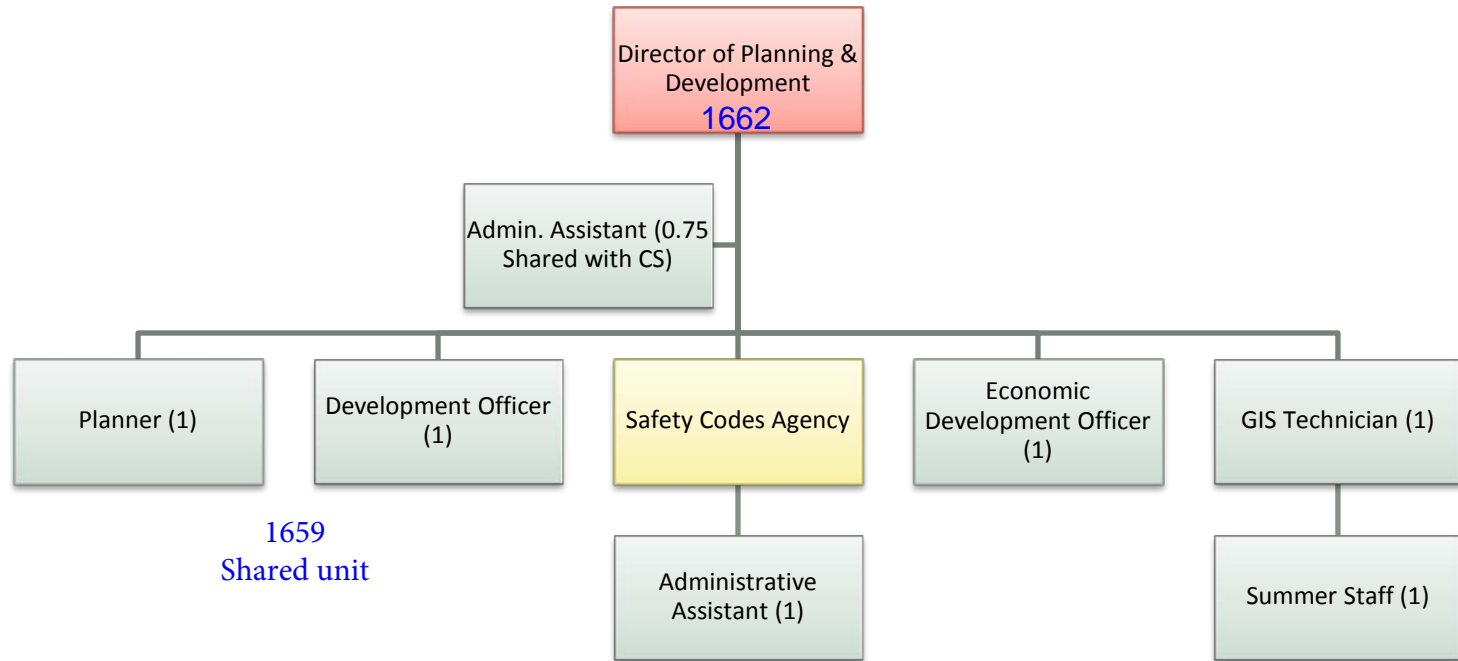
Environmental Services



Out of Scope/Contract Staff
Union Positions
Function



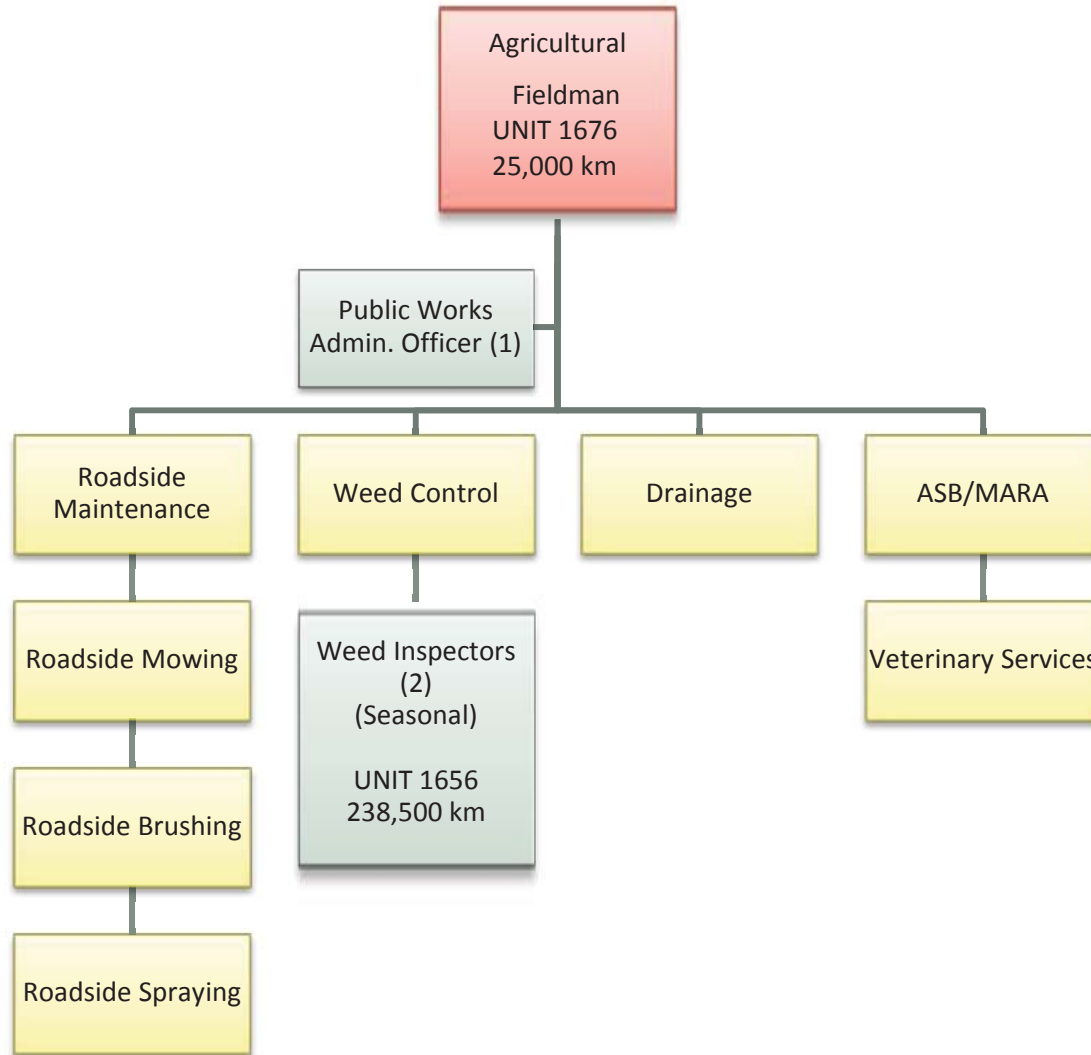
Planning & Development Services



Out of Scope/Contract Staff
Union Positions
Function



Agricultural Services



Out of Scope/Contract Staff
Union Positions
Function



Mackenzie County



Mackenzie County

REQUEST FOR DECISION

Meeting:	Special (Budget) Council Meeting
Meeting Date:	December 14, 2015
Presented By:	Ron Pelensky, Director of Community Services & Operations
Title:	Fort Vermilion Airport Shelter

BACKGROUND / PROPOSAL:

In the 2016 TCA Budget administration identified a need for a storage shelter for the airport equipment in the amount of \$45,000. During the November 30, 2015 Special Budget meeting, Council recommended administration look into the cost to relocate the tarp shelter from Zama to the Fort Vermilion airport.

Administration received one estimate of \$43,875, and received a verbal estimate from Mackenzie Builders for \$30 000. One of the estimators stated that it would be more cost effective to build a pole shed with tin for approximately \$40,000, instead of moving the existing tarp shelter as it could possibly be damaged the structure.

OPTIONS & BENEFITS:

As above.

COSTS & SOURCE OF FUNDING:

Costs as described above, with funding coming from the 2016 operating budget.

SUSTAINABILITY PLAN:

N/A

COMMUNICATION:

N/A

RECOMMENDED ACTION:

Council discussion

Author: R. Pelensky **Reviewed by:** CAO

2016 Operating & Capital Budget

December 14, 2015 – Special Council Meeting

Contents:

1. 2016 Budget Changes	1
2. 2016 Draft Operating Budget	3
• Operating Budget	
• Non-TCA	
3. Cash Flow Requirement	9
4. 2015 Carry Forward Projects	18
• TCA	
• Non-TCA	
5. 2016 Capital Budget	28
• Capital Project Sheet	
6. 2016 Municipal Taxes	31
7. Municipal Reserves	35
8. Grants to Non-Profit Organizations	37

2016 Budget Changes

Budget Changes

Below is a summary of all the significant changes that were made by administration to the budget, subsequent to the November 30, 2015 budget meeting.

Description	Amount
Operating	\$
<i>Revenue:</i>	
Municipal Taxes (Latest assessment received)	-213,644
Fire Smart - Land Use Bylaw	50,000
Fire Smart - Fort Vermillion	20,000
Fire Smart - La Crete	20,000
<i>Expenses:</i>	
Oil dust control - Foster Road	37,000
Non-TCA - Rating 2 (RFD)	13,500
TCA	
<i>Cost:</i>	
Balance per prior meeting	4,824,864
FV - 46th avenue & 47 street ; Pavement overlay	-367,220
FV - 43rd Ave, East of 50th Street (Rural STD)	135,000
FV - 45 Ave Cul-de-sac, East of 52nd Street (Rural STD)	140,000
FV - Truck	-40,000
LC - Low Bed Trailer	-35,500
LC - Trailer Upgrade	-44,648
Adjusted balance	<u>4,612,496</u>
<i>Other Sources changes:</i>	
Balance per prior meeting	639,432
FV - Truck	-15,000
FV - Truck	1,500
LC - Low Bed Trailer	-4,000
LC - Trailer Upgrade	-15,000
FV - Salt shed insurance variance	475
Adjusted balance	<u>607,407</u>

2016 Draft Operating Budget

Mackenzie County
2016 Operating Budget

	2013 Actual	2014 Actual	2015 Actual	2015 Budget	2016 Budget	\$ Variance Budget	% Budget
OPERATING REVENUES							
100-Taxation	30,860,986	33,718,682	35,026,542	35,153,924	27,264,108	(7,889,816)	-22.44%
990-Over/under tax collections	10,836	(113,435)	-	-	-	-	-
124-Frontage	248,706	354,997	198,106	270,471	171,497	(98,974)	-36.59%
Less:	-	-	-	-	-	-	-
747-School requisition	6,222,152	6,306,111	4,978,584	6,535,310	-	(6,535,310)	-100.00%
750-Lodge requisition	392,262	490,719	788,108	783,885	-	(783,885)	-100.00%
Net property taxes	24,506,114	27,163,414	29,457,956	28,105,200	27,435,605	(669,595)	
420-Sales of goods and services	372,681	732,370	490,956	623,595	590,395	(33,200)	-5.32%
421-Sale of water - metered	2,158,058	2,715,197	2,511,059	3,011,440	3,093,285	81,845	2.72%
422-Sale of water - bulk	701,657	870,425	777,372	923,555	910,536	(13,019)	-1.41%
424-Sale of land	46,859	45,956	1	-	-	-	-
510-Penalties on taxes	240,452	444,838	1,050,318	250,000	1,288,413	1,038,413	415.37%
511-Penalties of AR and utilities	41,766	49,657	49,433	40,000	48,000	8,000	20.00%
520-Licenses and permits	22,484	49,296	43,625	32,800	36,000	3,200	9.76%
521-Offsite levy	156,593	112,359	26,844	-	-	-	-
522-Municipal reserve revenue	110,066	60,132	76,553	50,000	50,000	-	0.00%
526-Safety code permits	308,789	369,776	310,459	275,000	325,000	50,000	18.18%
525-Subdivision fees	44,674	55,162	54,512	30,000	35,000	5,000	16.67%
530-Fines	15,221	38,974	67,613	36,000	39,000	3,000	8.33%
531-Safety code fees	12,993	13,952	12,471	10,000	13,000	3,000	30.00%
550-Interest revenue	402,125	533,261	468,661	350,000	360,000	10,000	2.86%
551-Market value changes	(24,697)	(110,574)	(4,887)	-	-	-	-
560-Rental and lease revenue	107,152	124,928	131,888	77,831	80,455	2,624	3.37%
570-Insurance proceeds	16,236	25,603	-	-	-	-	-
592-Well drilling revenue	147,804	103,826	11,114	50,000	20,000	(30,000)	-60.00%
597-Other revenue	282,095	165,028	65,616	159,000	143,500	(15,500)	-9.75%
598-Community aggregate levy	97,889	92,623	13,390	75,000	70,000	(5,000)	-6.67%
630-Sale of non-TCA equipment	-	76,982	7,746	-	-	-	-
790-Tradeshaw Revenues	1,475	25,016	25,580	23,425	26,500	3,075	13.13%
840-Provincial grants	1,821,615	1,867,856	1,637,975	1,336,002	1,302,914	(33,088)	-2.48%
890-Gain (Loss) Penny Rounding	0	0	2	-	-	-	-
990-Over/under tax collections	-	-	-	-	-	-	-
TOTAL REVENUE	31,590,099	35,626,056	37,286,257	35,458,848	35,867,603	408,755	
OPERATING EXPENSES							
110-Wages and salaries	5,645,161	5,810,098	5,389,108	6,630,578	7,022,922	392,344	5.92%
132-Benefits	1,017,599	1,107,369	1,140,163	1,414,901	1,504,381	89,480	6.32%
136-WCB contributions	63,138	39,501	31,079	38,833	42,965	4,132	10.64%
142-Recruiting	-	10,306	12,848	20,000	20,000	-	0.00%
150-Isolation cost	43,798	66,438	59,846	78,000	78,000	-	0.00%
151-Honoraria	515,230	571,863	368,096	602,250	635,700	33,450	5.55%
211-Travel and subsistence	317,291	288,543	208,088	396,920	401,635	4,715	1.19%
212-Promotional expense	102,704	100,672	58,981	82,500	82,500	-	0.00%
214-Memberships & conference fees	78,290	99,553	93,554	137,618	143,321	5,703	4.14%
215-Freight	111,899	117,871	66,379	134,640	121,460	(13,180)	-9.79%
216-Postage	44,113	52,064	34,156	45,800	43,150	(2,650)	-5.79%
217-Telephone	140,050	128,213	96,507	131,454	123,640	(7,814)	-5.94%
221-Advertising	40,296	43,806	29,385	63,850	63,220	(630)	-0.99%
223-Subscriptions and publications	6,227	7,254	6,006	12,245	12,738	493	4.03%
231-Audit fee	64,125	116,650	53,450	72,000	76,000	4,000	5.56%
232-Legal fee	75,108	50,814	2,944	73,000	60,500	(12,500)	-17.12%
233-Engineering consulting	99,267	122,247	134,517	256,500	166,000	(90,500)	-35.28%
235-Professional fee	1,420,980	1,535,390	1,291,146	1,711,364	1,852,014	140,650	8.22%
236-Enhanced policing fee	257,812	265,408	76,600	297,200	297,200	-	0.00%
239-Training and education	53,303	157,583	74,758	165,273	159,329	(5,944)	-3.60%
242-Computer programming	47,267	78,337	60,069	98,428	108,681	10,253	10.42%
251-Repair & maintenance - bridges	35,702	26,536	198,183	838,500	602,000	(236,500)	-28.21%
252-Repair & maintenance - buildings	134,594	150,824	85,472	158,320	195,820	37,500	23.69%
253-Repair & maintenance - equipment	332,207	339,438	304,424	379,870	369,800	(10,070)	-2.65%
255-Repair & maintenance - vehicles	67,877	79,638	53,486	85,800	81,900	(3,900)	-4.55%
258-Contract graders	182,425	144,000	89,314	150,840	150,840	-	0.00%
259-Repair & maintenance - structural	1,543,400	1,636,879	1,024,823	1,790,370	1,543,193	(247,177)	-13.81%
261-Ice bridge construction	144,054	79,564	66,484	120,000	120,000	-	0.00%

Mackenzie County
2016 Operating Budget

	2013 Actual	2014 Actual	2015 Actual	2015 Budget	2016 Budget	\$ Variance Budget	% Budget
262-Rental - building and land	23,442	30,085	28,745	32,210	29,812	(2,398)	-7.44%
263-Rental - vehicle and equipment	55,572	56,286	44,484	60,045	81,695	21,650	36.06%
266-Communications	73,018	93,611	87,571	109,892	117,638	7,746	7.05%
271-Licenses and permits	10,171	4,118	404	8,300	8,568	268	3.23%
272-Damage claims	27,916	285	(10,755)	5,000	5,000	-	0.00%
273-Taxes	817	-	-	1,000	-	(1,000)	-100.00%
274-Insurance	271,727	279,950	-	298,960	298,960	-	0.00%
342-Assessor fees	261,782	260,117	195,225	263,000	263,000	-	0.00%
290-Election cost	14,282	-	-	5,000	5,000	-	0.00%
511-Goods and supplies	761,848	786,446	535,257	893,803	902,094	8,291	0.93%
521-Fuel and oil	944,698	920,643	788,861	905,350	1,017,070	111,720	12.34%
531-Chemicals and salt	233,128	204,158	190,270	319,100	328,700	9,600	3.01%
532-Dust control	458,750	698,227	581,330	694,018	728,405	34,387	4.95%
533-Grader blades	119,161	123,534	111,104	137,500	137,500	-	0.00%
534-Gravel (apply; supply and apply)	806,073	2,767,176	1,235,652	2,369,955	1,384,878	(985,077)	-41.57%
535-Gravel reclamation cost	26,529	132,375	-	-	-	-	-
543-Natural gas	106,154	132,863	62,771	122,966	113,877	(9,089)	-7.39%
544-Electrical power	692,901	597,395	512,302	846,392	679,037	(167,355)	-19.77%
710-Grants to local governments	1,786,210	1,711,647	1,683,969	2,317,400	1,805,000	(512,400)	-22.11%
735-Grants to other organizations	1,745,667	2,020,465	1,762,703	1,903,012	1,886,012	(17,000)	-0.89%
810-Interest and service charges	17,864	39,831	24,303	36,000	27,000	(9,000)	-25.00%
831-Interest - long term debt	396,045	687,927	358,377	621,195	598,494	(22,701)	-3.65%
921-Bad debt expense	(3,301)	2,696	-	4,500	3,800	(700)	-15.56%
922-Tax cancellation/write-off	32,222	1,402,310	3,686	50,000	1,502,106	1,452,106	2904.21%
992-Cost of land sold	25,486	19,557	-	-	-	-	-
993-NBV value of disposed TCA	7,000	771,676	-	315,993	-	(315,993)	-100.00%
994-Change in inventory	250,883	(779,765)	-	1,197,655	580,324	(617,331)	-51.54%
995-Depreciation of TCA	7,213,241	8,252,150	-	8,938,929	9,169,166	230,237	2.58%
TOTAL	28,943,205	34,442,622	19,306,124	38,444,229	37,752,045	(692,184)	
Non-TCA projects	592,124	379,279	886,298	2,094,122	-	(2,094,122)	-100.00%
TOTAL EXPENSES	29,535,330	34,821,901	20,192,423	40,538,351	37,752,045	(2,786,306)	
EXCESS (DEFICIENCY)	2,054,769	804,155	17,093,834	(5,079,503)	(1,884,442)	3,195,061	
OTHER							
840-Provincial transfers for capital	4,954,981	8,481,362	4,646,637	14,231,923	-	(14,231,923)	-100.00%
575-Contributed TCA	150,000	1,401,131	-	298,800	-	(298,800)	-100.00%
597-Other capital revenue	57,455	-	17,237	330,000	-	(330,000)	-100.00%
630-Proceeds of sold TCA asset	1,523	553,000	525,481	525,403	-	(525,403)	-100.00%
	5,163,959	10,435,493	5,189,355	15,386,126	-	(15,386,126)	
EXCESS (DEFICIENCY) - PS MODEL	7,218,728	11,239,648	22,283,189	10,306,623	(1,884,442)	(12,191,065)	

MACKENZIE COUNTY

STATEMENT OF OPERATIONS - 2016 BUDGET (including depreciation of capital assets)

	2013 Actual	2014 Actual	2015 Actual	2015 Budget	2016 Budget	\$ Variance	% Variance
OPERATIONAL REVENUES							
Property taxes	31,120,528	33,960,244	35,224,649	35,424,395	27,435,605	(7,988,790)	-22.55%
School requisitions	6,222,152	6,306,111	4,978,584	6,535,310		(6,535,310)	-100.00%
Lodge requisitions	392,262	490,719	788,108	783,885		(783,885)	-100.00%
Net property taxes	24,506,114	27,163,414	29,457,956	28,105,200	27,435,605	(669,595)	
User fees and sales of goods	3,232,396	4,317,992	3,779,386	4,558,590	4,594,216	35,626	0.78%
Government transfers	1,821,615	1,867,856	1,637,975	1,336,002	1,302,914	(33,088)	-2.48%
Investment income (operating)	377,428	422,686	463,775	350,000	360,000	10,000	2.86%
Penalties and costs on taxes	240,452	444,838	1,050,318	250,000	1,288,413	1,038,413	415.37%
Licenses, permits and fines	404,159	527,160	488,680	383,800	448,000	64,200	16.73%
Rentals	107,152	124,928	131,888	77,831	80,455	2,624	3.37%
Insurance proceeds	16,236	25,603	-	-	-	-	
Development levies	156,593	112,359	26,844	-	-	-	
Municipal reserve revenue	110,066	60,132	76,553	50,000	50,000	-	0.00%
Sale of non-TCA equipment	-	76,982	7,746	-	-	-	
Other	617,888	482,106	165,135	347,425	308,000	(39,425)	-11.35%
Total operating revenues	31,590,099	35,626,056	37,286,257	35,458,848	35,867,603	408,755	
OPERATIONAL EXPENSES							
Legislative	617,724	616,185	427,144	781,734	796,640	14,906	1.91%
Administration	3,325,795	4,502,402	2,668,857	4,059,751	5,576,586	1,516,835	37.36%
Grants to other governments	1,786,210	1,711,647	1,683,969	2,317,400	1,805,000	(512,400)	-22.11%
Protective services	1,264,879	1,608,343	890,630	1,808,679	1,852,893	44,214	2.44%
Transportation	12,941,082	16,084,363	7,509,911	18,918,919	17,240,351	(1,678,568)	-8.87%
Water, sewer, solid waste disposal	4,557,490	4,846,137	1,997,983	4,888,386	4,956,365	67,979	1.39%
Public health and welfare (FCSS)	611,618	693,797	619,899	699,841	698,341	(1,500)	-0.21%
Planning, development	943,560	1,054,417	881,363	1,116,749	1,281,641	164,892	14.77%
Agriculture and Veterinary	1,132,801	1,315,747	1,142,676	1,652,736	1,343,002	(309,734)	-18.74%
Recreation and culture	1,762,047	2,009,584	1,483,692	2,200,034	2,201,226	1,192	0.05%
Non-TCA projects	592,124	379,279	886,298	2,094,122	-	(2,094,122)	-100.00%
Total operating expenses	29,535,330	34,821,901	20,192,423	40,538,351	37,752,045	(2,786,306)	
Excess (deficiency) before other	2,054,769	804,155	17,093,834	(5,079,503)	(1,884,442)	3,195,061	
CAPITAL REVENUES							
Government transfers for capital	4,954,981	8,481,362	4,646,637	14,231,923	-	(14,231,923)	-100.00%
Other revenue for capital	207,455	1,401,131	17,237	628,800	-	(628,800)	-100.00%
Proceeds from sale of TCA assets	1,523	553,000	525,481	525,403	-	(525,403)	-100.00%
	5,163,959	10,435,493	5,189,355	15,386,126	-	(15,386,126)	
EXCESS (DEFICIENCY) - PSAB Model	7,218,728	11,239,648	22,283,189	10,306,623	(1,884,442)	(12,191,065)	
Convert to local government model							
Remove non-cash transactions	7,471,124	8,244,062	-	10,452,577	9,749,490	(703,087)	-6.73%
Remove revenue for capital projects	(5,163,959)	(10,435,493)	(5,189,355)	(15,386,126)	-	15,386,126	-100.00%
Long term debt principal	1,826,572	2,090,929	1,056,119	1,669,369	1,659,239	(10,130)	-0.61%
Transfers to/from reserves or for capital	7,699,321	6,907,287	-	3,703,705	2,993,308	(710,397)	-19.18%
EXCESS (DEFICIENCY) - LG Model	-	50,001	16,037,715	-	3,212,501	3,212,501	

MACKENZIE COUNTY

Non-TCA Projects 2016

(1 - Maintain service, 2 - Maintain but can wait 1 year, 3 - Increase service, 4 - Political)

Rating	Project Description	2016 project cost	External
			Other Grant

Administration Department

1	LC - Meeting Room Furniture	6,100	
1	Information Technology budget	62,900	
1	Server Backup Infrastructure Upgrade	15,000	
Total department 12		84,000	-

Fire Department

1	FV - 5" Piston Intake Valves (Pumper Truck)	5,500	
1	LC - 5" Piston Intake Valves (Pumper Truck)	5,500	
2	LC - Special Rescue Equipment	13,500	
Total department 23		24,500	-

Transportation Department

1	ZA - Aspen Drive Ditch Repair	60,000	
1	Main Street Repair - LC	50,000	
Total department 32		110,000	-

Airport Department

1	Airport Master Plan	75,000	
Total department 33		75,000	-

Water Treatment & Distribution Department

1	FV - Filter Media Replacement	32,400	
1	Chemical Pump Replacement	5,000	
1	FV - Exhaust Thimbles	20,000	
1	LC - Exhaust Thimbles	20,000	

(1 - Maintain service, 2 - Maintain but can wait 1 year, 3 - Increase service, 4 - Political)

Rating	Project Description	2016 project cost	External
			Other Grant
1	ZA - Exhaust Thimbles	20,000	
<i>Total department 41</i>		97,400	-

Sewer Disposal Department

1	FV - Lagoon Desludge	70,250	
<i>Total department 42</i>		70,250	-

Planning & Development Department

1	Land Use Bylaw Update	100,000	50,000
1	Hamlet Orthophotos	33,000	
<i>Total department 61</i>		133,000	50,000

Parks & Playgrounds Department

1	FV - Bridge Campsite - Clear Trees	5,000	
1	Fire Pits & Picnic Tables	10,000	
<i>Total department 72</i>		15,000	-

TOTAL 2016 Non-Capital Projects		609,150	50,000
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Cash Flow Requirement

Cash Flow Requirement:

The Cash Flow Requirement schedule summarizes all of the County's cash requirements for the 2016 year, including operating, capital, borrowing, and municipal reserve transactions.

For this presentation of the operating budget draft, this schedule includes only the following financial objectives:

- cash flow needs for the draft operating budget, including the projected operating costs offset by estimated operating revenues;
- capital debt interest expense and principal repayments; and,
- annual transfers to municipal reserves as mandated by Council.

One of the key figures in this schedule is the amount of revenue that will be required to be raised by municipal levy, or property taxes, in order to fund the County's operating expenses.

**Mackenzie County
2016 BUDGET - Cash Requirement**

	2015 Budget	% change	2016 Budget	
Operating Cash Requirements:				
Operating Cost (excluding non-cash items and capital debt interest expense)	27,328,457	0%	27,404,061	Schedule A-2
Non-TCA - Rating 1 (Maintain current level)	2,094,123	-72%	595,650	
Non-TCA - Rating 2 (Maintain, but can wait 1 year)			13,500	
Non-TCA - Carry Forward			50,000	Carry Forward
Non-TCA revenue - Fees				
Less: Other Operating Revenue (excluding municipal tax levy)	(7,624,119)	13%	(8,603,495)	Schedule A-1
Anticipated draw from prior year accumulated surplus - restricted (for Non-TCA projects)	(1,031,910)	-100%	(1)	
Anticipated draw from prior year accumulated surplus - restricted (for operating purposes)	(53,000)		(1)	
Tax levy for operations	20,713,551		19,459,716	21,717,450
Capital Cash Requirements:				
Capital costs - Rating 1 (Maintain current level)	30,064,272	-81%	4,442,496	
Capital costs - Rating 2 (Maintain, but can wait 1 year)			140,000	
Capital costs - Rating 3 (Increase level of service)			30,000	
Capital costs - Rating 4 (Political)			-	
Capital costs - Carry Forward			1,150,700	Carry Forward
Capital debt interest	621,194	-4%	598,495	Schedule E
Capital debt principal	1,669,369	-1%	1,659,239	Schedule E
Less:				
Capital revenue - grants	(14,231,923)	-76%	(3,428,697)	Schedule B
Other capital revenue (community, developers' contributions; contributed assets)	(628,800)	-100%		
Proceeds on disposal of assets	(525,403)	-6%	(492,932)	Schedule D
Proceeds from new debentures	(4,586,412)	-100%		Schedule E
Contribution (from)/to prior year accumulated surplus	(7,496,119)	-93%	(516,000)	(2)
Tax levy for capital	4,886,178	-27%	3,583,301	
Minimum Tax Levy Required	25,599,729	-10%	23,043,017	
Municipal Tax Revenue	(27,834,729)		(27,264,108)	
(Surplus)/Deficit	(2,235,000)		(4,221,091)	
Future Financial Plans:				(1,227,783)
Contributions to Reserves	2,235,000		2,993,308	Schedule C
Tax levy for future financial plans	2,235,000	34%	2,993,308	(3)
Total Tax Levy	27,834,729	-6%	26,036,325	Note 1
Net budgeted cash draw on accumulated surplus accounts	(6,346,029)	-139%	2,477,308	(1) + (2) + (3)
OTHER:				
Restricted surplus (reserves), beginning of year	22,066,910		15,720,881	
Restricted surplus (reserves), ending of year	15,720,881		18,198,189	
Total budgeted operating and capital costs (excluding non-cash items)	61,777,415		34,699,941	

Note 1: 2016 projected municipal tax revenue is \$28,300,696. This calculation is based on 2015 Tax Rate Bylaw.

Legislative and Administration	Protective Services	Transportation and Airport	Utilities	Planning & Development	Agricultural & Veterinary	Recreation & Cultural	2016
11 + 12	23 + 25 + 26	32 + 33	41 + 42 + 43	61 + 66	63 + 64	51+71+72+73+74	Budget

6.00

Schedule A-1: Operating Revenues (excluding municipal taxes, and excluding school and lodge requisitions)

Sale of Goods & Services	33,000	125,000	105,000	4,140,651	118,000	2,835	69,730	4,594,216
Interest Revenue	360,000	-	-	-	-	-	-	360,000
Provincial Grants - operating	-	40,000	730,873	-	50,000	183,359	298,682	1,302,914
Other Revenue including frontage	1,412,647	57,427	298,439	79,394	458,000	40,458	-	2,346,365
TOTAL REVENUE	1,805,647	222,427	1,134,312	4,220,045	626,000	226,652	368,412	8,603,495

Schedule A-2: General Operating Expenses (excluding school and lodge requisitions, and excluding debenture principal payments)

Wages & Salaries, Benefits, WCB, Recruiting, Honorariums	2,778,446	446,406	3,451,570	1,116,377	845,938	261,804	383,427	9,283,968
Contracted and General Services	1,435,913	956,539	2,618,313	1,202,623	415,600	718,548	257,078	7,604,614
Materials & Supplies, Fuel & Oil, Chemicals & Salt	126,850	245,019	4,172,437	376,965	17,000	79,650	61,050	5,078,971
Utilities (Gas, Power)	108,206	24,603	304,030	356,075	-	-	-	792,914
Grants to local governments	1,800,000	5,000	-	-	-	-	-	1,805,000
Grants to other organizations	-	-	-	-	-	133,000	1,753,012	1,886,012
Capital debt interest	49,168	-	399,001	150,325	-	-	-	598,494
Net Book Value of disposed TCA	-	-	-	-	-	-	-	-
Amortization	350,237	173,826	6,295,000	1,752,000	3,103	150,000	445,000	9,169,166
Other	1,529,406	1,500	-	2,000	-	-	-	1,532,906
TOTAL OPERATING EXPENSES	8,178,226	1,852,893	17,240,351	4,956,365	1,281,641	1,343,002	2,899,567	37,752,045
Non-TCA projects	-	-	-	-	-	-	-	-
TOTAL EXPENSES	8,178,226	1,852,893	17,240,351	4,956,365	1,281,641	1,343,002	2,899,567	37,752,045

Less:

Non-cash items included in the above:

Estimated gravel inventory change at Year End 2014	-	-	580,324	-	-	-	-	580,324
Net Book Value of disposed TCA	-	-	-	-	-	-	-	-
Amortization	350,237	173,826	6,295,000	1,752,000	3,103	150,000	445,000	9,169,166
Capital debt interest	49,168	-	399,001	150,325	-	-	-	598,494
Total operational expenses excluding non-cash items and capital debt interest	7,778,821	1,679,067	9,966,026	3,054,040	1,278,538	1,193,002	2,454,567	27,404,061

Mackenzie County
 2016 Budget
 Capital Grant Revenues (for TCA projects)

Schedule B

	Grant funding deferred from prior year	New 2016 Funding	Total Capital Grant Revenue
Provincial Capital Grants - FGTF		557,412	557,412
Provincial Capital Grants - MSI (Capital)		2,871,285	2,871,285
Other		-	-
Total Capital Revenues	-	3,428,697	3,428,697

Operating Grant Revenues

	Grant funding deferred from prior year	New 2016 Funding	Total Operating Grant Revenue
Basic Municipal Transportation Grant		608,694	608,694
FCSS Grant		258,141	258,141
ASB Grant		183,359	183,359
MSI		122,179	122,179
Fire Smart - Land Use Bylaw		50,000	50,000
Fire Smart - Fort Vermillion		20,000	20,000
Fire Smart - La Crete		20,000	20,000
Other			-
Total Capital Revenues	-	1,262,373	1,262,373

Mackenzie County
 2016 Budget
 Contributions to Reserves

Schedule C

Reserves	Minimal contribution	Comments
Roads	500,000	Reserve Policy #4
Vehicle & Equipment	250,000	Reserve Policy #6
Emergency Service	200,000	Reserve Policy #7
Recreation and Parks	50,000	Reserve Policy #8
Drainage	250,000	Reserve Policy #9
Non-profit Organizations	20,000	Reserve Policy #15
Water	923,308	Reserve Policy #18
Emergency - Fort Vermillion Fire Department	225,000	Annual \$225,000 transfer, upto \$675,000
Emergency - La Crete Tompkins	125,000	Annual \$125,000 transfer, upto \$375,000
Drainage	100,000	\$100,000 reduction of operating repair & maintenance
Recreation Boards - Capital	350,000	\$200,000 for two ice plants replacements and \$150,000 for LC ice plant room (chiller) replacement
Total	2,993,308	

Mackenzie County
Disposals of TCA in 2016

2016 Budget
Schedule D

Unit#	Dpt.	Year	Description of Assets	Historical Cost	Net Book Value on Jan 1, 2016	Estimated Selling Price
Vehicles						
1221	32	2004	1500 Silverado 4x4 Truck	27,199	3,000	1,500
1223	32	2005	Ford F150	27,278	3,000	1,500
Equipment						
2134	32	2012	2012 CAT 140M AWD GRADER	354,229	289,051	160,644
2135	32	2012	2012 CAT 140M AWD GRADER	354,229	289,051	160,644
2136	32	2012	2012 CAT 140M AWD GRADER	354,229	289,051	160,644
2524	32	2011	TRAILER LOAD TRAIL	12,685	8,017	5,000
	43		Bins			3,000
Total				1,129,849	881,169	492,932

1. Schedule of ending balances for long term debt as of December 31, 2016

		2016	2015
Debentures -		\$	\$
From Alberta Capital Finance Authority:			
12	4.453% due 2016 (for La Crete Gravity Sewer Line)	-	44,751
13	4.311% due 2017 (for La Crete 98th Ave, Curb, Gutter, Sidewalk)	8,958	26,312
14	4.501% due for 2027 (for Zama Tower Road Sewer)	117,315	125,888
15	4.311% due for 2017 (for FV 46th Str Sewer Line Extension)	4,623	13,577
16	4.012% due for 2018 (for Zama Water Treatment Plant)	370,217	544,584
17	4.012% due for 2018 (for Zama Wastewater System)	181,532	267,031
19	3.718% due for 2019 (for Zama Water Treatment Plant)	236,193	324,745
20	3.718% due for 2019 (for Zama Wastewater System)	69,781	95,943
21	3.334% due for 2019 (for La Crete Office Building)	370,752	486,363
22	3.334% due for 2019 (for Zama Multi-Use Cultural Building)	503,284	660,221
23	3.334% due for 2019 (for Zama Water Treatment Plant))	255,623	335,333
25	3.377% due on Dec 15,2020 (Fort Vermilion Corporate Office Expansion)	330,407	406,322
27	4.124% due on Dec 15, 2030 (La Crete Sewer Lift Station)	170,190	179,021
26	3.5635% due on Mar 15, 2021 (Ruaral Water Line)	1,076,683	1,293,582
28	2.942% due on Dec 17, 2031 (Highway #88 connector)	1,687,623	1,769,171
29	3.623% due on Dec 15, 2033 (Highway #88 connector)	9,274,109	9,662,959
30	2.526% due on Dec 15, 2030 (High Level Rural Water Line)	1,371,297	1,452,024
		16,028,587	17,687,827

2. Principal and interest repayment requirements on long-term debt over the next five years

	Principal	Interest	Total
	\$	\$	\$
To be paid in 2016	1,659,239	598,495	2,257,734
To be paid in 2017	1,658,300	539,309	2,197,609
To be paid in 2018	1,703,291	480,444	2,183,735
To be paid in 2019	1,406,568	422,671	1,829,239
To be paid in 2020	987,064	378,632	1,365,696
To be paid in 2021 to maturity	10,273,364	2,436,179	12,709,544
	17,687,827	4,855,731	22,543,557

3. Debt limit calculation

Section 276(2) of the *Municipal Government Act* requires that debt and debt limits as defined by *Alberta Regulation 255/00* for the County be disclosed as follows:

	2015 projected	2014
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	\$	\$
Total debt limit, on December 31	53,188,272	53,439,083
Total debt (principal on loans and loan guarantees), on December 31	-17,687,827	-17,905,171
Amount by which debt limit exceeds debt	35,500,445	35,533,912
Limit on debt service, in fiscal year	8,864,712	8,906,514
Service on debt in fiscal year (are interest & principal payments)	-2,290,564	-2,290,564
Amount by which debt servicing limit exceeds debt servicing	6,574,148	6,615,950

The debt limit is calculated at 1.5 times the revenue of the County (as defined in *Alberta Regulation 255/00*) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the County. Rather, the financial statements must be interpreted as a whole.

4. Future Debt

		2016
Debtures -		\$
From Alberta Capital Finance Authority:		
31	Zama Access - BYLAW NO. 821-11	3,000,000
	Total new debt	3,000,000

2015 Carry Forward Projects

Project Name	Total costs	Costs in prior years	Costs in current year up to October 31, 2015	2015 Budget	2015 Budget Remaining on October 31, 2015	Status Update on October 31, 2015	Percentage of Completion (%)	Status	Additional Cost	2016 Cost
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Administration Department

Signs with Flags for FV Office (CF)	6,940	6,940	-	18,060	18,060	Waiting on metal work to be completed	50%	CF		18,060
LC - LC Office Heating/Cooling System	-		-	100,000	100,000			Cancelled		
Server Replacement	-		-	23,000	23,000	Quote received for new chipset available Q4 2015. Installation expected Oct/Nov.	10%	Will be complete		
FV Office Building Improvements (roof and other) (CF)	144,708	144,708		5,292	5,292	Complete waiting for invoices	90%	Will be complete		
Virtual City Hall (CF)	15,585	15,585	-	4,415	4,415	This phase of project completed	100%	Done		
Office Security & Access Control	-	-	-	38,500	38,500	Finalizing quote. Installation expected in November	20%	Will be complete		38,500
FV - Xerox Replacement	-	-	-	75,450	75,450	Installation expected November 2015	10%	Will be complete		
FV - Fireproof Storage Cabinet (Records)	-	-	-	8,000	8,000	Checking prices. November 2015	10%	Will be complete		
Zama House Purchase	-	-	-	100,000	100,000	Investigating options	0%	Cancelled		
LC - Library Building	-	-	-	100,000	100,000		0%	CF		100,000
Automatic Generator Unit (FV) (CF)	83,400	77,000	6,400	11,400	5,000	Completed	100%	Done		
Council Chamber Upgrade (CF)	16,418		16,418	22,500	6,082		95%	Will be complete		
Zama Office Entrance (stones and a sign) (CF)	7,246		7,246	18,000	10,754	Landscaping to be completed. No sign yet.	20%	CF		10,754
Land Purchase from ESRD (CF)	42,673	42,673	-	133,328	133,328	Cancelled	15%	Cancelled		
Land Purchase (South of High Level)	-		-	13,000	13,000		0%	CF		13,000
<i>Total department 12</i>			30,064	670,945	640,881				-	180,314

Fire Department

LC - High Level Aerial	-	-	-	-	-	Moved to High Level cost sharing	0%	Reallocated to grants to local government		
LC - Command Unit	50,486	-	50,486	55,000	4,514	Complete	100%	Done		
C-Cans, training props, setting up training grounds	12,750	-	12,750	24,000	11,250	Complete	100%	Done		
FV - Compressed air foam system for rescue unit	12,630	-	12,630	12,500	(130)	Complete	100%	Done		
LC - Upgrade foam system on tanker (new)	10,995	-	10,995	11,000	5	Complete	100%	Done		
FV - New tanker/pumper, with equipment (CF)	-	-	-	375,000	375,000	Tanker ordered from First Truck Centre	0%	CF		375,000
FV - Work bench (new)	5,466	5,466		5,500	5,500	Complete	100%	Done		
ZA - Power pack (new) (CF)	9,137	-	9,137	9,500	363	Complete	100%	Done		
<i>Total department 23</i>			95,997	492,500	396,503				-	375,000

Project Name	Total costs	Costs in prior years	Costs in current year up to October 31, 2015	2015 Budget	2015 Budget Remaining on October 31, 2015	Status Update on October 31, 2015	Percentage of Completion (%)	Status	Additional Cost	2016 Cost
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Transportation Department

FV - Deck Replacement on PW shop	1,450		1,450	7,500	6,050	Complete	100%	Done		
FV - Shop floor repair	-		-	12,000	12,000	Awarded contract	1%	Done		
FV - Steamer Unit - trailer	28,896		28,896	32,500	3,604	Complete	100%	Done		
FV - 3/4 ton Supervisor pick up	36,124		36,124	40,000	3,876	Delivered	100%	Done		
FV - 3/4 ton pick up (Accident)	37,977		37,977	35,000	(2,977)	Delivered	100%	Done		
FV - Parks Truck 3/4 ton	38,759		38,759	37,212	(1,547)	Delivered	100%	Done		
LC - Trucks (x2)	77,848	-	77,848	80,000	2,152	Delivered	100%	Done		
FV - 48th Street & 47th Avenue	504,243	-	504,243	616,000	111,757	Work Complete	99%	Will Be Complete		
New Road Infrastructure (CF)	594,039	420,954	173,085	439,046	265,961	Ongoing	50%	CF		265,961
FV & LC - AWD Graders x3	1,329,513	-	1,329,513	1,283,661	(45,852)	Complete	100%	Done		
LC - Snow Plow Truck	195,081	-	195,081	259,000	63,919	Complete	100%	Done		
FV - BF 75117 (CF & New)	305,913	29,800	276,113	816,000	539,887	Waiting for invoices	99%	Will Be Complete		
FV & LC - Truck and Gravel Trailer	236,536		236,536	280,000	43,464	Complete	100%	Done		
LC - Packer/Roller	24,980		24,980	30,000	5,020	Complete	100%	Done		
LC - 99th Ave 101 St. to 104 Ave	1,851,220		1,851,220	1,785,000	(66,220)	Construction complete, waiting on invoices	90%	Will Be Complete		
Zama Bearspaw Crescent (CF)	13,235		13,235	33,633	20,398	Complete	100%	Done		
LC - Engineering & Design for 113 Street and 109 Ave	42,640		42,640	100,000	57,360	Public Works Committee was presented with draft on 10/20/2015	15%	CF		57,360
LC - Pave 2 Accesses	-		-	45,000	45,000	Complete, waiting for invoice	100%	Done		
Zama Utility Pole Relocation (CF)	53,513	53,513	-	8,943	8,943	Complete	100%	Done		
LC - Skidsteer 850	55,142	-	55,142	57,000	1,858	Complete	100%	Done		
LC - Tilt Deck Utility Trailer	15,894	-	15,894	16,000	106	Complete	100%	Done		
LC - Bobcat Attachment (snowblower)	5,940	-	5,940	8,000	2,060	Complete	100%	Done		
High Level South Rebuild	-	-	-	50,000	50,000	Not started	0%	CF		50,000
FV - Heavy Duty Commercial Lawn Mower	22,348	-	22,348	21,000	(1,348)	Complete	100%	Done		
Used Water Truck	45,000	-	45,000	50,000	5,000	Complete	100%	Done		
Blumenort Road & Rebuild Mile #3 on La Crete North Road	171,055		171,055	222,500	51,445	More work to be done in spring	80%	CF		51,445

Project Name	Total costs	Costs in prior years	Costs in current year up to October 31, 2015	2015 Budget	2015 Budget Remaining on October 31, 2015	Status Update on October 31, 2015	Percentage of Completion (%)	Status	Additional Cost	2016 Cost
Zama Access Pave (PH V) (CF)	-	-	-	6,000,000	6,000,000	Pending grants	0%	CF		6,000,000
Rocky Lane Road Repair (Front of school)	283,875	-	283,875	330,000	46,125	Complete	100%	Done		
LC - Spruce Road Rebuild (CF & New)	259,844	258,003	1,841	43,459	41,618	Complete	100%	Done		
LC - 101 St & 100 Ave - Traffic lights (CF)	205,839	22,328	183,511	197,672	14,161	Complete	100%	Done		
LC - South - Shoulder pull and road rehabilitation (CF)	70,910	70,910	-	129,090	129,090	In progress	50%	CF	100,000	229,090
Gravel Reserve (to secure gravel source) (CF)	14,349	13,845	504	137,155	136,651	In progress	0%	CF		136,651
FV - Hamlet asphalt pavement overlay 44th Ave	9,631	9,631	-	50,369	50,369	Work Complete	99%	Will Be Complete		
FV - Sand and salt shelter (CF)	-	-	-	200,000	200,000	Reviewing options	0%	CF		200,000
FV - Cold storage/Emergency generator building (CF)	-	-	-	132,250	132,250	Looking into options	0%	CF	15,000	147,250
FV - Child Lake/Boyer River road rebuilds (CF)	-	-	-	70,200	70,200	Cancelled	0%	Cancelled		
FV - North- Shoulder pull and road rehabilitation	147,600	147,600	-	461,661	461,661	Ongoing	20%	CF		461,661
<i>Total department 32</i>			5,652,810	14,116,851	8,464,041				115,000	7,599,418

Airport Department

LC - Pave Apron Extension	94,457		94,457	110,000	15,543	Complete	100%	Done		
FV Airport Development (CF)	1,363,667	1,363,667	-	16,382	16,382	In progress	0%	CF as NON TCA		
LC Instrument Approach (CF)	44,670	36,112	8,558	13,889	5,331	In progress	15%	CF as NON TCA		
<i>Total department 33</i>			103,015	140,271	37,256				-	-

Water Treatment & Distribution Department

FV & LC - Utility Trucks 3/4 Tonne Crew Cab x4	149,802	-	149,802	164,500	14,698	Complete	100%	Done		
FV - 48th Ave Waterline Replacement	2,662	-	2,662	91,000	88,338	Underground complete. Contractor to complete landscaping and paving in 2016	95%	CF		88,338
FV - Hydrant Replacement	49,020	-	49,020	65,000	15,980	Hydrant installations complete. Landscaping and sidewalk repairs to be completed in 2016	95%	CF		15,980
ZA - SCADA computer replacement	7,823	-	7,823	7,500	(323)	Complete	100%	Done		
ZA - Distribution pump house upgrades (CF & New)	74,641	74,641	-	843,928	843,928	Need to reapply for grant funding	1%	CF		843,928
ZA - Well Reclamation	3,374	-	3,374	18,000	14,626	Well reclaimed and report submitted to Alberta Environment	100%	Done		
FV - Frozen Water Services Repairs (River Road)	9,182	-	9,182	75,000	65,818	Bringing PW committee recommendation to council	5%	CF	135,700	201,518
FV - Raw Water Truck fill (pressured and filtered)	11,250	-	11,250	40,900	29,650	Bringing PW committee recommendation to council	5%	CF		29,650
LC - Raw Water Truckfill Upgrade	2,526	-	2,526	58,000	55,474	Equipment has arrived, contractors to start work mid November	10%	CF		55,474

Project Name	Total costs	Costs in prior years	Costs in current year up to October 31, 2015	2015 Budget	2015 Budget Remaining on October 31, 2015	Status Update on October 31, 2015	Percentage of Completion (%)	Status	Additional Cost	2016 Cost
Rural Potable Water Infrastructure	-		-	6,125,350	6,125,350	Contract award for Engineering Services recommendation to go to next council meeting	2%	CF		6,125,350
Fort Vermilion Backwash Waste Dechlorination				50,000	50,000	Motion 15-10-849				
FV - 50th St - Water & sewer extension (CF)	16,520	16,520	-	563,480	563,480	Awaiting infrastructure plan completion	1%	CF		563,480
Generators for the three water treatment plants (CF)	686,945	66,512	620,433	633,488	13,055	Complete	100%	Done		
<i>Total department 41</i>			856,072	8,736,146	7,880,074				135,700	7,923,718

Sewer Disposal Department

LC Lagoon Upgrade (CF)	7,147,446	6,134,541	1,012,905	1,168,809	155,904	Seeding & 1yr inspection next fall	95%	CF		155,904
Zama - Lift station upgrade (CF & New)	116,439	116,439	-	1,256,052	1,256,052	Reapply for grant funding	1%	CF		1,256,052
ZA/FV - Sewer Flusher	67,099		67,099	68,000	901	Complete	100%	Done		
LC - Main Lift Station Repair & Modification	9,810		9,810	62,000	52,190	Bringing PW committee recommendation to council	5%	CF		52,190
LC - Sanitary Sewermain Upgrades	20,294		20,294	475,000	454,706	Public Meeting was held, contacting owners for agreements and project to be re-tendered in the beginning of 2016	5%	CF	350,000	804,706
LC - Lift Station 5 Grinder	7,223		7,223	80,000	72,777	Manhole is installed and supplies have arrived. Electrician to install wiring and then grinder to be inserted	75%	Will be complete		
FV - 49th Ave Sewer Repair	65,161	-	65,161	90,000	24,839	Sewer main repair completed. Final landscaping will be required in 2016 after settlement	95%	Done		
<i>Total department 42</i>			1,182,492	3,199,861	2,017,369				350,000	2,268,852

Solid Waste Disposal

Two 40 Yard Bins (CF)	22,260	18,280	3,980	7,052	3,072	Complete	100%	Done		
Waste Bins	19,934	-	19,934	20,000	66	Complete	100%	Done		
LC - Blue Hills - Build up ramp	-		-	12,000	12,000	Contract Awarded	10%	CF		12,000
LC - Waste Transfer Station - New Lights	-	-	-	12,000	12,000	Contract Awarded to Atco	15%	CF		12,000
<i>Total department 43</i>			23,914	51,052	27,138				-	24,000

Planning & Development Department

LC - La Crete Production Room (GIS)	7,732	-	7,732	8,000	268	Complete	100%	Done		
<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	Negotiating with Dene Tha Band	0%	CF		100,000
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Project Name	Total costs	Costs in prior years	Costs in current year up to October 31, 2015	2015 Budget	2015 Budget Remaining on October 31, 2015	Status Update on October 31, 2015	Percentage of Completion (%)	Status	Additional Cost	2016 Cost
LC - Buffalo Head/Steep Hill/Bear River Drainage (Phase I) (CF)	154,167	85,433	68,734	1,314,567	1,245,833	Waiting for a reply from ESRD on the status of the application under the Water Act.	5%	CF	500,000	1,745,833
Blue Hills Erosion Repair	21,687		21,687	275,000	253,313	Construction complete, waiting for invoices	90%	Will be complete		
FV - Vehicle purchase for Ag Fieldman	35,622		35,622	40,000	4,378	Complete	100%	Done		
FV - ATV Purchase	10,113		10,113	12,000	1,887	Complete	100%	Done		
Tent	7,500	-	7,500	6,500	(1,000)	Complete	100%	Done		
<i>Total department 63</i>			143,656	1,748,067	1,604,411				500,000	1,845,833

Recreation Department

FV - Capital (requests from Recreation Society)	48,285	-	48,285	224,500	176,215		5%	CF		176,215
LC - Capital (requests from Recreation Society)	67,429	-	67,429	92,030	24,601		90%	CF		24,601
Grounds Improvements (2014 - FV Walking Trail) (CF)	511,276	511,276	-	36,524	36,524		0%	CF		36,524
ZA - Capital (requests from Recreation Society)	7,983		7,983	172,280	164,297		5%	CF		164,297
LC Splash Park (CF)	-	-	-	255,000	255,000		0%	CF		255,000
FV - Skate Park	10,000	-	10,000	70,000	60,000		0%	CF		60,000
<i>Total department 71</i>			133,697	850,334	716,637				-	716,637

Parks & Playgrounds Department

FV - Machesis Lake Water Well	9,900		9,900	9,000	(900)	Complete	100%	Done		
Block Docks for the Hutch Lake and Wadlin Lake	80	-	80	49,000	48,920	Motion 15-10-846	1%	CF		48,920
HL - Hutch Lake, construct additional sites (campground area)	-	-	-	15,000	15,000	Construction complete	95%	Done		
Machesis Lake - Horse camp - road (CF)	133	-	133	25,000	24,867	Road Complete	30%	CF		24,867
Bridge campground - Survey & improvements (CF)	-	-	-	39,000	39,000	Survey complete, waiting for drafting and further information	10%	CF		39,000
LC - Wood Splitter	21,776	-	21,776	20,900	(876)	Complete	100%	Done		
FV - Table & Fire Pit Replacement	6,780	-	6,780	7,000	220	Complete	100%	Done		
Wadlin Lake - Grounds improvements (CF)	4,226		4,226	20,000	15,774	Clearing Done	50%	CF	50,000	65,774
FV - Walking Trails (CF)	10,000	9,275	725	725	-	Complete	100%	Done		
<i>Total department 72</i>			43,620	185,625	142,005				50,000	178,561

TOTAL 2015 Capital Projects	8,273,069	30,199,652	21,926,583	1,150,700	21,112,333
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Project Name	Costs in current year up to October 31, 2015	2015 Budget	2015 Budget Remaining on October 31, 2015	Status Update on October 31, 2015	Status	Additional Cost	2016 Cost
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Administration Department

Information Technology budget	41,911	61,934	20,023		CF		20,023
Regional Housing Study	-	21,679	21,679		Done		
HL - Building Repairs	-	8,000	8,000		CF		8,000
Zama Office Furniture (CF)	-	12,955	12,955		CF		12,955
FV - Base Board Heaters	6,155	10,000	3,845		Done		
LC - New Lights GIS Office	2,781	3,000	219		Done		
I.T. Budget - Staff P.C.s , software licenses, etc	18,115	45,600	27,485		CF		27,485
I.T. Budget - Network, Printer, iPads/Phones	3,632	10,300	6,668		Will be complete		
I.T. Budget - Wireless infrastructure & website	4,080	29,000	24,920		CF		24,920
Phase I - Rainbow Lake - Fort Nelsen Connection (CF)	7,476	8,881	1,405		Done		
Disaster Emergency Risk Assessment & Planning (CF)	-	8,010	8,010		CF		8,010
<i>Total Department 12</i>	<i>84,150</i>	<i>219,359</i>	<i>135,209</i>			<i>-</i>	<i>101,393</i>

Fire Department

Pagers/Radios for FDs (CF)	168,774	182,360	13,586		CF	15,000	28,586
LC - Hoses, tools, PPV, fans etc for back up truck	20,083	20,000	(83)		Done		
LC - Tompkins Repair Parking Lot	-	5,000	5,000		Done		
ZA - Zama Vegetation Management Plan	-	200,000	200,000		Cancelled		
<i>Total Department 23</i>	<i>188,857</i>	<i>407,360</i>	<i>218,503</i>			<i>15,000</i>	<i>28,586</i>

Project Name	Costs in current year up to October 31, 2015	2015 Budget	2015 Budget Remaining on October 31, 2015	Status Update on October 31, 2015	Status	Additional Cost	2016 Cost
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Ambulance Department

FV - construct gas meter guard at EMS station	-	3,000	3,000		Will be done		3,000
FV - Eavestrough	1,351	1,500	149		Done		
<i>Total Department 25</i>	<i>1,351</i>	<i>4,500</i>	<i>3,149</i>			<i>-</i>	<i>3,000</i>

Transportation Department

FV - Variety of Tools (CF)	6,880	10,739	3,859		Done		3,859
ZA - Zama Access Road	10,401	80,500	70,099		CF	30,000	100,099
LC - Utility Right-of-Way Clearing	3,000	15,000	12,000		Done		
FV - Antique fire truck restoration	357	4,800	4,443		CF		4,443
LC & FV - Road disposition - Survey work	-	50,000	50,000		CF		50,000
Assumption Hill Improvements (ditching)	-	20,000	20,000		CF		20,000
Hwy88 Km Markers	2,852	8,720	5,868		Done		
<i>Total Department 32</i>	<i>23,490</i>	<i>189,759</i>	<i>166,269</i>			<i>30,000</i>	<i>178,401</i>

Airport Department

FV & LC Papi Lights (CF)			21,713		CF from TCA	10,700	32,413
<i>Total Department 25</i>	<i>-</i>	<i>-</i>	<i>-</i>			<i>10,700</i>	<i>32,413</i>

Water Treatment & Distribution Department

Mackenzie Pottable Water Supply Study	88,900	90,000	1,100		Will be complete		
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Project Name	Costs in current year up to October 31, 2015	2015 Budget	2015 Budget Remaining on October 31, 2015	Status Update on October 31, 2015	Status	Additional Cost	2016 Cost
FV - Light Replacement	15,765	15,000	(765)		Done		
Master Meters	228,063	253,180	25,117		Will be complete		
FV & ZA - WTP, construct gas meter guards	-	4,500	4,500		Will be complete		
LC - Filter Media Replacement	34,517	95,000	60,483		Done		
<i>Total Department 41</i>	<i>367,245</i>	<i>457,680</i>	<i>90,435</i>			-	-

Sewer Disposal Department

LC - Northpointe Lift Station Fence	-	8,000	8,000		Done		
<i>Total Department 42</i>	<i>-</i>	<i>8,000</i>	<i>8,000</i>			-	-

Solid Waste Disposal

FV - Transfer Station Composting Program	-	5,000	5,000		CF		5,000
LC - Transfer Station Composting Program	-	5,000	5,000		CF		5,000
LC - Waste Packer Plan	-	5,000	5,000		CF		5,000
<i>Total Department 43</i>	<i>-</i>	<i>15,000</i>	<i>15,000</i>			-	<i>15,000</i>

Planning & Development Department

LC - La Crete Streetscape Design	-	65,000	65,000		CF	5,000	70,000
Infrastructure Master Plans (CF)	53,251	127,602	74,351		CF		74,351
FV - Fort Vermilion Heritage Design Guide	-	30,000	30,000		CF		30,000
Economic Development Action Plan	-	50,000	50,000		CF		50,000

Project Name	Costs in current year up to October 31, 2015	2015 Budget	2015 Budget Remaining on October 31, 2015	Status Update on October 31, 2015	Status	Additional Cost	2016 Cost
Rural addressing signs	108,300	395,000	286,700		CF		286,700
<i>Total Department 61</i>	<i>161,551</i>	<i>667,602</i>	<i>506,051</i>			<i>5,000</i>	<i>511,051</i>

Projects will be combined for 2016 budget

Agricultural Services Department

Master Drainage Plan Project	36,371	80,304	43,933		CF		43,933
<i>Total Department 63</i>	<i>36,371</i>	<i>80,304</i>	<i>43,933</i>			<i>-</i>	<i>43,933</i>

Parks & Playgrounds Department

FV - Bridge Campsite Swingset	3,940	5,000	1,060		Done		
LC - Atlas Rec Lease 820035	9,200	10,200	1,000		Done		
Wadlin Lake - Fire pits (CF)	-	1,500	1,500		CF		1,500
La Crete Main Street Beautification (CF)	-	18,227	18,227		CF		18,227
Hutch Lake Stairs (CF 2013CAP)	1,283	2,131	848		Will be Complete		
Machesis Lake - Fire pits and picnic tables	-	5,000	5,000		Will be Complete		
Wadlin Lake - Blocking for dock	-	2,500	2,500		CF		2,500
<i>Total department 72</i>	<i>14,423</i>	<i>44,558</i>	<i>30,135</i>			<i>-</i>	<i>22,227</i>

TOTAL 2015 Capital Projects	877,438	2,094,122	1,216,684			50,000	903,591
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2016 Capital Budget

MACKENZIE COUNTY

TCA Projects 2016

(1 - Maintain service, 2 - Maintain but can wait 1 year, 3 - Increase service, 4 - Political)

2015 Cut
Projects

Rating	Project Description	2016 project cost	External Funding	Internal Funding				NOTES
			Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debenture	

(12) - Administration Department

1	FV - Phone System Upgrade	20,000						
Total department 12		20,000	-	-		-	-	

(23) - Fire Department

1	FV - Fort Vermilion Fire Hall Construction							placing \$225,000 into a reserve build up over three years
3	LC -Aerial Unit Upgrade	30,000						
1	LC - New Tanker/Pumper (with equipment)							placing \$125,000 into a reserve build up over three years
Total department 23		30,000	-	-		-	-	

(32) - Transportation Department

1	Heliport Road	285,000						Was \$500k changed to oil
1	AWD Graders (x3) LC, ZA, FV (2-16M, 1-14M)	1,416,000	481,932					#2134, #2135, #2136
1	FV - 6" pump w/hoses	28,000						
1	FV- 43rd Ave, East of 50th Street	135,000						
1	FV - 45 Ave Cul-de-sac, East of 52nd Street	140,000						Rural std
1	FV - PW Pick up Truck (x2)	40,000	1,500					#1223
1	FV - Rocky Lane Store Road Reconstruction	400,000						
1	FV - Sander	10,000						
1	FV - Skid Steer Broom	7,000						
1	FV - Snowplow blade	5,500						
2	FV - Shop Bay	140,000						
1	LC - Packer/Roller	25,000						
1	LC - Sander/Spreader	10,000						
1	LC - Crew Cab 4x4 Trucks (x2)	80,000	1,500					#1221 & LH replacement
1	LC - 94th Ave Asphalt Overlay	870,000						
1	LC - Lagoon Access Paving	25,000						with 94th overlay
1	LC - Dump Trailer	22,000	5,000					#2524
1	LC - Loader Scales	9,996						
1	LC - Salt shed	300,000	114,475					Insurance payment - Dec 2015
1	ZA - Tractor	30,000						
1	BF 78103	120,000						
Total department 32		4,098,496	604,407	-		-	-	

Rating	Project Description	2016 project cost	External Funding	Internal Funding				NOTES
			Other Sources (non-grant)	Municipal levy	RS-type	Restricted Surplus (previous years)	Debenture	

(33) - Airport Department

1	FV - Pole Tarp Storage Shed	45,000						Consider Zama tarp shed
	Total department 33	45,000	-	-		-	-	

(41) - Water Treatment & Distribution Department

1	LC - Paving Raw Water Truckfill Station	48,000						Pave with 94th Avenue
1	FV - Paving for Water Treatment Plant	250,000						
	Total department 41	298,000	-	-		-	-	

(43) - Solid Waste Disposal

1	Waste Bins 40 & 6 yd	40,000	3,000					Bins
1	ZA - WTS Fence	25,000						
	Total department 43	65,000	3,000	-		-	-	

(61) - Planning & Development Department

1	New GIS Computer	9,000						
	Total department 61	9,000	-	-		-	-	

(72) - Parks & Playgrounds Department

1	FV - Hutch Lake Caretaker Site Development	15,000						
1	D.A. Thomas Park - Shelter Repair	6,000						
1	LC - Concrete Toilets Knelsen Park	16,000			MR	16,000		Municipal Reserve
1	FV - D.A. Thomas Park - Steps	10,000						
	Total department 72	47,000	-	-		16,000	-	

TOTAL 2016 Capital Projects	4,612,496	607,407	-			16,000	-	
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Taxation & Assessment

What is property assessment?

“Property assessment is the process of assigning a dollar value to a property for taxation purposes. In Alberta, property is taxed based on the *ad valorem* principle. *Ad valorem* means ‘according to value.’ This means that the amount of tax paid is based on the value of the property.

“Property taxes are a primary source of revenue for municipalities. Property taxes are used to finance local programs and services. ...

“The assessment and taxation system begins with the laws outlined in the *Municipal Government Act*. All activities that are associated with property assessment and taxation are governed by this legislation and its regulations.”

Source: *Guide to Property Assessment and Taxation in Alberta*, published by Alberta Municipal Affairs.

How is the tax rate calculated?

Revenue requirement / Assessment base = Tax rate.

What is the County’s revenue requirement?

The County’s cash requirement decision worksheet identifies revenue requirements for operating, capital, and restricted surplus contributions.

MGA references to tax rate

MGA states:

354 (1) The property tax bylaw must set and show separately all of the tax rates that must be imposed under this Division to raise the revenue required under section 353(2).

(2) As rate may be different for each assessment class or sub-class referred to in section 297.

(3) The tax rate may be different for each assessment class or sub-class referred to in section 297.

(3.1) Despite subsection (3), the tax rate set for the class referred to in section 297(1)(d) to raise the revenue required under section 353(2)(a) must be equal to the tax rate set for the class referred to in section 297(1)(b) to raise revenue for that purpose.

MGA, 297 – sets out four classes – 1- residential; 2- non-residential (297(1)(b)); 3- farm land; 4- machinery and equipment (297(1)(d))

MGA, 353 – authorizes council to pass a property tax bylaw annually and impose a tax in respect of property to raise revenue.

Special provisions of property tax bylaw (regarding minimum tax)

357 (1) Despite anything in this Division, the property tax bylaw may specify a minimum amount payable as property tax.

(2) If the property tax bylaw specifies a minimum amount payable as property tax, the tax notice must indicate the tax rates set by the property tax bylaw that raise the revenue required to pay the requisition referred to in section 326(a)(ii).

MGA, 326(a)(ii) – refers to the Alberta School Foundation Fund requisition

What is Mackenzie County's minimum tax?

Mackenzie County has applied the following minimum tax in its 2015 property tax bylaw:

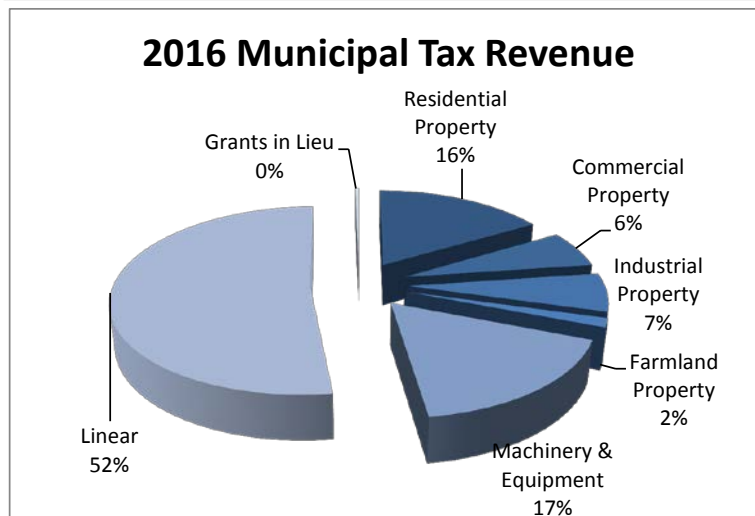
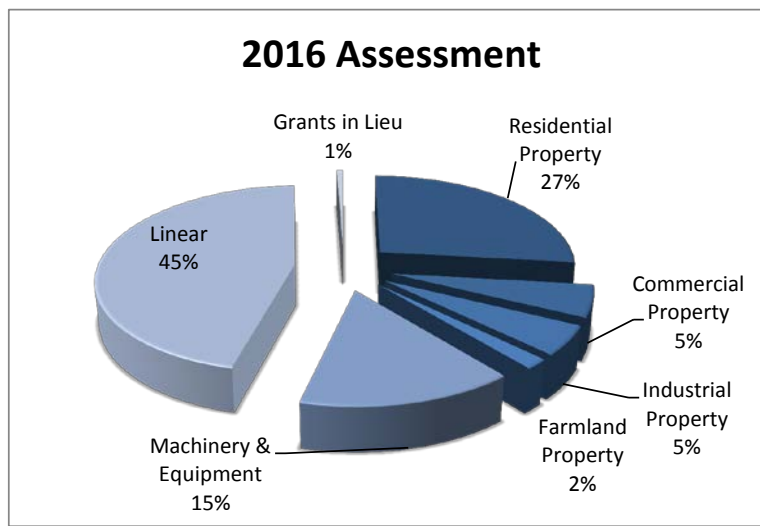
- \$200 for Residential (approximately \$45,711 in extra revenue)
- \$400 for Non-Residential (approximately \$284,806 in extra revenue)
- \$35 for Farmland (approximately \$36,026 in extra revenue)

	2015 assessment	% change estimated	2016 estimated assessment	2016 projected revenue
Residential Property	661,391,170	5.51%	697,838,840	4,486,275
Commercial Property	127,738,210	11.63%	142,594,090	1,725,583
Industrial Property	130,728,160	-0.93%	129,514,950	1,790,678
Farmland Property	44,367,980	-0.04%	44,349,520	413,339
Machinery & Equipment	415,631,390	-6.57%	388,331,400	4,627,021
Linear	1,171,219,970	1.27%	1,186,091,419	14,121,053
Grants in Lieu	14,994,580	2.11%	15,311,600	100,159
Total Taxable Assessment	\$2,566,071,460	1.48%	\$2,604,031,819	\$27,264,108 (1)
Tax exempt assessment	168,933,860	3.07%	174,122,080	0
Total Assessment	\$2,735,005,320	1.58%	\$2,778,153,899	\$27,264,108 (2)

Notes:

(1) Please note that 2015 tax bylaw rates were used in the calculation of the projected 2016 tax revenues.

(2) Municipal tax revenue has decreased from \$27,731,137 (2015 actual) to 27,264,108 (2016 budget) this is mainly due to a 15% decrease in the residential tax rate.



Municipal Reserves

Contributions to Reserves as per established Policies
MACKENZIE COUNTY
MUNICIPAL RESERVES

Schedule F

Account	Name	Estimated (Dec. 31, 2015)	To be used for 2016 projects	Transfer from Operating to Reserve	Interfund Transfers	Estimated (Dec. 31, 2016)
	Operating Fund Reserves:					
4-12-709	Bursaries					-
4-12-710	Operating Fund Reserve - incl. non-TCA	4,607			(4,607)	-
4-12-711	General Operating	2,149,094		-	258,062	2,407,157
4-32-714	Gravel Reclamation	22,377				22,377
4-32-720	Gravel Crushing	82,312				82,312
4-41-712	Off-Site Levy	1,129,325				1,129,325
4-51-712	Grants to Other Organizations	506,856			(506,856)	-
4-61-712	Development	55,983			(55,983)	-
4-71-715	Non-profit Organizations			370,000	506,856	876,856
4-72-713	Subdivisions Reserve	197,473			(197,473)	-
4-72-714	Municipal Reserve	297,199	(16,000)			281,199
	Subtotal - Operating Fund Reserves	4,445,226	(16,000)	370,000	-	4,799,226
	Capital Fund Reserves:					
4-12-712	Incomplete Capital - Administration	9,246			(9,246)	-
4-23-712	Incomplete Capital - Fire Department	105,570			(105,570)	-
4-23-765	Emergency Service	1,007,413		550,000	105,693	1,663,106
4-26-712	Incomplete Capital - Enforcement	123			(123)	-
4-31-761	Vehicle & Equipment Replacement	2,235,934		250,000	(485,934)	2,000,000
4-32-713	Roads (General)	3,096,217		500,000	762,927	4,359,144
4-32-715	Walking Trails - Fort Vermillion	-				-
4-32-716	Walking Trails - La Crete	-				-
4-32-717	Walking Trails - Zama	-				-
4-32-719	Incomplete Capital - Public Works	276,993			(276,993)	-
4-33-712	Incomplete Capital - Airport	120,442			(120,442)	-
4-37-714	Drainage	1,508,000	(500,000)	350,000		1,358,000
4-41-713	Water Treatment Plant	68,108			173,163	241,271
4-41-714	Water (Line and Surplus water & sewer)	28,352		923,308	234,556	1,186,216
4-41-760	Water Upgrading	173,163			(173,163)	-
4-42-760	Sewer Upgrading	196,556			(196,556)	-
4-43-712	Incomplete Capital - Waste	35,000			(35,000)	-
4-43-760	Waste	3,000			(3,000)	-
4-43-761	Garbage Projects (incl. capital)	8,500			(8,500)	-
4-61-713	Incomplete Capital - Development	28,509			(28,509)	-
4-71-712	Recreation Reserve - Zama	-				-
4-71-713	Recreation Reserve - Fort Vermillion	93,095				93,095
4-71-714	Recreation Reserve - La Crete	30,050				30,050
4-72-712	Recreation and Parks	310,054		50,000	(160,054)	200,000
4-72-711	Incomplete Capital - Recreation	320,242			(320,242)	-
4-97-760	General Capital	1,554,308			646,993	2,201,301
	Subtotal - Capital Fund Reserves	11,208,875	(500,000)	2,623,308	-	13,332,183
	TOTAL RESERVES	15,654,101	(516,000)	2,993,308	-	18,131,409

Established reserves as per Council policies

Current Ranges		Change Max to	Annual Transfer Policy
Min	Max		
			Unused
500,000	1,000,000	5,000,000	50% Surplus
200,000	500,000		\$1/m3 Crushed Unspent annual
	80,000		20,000

300,000	1,000,000	500,000	200,000
500,000	1,000,000	2,000,000	250,000
1,000,000	5,000,000		500,000
	100,000		
	100,000		
	100,000		
500,000	1,000,000	2,000,000	250,000
500,000	1,500,000	5,000,000	
	90,000		
	90,000		
	90,000		
100,000	250,000		50,000
500,000	1,000,000	5,000,000	50% Surplus

Grants to Non-Profit Organizations

MACKENZIE COUNTY

Summary of 2016 Grants to Other Organizations (NPOs)

Summary of grants:	2016 Budget	2016 Request	2015	2014	2013	2012
Mackenzie County Library Board		228,000	228,000	226,026	226,026	186,756
Recreation Boards		1,570,990	1,105,901	983,215	915,582	1,152,876
FCSS		406,514	293,341	293,341	293,341	293,341
Agriculture		133,000	150,000	85,500		
Grants to other organizations		881,507	402,500	391,500	391,500	372,500
		3,220,011	2,179,742	1,979,582	1,826,449	2,005,473

Specification of requests by location:

Location	FCSS	Other Grants	Recreation Boards	Agriculture	Mackenzie County Library	Total
3 Recreation Boards - Capital			546,607			546,607
Fort Vermillion	204,600	130,982	405,060			740,642
La Crete	194,889	575,025	480,646			1,250,560
Zama	7,025	8,000	138,677			153,702
High Level		55,000				55,000
Rocky Lane		26,000				26,000
Rainbow Lake						0
Library					228,000	228,000
Other (Regional)		83,000		133,000		216,000
Cemeteries		3,500				3,500
Tourism						0
Total 2016 Requests	406,514	881,507	1,570,990	133,000	228,000	3,220,011

Library Boards

Mackenzie Library Board

	2016 Budget	change	2016 Request	change	2015	change	2014	change	2013	change	2012	change
Mackenzie Library Board			212,500	0.0%	212,500	0.9%	210,526	0.1%	210,216	0%	170,946	0%
Town of High level Cost Sharing*			15,500		15,500		15,500		15,810		15,810	
Total	-		228,000		228,000		226,026	0.0%	226,026	0%	186,756	0%
Population			10,927		10,925		10,927		10,927		10,927	
\$ per capita			\$20.87		\$20.87		\$20.69		\$20.69		\$17.09	

Mackenzie County
Recreation Boards

		2016 Budget	2016 Requests	2015	2014	2013	2012
FV Recreation Society	Capital - see specification		390,000	129,500	53,500	64,862	200,000
	Operating - Board & Facilities		241,300	185,850	172,083	149,638	142,512
	Total requested	-	631,300	315,350	225,583	214,500	342,512
	<i>Paid by County:</i>						
	Operating - utilities		145,768	92,025	114,064	109,470	81,350
	Operating - insurance		17,992	17,555	17,794	16,030	11,895
Total requested + paid by County	-	795,060	424,930	357,442	339,999	435,757	

LC Recreation Society	Capital - see specification		126,607	82,030	220,000	86,000	88,500
	Operating - Board & Facilities		298,600	242,585	224,616	195,318	186,017
	Total requested	-	425,207	324,615	444,616	281,318	274,517
	<i>Paid by County:</i>						
	Operating - utilities		144,416	125,000	136,924	106,360	119,000
	Operating - insurance		37,630	38,319	37,257	35,999	26,673
Total requested + paid by County	-	607,253	487,934	618,797	423,677	420,190	

Zama Recreation Society (excl. FCSS & excl. Chamber of Commerce)	Capital - see specification		30,000	78,200	43,500	31,000	19,000
	Operating - Board & Facilities		118,880	118,880	118,880	103,374	98,451
	Total requested	-	148,880	197,080	162,380	134,374	117,451
	<i>Paid by County:</i>						
	Operating - Utilities		13,907	8,975	11,150	11,292	9,700
	Operating - Insurance		5,890	5,885	5,832	6,240	6,499
Total requested + paid by County	-	168,677	211,940	179,362	151,906	133,650	

Summary	2016 Budget	2016 Requests	2015 Budget	2014 Budget	2,013	2,012
Total capital (County's portion)	-	546,607	289,730	198,780	181,862	307,500
Total operating	-	658,780	547,315	515,579	448,330	426,980
Total capital + operating	-	1,205,387	837,045	714,359	630,192	734,480
County-paid utilities & insurance	-	365,603	287,760	323,021	285,390	255,117
Grand total	-	1,570,990	1,124,805	1,037,380	915,582	989,597

Specification of Capital Grant Requests for 2016 (includes non-TCA items)	2016 Requests	Cost Allocation - Approved?			Notes
		Rec. Board cost share	County cost share	Total	
<i>Fort Vermilion Recreation Society:</i>					
Ice plant			-	-	increased Recreation Reserve contribution by \$200,000 (\$100,000 per ice plant)
Ball Diamonds	300,000			-	Waiting for grant application approval. Cost share of \$80,000 each was approved in 2015 subject to grant approval and fundraising.
Canoes for Rent	10,000	10,000	10,000	20,000	
Rodeo Grounds	20,000	20,000	20,000	40,000	
Covered Gazebo for Splash Park	10,000		10,000	10,000	
Playground Equipment	10,000		10,000	10,000	
Curling Rink Renovations	10,000	10,000	10,000	20,000	
Mobile Debit Machine	5,000		5,000	5,000	
Air Conditioning in Hall	20,000	20,000	20,000	40,000	
Gym Equipment	5,000		5,000	5,000	
Subtotal - Fort Vermilion Recreation Society	390,000	60,000	90,000	150,000	
<i>La Crete Recreation Society:</i>					
Ice plant room modernization/upgrade (Chiller)			-	-	Set aside and add \$150,000 next year - total estimated project cost is \$300,000. Part 2 of 3 for the ice plant modernization project (included \$150,000 in contribution to Recreation Capital Reserve) The 2016 request from the La Crete Recreation Society was \$190,000
Bluehills rink	30,000		30,000	30,000	Replace boards & repair shack
Outdoor lights (front arena & players' entrance)	5,200		5,200	5,200	8 new lights out front of arena & players' entrance
Upgrade counters & cupboards in minor hockey kitchen	4,800		4,800	4,800	
Bowling Alley repairs & upgrade	20,147		20,147	20,147	Replace ball catchers & cupboards; sand bowling lanes
2 NHL nets	2,700		2,700	2,700	
Wheel chair lift for hall	47,760		47,760	47,760	Requests received to make upstairs hall wheelchair accessible
Wind mesh for Blumenort tennis courts	3,500		3,500	3,500	
Painting pickleball courts	1,500		1,500	1,500	
Outdoor Storage Facility (uninsulated)	11,000		11,000	11,000	Uninsulated extension for Zamboni service & storage behind arena
Subtotal - La Crete Recreation Society	126,607	-	126,607	126,607	
<i>Zama Recreation Society:</i>					
Water Line to Outdoor Rink Shack	30,000		30,000	30,000	Install on-demand hot water tank to be used for flooding
Subtotal - Zama Recreation Society	30,000	-	30,000	30,000	

Total 2016 Capital Requests from Recreation Societies

546,607	60,000	246,607	306,607
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Mackenzie County

Schedule of Recurring Grants - FCSS

	2016 Budget		2016 Requests		2015 Budget		2014		2013		2012	
		change		change		change		change		change		change
Fort Vermilion FCSS			204,600	75%	117,227	0%	117,227	0%	117,227	0%	117,227	0%
La Crete FCSS			194,889	15%	169,089	0%	169,089	0%	169,089	0%	169,089	0%
Zama FCSS			7,025	0%	7,025	0%	7,025	0%	7,025	0%	7,025	0%
Total FCSS Funding Requested:			406,514		293,341		293,341		293,341		293,341	
Provincial FCSS Funding (80%)			298,682		252,273		234,673		234,673		234,673	
Municipal Share (20%)			74,671		63,068		58,668		58,668		58,668	
Provincial + Municipal funding available:			373,353		315,341		293,341		293,341		293,341	
Requested over funding available:			33,161				0		0		0	

The 20% municipal share is funded by the County's municipal taxes.

Mackenzie County

Grants to Other Non-Profit Organizations

Organization	Operating or Capital	Current Service Provisions	2016 Request an increase due to	2016 Budget	2016 Requests	2015
FV Agricultural Society - Heritage Centre	Operating	Heritage Museum	Preservation, restoration, promotion		36,000	25,000
FV Area Board of Trade	Operating	Economic development	Community/ Hamlet Enhancement		23,500	12,000
FV Royal Canadian Legion, Branch 243	Operating	Utilities & Other			6,000	6,000
FV Seniors' Club	Operating	Drop-in centre			4,000	4,000
FV Friends of the Old Bay House Society	Capital	Heritage preservation	To cover the MEDC commitment and operating costs		30,550	-
La Crete Recreational Society - Rec. Programs Director					-	50,000
LC Area Chamber of Commerce	Operating	Operating Funds			25,000	23,000
LC Agricultural Society - Mennonite Heritage Village	Capital	Heritage preservation	Enclose half of the south equipment shed to preserve vehicles and equipment. Install driveway signage		23,025	10,000
	Operating	Heritage preservation	Total operating costs are \$163,861		75,000	35,000
	Operating	Utilities & Insurance	Utilities		38,000	30,000
LC Community Equine Centre	Operating	Proposal for year round riding facility	Equine Centre. Total project costs \$739,653.00		250,000	
LC Ferry Campground Society	Capital	Purchase additional playground equipment	Playground equipment		25,000	-
LC Field of Dreams Stampede Committee (Rodeo)	Capital	Rodeo Events	Roof over bleachers		80,000	-
LC Meals for Seniors	Operating	Provides a hot noon meal and social interaction for residents of the La Crete Altenheim			6,000	4,000
LC Seniors Inn (drop-in centre)	Operating	Seniors services			3,000	3,000
LC Walking Trails - in TCA budget	Operating					10,000
LC Peace Country Gleaners Society	Capital	Planting, harvesting, processing	Growing & dehydration of vegetables for soup mixes		40,000	
LC Polar Cats	Operating	Winter recreational activities	Trail development & maintenance		10,000	5,000
HL Rural Community Hall	Operating	Community Hall			10,000	10,000
	Capital	Community events	Picnic table, new outhouses		10,000	7,000
HL Agricultural Society	Capital		Dance floor - Roof		10,000	
Watt Mountain Wanderers	Operating	Machesis Lake trail reclamation	Emergency warm up shelter		15,000	10,000
Northern Lights Regional Humane Society	Operating	Promote responsible pet ownership (includes spaying/ neutering of all household pets)	Control amount of unwanted & euthanized animals in area		10,000	
Rocky Lane Agricultural Society	Capital	Agricultural programs, cross country ski trails, ski rental facility, riding arena,			12,000	14,000
	Operating				14,000	14,000
Eagles Nest Bible Camp (SCA Int'l)	Capital	Religion, bible camp, activities for disadvantage youth	Log house renovation		12,500	-
ZA Chamber of Commerce	Operating	Economic Development; Communities in Bloom			8,000	8,000
Brighter Futures Society	Capital	Delivers Head Start programs to children and parenting support to parents and caregivers	Replace fence at Fort Vermillion Head Start		11,619	
	Capital		Replace furnace & hot water tank in La Crete Head Start		5,113	
	Capital		Replace computer in Administration		1,700	

Organization	Operating or Capital	Current Service Provisions	2016 Request an increase due to	2016 Budget	2016 Requests	2015
Mara	Operating - C/F	Experimental Agricultural Programs	Operating Grant		50,000	50,000
			Environmental Funding Stream Grant		15,000	
Frontier Veterinary Services	Operating	Provide medical care for animals	To subsidize for large animals & provide a performance based grant		66,000	100,000
Farm Women's Conference/Farm Safety	Operating				2,000	
REDI	Operating	Regional Economic Development			28,000	28,000
Mackenzie Tourism (DMO)	Operating				15,000	15,000
High School Bursaries	Operating	Bursary program			25,000	25,000
Miscellaneous		Small requests during a year			15,000	15,000
Cemeteries	Operating	Cemeteries maintenance			3,500	3,500
				-	1,014,507	551,500
				-	943,007	480,000

Mackenzie County
Cemeteries

	2016 Budget	2015	2014	2013	2012
St. Henry's RC Cemetary	500	500	500	500	500
St. Luke's Anglican Cemetary	500	500	500	500	500
La Crete Bergthaler	500	500	500	500	500
La Crete Christian Fellowship	500	500	500	500	500
North Paddle River Cemetary	500	500	500	500	500
Cornerstone Evangelical Church	500	500	500	500	500
Ruthenian Greek Cemetary	500	500	500	500	500
	3,500	3,500	3,500	3,500	3,500



Mackenzie County

REQUEST FOR DECISION

Meeting:	Special (Budget) Council Meeting
Meeting Date:	December 14, 2015
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	FIN025 Purchasing Authority Directive and Tendering Process – COR/SECOR Requirement

BACKGROUND / PROPOSAL:

Mackenzie County Council established FIN025 Purchasing Authority Directive and Tendering Policy (attached). The policy includes a section relative to COR/SECOR requirements.

OPTIONS & BENEFITS:

Mackenzie County has an option to introduce a matrix for COR/SECOR requirements for contract work. Before establishing the matrix, council must remember that the prime reason for COR/SECOR is to promote healthy and safe working environment for all (contractors and municipal employees). While various opinions exist what is safe and unsafe, and how this should be established, it is administrative members who will be required to provide proof of their due diligence/records if an incident occurs. The current policy permits hiring non-COR/SECOR certified contractors, but does not provide a specific guideline. This led to questions by some whether other motives (not health and safety) are at play when the COR/SECOR requirements are determined. As per administration’s prior message, it would be ideal for all contractors to have either COR or SECOR as this elevates the health and safety awareness within their companies and may save a life. The County’s current policy encourages non-certified contractors to obtain one. This can be positive for them as it opens work opportunities for them in other industries where COR/SECOR is mandatory.

An example of matrix:

COR/SECOR required:

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

Author: _____ Reviewed by: _____ CAO: _____

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

COR/SECOR may not be required:

- Consulting services;
- Services received from contractors/suppliers on their premises;
- Equipment paid hourly from the County hired equipment list (companies with COR/SECOR receive 80% per for road builders rate, non-certified contractors received 70% road builders rate, see PW018 Hiring of Private Equipment Policy);
- When the dollar value of the contract does not exceed \$_____ (stacking of contracts shall not be permitted).

COSTS & SOURCE OF FUNDING:

NA

SUSTAINABILITY PLAN:

NA

COMMUNICATION:

NA

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

For discussion.

Author: _____ Reviewed by: _____ CAO: _____

Mackenzie County

Title	Purchasing Authority Directive and Tendering Process	Policy No:	FIN025
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Legislation Reference	Municipal Government Act, Section 209 and 248 (1) and Part 5
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Purpose <ul style="list-style-type: none">• To provide Council and municipal employees with a clear understanding of purchasing authority, what that purchasing authority is, and the process in which the municipality is committed to an expenditure, and approval for payment of such an expenditure.• To establish a policy for the tendering for the supply of goods and services and the subsequent opening and award of contracts.

Policy Statement, Definitions and General Guidelines

1. Policy Statement

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

2. Definitions

Recurring expenditure:

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

Tender:

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

Bidder:

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

Local Supplier:

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

Council:

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

Designated Officer:

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

COR:

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

SECOR

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

3. Responsibilities

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

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

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

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

Director of Finance will:

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

CAO, Directors and Managers will:

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

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

4. Purchasing from Local Suppliers

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

Purchasing Authority

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

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

b) Delegated Expenditure Authority:

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

6. Spending Authority in a Disaster Situation

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

7. Regulations

Notwithstanding the above authorizations, the following regulations shall apply:

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

8. Tendering Process and Proposal Call Process

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

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

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

conducted.

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

9. Request for Tender Process (excludes quotes)

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

10. Information to Bidder

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

11. Security, Bonding and Other Requirements

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

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

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

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

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

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

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

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

12. Analysis of Tenders

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

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

13. Contingency Allowances

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

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

Mackenzie County

Title	Hiring of Private Equipment	Policy No:	PW018
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Legislation Reference	MGA Section 18
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Purpose

To establish a procedure and standards for the hiring of private equipment to complete municipal work.

Policy Statement and Guidelines

From time to time the municipality requires equipment, to assist with municipal work. The municipality will hire private equipment off of the equipment list.

Definitions:

Private equipment shall be defined as any equipment which is owned and operated by an individual, partnership, or corporation.

The hired equipment list is an ongoing list of privately owned equipment that the County may hire from time to time.

Guidelines:

1. The private equipment on the Mackenzie County equipment list shall be the first source of equipment to be hired when privately owned equipment is required for work within the Mackenzie County.
2. Contractors complete a Hired Equipment Form (Attached Schedule "A"), and must have a current WCB account, Certificate of Insurance with a minimum of two million dollars liability, to remain on the list. Vehicles and equipment must have a current Alberta CVIP, and commercial license plates.
3. Mackenzie County may apply the following considerations when hiring equipment:
 - Past work history with the County along with the cooperative record of the contractor making equipment available to the County in times of need or difficult situations;
 - the experience of the operator, the suitability, productivity and condition of the equipment.
4. Equipment must be in good working condition. Supervisors may dismiss equipment that is in poor condition.

5. Contractors must supply experienced operators with proper PPE, and training certificates to complete the required task, in a safe and efficient manner.
6. Private equipment from contractors shall be hired only if they have no outstanding accounts (including taxes) with the municipality and are not involved in any legal action against Mackenzie County.
7. A list of all equipment shall be prepared for public information in accordance with the Freedom of Information and Protection of Privacy Act.
8. Contractors without a valid COR/SECOR shall be paid 70% of the current years Alberta Road Builders Rates. The Purchasing Authority Directive and Tendering Process Policy applies.
9. Contractors with a valid COR/SECOR shall be paid 80% of the current years Alberta Road Builders Rates.
11. Once per year, the municipality will advertise that the County is accepting hired equipment updates, and new registrations for the hired equipment list.
12. All Contractors of equipment on the hired equipment list must follow Mackenzie County's Policies and procedures.

	Date	Resolution Number
Approved	02-Jan-17	02-025
Amended	03-Mar-25	03-191
Amended	10-Jun-15	15-06-420

HIRED EQUIPMENT LIST

Company Name	Contact Name	Phone Number	Fax Number	Power Unit	WCB Coverage	Insurance Expiry	COR #
1156297 Alberta Ltd	Norm Franklin	T: 926-0705 C: 926-0705	926-3075	1 ton Welding truck	YES	20-Sep-15	NO COR/SECOR
1156297 Alberta Ltd	Norm Franklin	T: 926-0705 C: 926-0705	926-3075	Gravel Truck	YES	20-Sep-15	NO COR/SECOR
1156297 Alberta Ltd	Norm Franklin	T: 926-0705 C: 926-0705	926-3075	Gravel Truck	YES	20-Sep-15	NO COR/SECOR
A&L Maintenance	Jake Reimer	780-841-5464	jrreimer2@gmail.com	Hydro-Vac Flusher	YES	18-Sep-16	NO COR
A&L Maintenance	Jake Reimer	780-841-5464	jrreimer2@gmail.com	Washer/Steamer	YES	18-Sep-16	NO COR
A&L Maintenance	Jake Reimer	780-841-5464	jrreimer2@gmail.com	GMC Cabover	YES	18-Sep-16	NO COR
All Peace Contractors	John or Bill Wiebe	T: 926-1737 C: 926-0259	780-928-4135 apc@allpeacecontractors.com	Snow Maker	YES	1-Apr-16	20150323-SE9935
All Peace Contractors	John or Bill Wiebe	T: 926-1737 C: 926-0259	780-928-4135 apc@allpeacecontractors.com	Snow Maker	YES	1-Apr-16	20150323-SE9935
Arrowhead Contracting Ltd.	Peter W. Wieler	T: 927-4417 C: 841-8417	927-4417	Gravel Truck	YES	16-Apr-16	20140318-SE4449
Arrowhead Contracting Ltd.	Peter W. Wieler	T: 927-4417 C: 841-8417	927-4417	Gravel Truck	YES	16-Apr-16	20140318-SE4449
Arrowhead Contracting Ltd.	Peter W. Wieler	T: 927-4417 C: 841-8417	927-4417	Water Truck	YES	16-Apr-16	20140318-SE4449
Boss Services	Howard Donald	T: 321-3981 C: 841-1067	780-321-3925 howard.donald@boss-services.ca	Trucks	YES	27-Mar-16	20121107-8364
Boss Services	Howard Donald	T: 321-3981 C: 841-1067	780-321-3925 howard.donald@boss-services.ca	Graders	YES	27-Mar-16	20121107-8364
Boss Services	Howard Donald	T: 321-3981 C: 841-1067	780-321-3925 howard.donald@boss-services.ca	Loaders	YES	27-Mar-16	20121107-8364
Boss Services	Howard Donald	T: 321-3981 C: 841-1067	780-321-3925 howard.donald@boss-services.ca	Mulchers	YES	27-Mar-16	20121107-8364
Boss Services	Howard Donald	T: 321-3981 C: 841-1067	780-321-3925 howard.donald@boss-services.ca	Rock Trucks	YES	27-Mar-16	20121107-8364
Boss Services	Howard Donald	T: 321-3981 C: 841-1067	780-321-3925 howard.donald@boss-services.ca	Dozers	YES	27-Mar-16	20121107-8364
Boss Services	Howard Donald	T: 321-3981 C: 841-1067	780-321-3925 howard.donald@boss-services.ca	Excavators	YES	27-Mar-16	20121107-8364
Boss Services	Howard Donald	T: 321-3981 C: 841-1067	780-321-3925 howard.donald@boss-services.ca	Snow Cat	YES	27-Mar-16	20121107-8364
Buffalo Head Ventures	John Wolfe	T: 928-4909 C: 926-6864	928-4048	Crawler	YES	21-Oct-15	20140110-SE3670
Buffalo Head Ventures	John Wolfe	T: 928-4909 C: 926-6864	928-4048	Crawler	YES	21-Oct-15	20140110-SE3670
Buffalo Head Ventures	John Wolfe	T: 928-4909 C: 926-6864	928-4048	Crawler	YES	21-Oct-15	20140110-SE3670
Buffalo Head Ventures	John Wolfe	T: 928-4909 C: 926-6864	928-4048	Hoe	YES	21-Oct-15	20140110-SE3670
Dreidger Construction	Vill Dreidger	T: 926-9403	villd@gmail.com	Buncher	YES	14-May-16	20140307-3919
Dreidger Construction	Vill Dreidger	T: 926-9403	villd@gmail.com	Skidder	YES	14-May-16	20140307-3919
Dreidger Construction	Vill Dreidger	T: 926-9403	villd@gmail.com	Processor	YES	14-May-16	20140307-3919
Dreidger Construction	Vill Dreidger	T: 926-9403	villd@gmail.com	Mulchers	YES	14-May-16	20140307-3919
Dreidger Construction	Vill Dreidger	T: 926-9403	villd@gmail.com	Dozers	YES	14-May-16	20140307-3919

Dreidger Construction	Vill Dreidger	T: 926-9403	villd@gmail.com	Excavators	YES	14-May-16	20140307-3919
Dreidger Construction	Vill Dreidger	T: 926-9403	villd@gmail.com	Grader	YES	14-May-16	20140307-3919
Dreidger Construction	Vill Dreidger	T: 926-9403	villd@gmail.com	Packer	YES	14-May-16	20140307-3919
Dreidger Construction	Vill Dreidger	T: 926-9403	villd@gmail.com	Rock Trucks	YES	14-May-16	20140307-3919
Dreidger Construction	Vill Dreidger	T: 926-9403	villd@gmail.com	Tractor truck	YES	14-May-16	20140307-3919
Dreidger Construction	Vill Dreidger	T: 926-9403	villd@gmail.com	Dump Trucks	YES	14-May-16	20140307-3919
Dreidger Construction	Vill Dreidger	T: 926-9403	villd@gmail.com	Water Truck	YES	14-May-16	20140307-3919
Dreidger Construction	Vill Dreidger	T: 926-9403	villd@gmail.com	Winch Truck	YES	14-May-16	20140307-3919
Fine Lines Service	Eric Carter	C: 841-8805	finelineservices2010@gmail.com	Gravel Truck	YES	29-Apr-16	20131222-SE3593
Fine Lines Service	Eric Carter	C: 841-8805	finelineservices2010@gmail.com	Picker trucks	YES	29-Apr-16	20131222-SE3593
Froese Enterprises Ltd.	Peter Froese	T: 928-2494 C: 841-1694	peterfroese.fel@gmail.com	Gravel Truck	YES	2-Jan-16	20150131-SE9723
Froese Enterprises Ltd.	Peter Froese	T: 928-2494 C: 841-1694	peterfroese.fel@gmail.com	Pup trailer	YES	2-Jan-16	20150131-SE9723
Froese Enterprises Ltd.	Peter Froese	T: 928-2494 C: 841-1694	peterfroese.fel@gmail.com	Hydro-Vac	YES	2-Jan-16	20150131-SE9723
Good Brothers Construction 2002 Ltd.	Pete Fehr	T: 926-2758 C: 926-6671	780-926-2565 pete@gbc2002ltd.net	Loader/Backhoes	YES	3-Jun-16	20140522-5209
Good Brothers Construction 2002 Ltd.	Pete Fehr	T: 926-2758 C: 926-6671	780-926-2565 pete@gbc2002ltd.net	Excavators	YES	3-Jun-16	20140522-5209
Good Brothers Construction 2002 Ltd.	Pete Fehr	T: 926-2758 C: 926-6671	780-926-2565 pete@gbc2002ltd.net	Dozers	YES	3-Jun-16	20140522-5209
Good Brothers Construction 2002 Ltd.	Pete Fehr	T: 926-2758 C: 926-6671	780-926-2565 pete@gbc2002ltd.net	Compactors	YES	3-Jun-16	20140522-5209
Good Brothers Construction 2002 Ltd.	Pete Fehr	T: 926-2758 C: 926-6671	780-926-2565 pete@gbc2002ltd.net	Trucks	YES	3-Jun-16	20140522-5209
Jakes Water Service	Jake Tiechroeb	T: 928-2419 C: 841-4563	780-928-4036 jateichroeb@gmail.com	Water Truck - Non Potable	NO COVERAGE	25-Nov-15	NO COR/SECOR
Krahn Logging (829359 Ab Ltd)	Cory Krahn	T:926-8884 C:926-0344	926-8889	Crawler	YES	30-Jun-15	20141218-8645
Krahn Logging (829359 Ab Ltd)	Cory Krahn	T:926-8884 C:926-0344	926-8889	Crawler	YES	30-Jun-15	20141218-8645
Krahn Logging (829359 Ab Ltd)	Cory Krahn	T:926-8884 C:926-0344	926-8889	Crawler	YES	30-Jun-15	20141218-8645
Krahn Logging (829359 Ab Ltd)	Cory Krahn	T:926-8884 C:926-0344	926-8889	Delimber	YES	30-Jun-15	20141218-8645
Krahn Logging (829359 Ab Ltd)	Cory Krahn	T:926-8884 C:926-0344	926-8889	Excavator	YES	30-Jun-15	20141218-8645
Krahn Logging (829359 Ab Ltd)	Cory Krahn	T:926-8884 C:926-0344	926-8889	Excavator	YES	30-Jun-15	20141218-8645
Krahn Logging (829359 Ab Ltd)	Cory Krahn	T:926-8884 C:926-0344	926-8889	Excavator	YES	30-Jun-15	20141218-8645
Krahn Logging (829359 Ab Ltd)	Cory Krahn	T:926-8884 C:926-0344	926-8889	Feller Buncher	YES	30-Jun-15	20141218-8645
Krahn Logging (829359 Ab Ltd)	Cory Krahn	T:926-8884 C:926-0344	926-8889	Feller Buncher	YES	30-Jun-15	20141218-8645
Krahn Logging (829359 Ab Ltd)	Cory Krahn	T:926-8884 C:926-0344	926-8889	Gravel Truck	YES	30-Jun-15	20141218-8645
Krahn Logging (829359 Ab Ltd)	Cory Krahn	T:926-8884 C:926-0344	926-8889	Gravel Truck	YES	30-Jun-15	20141218-8645
Krahn Logging (829359 Ab Ltd)	Cory Krahn	T:926-8884 C:926-0344	926-8889	Lowbed	YES	30-Jun-15	20141218-8645

Krahn Logging (829359 Ab Ltd)	Cory Krahn	T:926-8884 C:926-0344	926-8889	Skid Steer	YES	30-Jun-15	20141218-8645
Krahn Logging (829359 Ab Ltd)	Cory Krahn	T:926-8884 C:926-0344	926-8889	Skid Steer	YES	30-Jun-15	20141218-8645
Krahn Logging (829359 Ab Ltd)	Cory Krahn	T:926-8884 C:926-0344	926-8889	Skidder	YES	30-Jun-15	20141218-8645
Krahn Logging (829359 Ab Ltd)	Cory Krahn	T:926-8884 C:926-0344	926-8889	Tractor truck	YES	30-Jun-15	20141218-8645
Krahn Logging (829359 Ab Ltd)	Cory Krahn	T:926-8884 C:926-0344	926-8889	Tridem End dump	YES	30-Jun-15	20141218-8645
Krahn Logging (829359 Ab Ltd)	Cory Krahn	T:926-8884 C:926-0344	926-8889	Tridem End dump	YES	30-Jun-15	20141218-8645
Krahn Logging (829359 Ab Ltd)	Cory Krahn	T:926-8884 C:926-0344	926-8889	Water Truck	YES	30-Jun-15	20141218-8645
La Crete Water Service	Willy Klassen	T: 928-2632 C: 841-1817	587-743-0143 lacretewater@gmail.com	Water Truck	YES	31-Dec-15	20130913-SE2472
La Crete Water Service	Willy Klassen	T: 928-2632 C: 841-1817	587-743-0143 lacretewater@gmail.com	Water Truck	YES	31-Dec-15	20130913-SE2472
La Crete Water Service	Willy Klassen	T: 928-2632 C: 841-1817	587-743-0143 lacretewater@gmail.com	Water Truck	YES	31-Dec-15	20130913-SE2472
Lewsaw Oilfield Services Ltd o/a Lewsaw Hydrovac Services	Tyrone Lewsaw	T: 502-4188 C: 926-5794	926-5793	Hydro-Vac	YES	16-Dec-15	NO COR/SECOR
North West Trenching Ltd	Joe Neudof Rob Dyck Darcy Wiebe	C: 926-0289 C: 926-6735 C: 926-6745	928-3132 nwtl.rob@gmail.com	Backhoes	YES	8-Mar-16	Awaiting COR Certification
North West Trenching Ltd	Joe Neudof Rob Dyck Darcy Wiebe	C: 926-0289 C: 926-6735 C: 926-6745	928-3132 nwtl.rob@gmail.com	Crawlers	YES	8-Mar-16	Awaiting COR Certification
North West Trenching Ltd	Joe Neudof Rob Dyck Darcy Wiebe	C: 926-0289 C: 926-6735 C: 926-6745	928-3132 nwtl.rob@gmail.com	Directional Drills	YES	8-Mar-16	Awaiting COR Certification
North West Trenching Ltd	Joe Neudof Rob Dyck Darcy Wiebe	C: 926-0289 C: 926-6735 C: 926-6745	928-3132 nwtl.rob@gmail.com	Excavators	YES	8-Mar-16	Awaiting COR Certification
North West Trenching Ltd	Joe Neudof Rob Dyck Darcy Wiebe	C: 926-0289 C: 926-6735 C: 926-6745	928-3132 nwtl.rob@gmail.com	Water Truck	YES	8-Mar-16	Awaiting COR Certification
North West Trenching Ltd	Joe Neudof Rob Dyck Darcy Wiebe	C: 926-0289 C: 926-6735 C: 926-6745	928-3132 nwtl.rob@gmail.com	Picker trucks	YES	8-Mar-16	Awaiting COR Certification
North West Trenching Ltd	Joe Neudof Rob Dyck Darcy Wiebe	C: 926-0289 C: 926-6735 C: 926-6745	928-3132 nwtl.rob@gmail.com	Winch Truck	YES	8-Mar-16	Awaiting COR Certification
North West Trenching Ltd	Joe Neudof Rob Dyck Darcy Wiebe	C: 926-0289 C: 926-6735 C: 926-6745	928-3132 nwtl.rob@gmail.com	Tandem gravel truck	YES	8-Mar-16	Awaiting COR Certification
North West Trenching Ltd	Joe Neudof Rob Dyck Darcy Wiebe	C: 926-0289 C: 926-6735 C: 926-6745	928-3132 nwtl.rob@gmail.com	Drill Van	YES	8-Mar-16	Awaiting COR Certification
North West Trenching Ltd	Joe Neudof Rob Dyck Darcy Wiebe	C: 926-0289 C: 926-6735 C: 926-6745	928-3132 nwtl.rob@gmail.com	Hydrovacs	YES	8-Mar-16	Awaiting COR Certification
Northern Rain Ent.	John Banman	C: 841-9111	780-927-4712 john.nre@gmail.com	Gravel Truck	YES	7-Dec-15	NO COR/SECOR
Northern Rain Ent.	John Banman	C: 841-9111	780-927-4712 john.nre@gmail.com	Skid Steer	YES	7-Dec-15	NO COR/SECOR
Norwood Transport	Simon Driedger	C: 926-0265	928-3662 norwoodtrans@outlook.com	Body Job	YES	1-Oct-16	Letter of Intent
Norwood Transport	Simon Driedger	C: 926-0265	928-3662 norwoodtrans@outlook.com	Body Job	YES	1-Oct-16	Letter of Intent

Pine Ridge Chippers	John J. Peters	T:928-2200 C:841-2510	928-2100	Nodwell	YES	1-Oct-15	20140129-4608
Pine Ridge Chippers	John J. Peters	T:928-2200 C:841-2510	928-2100	Skidder	YES	1-Oct-15	20140129-4608
Pine Ridge Chippers	John J. Peters	T:928-2200 C:841-2510	928-2100	Skidder	YES	1-Oct-15	20140129-4608
Pine Ridge Chippers	John J. Peters	T:928-2200 C:841-2510	928-2100	Skidder	YES	1-Oct-15	20140129-4608
Pine Ridge Chippers	John J. Peters	T:928-2200 C:841-2510	928-2100	Skidder	YES	1-Oct-15	20140129-4608
Pine Ridge Chippers	John J. Peters	T:928-2200 C:841-2510	928-2100	Skidder	YES	1-Oct-15	20140129-4608
Pine Ridge Chippers	John J. Peters	T:928-2200 C:841-2510	928-2100	Skidder	YES	1-Oct-15	20140129-4608
Pine Ridge Chippers	John J. Peters	T:928-2200 C:841-2510	928-2100	Tractor truck	YES	1-Oct-15	20140129-4608
Pine Ridge Chippers	John J. Peters	T:928-2200 C:841-2510	928-2100	Tractor truck	YES	1-Oct-15	20140129-4608
Prairie Wind	John Friesen	T: 928-3115 C: 841-1000	780-928-4617 johnfriesen10@yahoo.ca	Winch Truck	YES	1-Feb-16	20141110-SE7779
Prairie Wind	John Friesen	T: 928-3115 C: 841-1000	780-928-4617 johnfriesen10@yahoo.ca	Truck	YES	1-Feb-16	20141110-SE7779
Razorback Logging	Ed Wiebe	T: 502-3137	razorbacklogging@gmail.com	Excavator	NO		20141205-SE8251
Razorback Logging	Ed Wiebe	T: 502-3137	razorbacklogging@gmail.com	Rubber Tire Back Hoe	NO		20141205-SE8251
Razorback Logging	Ed Wiebe	T: 502-3137	razorbacklogging@gmail.com	Mulchers	NO		20141205-SE8251
Razorback Logging	Ed Wiebe	T: 502-3137	razorbacklogging@gmail.com	Mulchers	NO		20141205-SE8251
Reactor Services	Brandon Froese Benny Schmidt	C: 841-2797 C: 841-6468	reactorservices.bs@gmail.com	Skidsteer	YES	30-Aug-16	20150202-SE9554
RKM Contracting	Reg McLean	T: 926-4274 C: 926-1572	926-4403	Gravel pup	YES	1-Nov-15	20150121-8563
RKM Contracting	Reg McLean	T: 926-4274 C: 926-1572	926-4403	Gravel Truck	YES	1-Nov-15	20150121-8563
RKM Contracting	Reg McLean	T: 926-4274 C: 926-1572	926-4403	Picker	YES	1-Nov-15	20150121-8563
RKM Contracting	Reg McLean	T: 926-4274 C: 926-1572	926-4403	Sand Truck	YES	1-Nov-15	20150121-8563
RKM Contracting	Reg McLean	T: 926-4274 C: 926-1572	926-4403	Water Truck	YES	1-Nov-15	20150121-8563
RKM Contracting	Reg McLean	T: 926-4274 C: 926-1572	926-4403	Water Truck	YES	1-Nov-15	20150121-8563
RKM Contracting	Reg McLean	T: 926-4274 C: 926-1572	926-4403	Water Truck	YES	1-Nov-15	20150121-8563
RKM Contracting	Reg McLean	T: 926-4274 C: 926-1572	926-4403	Water Truck	YES	1-Nov-15	20150121-8563
RKM Contracting	Reg McLean	T: 926-4274 C: 926-1572	926-4403	Water Truck	YES	1-Nov-15	20150121-8563
Unity Sand & Gravel	John Krahn	T: 928-3379 C: 841-2603	928-3447	Cross Dump	YES	18-Sep-15	NO COR/SECOR
Unity Sand & Gravel	John Krahn	T: 928-3379 C: 841-2603	928-3447	Cross Dump	YES	18-Sep-15	NO COR/SECOR
Unity Sand & Gravel	John Krahn	T: 928-3379 C: 841-2603	928-3447	Grader	YES	18-Sep-15	NO COR/SECOR
Unity Sand & Gravel	John Krahn	T: 928-3379 C: 841-2603	928-3447	Pup trailer	YES	18-Sep-15	NO COR/SECOR
Unity Sand & Gravel	John Krahn	T: 928-3379 C: 841-2603	928-3447	Screenner	YES	18-Sep-15	NO COR/SECOR
Unity Sand & Gravel	John Krahn	T: 928-3379 C: 841-2603	928-3447	Truck	YES	18-Sep-15	NO COR/SECOR

Unity Sand & Gravel	John Krahn	T: 928-3379 C: 841-2603	928-3447	Truck	YES	18-Sep-15	NO COR/SECOR
Wild Wolf Ventures	Henry Wolfe	T: 928-3415 C: 841-1270	dellbella2011@hotmail.ca	Truck	YES	17-Dec-15	NO COR/SECOR
Wild Wolf Ventures	Henry Wolfe	T: 928-3415 C: 841-1270	dellbella2011@hotmail.ca	End Dump	YES	17-Dec-15	NO COR/SECOR