

MUNICIPAL DISTRICT OF MACKENZIE NO. 23
SPECIAL COUNCIL BUDGET MEETING

Thursday, January 17, 2002
10:00 a.m.

Seminar Room, Fort Vermilion School Division
Fort Vermilion, Alberta

AGENDA

CALL TO ORDER: 1. a) Call to Order

AGENDA: 2. a) Adoption of the Agenda Page 1

DELEGATION: 3. a) Regional Economic Development Initiative Page 3

POLICIES: 4. a) Policy PW018 – Hiring of Private Equipment Page 5

b) Policy RESV12 – Walking Trail Reserve Page 9

ROADS
BUDGET
ISSUES:

5. a) Automatic Vehicle Location (AVL) System Page 13

b) 100A Street in La Crete Page 25

c) 108 Street in La Crete Page 29

d) Rural Road Classification Definitions & Map Page 35

e) Additional Positions in the Operations Services Department Page 39

ADJOURNMENT: 6. a) Adjournment

*review after 1 yr.
lower system
for graders*

THE BOARD OF SUPERVISORS
COUNTY OF SAN DIEGO

AGENDA
MAY 11, 2010

BOARD MEETING - 9:00 AM
COURTNEY CENTER

AGENDA

- 1. CALL TO ORDER
- 2. PLEDGE OF ALLEGIANCE
- 3. DECEASED
- 4. BOARD OF SUPERVISORS' DECLARATION OF EMERGENCY

- 5. (a) Policy PW18 - Hiring of Private Consultant Page 3
- (b) Policy PW19 - Working Temporary Page 7

*Review of PW18
and PW19
for future*

- 6. Public Safety
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M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Special Council Budget Meeting
Meeting Date:	January 17, 2002
Originated By:	Harvey Prockiw, CAO
Title:	Regional Economic Development Initiative
Agenda Item No:	3 a)

BACKGROUND / PROPOSAL:

At the January 9 budget meeting, Council placed \$21,750 in contingency, reserving their decision until after a meeting with REDI. Mike Mihaly will attend the January 17 budget meeting to discuss REDI projects.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Discuss REDI projects with Mike Mihaly.

COSTS / SOURCE OF FUNDING:

Not Applicable.

RECOMMENDED ACTION (by originator):

Discussion.

Review:

Dept.

C.A.O.

REDI Interim Board

Minutes

October 4, 2001

Stardust Olivier Room

Attendance:

Members: Lil Sokoloski Clark McAskile Iris Kurash
Mike Mihaly Frank Rosenberger

Interim Director: Mike Osborn

Recording Secretary: Mike Osborn

1.0 CALL TO ORDER

The meeting was called to order at 3:08 pm.

Procedural Note: As outlined in the draft Bylaws, a seconder for motions is not required.

2.0 ADOPTION OF AGENDA

Motion Oct -01

Moved: Frank Rosenberger

That the Agenda be adopted with the following changes:

Additions:

New Business

- Cogeneration Plant
- Green Zone properties

Deletions:

Other Business

- Bylaws and Procedures for circulation
- REDI Logo

CARRIED

3.0 ADOPTION OF MINUTES

Motion Oct-02

Moved: Mike Mihaly

That the Minutes of August 21, 2001 be adopted.

CARRIED

4.0 NEW BUSINESS

Green Zone Properties

- Green Zone is having difficulty getting access to accommodate their Aurora Tours for Japanese clients. REDI will suggest they talk to Forestry and Environment to find rules and regulations and assist in getting prearranged access for the campsites.

**Action Item*

Clark McAskile to follow-up with Green Zone

5.0 OTHER BUSINESS

Budget Planning

Motion Oct-03

Moved: Mike Mihaly

That REDI propose to the municipalities the concept of a contribution to REDI based upon \$75.00 per business as core financing of an intermunicipal regional economic development board.

CARRIED

Consensus was that a contact be made to the CEO's and a proposal be submitted to the municipalities during the week of Oct 15, 2001.

Motion Oct-04

Moved: Clark McAskile

That the board be made up of, up to 15 members; 2 from each member municipality, 1 from each member chamber (board of trade), 3 from the First Nation/Settlement communities members, and 2 from the Industry members or paid members.

CARRIED

Motion Oct-05

Moved: Clark McAskile

That the First Nation and Métis Settlement Member fee be set at 5.00 per capita and that the Chambers of Commerce and Board of Trade and Industry member fee be set at \$1,000 per organization.

CARRIED

Motion Oct-06

Moved: Lil Sokoloski

That REDI, through Mike Osborn, Lil Sokoloski and Clark McAskile, prepare the presentation for the municipalities and that it be presented by the REDI representatives of the three municipalities.

CARRIED

6.0 ADJOURNMENT

The meeting was adjourned at 4:40 pm.

The next REDI meeting to be held the first week of November.

Lil Sokoloski – meeting chair

Mike Osborn, Recording Secretary



**MACKENZIE REGIONAL ECONOMIC DEVELOPMENT
INITIATIVE SOCIETY**

Draft By-laws

ARTICLE I

The name of the Society shall be Regional Economic Development Initiative Society.

ARTICLE II

Membership in the Society

- Section I Any corporation or organization operating in Alberta may become a voting member upon payment of the annual membership fee.
- Section II Regional Economic Development Initiative (hereafter written as REDI) staff are eligible for membership in the Society, but can not sit on the Board of Directors. No former employee of REDI may be elected to the Board of Directors, until two years has passed since their last day of employment with the Society.
- Section III A voting member may vote in any Annual General or Special Meeting, may be appointed to any committee and may be elected to office in the Society.
- Section IV Non-voting members may speak at Annual General or Special Meetings.
- Section V Members are expected to attend meetings when notified and generally support the objectives of the Society.
- Section VI Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary. No membership privileges or powers in the Society will be granted until the membership fee has been paid. Any member upon two-thirds vote of all members in good standing may be expelled from membership for any reason which the Society may deem reasonable.
- Section VII The Society may choose to allow proxy votes.



ARTICLE III

Board of Directors

- Section I The Board of Directors shall consist of representatives of any Board of Trade, Chamber of Commerce, Municipality, First Nation or Metis Settlement in good standing with the Society, and two (2) members elected at large from amongst the corporate members of the society and such ex-officio members as these by-laws hereafter provide.
- Section II The Board of Directors shall choose from amongst themselves individuals to fill the following positions:
- a) President
 - b) Vice-President
 - c) Treasurer
 - d) Secretary
- Section III The term of office for a Board of Director shall be two years. Election for the at large positions on the Board of Directors shall be held so that at least one (1) at large Board position comes up for election every year.
- Section IV The following people shall be ex-officio members of the Board:
- a) Immediate Past-President
 - b) Executive Director
- Section V Any vacancy occurring among the Board of Directors prior to an Annual General Meeting may be filled by the organization or corporation from which the individual was originally appointed, or if the organization or corporation chooses not to fill the vacant position by a vote of the Board of Directors from candidates presented by the Nominating Committee. Such members shall serve for the unexpired term of their predecessor.
- Section VI If the job performance of a member of the Board is challenged, a majority vote of 50 percent plus one by the Board of Directors shall determine that member's eligibility to remain on the Board.
- Section VII When a member of the Board has been absent for three consecutive meetings, without consent of the Board of Directors, on the third absence a majority vote of 50 percent plus one, by the Board of Directors shall determine that member's eligibility to remain on the Board.



ARTICLE IV

Duties and Powers of the Executive and the Board of Directors

- Section I The executive power of the Society shall be vested in the Board of Directors, who shall have charge of the affairs and funds of the Society, and shall have the power and authority to do and perform all acts and functions in accordance with these by-laws.
- Section II The President, or Vice-president shall preside at all meetings of the Society, Board of Directors, and the Executive Committee. The President and the Executive Director shall be ex-officio members of all Committees except the Nominating Committee. The President shall present a report on the activities of the Society at the Annual Meeting. The Vice-president shall perform such duties as may be delegated by the President of the Board of Directors.
- Section III The President and Treasurer positions shall expire in even numbered years and Vice-president and Secretary in odd numbered years.
- Section IV In the event of a vacancy in the office of President, the Vice-president shall assume the vacancy for the remainder of the unexpired term, or until the position can be filled at the next Annual General Meeting.
- Section V In the event of a vacancy in the Vice-president, Secretary or Treasurer positions between Annual General Meetings, a replacement shall be nominated and elected by and from the Board of Directors to serve for the unexpired term. The vacant position on the Board of Directors will then be filled according to Article III, Section V.
- Section VI The Treasurer, or designate, shall present monthly statements to the Board of the financial status of Action North, in particular respecting operational, capital and other funds supported by the accountant's statements. The Treasurer shall on a quarterly basis present to the Board a statement of comparison of budget to actual cost.
- The Treasurer, or designate, shall, in conjunction with the accountant, present the audited financial statement of the Annual General Meeting of REDI.
- The Treasurer shall bring to the Board any recommendations regarding the use of surplus funds.
- Section VII The Secretary, or designate, shall be expected to attend all meetings of the Society and the Board and keep accurate minutes of the same. In the Secretary's absence the Board will appoint a substitute. The Secretary, or designate, shall be responsible for preparing all Board and Society correspondence. The Secretary shall have charge of the Seal of the



Society which, whenever used, shall be authenticated by the signature of the Secretary and the President. The Seal is to be kept on the premises of Action North, under lock and key. Records of the Society will also be kept on the premises of Action North Recovery Centre.

ARTICLE V

Committees

Section I There shall be such Committees as are necessary for the conduct of the business and programs of the Society. These Committees may be created from time to time by the Board of Directors to undertake specific functions or projects as delegated by the Board of Directors. Unless otherwise indicated in these by-laws, the Board of Directors shall appoint a chairperson for each Committee at the time the Committee is created. The final authority for the selection of chairperson of the Committees and their membership shall be the Board except where otherwise noted.

Section II **Executive Committee**

There shall be an Executive Committee which shall consist of the President, Vice-president, Secretary and Treasurer. The Executive Director shall be an ex-officio member of this Committee.

Section III **Personnel Committee**

There shall be a Personnel Committee which shall consist of three Board Members appointed by the Board and such other members as the Board appoints. The Personnel Committee shall make recommendations to the Board of Directors for the filling of the positions of Executive Director or Interim Executive Director.

Section IV **Nominating Committee**

- a) There shall be a Nominating Committee which shall consist of three to five members of the Society elected from the members at large at the Annual General Meeting.
- b) This Committee shall elect its own chairperson.
- c) In the event of a vacancy on the Nominating Committee between Annual General Meetings the Board shall appoint a replacement.
- d) The Nominating Committee shall prepare a slate of nominees for the Annual General Meeting. In the event of a vacancy or vacancies on the Board of Directors, between Annual General



Meetings, the Nominating Committee will also be responsible for presenting nominations to the Board.

- e) Nominations may be made from the floor for all elected positions.

ARTICLE VI

Funds

- Section I All activities resulting in the raising of funds shall be subject to the approval of the Board of Directors.
- Section II All monies shall be under the authority of the Board of Directors.
- Section III Any money raised extraordinarily by the Board of Directors shall be counted in the presence of a designated Board member and/or the Executive Director or designate.

ARTICLE VII

Borrowing Powers

- Section I For the purposes of carrying out its objectives, the Board of Directors may secure money in such manner as it sees fit. But in no case shall debentures be issued without the sanction of a special resolution passed at an Annual General or Special Meeting of the membership.

ARTICLE VIII

Auditing

- Section I The books, accounts and records of the Secretary and Treasurer shall be audited by two members of the Society exclusive of the Executive Committee or by a chartered accountant appointed by the Board of Directors. A complete and proper statement of the standing of the books from the previous year shall be submitted by such auditor to the Annual General Meeting of the Society. The books and records of the REDI Society, with the exception of confidential client or personnel files, may be inspected by any member of the Society at any time upon giving reasonable notice.



ARTICLE IX

Execution of Papers

- Section I All documents, made, accepted, or executed by the Society shall be signed by the president or assigned designate.
- Section II All cheques drawn against the funds of the Society shall have any two of the following signatures:
- Treasurer
 - President
 - Vice-President
 - Secretary
 - Executive Director
- Section III All records, documents, minutes and correspondence of the Society and Board shall be kept at a premises designated by the Board of Directors.

ARTICLE X

Meetings

- Section I The Annual General Meeting shall be held on or before the 30th day of June in each year. The Meeting shall be held for the election of Directors, the hearing and approval of all annual reports, plus such other business as may properly come before the Meeting.
- Section II The Board of Directors shall meet at least nine (9) times per annum, or as needed, as decided by the Board of Directors. At the first meeting following the Annual General Meeting the Board of Directors will set an annual meeting schedule.
- Section III A Special Meeting of the Board will be called by the president as required or when any two Board members submit a written request.
- Section IV All meetings of the Board of Directors require at least 72 hours notice by phone or in writing.
- Section V A quorum for a Board of Director's meeting shall be 50 per cent plus one of the total members of the Board of Directors, two of which must be members of the Executive.
- Section VI Notification of a Special or Annual General Meeting shall be by letter to the last known address of each member, delivered in the mail at least eight



days prior to the meeting or published in the local newspaper in two issues prior to the meeting date.

Section VII Quorum for Annual and Special Meetings shall be twelve voting members of the Society in good standing.

ARTICLE XI

Affiliations

Section I REDI shall be a member of the Peace Regional Economic Development Alliance (PREDA). REDI shall pay PREDA's annual membership fee for any municipal organizations who are members of REDI. REDI shall forward the names of the representatives of the municipal organizations who are members of REDI to sit as members of the PREDA governing board.

Section II REDI shall become a member of any other organization where the Executive Committee of REDI believes such membership will benefit the region.

ARTICLE XII

Fiscal Year

Section I The fiscal year of the Society shall commence on January 1st of each year, and shall end on December 31st of the same year.

ARTICLE XIII

Parliamentary Authority

Section I In the absence of a Procedural Policy "Robert's Rules of Order, Revised" shall govern the meetings of the Society in so far as they are not inconsistent with the provisions of the Society's Act.

ARTICLE XIV

Amendments

Section I The by-laws may be rescinded, altered, or added to by a special resolution passed by a majority of not less than 75 per cent of such members entitled to vote as present in person at an Annual General or Special Meeting. The date, time and place of the meeting, and the intention to propose such a special resolution shall be duly given with at least 21 days notice. If less than 21 days notice is given, such a resolution rescinding, altering or



adding to the by-laws shall not take effect unless it meets the requirements of the Society's Act respecting such special resolutions.

ARTICLE XV

Remuneration

Section I Members of the Society may be paid for reasonable expenses incurred on behalf of the Society's work, provided such has been authorized by the Board.

ARTICLE XV

In Event of Dissolution

Section I In the event of the dissolution of REDI, all it's remaining assets, after payment of liabilities, shall be distributed to another recognized institution in the province or elsewhere in Canada, preferably in the field of economic development.

President

Secretary





TOWN OF
HIGH LEVEL

9813 - 102 Street
High Level, Alberta
T0H 1Z0

Tel: (780) 926-2201
Fax: (780) 926-2899
E-mail: highlevl@incentre.net

December 28, 2001

Municipal District of Mackenzie No. 23
P.O. Box 640
Fort Vermillion, AB T0H 1N0

Attention: Harvey Prockiw, CAO

Dear Mr. Prockiw:

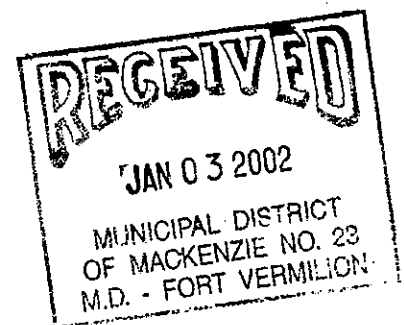
RE: Regional Tourism Task Force

The Town of High Level is supportive of a Regional Tourism Task Force and recommends that tourism sub-committee of R.E.D.I. be assigned this function. It is my understanding that the Fort Vermillion Board of Trade also endorses this approach to regional tourism. If this is acceptable to your Council, then the appropriate committee appointments will be made.

Yours truly,

Dianne Hunter
Chief Administrative Officer

Cc: Anna Butler, CAO, Town of Rainbow Lake





M.D. of Mackenzie No. 23



Request For Decision

Meeting:	Special Council Meeting - Budget
Meeting Date:	January 17, 2002
Originated By:	Ivan Perich
Title:	Policy PW018 – Hiring of Private Equipment
Agenda Item No:	4 a)

BACKGROUND / PROPOSAL:

Policy PW018 – Hiring of Private Equipment was brought to the November 29, 2001 Council Budget Meeting. Before the policy could be adopted, Council asked that several changes be made. Attached is the revised policy.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION (by originator):

That Policy PW018 – Hiring of Private Equipment be adopted.

Review: 

Dept. *O.S.*

C.A.O. *Acting BH*



Municipal District of Mackenzie No. 23

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

To establish a procedure and standards for the hiring of private equipment to complete municipal work exclusive of the gravelling and re-gravelling program.

This policy rescinds and replaces Policy PW002.

Policy Statement and Guidelines

From time to time the municipality requires equipment, which it does not own, for municipal work. The municipality shall usually go to the private sector to hire this equipment.

Definitions:

Private equipment shall be defined as any equipment which is owned and operated by an individual, partnership, or corporation other than the Municipal District of Mackenzie No. 23.

Guidelines:

Once per year, usually each spring, the municipality shall advertise ~~that the M.D. of Mackenzie is accepting tenders~~ for the "Registration for Day Labour Equipment."

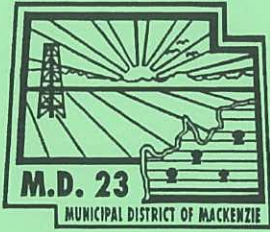
- ~~1. Every interested individual, partnership, or corporation may register their equipment at any time during the year. This listing of ~~The contracted~~ equipment shall be the first source of equipment to be hired when privately owned equipment is required for work within the Municipal District of Mackenzie.~~
- ~~2. Equipment hiring shall take into consideration the most suitable equipment at the lowest price, which is available for the work.~~
3. This ~~Payment for day labour~~ equipment shall be paid ~~capped~~ at 90% of the most current year's Alberta Roadbuilders Heavy Equipment Association's Rates.
- ~~4. Where practical, Administration is to ensure that all equipment owners~~

~~receive equal opportunity to work for the Municipal District of Mackenzie No. 23.~~

5. ~~In urgent situations, where none of the contract equipment is available in the local area, the CAO or designate is authorized to hire equipment outside of the contracts.~~
6. ~~Tenders from~~ contractors and suppliers shall be ~~hired~~ ~~considered~~ only if they have no outstanding accounts (including taxes) with the municipality and are not involved in any legal action ~~with~~ ~~against~~ the Municipal District of Mackenzie No. 23.
7. A list of all equipment shall be prepared for public information in accordance with the Freedom of Information and Protection of Privacy Act.

	Date	Resolution Number
Approved		
Amended		
Amended		

M.D. of Mackenzie No. 23



Request For Decision

Meeting:	Special Council Meeting - Budget
Meeting Date:	January 17, 2002
Originated By:	Ivan Perich
Title:	Policy RESV 12 – Walking Trail Reserve
Agenda Item No:	4 b)

BACKGROUND / PROPOSAL:

The five year capital budget allocates \$20,000 per year for walking trails in the hamlets of Fort Vermilion, La Crete, and Zama for the years of 2001 to 2005. Policy RESV12 – Walking Trail Reserve puts the money that has already been allocated but is not used into a reserve. When the funding is required, it will be taken out of the reserve.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

For the 2001 year, \$20,000 for each Fort Vermilion, La Crete, and Zama will be placed into this reserve.

COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION (by originator):

That policy RESV12 – Walking Trail Reserve be adopted.

Review: 

Dept. *DOS*

C.A.O. *ACTING BH*



Municipal District of Mackenzie No. 23

Title	Walking Trail Reserve	Policy No.	RESV12
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Account Code	32-715 (Fort Vermilion) 32-716 (La Crete) 32-717 (Zama)
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Legislation Reference	Municipal Government Act, Section 5 (b)
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Purpose
To establish a walking trail reserve. This reserve will provide funding for the walking trails in the hamlets of Fort Vermilion, La Crete, and Zama. The 5 year capital plan was to allocate \$20,000/year for each hamlet during the years 2001 – 2005.

Targeted Minimum	\$0
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Targeted Maximum	\$100,000 per hamlet
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Funding
Any portion that is budgeted as a current year expenditure remains unspent will be allocated to a walking trail reserve.

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 MD.
2. Annually, in conjunction with the budget process and the presentation of the audited financial statements to MD 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
Approved		
Amended		
Amended		



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Special Council Meeting - Budget
Meeting Date:	January 17, 2002
Originated By:	Ivan Perich
Title:	AVL Operational Costs
Agenda Item No:	5 a)

BACKGROUND / PROPOSAL:

During one of the recent budget discussions, Council requested that Administration review the operating costs of the AVL system. They also wished to know what the benefits of having an AVL system are.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is the Request for Decision submitted at the July 17, 2001 Council Meeting regarding the AVL system. In essence, the MD has a need to develop a monitoring and reporting system, which will enable management to better plan and make informed daily decisions.

Administration requested proposals from three firms in the industry. The most suited system, for MD purposes, is the system provided by GFI Systems Inc. Because of the number of units being purchased and the physical size of the MD, special consideration was given by GFI in capital and operational costs (as much as 50% less than a competitor's costs).

The AVL, when reporting frequently, allows supervisors to determine the speed of graders. This helps the supervisor to better analyze the reasons for poor road conditions. This can be done in "real" time and be monitored on a continuing basis. Infrequent signals do not permit accurate tracking of unit speed or where they worked. Generating grader log reports will be completed in a more efficient manner. The AVL system has a note taking capacity. Users with a laptop can enter comments "live" which are transmitted to the base station. This can be forwarded by base operators or lead hands.

The system allows for entry of data on an ongoing basis for all road maintenance items such as dust control, gravelling, sign work, culverts, brush control, beaver control, snowplowing, etc. All of this can be done in real time (ie. as it happens).

Projects can be captured and permanently stored as the work is being done.

Review: 

Dept. *O.S.*


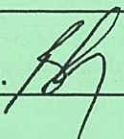
C.A.O. *ACTING* 

COSTS / SOURCE OF FUNDING:

Costs are as shown on the attached form (\$69,800 per year) for both Operational Services and Emergency Services. For comparison purposes, costs without volume discounts to the MD would be approximately \$120,000 per year.

RECOMMENDED ACTION (by originator):

That an amount of \$69,800 be tentatively placed in the operating budget to be divided between the roads and emergency services departments.

Review: 	Dept. 05	C.A.O. 
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M.D. of Mackenzie No. 23
Request For Decision

Meeting: ~~Committee of the Whole~~ Regular Council
Meeting Date: July 17, 2001
Originated By: Allan Cronkhite, Project Service Technologist

Title: Municipal 2000 Sponsorship Program
Automatic Vehicle Location (AVL)

Agenda Item No: 12 b)

BACKGROUND /PROPOSAL:

This AVL system will provide a summary of activities for specified units (ex. graders, ambulances) over any particular period of time. The information includes total hours, kilometers, start time and ending time for each day, as well as breakdowns of selected times and distances for two different speed classes. This report is also color coded to indicate if particular units are operative or not for certain days.

Daily reports can be selected for any grader. It provides a detailed breakdown of the units daily activities by hours and kilometers.

Map based reporting can be generated on a daily, weekly or monthly basis. These maps may be enlarged to show the number of passes and speed traveled.

Client reports can be generated for specific area (ie. quarter section showing the last ten times a grader passed at grading speed).

These activities may be monitored from the Monitor/logging Station or any vehicle with a laptop linked to all other units on the system

EMS vehicles may have a map showing where they are and destination with the road grid displayed.

The system will also show where all other vehicles on the system are located. If other emergency units are required all units will be aware of the location of other units.

The reporting can be customized to suit the administrators needs and requirements of the user.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Mapping contains all driveways and residences
More efficient management of equipment
Improved reporting and accountability
Improved emergency response
Improved disaster services planning
May connect with other municipal emergency vehicles
Compatible with the GIS system and AutoCAD Program
Low capital cost \$123,893.00
Annual Operation and Maintenance cost of \$63,875 for 23 units

Disadvantage:

only works where the system can be accessed
also works on satellite for many more dollars

RECOMMENDED ACTION (by originator):

That Council approve the project outlined with funding to come from Municipal 2000 Sponsorship Program (\$60,000), Capital Plan Dispatch System (\$45,000) and Equipment Reserve.(\$19,000)

Review: Dept. C.A.O.

SUMMARY OF COSTS FOR GPS/AVL SYSTEM

Global Positioning System (GPS)
Automatic Vehicle Location (AVL)

	CAPITAL COST	
	EMERGENCY RESPONSE EQUIPMENT	TRANSPORTATION EQUIPMENT
MUNICIPAL 2000 SPONSORSHIP PROGRAM		43,800
CAPITAL PLAN DISPATCH SYSTEM	\$69,100	
GPS MAPPING ROADS, DRIVEWAYS		\$8,000
LESS 10% (for bulk and early purchase)		-\$11,295
SUBTOTAL	\$109,605	
GST	3,288.	
CONTINGENCY	11,107	
TOTAL	124,000	

	ANNUAL OPERATION AND MAINTENANCE FEES	
	EMERGENCY RESPONSE EQUIPMENT	TRANSPORTATION EQUIPMENT
MUNICIPAL 2000 SPONSORSHIP PROGRAM		\$36,135
CAPITAL PLAN DISPATCH SYSTEM	\$27,740	
TOTAL	TOTAL Operation + Maintenance Annually \$63,875	

	FUNDING AMOUNT AVAILABLE DOLLARS
MUNICIPAL 2000 SPONSORSHIP PROGRAM	\$60,000
CAPITAL PLAN DISPATCH SYSTEM	\$45,000
TRANSPORTATION EQUIPMENT RESERVES	19,000
TOTAL	\$124,000

SHORTFALL FOR CAPITAL COST \$19,000 to come from Transportation Operation Equipment Reserves

UNITS FOR EMERGENCY EQUIPMENT INCLUDES: (11 UNITS)

- 2 Pumpers(GPS and communication; locateor system only)
 - 2 ambulances (GPS and communication and laptop)
 - - Paul's Truck (GPS and communication and laptop)
 - 3 rescue units (GPS and communication and laptop)
 - 2 special constables (GPS and communication and laptop)
 - 1 portable (GPS and communication and laptop)
- to be located in Fort Vermilion, La Crete, and Zama

UNITS FOR TRANSPORTATION EQUIPMENT INCLUDES: (12 UNITS)

- 9 graders (GPS and communications; locator system only)
 - 2 supervisory (GPS and communication and laptop)
- 1 base / monitor / logging station

Other agencies such as the Town of High Level, Rainbow Lake, the various First Nations in the area' private sector agencies such as Aeromedical Ambulance, Forestry related industries could also purchase units and become part of the system

MOTION 01-386
Bylaw 267/01
Third Reading

MOVED by Councillor Wieler

That third reading be given to Bylaw 267/01 – To Provide Funding for the Road Base, Curb and Gutter, Paving and Sidewalk on 100A Street in La Crete from 94th Avenue to 98th Avenue, at this time.

CARRIED

OPERATIONAL SERVICES:

12. a) New Road Construction (Friesen/Dyck Road)

MOTION 01-387

MOVED by Councillor Wieler

That the Director of Operational Services be given authorization to renegotiate with the contractor of the Township Road 1022 and Range Road 181 (Friesen Road) up to a maximum of \$45,000 as per the 2001 adopted budget to be funded from TWP RD 1022 – RG RD 181 code 6-32-40-61.

CARRIED

MOTION 01-388

MOVED by Councillor Bateman

That the Director of Operational Services be given authorization to renegotiate with the contractor of the 94th Avenue East Extension (Dyck Road) up to a maximum of \$80,000 to be funded from La Crete 94 Ave East Extension code 6-32-40-02.

CARRIED

12. b) Municipal 2000 Sponsorship Program Automatic Vehicle Location (AVL)

MOTION 01-389

MOVED by Councillor Bateman

That the 2001 Capital Budget be amended by adding the Inter-Municipal Automatic Vehicle Location (AVL) project at a total cost of \$124,000, with funding to come from Municipal 2000 Sponsorship Program (\$60,000), Capital Plan Dispatch System (\$45,000) and Vehicle and Equipment Reserve (\$19,000).

CARRIED





AR13389

ALBERTA
MINISTER OF MUNICIPAL AFFAIRS

MLA, Fort McMurray

October 5, 2001

Reeve William Neufeld
Municipal District of Mackenzie No. 23
PO Box 640
Fort Vermilion, Alberta
T0H 1N0

Dear Reeve Neufeld:

I wish to advise you that your 2001 intermunicipal enhanced grant application under the Municipal Sponsorship Program has been approved for a partial enhanced grant of \$76,300.00, including the intermunicipal bonus, to install an automatic vehicle location system.

The program has again placed increased emphasis on cooperation and partnerships between municipalities, and with local community agencies or organizations. Congratulations on taking advantage of this opportunity that entitled the municipal partnership to a 25 percent intermunicipal bonus of \$15,251.40.

Department staff will now send the conditional grant agreement to the municipality's chief administrative officer to obtain municipal signatures. We will process the grant once we have received the signed conditional grant agreement back from your municipality.

Your MLAs, Honourable Mike Cardinal, Honourable Pearl Calahasen and Mr. Gary Friedel, are very supportive of the Municipal Sponsorship Program.

I wish the Municipal District of Mackenzie and the Town of High Level continued opportunities for mutual partnerships and success in completing the 2001 project.

Best personal regards,


Guy Boutilier
Minister

cc: Honourable Mike Cardinal, MLA
Athabasca-Wabasca Constituency

Honourable Pearl Calahasen, MLA
Lesser Slave Lake Constituency

Mr. Gary Friedel, MLA
Peace River Constituency

His Worship Mike Mihaly
Town of High Level


Chief Administrative Officer
Municipal District of Mackenzie No. 23

Ms. Dianne Hunter
Chief Administrative Officer
Town of High Level

Municipal District of Mackenzie No. 23
AVL Capital Cost Summary

	Description of Units Being Purchased									Days	Cost Plus Reporting	\$/day	Op
	2600	1500	7100	6250	2000	400	400	400					
	GPS	GPS	Full	Base	Laptop Credit	Base laptop stand	Keypad	Memory					
Graders	9						9	9		365.00	H	8	
Lead Hands North / South			2		-2000					365.00	H	8	
Shared La Crete Paul, Scott, Allan			1			3				365.00	M	8	
Fort Vermilion Shared - Harvey/Chris / Marco / Liane			1			4				365.00	M	8	
Ivan			1		-2000					365.00	M	8	
HL Dispatch Centre (slave to MD)				1						365.00	M	33	
La Crete MD office (master unit)				1						365.00	M	33	
Ambulance La Crete			1							365.00	M	8	
Special Constables			1							365.00	M	8	
Rescue Units			3							365.00	M	8	
FD Pumper		5								365.00	M	8	
FD Tanker		2								365.00	M	8	
Units for Private Units		2								365.00	N	8	
Units for Private Units		2								365.00	M	8	
Town of High Level		2								365.00	M	8	
Town of High Level Rescue			1							365.00	M	8	
Total Materials	9	13	11	2		7	9	9		5,840.00			
Credit					-4000								
Budget Total	\$23,400.00	\$19,500.00	\$78,100.00	\$12,500.00		\$2,800.00	\$3,600.00	\$3,600.00		\$143,500.00			
Price per unit	2600	1500	7100	6250	2000	400	400	400					
Mapping Cost \$8,000.00 from c911 mapping budget													Total C
Laptop Credit										-\$4,000.00			
Installation Credit										-\$7,100.00			
Chargeable Costs										\$132,400.00			
GST									GST	\$3,972.00			
Total capital Cost										\$136,372.00			
Original Proposal	9	11	13	2		2	0	0					
Change From Original Muni 2000													
Grant Application	0	-2	2	0		5	9	9					

M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Special Council Meeting - Budget
Meeting Date:	January 17, 2002
Originated By:	Ivan Perich
Title:	100A Street in La Crete
Agenda Item No:	5 b)

BACKGROUND / PROPOSAL:

In the 2001 Capital Budget, Council approved \$228,900 for the street improvement on 100A Street, with a portion of the cost (30%) being borne by a Local Improvement charge. Since the notice regarding the Local Improvement charge was delivered to the businesses along that street, there have been delegations at Council meetings, voicing their concerns. The La Crete Chamber of Commerce has also stated that residents of La Crete would prefer if the service road was eliminated entirely.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

There are two options that need to be considered.

1. Keep the service road (100A Street) and continue with plans to reconstruct, including curb and gutter and a sidewalk on the east side.
2. Cancel the 2001 capital project of paving the street. After reconstructing 100 Street, close and sell 100A Street.

COSTS / SOURCE OF FUNDING:


Paving (including sidewalk)	\$208,500
Storm Sewers	<u>78,500</u>
Total	\$287,000

2001 Budget	<u>(228,900)</u>
Additional Funding Required	\$ 58,100


The additional funding would be allocated during the 2002 Capital Budget process.

RECOMMENDED ACTION (by originator):

That 100A Street be reconstructed, including the installation of curb and gutter and a sidewalk on the east side in 2002.

Review: 

Dept. *05*

C.A.O. *ACTING* 



January 9th, 2002

Reeve Bill Neufeld
Municipal District of Mackenzie, No. 23
Box 640
Fort Vermilion, Alberta T0H 1N0

Dear Reeve Neufeld,

We understand that during this current budgeting process, you will be discussing and budgeting for the upgrading of 100A Street in the Hamlet of La Crete. This consideration is greatly appreciated and welcomed after many years of problems with that road. However, we would like to suggest another option for Council's consideration before you make your final budget decision.

Main Street (100 Street) has, for many more years, caused major problems in La Crete. The road is paved and in generally good condition, but there are certain problems with the road that make it treacherous to use.

The first problem is with the height of the road and, in turn, the pitch of the approaches leading onto the road. Winter time poses a great problem in this area. The approaches are generally iced up and with the heavy traffic on main street, we are seeing long lines of traffic trying to spin their way onto main street in the small gaps between cars. This has caused accidents in the past, but more so, causes extremely long delays in traveling through town. One particular approach sees all the local school buses turning onto Main Street during the busiest time of day. According to some school bus drivers, this can be extremely difficult to do.

Another problem with the current condition of Main Street is its inadequacy in terms of the amount of traffic using the road. It used to only be a problem on special occasions such as Moonlight Madness, but in the last several years, it is has become a problem on a daily basis. With so much traffic on the road, we are seeing line-ups at each turnoff. Where one vehicle wants to turn off, several are stuck behind them waiting to get by.

With this in mind, the La Crete & Area Chamber of Commerce has contacted all the businesses along Main Street and 100A Street to share with them our idea as to how to solve this problem. The businesses unanimously agreed to our proposal and gave us their support in presenting this idea to you.

We would like to see Council take the money budgeted for the upgrading of 100A Street and apply it to the lowering and widening of Main Street to meet the requirements of an urban street as opposed to a rural road. 100A Street could then be totally eliminated and the property between the adjacent landowners and the future Main Street could be sold back to the landowners. Each of the Landowners has already stated that they would be in favour of this plan. We would like to see Main Street brought down to the proper height and sidewalks and on street parking on both sides of the street. We feel that this project is long overdue and therefore, feel that it should get started as soon as possible. We would like to see this project underway this coming spring. The 100A Street businesses are putting great faith not only into the Chambers idea, but also in to the MD in allowing their street repairs to be pushed back for a little while longer.

We realize that a project like this would be very costly and that allocating funds for a project like this will be a difficult task. However, we feel that we represent the entire community in saying that we want this project completed and will support the MD Council in their efforts to raise the

La Crete & Area Chamber of Commerce

Unit 4, 10001 100th Avenue • Box 1088 La Crete, Alberta • T0H 2H0

Phone: (780) 928-2278

www.lacretechamber.com

Fax: (780) 928-2203

money needed to fund it. We would ask that Administration investigate all possible sources of funding through both Federal and Provincial grants and cost sharing opportunities. If this type of investigation does not provide sufficient funds, we would like to see Council borrow enough money to ensure that this project is completed in one year as it would be less expensive than stretching it over two or three years.

Thank you for considering our idea. We hope that this information is sufficient for you to make an informed decision on the future status of our Main Street. Should you require any additional information, please feel free to contact us at your convenience. Thank you in advance for your consideration.

Sincerely,



Peter Wiebe, Civics Committee Chairman
La Crete & Area Chamber of Commerce

PW/pb

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M.D. of Mackenzie No. 23



Request For Decision

Meeting:	Special Council Meeting - Budget
Meeting Date:	January 17, 2002
Originated By:	Ivan Perich
Title:	108 Street Improvements in La Crete
Agenda Item No:	5 c)

BACKGROUND / PROPOSAL:

In the 2001 Capital Budget, \$371,800 was budgeted for street improvements along 108 Street.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

GPEC has revised the cost estimate for street improvements along 108 Street. There are two options for drainage. The first option (A) includes storm sewer, which would meet up with the existing ditch east of La Crete, leading to Lake Tourangeau. The second option (B) is to have a drainage ditch, then switch to storm sewer, and then a drainage ditch leading up to the existing ditch. (See the diagrams attached).



	Option A	Option B
Paving	\$204,500	\$204,500
Storm Sewer	<u>265,000</u>	<u>185,000</u>
Total	\$469,500	\$389,500
2001 Budget (Grant & Reserves)	<u>(371,800)</u>	<u>(371,800)</u>
Additional Funding Required	\$97,700	\$17,700

COSTS / SOURCE OF FUNDING:

The additional funding would have to come from roads reserves (32-713) and would be allocated during the 2002 Capital Budgeting process.

RECOMMENDED ACTION (by originator):

That 108 St. Street Improvements be carried forward from 2001 and that option 'A', storm sewers, be constructed.

Review: 	Dept. 05	C.A.O.  ACTING
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LAKE TOURANGEAU



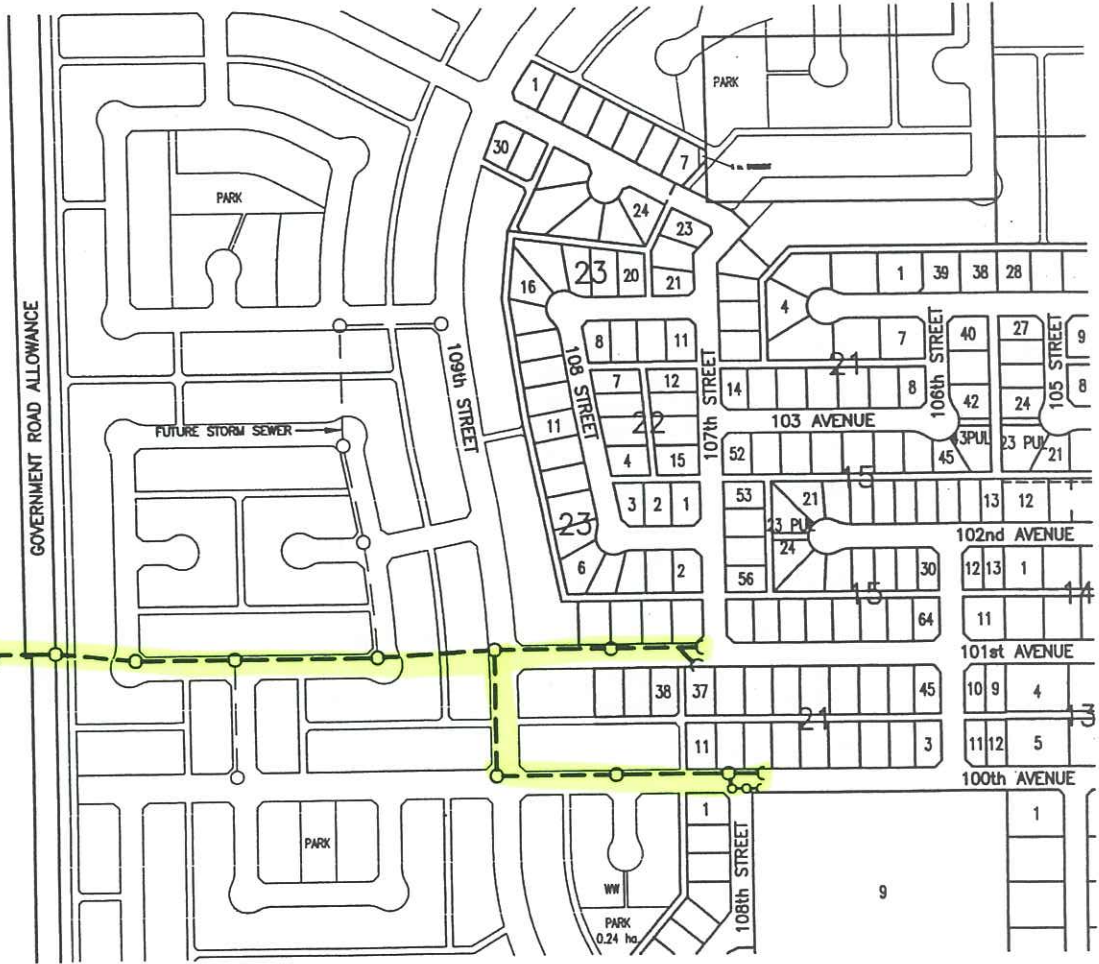
EXISTING DRAINAGE DITCH

PROPOSED DRAINAGE DITCH

PROPOSED STORM SEWER

FUTURE STORM SEWER

GOVERNMENT ROAD ALLOWANCE



STORM SEWER -- AREA 'A'
OPTION A
Scale - 1:5000



LAKE TOURANGEAU



EXISTING DRAINAGE DITCH

PROPOSED DRAINAGE DITCH

PROPOSED STORM SEWER

GOVERNMENT ROAD ALLOWANCE

FUTURE STORM SEWER

PROPOSED DITCH

EXISTING C.S.P.

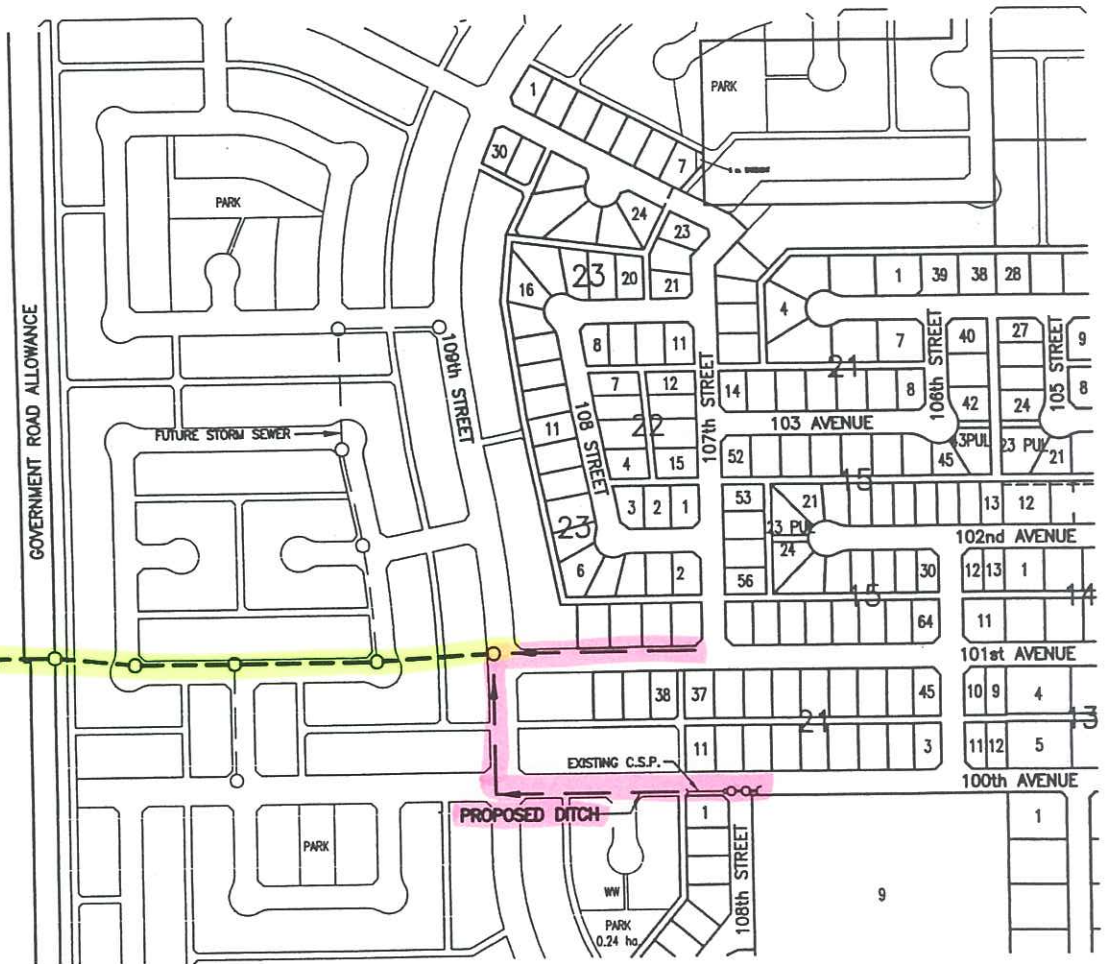
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STORM SEWER -- AREA 'A'
OPTION B
Scale- 1:5000

20/11





**MUNICIPAL DISTRICT OF MACKENZIE #23
 HAMLETS OF LACRETE & FORT VERMILION
 ROAD BASE AND PAVING - 2002**

Class "C" Cost Estimate

31

Description	Project #6 LaCrete 100A Street	Project #7 LaCrete 108 Street	Project #8A Fort Vermilion 52 Street	Project #9 Subdivision West of La Crete Co-op	TOTAL
Paving	\$208,500.00	\$204,500.00	\$205,500.00	\$65,000.00	\$683,500.00
Storm Sewers	\$78,500.00	Option A \$265,000.00 Option B \$185,000.00	\$200,000.00	N/A	Option A \$543,500.00
TOTAL	\$287,000.00	Option A \$469,500.00	\$405,500.00	\$65,000.00	Option A \$1,227,000.00

Note: The above estimates include G.S.T. @ 3%.

G.P.E.C. CONSULTING LTD.

**MUNICIPAL DISTRICT OF MACKENZIE #23
HAMLET OF LA CRETE - CATCHMENT AREA 'A'
PROPOSED STORM SEWER WEST - OPTION A
PRELIMINARY COST ESTIMATE
(Based on Concept Design)**

Storm Sewer Mains & Appurtenances

ITEM NO.	DESCRIPTION	APPROX. QUANTITY	UNIT PRICE	EXTENSION
1.	Supply & install storm sewer pipe, laying, jointing, testing & backfilling, compact native backfill of trench to 95% SPD.			
	a) 300mm diameter (P.V.C. Ultra-Rib)	55 l.m.	65.00	3,575.00
	b) 400mm diameter	290 l.m.	90.00	26,100.00
	c) 450mm diameter	95 l.m.	110.00	10,450.00
	d) 600mm diameter	105 l.m.	135.00	14,175.00
	e) 750mm diameter (C.S.P. Ultra-Flo)			
	> 1.0m - 2.0m depth	110 l.m.	150.00	16,500.00
	> 2.0m - 3.0m depth	195 l.m.	155.00	30,225.00
	> 3.0m - 4.0m depth	230 l.m.	165.00	37,950.00
	> 4.0m - 5.0m depth	190 l.m.	175.00	33,250.00
2.	Supply & install 1200mm diameter concrete manhole, c/w frame & cover (12 units).	29 v.m.	1,000.00	29,000.00
3.	Supply & install 900mm diameter concrete catch basin, c/w top & base with frame and cover.	2 units	2,500.00	5,000.00
4.	Construct open ditch to existing ditch.	50 l.m.	20.00	1,000.00
5.	Road crossing; compacted native backfill to 98% SPD.	50 l.m.	25.00	1,250.00
6.	Traffic gravel.	60 c.m.	20.00	1,200.00
7.	Base stabilized material.	100 c.m.	14.00	1,400.00
8.	Prime Cost Sum for Testing @ 1½%			\$ 3,125.00
9.	Contingency Allowance @ 10%			\$ 21,400.00
10.	Engineering @ 10%			\$ 21,400.00
11.	G.S.T. @ 3%			\$ 7,700.00
TOTAL UNIT PRICE SCHEDULE - Option A				\$ 264,700.00
				BUDGET \$265,000.00

Note: A storm water / detention pond has not been considered in the cost estimates at this time. Alberta Environment will require a review of proposed system & the discharge.

G.P.E.C. CONSULTING LTD.

**MUNICIPAL DISTRICT OF MACKENZIE #23
HAMLET OF LA CRETE - CATCHMENT AREA 'A'
PROPOSED STORM SEWER WEST - OPTION B
PRELIMINARY COST ESTIMATE
(Based on Concept Design)**

Storm Sewer Mains & Appurtenances

ITEM NO.	DESCRIPTION	APPROX. QUANTITY	UNIT PRICE	EXTENSION
1.	Supply & install storm sewer pipe, laying, jointing, testing & backfilling, compact native backfill of trench to 95% SPD.			
	a) 300mm diameter (P.V.C. Ultra-Rib)	22 l.m.	<u>65.00</u>	<u>1,430.00</u>
	b) 750mm diameter (C.S.P. Ultra-Flo)			
	> 1.0m - 2.0m depth	110 l.m.	<u>150.00</u>	<u>16,500.00</u>
	> 2.0m - 3.0m depth	195 l.m.	<u>155.00</u>	<u>30,225.00</u>
	> 3.0m - 4.0m depth	230 l.m.	<u>165.00</u>	<u>37,950.00</u>
	> 4.0m - 5.0m depth	190 l.m.	<u>175.00</u>	<u>33,250.00</u>
2.	Supply & install 1200mm diameter concrete manhole, c/w frame & cover (7 units).	20 v.m.	<u>1,000.00</u>	<u>20,000.00</u>
3.	Supply & install 900mm diameter concrete catch basin, c/w top & base with frame and cover.	2 units	<u>2,500.00</u>	<u>5,000.00</u>
4.	Construct open ditch to existing ditch.	50 l.m.	<u>20.00</u>	<u>1,000.00</u>
5.	Road crossing; compacted native backfill to 98% SPD.	24 l.m.	<u>25.00</u>	<u>600.00</u>
6.	Traffic gravel.	30 c.m.	<u>20.00</u>	<u>600.00</u>
7.	Base stabilized material.	50 c.m.	<u>14.00</u>	<u>700.00</u>
8.	Prime Cost Sum for Testing @ 1½%			<u>\$ 2,200.00</u>
9.	Contingency Allowance @ 10%			<u>\$ 15,000.00</u>
10.	Engineering @ 10%			<u>\$ 15,000.00</u>
11.	G.S.T. @ 3%			<u>\$ 5,385.00</u>
TOTAL UNIT PRICE SCHEDULE - Option B				<u>\$ 184,840.00</u>
				BUDGET \$185,000.00

Note: A storm water / detention pond has not been considered in the cost estimates at this time. Alberta Environment will require a review of proposed system & the discharge.

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M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Special Council Meeting – Budget
Meeting Date:	January 17, 2001
Originated By:	Ivan Perich, Director of Operational Services
Title:	Rural Road Classification Definitions
Agenda Item No:	5 d)

BACKGROUND / PROPOSAL:

Recently Council asked Administration to develop a set of definitions for rural roads within the MD of Mackenzie. Administration has checked definitions used by the MD of Saddle Hills and the one previously used by ID 23. To develop these definitions we also used information gathered during the various discussions regarding roads.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:


The road definition will provide Council and Administration with guidelines when determining what classification a road should be in.

COSTS / SOURCE OF FUNDING:

None.

RECOMMENDED ACTION (by originator):

That the attached Rural Road Classification Definitions for the Municipal District of Mackenzie No. 23 be adopted as presented and attached.

Review: 

Dept. *OS*

C.A.O.

**Rural Road Classification Definitions
for the
Municipal District of Mackenzie No. 23**

The proposed Functional Classification for the rural roads are defined in the following sections.

1. Equivalent to Secondary Highways

Equivalent to secondary highways are the main roads generally have the highest traffic volumes within the Municipal District's subsystem of roads. They are designed to handle traffic that is going from a provincial highway to another provincial highway or going from a community, through other communities on the way to a provincial highway. They also handle traffic heading to and from numerous resource points in the area (petroleum, forestry, gravel and/or farming activities). The Equivalent to Secondary Highways provide an integrated network of connections to the provincial highway system. They serve both local and through traffic. They generally meet one or more of the following criteria:

Traffic volumes in excess of 100 vehicles per day

Connects a rural area to another rural area

Connects a rural district to a provincial highway

Connects a rural district to an equivalent to secondary highway

Connects one provincial highway to another provincial highway

2. Collector Road

Collector roads serve the purpose the name suggests. They collect local traffic and funnel it to the primary and secondary highways, equivalent to secondary highways or communities. A collector road generally meets one or more of the following criteria:

Traffic volumes in excess of 50 vehicles per day

Connects an equivalent to secondary highway to another equivalent to secondary highway

Connects multi-lot residential areas, hamlets or other populated areas to the provincial highway system or an equivalent to secondary road

Connects recreational sites to a provincial highway or equal to secondary road.

3. Local Road

Generally used for local traffic to access collector roads, equal to secondary highway, secondary highways or provincial highways.

Has an approximate traffic volume of 25 vehicles per day or less

Serves a local function and provides access to long distance travel

Funnels traffic from low volume farm access areas to other local roads, collectors, equivalent to secondary highways, highways, etc.

4. Low Volume Farm Access

Generally used to access one or more residence and not used for flow through traffic.

Less than 10 vehicles per day

Often be a dead-end road

Only to the last residence on a dead-end road

Serves a local function and not generally used for long distance travel

Lowest level of bussing route and emergency services access

5. Field Access

This road does not provide access to a residence.

Field access only

Usually not bladed by the grader (only bladed on request)

6. Forestry Roads

Roads designated as a Forestry Road by the Province and accepted as a Forestry Road as outlined in the Transitional Agreement.

M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Special Council Meeting - Budget
Meeting Date:	January 17, 2002
Originated By:	Ivan Perich
Title:	Additional Positions in Operational Services Department
Agenda Item No:	5e)

BACKGROUND / PROPOSAL:

At previous Council meetings, Administration has advised Council that any additional positions would be brought forward for Council approval.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Currently, there are several additional positions being requested. One of these positions is for Public Works Administrative Assistant. A job description is attached. This position would be full time.


The other positions are for a surveyor and surveyor's assistant during the months from May to August. Job descriptions are attached for these positions as well. The cost of employing two employees is approximately \$30/hour (total, including benefits). Hiring a consultant costs approximately \$65/hour, excluding travel costs.

COSTS / SOURCE OF FUNDING:

2002 Operating Budget

RECOMMENDED ACTION (by originator):

That the additional positions for Public Works Administrative Assistant and surveyor and surveyor's assistant be approved.

Review: 

Dept. *05*

C.A.O. *Acting* 

Duties of Public Works Administrative Assistant

Current Duties

- ◆ Letters / Correspondence / Memos on behalf of Roads Staff
- ◆ Analyze Spreadsheets (Roads, Budget, Classifications, Gravel etc.)
- ◆ Prepare Articles for the M.D. Image and Advertisements
- ◆ Revise Existing Contracts to suit M.D. needs.
- ◆ Faxing / Photocopying
- ◆ Create Forms, Charts, Presentations
- ◆ Process Road Crossing Agreements and Approvals
- ◆ Filing
- ◆ Survey (ie. Grader Survey 2001)
- ◆ Take Notes at Road Meetings
- ◆ Answer Phones

Data Entry

- Grader Maps
- Gravel Haul Cards
- Project Costing Sheets
- Private Equipment Timesheets

Future Duties

- ❖ Learn to operate GIS and AVL systems
- ❖ Reformat Spreadsheets for Roads Data Entry
- ❖ Track Inventories

Duties of Surveyor

Duties

- ◆ Survey work on:
 - ◆ Shoulder pulls
 - ◆ Legal boundaries for construction work
 - ◆ Grade lines
 - ◆ Shoulder lines
 - ◆ Drainage lines
 - ◆ Road lines
 - ◆ Stock pile sites
- ◆ Set work stakes
- ◆ Maintenance duties
- ◆ Office work (design, plotting, drafting and bookwork)

Duties of Surveyor Assistant

Duties

- ◆ Assist Surveyor with all field work
- ◆ Labour and maintenance duties