



**Mackenzie County**

# **REGULAR COUNCIL MEETING AGENDA**

SEPTEMBER 28, 2016

10:00 A.M.

COUNCIL CHAMBERS  
FORT VERMILION, AB



# STRATEGIC PRIORITIES CHART

## COUNCIL PRIORITIES (Council/CAO)

NOW	ADVOCACY
<ol style="list-style-type: none"> <li>1. <b>FISCAL RESPONSIBILITY: Long term planning</b></li> <li>2. <b>CITIZEN ENGAGEMENT: Ratepayers surveys</b></li> <li>3. <b>DEVELOPMENT STANDARDS: Evaluation of infrastructure</b></li> <li>4. <b>POTABLE WATER: Availability &amp; Infrastructure</b></li> <li>5. <b>INDUSTRY RETENTION AND ATTRACTION</b></li> <li>6. <b>CAMPGROUNDS: Expansion</b></li> <li>7. <b>LAND STEWARDSHIP COMMITTEE</b></li> <li>8. <b>MUNICIPAL ROADS: Upgrading</b></li> <li>9. <b>INTER-PROVINCIAL/ TERRITORIAL RELATIONS</b></li> <li>10. <b>RECREATION CENTRES &amp; ARENA UPGRADES</b></li> <li>11. <b>EDUCATION STRATEGY: Environmental information for farmers</b></li> <li>12. <b>INDUSTRY RELATIONS AND GROWTH: Value added</b></li> </ol>	<div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> <i>Provincial Government Relations</i>  <input type="checkbox"/> <i>Transportation Development</i>  <input type="checkbox"/> <i>Health Services</i>  <input type="checkbox"/> <i>La Crete Postal Service</i>  <input type="checkbox"/> <i>Land Use (Land Use Framework, conservation initiatives, agricultural land expansion)</i> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>Codes:</u>  <b>BOLD CAPITALS</b> – Council NOW Priorities  <b>CAPITALS</b> – Council NEXT Priorities  <i>Italics</i> – Advocacy            Regular Title Case – Operational Strategies            * See Monthly Capital Projects Progress Report</p> </div>

## OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Joulia)			
<ol style="list-style-type: none"> <li>1. <b>INDUSTRY RETENTION AND ATTRACTION:</b> meetings with local industries leaders</li> <li>2. <b>INTER-PROVINCIAL/ TERRITORIAL RELATIONS:</b> develop a plan for symposium to share information (CAO &amp; Sustainability Committee)</li> </ol>	May  May	<input type="checkbox"/> <i>Provincial Government Relations</i> <input type="checkbox"/> <i>Transportation Development</i> <input type="checkbox"/> <i>Health Services</i> <input type="checkbox"/> <i>La Crete Postal Service</i>	
ECONOMIC DEVELOPMENT (Joulia/Byron)		AGRICULTURAL SERVICES (Grant)	
<ol style="list-style-type: none"> <li>1. <b>INDUSTRY RELATIONS AND GROWTH: Value added (review development incentives options)</b></li> <li>2. Tourism Strategy – SWOT analysis</li> <li>3. <i>Land Use (Land Use Framework, conservation initiatives, agricultural land expansion)</i></li> </ol> <input type="checkbox"/> Economic Development Action Plan	Sept.  Sept. August  May	<ol style="list-style-type: none"> <li>1. <b>EDUCATION STRATEGY: Environmental information for farmers</b></li> <li>2. Emergency Livestock Response Plan</li> <li>3. Agricultural Fair &amp; Tradeshow</li> </ol> <input type="checkbox"/> Easements for Existing Drainage Channels	Oct. August August
COMMUNITY SERVICES (Ron/Len)		PUBLIC WORKS* (Ron/Len)	
<ol style="list-style-type: none"> <li>1. <b>CAMPGROUNDS: Expansion - Wadlin &amp; Hutch Lake Plans</b></li> <li>2. <b>RECREATION CENTRES &amp; ARENA UPGRADES</b></li> <li>3. COR Certificate – External Audit Review</li> </ol> <input type="checkbox"/> Construct dock expansion plan for campgrounds as per new design	April  July  March May	<ol style="list-style-type: none"> <li>1. <b>MUNICIPAL ROADS: Upgrading</b></li> </ol> <input type="checkbox"/> Hamlet 5 Year Upgrading Plan – Review & Update <input type="checkbox"/> Engineering Services Procurement RFP	July July  Dec.
PLANNING & DEVELOPMENT (Byron)		LEGISLATIVE SERVICES (Carol)	
<ol style="list-style-type: none"> <li>1. <b>DEVELOPMENT STANDARDS: Evaluation of infrastructure - engage consultant</b></li> <li>2. <b>LAND STEWARDSHIP COMMITTEE - fill positions</b></li> <li>3. Infrastructure Master Plans - complete</li> </ol> <input type="checkbox"/> LC & FV Streetscape - finalize design <input type="checkbox"/> LC & FV Airports - infrastructure review, ph. 1	April  April  April May April	<ol style="list-style-type: none"> <li>1. <b>CITIZEN ENGAGEMENT: Ratepayers surveys</b></li> <li>2. Filing/Records Management Procedure</li> <li>3. By – Election (Ward 7)</li> </ol> <input type="checkbox"/> SDAB Bylaw Review <input type="checkbox"/> Social Media Policy	May May May June
FINANCE (Mark)		ENVIRONMENTAL (Fred)	
<ol style="list-style-type: none"> <li>1. <b>FISCAL RESPONSIBILITY: Long term planning</b></li> <li>2. Non-traditional municipal revenue stream – research options</li> <li>3. Multi-year capital plan</li> </ol>	Sept.	<ol style="list-style-type: none"> <li>1. <b>POTABLE WATER: Availability &amp; Infrastructure</b></li> <li>2. Hamlet Easement Strategy</li> </ol> <input type="checkbox"/> Establish Tactical Plan <input type="checkbox"/> Water Study Rocky Lane and High Level	July

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, September 28, 2016  
10:00 a.m.**

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

**AGENDA**

			Page
<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the September 13, 2016 Regular Council Meeting	7
<b>DELEGATIONS:</b>	4.	a) Ellen Bowles, Vice President – Canadian Union of Postal Workers (CUPW) Local 744 Grande Prairie (10:30 a.m.)	23
		b) George Janzen – Quality Investment Corp (1:30 p.m.)	33
		c)	
		d)	
<b>COUNCIL COMMITTEE REPORTS:</b>	5.	a) Council Committee Reports (verbal)	
		b) Finance Committee Meeting Minutes	41
		c) Community Services Committee Meeting Minutes	47
		d)	
<b>GENERAL REPORTS:</b>	6.	a)	
		b)	

<b>TENDERS:</b>	7.	a)	None	
<b>PUBLIC HEARINGS:</b>	8.	a)	None	
<b>ADMINISTRATION:</b>	9.	a)	Meetings with Ministers – AAMDC Fall Convention	51
		b)		
		c)		
<b>AGRICULTURE SERVICES:</b>	10.	a)		
		b)		
<b>COMMUNITY SERVICES:</b>	11.	a)	Fort Vermilion Board of Trade – Funds Request	53
		b)	Town of High Level Hazmat Truck – Additional Funding Request	77
		c)		
		d)		
<b>FINANCE:</b>	12.	a)	Policy ADM049 – Bursary Policy	81
		b)	Policy RESV019 – Street Light Replacement Reserve	93
		c)	Purchase of Membership Shares in Vision Credit Union, La Crete Co-op, and UFA	97
		d)	Financial Reports – January 1 to August 31, 2016	99
		e)		
		f)		
<b>OPERATIONS:</b>	13.	a)	Purchase of Wadlin Lake Campground Recreational Lease (update)	113
		b)		

		c)		
<b>PLANNING &amp; DEVELOPMENT:</b>	14.	a)	Bylaw 1049-16 Road Closure Request for the West side of NW 11-108-13-W5M (Fort Vermilion Area)	119
		b)	Policy DEV010 – Land Acquisition for Road Right-of-Ways during Subdivisions	133
		c)	Policy PW028 Sale of Undeveloped Road Allowance	147
		d)	Alberta Government, Community and Regional Economic Support (CARES) Grant	151
		e)	Caribou (to be presented at the meeting)	
		f)		
		g)		
<b>UTILITIES:</b>	15.	a)	Policy UT006 Municipal Rural Water Servicing	163
		b)	96 Avenue, 100 Street to 101 Street (Hamlet of La Crete) Letter of Concern	169
		c)		
		d)		
<b>INFORMATION / CORRESPONDENCE:</b>	16.	a)	Information/Correspondence	179
<b>IN CAMERA SESSION:</b>	17.	a)	Legal	
		b)	Labour	
		c)	Land	
<b>NOTICE OF MOTION:</b>	18.		Notices of Motion	

**NEXT MEETING  
DATES:**

19. a) Regular Council Meeting  
October 11, 2016  
10:00 a.m.  
Fort Vermilion Council Chambers
- b) Organizational Council Meeting  
October 25, 2016  
10:00 a.m.  
Fort Vermilion Council Chambers
- b) Regular Council Meeting  
October 26, 2016  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**

20. a) Adjournment



Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 28, 2016</b>
<b>Presented By:</b>	<b>Carol Gabriel, Director of Legislative &amp; Support Services</b>
<b>Title:</b>	<b>Minutes of the September 13, 2016 Regular Council Meeting</b>

### **BACKGROUND / PROPOSAL:**

Minutes of the September 13, 2016, Regular Council Meeting are attached.

### **OPTIONS & BENEFITS:**

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

### **SUSTAINABILITY PLAN:**

### **COMMUNICATION:**

Approved Council Meetings minutes are posted on the County website.

### **RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the September 13, 2016, Regular Council Meeting be adopted as presented.

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





**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Tuesday, September 13, 2016  
10:00 a.m.**

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

**PRESENT:**

Bill Neufeld	Reeve
Walter Sarapuk	Deputy Reeve (left the meeting at 2:19 p.m.)
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Elmer Derksen	Councillor
John W. Driedger	Councillor
Eric Jorgensen	Councillor (arrived at 10:05 a.m.)
Josh Knelsen	Councillor
Ray Toews	Councillor
Lisa Wardley	Councillor

**REGRETS:**

**ADMINISTRATION:**

Len Racher	Chief Administrative Officer
Ron Pelensky	Director of Community Services & Operations
Byron Peters	Director of Planning & Development
Fred Wiebe	Director of Utilities
Peng Tian	Director of Finance
Bill Kostiw	Intergovernmental Relations & Special Projects Coordinator
Jennifer Batt	Recording Secretary

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

Minutes of the Regular Council meeting for Mackenzie County held on September 13, 2016 in the Fort Vermilion Council Chambers.

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

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

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

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

**MOTION 16-09-622**      **MOVED** by Deputy Reeve Sarapuk

That the agenda be approved as presented.

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. a) Minutes of the August 24, 2016, Regular Council Meeting**

**MOTION 16-09-623**      **MOVED** by Councillor Bateman

That the minutes of the August 24, 2016 Regular Council Meeting be adopted as presented.

**CARRIED**

**3. b) Minutes of the September 9, 2016, Special Council Meeting**

**MOTION 16-09-624**      **MOVED** by Deputy Reeve Sarapuk

That the minutes of the September 9, 2016 Special Council Meeting be adopted as presented.

**CARRIED**

**COUNCIL  
COMMITTEE  
REPORTS:**

**5. a) Council Committee Reports**

**MOTION 16-09-625**      **MOVED** by Councillor Driedger

That the Council committee reports be received for information.

**CARRIED**

**5. b) Tompkins Crossing Committee Unapproved Minutes**

**MOTION 16-09-626**      **MOVED** by Councillor Braun

That the Tompkins Crossing Committee unapproved minutes of August 25, 2016 be received for information.

**CARRIED**

Councillor Jorgensen stepped out of the meeting at 10:20 a.m. and rejoined the meeting at 10:24 a.m.

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

**IN-CAMERA: 17. c) In Camera**

**MOTION 16-09-627 MOVED** by Councillor Bateman

That Council move in-camera to discuss Caribou Management Lands at 10:25 a.m.

**CARRIED**

**MOTION 16-09-628 MOVED** by Councillor Driedger

That Council move out of camera at 11:01 a.m.

**CARRIED**

Reeve Neufeld recessed the meeting at 11:01 a.m. and reconvened the meeting at 11:12 a.m.

**MOTION 16-09-629 MOVED** by Councillor Bateman

That as Mackenzie County already has Caribou Wildland Park, the Caribou Management area, Wood Buffalo National Park, Hay Zama Complex along with numerous Wildlife Protection Notations on lands, and therefore expanding the proposed Caribou Protection Plan is not acceptable.

**CARRIED UNANIMOUSLY**

**MOTION 16-09-630 MOVED** by Councillor Jorgenson

That the range management plans for Northwestern Alberta address the future of both Wood Bison and Woodland Caribou within the existing protection areas.

**CARRIED UNANIMOUSLY**

**MOTION 16-09-631 MOVED** by Councillor Wardley

That the Caribou Communities of Alberta (CCoA) meeting scheduled for September 16, 2016 in Manning be postponed due to attendance, and new information.

**CARRIED**

**GENERAL REPORTS: 6. a) CAO Report**

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

**MOTION 16-09-632**                    **MOVED** by Deputy Reeve Sarapuk

That the Interim CAO report for August, 2016 be received for information.

**CARRIED**

**TENDERS:**                            **7. a) None**

**ADMINISTRATION:**                **9. a) Regional Sustainability Study – Draft Report**

**MOTION 16-09-633**                    **MOVED** by Councillor Driedger

That the draft Regional Sustainability Study report be received for information.

**CARRIED**

**9. b) Municipal Government Act (MGA) Regulations – Discussion Guides**

**MOTION 16-09-634**                    **MOVED** by Councillor Driedger

That the Municipal Act Government Regulations be submitted as discussed.

**CARRIED**

Reeve Neufeld recessed meeting for lunch at 11:58 a.m. and reconvened the meeting at 12:35 p.m.

**AGRICULTURE SERVICES:**                    **10. a) None**

**COMMUNITY SERVICES:**                **11. a) D.A. Thomas Park Steps Project**

**MOTION 16-09-635**                    **MOVED** by Councillor Wardley

Requires 2/3

That the funds for the D.A. Thomas Park Steps Project be reallocated to the D.A. Thomas Park Concrete Block Installation at the dock area.

**CARRIED**

**11. b) Commercial Fishing**

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

**MOTION 16-09-636**

**MOVED** by Councillor Wardley

That a letter be sent to the Alberta Association of Municipal Districts & Counties (AAMD&C) to follow up on the commercial fishing, and that administration seek a legal opinion.

**CARRIED**

**MOTION 16-09-637**

**MOVED** by Councillor Bateman

That the assessor be informed that the cabins at Bistcho Lake should have been reclassified to Residential in 2014 due to the closure of commercial fishing.

**CARRIED**

**PUBLIC HEARINGS:**

**8. a) Bylaw 1041-16 Road Closure Request for the South side of SW 18-104-17-W5M (Blue Hills Area)**

Reeve Neufeld called the public hearing for Bylaw 1041-16 to order at 1:04 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 1041-16 was properly advertised. Byron Peters, Director of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Director of Planning & Development, presented the Development Authority's submission and indicated that first reading was given on June 14, 2016.

Reeve Neufeld asked if Council has any questions of the proposed land Use Bylaw Amendment. There were no questions.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 1041-16. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1041-16.

- *Willie Neufeld – land owner to the South spoke*
- *Bill Friesen – spoke about the adjacent church property*

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

Reeve Neufeld closed the public hearing for Bylaw 1041-16 at 1:25 p.m.

**MOTION 16-09-638**

**MOVED** by Councillor Wardley

That Bylaw 1041-16 being a Road Closure Bylaw to close all of the Government Road Allowance adjoining the south boundary of SW 18-104-17-W5M for the purpose of sale and consolidation be TABLED.

**CARRIED**

**8. b) Bylaw 1043-16 Land Use Bylaw Amendment to Rezone Part of NW 13-106-15-W5M from Recreational "REC" to Country Recreational District "CR"(La Crete Rural)**

Reeve Neufeld called the public hearing for Bylaw 1043-16 to order at 1:26 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 1043-16 was properly advertised. Byron Peters, Director of Planning & Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Neufeld asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Director of Planning & Development, presented the Development Authority's submission and indicated that first reading was given on June 30, 2016.

Reeve Neufeld asked if Council has any questions of the proposed land Use Bylaw Amendment.

- *Is homeowners association legally binding?*
- *Yes*
- *Is this caveated to this property?*
- *Yes*
- *What is the waste water boundary?*
- *300 m boundary*
- *38 lots for sewer system, what kind of system is being used*
- *Low pressure system*
- *Privately owned by golf course*
- *Advanced treatment system*
- *Sewer will be treated and reused*
- *Sewer treated at golf course*
- *Yes*
- *Is there a legal access to plant*
- *N.E. access road*

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

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 1043-16. No submissions were received.

Reeve Neufeld asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1043-16.

- *Jake Driedger spoke on the sewer system to be installed for the subdivision.*

Reeve Neufeld closed the public hearing for Bylaw 1043-16 at 1:40 p.m.

**MOTION 16-09-639**

**MOVED** by Councillor Knelsen

That second reading be given to Bylaw 1043-16 being a Land Use Bylaw Amendment to rezone Part of NW 13-106-15-W5M from Recreational "REC" to Country Recreational "CR" for the purpose of a Multi-lot subdivision.

**CARRIED**

**MOTION 16-09-640**

**MOVED** by Councillor Braun

That third reading be given to Bylaw 1043-16 being a Land Use Bylaw Amendment to rezone Part of NW 13-106-15-W5M from Recreational "REC" to Country Recreational "CR" for the purpose of a Multi-lot subdivision.

**CARRIED**

Reeve Neufeld recessed the meeting at 2:06 p.m. and reconvened the meeting at 2:19 p.m.

Deputy Reeve Sarapuk left the meeting at 2:19 p.m.

**DELEGATIONS:**

**4. b) Sheila Willis – Friends of Historical Northern Alberta Society (FHNAS)**

**MOTION 16-09-641**

**MOVED** by Councillor Jorgensen

That the presentation from the Friends of Historical Northern Alberta Society be received for information.

**CARRIED**

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

**FINANCE: 12. a) Bylaw 1045-16 Outstanding Tax Payment Bylaw**

**MOTION 16-09-642 MOVED** by Councillor Bateman

That second reading be given to Bylaw 1045-16 being the Outstanding Tax Payment Bylaw.

**CARRIED**

**MOTION 16-09-643 MOVED** by Councillor Braun

That third reading be given to Bylaw 1045-16 being the Outstanding Tax Payment Bylaw.

**CARRIED**

**12. b) Insured Asset Values – Property & Equipment**

**MOTION 16-09-644 MOVED** by Councillor Wardley

That administration pose questions to Jubilee Insurance at the November 9, 2016 meeting.

**CARRIED**

**DELEGATIONS: 4. a) Simon Driedger – Subdividing Acreage with Drainage Ditch**

**MOTION 16-09-645 MOVED** by Councillor Braun

That the presentation by Simon Driedger regarding his acreage subdivision be received for information.

**CARRIED**

**FINANCE: 12. c) Request to Reduce Tax - Tax Roll 082172**

**MOTION 16-09-646 MOVED** by Councillor Toews

That the request to reduce taxes on Tax Roll 082172 be received for information.

**CARRIED**

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

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



**MOTION 16-09-647**      **MOVED** by Councillor Wardley

That the request to decrease the minimum tax for Tax Roll 074356 to \$35 be APPROVED.

**CARRIED**

**MOTION 16-09-648**      **MOVED** by Councillor Toews

That administration contacts the assessor and have the repeat Tax Roll reductions reassessed.

**CARRIED**

Councillor Jorgensen and Councillor Knelsen stepped out of the meeting at 3:08 p.m. Councillor Jorgensen rejoined the meeting at 3:10 p.m. and Councillor Knelsen rejoined the meeting at 3:13 p.m.

**12. e) Policy FIN022 Budget Development and 2017 Budget Meeting Dates**

**MOTION 16-09-649**      **MOVED** by Councillor Toews

That Council direct administration to hold the line in the 2017 Budget development.

**CARRIED**

**MOTION 16-09-650**      **MOVED** by Councillor Wardley

That the 2017 budget review dates be scheduled as follows to begin at 10:00 a.m. in the Fort Vermilion Council Chambers:

- November 1, 2016 – Council (Budget) Meeting
- November 22, 2016 – Council (Budget) Meeting
- December 12, 2016 – Council (Budget) Meeting

**CARRIED**

**MOTION 16-09-651**      **MOVED** by Councillor Wardley

That Policy FIN022 Budget Development be amended as discussed.

**CARRIED**

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

Reeve Neufeld recessed the meeting at 3:15 p.m. and reconvened the meeting at 3:28 p.m.

**OPERATIONS:**

**13. a) Construction and Maintenance of Tompkins Crossing Ice Bridge – Award**

**MOTION 16-09-652**

**MOVED** by Councillor Toews

That the Construction and Maintenance of Tompkins Crossing Ice Bridge be awarded to George & Abe Driedger as per their submitted proposal.

**CARRIED**

**13. b) Construction Work – Blumenort Road**

**MOTION 16-09-653**

**MOVED** by Councillor Derksen

That the Blumenort Road construction work update be received for information.

**CARRIED**

**13. c) Request to Tender for Gravel Crushing**

**MOTION 16-09-654**

Requires 2/3

**MOVED** by Councillor Wardley

That the 2016 operating budget be amended to include an additional \$1,500,000 with \$500,000 in funding coming from the Gravel Crushing Reserve, and \$1,000,000 from the General Operating Reserve for gravel crushing in 2016.

**CARRIED**

**13. d) Supply and Construct Wooden Post Frame Sand Shed Tender**

**MOTION 16-09-655**

**MOVED** by Councillor Braun

That the Supply and Construct Wooden Post Frame Sand Shed be awarded to the lowest qualified bidder while remaining in budget.

**CARRIED**

Councillor Jorgensen stepped out of the meeting at 3:49 p.m. and rejoined the meeting at 3:52 p.m.

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

**13. e) Blumenort Road West**

**MOTION 16-09-656**

**MOVED** by Councillor Derksen

That Council commit to reapplying oil dust control to Blumenort Road West in the summer of 2017.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**14. a) Bylaw 1046-16 Land Use Bylaw Amendment to Add Wastewater Treatment Setbacks Regulations to the Land Use Bylaw 791-10**

**MOTION 16-09-657**

**MOVED** by Councillor Wardley

That first reading as amended be given to Bylaw 1046-16 being a Land Use Bylaw Amendment to Add Section 7.47.1 Wastewater Treatment Setbacks to the Land Use Bylaw 791-10, subject to public hearing input.

**CARRIED**

**14. b) Bylaw 1047-16 Land Use Bylaw Amendment to Revise the Definition of Automotive Equipment and Vehicle Services**

**MOTION 16-09-658**

**MOVED** by Councillor Knelsen

That first reading be given to Bylaw 1047-16 being a Land Use Bylaw Amendment to change the definition of Automotive Equipment and Vehicle Services, and place the new definitions within the appropriate districts, subject to public hearing input.

**CARRIED**

**14. c) Bylaw 1048-16 Plan Cancellation & Consolidation of Plan 122 3197, Block 2, Lot 4 & 5**

**MOTION 16-09-659**

**MOVED** by Councillor Wardley

That first reading be given to Bylaw 1048-16, being a Plan Cancellation Bylaw to cancel and consolidate Plan 122 3197, Block 2, Lots 4 and 5 into one lot, subject to public hearing input.

**CARRIED**

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

**14. d) Land Use Bylaw Amendment Update**

**MOTION 16-09-660**      **MOVED** by Councillor Bateman

That the Land Use Bylaw Amendment project update be received for information.

**CARRIED**

**14. e) Economic Developers Alberta (EDA) Ministry Dinner**

**MOTION 16-09-661**      **MOVED** by Councillor Wardley

That the following Councillor(s) be authorized to attend the Economic Developers Alberta (EDA) Ministry Dinner on October 27, 2016 in Edmonton, Alberta.

-Reeve Neufeld and/or designate

**CARRIED**

**14. f) Caribou**

**MOTION 16-09-662**      **MOVED** by Councillor Derksen

That the Caribou report be received for information.

**CARRIED**

**UTILITIES:**      **15. a) None**

**INFORMATION:**      **16. a) Information/Correspondence**

**MOTION 16-09-663**      **MOVED** by Councillor Wardley

That Council invites the Fort Vermilion Board of Trade, La Crete Chamber of Commerce, and industry leaders to a meeting with MLA Prasad Panda on October 17, 2016.

**CARRIED**

**MOTION 16-09-664**      **MOVED** by Councillor Wardley

That administration to look into an application for the lithium project.

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

**CARRIED**

**MOTION 16-09-665**

**MOVED** by Councillor Derksen

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

**CARRIED**

Reeve Neufeld recessed the meeting at 4:23 p.m. and reconvened the meeting at 4:30 p.m.

**IN-CAMERA  
SESSION:**

**17. In-Camera Session**

**MOTION 16-09-666**

**MOVED** by Councillor Bateman

That Council move in-camera to discuss issues under the Freedom of Information and Protection of Privacy Regulations 18 (1) at 4: 31 p.m.

- 17. a) Legal
- 17. b) Labour
- 17. c) Land
  - Gravel Proposals

**CARRIED**

**MOTION 16-09-667**

**MOVED** by Councillor Braun

That Council move out of camera at 4:45 p.m.

**CARRIED**

**17. b) Land – Labour**

**MOTION 16-09-668**

**MOVED** by Councillor Bateman

That the Chief Administrative Officer be authorized to hire a contracted Executive Assistant to the CAO.

**CARRIED**

**17. c) Land – Gravel Proposals**

**MOTION 16-09-669**

**MOVED** by Councillor Braun

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

That the gravel proposal be received for information.

**CARRIED**

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

**NEXT MEETING DATES:** 19. a) Committee of the Whole Meeting  
Tuesday, September 27, 2016  
10:00 a.m.  
Fort Vermilion Council Chambers

c) Regular Council Meeting  
Wednesday, September 28, 2016  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:** 20. a) Adjournment

**MOTION 16-09-670** **MOVED** by Councillor Jorgensen

That the council meeting be adjourned at 4:53 p.m.

**CARRIED**

These minutes will be presented to Council for approval on September 28, 2016.

---

Bill Neufeld  
Reeve

---

Len Racher  
Chief Administrative Officer

UNAPPROVED

---

---



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 28, 2016</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>DELEGATION Ellen Bowles, Vice President – Canadian Union of Postal Workers (CUPW) Local 744 Grande Prairie</b>

**BACKGROUND / PROPOSAL:**

Ellen Bowles is the Vice President of the Canadian Union of Postal workers Local 744 in Grande Prairie.

Please see attached speaker notes, along with additional information pertaining to the presentation. She will bring a map indicating the post offices throughout Northern Alberta, that will be included in her presentation as well.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

That the presentation by the Vice President of the Canadian Union of Postal workers Local 744 in Grande Prairie be received for information.

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





SPEAKERS NOTES- Mackenzie County, Alberta Council September 28<sup>th</sup> 2016

My name is Ellen Bowles and I am the Vice President for the Canadian Union of Postal Workers Local 744 in Grande Prairie.

I am here today to present to you on the vast network that Canada Posts has across the country more specific here in Northern Alberta. We are requesting that council write a letter to the Honourable MaryAnn Mihychuk the Minister of Employment, Work Force Development and Labour in support of service expansion and the preservation of Canada's retail and logistics network.

Canada Post can deliver more than mail. It's a publicly owned Crown corporation and Canada's largest retail and logistics network. Contrary to popular belief, our postal service is profitable and has been for most of the last two decades. Despite making nearly 600 million dollars in profits over the last five years, the management of Canada Post continues to threaten Canadians with cuts to our services, including the closure of almost 500 post offices. These cuts hurt seniors, low-income people, and people with disabilities, and take living wage jobs away from communities across the country.

The new federal government is conducting a public review of Canada Post and all Canadians need to tell them what we want from our postal service.

Members of the Canadian Union of Postal Workers, Grande Prairie Local 744, recently presented our City Council with good ideas for service expansion, such as bringing back Canada's postal bank.

We asked that Council direct the Mayor to write a letter to Minister of Employment MaryAnn Mihychuk, expressing their support for preserving Canada Post's "national retail network by considering opportunities to leverage that network through service expansion such as banking services and the possibilities it could provide."

Not only are banks closing in many communities, nearly 2 million Canadians currently do not have access to a bank. Canada's big banks took in \$35 billion in profits last year while they cut services and increased our fees. Dozens of countries around the world such as New Zealand, Japan, France and Italy have invested in profitable and successful postal banking. Reinstating the Postal Bank would give all Canadians access to basic banking needs without having to pay sky-high rates. It is an affordable and local solution that can keep our post office viable and give back to our communities.

On August 8th, 2016 , Grande Prairies City Council voted to support our request and has directed Mayor Given to write the Minster of Employment MaryAnn Mihychuk. We encourage the residents of the Mackenzie County to submit their own responses to the Canada Post review.

In addition, On September 6<sup>th</sup> 2016, the town of Sexsmith as well as on September 12<sup>th</sup>, 2016 the County of Grande Prairie and the town of Beaverlodge supported our request for support.

Information can be found on the Canada Post Public Review site:

<http://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/index-eng.html>

Thank you for your time,

Ellen Bowles  
Vice President

CUPW Local 744

Grande Prairie

Additional Information for Council

Please accept the additional attached information for you to review.

- 1) The letter written by the Mayor of Grande Prairie, Bill Given on August 17,2016
- 2) The letter written by the Reeve of the County of Grande Prairie September 19<sup>th</sup> 2016
- 3) Address for the Honourable MaryAnn Mihychuck
- 4) The link to Canada's Public Review Site

Honourable MaryAnn Mihychuk

Minister of Employment, Workforce Development and Labour

House of Commons

Ottawa, ON K1A 0A6

The link to Canada's Public Review Site

<http://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/index-eng.html>

## OFFICE OF THE MAYOR

August 17, 2016

Honourable MaryAnn Mihychuk  
Minister of Employment, Workforce Development and Labour  
House of Commons  
Ottawa, ON K1A 0A6

Dear Minister Mihychuk :

On August 8, 2016, City Council passed a motion to support the maintaining of Canada Post's national retail network.

We are asking the Federal Government to consider opportunities to leverage the retail network through service expansions and all the possibilities these developments could provide.

With 6,500 stores, Canada Post has the largest retail network in the country. It could use this network to offer new services to the public like other post offices in some other countries.

The future of Canada Post lies in innovation and expansion. Banking services are one service that comes to mind. This service would give people access to banking services in smaller rural communities that do not have banks. This innovation could also give small businesses access to financial services within their community and would help stimulate the local economy.

The City of Grande Prairie encourages our government to support any and all service expansions to meet with Canada Post's many challenges.

Regards,

**MAYOR BILL GIVEN**



September 19, 2016

Honourable MaryAnn Mihychuk  
Minister of Employment, Workforce Development and Labour  
House of Commons  
Ottawa, ON K1A 0A6

Dear Minister Mihychuk:

On September 12, 2016, County of Grande Prairie No. 1 Council passed a motion to support the maintaining of Canada Post's national retail network.

We are asking the Government of Canada to consider opportunities to leverage the retail network through service expansions and all the possibilities these developments could provide.

With 6,500 stores, Canada Post has the largest retail network in the country. It could use this network to offer new services to the public like other post offices in some other countries.

The future of Canada Post lies in innovation and service expansion. The County of Grande Prairie No. 1 encourages our government to support the concept of any and all service expansions to meet with Canada Post's many challenges.

Regards,

**Reeve Leanne Beaupre**

CC: CUPW Local 744 – via email only



# A bank for everyone

## Support Postal Banking

Postal banking is the provision of financial and banking services through a post office. It is not a new or radical idea. Postal banks already exist in many parts of the world where they are used to:

- increase financial inclusion
- promote economic development
- and generate revenue to preserve public postal service and jobs

In fact, our post office used to have a national savings bank – up until 1969 – and there is no reason we shouldn't have one today.



### Why do we need postal banking?

- 1** Banks are failing to meet the needs of a growing number of Canadians. Thousands of towns and villages across our country do not have a bank. But many of them have a post office that could provide access to financial and banking services.
- 2** Nearly two million Canadians in urban and rural areas desperately need an alternative to predatory payday lenders. A postal bank could be that alternative.

- 3** Canadian banks have raked in enormous profits while cutting service, closing branches and charging some of the highest banking and ATM fees in the world. We deserve better.

- 4** Post administrations around the world, including Canada Post, have seen traditional mail volumes decline in recent years. Many post offices have added or expanded financial services in order to lessen their dependence on declining mail volumes and revenues. Postal banking could help Canada Post make money and increase its ability to provide public postal service and create decent jobs in communities throughout Canada.

## Postal banking is lucrative!

**New Zealand:** Kiwibank generated 81% of New Zealand Post's after tax profits.

**Switzerland:** PostFinance produced 48% of Swiss Post's operating profits.

**Italy:** BancoPosta profits allowed the Italian post office to make 57 million Euros in profits (\$86.1 million CAD) in spite of losses incurred by its postal business.

**France:** La Banque Postale's operating profits of 842 million Euros (\$1271.6 million CAD) made a significant contribution to Le Group La Poste's operating profits of 719 million Euros (\$1085.8 million CAD).

*Sources: New Zealand Post, Swiss Post, Poste Italiane and Le Group La Poste, 2014*

## Postal banking has social & economic benefits

**France:** Banque Postale has an obligation to provide products and services to as many people as possible. It provides a Livret A or passbook savings account, at no charge, to anyone who requests it. It also provides banking services to the financially vulnerable and financing for social housing, voluntary organizations and microentrepreneurs lacking bank credit.



**Brazil:** Since its creation in 2002, Banco Postal at Brazil's post office has opened over 6,200 postal bank branches and provided bank accounts to about ten million people. These efforts are largely designed to meet the needs of poor and marginalized populations living in rural and underdeveloped areas.



**Italy:** BancoPosta offers current accounts, payment services and postal savings products on behalf of Cassa depositi e prestiti (CDP). The CDP, which is 80% owned by the Italian government, supports the development of the country



by financing the investments of public entities, helping local authorities leverage their real estate assets, investing in social housing, and supporting energy efficiency policies.

## We had a postal bank

Canada had postal banking for over a hundred years. The federal government passed legislation establishing a post office savings bank system just after Confederation in 1867 in order to provide a savings service to the working classes and small town residents. This system began operating in 1868 with 81 locations and grew quickly. By 1884, there were 343 post office savings banks, with a balance of \$13 million from almost 67,000 accounts. However, Canada's postal banking system confronted challenges from chartered banks by the 1890s. These banks, facing a recession, became interested in attracting the kind of small-time depositors who used post office savings





*Nearly two million Canadians in urban and rural areas desperately need an alternative to predatory payday lenders. We deserve better.*

banks and they actively worked to undermine postal banking. In 1898, the chartered banks successfully lobbied the government to reduce the interest rate paid on deposits at postal savings banks from 3% to 2.5%. They also worked to eliminate advertising by postal banks. As time went on, chartered banks and credit unions increased their presence in communities and the post office and government became less interested in maintaining the network. The post office savings bank system was closed down in 1969.

### Support for postal banking

**Municipalities:** Over 600 municipalities have passed resolutions that support postal banking.

**Public:** Almost two out of every three respondents (63%) to a 2013 Stratcom poll supported Canada Post expanding revenue-generating services, including financial services like bill payments, insurance and banking.

**Canada Post:** A number of former Canada Post presidents have considered and even promoted the notion of the corporation getting more involved in financial services: Michael Warren, Andre Ouellet, Moya Greene.

**Universal Postal Union:** The UPU, a United Nations agency, thinks post offices should be looking at expanding financial services. It has produced a global roadmap for the future. This roadmap calls for the continued development of postal networks along three dimensions – physical, financial and digital/electronic.

**Federal parties:** Most federal parties have expressed either support for or an interest in postal banking. In 2014, the Liberal Party postal critic said the merits of postal banking should be explored in the context of several different options for the future of Canada Post.



## Canada Post's secret postal banking study

Canada Post conducted a secret four-year study on postal banking that indicates that adding this service “would be a win-win strategy” for the corporation. This study was obtained through an Access to Information (ATI) request. Unfortunately, 701 of the study's 811 pages were redacted. CUPW has asked Canada Post's President to release the full report, but he has refused.

## What would a postal bank look like?

There are many different models of postal banking. Some postal administrations set up their own bank. Others act as a financial intermediary by providing services in partnership with banking and other financial institutions, such as credit unions. In this instance, they work with one or a number of institutions, which operate nationally or in different regions. Some postal banks deliver a broad range of financial services, while others provide a more limited offering.

Services provided by postal banks:

- Savings and checking accounts
- Online banking
- Bank machines
- Credit cards, debit cards, pre-paid cards
- Money transfers, including remittances
- Insurance (home, auto, travel, etc.)
- Loans and mortgages
- Investment products (RRSPs, mutual funds, annuities)
- Foreign currency
- Other services such as financial counselling

## Government review of Canada Post

CUPW wants the government review of Canada Post to recommend the addition of financial and banking services at Canada Post, or at a minimum, a task force to determine how to deliver new financial and banking services through our postal service.

Please consider making this recommendation to the review.

### For more information:

A postal bank for everyone – Support Postal Banking  
[www.cupw.ca/PostalBanking](http://www.cupw.ca/PostalBanking)

Why Canada Needs Postal Banking  
<http://www.policyalternatives.ca/publications/reports/why-canada-needs-postal-banking>

The Banks Have Failed Us: Postal Banking To The Rescue  
<http://www.cupw.ca/postal-banking-rescue>

Rural Canada is underserved by financial services: Why post offices need to offer banking services  
[http://cpaa-acmpa.ca/pub/files/banking\\_services\\_SEPT23Eng.pdf](http://cpaa-acmpa.ca/pub/files/banking_services_SEPT23Eng.pdf)

Banking on a future for posts  
<http://www.cupw.ca/campaign/resources/banking-future-posts>







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 28, 2016</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>DELEGATION George Janzen – Quality Investment Corp.</b>

**BACKGROUND / PROPOSAL:**

See attached letter by George Janzen from Quality Investment Corp. regarding the County's decision not to pay for road widening on 100<sup>th</sup> Avenue (Subdivision Application 22-SUB-14) in the Hamlet of La Crete.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

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



# Quality Investment Corp.

Box 543  
La Crete, AB T0H 2H0

September 12, 2016

Mackenzie County  
Box 1819  
La Crete, AB T0H 2H0

Attn: Byron Peters

Re: QIC Subdivision – Phase 6 – File # 22-SUB-14: In reply to the County's decision not to pay for the road widening on 100<sup>th</sup> Avenue

I feel that the County did not have enough information to make a proper decision on this request. First, I would like to present some history on the subdivision before it was started.

It has always been common knowledge that 100<sup>th</sup> Avenue in La Crete was going to be a main thoroughfare mainly because it is a direct path to the Health Centre from many directions and it is also the shortest route from the Health Centre to the airport. Planning as such has always been in the top of my mind when Quality Investment Corp has done any development in the area in the last 20 years. Approximately 3-1/2 years ago, Vanguard Realty brought forth a proposal to divert 100<sup>th</sup> Avenue so that there would no longer be a straight path to the medical centre. After negotiations at a meeting with the County, Mr. Enns & myself, along with some councillors, it was unanimously agreed upon that we would not change the previous plan which called for 100<sup>th</sup> Avenue to go straight through to 113<sup>th</sup> Street. At this meeting I asked the County to pay for this road completely because it was a main thoroughfare but it was denied and I was told the County had provisions when a thoroughfare was required, namely a road widening agreement between developer and the County.

When we had a written a developer's agreement between the County and myself, this provision for the County paying for the road widening share is stated on pages 9, 21 and 22 of the Developer's Agreement between Quality Investment Corp and the County. This developer's agreement has been thoroughly studied by my engineering firm and we went into this development fully thinking that the County was going to pay their share for the widening. This project was stalled for a period of time because the County's engineering firm needed time to study and respond to make sure everything met the General Municipal Improvement Standards. Should the County not feel obligated to pay this, they should have mentioned this before their approval of the developer's agreement because they knew the road was going to be widened just like the rest of 100<sup>th</sup> Avenue.

Should the County deem not to approve funding for this road at this time, my question would be, "Would the County have approved this subdivision had I proposed to build a 9 metre wide road when the rest of the road is 11 metres wide?"

Sincerely,

George Janzen

A handwritten signature in blue ink, appearing to read "George Janzen". The signature is stylized with a large, sweeping initial "G" and a horizontal line extending to the right.

Quality Investment Corp.

Box 543  
La Crete, AB T0H 2H0

February 24, 2016

Mackenzie County  
Box 1690  
La Crete, AB T0H 2H0

Attn: Liane Lambert

Re: QIC Subdivision – Phase 6

The County's portion of construction cost for the 100<sup>th</sup> Avenue road widening is **\$31,281.48**.

I have attached information from WSP.

Sincerely,

George Janzen

- e) All drainage systems, provisions for weeping tile flow where a high water table or other subsurface conditions cause continuous flow in the weeping tile, and associated works, all as and where required by the County. Where trunk storm sewer mains are required, the County shall reimburse the Developer for the cost of the trunk storm sewer mains in accordance with current County policy;

The developer shall provide the municipality with a site drainage and surface water management plan that outlines the following:

- i.) Drainage of internal road system,
  - ii.) Erosion prevention systems, if required,
  - iii.) Direction of site drainage
- f) Provision of internal roads, sidewalks and other infrastructure as required by the County in accordance to Mackenzie County Engineering Guidelines and at Developer's expense, such construction of roads to serve the lots to be created by the subdivision; and shall be constructed to the rural standards as previously approved.
  - g) Provision of street lighting with overhead wiring, design and location as required by the County, as previously approved in first phase.
  - h) Engineered signage package,
  - i) Provision of utilities (power, telephone, etc.) to each lot. Gas may be installed in accordance to the gas company's policies upon request of the service. Such utilities to be provided in a location and to a standard to be approved by the appropriate utility company and the County. Responses from utilities companies are shown in Schedule "F" hereto attached.
  - j) Provision of and/or negotiation for utilities rights-of-way and/or easements as required by utilities companies. Any costs incurred for line relocation will be the responsibility of the developer. All utility lanes/lots must be accessible. All public utility lanes/lots shall be cleared to ground level with all tree stumps and debris removed and then landscaped. Where necessary, utility lanes/lots shall be excavated or landscaped to provide drainage for the subdivision. Any excavation or landscaping of the public utility lanes/lots shall be to engineered plans and completed prior to the installation of utilities,
  - k) The developer is responsible for site grading and landscaping to design elevation and seeding with grass or other approved landscaping, in a manner that does not negatively impact adjacent properties or infrastructure.
  - l) Provision of an agreement with the adjacent landowners for utility lanes/lots if required,
  - m) Any outstanding property taxes shall be paid in full prior to registration of title,
  - n) Provision of off-site levies as required by the County as specified in Schedule "G" , hereto attached.

5. At all times during the performance of the work:

\_\_\_\_INITIALS: Mackenzie County  
Corp..

\_\_\_\_INITIALS: Quality Investments

SCHEDULE "C"

DEVELOPMENT STANDARDS

**MACKENZIE COUNTY**

<b>TITLE</b>	<b>Urban Development Standards</b>	<b>POLICY NO.</b>	<b>DEV001</b>
--------------	------------------------------------	-------------------	---------------

<b>LEGISLATION REFERENCE</b>	<b>Municipal Government Act, Section 5</b>
------------------------------	--

**PURPOSE**

Establish urban development standards to ensure consistent development is maintained within the hamlets of Mackenzie County.

**POLICY STATEMENT**

Mackenzie County and developers have a shared responsibility for defining and addressing the existing and future needs of the community by creating development policies consistent with community objectives. These policies should be applied equitably and fairly to all within that community. All beneficiaries of development should participate in the cost of providing and installing infrastructure in the community on an equitable basis that relates to the degree of benefit. Municipal funded projects tend to encourage development while maintaining affordable lot prices.

**GUIDELINES**

1. Mackenzie County will:

- a) adopt development standard requirements for individual urban zoning as indicated in this policy,
- b) determine who is responsible for installation of the infrastructure as indicated in this policy,
- c) determine who is responsible for the cost of installing the infrastructure as indicated in this policy,
- d) pay for the difference in costs when requiring the Developer to oversize the water or sewer mains,
- e) pay for the difference in costs when requiring the Developer to construct main arterial roads (proportionate to a standard road), and
- f) pay for the storm sewer trunk main.

2. The developer will be responsible for all costs except where otherwise indicated in this policy.

INITIALS: Mackenzie County Corp..

INITIALS: Quality Investments

**FUNDING**

1. Upon an administrative review of a proposed subdivision plan, the over-sizing of roads and/or servicing lines may be requested by the County. In this situation, the County shall reimburse the Developer for the costs of the over-sizing.
2. County Administration shall bring over-sizing requests to Council for review and approval during the annual budget deliberations.

**URBAN DEVELOPMENT STANDARDS**

The following chart indicates the minimum standards on new development.

Zoning	Curb & Gutter	Sidewalk	Under Ground Power	Street Lights (under ground power)	Street Lights (over head power)	Paved Roads (hot mix)	Storm Sewer Internal	Storm Sewer Trunk Main
MHP				√		√	√	County
MHS	√*	√*		√		√	√	County
HCR							√	County
All other Residential	√*	√*	√	√		√	√	County
Commercial	√*	√*	√	√		√	√	County
Industrial					√			County

**Definitions**


(√) – means the requirement

(\*) – means Local Improvement

(County) – means Mackenzie County

(Zoning) – As per the Land Use Bylaw

\_\_\_\_INITIALS: Mackenzie County Corp..

 INITIALS: Quality Investments





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 28, 2016</b>
<b>Presented By:</b>	<b>Peng Tian, Director of Finance</b>
<b>Title:</b>	<b>Finance Committee Meeting Minutes</b>

## **BACKGROUND / PROPOSAL:**

The unapproved minutes of the September 14, 2016 Finance Committee meeting are attached.

## **OPTIONS & BENEFITS:**

N/A

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

N/A

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION:**

Finance Committee minutes are posted on DocuShare.

## **RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

That the Finance Committee unapproved meeting minutes of September 14, 2016 be received for information.

Author: E.Nyakahuma Reviewed by: CG CAO: \_\_\_\_\_



**MACKENZIE COUNTY  
FINANCE COMMITTEE MEETING**

**September 14, 2016  
1:00 p.m.**

**Fort Vermilion Corporate Office  
Fort Vermilion, Alberta**

**PRESENT:** Jacquie Bateman Councillor  
Peter F. Braun Councillor  
Josh Knelsen Councillor

**REGRETS:** Bill Neufeld Reeve, ex-officio  
Lisa Wardley Councillor

**ADMINISTRATION:** Len Racher Chief Administrative Officer  
Peng Tian Director of Finance  
Carlee Robinson Finance Clerk  
Elizabeth Finance Officer/ Recording Secretary  
Nyakahuma

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

Councillor Braun, Chair called the meeting to order at 1:03 p.m.

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

**MOTION FC-16-09-115 MOVED** by Councillor Knelsen

That the Agenda be approved with the following addition:

8. a) 2016 Bursaries

**CARRIED**

**MINUTES FROM PREVIOUS MEETING: 3. a)**

**MOTION FC-16-09-116 MOVED** by Councillor Bateman

That the minutes of the July 11, 2016 and August 8, 2016 Finance Committee meeting be approved as presented.

**CARRIED**

**BUSINESS ARISING  
FROM PREVIOUS  
MINUTES:**

4. a) None

**DELEGATIONS:**

5. a) None

**BUSINESS:**

6. a) **Investment Recommendations**

**MOTION FC-16-09-117**

**MOVED** by Councillor Bateman

That \$11 million be invested in a two year fully redeemable GIC with Vision Credit Union.

**CARRIED**

6. b) **Purchase of Membership Shares**

**MOTION FC-16-09-118**

**MOVED** by Councillor Knelsen

That the recommendation to purchase membership shares with Vision Credit Union, La Crete Co-Op and UFA be taken to the next Council meeting.

**CARRIED**

6. c) **Councillors' Honorariums and Expense Claims**

**MOTION FC-16-09-119**

**MOVED** by Councillor Knelsen

That the May to July 2016 Councillors' Honorariums and Expense Claims be amended as discussed.

**CARRIED**

6. d) **Cheque Lists**

**MOTION FC-16-09-120**

**MOVED** by Councillor Bateman

That the July 12, 2016 to September 13, 2016 Cheque lists be received for information.

**CARRIED**

6. e) **MasterCard Statements**

**MOTION FC-16-09-121**

**MOVED** by Councillor Bateman

That the July and August 2016 MasterCard Statements be

received for information.

**CARRIED**

**6. f) Quarterly Fuel Report (Q2)**

**MOTION FC-16-09-122**

**MOVED** by Councillor Knelsen

That the quarterly fuel usage for quarter 2 of 2016 be received for information.

**CARRIED**

**IN CAMERA:**

**7. a) None**

**ADDITIONS TO  
AGENDA:**

**8. a) 2016 Bursaries**

**MOTION FC-16-09-123**

**MOVED** by Councillor Bateman

That \$1,000 bursary be awarded as discussed subject to not receiving required information from previously approved bursary recipients by September 30, 2016.

**CARRIED**

**MOTION FC-16-09-124**

**MOVED** by Councillor Bateman

That Policy ADM049 be taken to Council with recommended amendments.

**CARRIED**

**NEXT MEETING  
DATE:**

**9. a)** October 14, 2016 at 10:00 a.m.  
Fort Vermilion Corporate Office

**ADJOURNMENT:**

**10. a) Adjournment**

**MOTION FC-16-09-125**

**MOVED** by Councillor Knelsen

That the Finance Committee meeting be adjourned at 2:37 p.m.

**CARRIED**

These minutes were approved by the Finance Committee on \_\_\_\_\_, 2016.

---

Peter Braun  
Chair, Councillor

---

Len Racher  
Chief Administrative Officer

DRAFT



Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 28, 2016</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Community Services Committee Meeting Minutes</b>

### **BACKGROUND / PROPOSAL:**

Unapproved minutes of the September 8, 2016, Community Services Committee Meeting are attached.

### **OPTIONS & BENEFITS:**

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

### **SUSTAINABILITY PLAN:**

### **COMMUNICATION:**

### **RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the unapproved minutes of the September 8, 2016 Community Services Committee Meeting be received for information.

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

**MACKENZIE COUNTY  
Community Services Meeting**

**September 8, 2016  
10:30 AM**

**La Crete Ferry Campground**

**MINUTES**

**PRESENT:** Bill Neufeld Reeve  
Lisa Wardley Councillor/Chair  
Peter Braun Councillor/Vice Chair  
John Driedger Councillor  
Ray Toews Councillor

**ALSO PRESENT:** Ron Pelensky Director of Community Services & Operations  
Len Racher Director of Facilities and Operations (South)  
Jennifer Batt Public Works Administrative Officer /  
Recording Secretary  
Sylvia Wheeler Public Works Administrative Officer

**ABSENT** Carol Gabriel Interim Chief Administrative Officer

**CALL TO ORDER:** 1. **Call to Order: 10:30 a.m.**

Chair Wardley called the meeting to order.

Tour La Crete Ferry Campground and discuss services provided.

Leave campground at 11:15. Return to La Crete office for lunch and meeting.

Councilor Wardley recessed the meeting for lunch 12:00 pm  
And reconvened at 12:29 pm

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

**MOTION CS-16-09-031** **MOVED by Reeve Neufeld**

That the agenda be approved with the following additions:

- 6. a. Environmental Grant

**CARRIED**

**MINUTES:** 3. **Minutes of the August 10, 2016 meeting**

**MOTION CS-16-09-032** **MOVED by Councillor Braun**



That minutes of the August 10, 2016 Community Services Committee meeting is adopted as presented.

**CARRIED**

**NEW BUSINESS:**

5. a. **Tour and Long Term plan Discussion La Crete Ferry Campground**

**MOTION CS-16-09-033**

**MOVED** by Councillor Driedger

That a letter be sent to Alberta Transportation regarding the washroom facilities on the West side of the Ferry regarding maintenance, and cleanliness.

**CARRIED**

5. c. **Alberta Parks Funding opportunity Bridge Campground & Machesis Lake Campground.**

**MOTION CS-16-09-034**

**MOVED** by Councillor Braun

That this report be received for information.

**CARRIED**

5. d. **Recreation Projects 2017 Budget**

**MOTION CS-16-09-035**

**MOVED** by Councillor Braun

That the Community Services committee schedules a project meeting for October 13<sup>th</sup>, 2016 to discuss capital projects after all the campgrounds and parks have been visited.

**CARRIED**

6. a. **Environmental Grant**

**MOTION CS-16-09-036**

**MOVED** by Councillor Braun

That the Community Services Committee recommends La Crete walking trail expansion to Council for this grant opportunity.

**CARRIED**

**5. b. Tour and Long Term Plan discussion Wadlin Lake Campground**

Arrived at Wadlin Lake Campground 2:30 pm

Toured site and met with caretakers.

Discussion held on site, and capital plans to be discussed during October 13<sup>th</sup>, 2016 project meeting

**5. d. Action List**

**MOTION CS-16-09-037**

**MOVED by Councillor Wardley**

That the Action List be received for information.

**CARRIED**

**NEXT MEETING DATE: 7.**

- a.** A Community Service Committee Project Meeting be held in Fort Vermilion October 13<sup>th</sup>, 2016 1:00 p.m. and a Community Services committee meeting be held in La Crete November 7<sup>th</sup>, 2016 time T.B.D.

**MOTION CS-16-09-038**

**MOVED by Councillor Driedger**

**ADJOURNMENT:**

Meeting was adjourned at 5:10 pm

**CARRIED**



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 28, 2016</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Meetings with Ministers – AAMDC Fall Convention</b>

**BACKGROUND / PROPOSAL:**

The Alberta Association of Municipal Districts & Counties (AAMDC) fall convention is coming up in November. Discussion is required regarding which Minister meetings should be set up and the topics for discussion at each meeting.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

That administration setup meetings with the following Ministers during the Alberta Association of Municipal Districts & Counties (AAMDC) fall convention in November 2016 in Edmonton.

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

**From:** [municipalservicesandlegislation@gov.ab.ca](mailto:municipalservicesandlegislation@gov.ab.ca)  
**To:** [Carol Gabriel](#)  
**Subject:** AAMDC Fall Convention Meetings with Minister  
**Date:** September-22-16 9:36:59 AM

---

Dear Chief Administrative Officer,

The Alberta Association of Municipal Districts and Counties (AAMDC) will be hosting its fall convention in Edmonton at the Shaw Conference Centre from November 15-17, 2016. Municipal Affairs has started planning for ministry-related events at the convention. Part of this preparation includes co-ordinating meetings, as scheduling allows, between me and municipal stakeholders.

Should your council want to meet with me at the 2016 AAMDC Fall Convention, and to ensure suitable time for co-ordination, I invite you to submit your meeting request on or before **Friday, October 7, 2016**. Requests may be submitted to Marianne Bobik, Program and Policy Advisor, toll-free at 310-0000, then 780-644-2903, or at [marianne.bobik@gov.ab.ca](mailto:marianne.bobik@gov.ab.ca). Please ensure you include your top three agenda items with your request, as well as a listing of meeting attendees.

Specific details on meeting dates and times will be determined in the fall once the AAMDC Fall Convention agenda and associated convention events have been confirmed. Municipalities will be contacted by Friday, October 28, 2016, with their meeting time and location.

I look forward to seeing many of you during the convention, and I am eager to engage and discuss municipal priorities and opportunities.

Sincerely,

Hon. Danielle Larivee  
Minister of Municipal Affairs



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 28, 2016</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Fort Vermilion Board of Trade – Funds Request</b>

**BACKGROUND / PROPOSAL:**

Over the past several years the Fort Vermilion Board of Trade has supplied and maintained the flowers in the Hamlet of Fort Vermilion. Mackenzie County provides the watering truck, and the hanging baskets, and the Board of Trade provides the balance of the flowers and the maintenance personnel.

The Fort Vermilion Board of Trade received \$12,000 in grant funding from Mackenzie County in 2016, of which the Board of Trade allocated \$2,500 to Town Beautification. The costs incurred for 2016 were \$5,899.92 (*\$2035.92 for flowers, and \$3864 for personnel*) leaving them over budget by \$3,399.92.

Administration has received a request from the Fort Vermilion Board of Trade to provide an additional \$3,399.92 to cover the cost of flowers and maintenance personnel. The Fort Vermilion Board of Trade has advised that the cost of flowers has increased, and the flower maintenance hours have also increased. In previous years, volunteer hours were donated to assist in keeping the costs down.

Attached is the Fort Vermilion Board of Trade 2016 Grant request.

**OPTIONS & BENEFITS:**

**Option #1**

Funding in the amount of \$3,399.92 to come from the 2016 Operating Budget.

**Option #2**

Receive this report for information.

**Author:** R. Pelensky      **Reviewed by:** CG      **CAO:** \_\_\_\_\_

**COSTS & SOURCE OF FUNDING:**

If approved, funding would come from the 2016 Operating budget.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Administration to communicate Councils decision to the Fort Vermilion Board of Trade.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the request for additional funding from the Fort Vermilion Board of Trade in the amount of \$3,399.92 for town beautification be approved, with funds coming from the 2016 Operating Budget.

Author: R. Pelensky      Reviewed by: CG      CAO: \_\_\_\_\_

RECEIVED  
OCT 13 2015



**MACKENZIE COUNTY**  
P.O. Box 640, Fort Vermilion, AB T0H 1N0  
Phone: (780) 927-3718; Fax: (780) 927-4266  
Toll-free: 1-877-927-0677  
Website: [www.mackenziecounty.com](http://www.mackenziecounty.com)  
Email: [office@mackenziecounty.com](mailto:office@mackenziecounty.com)

## 2016 Grant Application

### APPLICANT INFORMATION:

Legal name of organization FORT VERMILION AREA BOARD OF TRADE

Society  Non-profit company or corporation  Other

Permanent address 4801 - RIVER ROAD 456  
Street address P.O. Box

FORT VERMILION, AB Postal Code: T0H 1N0

5000 18247 OCT. 29 / 1951 101 YEARS  
Incorporation/Society number Date of Incorporation Length of time in operation

### ORGANIZATION CONTACTS:

Contact for this application  Mr./Mrs./Ms. MAARTEN BRAAT

Title PRESIDENT / CHAIR PERSON

Telephone (work) (780) 502-4008 (home) (780) 927-3800 Fax (780) 927-3380

Email admin@fortvermilionboardoftrade.ca

List of executives: please attach a list of your current executive and/or board of directors, complete with names, positions/ titles, addresses and phone numbers (home and work).

### FACILITY:

Name of facility CENTENNIAL BUILDING

Street address or legal description 4801 - RIVER ROAD

Registered holder of land title FORT VERMILION AREA BOARD OF TRADE

Facility operator/leaseholder \_\_\_\_\_

Do you have insurance coverage? Yes  No

**PROJECT INFORMATION:**

Nature of project Community / HAMLET OF FORT VERMILION ENHANCEMENT PROJECT  
Project description/details: please attach a detailed description of the work to be carried out, the need for this project, who will use it, and why you believe it should be funded.

\$23,500.00      \$23,500.00      ON-GOING      on-going  
Grant amount requested      Total project cost      Project start date      Project completion date  
(Rounded to the nearest dollar) Please attach a breakdown of cost estimates for your project.

**ORGANIZATION PROFILE:**

0      0      0  
Number of paid staff      Number of paid full-time      Number of paid part-time  
10      GENERAL PUBLIC      FORT VERMILION & AREA  
Number of volunteers      Number of clients served last year      Geographic region served  
Are executive or board members paid:      Yes       No

**PAST GRANTS:**

In the past year, has your organization received a grant from the Mackenzie County?  
Yes       No       If yes:

Jan. 30 / 2015      \$12,000.00      GENERAL / Community Enhancement  
Date      Amount      Project Description

**DEADLINE:** Deadline for applications is **4:30 p.m. Thursday, October 15<sup>th</sup>, 2015.** Late applications will not be accepted.

**ADDITIONAL ITEMS:**

Please attach the following information (mandatory for all applications):

- a) Last years' financial statements, audited if available;
- b) Operating budget for the year of financial request;
- c) Current year to date financial information
- d) Societies act registration number;
- e) Insurance coverage documentation;
- f) Detail of matching resources, including volunteer hours and any provincial/federal grants, fundraising;
- g) Purchasing policy/procedure;
- h) Honorariums and expenses paid to Executive or Board members.

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT:**

The personal information collected in the application cover sheets is for the administration of the Mackenzie County's grant process. The information you provide is to assist the administration with processing your organization's application and may only be disclosed as provided for in the Freedom of Information and Protection of Privacy Act. If you have any questions after reading this section, please contact the municipality's FOIPP coordinator at (780) 927-3718.



# Fort Vermilion Area Board of Trade

Box 456

Fort Vermilion, AB T0H 1N0

[www.fortvermilionboardoftrade.ca](http://www.fortvermilionboardoftrade.ca)



## Fort Vermilion Area Board of Trade 2016 Grant Application

Respectfully Submitted by  
**Maarten Braat** *President*

Contact: 780-927-3800  
Submitted October 2015

Fort Vermilion Area Board of Trade  
Box 456  
Fort Vermilion, AB T0H 1N0



## Fort Vermilion Area Board of Trade 2016 Grant Application

~ ~ ~

### Mission Statement

“the object of the Fort Vermilion Area Board of Trade shall be to promote and improve trade and commerce and the economic, civil, and social welfare of the area”



## Fort Vermilion Area Board of Trade

Box 456

Fort Vermilion, AB T0H 1N0

780-927-4008

[www.fortvermilionboardoftrade.ca](http://www.fortvermilionboardoftrade.ca)

## Operating Budget Descriptions & Amounts

### 1. Building Repair & Board Maintenance

\$5000

- a.) Providing ongoing repairs and maintenance to the Board of Trade Centennial Building & maintaining the safety codes for our seniors & those with disabilities.
- b.) Repairing damages caused by aging & vandalism.  
(\*see progress report)
- c.) Insurance
- d.) Utility expenses such as cell phone, telephone, etc.
- e.) Yard care and landscape
- f.) Website maintenance

## 2. Project Coordinator \$2000

- a.) A coordinator can be contracted for any fundraising or community events. (\*such as Bicycle Race. See progress report)
- b.) Any coordinator position will require the Board to make a motion to approve of the contract for each organized event.
- c.) The coordinator will submit a proposal to the Board of Trade with expenses outlined.
- d.) Any existing member may submit a proposal.
- e.) A coordinator should promote community activities.

## 3. Town Beautification \$3500

- a.) Spring planting of the flowers in and around the hamlet of Fort Vermilion, includes cost of the flowers, and extra dirt if needed.
- b.) Maintaining the flowers throughout the summer such as watering & weeding.
- c.) Continually striving to improve the historical culture appearance, tidiness, and visual appeal of Fort Vermilion.

#### **4. Promotional & Travel Expense \$1000**

- a.) Attendance to conferences & trade shows
- b.) Purchase promotional items and entertain functions.
- c.) Continual advertising for our local RCMP station.
- d.) REDI development & research

#### **5. Contingencies \$1000**

- a.) Supporting different organizations in the community with fringe expenses.
- b.) Board of Trade training & development
- c.) Town cleanup promotions
- d.) Ag Fair Events
- e.) Canada Day Breakfast Costs

#### **6. Clock Tower \$7500 (\*NEW PROJECT)**

- a.) To be constructed at end of main street. (replaces the current bulletin board signage)
- b.) Structure and Design has been approved of by the Board. (needs County approval before construction can begin)

7. **Bicycle Race** \$3500 (\*NEW EVENT)

- a.) Event was first held on July 25<sup>th</sup> of 2015. The Board of Trade has decided to make this an annual event for the community and surrounding areas, to help attract riders from other communities to come to Fort Vermilion and participate. We believe this event is an asset to Fort Vermilion.

SOCIETIES ACT REGISTRATION #: 500018247

INSURANCE DOCUMENTS PROVIDED

The Fort Vermilion Area Board of Trade has applied for the Canada 150 Grant in regards to receiving funds for a facelift to the Centennial Building. We have asked for \$9320 in funding for this, and have received a response that the application was received.

## PURCHASING POLICY PROCEDURE FOR THE BOARD:

1. Recognizing that the majority of purchases are for special projects, purchases over \$100 require Board approval.
2. Purchases under \$100, the member must submit the original receipt to justify the purchase.
3. A minimum of 2 estimates is required for purchases over \$500 to receive Board approval, unless an exception is made.
4. Utility Bills are to be paid monthly.
5. Any member of the Board who has any connection to any individual or business firm must not take part in any decision regarding awarding of the tender or in any part of the bid process.

No Honorariums are being paid at this time.  
There are no other expenses for Board Members for 2015.

# Fort Vermilion Area Board of Trade

Established 1914



## List of Directors

NAME	POSITION	ADDRESS	CONTACT
<b>Maarten Braat</b>	President	Box 564 Fort Vermilion, AB T0H 1N0	780-927-4563
<b>Martin Stanners</b>	Vice-President	Box 550 Fort Vermilion, AB T0H 1N0	780-927-4492
<b>Jake Schmidt</b>	Director	Box 669 Fort Vermilion, AB T0H 1N0	780-927-3680
<b>Danny Friesen</b>	Director	Box 376 Fort Vermilion, AB T0H 1N0	780-927-4900
<b>Charles LaForge</b>	Director	Box 338 Fort Vermilion, AB T0H 1N0	780-927-3338
<b>Randy Friesen</b>	Director	Box 1840 La Crete, AB T0H 2H0	780-928-2598
<b>Byron Isaac</b>	Sec. Treasurer	Box 999 Fort Vermilion, AB T0H 1N0	780-927-3830





Mackenzie County

Mackenzie County

P.O. Box 640, Fort Vermilion, AB, T0H 1N0

Phone: (780) 927-3718 Fax: (780) 927-4266 Toll-free: (877) 927-0677

Email: office@mackenziecounty.com

### Grants to Non-Profit Organizations Program - Completion/Progress Report

<b>Section 1 - APPLICANT INFORMATION</b>	
Legal Name of Applicant FORT VERMILION AREA BOARD OF TRADE	
<b>Section 2 - PROJECT/PROGRAM INFORMATION</b>	
Project/Program Title CENTENNIAL BUILDING OLD ROOF REPLACEMENT	
<b>Section 3 - PROJECT/PROGRAM BENEFITS</b>	
Primary Project/Program benefits expectations during application time TO REMOVE OLD ROOFING MATERIAL & REPLACE WITH TIN. REPLACED FASCIA EDGES & TRIMS THIS WAS DONE ON OLD PART ONLY.	
Primary Project/Program benefits actually achieved NEW TIN WAS APPLIED. OLD SHINGLES WERE REMOVED & DISPOSED OF BY CONTRACTOR.	
Explanations of variances (expectations vs. actual results)	
<b>Section 4 - TIMELINES AND RATIONALE</b>	
Expected Start Date JUNE 1 / 2015	Expected Completion Date JUNE 30 / 2015
Actual Start Date AUGUST 01 / 2015	Actual Completion Date AUGUST 19 / 2015
Explanations of Variances from Above WAIT TIME ON TENDERS FROM OTHER CONTRACTORS	
<b>Section 5 - PROJECT COSTS</b>	
Budgeted Project Cost \$ 4000	Final Project Costs \$ 5130.31
Explanations of Variances from Above FASCIA PIECES NEEDED REPLACING AS WELL AS SOME SOFFIT & ROOF SHEATHING TO COMPLETE REROOF PROJECT.	
Please attach a detailed accounting report outlining types of expenses and invoices paid. Copies of invoices do not need to be attached.	

7:19 PM  
10/03/15  
Accrual Basis

**Fort Vermilion Area Board of Trade**  
**Account QuickReport**  
November 1, 2014 through October 3, 2015

Type	Date	N	Name	Memo	Amount
<b>Special Events &amp; Projects</b>					
<b>Centennial Building Repairs2015</b>					
Bill	09/09/2015		Home Hardware	trims & sheathing	239.88
Bill	09/09/2015		Precision Cut Construction	remove old shingles and replace with tin. repair roof sheeting, soffit, & roof edge	4,890.43
Total Centennial Building Repairs2015					<u>5,130.31</u>
Total Special Events & Projects					<u>5,130.31</u>
<b>TOTAL</b>					<u><u>5,130.31</u></u>



Mackenzie County

**Mackenzie County**

P.O. Box 640, Fort Vermilion, AB, T0H 1N0

Phone: (780) 927-3718 Fax: (780) 927-4266 Toll-free: (877) 927-0677

Email: office@mackenziecounty.com

**Grants to Non-Profit Organizations Program - Completion/Progress Report**

<b>Section 1 - APPLICANT INFORMATION</b>	
Legal Name of Applicant FORT VERMILION AREA BOARD OF TRADE	
<b>Section 2 - PROJECT/PROGRAM INFORMATION</b>	
Project/Program Title BICYCLE RACE	
<b>Section 3 - PROJECT/PROGRAM BENEFITS</b>	
Primary Project/Program benefits expectations during application time FORT VERMILION'S FIRST <u>EVER</u> BICYCLE RACE EVER TO BE HELD. TO GAIN COMMUNITY INVOLVEMENT IN A FUN PROGRAM.	
Primary Project/Program benefits actually achieved FOR FIRST RACE WITH BICYCLES IN FORT VERMILION THE TURN OUT WAS EXCELLENT. EVERYONE HAD A GREAT TIME.	
Explanations of variances (expectations vs. actual results) FOR A FIRST TIME EVENT THE BOARD WAS SATISFIED WITH THE RESULTS. THIS COULD BE AN ANNUAL EVENT HOPEFULLY. NEXT TIME MORE ACTIVITIES WOULD BE ON SITE.	
<b>Section 4 - TIMELINES AND RATIONALE</b>	
Expected Start Date JULY 25 /2015	Expected Completion Date JULY 25 /2015
Actual Start Date JULY 25 /2015	Actual Completion Date JULY 25 /2015
Explanations of Variances from Above THE DATE OF JULY 25 /2015 WAS SET & ADVERTISED. WORKED GREAT AS IT WAS A SATURDAY.	
<b>Section 5 - PROJECT COSTS</b>	
Budgeted Project Cost \$6000.00	Final Project Costs \$5300.82
Explanations of Variances from Above BEING A FIRST TIME EVENT. WE DID NOT KNOW WHAT EXACTLY TO EXPECT WITH COSTS, ETC. WE TRIED TO CUT COSTS WHERE WE COULD BUT SOME COSTS MAY BE THERE NEXT YEAR AS WELL.	
Please attach a detailed accounting report outlining types of expenses and invoices paid. Copies of invoices do not need to be attached.	

9:42 PM  
 09/23/15  
 Accrual Basis

**Fort Vermilion Area Board of Trade**  
**Account QuickReport**  
 November 1, 2014 through September 23, 2015

Type	Date	Num	Name	Memo	Amount
<b>Special Events &amp; Projects</b>					
<b>Bicycle Race Event 2015</b>					
<b>Advertising</b>					
Cheque	06/10/2015	517	Big Deal Bulletin	advertising	210.00
Total Advertising					210.00
<b>Bicycle Race Event 2015 - Other</b>					
Cheque	05/02/2015	513	Rudy's Print Shop	Posters for the Bicycle Race July 2015	375.00
Bill	06/18/2015		Rudy's Print Shop	number cards for the cyclists	252.00
Bill	07/01/2015		Big Deal Bulletin	big deal bulletin advertising	420.00
Cheque	07/08/2015	523	Lucille Labrecque	t-shirts for bicycle race	1,939.25
Bill	07/15/2015		Mackenzie Report	mackenzie report bicycle race advertising	673.60
Bill	07/21/2015		Magnetic Signs	magnetic sign advertising	516.00
Bill	07/24/2015		Prestige Printing & Signs	t-shirts from prestige with bicycle race printing	494.97
Bill	08/03/2015		Big Deal Bulletin		420.00
Total Bicycle Race Event 2015 - Other					5,090.82
Total Bicycle Race Event 2015					5,300.82
Total Special Events & Projects					5,300.82
<b>TOTAL</b>					<b>5,300.82</b>



Mackenzie County

**Mackenzie County**

P.O. Box 640, Fort Vermilion, AB, T0H 1N0

Phone: (780) 927-3718 Fax: (780) 927-4266 Toll-free: (877) 927-0677

Email: office@mackenziecounty.com

**Grants to Non-Profit Organizations Program - Completion/Progress Report**

<b>Section 1 - APPLICANT INFORMATION</b>	
Legal Name of Applicant FORT VERMILION AREA BOARD OF TRADE.	
<b>Section 2 - PROJECT/PROGRAM INFORMATION</b>	
Project/Program Title COMMUNITY BEAUTIFICATION.   TOWN FLOWERS.	
<b>Section 3 - PROJECT/PROGRAM BENEFITS</b>	
Primary Project/Program benefits expectations during application time PLANTING & MAINTAINING TOWN FLOWERS.	
Primary Project/Program benefits actually achieved FLOWERS WERE PLANTED SUCCESSFULLY. EXTRA DIRT WAS DONATED TO HELP FILL BEDS & POTS. FOUNDER PLANTERS WERE STRAIGHTENED BY COUNTY.	
Explanations of variances (expectations vs. actual results)	
<b>Section 4 - TIMELINES AND RATIONALE</b>	
Expected Start Date MAY 29 / 2015.	Expected Completion Date MAY 22 / 2015
Actual Start Date MAY 22 / 2015	Actual Completion Date MAY 22 / 2015.
Explanations of Variances from Above DUE TO WEATHER CONDITIONS FLOWER PLANTING WAS SLIGHTLY EARLIER. LATER FROST MADE THE EARLIER PLANTING A REAL RISK.	
<b>Section 5 - PROJECT COSTS</b>	
Budgeted Project Cost \$2500	Final Project Costs \$2566.47
Explanations of Variances from Above SOME EXTRA FLOWERS WERE PURCHASED. COSTS ON THIS WILL VARY YEAR TO YEAR IF ANYTHING GO UP.	
Please attach a detailed accounting report outlining types of expenses and invoices paid. Copies of invoices do not need to be attached.	

7:30 PM  
10/03/15  
Accrual Basis

**Fort Vermilion Area Board of Trade**  
**Account QuickReport**  
November 1, 2014 through October 3, 2015

Type	Date	Num	Name	Memo	Amount
<b>Community Beautification</b>					
<b>Flowers</b>					
Bill	07/01/2015		Rustic Roots Greenhouse		1,207.15
Total Flowers					1,207.15
<b>Watering/Weeding</b>					
Cheque	11/03/2014	508	Fort Vermilion Hilltop Youth Group	remaining amount to disperse for 2014	126.83
Cheque	07/07/2015	521	Ruth Thiessen		1,232.49
Total Watering/Weeding					1,359.32
Total Community Beautification					2,566.47
<b>TOTAL</b>					<b>2,566.47</b>



AAMDC/JUBILEE INSURANCE PROGRAM

Certificate Holder: MACKENZIE COUNTY

Additional Named Insured: FORT VERMILION AREA BOARD OF TRADE

EFFECTIVE DATE: November 1, 2014 EXPIRY DATE: November 1, 2015

12:01 A.M. Standard Time at the address of the Certificate Holder

The following is a summary of Coverages that are applicable to the above Certificate Holder under the Alberta Association of Municipal Districts & Counties (AAMDC)/Jubilee Insurance Program and which are in force for the period shown above. Please refer to actual policy documents for full details of all terms, conditions, limitations and exclusions applicable to the coverage afforded.

LIABILITY INSURANCE

Annual Premium: \$483.00

Insuring Agreement

In the event that Legal Liability claims for negligence are brought against the Certificate Holder and/or the Additional Named Insured(s) hereunder, Insurers will pay compensatory damages, including legal expenses incurred, subject to the terms, conditions, limitations and exclusions of the respective Sections of the Policy.

Items of Coverage

Combined Limits of Liability

SECTION ONE - COMPREHENSIVE GENERAL LIABILITY

Genesis Reciprocal Insurance Exchange - Until Aggregate is Exhausted

\$1,000,000 Per Occurrence / \$4,500,000 Annual Aggregate

St. Paul Travelers - Excess to Genesis Reciprocal Insurance Exchange

\$5,000,000 Per Occurrence

Third Party Bodily Injury and/or Property Damage

Included

Premises and Operations

Included

Contingent Employers Liability

Included

Non-Owned Automobile Liability

\$ 5,000,000

Tenants Legal Liability

\$ 1,000,000

Sudden and Accidental Pollution (subject to specific discovery/reporting provisions)

\$ 500,000

Legal Liability for Damage to Non-Owned Automobiles

\$ 200,000

Employee Benefits Liability

Included

Personal Injury (i.e. libel and slander)

Included

SECTION TWO - ADMINISTRATIVE LIABILITY

\$ 5,000,000 Claims Made Basis (annual aggregate)

Errors & Omissions Liability

Directors & Officers' Liability

SECTION THREE - WRONGFUL DISMISSAL LIABILITY

\$ 5,000,000 Claims Made Basis (annual aggregate)

Warranty: Must obtain prior written legal opinion from employment law practitioner

SECTION FOUR - SEXUAL ABUSE/HARASSMENT LIABILITY

\$1,000,000 Claims Made Basis (annual aggregate)

NOTE: The Combined Limits of Liability stated above shall apply separately to each Certificate Holder. Further, Aggregated Limit Clauses within the Policies described herein may serve to reduce the Limit of Liability that may otherwise be available to a specific Occurrence or Claim.

Deductibles

Amount to be Deducted

Each and Every Property Damage Claim

\$1,000

(except that Sewer Backup, Flooding and other Water Damage Claims are

\$1,000 per claimant)

Each and Every Bodily Injury Claim

Nil

Administrative Liability (E&O, D&O)

\$1,000 (or \$ 2,500/10% of legal costs if charges laid under specific statutes/regulations are unproven)

Wrongful Dismissal

\$25,000 (min.)

Sexual Harassment

Nil

School Operations

\$500.00

In consideration of the premium specified above (or in endorsement[s] attached hereto), this document certifies that insurance has been effected under Policy No. GENESIS2012/15 of the Genesis Reciprocal Insurance Exchange and Policy No. GSP2012/15 of the St. Paul Fire & Marine Insurance Company, full copies may be seen at the offices of the Alberta Association of Municipal Districts & Counties of Nisku, Alberta and/or Aon Reed Stenhouse Inc. of Edmonton, AB for the account of the above Certificate Holder.

Handwritten signature of Genesis Reciprocal Insurance Exchange

Handwritten signature of Aon Reed Stenhouse Inc.

Genesis Reciprocal Insurance Exchange

AON REED STENHOUSE INC. (on behalf of St. Paul Fire & Marine Insurance Company)

Fort Vermilion Area Board of Trade  
Box 456  
Fort Vermilion, AB T0H 1N0  
[www.fortvermilionboardoftrade.ca](http://www.fortvermilionboardoftrade.ca)



**For the Year (01/11/2013) to (31/10/2014)**

**Financial Report as of October 31/2014**

**Assets:**

1. Cash-Bank Account:	\$4879.30
2. Capital Assets (building & land)	\$476,250.00
<b>Total Assets:</b>	<b>\$481,129.30</b>

**Liabilities:**

1. \$0.00
<b>Total Liabilities: \$0.00</b>

**Income**

1. Membership	\$2578.64
2. Interest	\$9.23
3. Grant	\$17,000.00
<b>Total Income:</b>	<b>\$19587.87</b>


**Disbursements**

1. Community Beautification	\$2317.52
2. 100 <sup>th</sup> Anniversary Costs	\$17699.80
3. Rent	\$350.00
4. Office Supplies	\$1136.52
5. Membership Fees	\$395.84
6. Insurance	\$677.43
7. REDI expenses	\$281.00
8. Travel Expenses	\$360.00
9. GST Paid on Purchases	\$228.31
10. Communications	\$2045.12
<b>Total Expenses:</b>	<b>\$25491.54</b>



**This Financial Statement has been reviewed & approved by:**

Maarten Braat  
Printed name & signature

  
President

Position

Feb 27 2015  
Date

Charles LaFosse  
Printed name & signature

  
Director

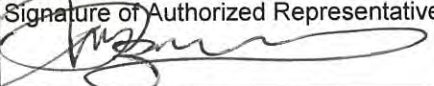
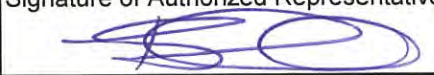
Position

Feb 27 2015  
Date

In the space below, please describe the work that was done and any significant financial changes from the original approved application, and any important unforeseen events that were experienced during the project/program. We also welcome any comments that you may have regarding the County grant program

Note: If extra space is required, please attach additional paper.

**AUTHORIZATION:** This is to certify that the information contained on this report represents a true and correct statement of completion/progress status of this project/program. In all aspects, this project/program was carried out in compliance with the policies, bylaws and procedures of the grant recipient. This is to acknowledge that the Municipality reserves the right to request a detailed review of any financial and non-financial documentation related to this project/program at any time.

Signature of Authorized Representative 	Date Sept 13 2015
Telephone Number 780-927-4563	E-mail Address admin@fortvermilionboardoftrade.ca
Signature of Authorized Representative 	Date SEPT- 23 /2015.
Telephone Number 780-821-9172	E-mail Address byron@hiddenacres.farm

Please note that two authorized signatures are required.

7:37 PM

10/03/15

Accrual Basis

**Fort Vermilion Area Board of Trade**  
**Profit & Loss**  
 November 2014 through October 2015

	Nov '14 - Oct 15
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Board of Trade Memberships	2,517.24
Investments	
Interest-Savings	2.26
<b>Total Investments</b>	2.26
<b>Program Income</b>	
Event Sponsorship	
Bicycle Race 2015	4,129.25
<b>Total Event Sponsorship</b>	4,129.25
Grants	12,000.00
Membership Dues	40.00
<b>Total Program Income</b>	16,169.25
<b>Total Income</b>	18,688.75
<b>Gross Profit</b>	18,688.75
<b>Expense</b>	
<b>Business Expenses</b>	
Promotional	929.25
<b>Total Business Expenses</b>	929.25
<b>Community Beautification</b>	
Flowers	1,207.15
Watering/Weeding	1,359.32
<b>Total Community Beautification</b>	2,566.47
<b>Facilities and Equipment</b>	
Property Insurance	1,380.93
<b>Total Facilities and Equipment</b>	1,380.93
<b>Operations</b>	
REDI Expenses	630.00
Telus Communications	974.00
Telus Mobility	601.13
Water & Sewer	0.00
Website Maintenance	111.51
<b>Total Operations</b>	2,316.64
<b>Other Types of Expenses</b>	
Alberta Chamber of Commerce Fee	220.46
<b>Total Other Types of Expenses</b>	220.46
<b>Special Events &amp; Projects</b>	
Bicycle Race Event 2015	
Advertising	210.00
Bicycle Race Event 2015 - Other	7,140.82
<b>Total Bicycle Race Event 2015</b>	7,350.82
Canada Day Breakfast	396.94
Centennial Building Repairs 2015	5,130.31
<b>Total Special Events &amp; Projects</b>	12,878.07
<b>Total Expense</b>	20,291.82
<b>Net Ordinary Income</b>	-1,603.07
<b>Net Income</b>	-1,603.07





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 28, 2016</b>
<b>Presented By:</b>	<b>Ron Pelensky, Director of Community Services &amp; Operations</b>
<b>Title:</b>	<b>Town of High Level Hazmat Truck – Additional Funding Request</b>

**BACKGROUND / PROPOSAL:**

On January 15, 2013 administration recommended cost sharing the Hazmat Unit with the Town of High Level and the Town of Rainbow Lake as part of the Mackenzie Region Hazardous Materials Agreement.

**MOTION 13-01-006**  
Requires 2/3

**MOVED** by Councillor Derksen

*That administration be authorized to enter into discussions regarding the Mackenzie Region Hazardous Materials agreement as discussed.*

**CARRIED**

At the November 19, 2013 Special Budget Meeting, Council made the following motion recommending approving the refurbishing of the Hazmat Unit at the cost sharing portion of \$130,000.

**MOTION 13-11-840**

**MOVED** by Deputy Reeve Sarapuk

*That the Town of High Level 2014 capital requests be approved as presented and that further clarification be requested regarding the regional benefits of the Centennial Park.*

**CARRIED**

On August 27, 2014 administration recommended a joint application be applied for to assist in the refurbishing of the Hazmat Unit,

**Author:** R. Pelensky      **Reviewed by:** CG      **CAO:** \_\_\_\_\_

**MOTION 14-08-568**

**MOVED** by Councillor Wardley

*That Mackenzie County participates in joint application under the Alberta Community Partnership – Intermunicipal Collaboration program with the Towns of High Level and Rainbow Lake for the acquisition of a Hazardous Materials Unit, with the Town of High Level be appointed as the project’s managing partner.*

**CARRIED**

On October 29, 2014 administration brought forward the Town of High Levels Capital Project Requests where the Hazmat Truck was noted as a 2014 carry forward project approved at \$130,000.

**MOTION 14-10-770**

**MOVED** by Councillor Jorgensen

*That the Town of High Level 2015 capital request be accepted as presented.*

**CARRIED**

On March 18, 2015 administration was notified that the Alberta Community Partnership – Intermunicipal Collaboration application was successful with funding in the amount of \$350,000.

Once the grant was received, the Town of High Level went back to the original manufacturer to obtain a firm price. The original estimate of \$325,000 was only valid for 60 days and a new quote was received for \$515,000 (\$450,000 USD). Adding a contingency of \$5,000, the cost of refurbishing the Hazmat Truck was \$520,000. The grant assisted in reducing the County’s cost sharing portion of 40% to \$68,000.

The final cost of the truck was \$536,303.44 and administration has received the final invoice from the Town of High Level requesting additional cost sharing funds for the project (\$16,303.44 @ 40% = \$6,521.37) in the amount of \$6,521.37 for some additional work required;

- once the body was removed from the chasis, some cabinets were not salvageable and the layout needed to be modified
- the heater was also not salvageable as originally anticipated

The Town of High Level reduced some lighting options, in order to minimize the unforeseen financial impact.

**Author:** R. Pelensky **Reviewed by:** CG **CAO:** \_\_\_\_\_

**OPTIONS & BENEFITS:**

**Option #1**

Authorize the additional funds of \$6,521.37 for the Hazmat Truck with the total County share of the project being \$74,521.37.

**Benefit**

Maintain good relationship with the Town of High Level as the project remains within the original approved budget amount of \$130,000.

**Option #2**

Allocate the planned amount of \$68,000 towards refurbishing the Hazmat truck.

**COSTS & SOURCE OF FUNDING:**

Funding of \$6,521.37 to come from the General Capital Reserve.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Administration to communicate Councils decision to the Town of High Level.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the budget be amended to include an additional \$6,521.37 (total County portion \$74,521.37) for the Hazmat truck refurbishing project, with funding coming from the General Operating Reserve.

**Author:** R. Pelensky      **Reviewed by:** CG      **CAO:** \_\_\_\_\_



ALBERTA  
MUNICIPAL AFFAIRS

Office of the Minister

AR76473

March 18, 2015

Her Worship Crystal McAteer  
Mayor, Town of High Level  
10511 - 103 Street  
High Level AB T0H 1Z0

TOWN OF HIGH LEVEL
File No. 1855 24
MAR 25 2015
Copy To: Com for Info / CAD Dir. Finance
Action: Dir Protective Svcs.

Dear Mayor McAteer,

Thank you for your partnership's application for a grant under the Intermunicipal Collaboration component of the 2014/15 Alberta Community Partnership (ACP) program. I am pleased to inform you that the Town of High Level has been approved for a grant of \$350,000 in support of your project: Regional Hazmat Vehicle Refurbishment.

The conditional grant agreement will be mailed shortly to your Chief Administrative Officer to obtain the appropriate signatures.

For any project that may merit enhanced public recognition, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca), to discuss specific communication activities to highlight the project, as outlined in the ACP guidelines.

I would like to recognize the Honourable Frank Oberle, MLA, Peace River, and Pearl Calahasen, MLA, Lesser Slave Lake, for their continued support for this program.

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,

Diana McQueen  
Minister

- cc: Honourable Frank Oberle, MLA, Peace River  
 Pearl Calahasen, MLA, Lesser Slave Lake  
 Mayor Boyd Langford, Town of Rainbow Lake  
 Reeve Bill Neufeld, Mackenzie County  
 Tom Derreck, Chief Administrative Officer, Town of High Level  
 Dan Fletcher, Chief Administrative Officer, Town of Rainbow Lake  
 Julia Whittleton, Chief Administrative Officer, Mackenzie County





Mackenzie County

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 28, 2016</b>
<b>Presented By:</b>	<b>Peng Tian, Director of Finance</b>
<b>Title:</b>	<b>Policy ADM049 – Bursary Policy</b>

### **BACKGROUND / PROPOSAL:**

At the September 14, 2016 Finance Committee meeting, the following motion was made:

**MOTION FC-16-09-124**      **MOVED** by Councillor Bateman

That Policy ADM049 be taken to Council with recommended amendments.

**CARRIED**

The updated policy is attached for review.

### **OPTIONS & BENEFITS:**

The updated policy provides a deadline for bursary recipients to submit required documentation for payment.

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

Annual Operating Budget

### **SUSTAINABILITY PLAN:**

N/A

**Author:** E. Nyakahuma      **Reviewed by:** Peng Tian / CG      **CAO:** \_\_\_\_\_

**COMMUNICATION:**

The approved policy will be available on the County website.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy ADM049 Bursary Policy be amended as presented.

**Author:** E. Nyakahuma      **Reviewed by:** Peng Tian / CG      **CAO:** \_\_\_\_\_

## Mackenzie County

<b>Title</b>	<b>Bursaries</b>	<b>Policy No:</b>	<b>ADM049</b>
--------------	------------------	-------------------	---------------

<b>Legislation Reference</b>	<b>MGA, Section 1 b)</b>
------------------------------	--------------------------

### **Purpose**

To encourage and to afford an opportunity to Mackenzie County residents to pursue studying in priority fields which are critically appealing to the Mackenzie Region, and thereby enhance the residents' abilities to make a meaningful contribution to their communities.

### **Policy Statement and Guidelines**

#### **Statement:**

Mackenzie County Council recognizes the need for a skilled and knowledgeable workforce in the Mackenzie Region and therefore encourages further learning. In order to provide financial assistance to qualified applicants/students, a bursary fund is established during an annual budgeting process.

#### **Guidelines:**

##### **1. Student Eligibility**

- 1.1 First time university/college students may receive a bursary within two years from their public school graduation date and either student or immediate family must be living in the County.
- 1.2 Students returning to their second to fourth year of studies may apply to receive a bursary. Student's immediate family must be living within Mackenzie County.
- 1.3 Mature students are eligible to receive a bursary at the discretion of the Finance Committee. The student's immediate family must be living within Mackenzie County. These students will be given third priority.
- 1.4 Students enrolled in part time studies will be eligible for a bursary prorated to the number of months studied compared to a full time program.
- 1.5 Must be enrolled in a post-secondary education or certified trade institution.
- 1.6 Must commit to live and work in the Mackenzie region upon graduation from a post-secondary institution. Work experience must be obtained in the field of study for which the bursary was received. The length of return service will be based on the amount awarded as follows:

- \$500 – 3 months
- \$1,000 – 6 months
- \$1,500 – 9 months
- \$2,000 – 12 months

1.7 Must be able to demonstrate commitment to community and education.

Note: Bursary applications received after initial deadline will be awarded on a first come first served basis

## **2. Return Service Agreement**

Every student selected to receive a Mackenzie County Bursary must sign an agreement. The Agreement commits the student to live and work in the field of study the bursary was received for within the Mackenzie region. The length of return services is based on the total value of bursary support with three months of return service for each \$500 of total bursary support or any portion thereof. For example: a bursary of \$1000 has a return service agreement of six months.

Students not returning to work within the Mackenzie region may be expected to reimburse bursary grants received.

## **3. Bursary Amount**

The amount of the bursary will be dependent on the length and field of study; the number and value of bursaries available each year may vary.

## **4. Bursary Cancellation**

If a bursary is excluded or expelled from the institution or discontinues his/her studies on his/her own accord, the bursary shall be cancelled and the bursar shall have to repay the County the full bursary amount within one month of cancellation/discontinuation of studies. The bursar shall be responsible for notifying the County.

## **5. Bursary Awarding**

The Finance Committee shall be responsible to review the applications and award the annual bursaries.

## **6. Administrative Process**

6.1 The bursary applications (Schedule A) shall be advertised during the first two weeks of March with the closing date for applications being 4:30 p.m. on the last day of April.

- 6.2** Successful bursary recipients will receive notification within two weeks of the awards; however, the funds will not be provided until the Return Service Agreement (Schedule B) has been signed and confirmations of acceptance from the post-secondary institution have been received. **The deadline to receive required documentation for bursary payment will be September 30<sup>th</sup> of the year the bursary is awarded.**
- 6.3 If not all annually allocated funds have been distributed, the Finance Committee may re-advertise the bursary applications.
- 6.4 Any unused funds in any given year shall be allocated to the Bursary Reserve established by Council.

**7. Administrative Responsibilities**

Chief Administrative Officer or Designate shall be responsible for monitoring compliance with this policy.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	12-Apr-11	11-04-347
<b>Amended</b>	26-Mar-14	14-03-197
<b>Amended</b>	11-Aug-15	15-08-547
<b>Amended</b>	09-Aug-16	16-08-580
<b>Amended</b>		

## MACKENZIE COUNTY BURSARY APPLICATION (SCHEDULE A)

---

### General Guidelines

#### *Student Eligibility*

- First time university/college students may receive a bursary within two years from their public school graduation date and either student or immediate family must be living in the County.
- Students returning to their second to fourth year of studies may apply to receive a bursary. Student's immediate family must be living within Mackenzie County.
- Mature students are eligible to receive a bursary at the discretion of the Finance Committee. The student's immediate family must be living within Mackenzie County. These students will be given third priority.
- Students enrolled in part time studies will be eligible for a bursary prorated to the number of months studied compared to a full time program.
- Must be enrolled in a post-secondary education or certified trade institution.
- Must commit to live and work in the Mackenzie region for a six-month period upon graduation of post-secondary education for each bursary received.
- Must be able to demonstrate commitment to community and education.

Note: Bursary applications received after initial deadline will be awarded on a first come first served basis

#### *Return Service Agreement*

Every student selected to receive a Mackenzie County Bursary must sign an agreement. The Agreement commits the student to live and work within the Mackenzie region for a six-month period upon graduation of post-secondary studies for each bursary received. The length of return services is based on the total value of bursary support with three months of return service for each \$500 of total bursary support or any portion thereof. For example: a bursary of \$1000 has a return service agreement of six months.

Students not returning to work within the Mackenzie region may be expected to reimburse bursary grants received.

#### *Bursary Amount*

The usual amount of the bursary is \$1,000.00; however both the number and value of bursaries available each year may vary.

Successful Bursary recipients will receive notification in May; however, the funds will not be provided until the Return Service Agreement has been signed and you have provided us with confirmations of acceptance from the post-secondary institution of your choice and of tuition paid.

***Application Must Include:***

- A cover letter including reason for application, the field of study, career goal and date of graduation.

First year applicants

- 3 reference letters: 1 public school or college or university related, and 2 personal references.

Returning applicants

- Proof of course completion (academic transcript)
- Proof of course registration or Receipt of tuition paid

***Application deadline***

The deadline for **receipt** of application is \_\_\_\_\_ at **4:30 p.m.** at the following address:

Finance Committee, Mackenzie County  
Box 640, Fort Vermilion, Alberta T0H 1N0  
Fax: (780) 927-4266  
Email: [office@mackenziecounty.com](mailto:office@mackenziecounty.com)

**MACKENZIE COUNTY BURSARY APPLICATION FORM (SCHEDULE A)**

---

**CONTACT INFORMATION** (please print)

Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Street Address or Land Location: \_\_\_\_\_

Number of Years Lived in Region: \_\_\_\_\_

**EDUCATIONAL INFORMATION**

Name of Public School: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Provide a list of the grade twelve subjects, with final grade, that you are using as entry level for post-secondary or trade education. (Please provide a copy of your transcripts if available.)

---

---

---

---

***Returning Students: Please provide a copy of your most recent transcripts.***

Post-Secondary Institution: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Length of Program Studies you plan to attend:  1yr.  2 yr.  3 yr.  4yr.  more

Date you expect to graduate: \_\_\_\_\_ 20\_\_\_\_



**PERSONAL INFORMATION**

Please explain how your choice of post-secondary education will benefit the Mackenzie County area?

---

---

---

Please list any community involvement and past work experiences.

---

---

---

Please list any extracurricular activities, hobbies and interests.

---

---

**Your application may not be considered if information is missing.  
Have you answered all the questions?**

**APPLICANT DECLARATION**

I declare that:

to the best of my knowledge, the information given on this application is true.

I agree to:

provide any information needed to verify any statement made on this application.

I understand that:

I may have to repay my bursary if I do not fulfil my return service agreement.

I may be denied a bursary if I have made any false or misleading statements on this application.

I consent to:

The use of my name and/or photograph by Mackenzie County for the purposes of publicizing the Mackenzie County Bursary Program.

X \_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed

## RETURN SERVICE AGREEMENT

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**BETWEEN**

**Mackenzie County**  
(referred to as the "Sponsor")

**and**

\_\_\_\_\_  
(referred to as the "Student")

of the \_\_\_\_\_ of \_\_\_\_\_, in the Province of Alberta

**WHEREAS** the Sponsor has established a bursary to provide assistance to eligible students and to promote the development of vocational or professional expertise within the Mackenzie region; and

**WHEREAS** the Student has applied to the Sponsor for a Bursary to assist him in his course of studies: and

**WHEREAS** a Bursary consists of a financial assistance award from the Sponsor; and

**WHEREAS** the Student has undertaken to work and provide services in the Sponsor region; now

**THEREFORE** the parties agree as follows:

1. For the purposes of this agreement, "sponsor region" means the area within the boundaries of the Mackenzie County.
2. Upon approval of the Student's application by the Sponsor and upon receipt of confirmations of the Student's registration in the course of studies and of tuition paid, the Sponsor will pay to the Student the sum of \$ \_\_\_\_\_ as an award in order for the Student to commence the course of studies as outlined in the Student's bursary application.
3. The Student
  - a) agrees and undertakes to obtain, within six (6) months from the last day of his/her studies, employment in northern Alberta for a continuous period of \_\_\_\_\_ months.

- b) agrees and acknowledges that his employment under (a) is to be in an occupation or field of endeavor which relates to his course of studies and is to be otherwise satisfactory to the Sponsor;
  - c) Must annually provide written information to the Sponsor regarding the status and location of employment; commencing on the date on which employment is obtained in accordance with this Agreement and until the completion of work commitments under this Agreement;
  - d) Must in writing notify the Sponsor within seven (7) days of the following events:
    - i) a withdrawal from the course of studies; or
    - ii) a failure to maintain a passing grade in his course of studies in any academic year; or
    - iii) a change of address.
4. The Sponsor may, in its absolute discretion, require repayment in full by the Student of the Bursary to the Sponsor for failure to comply with clause 3 of this Agreement or upon the occurrence of one or more of the events in clause 3(d). Repayment will occur according to the following schedule based on total value of awards received:
- ≤ \$500 repayment due within 3 months of invoice date
  - \$500-\$1000 repayment due within 6 months of invoice date
  - > \$1000 repayment due within 1 year of invoice date
5. If the Sponsor requires repayment of the financial assistance for failure to maintain employment in accordance with clause 3(a), the Sponsor may, in its absolute discretion, consider the employment commitment under clause 3(a), to be partially fulfilled and accordingly reduce the repayment obligations of the Student under this Agreement on a pro rata basis.
6. The Sponsor may waive a default of this Agreement only by written notice to the Student.
7. The Student agrees and acknowledges that he has the sole obligation to seek employment and lodging to fulfill his commitment under this Agreement and that there is no obligation upon the Sponsor to provide any employment position or lodging place to help fulfill this commitment.
8. The Student allows the Sponsor to release his name as a bursary recipient for advertising and recognition of the bursary.
9. All notices and other written communications required or permitted under this Agreement can be delivered by hand, or sent by registered mail or faxed to the addressee as follows:

To the Sponsor: c/o Mackenzie County  
P.O. Box 640  
Fort Vermilion, AB  
T0H 1N0  
Phone: (780) 927-3718  
Fax: (780) 927-4266

To The Student \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: ( ) \_\_\_\_\_  
Fax: ( ) \_\_\_\_\_

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement on the date first written above.

**SIGNED IN THE PRESENCE OF**

_____ Signature of Witness	_____ Signature of Student or Parent/Guardian if Student is under 18
Printed name of Witness:	_____
Address of Witness:	_____
Postal Code of Witness:	_____
Phone Number of Witness	_____

**TO BE COMPLETED BY THE SPONSOR**

_____ Witness	_____ Signature of Sponsor
------------------	-------------------------------



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 28, 2016</b>
<b>Presented By:</b>	<b>Peng Tian, Director of Finance</b>
<b>Title:</b>	<b>Policy RESV019 – Street Light Replacement Reserve</b>

## BACKGROUND / PROPOSAL:

At the May 25, 2016 Council meeting, the ATCO Electric proposal to acquire street lights currently owned by Mackenzie County was presented. There are 638 lights with an average life of 15 years remaining. After discussion, the following motion was made:

**FINANCE:** 12. a) ATCO – Vested vs Non-vested

**MOTION 16-05-410** **MOVED** by Councillor Wardley

That the County remain non-vested and that a reserve policy be brought forward for street light replacement.

**CARRIED**

## OPTIONS & BENEFITS:

Administration completed an analysis in which the replacement cost was determined to be \$5,075,423 based on a 30 year life. It is recommended a minimum of \$250,000 be contributed annually. As per Council's request, a reserve policy has been drafted to address future replacement of County street lights. The draft policy is attached for review.

## COSTS & SOURCE OF FUNDING:

Annual Operating Budget.

**Author:** E. Nyakahuma **Reviewed by:** Peng Tian / CG **CAO:** \_\_\_\_\_

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

The approved policy will be posted on the County's website.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy RESV019 Street Light Replacement Reserve be approved as presented.

**Author:** E. Nyakahuma      **Reviewed by:** Peng Tian / CG      **CAO:** \_\_\_\_\_

## Mackenzie County

<b>Title</b>	Street Light Replacement Reserve	<b>Policy No.</b>	RESV019
--------------	----------------------------------	-------------------	---------

<b>Account Code</b>	4-32-710
---------------------	----------

<b>Purpose</b>	To establish a street light replacement reserve to provide funding in order to retain a stable municipal taxation structure, and to fund the County's non-vested street light replacement.
----------------	--

<b>Targeted Minimum</b>	\$250,000
-------------------------	-----------

<b>Targeted Maximum</b>	\$376,000
-------------------------	-----------

<b>Funding</b>	<ol style="list-style-type: none"> <li>1. As part of the annual budget process, a review of street light replacement should be completed to determine the appropriate yearly amount to contribute.</li> <li>2. A minimum of \$250,000 should be budgeted as a contribution to this reserve. An annual inflation rate of 1.5% is to be applied annually.</li> </ol>
----------------	--

### **Policy Statement and Guidelines**

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

	Date	Resolution Number
<b>Approved</b>		
<b>Amended</b>		
<b>Amended</b>		







**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 28, 2016</b>
<b>Presented By:</b>	<b>Peng Tian, Director of Finance</b>
<b>Title:</b>	<b>Purchase of Membership Shares in Vision Credit Union, La Crete Co-op, and United Farmers of Alberta</b>

**BACKGROUND / PROPOSAL:**

At the August 8, 2016 and September 14, 2016 Finance Committee meetings, there was discussion on the County’s current and potential investments. The following motion was made in regards to membership shares:

**MOTION FC-16-08-112      **MOVED** by Councillor Wardley**

That Mackenzie County purchase membership shares with Vision Credit Union, La Crete Co-Op and United Farmers of Alberta.

**CARRIED**

Administration discussed this issue with the Municipal Financial Advisor and was informed we can purchase shares in the co-operatives in the following circumstances:

- We can purchase a membership in co-operatives in order to have benefit from the associated members discounts/special offers. The economic benefits received through membership should not be substantial.
- We can buy a share in service credit union in case we have a bank service agreement with them.

However, if we were to make a substantial investment in shares of a service credit union (for example, by investing \$40,000 into a service union’s shares), this would be subject to limitations under p.250 of the Municipal Government Act of Alberta, as this would result in exposing the assets of the municipality to considerable level of risk.

After reviewing membership options further, the committee made the following motion:

**Author:** Elizabeth Nyakahuma      **Review Date:** Peng Tian / CG      **CAO** \_\_\_\_\_

**MOTION FC-16-09-118**      **MOVED** by Councillor Knelsen

That the recommendation to purchase membership shares with Vision Credit Union, La Crete Co-Op and UFA be taken to the next Council meeting.

**CARRIED**

**OPTIONS & BENEFITS:**

Purchase the membership shares from Vision Credit Union, La Crete Co-Op, and UFA. The benefits are to receive better returns on short term investments and discounts for purchasing goods & supplies.

**COSTS & SOURCE OF FUNDING:**

2016 Operating Budget

Vision Credit Union – \$1  
La Crete Co-op – \$500  
United Farmers of Alberta – \$0

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That membership shares be purchased with Vision Credit Union, La Crete Co-op and United Farmers of Alberta for \$1, \$500 and \$0 respectively.

**Author:** Elizabeth Nyakahuma      **Review Date:** Peng Tian / CG      **CAO** \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 28, 2016</b>
<b>Presented By:</b>	<b>Peng Tian, Director of Finance</b>
<b>Title:</b>	<b>Financial Reports – January 1 to August 31, 2016</b>

## **BACKGROUND / PROPOSAL:**

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

## **OPTIONS & BENEFITS:**

Please review the following financial reports for the period January 1 – August 31, 2016:

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

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

N/A

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION:**

N/A

**Author:** Oxana Mamontova      **Reviewed by:** Peng Tian / CG      **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the financial reports for the period of January 1 – August 31, 2016 be accepted for information.

**Author:** Oxana Mamontova      **Reviewed by:** Peng Tian / CG      **CAO:** \_\_\_\_\_

## Investment Report for August 2016

### Chequing Account on August 31, 2016

Bank account balance 9,947,291

### Investment Values on August 31, 2016

Short term investments (EM0-0377-A)	12,106,366
Short term T-Bill (1044265-26)	237,857
Long term investments (EM0-0374-A)	8,333,999
Short term notice on amount 31 days	5,005,688
Short term notice on amount 60 days	4,008,541
Short term notice on amount 90 days	5,008,537
	<u><u>34,700,989</u></u>

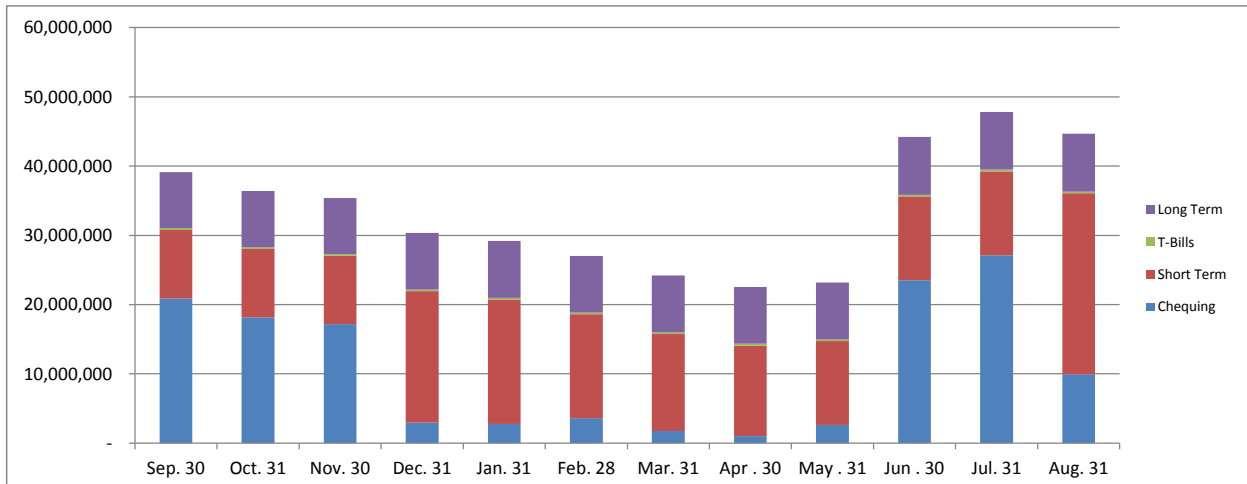
These balances include 'market value changes'.

### Revenues

	Total	Short Term	Long Term
Interest received	203,189	75,392	127,797
Interest accrued	84,159	73,313	10,847
	<b>287,348</b>	<b>148,704</b>	<b>138,644</b>
Market value changes	91,358		51,859
Interest received, chequing account	55,601	55,601	
<b>Grand total revenues before investment manager fees</b>	<b>434,308</b>	<b>204,306</b>	<b>190,503</b>
Deduct: investment manager fees for investments	-21,831	-5,090	-16,741
<b>Grand total revenues after investment manager fees</b>	<b>412,477</b>	<b>199,216</b>	<b>173,762</b>

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

	Chequing	Short Term	T-Bills	Long Term	Total
Sep. 30	20,894,752	9,887,654	237,309	8,119,455	39,139,169
Oct. 31	18,167,602	9,887,630	237,364	8,099,481	36,392,078
Nov. 30	17,188,418	9,888,659	237,417	8,081,738	35,396,233
Dec. 31	2,960,308	18,959,215	237,473	8,171,084	30,328,080
Jan. 31	2,772,109	17,969,964	237,528	8,194,472	29,174,072
Feb. 28	3,613,083	14,980,328	237,579	8,189,257	27,020,247
Mar. 31	1,754,505	13,988,864	237,610	8,237,943	24,218,922
Apr. 30	1,028,981	13,074,135	237,663	8,200,802	22,541,582
May. 31	2,631,668	12,100,192	237,693	8,233,190	23,202,743
Jun. 30	23,517,981	12,106,571	237,747	8,329,901	44,192,200
Jul. 31	27,130,519	12,110,531	237,802	8,344,066	47,822,918
Aug. 31	9,947,291	26,129,132	237,857	8,333,999	44,648,280



**MACKENZIE COUNTY  
STATEMENT OF OPERATIONS**

August 31, 2016

	2015 Actual Total	2016 Actual Total	2016 Budget	\$ Variance	% Variance
<b>OPERATIONAL REVENUES</b>					
Property taxes	\$35,309,092	\$28,621,119	\$33,921,049	\$5,299,930	16%
User fees and sales of goods	\$4,619,126	\$3,053,435	\$4,594,216	\$1,540,781	34%
Government transfers	\$1,501,319	\$761,962	\$1,302,914	\$540,952	42%
Investment income (operating)	\$500,870	\$291,339	\$360,000	\$68,661	19%
Penalties and costs on taxes	\$1,057,962	\$518,017	\$1,288,413	\$770,396	60%
Licenses, permits and fines	\$539,489	\$377,430	\$448,000	\$70,570	16%
Rentals	\$140,117	\$60,419	\$80,455	\$20,036	25%
Insurance proceeds	\$329,409	\$36,663	\$0	(\$36,663)	
Development levies	\$47,870	\$0	\$0	\$0	
Municipal reserve revenue	\$92,428	\$22,999	\$50,000	\$27,001	54%
Sale of non-TCA equipment	\$8,061	\$0	\$0	\$0	
Other	\$501,684	\$351,118	\$308,000	(\$43,118)	-14%
<b>Total operating revenues</b>	<b>\$44,647,427</b>	<b>\$34,094,501</b>	<b>\$42,353,047</b>	<b>\$8,258,546</b>	<b>19%</b>
<b>OPERATIONAL EXPENSES</b>					
Legislative	\$543,500	\$391,301	\$796,640	\$405,339	51%
Administration	\$6,882,710	\$3,637,261	\$7,489,653	\$3,852,392	51%
Protective services	\$1,406,990	\$657,196	\$1,864,996	\$1,207,800	65%
Transportation	\$16,128,251	\$4,654,852	\$18,428,976	\$13,774,124	75%
Water, sewer, solid waste disposal	\$4,793,168	\$1,558,929	\$4,955,238	\$3,396,309	69%
Public health and welfare (FCSS)	\$639,256	\$734,332	\$789,053	\$54,721	7%
Planning, development	\$1,072,553	\$658,216	\$1,296,071	\$637,855	49%
Agriculture and veterinary	\$1,397,583	\$614,692	\$1,343,446	\$728,754	54%
Recreation and culture	\$2,268,946	\$1,279,418	\$2,324,449	\$1,045,031	45%
School requisitions	\$6,635,781	\$1,664,817	\$6,836,582	\$5,171,765	76%
Lodge requisitions	\$788,108	\$852,087	\$852,083	(\$4)	0%
Non-TCA projects	\$1,092,265	\$384,693	\$1,956,333	\$1,571,640	80%
<b>Total operating expenses</b>	<b>\$43,649,111</b>	<b>\$17,087,794</b>	<b>\$48,933,520</b>	<b>\$31,845,726</b>	<b>65%</b>
<b>Excess (deficiency) before other</b>	<b>\$998,316</b>	<b>\$17,006,707</b>	<b>(\$6,580,473)</b>	<b>(\$23,587,180)</b>	<b>358%</b>
<b>CAPITAL REVENUES</b>					
Government transfers for capital	\$5,102,465	\$3,994,110	\$12,635,212	\$8,641,102	68%
Other revenue for capital	\$733,150	\$126,847	\$933,641	\$806,794	86%
Proceeds from sale of TCA assets	\$528,614	\$5,600	\$492,932	\$487,332	99%
	\$6,364,229	\$4,126,557	\$14,061,785	\$9,935,228	71%
<b>EXCESS (DEFICIENCY) - PSAB Model</b>	<b>\$7,362,545</b>	<b>\$21,133,264</b>	<b>\$7,481,312</b>	<b>(\$13,651,952)</b>	<b>-182%</b>
<b>Convert to local government model</b>					
Remove non-cash transactions	\$9,541,342	\$0	\$10,629,659	\$10,629,659	100%
Remove revenue for capital projects	(\$6,364,229)	(\$4,126,557)	(\$14,061,785)	(\$9,935,228)	71%
Long term debt principle	\$1,669,369	\$203,702	\$1,578,512	\$1,374,810	87%
Transfers to/from reserves	\$8,820,289	\$0	\$2,470,674	\$2,470,674	100%
<b>EXCESS (DEFICIENCY) - LG Model</b>	<b>\$50,000</b>	<b>\$16,803,005</b>	<b>\$0</b>	<b>(\$16,803,005)</b>	

Mackenzie County  
Summary of All Units  
For the Eight Months Ending August 31, 2016

	2015 Actual	2016 Actual	2016	\$ Variance	% Variance
	Total	Total	Budget		
<b>OPERATING REVENUES</b>					
100-Taxation	\$34,974,510	\$28,498,683	\$33,782,194	\$5,283,511	16%
124-Frontage	\$197,247	\$122,437	\$171,497	\$49,060	29%
261-Ice Bridge	\$95,530	\$139,640	\$0	(\$139,640)	
420-Sales of goods and services	\$693,522	\$388,359	\$590,395	\$202,036	34%
421-Sale of water - metered	\$3,006,884	\$2,029,947	\$3,093,285	\$1,063,338	34%
422-Sale of water - bulk	\$918,721	\$635,130	\$910,536	\$275,406	30%
424-Sale of land	\$1	\$52,900	\$0	(\$52,900)	
510-Penalties on taxes	\$1,057,962	\$518,017	\$1,288,413	\$770,396	60%
511-Penalties of AR and utilities	\$61,483	\$36,910	\$48,000	\$11,090	23%
520-Licenses and permits	\$49,879	\$36,747	\$36,000	(\$747)	-2%
521-Offsite levy	\$47,870	\$0	\$0	\$0	
522-Municipal reserve revenue	\$92,428	\$22,999	\$50,000	\$27,001	54%
526-Safety code permits	\$342,366	\$166,806	\$325,000	\$158,194	49%
525-Subdivision fees	\$55,156	\$134,678	\$35,000	(\$99,678)	-285%
530-Fines	\$78,310	\$32,913	\$39,000	\$6,087	16%
531-Safety code fees	\$13,777	\$6,284	\$13,000	\$6,716	52%
550-Interest revenue	\$548,519	\$182,454	\$360,000	\$177,546	49%
551-Market value changes	(\$47,649)	\$108,885	\$0	(\$108,885)	
560-Rental and lease revenue	\$140,118	\$60,418	\$80,455	\$20,037	25%
570-Insurance proceeds	\$329,409	\$36,663	\$0	(\$36,663)	
592-Well drilling revenue	\$11,114	\$34,848	\$20,000	(\$14,848)	-74%
597-Other revenue	\$206,704	\$59,786	\$143,500	\$83,714	58%
598-Community aggregate levy	\$101,272	\$0	\$70,000	\$70,000	100%
630-Sale of non-TCA equipment	\$8,062	\$0	\$0	\$0	
790-Tradeshaw Revenues	\$25,580	\$27,034	\$26,500	(\$534)	-2%
840-Provincial grants	\$1,501,318	\$761,961	\$1,302,914	\$540,953	42%
890-Gain (Loss) Penny Rounding	\$1	\$0	\$0	\$0	
990-Over/under tax collections	\$137,336	\$0	(\$32,642)	(\$32,642)	100%
<b>TOTAL REVENUE</b>	<b>\$44,647,430</b>	<b>\$34,094,499</b>	<b>\$42,353,047</b>	<b>\$8,258,548</b>	<b>19%</b>
<b>OPERATING EXPENSES</b>					
110-Wages and salaries	\$6,354,973	\$4,603,903	\$7,168,699	\$2,564,796	36%
132-Benefits	\$1,255,906	\$948,875	\$1,514,850	\$565,975	37%
136-WCB contributions	\$40,547	\$0	\$51,743	\$51,743	100%
142-Recruiting	\$12,848	\$10,113	\$20,000	\$9,887	49%
150-Isolation cost	\$66,993	\$52,076	\$72,000	\$19,924	28%
151-Honoraria	\$478,774	\$383,639	\$648,900	\$265,261	41%
211-Travel and subsistence	\$265,578	\$138,321	\$405,635	\$267,314	66%
212-Promotional expense	\$77,983	\$29,091	\$82,500	\$53,409	65%
214-Memberships & conference fees	\$107,460	\$36,501	\$143,321	\$106,820	75%
215-Freight	\$107,164	\$46,433	\$141,460	\$95,027	67%
216-Postage	\$44,344	\$27,888	\$43,150	\$15,262	35%
217-Telephone	\$124,467	\$35,262	\$123,640	\$88,378	71%
221-Advertising	\$36,405	\$21,396	\$63,220	\$41,824	66%
223-Subscriptions and publications	\$6,878	\$4,898	\$12,738	\$7,840	62%
231-Audit fee	\$75,950	\$58,800	\$76,000	\$17,200	23%
232-Legal fee	\$68,527	\$67,964	\$60,500	(\$7,464)	-12%
233-Engineering consulting	\$240,054	\$30,753	\$166,000	\$135,247	81%
235-Professional fee	\$1,669,025	\$951,270	\$1,815,514	\$864,244	48%
236-Enhanced policing fee	\$153,400	\$38,400	\$297,200	\$258,800	87%
239-Training and education	\$96,483	\$54,568	\$163,329	\$108,761	67%
242-Computer programming	\$78,633	\$22,832	\$108,681	\$85,849	79%
251-Repair & maintenance - bridges	\$205,079	\$2,817	\$602,000	\$599,183	100%
252-Repair & maintenance - buildings	\$151,352	\$75,577	\$195,820	\$120,243	61%
253-Repair & maintenance - equipment	\$421,486	\$166,474	\$414,800	\$248,326	60%
255-Repair & maintenance - vehicles	\$64,432	\$42,721	\$81,900	\$39,179	48%
258-Contract graders	\$104,461	\$49,565	\$150,840	\$101,275	67%
259-Repair & maintenance - structural	\$1,596,984	\$507,139	\$1,543,193	\$1,036,054	67%
261-Ice bridge construction	\$77,703	\$90,094	\$120,000	\$29,906	25%
262-Rental - building and land	\$29,340	\$30,931	\$29,812	(\$1,119)	-4%
263-Rental - vehicle and equipment	\$56,773	\$42,011	\$81,695	\$39,684	49%
266-Communications	\$97,814	\$50,217	\$117,638	\$67,421	57%
271-Licenses and permits	\$1,290	\$495	\$8,568	\$8,073	94%
272-Damage claims	\$0	\$1,000	\$5,000	\$4,000	80%
274-Insurance	\$313,112	\$0	\$298,960	\$298,960	100%
342-Assessor fees	\$264,623	\$147,184	\$263,000	\$115,816	44%
290-Election cost	\$0	\$3,055	\$5,000	\$1,945	39%
511-Goods and supplies	\$861,048	\$469,444	\$935,116	\$465,672	50%

521-Fuel and oil	\$740,479	\$470,299	\$1,017,070	\$546,771	54%
531-Chemicals and salt	\$268,567	\$160,226	\$328,700	\$168,474	51%
532-Dust control	\$568,170	\$434,462	\$728,405	\$293,943	40%
533-Grader blades	\$149,959	\$131,472	\$137,500	\$6,028	4%
534-Gravel (apply; supply and apply)	\$1,612,430	\$225,561	\$1,617,378	\$1,391,817	86%
535-Gravel reclamation cost	\$29,792	\$0	\$0	\$0	
543-Natural gas	\$87,911	\$28,842	\$113,877	\$85,035	75%
544-Electrical power	\$689,859	\$277,843	\$679,037	\$401,194	59%
710-Grants to local governments	\$1,927,281	\$1,440,393	\$1,805,000	\$364,607	20%
735-Grants to other organizations	\$2,068,118	\$1,773,464	\$2,104,245	\$330,781	16%
747-School requisition	\$6,635,781	\$1,664,817	\$6,836,582	\$5,171,765	76%
750-Lodge requisition	\$788,108	\$852,083	\$852,083	\$0	0%
810-Interest and service charges	\$29,536	\$8,929	\$27,000	\$18,071	67%
831-Interest - long term debt	\$614,288	(\$7,114)	\$562,323	\$569,437	101%
921-Bad debt expense	\$4,324	\$114	\$3,800	\$3,686	97%
922-Tax cancellation/write-off	\$1,190,753	\$0	\$1,502,106	\$1,502,106	100%
970-Other expenses	\$2,260	\$0	\$0	\$0	
993-NBV value of disposed TCA	\$834,784	\$0	\$880,169	\$880,169	100%
994-Change in inventory	(\$216,403)	\$0	\$580,324	\$580,324	100%
995-Depreciation of TCA	\$8,922,961	\$0	\$9,169,166	\$9,169,166	100%
<b>TOTAL</b>	<b>\$42,556,847</b>	<b>\$16,703,098</b>	<b>\$46,977,187</b>	<b>\$30,274,089</b>	<b>64%</b>
<b>Non-TCA projects</b>	<b>\$1,092,265</b>	<b>\$384,694</b>	<b>\$1,956,333</b>	<b>\$1,571,639</b>	<b>80%</b>
<b>TOTAL EXPENSES</b>	<b>\$43,649,112</b>	<b>\$17,087,792</b>	<b>\$48,933,520</b>	<b>\$31,845,728</b>	<b>65%</b>
<b>EXCESS (DEFICIENCY)</b>	<b>\$998,318</b>	<b>\$17,006,707</b>	<b>(\$6,580,473)</b>	<b>(\$23,587,180)</b>	<b>358%</b>
<b>OTHER</b>					
840-Provincial transfers for capital	\$5,102,465	\$3,994,110	\$12,635,212	\$8,641,102	68%
575-Contributed TCA	\$718,363	\$0	\$323,020	\$323,020	100%
597-Other capital revenue	\$14,787	\$126,847	\$610,621	\$483,774	79%
630-Proceeds of sold TCA asset	\$528,614	\$5,600	\$492,932	\$487,332	99%
	<b>\$6,364,229</b>	<b>\$4,126,557</b>	<b>\$14,061,785</b>	<b>\$9,935,228</b>	<b>71%</b>
<b>EXCESS (DEFICIENCY) - PS MODEL</b>	<b>\$7,362,547</b>	<b>\$21,133,264</b>	<b>\$7,481,312</b>	<b>(\$13,651,952)</b>	<b>-182%</b>
<b>CONVERT TO LG INCOME STATEMENT</b>					
Remove non-cash transactions associated with PSAB changes					
993-NBV value of disposed TCA	\$834,784	\$0	\$880,169	\$880,169	100%
994-Change in inventory	(\$216,403)	\$0	\$580,324	\$580,324	100%
995-Amortization of TCA	\$8,922,961	\$0	\$9,169,166	\$9,169,166	100%
Remove TCA revenues					
Total of OTHER per above	(\$6,364,229)	(\$4,126,557)	(\$14,061,785)	(\$9,935,228)	71%
Add LTD principle paid					
832-Principle Payments	\$1,669,369	\$203,702	\$1,578,512	\$1,374,810	87%
Add/Deduct LG model TF to/from reserves					
930-Contributions from Operating Reserve	(\$370,205)	\$0	(\$1,565,973)	(\$1,565,973)	100%
940-Contribution from Capital Reserve	(\$515,310)	\$0	(\$322,326)	(\$322,326)	100%
762-Contribution to Capital (funding TCA projects)	\$3,459,941	\$0	\$871,748	\$871,748	100%
763-Contribution to Capital Reserves	\$3,716,473	\$0	\$3,240,267	\$3,240,267	100%
764-Contribution to Operating Reserves	\$2,529,390	\$0	\$246,958	\$246,958	100%
<b>EXCESS (DEFICIENCY) - LG MODEL</b>	<b>\$50,000</b>	<b>\$16,803,005</b>	<b>\$0</b>	<b>(\$16,803,005)</b>	



### Project Progress Report for August 2016

Project Name	Total costs	Costs in prior years	Costs in current year up to August 31, 2016	2016 Budget	Budget Remaining on August 31, 2016	Status Update on August 31, 2016	Percentage of Completion (%)
--------------	-------------	----------------------	---	-------------	-------------------------------------	----------------------------------	------------------------------

**Administration Department**

Signs with Flags for FV Office (CF)	6,940	6,940	-	18,060	18,060	Waiting for metal works to be completed	50%
Payroll software	4,260		4,260	20,000	15,740	Fall 2016	0%
FV - Phone System Upgrade	17,598		17,598	20,000	2,402	Completed	100%
High Level Office Security	4,169		4,169	10,000	5,832	Completed	100%
FV - Fireproof Storage Cabinet (Records)	83	83	-	8,000	8,000	Aug. 2016	0%
LC - Library Building	108,976	-	108,976	107,970	(1,006)	Complete	100%
Zama Sprinkler System	7,246	7,246	-	24,725	24,725	Motion 16-08-590 cancelled	
House Purchase			241,721	241,721			
Land Purchase (South of High Level)	-	-	-	13,000	13,000	Negotiating setbacks with province	0%
LC Office - Installation of Gnerator	-		-	28,000	28,000	Complete invoices to follow	90%
<i>Total department 12</i>			376,723	491,476	114,754		

Project Name	Total costs	Costs in prior years	Costs in current year up to August 31, 2016	2016 Budget	Budget Remaining on August 31, 2016	Status Update on August 31, 2016	Percentage of Completion (%)
--------------	-------------	----------------------	---	-------------	-------------------------------------	----------------------------------	------------------------------

**Fire Department**

LC -Aerial Unit Upgrade	-	-	-	30,000	30,000	Truck delivered to La Crete. Modification to begin shortly	5%
FV - New tanker/pumper, with equipment (CF)	-	-	-	375,000	375,000	Ordered - awaiting truck build	0%
<i>Total department 23</i>			-	405,000	405,000		

**Enforcement Department**

Peace officer vehicle	25,761	-	25,761	80,000	54,239	Awaiting invoices	90%
<i>Total department 26</i>			25,761	80,000	54,239		

**Transportation Department**

Heliport Road	1,898		1,898	285,000	283,102	Awaiting invoices. Project Complete	95%
AWD Graders (x3) LC, ZA, FV (2-16M, 1-14M)	889,018		889,018	1,416,000	526,982	Complete - Awaiting Invoices	100%
FV - 6" pump w/hoses	19,158		19,158	28,000	8,842	Completed	100%
FV- 43rd Ave, East of 50th Street	50		50	135,000	134,950	Project awarded to Knelsens	5%
FV - 45 Ave Cul-de-sac, East of 52nd Street	50		50	140,000	139,950	Project awarded to Knelsens	5%
FV - PW Pick up Truck	40,175		40,175	40,000	(175)	Completed	100%
Rocky Lane Store Road Reconstruction	8,511		8,511	400,000	391,489	Prelim engineering complete. Day labour reconstruction underway	50%
FV - Sander	-		-	10,000	10,000	Ordered	0%
New Road Infrastructure (CF)	705,716	655,019	50,697	268,564	217,867	ongoing	50%
FV - Skid Steer Broom	-		-	7,000	7,000		0%
FV - Snowplow blade	-		-	5,500	5,500	Ordered	0%
LC - Packer/Roller	24,980		24,980	25,000	20	Complete	100%
LC - Sander/Spreader	11,066		11,066	10,000	(1,066)	Complete	100%
LC - Crew Cab 4x4 Trucks (x2)	79,873		79,873	80,000	127	Complete	100%

Project Name	Total costs	Costs in prior years	Costs in current year up to August 31, 2016	2016 Budget	Budget Remaining on August 31, 2016	Status Update on August 31, 2016	Percentage of Completion (%)
LC - Engineering & Design for 113 Street and 109 Ave (CF)	54,621	53,549	1,072	46,451	45,379	Still in Design phase	10%
LC - 94th Ave Asphalt Overlay	33,447		33,447	870,000	836,554	Contract Awarded	15%
LC - Lagoon Access Paving	-		-	25,000	25,000	Contract Awarded	0%
LC - Dump Trailer	26,973		26,973	22,000	(4,973)	Complete	100%
High Level South Rebuild (CF)	-	-	-	50,000	50,000	Graveling to start in September	0%
LC - Loader Scales	9,520		9,520	9,996	476	Complete	100%
Zama Access Pave (PH V) (CF)	-	-	-	6,000,000	6,000,000	On hold - No grant received	0%
LC - Salt shed	127,014		127,014	300,000	172,986	Complete - waiting on last invoice	90%
ZA - Tractor	14,900		14,900	30,000	15,100	Complete	100%
BF 78103	19,845		19,845	120,000	100,156	Project awarded to NRB, set to begin August 15	40%
Snow Plow Truck Replacement	-		-	290,000	290,000	Ordered	0%
Fire Damaged Toolcat Replacement	96,463		96,463	96,464	1	Complete	100%
LC - South-Shoulder pull and road rehabilitation(CF)	171,919	171,919	-	128,081	128,081	On Going	10%
Gravel Reserve (to secure gravel source) (CF)	37,057	31,899	5,159	119,101	113,942		0%
FV - Sand and salt shelter (CF)	450	-	450	200,000	199,550	Negotiating with lowest qualified proponent	0%
FV - Cold storage/Emergency generator building (CF)	200	-	200	147,250	147,050	Construction started	50%
FV - North- Shoulder pull and road rehabilitation (CF)	428,981	147,600	281,381	461,661	180,280	Blumenort road complete. Working on Foggy Tower	75%
<i>Total department 32</i>			1,741,898	11,766,068	10,024,170		

**Airport Department**

FV - Pole Tarp Storage Shed	-	-	-	45,000	45,000	Planning	0%
<i>Total department 33</i>			-	45,000	45,000		

Project Name	Total costs	Costs in prior years	Costs in current year up to August 31, 2016	2016 Budget	Budget Remaining on August 31, 2016	Status Update on August 31, 2016	Percentage of Completion (%)
--------------	-------------	----------------------	---	-------------	-------------------------------------	----------------------------------	------------------------------

**Water Treatment & Distribution Department**

LC - Paving Raw Water Truckfill Station	-		-	48,000	48,000	Done in conjunction with Street Improvements projects.	5%
FV - 48th Ave Waterline Replacement(CF)	108,001	75,226	32,775	25,774	(7,001)	Complete.	100%
FV - Paving for Water Treatment Plant	12,800		12,800	250,000	237,200	Done in conjunction with Street Improvements projects.	5%
FV - Hydrant Replacement (CF)	52,020	49,020	3,000	15,980	12,980	Complete.	100%
LA - Well number 4	707,576		707,576	150,000	(557,576)	AE getting quotes for the drilling, GWUDI assess. in the works and application for surface water diversion sent ASRD	1%
ZA - Distribution pump house upgrades (CF & New)	79,625	79,625	-	838,944	838,944	Awaiting grant funding approval.	1%
FV - Frozen Water Services Repairs (River Road) (CF)	14,519	14,486	33	196,214	196,181	Working on request for quotations.	5%
FV - Raw Water Truck fill (pressured and filtered) (CF)	44,789	12,500	32,289	28,400	(3,889)	Complete.	100%
LC - Raw Water Truckfill Upgrade	56,662	15,837	40,825	42,163	1,339	Awaiting some final electrical drawings.	99%
LC - Waterline Bluehills	-	-	-	833,250	833,250		0%
LA - Rural Potable Water Infrastructure (CF)	2,147,601	32,059	2,115,542	6,562,557	4,447,015	Waterline is installed, tested, inspected with minor deficiencies. Truckfills are in progress with concrete walls for reservoirs being constructed and site work.	20%
(6/13)Fort Vermilion Backwash Waste Dechlorination	49,020		49,020	50,000	980	Complete.	100%
FV - 50th St - Water & sewer extension (CF)	16,520	16,520	-	563,480	563,480	Reviewing options.	1%
<i>Total department 41</i>			2,993,860	9,604,762	6,610,902		

**Sewer Disposal Department**

LC Lagoon Upgrade (CF)	7,254,070	7,218,918	35,153	84,433	49,281	1 year inspection remaining.	99%
Zama - Lift station upgrade (CF & New)	116,439	116,439	-	1,256,052	1,256,052	Awaiting grant funding approval.	1%
LC - Main Lift Station Repair & Modification (CF)	61,000	10,900	50,100	51,100	1,000	Repairs complete, some site work still required this fall.	98%
LC - Sanitary Sewermain Upgrades (CF)	95,895	31,187	64,707	893,813	829,106	Project complete with some minor deficiencies remaining.	95%
FV - River Road Lift Station Repair	-		-	10,000	10,000	Currently being installed with remote programming also taking place.	15%
<i>Total department 42</i>			149,960	2,295,398	2,145,438		

Project Name	Total costs	Costs in prior years	Costs in current year up to August 31, 2016	2016 Budget	Budget Remaining on August 31, 2016	Status Update on August 31, 2016	Percentage of Completion (%)
--------------	-------------	----------------------	---	-------------	-------------------------------------	----------------------------------	------------------------------

**Solid Waste Disposal**

Waste Bins 40 & 6 yd	36,628		36,628	40,000	3,372	Bins received	90%
ZA - WTS Fence	380		380	25,000	24,620	Old fence removed - Trees brushed - waiting ditching.	30%
LC - Blue Hills - Build up ramp (CF)	8,410	8,410	-	3,590	3,590	Road work to be done	75%
<i>Total department 43</i>			37,008	68,590	31,582		

**Planning & Development Department**

New GIS Computer	9,009		9,009	9,000	(9)	New computer is provisioned and all S/W installed.	100%
<i>Total department 61</i>			9,009	9,000	(9)		

**Agricultural Services Department**

HL - Rural Drainage - Phase II & Phase III (CF)	-	-	-	100,000	100,000	Negotiating with Dene Tha	0%
LC - Buffalo Head/Steep Hill water mangement (Phase I) (CF)	193,100	178,201	14,899	1,721,800	1,706,901	Grant funding applied for, scope up work changed, updated plans will be recieved by September 30, 2016	10%
<i>Total department 63</i>			14,899	1,821,800	1,806,901		

**Recreation Department**

FV - Ball Diamonds CF	30,000		30,000	160,000	130,000	One old diamond has been taken down and working on the second diamond. In the middle of June the contractor starts with a completion date on August 15th. Both diamonds up and fencing complete, will be installing wheeping tile, shale seeding. Dugouts have been placed, grass is seeded and they are waiting for it to grow to be complete.	80%
FV - Ventilations/fans installed	9,453		9,453	6,000	(3,453)	Difficuly receiving quotes. Current contractor CJ Contracting will be giving a quote and hope to have completed by next hocky season (OCT 2016). Will look into it, waiting on contractor quote (electrician) still. Installed/Complete	100%
FV - Skate Shack	-		-	30,000	30,000	The skate shack will be moved this summer up to the rodeo grounds. Thomas Simpson is in charge of this project. It is only about 10% complete with plans of being 100% by fall. Next meeting August 9th. Set a new meeting date for August 20th is the next meeting and i will be contacted with update.	10%
LC - Capital (requests from Recreation Society) CF	66,510	66,510	-	15,000	15,000	Arena Main llghts - Completed 2015	100%

Project Name	Total costs	Costs in prior years	Costs in current year up to August 31, 2016	2016 Budget	Budget Remaining on August 31, 2016	Status Update on August 31, 2016	Percentage of Completion (%)
LC - Baseball Tractor/Gate for Arena	-		-	520	520	Completed in 2015	100%
Grounds Improvements (2014 - FV Walking Trail) (CF)	522,406	522,406	-	25,394	25,394	Ongoing	85%
ZA - Old County office - window replacement CF	21,980	-	21,980	9,000	(12,980)	Summer plans, Contractor hires and windows ordered. Contractors didn't show this week, hopfully 2 weeks from now.	20%
ZA - Com. Hall: Back Storage Room/Loading dock step	-		-	2,000	2,000	Almost complete. Few tuchups to be completed	80%
ZA - Com. Hall: Table & Chair Trolleys (6)	-		-	6,000	6,000	Completed.	100%
ZA - Com. Hall: Storage room industrial floor covering	-		-	6,500	6,500	Flooring complete, have trim left, but may not install.	99%
ZA - Com. Hall: Property Full landscaping	-		-	126,000	126,000	Just started, waiting on rental units to arrive. Started landscaping.	50%
ZA - Security Camera System	-		-	5,500	5,500	Waiting until facility is completed. Scoping out usful locations for cameras. Plan to start project in late summer to early fall. Greg will speak to Lisa, not sure if equipment is at the location. Asked for another quote.	60%
ZA - Hall electrical upgrades	-		-	31,887	31,887	In contact with ATCO and another consultant. Plan to be completed by the end of September. (1st priority) Working on a few more finishing touches - some work with lighting still to happen. Waiting on other projects to be completed that involve electrical.	80%
ZA - Shower facilities at campground	-		-	41,613	41,613	Complete.	100%
LC - Splash Park (CF)	-	-	-	255,000	255,000	Have money set aside for the Splash Park but no record of plans to start the building process.	0%
FV - Skate Park (CF)	-		-	70,000	70,000	Completed aprox July 15th 2015	100%
FV - Rodeo Grounds	10,567		10,567	40,000	29,433	Currently purchased shoots and fencing for the grounds. Purchasing paneling for August event. Completed for this year.	80%
FV - Covered Gazebo for Splash Park	9,500		9,500	10,000	500	In the process of building the base and hope to have the gazebo built by the end of the week and will submit invoice next week. Being used, inv - Completed	100%
FV - Playground Equipment	2,850		2,850	10,000	7,150	Equipment was ordered and is to contact Jennifer as to the location of equipment. Then the next step is to deliver and set equipment up at the location. Equipment still at the county office, plans to be delivered to location arund August 8th. One piece of equipment was placed, Ron was emailed for status on second piece of equipment.	80%
FV - Curling Rink Renovations	20,000		20,000	20,000	-	They have received the \$20,000 and an invoice was submitted. Held fundraiser and earned \$13,125 to go towards bathroom upgrades. Paid, reimbursed - Completed.	100%
LC - Bluehills Rink	42,600		42,600	42,600	-	In process, have awarded the tender. Sent request for decision to the Finance Committee to reallocate \$11,000 from LC-Storage Facility Project to this Project. Completed.	100%

Project Name	Total costs	Costs in prior years	Costs in current year up to August 31, 2016	2016 Budget	Budget Remaining on August 31, 2016	Status Update on August 31, 2016	Percentage of Completion (%)
LC - Outdoor lights (front arena & players' entrance)	2,600		2,600	3,600	1,000	Tender Packages have been sent out. Awarded. Completed waiting to be billed.	100%
LC - Upgrade counters & cupboards in minor hockey kitchen	4,800		4,800	4,800	-	Counters and cupboards in minor hocey kitched have been completed since the end of April. Completed	100%
LC - Bowling Alley repairs & upgrade	20,147		20,147	20,147	-	Company working on the project will arrive in one to two weeks. Completed.	100%
LC - 2 NHL nets	2,700		2,700	2,700	-	Received nets and have been place at location. Completed	100%
LC - Wind mesh for Blumenort tennis courts	3,072		3,072	3,500	428	Received wind mesh, needs to install at the location.	100%
LC - Painting pickleball courts	1,500		1,500	1,500	-	Completed.	100%
LA - Ice Chiller Replacement	335,480		335,480	413,400	77,920	Old parts have been removed, early July replacement parts will arrive. Completed. More Invoives to come.	100%
<i>Total department 71</i>			<b>517,248</b>	<b>1,362,661</b>	<b>845,413</b>		

#### Parks & Playgrounds Department

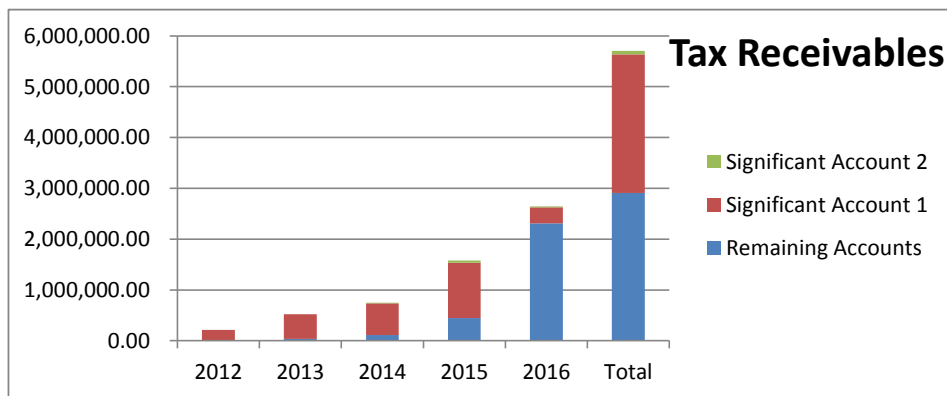
FV - Hutch Lake Caretaker Site Development	3,125		3,125	15,000	11,875	Awaiting invoices	90%
Dock Blocks Hutch Lake & Wadlin Lake (CF)	49,000	-	49,000	49,000	(0)	Complete	100%
D.A. Thomas Park - Shelter Repair	170		170	6,000	5,830	Awarding contract	1%
Machesis Lake - Horse camp - road (CF)	11,045	1,438	9,607	23,562	13,955	Painting still to be completed - awaiting invoices -	80%
Bridge campground - Survey & improvements (CF)	26,950	26,950	-	45,000	45,000	Awaiting Historical Assessment	5%
LC - Concrete Toilets Knelsen Park	-		-	16,000	16,000	Complete - invoice to follow	90%
FV - D.A. Thomas Park - Steps	-		-	10,000	10,000	Planning stage	0%
Wadlin Lake - Grounds improvements (CF)	42,116	-	42,116	70,000	27,884	On Going	80%
<i>Total department 72</i>			<b>104,018</b>	<b>234,562</b>	<b>130,544</b>		

<b>TOTAL 2016 Capital Projects</b>	<b>5,970,384</b>	<b>28,184,317</b>	<b>22,213,933</b>
------------------------------------	------------------	-------------------	-------------------

## Aged Receivables on August 31, 2016

### Tax Receivables

Year	Amount	Significant Account 1	Significant Account 2	Total Less Significant Accounts
2012	282,773.00	213,176.03	0.00	0.00
2013	522,482.89	483,018.10	0.00	39,464.79
2014	746,688.22	622,586.87	9,528.71	114,572.64
2015	1,577,935.98	1,091,616.01	39,218.75	447,101.22
2016	2,642,527.40	314,896.19	17,145.41	2,310,485.80
Total	5,772,407.49	2,725,293.20	65,892.87	2,911,624.45



### Tax Receivables from Oil Companies

Company	Total
238568	\$ 9,119.79
009926	\$ 35,694.24
006970	\$ 56,483.52
004542	\$ 24,176.52
010109	\$ 15,822.18
	\$ 141,296.25

### Utility Receivables

Current	\$ 249,776.63
Period 1	\$ 128,764.39
Period 2	\$ 21,005.69
Period 3	\$ 8,045.46
Period 4	\$ 13,788.29
Total	\$ 421,380.46

### Trade Receivables

Current	\$ 500,165.11
30-60 days	\$ 31,887.05
90 days	\$ 5,161.94
91 and over	\$ 168,596.00
Balance	\$ 705,810.10





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 28, 2016</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Purchase of Wadlin Lake Campground Recreational Lease (update)</b>

## BACKGROUND / PROPOSAL:

At the July 12, 2016 Council Meeting the following motion was made:

**MOTION 16-07-526      MOVED** by Councillor Wardley

That the County pursue purchasing the leased lands at the Wadlin Lake and Hutch Lake campgrounds.

**CARRIED**

Administration contacted Environment and Parks regarding the purchase of the Recreational Lease via email on July 15, 2016, there was no response. August 18, 2016 another email was sent (emails attached).

On August 19, 2016 administration received a phone call from Environment and Parks. It was discussed that a full Legal Survey would be needed if approved for Mackenzie County to purchase the Lease. As well, further research into the purchasing process is needed by Environment and Parks. There has been no contact since this date. Administration has written a formal letter requesting the information from Environment and Parks as well as the cost for the land purchase.

## OPTIONS & BENEFITS:

N/A

**Author:**   M. Dyck        **Reviewed by:**   CG        **CAO:**

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Administration will continue communications with Environment and Parks regarding this purchase.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the update on the purchase of the Wadlin Lake Campground Recreational Lease be received for information.

Author: M. Dyck      Reviewed by: CG      CAO: \_\_\_\_\_

## Madison Dyck

---

**From:** Madison Dyck  
**Sent:** Friday, July 15, 2016 8:42 AM  
**To:** 'ramona.quaale@gov.ab.ca'  
**Cc:** Len Racher  
**Subject:** Purchasing Campground Lease/Crown Land

Good Morning Ramona,

We are in need of assistance regarding the purchase of our Wadlin Lake Campground, which we currently hold a Recreational Lease for. This campground is crown land. Are you able to inform us on the process and what is involved? Because this is a campground, does the process differ from purchasing an undeveloped piece of crown land? I have been perusing the Government of Alberta website but I am still unclear as to what the formal procedure is and the required steps we need to take.

If you have any questions please contact myself or Len via email or phone: 780-928-3983.

Thank-you for your time,

**Madison Dyck** | Administrative Assistant - *Public Works* | Mackenzie County  
PO Box 640, 4511- 46 Ave. | Fort Vermilion | AB | T0H 1N0  
La Crete Office: 780.928.3983 EXT: 7146 | Fax: 780.928.3636  
[mdyck@mackenziecounty.com](mailto:mdyck@mackenziecounty.com)



## Madison Dyck

---

**From:** Madison Dyck  
**Sent:** Thursday, August 18, 2016 11:54 AM  
**To:** 'ramona.quaale@gov.ab.ca'  
**Cc:** Len Racher; Sylvia Wheeler  
**Subject:** Wadlin Lake Campground Purchase

Good Morning Ramona,

Just checking in and wondering if you received my email last month regarding the purchase of our campsite? We are in need of assistance regarding the purchase of our Wadlin Lake Campground, which we currently hold a Recreational Lease for. This campground is crown land. Are you able to inform us on the process and what is involved? Because this is a campground, does the process differ from purchasing an undeveloped piece of crown land? I have been perusing the Government of Alberta website but I am still unclear as to what the formal procedure is and the required steps we need to take.

If you have any questions please contact myself or Len via email or phone: 780-928-3983. Your help is greatly appreciated.

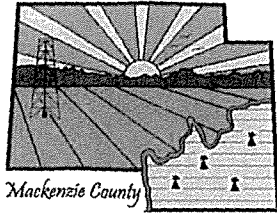
Thank-you for your time,

**Madison Dyck | Administrative Assistant - *Public Works* | Mackenzie County**

PO Box 640, 4511- 46 Ave. | Fort Vermilion | AB | T0H 1N0  
La Crete Office: 780.928.3983 EXT: 7146 | Fax: 780.928.3636

[mdyck@mackenziecounty.com](mailto:mdyck@mackenziecounty.com)





## Mackenzie County

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

September 16, 2016

ATTN: Ramona Quaale,

Land Administrator  
Sales Unit  
Environment and Parks  
5th fl Petroleum Plaza ST  
9915 - 108 Street  
Edmonton, AB  
T5K 2G8

Dear Ms.Quaale:

Mackenzie County currently holds a Recreational Lease, REC880027 for the Wadlin Lake Campground. We have been instructed by our Council to proceed with the purchase of this Campground. Please inform us of the process and requirements to complete the purchase of this Recreational Lease.

For budgetary purposes, please include in your response the land value/costs of purchasing the land.

Sincerely,

Len Racher,  
Chief Administrative Officer,  
Mackenzie County  
LR/md





Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 28, 2016</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Bylaw 1049-16 Road Closure Request for the West side of NW 11-108-13-W5M (Fort Vermilion Area)</b>

## BACKGROUND / PROPOSAL:

Mackenzie County has received an application for a road closure and relocation in the Fort Vermilion area directly adjacent to the Fort Vermilion Rodeo grounds.

The owner of SE 10-108-13-W5M has requested to construct the road on this road allowance in order to access his quarter section. The applicant, owner of the NW 11-108-13-W5M purchased the quarter and homestead in 1999. The homestead was developed in 1978 and is adjacent to the said road allowance. Part of the yard encroaches onto the road allowance and the trees that the applicant would like to keep are on the west side of this road allowance.

The applicant is asking that all of the undeveloped road allowance (approximately four (4) acres) between NE 10-108-13-W5M and NW 11-108-13-W5M be closed and moved over to the west side of an existing windrow. The applicant proposes to purchase a 36 meter strip from the owner of NE 10-108-13-W5M and exchange it for the 20 meter closed road allowance. The 20 meter closed road allowance and additional 6 meters would then be consolidated into his quarter section.

In doing so, the windrow can remain intact and the yardsite will have a greater setback from the road. Currently, the existing house is 27.24 meters (89.37 feet) from the existing road allowance.

The Planning Department has no concerns with this proposal as it will bring the applicants yard into compliance, as well as maintain a substantial and desirable tree growth (windrow). The applicant has discussed this with the County's public works department.

**Author:** L. Lambert      **Reviewed by:** BP / CG      **CAO:** \_\_\_\_\_

Bylaw 104x-16 was presented to the Municipal Planning commission on August 18, 2016 where they made the following motion:

**MPC-16-08-142**

**MOVED** by Jacquie Bateman

*That the Municipal Planning Commission recommendation to Council be for the approval of Bylaw 104x-16 being a Road Closure Bylaw to close a portion of the Government Road Allowance adjoining the west boundary of NW 11-108-13-W5M for the purpose of consolidation, subject to public hearing input.*

**CARRIED**

**OPTIONS & BENEFITS:**

Closing this road and consolidating it with the adjacent land allows a greater setback for existing development and allows for a mature stand of windrow trees to remain in place.

**COSTS & SOURCE OF FUNDING:**

All cost at the developer's expense.

**SUSTAINABILITY PLAN:**

The Sustainability Plan does not address road closures in the Municipality. As such, the proposed land use bylaw amendment neither supports nor contradicts the Sustainability Plan.

**COMMUNICATION:**

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

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1049-16 being a Road Closure Bylaw to close a portion of the Government Road Allowance adjoining the west boundary of NW 11-108-13-W5M for the purpose of consolidation, subject to public hearing input.

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



**BYLAW NO. 1049-16**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**FOR THE PURPOSE OF CLOSING A PORTION OF**  
**STATUTORY ROAD ALLOWANCE IN ACCORDANCE**  
**WITH SECTIONS 22, 24 AND 606 OF THE MUNICIPAL GOVERNMENT ACT,**  
**CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000**

**WHEREAS**, Council of Mackenzie County has determined that a portion of Government Road Allowance as outlined in Schedule "A" attached hereto, be subject to a road closure, and

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

**NOW THEREFORE**, be it resolved that the Council of Mackenzie County does hereby close, for the purpose of consolidation, that portion of the government road allowance described as follows, subject to the rights of access granted by other legislation or regulations:

MERIDIAN 5 RANGE 13 TOWNSHIPS 108  
ALL THAT PORTION OF ORIGINAL GOVERNMENT ROAD ALLOWANCE  
ADJOINING THE WEST BOUNDARY OF THE NORTH WEST QUARTER OF  
SECTION 11 WHICH LIES SOUTH OF THE PRODUCTION WESTERLY OF  
THE SOUTH LIMIT OF ROAD PLAN 3884PX, AND WHICH ALSO LIES NORTH  
OF THE PRODUCTION WESTERLY OF THE NORTH LIMIT OF ROAD PLAN  
162\_\_\_\_\_  
EXCEPTING THEREOUT ALL MINES AND MINERALS

As outlined in Schedule "A"

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Bill Neufeld  
Reeve

\_\_\_\_\_  
Len Racher  
Chief Administrative Officer

PUBLIC HEARING held this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Minister of Transportation

Approval valid for \_\_\_\_\_ months.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

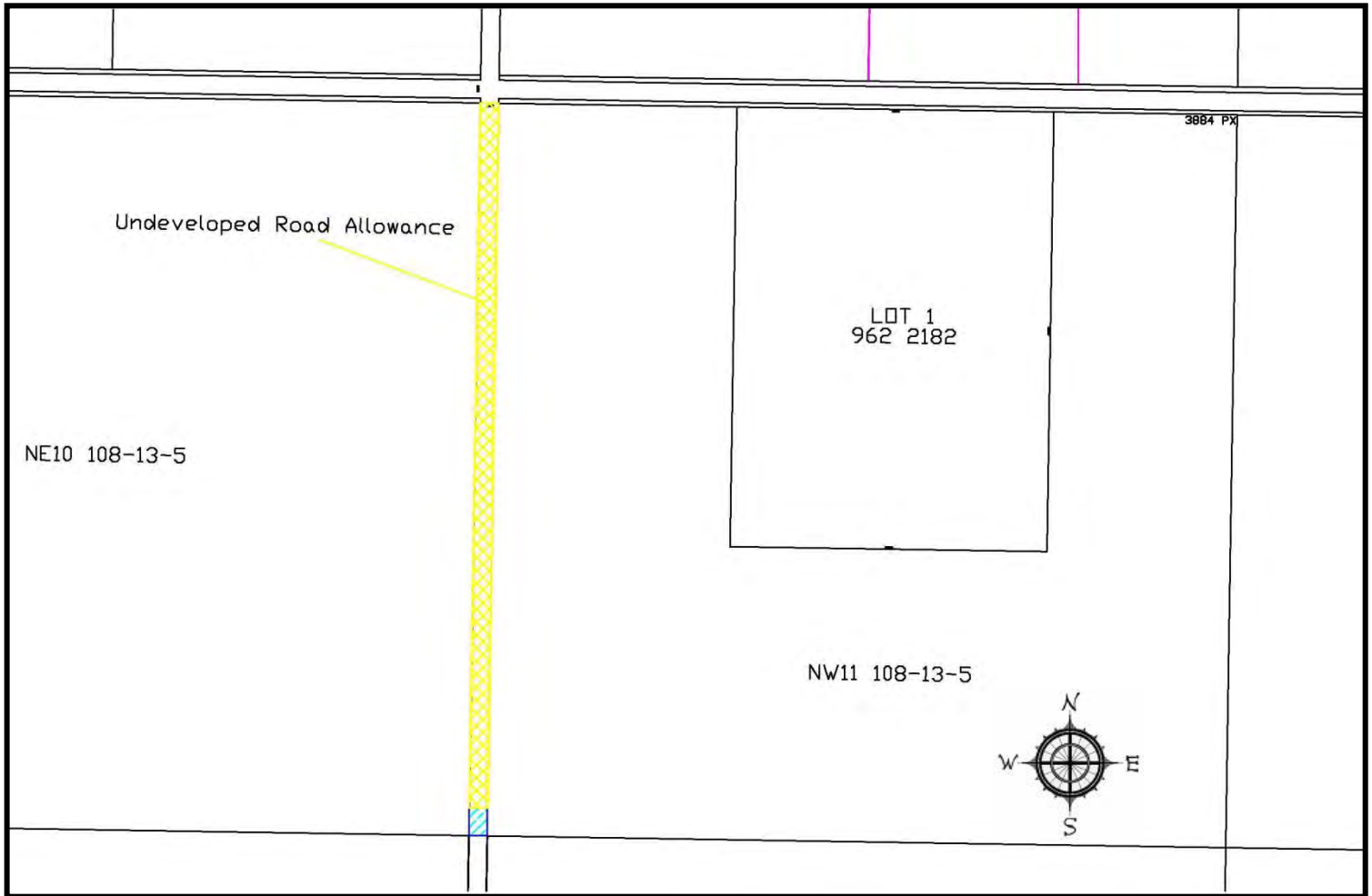
READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Bill Neufeld  
Reeve

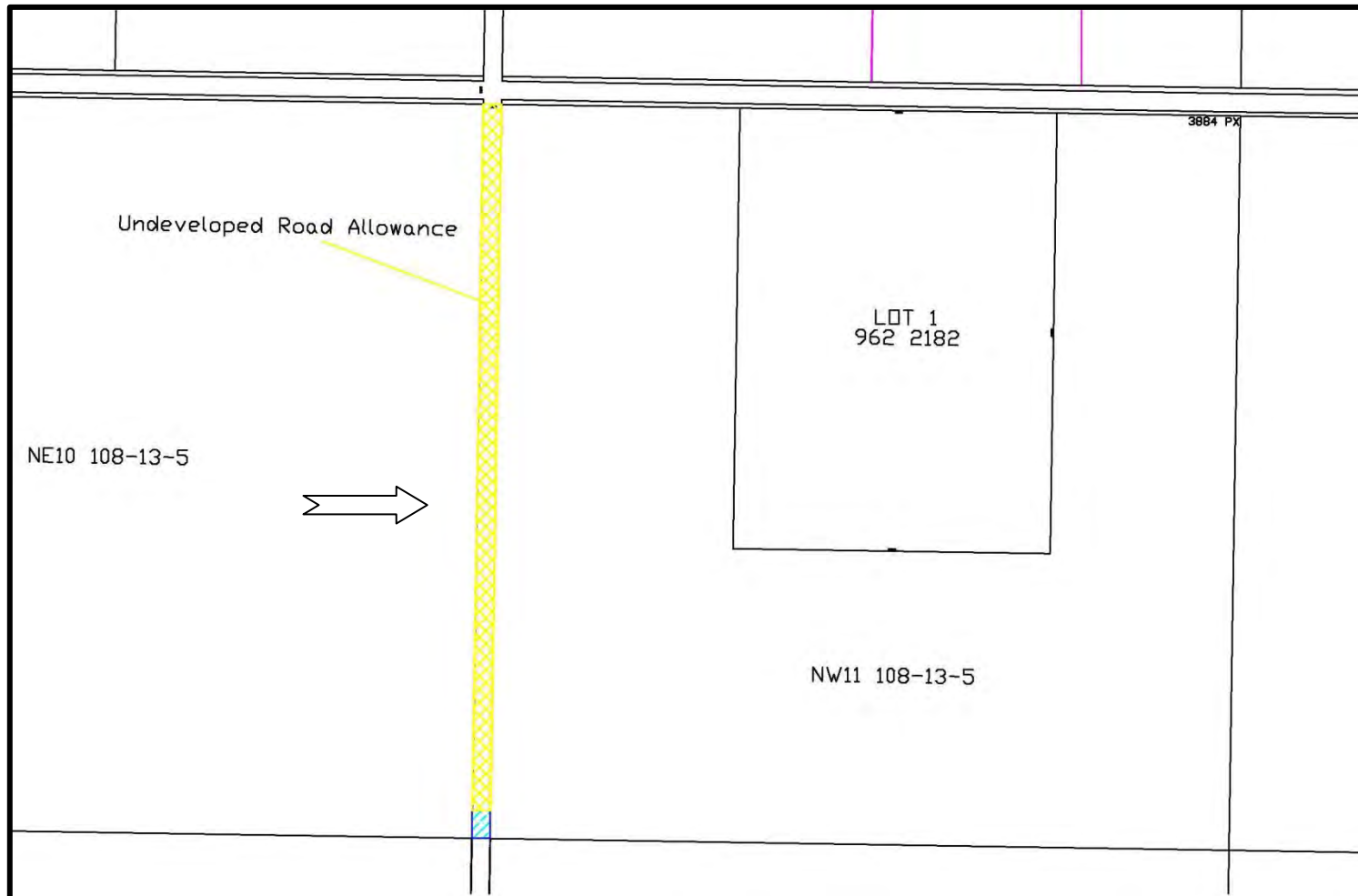
\_\_\_\_\_  
Len Racher  
Chief Administrative Officer

**BYLAW No. 1049-16**

**SCHEDULE "A"**



# BYLAW AMENDMENT APPLICATION



File No. Bylaw 1049-16

**NOT TO SCALE**

**Disclaimer**

Information on this map is provided solely for the user's information and, While thought to be accurate, is provided strictly "as is" and without warranty of any kind, either express or implied.

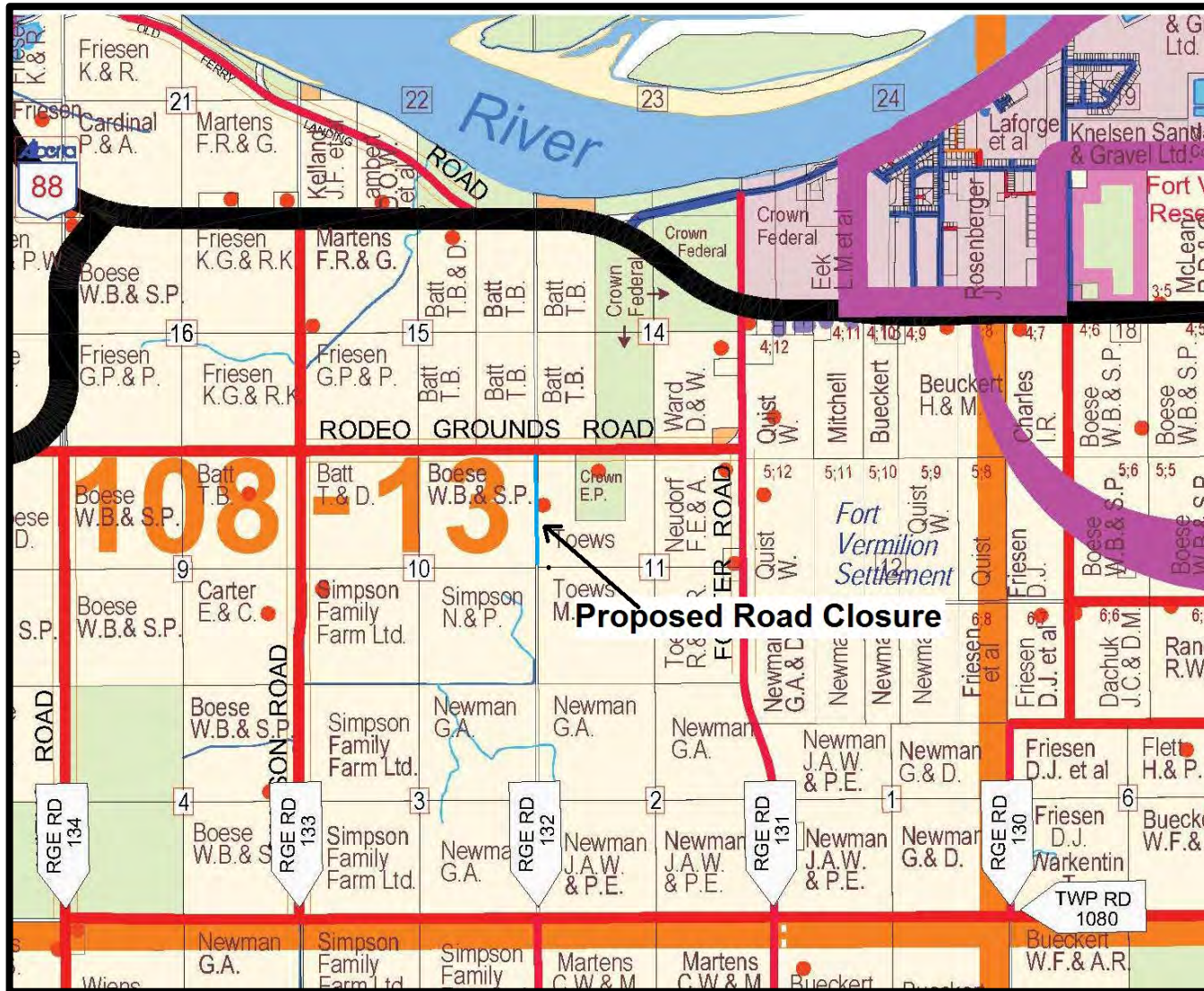
The County, its agents, employees or contractors will not be liable for any Damages, direct or indirect, or lost profits or data arising out of the use of information provided on this map.



**Mackenzie County**



# BYLAW AMENDMENT APPLICATION



File No. Bylaw 1049-16

NOT TO SCALE

**Disclaimer**

Information on this map is provided solely for the user's information and, while thought to be accurate, is provided strictly "as is" and without warranty of any kind, either express or implied.

The County, its agents, employees or contractors will not be liable for any damages, direct or indirect, or lost profits or data arising out of the use of information provided on this map.



**Mackenzie County**



3063 PK

3806 PK

Undeveloped Road Allowance

Proposed new Road Allowance

NE10 108-13-5

LOT 1  
962 2182

NW11 108-13-5



Proposed Yardsite,



LOT 1  
962 2182

NW11 108-13-5















Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 28, 2016</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Policy DEV010 – Land Acquisition for Road Right-of-Ways during Subdivisions</b>

## **BACKGROUND / PROPOSAL:**

The Planning Department was asked to bring forth options and costs on how to obtain the additional 5.0 meters on each side of a 20 meter road right-of-way.

Currently when a subdivision application is adjacent to a 20 meter road allowance, the planning department registers a caveat for future road widening across the whole quarter section during the subdivision stage. This places a warning on the title; it does not actually secure that land for the municipality.

Some of the changes that will be required should the county wish to pursue the purchasing of land for future road widening are as follows:

- Subdivision Application changed to acknowledge the width of the adjacent road/s and whether the county will be acquiring land for road widening.
- If required, obtaining land would then be discussed with the applicant during their pre-consultation with the planner, and a road acquisition agreement completed.
- Creation of a policy outlining the guidelines for acquiring the right-of-way.
- Possibly amend PW006 Land Acquisition
- Changes to the land use bylaw to allow for larger than 10 acres for a vacant parcel if a right-of-way is required.

In 2015 there were 13 eligible applications with 20 meter roads. Should the county have bought the land (approximately 10.45 km) at a set fee of \$555.00/ac it would have cost approximately \$7,215.00 for the land alone (an approximate fee suggestion).

1 acre (across the entire quarter frontage) @ \$555.00/ac x 13 acres = approximately \$7,215.00

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

## Surveying costs

The additional costs for surveying could be up to \$4,000.00 per application, this all depends on whether corner pins are present or not and if the surveyors have to come up just for the surveying of the road plan. If pins are present and they have to do a plan of survey for the subdivision then the cost would be lower.

Surveying cost approximate 13 x \$4,000.00=\$52,000.00

Approximate length of road widening acquired 13 full quarters one side = 10.45km

Average per kilometer =\$5666.50/km

A large percent of subdivision applications are first parcels out, which do not require a surveyor to physically place monuments in the ground or visit the site. A first parcel out can be done by way of 'Descriptive Plan' which describes the boundaries by referring either to sections in the surveyed Alberta Township System or to registered surveyed plans. However a road plan must be resisted by filing a plan of survey at the Land Titles office.

This would mean that for every road acquisition whether it is a first parcel out or not, would require a plan of survey for a road plan. This would extend the process time of a simple subdivision application.

Should the decision be made to purchase land during a subdivision application and to ensure that this process does not slow down the registration a subdivision, an option would be to approve the parcel/s slightly larger than requested so as to include the 5.03 meter right-of-way. The applicant could proceed with registration knowing that the 5.03 meters would be removed at a later date, and they would still maintain their originally requested size. The Land Use Bylaw would have to be amended to allow for the slightly larger parcels in order to maintain the maximum size of 10 acres for a vacant parcel.

### C. (a) i) Parcel Density Maximum

RESIDENTIAL:	Minimum: 1.2 ha (3.0 acres)
	Maximum: 4.1 ha (10 acres) unless an existing residence requires the approval of a larger parcel size to meet setback requirements, or the subject site is a FRAGMENTED PARCEL that in the opinion of the Development Authority is difficult to farm.
	Secretary ADD

***A vacant 4.1 ha (10 acres) parcel may require the approval of a larger size only for the purpose of road widening providing there is a signed road acquisition document prior to approval.***

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

**OPTIONS & BENEFITS:**

Option #1

That Council approves DEV010 - Land Acquisition for Road Right-of-Ways during Subdivisions

Option #2

That policy DEV010 be effective January 1, 2017 following appropriate notification of this policy as per MGA requirements.

Option #3

The Council accepts this report for information.

**COSTS & SOURCE OF FUNDING:**

Funding for this expense would need to be included in the annual operating budget.

(Estimate depending on the number of subdivision applications)

Land - \$9,000.00

Survey costs - \$52,000.00

Total - \$61,000.00

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

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

## MACKENZIE COUNTY

<b>TITLE</b>	<b>ROAD ACQUISITION OF RIGHT-OF-WAYS DURING SUBDIVISIONS</b>	<b>POLICY NO.</b>	<b>DEV010</b>
--------------	--	-------------------	---------------

<b>LEGISLATION REFERENCE</b>	<b>Municipal Government Act, Section 5</b>
------------------------------	--

<p><b>PURPOSE</b></p> <p>In accordance with the subdivision and development guidelines and decisions of the Municipal Planning Commission, this policy provides guidelines for the acquisition of land for road right-of-ways as part of the subdivision process.</p>
---

### **POLICY STATEMENT**

Acquisition of land for road right-of-ways will be taken on subdivided parcels in accordance with the Municipal Government Act for the purpose of future road widening.

### **GENERAL PROVISIONS**

1. The County will determine the area required for road right-of-way based upon the roadway requirements, network importance, future construction considerations and other relevant factors.
2. The road right-of-way will be surveyed by the County at no cost to the developer.
3. The County will enter negotiation with the developer for purchase price of right-of-way.
4. Fence, trees, or other appurtenances will not be paid for as part of the right-of-way and survey. Such costs will be borne by the landowner.
5. The County will coordinate all surveys as soon as possible and within the limits of established budgets and programs.
6. The County will register a road plan for the right-of-way.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>		
<b>Amended</b>		
<b>Amended</b>		



THIS AGREEMENT MADE EFFECTIVE This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**BETWEEN:**

**MACKENZIE COUNTY**  
(hereinafter referred to as the "County")

- and -

\_\_\_\_\_  
(hereinafter referred to as the "Owner")

## **ROAD ACQUISITION AGREEMENT**

WHEREAS:

A. The Owner is the registered owner of the following lands:

[INSERT LEGAL DESCRIPTION]

(hereinafter referred to as the "Lands");

B. The County wishes to acquire a portion of the Lands from the Owner for the purpose of constructing, widening, and/or upgrading a public roadway; and

C. The Owner is prepared to convey all of its right, title and interest to a portion of the Lands for the above noted purpose on the terms and subject to the conditions set forth herein.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements contained within this Road Acquisition Agreement, the County's agreement to forego the immediate dedication of roads, and the payment to the Owner of the sums described within this Road Acquisition Agreement, the receipt and sufficiency of which is hereby acknowledged, the parties hereby covenant and agree as follows:

### **Purchase of Roadway**

1. The Owner hereby conveys to the County all of his right, title and interest in and to all that portion of the Lands described as follows:

- (a) all that portion of the Lands consisting of \_\_\_\_\_ hectares (\_\_\_\_\_ acres) more or less for future road development approximately shown outlined in red on the diagram attached hereto as Schedule "A";

(hereinafter referred to as the "Roadway"), for and in consideration of the purchase price of \$\_\_\_\_\_ (hereinafter referred to as the "Purchase Price").

2. The parties hereby covenant and agree that in addition to forming the consideration for the transfer of the Roadway, the Purchase Price shall be deemed as full and final settlement of any and all damages, claims, inconvenience, and expenses whatsoever which the Owner may or shall suffer (including, without restriction, all legal costs and claims by any licensee, tenant, or any other party holding or claiming any interest in the Lands or being entitled to any use or possession of all or any portion of the Lands, now or in the future) as a result of the acquisition and construction of the Roadway. The Owner shall indemnify and hold the County harmless from and against any and all such claims and liability incurred by or alleged against the County including, without restriction, all legal

{22/05/2012 ,E1176898.DOC;1}

costs on a solicitor and his own client full indemnity basis.

3. The Purchase Price shall be paid upon registration of a formal Road Plan by the County evidencing the creation of the Roadway and the exclusion of the Roadway from the titles to the Lands (the "Closing Date").

4. All consideration to be paid or otherwise performed pursuant to this Agreement shall be deemed to be exclusive of applicable Goods and Services Tax. The Purchase Price does not include Goods and Services Tax ("G.S.T.") which shall be payable by the County to the Owner on the Closing Date. If the County is properly registered for the purposes of the Goods and Services Tax pursuant to the *Excise Tax Act* of Canada, and prior to the Closing Date the County has provided to the Owner confirmation of a G.S.T. registration number, confirmation that the County is such a registrant, and a covenant by the County to indemnify the Owner with respect to any and all costs relating to the G.S.T. payable with respect to this transaction, G.S.T. shall not be payable on the Closing Date. However, the County shall be responsible for filing all reports or documentation necessary in order to satisfy the requirements of Section 228(4) of the *Excise Tax Act*, including the remittance of any G.S.T. payable by the County.

5. The County and the Owner further covenant and agree that the exact location of the Roadway as described or shown within this Agreement are approximate, and are subject to amendment and relocation by the County in its sole and absolute discretion.

### **Construction and Fencing**

6. From and after the date of execution of this Agreement by the Owner and the County, the County, its employees, representatives or agents shall have the right to enter upon the Lands with surveyors, workmen and contractors, for the purpose of constructing the Roadway.

7. The County shall not be under any duty or obligation to construct the Roadway immediately, nor commence or complete construction by any particular date or during any particular time of year, and the County shall be at liberty to construct the Roadway, or any portions thereof, when the County in its sole and absolute discretion considers that the said construction is necessary and warranted.

8. If any fencing exists upon any portion of the Roadway, the said fence or any portions thereof may be removed by the County in the process of the construction of any portion of the Roadway without any obligation to rebuild or otherwise compensate the Owner.

9. In the event that the construction of the Roadway requires the construction of backsloping upon the Lands adjacent to the Roadway, the County shall be entitled to the right, license, privilege and easement over the Lands for the purposes of entering upon the Lands to construct and maintain the road backslope.

### **Registration and Completion**

10. This document constitutes an agreement with the Owner to acquire land for the purpose of a road, all within the meaning of Section 62 of the *Municipal Government Act*, R.S.A. 2000, c. M-26 as amended and/or replaced from time to time, notwithstanding the fact that further formal documents may be required. The parties hereto agree to do all such acts and properly execute and deliver all such documents reasonably requested by the other party in order to fully carry out and perform the true intent and object of this Agreement.

11. The County shall be at liberty to file a Caveat against the title to the Lands to protect its interest in the Lands under this Agreement, and the Owner covenants that he shall not take any steps whatsoever in order to attempt to discharge this Caveat. The County shall discharge any such caveat upon registration of the plan of survey and the certificate of an officer of the County required under Section 62 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended and/or replaced from time to time.

12. The Owner acknowledges and agrees that the County shall not be required to file a plan of survey for the Roadway at the Land Titles Office for the North Alberta Land Registration District, until such time as the County considers that the said construction of the Roadway is necessary. The Owner further acknowledges that the County, or any one of its employees, representatives or agents shall be at liberty to execute the Affidavit and file the plan of survey contemplated by Section 62 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, with respect to the Roadway. Until such time as the required plans of survey are registered for the Roadway, the Owner hereby grants to the County

the right, privilege and easement on, over and under the Lands for the purposes of constructing and maintaining the Roadway, and the terms of this Agreement shall be of the same force and effect for all intents and purposes as covenants running with the Lands and shall remain binding upon all future owners of the Lands. As a condition and term of any and all purchase and sale agreements or other arrangements respecting the transfer or sale of any portion of the Lands, the Owner shall ensure that the purchaser or transferee of any such portion agrees to assume and be bound by this Agreement.

13. There shall be no tenancies affecting the Roadway or any portion thereof, and the County shall be entitled to vacant possession to the Roadway as of the date of this Agreement and at any time thereafter.

14. Documents necessary to transfer title to the Roadway shall be prepared by the County at the County's expense, and registration of such documents at the appropriate Land Titles Office shall be at the expense of the County.

### **General**

15. The terms, covenants, and conditions contained within this Agreement shall not merge by the acceptance of documents, the registration of plans or documents, or the taking of possession by the County of all or any part of the Roadway, and all of such terms, covenants and conditions shall survive the completion of the acquisition of each portion of the Roadway by the County and remain in full force and effect for the benefit of the parties.

16. Without limiting any of the foregoing, the Owner hereby indemnifies and holds the County harmless from all debts, claims, injuries, liabilities, causes of actions, expenses (including legal fees on a solicitor and his own client full indemnity basis) and damages incurred and/or claimed by the Owner, its employees, agents, contractors, licensees and tenants, any other parties holding or claiming an interest in the Lands now or in the future, and any parties claim by or through them, arising directly or indirectly out of the sale or construction of the Roadway to the County (excluding damages resulting from the negligence of the County, its employees, agents, or contractors), or out of the breach of any terms, covenants and conditions contained in this Agreement by the Owner. It being fully understood and agreed by the parties that the Purchase Price shall be the full and final consideration for the transfer of the Roadway, and full and final settlement and compensation for any and all such claims described above, and the Owner hereby releases the County from liability arising therefrom.

17. Except as otherwise set forth herein, all expenses incurred by the Owner or the County with respect to the consummation of the transactions of purchase and sale contemplated by this Agreement shall be paid by the party incurring same.

18. This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta.

19. This Agreement may be altered or amended in any of its provisions when any such changes are reduced to writing and is signed by the parties hereto, but not otherwise.

20. This Agreement is not assignable by either of the parties hereto without the prior written consent of the other, which consent may not be arbitrarily withheld.

21. This Agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions, whether oral or written, of the parties and there are no general or specific warranties, representations, or other agreements by or among the parties in connection with the entering into of this Agreement or the subject matter hereof except as specifically set forth herein. Notwithstanding the foregoing, any default under any Development Agreement affecting the Lands shall be deemed to be a default by the Owner under this Agreement.

22. In addition to any other rights or remedies available to the County pursuant to this Agreement, in law or in equity, upon a default occurring in the performance of any of the Owner's obligations contained within this Agreement the County shall have the right, but not the obligation, to perform the obligations in default. Any and all costs incurred by the County in performing any of the Owner's obligations under this Agreement shall be payable by the Owner immediately upon demand.

23. This Agreement shall be interpreted according to its fair construction and shall not be construed as against any party hereto.

24. Notwithstanding anything contained herein, time shall in every respect be of the essence.

25. The parties hereby acknowledge and confirm that each was advised by the other to obtain independent legal or other professional advice, and that each has had an opportunity to read, review and understand the nature and effect of the provisions of this Agreement prior by executing this Agreement. Each hereby confirms that it has had the opportunity to seek independent legal or professional advice prior to executing this Agreement and has either:

- (a) obtained such legal or other professional advice; or
- (b) waived the right to obtain such independent legal or other professional advice.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

**MACKENZIE COUNTY**

Per: \_\_\_\_\_

(c/s)

Per: \_\_\_\_\_

\_\_\_\_\_

Per: \_\_\_\_\_

(c/s)

Per: \_\_\_\_\_

**OR**

\_\_\_\_\_  
WITNESS

\_\_\_\_\_

\_\_\_\_\_  
WITNESS

\_\_\_\_\_



**AFFIDAVIT OF EXECUTION**

CANADA ) I, \_\_\_\_\_  
PROVINCE OF ALBERTA )  
TO WIT: ) of the \_\_\_\_\_ of \_\_\_\_\_, in the Province of  
 )  
 ) Alberta,       **MAKE OATH AND SAY:**

1.           **I WAS PERSONALLY** present and did see \_\_\_\_\_ named in the within (or annexed) Instrument, who is personally known to me to be the person named therein, duly sign and execute the same for the purposes named therein.

2.           **THAT THE SAME** was executed at the \_\_\_\_\_ of \_\_\_\_\_, in the Province of Alberta, and that I am the subscribing witness thereto.

3.           **THAT I KNOW** the said \_\_\_\_\_ and she/he is, in my belief, of the full age of eighteen years.

**SWORN** before me at the \_\_\_\_\_ of \_\_\_\_\_, in the Province of Alberta, this \_\_\_\_\_<sup>th</sup> day of \_\_\_\_\_, A.D. 20\_\_\_\_. \_\_\_\_\_

**A COMMISSIONER FOR OATHS IN AND FOR THE PROVINCE OF ALBERTA**

**SCHEDULE "A"**

The Roadway

THE LAND TITLES ACT

**CAVEAT FORBIDDING REGISTRATION**

Form 26, Section 130

TO: The Registrar of the Alberta Land Registration District

TAKE NOTICE THAT the Mackenzie County (the "Caveator") in the Province of Alberta hereby claims an interest in the lands described herein (the "Lands") pursuant to a Road Acquisition Agreement dated the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, **a copy of which is attached hereto**, between the Caveator and \_\_\_\_\_ (the "Owners") as owners of the Lands, wherein the Owners have agreed to grant, transfer, sell and convey to the Caveator a roadway pursuant to Section 62 the Municipal Government Act, subject to the terms and conditions of the Road Acquisition Agreement, whereby the Caveator acquired and now hereby claims:

- (a) an interest as purchaser pursuant to the Road Acquisition Agreement;
- (b) a purchaser's lien for any monies paid pursuant to the Road Acquisition Agreement;

all of which relates to the Lands legally described as follows:

***[Insert Legal Description]***

(hereinafter referred to as the "Lands") being the Lands described in Certificate of Title No. \_\_\_\_\_ standing in the register in the name of the Owners and I forbid the registration of any person as transferee or owner of, or of any instrument affecting that estate or interest, unless the instrument or Certificate of Title, as the case may be, is expressed to be subject to my claim.

I appoint P.O. Box 640, Fort Vermillion Alberta, T0H 1N0 as the place at which notices and proceedings relating hereto may be served.

DATED the \_\_\_ day of \_\_\_\_\_, 2016\_\_\_.

Mackenzie County

Per: \_\_\_\_\_

(c/s)

Per: \_\_\_\_\_



**AFFIDAVIT IN SUPPORT OF CAVEAT**

Form 27, Section 131

CANADA	)	I, _____
	)	of the _____ of _____,
PROVINCE OF ALBERTA	)	in the Province of Alberta,
	)	
TO WIT:	)	MAKE OATH AND SAY:

1. I am the ***[Insert Position – i.e. CAO]*** for the above named Caveator.

2. I believe the Caveator has a good and valid claim on the Lands and I say that this Caveat is not being filed for the purpose of delaying or embarrassing any person interested in proposing to deal with it.

Sworn before me at \_\_\_\_\_ )  
in the Province of Alberta, )  
this \_\_\_ day of \_\_\_\_\_, 20\_\_\_ )  
) )  
) )  
) )  
\_\_\_\_\_ )  
A Commissioner for Oaths in and for the )  
Province of Alberta )

\_\_\_\_\_

\_\_\_\_\_  
A Commissioner for Oaths in and for  
the Province of Alberta

---

---

DATED the \_\_\_\_ day of \_\_\_\_\_, 2016.

---

---

RE:

*[Insert Legal Description]*

---

---

**CAVEAT**

---

---



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 28, 2016</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Policy PW028 Sale of Undeveloped Road Allowance</b>

**BACKGROUND / PROPOSAL:**

Administration was asked to bring policy PW028 to council as this policy has not been reviewed since 2002.

**OPTIONS & BENEFITS:**

All policies should be reviewed, and revised if needed, on a continuous basis to ensure they are current and meet the needs of the county and ratepayers.

**Option 1**

That Policy PW028 be received for information.

**Option 2**

That Policy PW028 be amended as presented.

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

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

**COMMUNICATION:**

With ratepayers as required.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

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

## Mackenzie County

Title	Sale of Undeveloped Road Allowance	Policy No.	PW028
-------	------------------------------------	------------	-------

Legislation Reference	Municipal Government Act, Section 18
-----------------------	--------------------------------------

### Purpose:

To establish criteria for the sale of undeveloped road allowances which are not needed for municipal purposes.

### Policy Statement and Guidelines

If an undeveloped road allowance is not needed for municipal purposes it may be closed and sold provided Council has passed a road closure bylaw for the specific road allowance, which is approved by the Minister of Transportation.

### Priority

1. Sale of an undeveloped road allowance shall be established in the following order.
  - a) First priority shall be given to the parcel of land/quarter section that had provided alternate land for municipal purposes. ~~(If the adjacent landowner has provided alternate land for municipal purposes at no cost, the undeveloped road allowance shall be transferred to the adjacent landowner at no cost.)~~
    - I. An original landowner, who has provided alternate land for municipal purposes at no cost, shall receive the closed undeveloped road allowance at no cost.
    - II. If the land has transferred ownership, or if there is no proof that the land was exchanged at no cost, the current landowner shall pay the market value as established by the County.
  - b) Second priority shall be given to the adjacent landowner who has cleared, with appropriate approval, and is using the undeveloped road allowance for agricultural purposes. The sale of this land shall be at market value as established by the County.
  - c) Third priority shall be given to the adjacent landowner who has cleared and developed the road allowance for a minimum of 10

years. The sale of this land shall be at market value as established by the **County**.

- d) Fourth priority shall be given to the adjacent landowner who put in the highest bid on the sale of the undeveloped road allowance.
- 3. The property transfer must be finalized within 180 days of the acknowledgment or confirmation of the sale. If not, the County retains the right to sell the undeveloped road allowance to the other adjacent landowner.
- 4. All legal and consolidation costs incurred by the road closure and transfer of the undeveloped road allowance shall be borne by the purchaser.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	May 7/02	02-345
<b>Amended</b>	September 21/16	
<b>Amended</b>		



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 28, 2016</b>
<b>Presented By:</b>	<b>Byron Peters, Director of Planning &amp; Development</b>
<b>Title:</b>	<b>Alberta Government, Community and Regional Economic Support (CARES) Grant</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County has the opportunity to apply for the Community and Regional Economic Support (CARES) grant program which is a two-year initiative under the Alberta Jobs Plan that will run from 2016 to 2018. The CARES program funds initiatives with Alberta municipalities that enhance local economic conditions.

There are two separate streams of funding available under the Alberta Government CARES grant program, community economic development stream and the regional economic development stream.

The community economic development stream projects are those that build local economic development capacity and strengthen local approaches to improve economic conditions. They begin at \$10,000 and fund up to 50 per cent of the project's value.

The regional economic development stream projects are those that reflect a collaborative approach between communities and supportive partners to achieve a positive regional impact based on a shared economic vision for the future. They begin at \$25,000 and fund up to 50 per cent of the project's value.

Administration proposes two projects which are to investigate Lithium well development in the Zama region and to create an Investment Opportunity Marketplace.

Council made the following motion on September 13, 2016:

**MOTION 16-09-664** That administration to look into an application for the lithium project.

**CARRIED**

**Author:** Andrew O'Rourke **Reviewed by:** BP / CG **CAO:** \_\_\_\_\_

The CARES grant could create an opportunity to further investigate the potential of lithium extraction for the County by converting abandoned wells and existing low volume oil producing wells into lithium extraction wells which if successful would create another economic venue.

One of the primary goals that were stated in the 2015 Economic Development Strategy was to create an Investment Opportunity Marketplace.

This would include both a funding and advice concept where new entrepreneurs would seek business advice and financing for the successful development of their business. This potential model would bring together local investors to pool their money to invest locally, along with local business experts to mentor and coach entrepreneurs to access the resources needed and help to grow their business.

To move forward with this concept we need to determine if it is feasible with key stakeholders, such as banks, potential investors, and business leaders. The process would involve creating a governance structure to ensure that the investment opportunity marketplace becomes self-sufficient. The grant funding would be used to bring someone in to help with the legal structure of organizing such a co-operative.

#### **OPTIONS & BENEFITS:**

If Mackenzie County was to apply for Alberta Government grant funding to develop these projects, would Council agree to contribute up to 50% of the funding?

Administration recommends that Mackenzie County apply for funding through the (CARES) regional economic development stream to develop the lithium project with either REDI or Tri-Council for the benefit of the region.

Administration recommends that Mackenzie County apply for funding through the (CARES) community economic development stream for the Investment Opportunity Marketplace to enrich our business market.

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

No cost estimates to date. Up to 50% of funding to come from Mackenzie County.

#### **SUSTAINABILITY PLAN:**

**Strategy E16.4** Research the long-term prognosis for the life of the regional oil and gas field and identify a role that the County can play to support the industry to develop new technologies to increase the life of their field and to practice environmentally sustainable production and distribution.

**Author:** Andrew O'Rourke **Reviewed by:** BP / CG **CAO:** \_\_\_\_\_



**Goal E23** Mackenzie County’s business communities can provide local products and services to meet consumer demand.

**Strategy E23.1** Consult with the County’s business community to identify strategies that would strengthen the municipality’s “open-for-business” attitude.

**Strategy E23.3** Develop strategies to attract small and medium-sized enterprises that provide support to the County’s existing businesses and industries.

**COMMUNICATION:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

**Author:** Andrew O’Rourke      **Reviewed by:** BP / CG      **CAO:** \_\_\_\_\_

# Community and Regional Economic Support program

---

# (CARES)



## ■ PROGRAM OVERVIEW

---

**The Community and Regional Economic Support (CARES) program is a two-year initiative under the Alberta Jobs Plan that will run from 2016 to 2018.**

The CARES program funds initiatives of Alberta municipalities, communities and regions that enhance local economic conditions, leverage regional economic development resources, and build local and regional capacity for sustainable economic development delivery.

**For a project to be eligible, it must create a measurable impact and align with one or more of the following program outcomes:**

- improving local business environment and/or regional economic collaboration;
- increasing support for entrepreneurs and small and medium-sized enterprises (SMEs) to grow and succeed;
- enhancing support for businesses and industries that provide diversification to a community or a region; and
- increasing investment that drives high-value job creation.

**Funding under this program is available through two streams: community and regional.**

**Community projects** build local economic development capacity and strengthen local approaches to improve economic conditions. These projects generally benefit residents of one community or municipality. CARES program funding for community initiatives begins at \$10,000.

**Regional projects** are achieved through a collaborative approach by communities and supportive partners to achieve prosperity in a defined geographical area based on a shared economic vision for the future. Regional initiatives are completed by two or more project partners and have a positive impact beyond an individual community or organization. CARES program funding for regional initiatives begins at \$25,000.

**For both the community and regional streams, applicants must be able to match the funding requested (1:1 matching ratio) and projects must not take more than two years to execute. Successful applicants will receive the grant up front so that their project can commence immediately.**

The program funding is limited, and not every eligible application will receive funding. The amount approved for each project may be less than the amount requested and is based on how closely the project meets grant criteria, eligible expenses, the number of requests received and consideration for providing support across the province.

## ■ ELIGIBLE ENTITIES

---

**Entities eligible for funding under the CARES program include:**

- Incorporated non-profit organizations, associations or societies whose primary purpose is for economic development. Organization must be incorporated as of January 1, 2016, and be in good standing with required filings and their status.
- Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, special areas).
- Metis settlements and First Nations.
- Formal and project-based partnerships between combinations of the above entities.

## ■ EXAMPLES OF ELIGIBLE ACTIVITIES

---

**For a project to be eligible under the CARES program, it must create a measurable impact or positive outcome in one or more of the following areas:**

### **1. Improved local business environment and/or regional economic collaboration**

Examples of initiatives include:

- Implementation of priority economic development initiatives, either new or ones identified in existing strategic plans, that demonstrate strong benefit to local and regional entrepreneurs and businesses.
- Workforce attraction and retention strategies.
- Strategic action planning to enhance business conditions.

### **2. Increased support for entrepreneurs and SMEs to grow and succeed**

Examples of initiatives include:

- Business coaching and training for communities with a lack of support resources.
- Providing information, tools and support services.
- Network and market development.
- Research for market opportunity identification.

### **3. Enhanced support for businesses and industries that provide diversification to a community or region**

Examples of initiatives include:

- Activities that increase the capacity of businesses working in collaboration with their communities to expand their products and markets.
- Sector and business analysis to identify emerging opportunities suitable to a community's or region's strengths.
- Attracting and developing innovative and sustainable industries in areas where they aren't currently prominent.

### **4. Increased investment that drives high-value job creation**

Examples of initiatives include:

- Commercial area revitalization to attract further investment to a community or a region.
- Coordination of marketing programs and initiatives amongst regions to more effectively promote business opportunities.
- Identification/scoping of potential investment opportunities.

The examples listed above are not an exhaustive list of initiatives that an applicant can undertake. Other activities related to economic development that further an economic goal in Alberta may be considered on a case-by-case basis. Additionally, undertaking one of the above examples does not guarantee the applicant funding.

## ■ INELIGIBLE PROJECT COSTS

---

### The CARES program does not support project costs related to:

- core education, health and wellness, and advancement of specific faith or political based activities;
- travel expenses not directly related to project execution;
- hospitality and entertainment costs (food, alcohol);
- gifts, contests, prizes, awards, trophies, plaques;
- legal fees, taxes, insurance;
- membership fees;
- sponsorship;
- re-granting;
- land acquisition;
- major infrastructure (such as roads, public transit, sewers, waste water systems, museums and recreational facilities);
- projects that may duplicate existing provincial or federal economic development initiatives in the community or region applying for funding;
- non-arm's length transactions (payments to an affiliated organization, payments to Directors/Board Members or their families);
- debt reduction;
- lobbying or advocacy activities;
- expenses related to preparation of funding applications, committee planning meetings;
- fundraising and similar activities not related directly to the project;
- retroactive funding for costs that have already been incurred prior to application approval; and
- expenses occurred in the formation of a new community or regional economic development organization.

**The list of ineligible project costs is subject to change to respond to the Government of Alberta's and the Ministry of Economic Development and Trade's priorities.**

## ■ PROJECT EVALUATION CRITERIA

---

### Applications will be evaluated through a competitive process. Each application will be reviewed against the following criteria:

- The project opportunity aligns with the program outcomes (listed on page 1) and shows clear evidence of job creation, investment, diversification and sustainable economic growth.
- The project supports the priorities and needs of the community and/or region.
- The project aligns with the applicant's mission and mandate.
- Community and/or regional support is shown (letters of support from community leaders, businesses and organizations, etc.).
- The project complements other community or regional initiatives.
- Partners (if applicable) are committing cash or in-kind contributions (labour, materials and services) to the project.
- The project outlines the short and long-term benefits to the community and/or region.
- The applicant has identified project risks and methods to mitigate them.

## ■ APPLICATION PROCESS

---

**To apply to the CARES program, applicants must complete a [PDF application form](#) and submit it electronically through the [online submission page](#) during one of the application intake periods (see application deadlines below).**

Applications must be signed by the Chief Administrative Officer (CAO), head of organization making the application, or duly authorized legal authority, who certifies that the information is correct and in accordance with program guidelines.

- In the case of regional applications, the lead applicant must be named and the application must be signed by every partner listed.
- Not-for-profit organizations representing numerous stakeholders (e.g. Regional Economic Development Alliances) are not required to obtain all partner signatures as long as the initiative has been approved by all members.

Applications for the community stream must be for local initiatives that benefit residents of one community. Collaborative regional projects are those that are executed by two or more communities, and have an impact beyond an individual community or municipality.

If the applicant applies for the wrong stream of funding, the Program Administrator will contact the applicant to clarify the project details and realign the application with the correct funding stream.

## ■ APPLICATION DEADLINES

---

**There are three application intake periods for the CARES program:**

- October 1, 2016, to November 30, 2016, inclusive.
- April 1, 2017, to May 31, 2017, inclusive.
- The third application intake period will be announced in early 2017.

**All applicants will receive notification of funding decisions within 60 days of the application intake closing date.**

## ■ REVIEW PROCESS

---

**Funding recommendations are based on a competitive, merit-based process in accordance with the project criteria outlined above.**

Once all applications are reviewed to confirm basic eligibility requirements are met and the application is complete, applications will be assessed by a grant adjudication committee.

Applicants may be contacted by the Program Administrator to provide clarification or further detail on their budget or proposed project.

## Notification and payment:

- **Unsuccessful applicants** will be notified of the decision via letter within 60 days of the application closing date.
- **Successful applicants** will be contacted by the Program Administrator within 60 days of the application closing date. The Program Administrator will mail a copy of the approved eligible budget and funding agreement to the organization. The organization must agree to the funding agreement, spend the grant funding according to the approved eligible budget and submit the final report within the specified time frame.
- A grant recipient must request approval for a change of project in writing to the Program Administrator if the nature of the project approved in the original application changes. The scope of the project may only be adjusted with written approval from the Program Administrator.

## ■ FUNDING PARAMETERS

---

### The funding parameters for the CARES program are as follows:

**Community stream:** Minimum of \$10,000 per application. Applicants may submit one application per fiscal year and must match the amount being granted.

**Regional stream:** Minimum of \$25,000 per application. Applicants may submit one application per fiscal year and must match the amount being granted. They must indicate two or more project partners.

**Matching funds:** The program operates on a dollar-for-dollar matching basis (i.e. 1:1 matching ratio). In this context, the applicant must demonstrate how it can provide the matching funds (minimum 50 per cent of the total project costs).

Priority will be given to projects that have financial resources in place to support the initiative. In-kind matching contribution in the form of labour or other organizational resources will be assessed on a case-by-case basis and cannot exceed 20 per cent of the project's value, with a cap at \$10,000.

### Important notes:

- Monies must be deposited into a separate account where the funding and accrued interest can be tracked.
- Grant funding not used or accounted for in accordance with the approved eligible budget is repayable by the recipient to the Government of Alberta.
- The grant recipient is required to notify the Program Administrator if the project cannot be completed or the applicant organization or partner organization has ceased operations. If this happens, the applicant may be required to repay to the Government of Alberta a portion or all of the grant amount. The amount of funding to be repaid will be at the discretion of the Program Administrator according to defined approval authority.
- If the actual project costs are less than the approved budget, the applicant has two options:
  - Submit a written request to expand the scope of the project, and if approved, apply the unexpended funds to this purpose; OR
  - Send in a cheque made payable to the Government of Alberta for the remaining unexpended funds once the final amount has been confirmed by the Program Administrator.

## Examples of matching funds

### Community stream

Jane Doe from organization A would like to pursue a \$20,000 community project in the city of X. Jane Doe can apply for a grant of \$10,000 (50 per cent of the project's value) to support her project. Jane Doe must demonstrate how organization A intends to come up with the remaining \$10,000 to match the funding.

CARES program grant request	\$10,000
Funding contribution from Joe Smith with organization A	\$4,000
In-kind contribution from Joe Smith with organization A (one staff working 160 hours on the project at \$15 per hour)	\$2,500
Funding contribution from the local municipality	\$3,500
<b>TOTAL PROJECT VALUE</b>	<b>\$20,000</b>

### Regional stream

The towns of X, Y and Z would like to collaborate on a regional economic development study that examines how they can attract workers and diversify their existing industries. The total cost of the study is \$50,000, which means they can apply for a grant of \$25,000 (50 per cent of the project's value). These towns must demonstrate how they intend to come up with the remaining \$25,000 to match the funding.

CARES program grant request	\$25,000
Funding contribution from Town X	\$10,000
Funding contribution from Town Y	\$5,000
Funding contribution from Town Z	\$5,000
Approved grant funding from the Government of Canada	\$5,000
<b>TOTAL PROJECT VALUE</b>	<b>\$50,000</b>

### Important notes:

- Applicants can submit one community project and also be listed as a partner on one regional project per fiscal year.
- The approved funding amount may be lower than the amount requested.
- Funding provided in 2016-17 does not guarantee funding will be awarded in 2017-18.
- Projects must not take longer than two years to execute.

## REPORTING AND PERFORMANCE MEASUREMENT

**Grant recipients are required to submit a final report for each funded project. The report must be submitted within 90 days after the project end date.**

- Grants over \$100,000 will also require an interim report after 12 months or at the half way project milestone.
- Final and interim reporting templates will be available on the program webpage at a later date.



### **Important notes:**

- If the applicant has overdue reporting from any Government of Alberta program, the final report must be provided before a new grant is considered.
- Any applicant that does not comply with the reporting requirements may be subject to legal action and may be ineligible to receive additional funding through any Government of Alberta funding program.
- The grant recipient must permit the Minister or the Minister's representative to examine, during regular business hours, the books or records relating to the expenditure of the grant to determine if the grant has been properly spent.
- Records should be kept for seven years following completion of the project.
- The final report must be properly completed and signed by an authorized signing authority of all partners who signed the original application.
- The Program Administrator reserves the right to request additional interim reports.

## **■ ADDITIONAL INFORMATION**

---

### **Fund stacking**

The maximum level of funding to a recipient from all sources combined (including federal, provincial/territorial and/or municipal) for any initiative or project is 100 per cent of eligible costs. Total provincial funding going towards the project cannot equal more than 50 per cent of the project's value. All funding sources must be disclosed, including those from non-government entities and the private sector. The Program Administrator reserves the right to contact other government entities to ensure the fund stacking is acceptable.

### **Extensions**

Extensions on project completion and/or reporting date may be requested by submitting a written request to the Grant Administrator a minimum of 60 days prior to the originally-stated project completion date. The request should include an explanation of why the extension is necessary. The Program Administrator will inform the organization of the decision.

### **Appeals**

All decisions made are final and appeals will not be accepted. However, applicants are able to seek feedback on their proposal and re-apply in the next intake period.

### **Recognition**

Projects funded through the program are required to acknowledge Government of Alberta support for the initiative. The Government of Alberta also reserves the right to make a joint public announcement on any project funded by the program. For coordination of announcements and to receive appropriate communications materials, please contact the Program Administrator at [CARES.program@gov.ab.ca](mailto:CARES.program@gov.ab.ca).

### **Freedom of Information and Privacy (FOIP)**

The FOIP Act applies to any information that is provided to the Ministry of Economic Development and Trade. This information may be disclosed in response to an access request under the FOIP Act, subject to any applicable exceptions to disclosure under the Act. The personal information that is provided on the grant application form will be used for the purpose of administering the CARES program. It is collected under the

authority of section 33(c) of the Freedom of Information and Protection of Privacy Act and is protected by the privacy provisions of the Act. Questions regarding FOIP can be directed to the Program Administrator.



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 28, 2016</b>
<b>Presented By:</b>	<b>Fred Wiebe, Director of Utilities</b>
<b>Title:</b>	<b>Policy UT006 Municipal Rural Water Servicing</b>

**BACKGROUND / PROPOSAL:**

On the August 9, 2016 Council Meeting, Council made the following motion:

**MOTION 16-08-604**                      **MOVED** by Councillor Jorgensen

*That administration review Policy UT006 Municipal Rural Water Servicing and bring back possible options to the next meeting.*

**CARRIED**

Mackenzie County administration is bringing forward the Municipal Rural Water Servicing Policy UT006 with several changes (attached).

On the August 24, 2016 Council Meeting, Council made the following motion:

**MOTION 16-08-656**                      **MOVED** by Councillor Wardley

*That administration draft an endeavor to assist policy for lateral water lines.*

**CARRIED**

Mackenzie County administration is currently working on the endeavor to assist it will be brought forward to Council at a later date.

Mr. Friesen is urgently requesting to install his waterline this fall and is willing to cover the cost of the lateral installation.

**Author:**  Sarah Martens                       **Reviewed by:**  Fred Wiebe / CG                       **CAO:**

The Municipal Rural Water Servicing Policy currently states that a lateral extension pipeline shall not be less than 3” (three inches) in diameter. Mr. Friesen is proposing the installation of a 2” (two inch) line.

The following options are listed below.

**OPTIONS & BENEFITS:**

Option 1:

That Policy UT006 Municipal Rural Water Servicing be amended as presented.

Option 2:

That Policy UT006 Municipal Rural Water Servicing be received for information.

**COSTS & SOURCE OF FUNDING:**

Cost to be borne by the developer.

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Administration will communicate with the applicant.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy UT006 Municipal Rural Water Servicing be amended as presented.

**Author:** Sarah Martens      **Reviewed by:** Fred Wiebe / CG      **CAO:** \_\_\_\_\_

## Mackenzie County

Title	Municipal Rural Water Servicing Policy	Policy No.	UT006
-------	--	------------	-------

Legislation Reference	Municipal Government Act
-----------------------	--------------------------

### **Purpose:**

Mackenzie County owns and operates multiple municipal water systems: Hamlet of Fort Vermilion, Hamlet of La Crete and Hamlet of Zama. Property owners residing or having a property outside of hamlet boundaries are desirous of gaining access to the municipal water systems, and Mackenzie County desires to make the quality potable water available to Mackenzie County rural ratepayers through introduction of the rural water system.

### **POLICY STATEMENT**

This policy is designed to set forth the general guidelines for constructing main rural water trunk lines and a process and sequence for future lateral extensions from the main water trunk lines.

Mackenzie County's rural water services to be delivered echoing the Water for Life goals:

- a) Safe, secure drinking water (public health and prosperity);
- b) Healthy aquatic ecosystems (defining and achieving healthy aquatic ecosystems);
- c) Reliable quality water supplies for a sustainable economy (balanced approach: healthy/sustainable ecosystems, the economy, human health).

Mackenzie County will make their best efforts to encourage information sharing within the Mackenzie Region, and whenever possible and feasible, seek regional water partnerships. Mackenzie County will select technologies and practices that promote water conservation.

### **GUIDELINE**

#### **Main Trunk Water Lines**

Mackenzie County shall undertake construction of the main water trunk lines in the phases as described in this policy. The County will seek provincial and/or federal funding to fund the main water trunk line construction; the remaining amount may be funded through the general municipal tax or reserves, and/or connection fees. A

long term debenture may be obtained subject to the County's policy and the regulated debt borrowing limit.

The routes of the main trunk line will be determined by the County's Council for each phase in consultations with municipal engineers and with an endeavor to achieve the most cost effective outcome:

- Phase I - From Hamlet of Fort Vermilion to Hamlet of La Crete
- Phase II - From Hamlet of La Crete - South (La Crete Saw Mill)
- Phase III - From Town of High Level – South (Ainsworth OSB Plant)
- Phase IV - From Hamlet of Fort Vermilion to Boyer
- Phase V - From Boyer to the Town of High Level
- Phase VI - From La Crete South Extension to Blue Hills

Construction of each Phase is subject to available budget as may be approved by Council on an annual basis.

### **Lateral (Extension) Construction**

In order to encourage continuing expansion of water distribution systems, a ratepayer or a group of ratepayers shall be permitted to connect a lateral extension to the County's main trunk line within this policy's guideline.

Mackenzie County may undertake construction of laterals if sufficient demand from the ratepayers is determined. The sufficient demand shall mean the construction is financially feasible and acceptable on a cost recovery basis by the affected ratepayers. While the County's intent is to establish cost recovery fees for laterals, any construction proposed to be subsidized at any rate shall be subject to available and approved County budget.

At a request of the ratepayers, Mackenzie County will facilitate a community meeting and will assist with the preparation of a business case to determine whether sufficient demand exists. Each request will be assessed on an individual basis with participation of the affected ratepayers. A combination of financial recovery instruments may be considered: connection fees, developer's contributions, offsite levies, and/or local improvement. These will be determined on a case by case basis for individual areas.

The sizing of a lateral extension line shall be determined on a case per case basis by the County. *Unless otherwise approved by CAO or designate*, a lateral extension pipeline shall be not less than 3" (three inches) in diameter. *The lateral extension pipeline must be* made of acceptable material and approved by the County.

The County may contribute funding for oversizing a line if required for future growth. This decision is at the County's sole discretion and subject to budget. An offsite levy bylaw may be established to offset the oversizing cost.

Council reserves the right to make the final decision regarding any lateral extension.

### **Other**

Mackenzie County's water service will be limited to the trickle fill water distribution in all rural areas. Trickle fill water distribution is a low pressure system that continuously fills a water holding tank based on the amount of water the property uses and is controlled by a float valve.

It is preferred that all water lines be constructed within the existing road allowances to avoid the need to obtain additional right-of-way or easements. Other options may be considered subject to the appropriate legal mechanism that shall be established securing the County's access to the lines during construction and subsequently for routine repair and maintenance; these must be appropriately registered against the applicable properties in Alberta Land Titles at no cost to the County. No financial compensation shall be provided by the County to a property owner due to a utility right-of-way easement.

### **Administrative Responsibilities**

The Chief Administrative Officer or Designate shall be responsible for monitoring compliance with this policy.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	14-Jan-14	14-01-034
<b>Amended</b>		
<b>Amended</b>		







Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 28, 2016</b>
<b>Presented By:</b>	<b>Fred Wiebe, Director of Utilities</b>
<b>Title:</b>	<b>96 Avenue, 100 Street to 101 Street (Hamlet of La Crete) Letter of Concern</b>

## BACKGROUND / PROPOSAL:

Mackenzie County administration is bringing forward a letter of concern from 10014 – 96 Avenue which is located in the La Crete Sanitary Sewer Main project area.

A few key concerns have been highlighted:

**Drainage** – concern was prior to project. Culverts were not removed or moved during the construction project. Dirt that covered culvert due to the construction had been removed prior to this concern.

**Sidewalk conditions** – sidewalk is located on private property and is not being maintained by Mackenzie County.

**Steep ditches** – Ditches have been nicely landscaped as per pictures.

**Gravel traffic noise** – It was explained to the residents that there would be gravel following construction. We would present road improvements for this area in the upcoming capital budget meetings.

**Dust** – asphalt millings have been applied and there shouldn't be any dust concerns.

## OPTIONS & BENEFITS:

To be reviewed for 2017 capital budget.

**Author:** Sarah Martens      **Reviewed by:** Fred Wiebe / CG      **CAO:** \_\_\_\_\_

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION:**

Administration will communicate with the concerned ratepayer.

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 96 Avenue, 100 Street to 101 Street (Hamlet of La Crete) letter of concern be received for information.

**Author:** Sarah Martens      **Reviewed by:** Fred Wiebe / CG      **CAO:** \_\_\_\_\_

## Lori Cox

Box 1152, La Crete, Alberta  
T0H 2H0  
780 928-3322

September 16, 2016

Peter Braun  
Councillor- Ward 3

Dear Mr. Braun,

I have been a resident in Ward 3 for 20 years. In those years I have enjoyed the more relaxed, healthy lifestyle that La Crete provides to its inhabitants. There are many aspects of the town development which I have applauded and have given positive feedback through surveys or attending town planning meetings. Development of green spaces such as Jubilee Park, encouragement of business development and beautification, and supporting special interest groups in developing cultural, sports and social events are just some of the positive advancements I have seen in my 20 years.

There has, unfortunately been an ongoing frustration which has become a more major concern in the past month. My residence is 10014 96 avenue which is the area where major infrastructure was done from May to July. Even prior to this time, I have expressed concerns about the need for curb and gutter work. At this time we have no continuous sidewalk on a street where there are children being brought for Headstart and where the "loop" design and proximity to Main Street creates very high traffic. The existing portion of sidewalk was created decades ago by a group of teachers when the property was still teacherages. Portions are broken and sinking as well as being placed on our properties which creates a huge boulevard and tiny front yard. Those boulevards have substandard culverts with too small a diameter, and many are crushed. The end result is standing water for anywhere between 3 to 6 weeks in the spring, depending on the weather. Standing water creates not only a safety concern, it also has made it impossible to maintain proper grass as the standing water kills anything but the hardiest weeds. The steep slope of the ungraded/ leveled boulevard also makes proper lawn maintenance extremely difficult as well as dangerous. These concerns were elevated after the summer's work. Now we listen to the constant noise of tires on gravel, I cannot keep my windows open or spend much time in my yard due to the dust which aggravates my allergies, and we will have even greater frustrations in the spring as we try to remove the gravel from the boulevard in order to cut the grass.

Driving into town I smile as I see the 4 lane "highway", the beautiful fountain in the middle of Jubilee Park, and the striking architecture of buildings such as our MD office and the newest mall across from Subway. I then look into our street, see rough gravel roads with steep "ditches" which remind me more of a country back road rather than the attractive, well designed blocks surrounding our street. Sixteen and a half years ago I was first told that curb and gutter would be done within two years. These are the exact same words I was told in July. As a ratepayer I am more than a little bit upset at hearing these words when no action has been taken and the work has been pushed back so many times. We are two blocks of clearly visible residence which sticks out like a sore, uncared for thumb in the midst of the recent beautification which has occurred in town. As a ratepayer, I would ask that the council reconsider their decision to not prioritize curb and gutter in our area.

Thank you for your assistance with this concern. If you wish for further information or clarification please feel free to contact me at home or email me at this email address.

Warm regards,

Lori Cox



Asphalt Millings by 10014-96 Avenue



Ditch in front of 10014-96 Avenue



Ditch across road the road from 10014-96 Avenue



10010 and 10014 - 96 Avenue Access Culvert





10010 and 10014 Access culvert. Will be repaired shortly.



Aerial showing sidewalk on private property.



Mackenzie County

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>September 28, 2016</b>
<b>Presented By:</b>	<b>Len Racher, Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

## **BACKGROUND / PROPOSAL:**

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

- Correspondence – RCMP (District Commander for Western Alberta District)
- Correspondence – Transport Canada (Grade Crossings Regulations)
- Correspondence – Alberta Rural Municipal Administrators Association Conference (Conference Donation Thankyou Letter)
- Correspondence – Alberta Infrastructure (Fort Vermilion Existing Courthouse)
- Mackenzie Library Board Meeting Minutes
- Fort Vermilion Recreation Board Meeting Minutes
- Conference – Creating the New Alberta – Vision & Leadership (November 26, 2016 – Red Deer)

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

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

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

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

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



Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

August 30, 2016

District Commander  
Western Alberta District  
Suite 101, 10605 West Side Drive  
Grande Prairie, AB T8V 8E6

Reeve Bill Neufeld  
Mackenzie County  
PO Box 640  
Fort Vermilion, AB T0H 1N0

Dear Reeve Neufeld,

I wanted to take this opportunity to advise you that I will be leaving Alberta at the end of September. I recently accepted a position as the Commanding Officer of the RCMP Training Academy in Regina, Saskatchewan. I have thoroughly enjoyed my time in Western Alberta District, especially working with all of the great communities and leaders such as yourselves who have supported the RCMP throughout my tenure. I sincerely hope together we have been able to make a positive difference during the last three and a half years.

Supt. John Ferguson who is currently the Detachment Commander at the Grande Prairie Detachment will be taking over as the new District Commander for Western Alberta District. John is an exceptional leader and will be available to address any of your concerns after my departure.

It has truly been my pleasure working with you. Thank you so much for all of your support.

Sincerely,

**C/Supt. Brenda Lucki M.O.M.**  
District Commander  
Western Alberta District

RECEIVED  
SEP 12 2016

MACKENZIE COUNTY  
FORT VERMILION OFFICE



427 Laurier Avenue West  
Enterprise Building  
14th Floor  
Ottawa, ON  
K1A 0N5

RECEIVED  
SEP 14 2016

SEP 06 2016

MACKENZIE COUNTY  
FORT VERMILION OFFICE

Mayor Bill Neufeld  
Mackenzie County  
PO Box 640  
Fort Vermilion, Alberta T0H 1N0

**Subject: Requirements under the *Grade Crossings Regulations* pursuant to the *Railway Safety Act***

Dear Mayor Bill Neufeld:

As you may be aware, on November 28, 2014, the new *Grade Crossings Regulations* came into force. The Regulations apply to all public and private grade crossings on federally regulated rail lines. They also apply to the grade crossing owners (railway companies, road authorities and private entities) who share ownership of these crossings.

The overriding objective of the Regulations is to improve safety by establishing comprehensive safety standards for grade crossings, clarifying roles and responsibilities of railway companies and road authorities, and ensuring that they share safety-related information with each other.

We are sending this letter to provide you with more information about the Regulations and to remind you of some important requirements.

As you are likely aware, different requirements of the Regulations will be phased-in over the next five years. As of November 28, 2014, railway companies and road authorities are required to be in compliance with specific provisions in the Regulations for existing grade crossings. These requirements specifically concern the crossing surface, railway signage, the inspection and testing of warning systems, as well as record keeping related to the inspection and testing of warning systems. Additionally, there are other provisions in effect which apply to existing crossings concerning the whistling cessation process, the obstruction of public crossings, and the temporary protection measures required at crossings in the event that a work or activity could interfere with the safety of railway operations.

**Furthermore, new requirements are upcoming. Specifically, road authorities and railway companies will be required to share safety-related information with each other by November 28, 2016, in order to fully comply with the regulatory requirements by the end of 2021.**

Road authorities and railway companies will have five years to upgrade their crossings to satisfy the regulatory requirements based on the information shared. For convenience, Transport Canada has developed a form to facilitate the sharing of information with railway companies, which can be found online at: [www.canada.ca/grade-crossings](http://www.canada.ca/grade-crossings). The use of this form is optional.

In addition to the Regulations' phased-in approach for existing crossings, there are requirements for new grade crossings, as well as for modifications to existing crossings. The enclosed publication, entitled "*Grade Crossings Regulations: what you need to know*", highlights the various requirements that may apply and when they come into force.

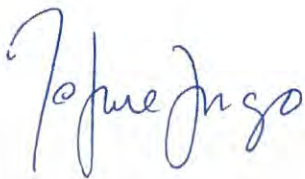
Further, in response to requests for information and clarification from several municipalities on the *Grade Crossings Regulations*, Transport Canada is also developing a detailed handbook to assist road authorities and railway companies in the implementation of the Regulations. This handbook will be available on Transport Canada's website by the end of December 2016.

**You may be eligible to receive funding toward grade crossing improvements.** Transport Canada provides funding under the *Railway Safety Act* to crossing improvement projects under federal jurisdiction. A railway company or road authority may apply to Transport Canada to determine if the proposed project is eligible for funding under the program.

We hope that this letter, including its attachment, was useful in providing you information on the *Grade Crossings Regulations*, and will assist you and your personnel in meeting the requirements. For any questions regarding this letter, please contact us at [railsafety@tc.gc.ca](mailto:railsafety@tc.gc.ca) or at 1-844-897-7245.

For more details on the *Grade Crossings Regulations* and the funding program, please visit: [www.canada.ca/grade-crossings](http://www.canada.ca/grade-crossings).

Sincerely,



Brigitte Diogo  
Director General, Rail Safety  
Transport Canada

Enclosure

*Grade Crossings Regulations: what you need to know*



# Grade Crossings Regulations: what you need to know

There are about 14,000 public and 9,000 private grade crossings along more than 40,000 kilometres of federally regulated railway track in Canada. Transport Canada's *Grade Crossings Regulations* (the Regulations) help to improve safety at these crossings by:

- establishing comprehensive and enforceable safety standards for both new and existing crossings in Canada;
- clearly defining the roles and responsibilities of railway companies and road authorities; and
- ensuring that railway companies and road authorities share key safety information with each other.

## What is a grade crossing?

A grade crossing is an intersection where a road or path crosses railway tracks at the same level. Grade crossings are also known as level crossings, railway crossings, or train crossings.

## What is a public grade crossing?

A public grade crossing is where railway tracks intersect with a road that is owned by a public authority, such as a province, municipality or band council, and is used by the general public.

## What is a private grade crossing?

A private grade crossing is where railway tracks intersect with a road that is owned and used by private parties, such as farmers, commercial businesses or private individuals.





## Did you know that you may have responsibilities under the Regulations?

Railway companies, road authorities (provinces, municipalities and band councils) and private crossing owners are each responsible for managing the safety at grade crossings.

The Regulations identify the roles and responsibilities of railway companies and road authorities that relate to:

- Information sharing
- Crossing surfaces
- Sightlines
- Roadway and railway signs
- Traffic signals
- Warning systems

## Do you know what's expected of you?

### Greater Collaboration Through Information Sharing

Transport Canada has developed forms that may be used by the railway company or the road authority to facilitate information sharing. These forms can be found at [www.Canada.ca/grade-crossings](http://www.Canada.ca/grade-crossings).

The Regulations require that railway companies and road authorities share safety-related information on their grade crossings. Sharing this information with each other will allow them to determine what they need to do to make their crossings safer.

#### What's happening when?

- **Immediately:** When constructing a new grade crossing or making a change to an existing grade crossing.
- **By November 28, 2016:** To share safety information with each other for existing public grade crossings.

### Available funding for grade crossings

Transport Canada can provide funding for eligible costs related to a grade crossing improvement project.

To learn more visit: <https://www.canada.ca/en/services/transport/rail.html>

## Enforceable Grade Crossings Standards

The Regulations incorporate standards based on the best engineering practices known today and make them law. This requires all federally regulated grade crossings in Canada to meet the same standard. Railway companies and road authorities will continue to apply the best options, building on the existing guidelines, for making their crossings safe.\*

#### What's happening when?

- **Immediately:** The standards will apply to new grade crossings; or when making a change to an existing grade crossing – widening the road, for example.
- **By the end of 2021:** The standards will apply to surfaces, signs, sightlines and warning systems for existing grade crossings.

\***Note:** Immediate action can and will be taken by Transport Canada where a serious safety deficiency is identified.

### Effective Sightlines

A safe crossing is a visible crossing — so the Regulations contain formulas for defining the area that road authorities, railway companies and private land owners must keep clear of anything that could block a road user's view of an oncoming train.

#### What's happening when?

The Regulations prescribe customizable requirements for your crossings.

- **Immediately:** When constructing new grade crossings, or making a change to an existing grade crossing.
- **By the end of 2021:** To existing grade crossings.



## Working Together to Safeguard Public Grade Crossings

The Regulations and standards require road authorities and railway companies to work together on:

### Blocked public crossings

Under the *Grade Crossings Regulations*:

- Railway equipment cannot block a public grade crossing for more than five minutes when a road user requires passage, unless the railway equipment is moving.
- When emergency vehicles require passage, railway companies must immediately clear any grade crossing.

If the municipality has a safety concern relating to a crossing that is blocked, both parties must work together to find a solution to the safety concern. After 90 days, if they find no solution, the municipality can inform Transport Canada.

### Activity on/near a crossing

The requirements are that if a railway company or road authority performs any activity, such as rail or road repair at or near a crossing, they must:

- Share information about the activity with each other, and
- Take temporary protection measures (e.g. detours) to address any threat to the safety of railway operations.

### Train whistling cessation

Train whistling is an important way to keep drivers, cyclists and pedestrians safe when using public grade crossings.

#### Whistling cessation

- Section 23.1 of the *Railway Safety Act* provides a process for whistling cessation at a public grade crossing subject to certain requirements outlined in the Regulations.
- Crossings must be equipped with an appropriate warning system based on railway speed design, vehicle and pedestrian use, and the number of railway tracks going through the crossing.
- The municipality must also pass a resolution agreeing that the whistle should not be used at that crossing.

Transport Canada encourages railway companies and municipalities to work together to ensure that all the requirements have been met. Should these two parties disagree that the requirements have been met, they may approach Transport Canada for a final decision.

Should a road authority wish to pursue whistling cessation, the procedure for train whistling at public crossings can be found at [www.canada.ca/grade-crossings](http://www.canada.ca/grade-crossings).

## Complaint and Dispute Resolution

Who can help when complaints or issues become disputes that railway companies and road authorities cannot resolve?

If the complaint or dispute is about grade crossing safety, contact Transport Canada. Learn more at [www.Canada.ca/grade-crossings](http://www.Canada.ca/grade-crossings).

If a railway company and a road authority disagree on who should pay for railway work at a crossing, either party can ask the Canadian Transportation Agency to apportion the costs of the project. Learn more at the Canadian Transportation Agency at [www.otc-cta.gc.ca](http://www.otc-cta.gc.ca).

### Need help?

For general inquiries:

Email: [RailSafety@tc.gc.ca](mailto:RailSafety@tc.gc.ca)

Phone: 613-998-2985

Toll-free: 1-844-897-RAIL (1-844-897-7245)

Fax: 613-990-7767

Transport Canada  
Rail Safety Branch  
Mailstop: ASR  
427 Laurier Street West,  
Ottawa, Ontario  
K1A 0N5

Pacific: 604-666-0011

Prairie and Northern: 1-888-463-0521

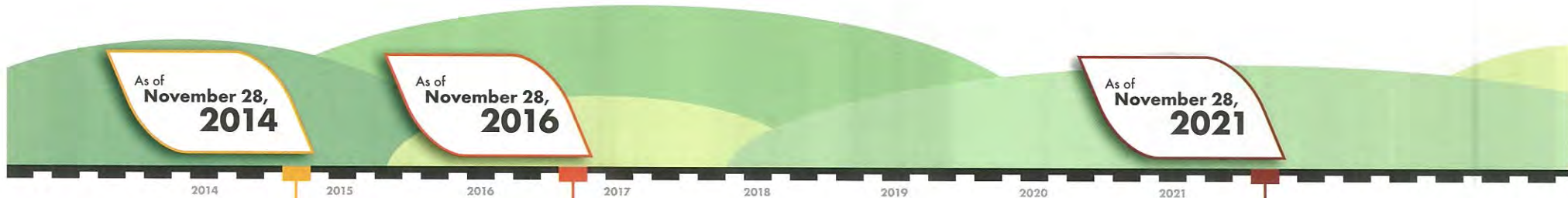
Ontario: 416-973-9820

Quebec: 514-283-5722

Atlantic: 506-851-7040

[www.canada.ca/grade-crossings](http://www.canada.ca/grade-crossings)

# Timelines



## Railway companies and road authorities were required to:

- Meet surface condition design and railway signage requirements
- Test and inspect warning systems
- Meet new construction requirements for new crossings
- Respect new provisions for preventing blocked crossings
- Follow new train whistling cessation process
- Apply new and existing protection measures
- Keep records

## Railway companies and road authorities must share the following safety information:

- Point of contact (regular, emergency)
- Location of grade crossing
- Details on the road approach and rail configuration (number of lanes, gradient, tracks, whistling, signage, etc.)
- Road/rail volumes and speeds
- Crossing user details (vehicles, pedestrians, assistive devices, etc.)

## Crossings must meet certain requirements defined in the Regulations such as:

- Sightlines
- Crossing surface design
- Road and railway signs
- Crossing Warning Systems
- Traffic Signals timing with warning systems



September 19, 2016

Mackenzie County  
Box 640  
Vermilion AB T0H 1N0

Dear Reeve Neufeld and Council:

Our 2016 Annual Alberta Rural Municipal Administrators Association Conference was held in Grande Prairie, September 7 to 9. This Conference provides the opportunity for CAO's and Managers from rural municipalities to network and openly discuss emerging trends and issues that influence their municipalities.

Our focus this year was the changes to the Municipal Government Act and the development of the Regulations. Municipal Affairs had many representatives in attendance and there was ample opportunity to dialogue and bring forward comments from the rural prospective.

The success of our venue was achievable largely due to your generous donation to our Conference. On behalf of the ARMAA Executive and membership, I thank you for your support.

  
Irene Cooper  
Executive Director

RECEIVED  
SEP 23 2016

BOX 272  
EAGLESHAM AB T0H 1H0

MACKENZIE COUNTY  
FORT VERMILION OFFICE

September 2, 2016

Plan No: 017490

Joulia Whittleton  
Chief Administrative Officer  
Mackenzie County  
Box 640 , 4511 46 Avenue  
Fort Vermilion, AB T0H 1H0

RECEIVED  
SEP 12 2016

Dear Ms. Whittleton:

**MACKENZIE COUNTY  
FORT VERMILION OFFICE**

**Re: FORT VERMILION – EXISTING COURTHOUSE**

Further to your request in regards to Mackenzie County acquiring the existing courthouse facility once the province has vacated it, I am pleased to inform you that your request has been supported; however, there are terms and conditions that must be adhered to which are outlined below:

- All services will be disconnected and all security, as required by Justice & Solicitor General, will be removed from the facility by the province's contractor after the tenants have moved to the new courthouse. Any damage as a result of removing security items will remain as is.
- All furnishings and equipment will be removed.
- Mackenzie County will be responsible for the relocation of the old courthouse. The facility will be required to be immediately relocated to another site at the expense of Mackenzie County once the above scope is completed so there is no delay with the province's contractor completing their scope of work as per contract and the site can be used for the intended purpose.
- The province is not responsible should any damage to the old courthouse occur as a result of the move.

The timing of the relocation of the existing courthouse will need to be coordinated with the construction project schedule. It is anticipated that the existing courthouse will have all services disconnected, be vacated and ready to move by mid to late November. As the project gets closer to this date the schedule could change and the province will update Mackenzie County accordingly.

Sincerely,



Sandra Malchuk, B.I.D.  
Director

Attachment

/jt

cc: Piya John, Project Manager

**Mackenzie County Library Board (MCLB)**  
**April 23, 2016 Board Meeting Minutes**  
**La Crete County Office**  
**La Crete, Alberta**

**Present:** Joulia Whittleton, Lisa Wardley, La Dawn Dachuk, John W. Driedger, Lorraine Peters, Irene van der Kloet, Beth Kappelar, Nadia Jensen, Lucille Labrecque, Lorna Joch.

**1.0** Meeting called to order at 7:00 pm by Beth Kappelar.

**2.0 Approval of Agenda:**

**MOTION #2016-05-01** John moved the approval of the agenda with additions. **CARRIED**

**3.0 Approval of the Minutes:**

**MOTION #2016-05-02** Lisa moved the approval of the March 30, 2016 minutes. **CARRIED**

**4.0 Review of Action Items:**

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

**5.0 Financial:**

**5.1 MCLB Financial Report as of March 30, 2016:**

- Balance Brought Forward: \$ 64,033.46  
- Total Revenues \$ 114,013.07  
- Total Expenses \$ 117,281.41  
- Ending Bank Balance \$ 60,765.12

We need to add a budget line “carry forward” e.g. for library signs.

**MOTION #2016-05-03** Lisa moves that motion 2015-05-05 is rescinded and that MCLB provides funds for La Crete and Zama library signs up to an amount of \$2,500/piece. The name on the La Crete library sign shall be “La Crete Library”. **CARRIED**

**MOTION #2016-05-04** Lucille moves to reimburse Lisa for goodies purchased for the High Level Trade Show. **CARRIED**

**MOTION #2016-05-05** John moves to accept the financial report as presented. **CARRIED**

**5.2 MCLB 2016 Budget:**

Item removed from agenda.

**6.0 Library Reports:**

**6.1 La Crete:**

- Renovations going well and on schedule. LCLS has to be out of the FVSD building by June 15. Tammy will be the new librarian. Kathy is the coordinator. A suggestion was made to have students help moving and pay them for it.

**MOTION #2016-05-06** Lisa moves that \$2,500 out of the Regional Services Budget will go to the LCLS to offset expenses incurred for moving. **CARRIED**

**6.2 Fort Vermilion:**

- Their AGM was April 18: Heather Batt - Chair; Katie Baer - vice-chair, Sabrina Westra - treasurer, Corinne Ward - secretary.

There are some concerns. MCLB will support the Board.

Lucille will call her and Heather to let her know what was discussed.

**6.3 Zama**

- Nothing special to report, gearing up for the planters.

**6.4 High Level:**

- Nothing to report.

**6.5 Mackenzie County Library Consortium (MCLC):**

- For information.

**6.6 LC Building**

- Discussed under 6.1

**7.0 Old Business:**

**7.1 Bursaries:**

- Bursary application from Ashley Friesen. Lucille recommends not to accept as the bursary is for library services. Irene to write letter, Beth to check, Irene to sign and send out.

**7.2 Plan of Service:**

- Tabled to next meeting.

**7.3 Blue Hills Satellite location**

- Lisa will add secondary to Insignia. She received a list of preferred authors. Put everything off until fall and LCLS is on their feet in the new building.

**7.4 AB Library Conference**

- Lucille can't go, too busy.

**7.5 HL Trade Show**

**MOTION #2016-05-07** LaDawn moves that we advertise in the Echo/Pioneer

**CARRIED**

**7.6 Local author**

Lucille did up a poster to celebrate local authors. Is looking for a coordinator who organises something library for the Mackenzie County Ag Fair or another event. Libraries should post as well as County Image, on Facebook, in Big Deal Bulletin.

**8.0 New Business**

**8.1 Draft lease LC Library Building**

Joulia Whittleton elaborates on lease, which would be between LCLS and Mackenzie County. The MCLB feels that the lease should be between the MCLB and Mackenzie County. If MCLB wants it changed, a letter should be written and submitted to Joulia a week before the Council meeting.

**MOTION #2016-05-08** John moves that MCLB writes a letter to Council to have this matter brought before Council.

**CARRIED**

**8.2** Sean Murphy info received for information.

**9.0 Correspondence**

Ag brochures for libraries.

**10.0 In Camera:**

**MOTION #2016-05-09** John moves to go In Camera at 9:53 p.m.

**CARRIED**

**MOTION #2016-05-10** Irene moves to go Out of Camera at 10:15 p.m.

**CARRIED**

**11.0 Next Meeting Date and Location:** Mackenzie County Office, May 24, 2016 at 7:00 p.m.

**12.0 Adjournment:**

**MOTION # 2016-05-11** John Driedger moved the meeting adjourned at 10:16 p.m.

**CARRIED**

These minutes were adopted this 24th day of May 2016.

Beth Kappelar, Chair





MEETING MINUTES  
FORT VERMILION RECREATION BOARD – JUNE 22, 2016

1. Called to order @ 7:51 pm.
2. In Attendance: Tamie McLean, Kristen Wright, Leah Lizotte, Heather Batt, Darlene Flett, Thomas Simpson, Jed Randle  
Regrets: Heather Judd, Ricky Paul, Ray Toews
3. Additions to agenda
  9. (f.) Old lumber in the yard
  9. (g.) Capital Projects 2017
  9. (h.) FCSS Shed at the back of complex
  9. (i.) Canada 150 GrantCorrection to 9. (d.) changed to Wheelchair Access from stands for arena.
4. Acceptance of Agenda: Jed accepts agenda with additions and correction.
5. Acceptance of Previous Minutes:
  - a. May 24, 2016 – Thomas approves minutes with the correction of summer employment start date to June 29<sup>th</sup> from July 4<sup>th</sup>, 2016.
6. Guests:
7. Financial Statements: Heather will check into straightening out the accounts (transferring funds to where they should be) and the outstanding cheques from 2015 and report back to us. ***Kristen approves financials, Tamie seconds. Carried.***
8. Old Business:
  - a. Bingo Bank Account: A separate bank account is required by the AGLC in order to receive a Bingo License. This account is to be used ONLY for bingo revenue and expenses. ***Heather Batt makes a motion that a separate bank account be opened for bingo only. Darlene seconds. All in favour. Carried.***
  - b. Canada Summer Jobs: Kristen has received 5 resumes so far. Keanu Lafferty, Evan Auger, Larry Noskiye, Rusty Moberly and Garrett Judd. Deadline is June 24,2016 and Leah and Tamie will do interviews next week. Successful candidates will start June 29,2016.
  - c. Capital Projects: Rodeo Grounds – 50% complete, Curling Rink Renovations – 100% complete, Gazebos – 100% complete, playground equipment – 75% complete. Ball Diamonds – 20% complete.  
Waiting on quotes for fencing and fans in arena. Also the shack is to be moved from Outdoor Rink to Rodeo Grounds.
  - d. Playground equipment: The equipment is at County office and Tamie has been talking with Jennifer and Ron about where to place the new equipment. ***Thomas makes a motion that the new playground equipment be placed to the east of the existing equipment and if required, to remove the horseshoe pits and round dance arena.***
  - e. Canada Day: Rodeo Committee will be taking care of activities at the rodeo grounds for the day. Jed and Verda will take of the parade. Heather will ask Rocky Lane Ag Society if they want to do a concession or supper. Thomas made a motion to hire 2 bands, it was discussed

- and Tamie made a motion that we only spend \$1500.00 for live entertainment. Thomas will talk to both bands on agreement for live music and the report back to the Board. **Tabled.**
- f. Rodeo Grounds:  
*Thomas makes a motion to move the stage from behind the complex to the rodeo grounds for dances/beer gardens, etc. Tamie seconds. Carried.*
  - g. Mud Bogs: **Tabled.**
  - h. Screen Doors: Chris will purchase 2 snap doors for the back of the complex for when there are functions with the doors left open, to minimize the bugs.
9. New Business:
- a. Furniture for Curling Rink: Catalogues available to look at. **Tabled.**
  - b. Swimming Lessons Worker: Rec Board has always hired an employee for 2 weeks in July to help with the supervision during swimming lessons. Due to the short time frame and no advertising, we will choose one of the applicants from the Summer Job posting.
  - c. River Daze Bash: FCSS is holding one more River Daze to see if it is more successful. They went in the hole last year due to not as many donations. This will be the last year if it is not a success. Kristen made a motion that we should hold a River Daze Bash on Saturday, Aug 20,16. Chris informed us the hall is booked and paid for already for this date. Chris will confirm with renters and let us know.
  - d. Wheelchair Access for bleachers: Jed and Thomas will come up with what we want and get quotes for next meeting. We would like this completed before next season starts.
  - e. Summer Programs: Kristen said Chrissy Cameron would be interested in coaching soccer and ball hockey for the kids. Chris will coordinate with her and also keep the arena pad free of dust.
  - f. Old Lumber in yard: Chris said Roseann Lizotte has enquired about the old wood that is out back. She is interested in it for crafts. It was decided that it is not in good shape and we would not use it for anything and she could take it.
  - g. Capital Projects 2017: Start thinking about what we would like to see in next years budget. **Tabled.**
  - h. FCSS Shed: Kristen said she would like Chris to go through the shed with Sonya and get rid of the garbage in there. This should be done before next meeting.
  - i. Canada 150 Grant: The County will resubmit on our behalf for a new ice plant. The grant would be for \$500,000.00 and County would cover the balance, with the exception of our fundraising contribution.  
*Kristen makes a motion that Mackenzie County resubmit the Canada 150 Grant on FV Rec Boards behalf for the new ice plant. FV Rec Board will contribute \$10,000.00 in fundraising monies for this project. Heather Batt seconds. All in favour. Carried.*
10. Manager's Report: Chris Saovurd
  11. Correspondance:
  12. Next meeting: August 9, 2016 @ 7:30pm.
  13. In Camera:
  14. Adjournment: 9:05pm.

*Heather Batt*  
*Tamie McLean*

# Creating the New Alberta - Vision & Leadership

## Attracting Big Ideas - The Time is NOW!



### What technologies can help revitalize Alberta's economy?

A Convention like none other .... most timely for inspiring initiative and the convergence of BIG IDEAS by Alberta's industries and professions contributing to economic recovery and long-term diversification. Share yours. What Can be done. What is being done. The time is Now for Innovation. Convention features:

- KEYNOTES - Insightful and inspiring Opening, Luncheon, and Closing
- BIG IDEAS - Presented by Alberta industries and professions
- RECOGNITION - ABCtech's 2nd Annual Innovation Award and top 3 BIG IDEA presentations
- CONVERGENCE - Panels with Q&A presenting VERY BIG IDEAS for expediting change
- ACTION - An engaging Plenary session for Setting Direction and Taking Action
- CONNECTING – Wrap-up Networking Reception. Meeting Alberta leaders and visionaries.

**Date, time and location**      Saturday, November 26th  
9:00am to 6:00 pm  
Cenovus Learning Centre at Red Deer College [MAP HERE](#)

### Essentials about the BIG IDEAS Convention

Planning is well underway. Industry keynotes are secured. Industries and professions are assembling brief PPT presentations of BIG IDEAS for this electrifying Convention. You'll be at the sharing of BIG IDEAS **and** the birthing VERY BIG IDEAS for aiding Alberta's economic recovery and long-term diversification. Bring yours - audience engagement is a prime expectation.

#### SCHEDULE

**8:00 am**      Registration Desk opens – badges and program handout

**9:00 am Opening Keynote** [Kim Campbell](#) re "Vision & Leadership"

**9:30 am Big idea Presentations** Attendees will have 3 votes for choosing the top 3 BIG IDEAS contributing to Alberta’s economic recovery and long-term diversification from among several PPT presentations by Alberta industries and professions:

Agriculture & Food Processing	Forestry & Wood Products
Transportation & Logistics	Construction & Real Estate
Health & BioTech	Volunteers & NGOs
Fintech & Investments	Mining & Mineral Processing

**BREAK**

Tourism & Entertainment	Communications & Marketing
InfoTech & Analytics	Manufacturing & Export
Environment & CleanTech	Alternative Energies

**BREAK**

Engineering & Design	Education & Creativity
Legal & Security	Management & Strategy
Human Resources & Development	Finance & Accounting

**12:30 Luncheon** Buffet Luncheon

**Keynote & Recognition** [Donna Kennedy-Glans](#) re "Energy Transitions"  
Announcing and awarding the top 3 BIG IDEA presentations  
Presentation of ABCtech's 2nd Annual Innovation Award

**2:00 pm Convergence Panels and Q&A** Three panels portraying VERY BIG IDEAS, selected for expediting change.  
The convergence of opportunities with an audience Q&A

**3:30 pm Plenary Session** Roundtable discussions for deriving recommendations, concluding with an overview for setting direction and taking action

**4:45 pm Networking Reception** Sumptuous networking reception. Meeting Alberta's leaders and visionaries.

**6:00 pm Closing** [Perry Kinkaide](#) re "Growing Together" Thank you and Good night!

**Registration & Convention Sponsorship**

<b>Registration</b>	<p><a href="#">Click HERE to Register "Creating the new Alberta!" November 26<sup>th</sup>, 2016</a></p> <p>Member discounts 20% apply automatically when registering. Not sure you are a Member? Contact <a href="mailto:info@ABCtech.ca">info@ABCtech.ca</a> or phone 1(866)241-7535</p> <p>To become a Member of the <a href="#">Alberta Council of Technologies Society</a> - <a href="#">HERE</a></p>
<b>Sponsorship &amp; Marketing</b>	<p>For Convention Sponsorship and Marketing opportunities please contact <a href="mailto:info@ABCtech.ca">info@ABCtech.ca</a> or phone TF 1(866)241-7535 Local (780)990-5874</p>