

**MUNICIPAL DISTRICT OF MACKENZIE NO. 23  
COUNCIL MEETING**

**Tuesday, May 18, 2004  
6:00 p.m.**

**Council Chambers  
Municipal District of Mackenzie Office**

**Fort Vermilion, Alberta**

**AGENDA**

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

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

**ADOPTION OF  
THE PREVIOUS  
MINUTES:**

3. a) Minutes of the May 4, 2004  
Regular Council Meeting

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**BUSINESS ARISING  
OUT OF THE  
MINUTES:**

4. a)

**DELEGATIONS:**

5. a) La Crete Agricultural Society  
b)

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**PUBLIC  
HEARINGS:**

6. a) Bylaw 434/04- Land Use Bylaw Amendment  
To add mobile homes to  
Hamlet General District 1 "HG1"  
b)  
c)

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**COUNCIL  
COMMITTEE AND  
CAO REPORTS:**

- 7. a) Council Committee Reports
- b) CAO Report

**GENERAL  
REPORTS:**

- 8. a) Capital Projects 2004 Progress Report & Year to Date Operating Income Statement *Page 37*
- b) 2003 Audited Financial Statements and Audit Report *Page 69*

**AGRICULTURAL  
SERVICES:**

- 9. a)

**OPERATIONAL  
SERVICES:**

- 10. a) Watermain Replacement - Fort Vermillion *Page 137*
- b) Roadside Pullout and Lighting – Highway 697 and 88 Intersection *Page 141*
- c) Budget Reallocation *Page 143*
- d) Draft Discussion Paper: "Towards the Implementation of a Community Aggregate Payment" *Page 145*
- e)
- f)
- g)

**PLANNING, EMERGENCY,  
AND ENFORCEMENT  
SERVICES:**

11. a) Disbursement of Property: Bylaw 348/03 **Page 155**  
Road Closure South Boundary of  
Section 13-105-16-W5M and the South Boundary  
of Sections 18,17,16 & SW 15-105-15-W5M
- b) Bylaw 444/04 – Land Use Bylaw Amendment **Page 157**  
To Rezone From Hamlet Residential District 1  
“HR1” to Mobile Home Subdivision District 1  
“MHS1” and Hamlet Residential District 1B “HR1B”  
Part of SW 9-106-15-W5M
- c) Bylaw 445/04 – Land Use Bylaw Amendment **Page 163**  
To rezone from Agricultural District 1 “A1” to  
Rural Country Residential District 3 “RC3”  
Pt. NE 23 104-15-W5M
- d) Bylaw 446/04 – Land Use Bylaw Amendment **Page 173**  
To Rezone From Agricultural District 1 “A1” to  
Rural Country Residential District 3 “RC3”  
Pt. NE 1-106-16-W5M
- e) Closing a Portion of Municipal Reserve on **Page 181**  
Plan 882 1687, Block 4, Lot 4 in Zama
- f) MD Policy Regarding Lands **Page 183**  
Without Physical Access
- g) Traffic Safety Plan **Page 191**
- h)
- i)
- j)

**CORPORATE SERVICES:**

- 12. a) Bylaw 422/04 – Local Improvement for curb, gutter and sidewalk 101 Avenue, La Crete *Page 205*
- b) Bylaw 423/04 – Local Improvement for curb and gutter 99 Avenue, La Crete *Page 211*
- c) Bylaw 424/04 – Local Improvement for curb, gutter, and sidewalk 101 Street, La Crete *Page 217*
- d) Bylaw 425/04 – Local Improvement for curb, gutter, and sidewalk 93 Avenue, La Crete *Page 223*
- e) Bylaw 4264/04 – Local Improvement for curb, gutter, and sidewalk 93 Avenue, La Crete *Page 229*
- f) Bylaw 443/04 – Council Procedural Bylaw *Page 237*
- g) AAMD&C Spring Convention Evaluation *Page 247*
- h) Mackenzie Regional Governance Forum *Page 269*
- i)
- j)
- k)

**IN CAMERA SESSION:**

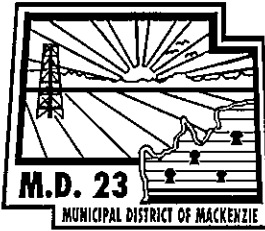
- 13. a)
- b)

**NEXT MEETING DATE:**

- 14. a) Regular Council Meeting  
10:00 a.m.  
Tuesday, June 8, 2004  
Council Chambers, Fort Vermilion

**ADJOURNMENT:**

- 15. a) Adjournment



## M.D. of Mackenzie No. 23

### Request For Decision

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	May 18, 2004
Originated By:	Barb Spurgeon, Executive Assistant
Title:	May 4, 2004 Minutes
Agenda Item No:	3a)

#### BACKGROUND / PROPOSAL:

#### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached are the minutes of the May 4, 2004 Regular Council Meeting.

#### COSTS / SOURCE OF FUNDING:

#### RECOMMENDED ACTION (by originator):

That the minutes of the May 4, 2004 regular council meeting be adopted as presented.

Review:

Dept.

C.A.O.

**MUNICIPAL DISTRICT OF MACKENZIE NO. 23  
REGULAR COUNCIL MEETING**

**Tuesday, May 4, 2004  
1:00 p.m.**

**Zama Community Hall  
Zama City, Alberta**

**PRESENT:**

Bill Neufeld	Reeve
Betty Bateman	Councillor
John W. Driedger	Councillor
Pat Kulscar	Councillor
Greg Newman	Councillor
Odell Flett	Councillor
Wayne Thiessen	Councillor
Joe Peters	Councillor

**ABSENT:**

Willie Wieler	Councillor
Walter Sarapuk	Deputy Reeve

**ALSO PRESENT:**

Harvey Prockiw	Chief Administrative Officer
Barb Spurgeon	Executive Assistant
Bill Landiuk	Director of Corporate Services
Michel Savard	Director of Operational Services
Paul Driedger	Director of Planning, Emergency, and Enforcement Services

Minutes of the regular Council meeting for the Municipal District of Mackenzie No. 23 held on Tuesday, May 4, 2004 in the Community Hall, Zama City, Alberta.

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

Reeve Neufeld called the meeting to order at 1:34 p.m.

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

**MOTION 04-307**

Requires Unanimous  
Consent

**MOVED** by Councillor Thiessen

That the agenda be adopted as amended with the following additions:

- 5. b) Zama Recreation Board
- 10. l) Rural Water Services Board .
- 12.e) MD Library Board
- 12.f) AAMD&C Office Grand Opening
- 13. a) Policing

**CARRIED**

**DELEGATIONS:** 5. b) Zama Recreation Board

Reeve Neufeld welcomed Jacqui Bateman at 1:38 p.m.

Ms. Bateman reviewed with Council the need for Capital Funding for the expansion of the Zama Community Hall.

Reeve Neufeld thanked Ms. Bateman, who left the meeting at 1:59 p.m.

**MOTION 04-308** **MOVED** by Councillor Bateman

That the Zama City Hall expansion be approved.

**CARRIED**

**MOTION 04-309** **MOVED** by Councillor Bateman

Requires 2/3 Majority

That the Zama Recreational Board receive \$30,000 Capital grant funding for 2004.

**CARRIED**

**ADOPTION OF  
THE PREVIOUS  
MINUTES:**

3. a) Minutes of the April 20, 2004  
Regular Council Meeting

**MOTION 04-310** **MOVED** by Councillor Kulscar

That the minutes of the April 20, 2004 Regular Council meeting be adopted as presented.

**CARRIED**

3. a) **Minutes of the April 21, 2004  
Special Council Meeting**

**MOTION 04-311** **MOVED** by Councillor Peters

That the minutes of the April 21, 2004 Special Council meeting be adopted as presented.

**CARRIED**

**BUSINESS ARISING  
OUT OF THE  
MINUTES:**

4. a)

There were no items under this heading.

**DELEGATIONS:** 5. a) **DCL Siemens**

Reeve Neufeld welcomed Dan McGuigan and Jim Clark at 2:02 p.m.

Mr. McGuigan and Mr. Clark presented Council the draft report of the Zama water system study.

Reeve Neufeld thanked Mr. McGuigan and Mr. Clark, who left the table at 3:14 p.m.

**MOTION 04-312** **MOVED** by Councillor Newman

That the Hamlet of Zama Water Treatment Plant Feasibility Study presented by DCL Siemens be adopted with Option #3; and further that an application for funding be made to Alberta Transportation.

**CARRIED**

10. d) **Hamlet of La Crete Water Supply System Upgrading  
Contract 1- Raw Water Supply Line  
Tender Recommendation**

**MOTION 04-313** **MOVED** by Councillor Thiessen

That Contract 1 – Raw Water Supply Line for the Water Treatment Plant upgrade in La Crete be awarded to In-Line Contracting Ltd. for \$1,440,584.60 plus GST.

**CARRIED**



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

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

10. e) **Hamlet of La Crete Water Supply System Upgrading Contract 2 -Pumping and Water Treatment Facilities Tender Recommendation**

**MOTION 04-314** **MOVED** by Councillor Thiessen

That Contract 1 – Pumping and Water Treatment Facilities for the Water Treatment Plant upgrade in La Crete be awarded to JenCol Construction with optional items for \$6,466,237.71 plus GST.

**CARRIED**

**PUBLIC HEARINGS:**

6. a) **Bylaw 416/04 – Land Use Bylaw Amendment to Rezone From Agricultural District 1 “A1” to Rural Country Residential District 2 “RC2” NW 21-110-19-W5M**

Reeve Neufeld called the public hearing for Bylaw 416/04 to order at 3:37 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 413/04 was properly advertised. Paul Driedger 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. Paul Driedger presented the Development Authority’s submission.

Reeve Neufeld asked if Council had any questions of the proposed Land Use Bylaw Amendment.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 416/04. Paul Driedger answered that there were none.

Reeve Neufeld asked if there was anyone present who would like to speak in regards of the proposed Bylaw 416/04.

Reeve Neufeld closed the public hearing for Bylaw 416/04 at 3:39 p.m.

**MOTION 04-315**      **MOVED** by Councillor Thiessen

Bylaw 416/04  
Second Reading

That second reading be given to Bylaw 416/04 to re-zone Pt. NW 21-110-19-W5M from Agricultural District 1 "A1" to Rural Country Residential District 2 "RC2".

**CARRIED**

**MOTION 04-316**      **MOVED** by Councillor Kulscar

Bylaw 416/04

That third reading for Bylaw 416/04 to re-zone Pt. NW 21-110-19-W5M from Agricultural District 1 "A1" to Rural Country Residential District 2 "RC2" be tabled until an area structure plan is approved.

**CARRIED**

6.      b)      **PUBLIC HEARING**  
**Bylaw 421/04 – Land Use Bylaw Amendment**  
**to Add zonings and Conditions to**  
**Mobile Home Subdivisions**

Reeve Neufeld called the public hearing for Bylaw 421/04 to order at 3:41 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 421/04 was properly advertised. Paul Driedger 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. Paul Driedger presented the Development Authority's submission.

Reeve Neufeld asked if Council had any questions of the proposed Land Use Bylaw Amendment.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 421/04. Paul Driedger answered that there were none.

Reeve Neufeld asked if there was anyone present who would like to speak in regards of the proposed Bylaw 421/04.

Reeve Neufeld closed the public hearing for Bylaw 421/04 at 3:47 p.m.

**MOTION 04-317**

Bylaw 421/04  
Second Reading

**MOVED** by Councillor Newman

That second reading be given to Bylaw 421/04 being a Land Use Bylaw amendment to delete Mobile Home Subdivision District (MHS) and add Mobile Home Subdivision District 1 (MHS 1) and Mobile Home Subdivision District 2 (MHS 2) with amendments.

**CARRIED**

**MOTION 04-318**

Bylaw 421/04  
Third Reading

**MOVED** by Councillor Peters

That third reading be given to Bylaw 421/04 being a Land Use Bylaw amendment to delete Mobile Home Subdivision District (MHS) and add Mobile Home Subdivision District 1 (MHS 1) and Mobile Home Subdivision District 2 (MHS 2) with amendments.

**CARRIED**

6. c) **Bylaw 429/04 – Land Use Bylaw Amendment to Add Zonings and Conditions to Hamlet Country Residential Subdivisions**

Reeve Neufeld called the public hearing for Bylaw 429/04 to order at 3:48 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 429/04 was properly advertised. Paul Driedger 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. Paul Driedger presented the Development Authority's submission.

Reeve Neufeld asked if Council had any questions of the proposed Land Use Bylaw Amendment.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 429/04. Paul Driedger answered that there were none.

Reeve Neufeld asked if there was anyone present who would like to speak in regards of the proposed Bylaw 429/04.

Reeve Neufeld closed the public hearing for Bylaw 429/04 at 3:55 p.m.

**MOTION 04-319**

Bylaw 429/04

Second Reading

**MOVED** by Councillor Bateman

That second reading be given to Bylaw 429/04 being a Land Use Bylaw amendment to delete Hamlet Country Residential District "HCR" and add Hamlet Country Residential District 1 "HCR1" and Hamlet Country Residential District 2 "HCR2" with amendments.

**CARRIED**

**MOTION 04-320**

Bylaw 429/04

Third Reading

**MOVED** by Councillor Driedger

That third reading be given to Bylaw 429/04 being a Land Use Bylaw amendment to delete Hamlet Country Residential District "HCR" and add Hamlet Country Residential District 1 "HCR1" and Hamlet Country Residential District 2 "HCR2" with amendments.

**CARRIED**

6. d) **Bylaw 433/04 – Land Use Bylaw Amendment  
NW 5-106-15-W5M  
From Rural Country Residential District  
"RC1" & "RC2" to Rural Country  
Residential District 3 "RC 3"**

Reeve Neufeld called the public hearing for Bylaw 433/04 to order at 3:56 p.m.

Reeve Neufeld asked if the public hearing for proposed Bylaw 433/04 was properly advertised. Paul Driedger 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. Paul Driedger presented the Development Authority's submission.

Reeve Neufeld asked if Council had any questions of the proposed Land Use Bylaw Amendment.

Reeve Neufeld asked if any submissions were received in regards to proposed Bylaw 433/04. Paul Driedger answered that there were none.

Reeve Neufeld asked if there was anyone present who would like to speak in regards of the proposed Bylaw 433/04.

Reeve Neufeld closed the public hearing for Bylaw 433/04 at 3:57 p.m.

**MOTION 04-321**

Bylaw 433/04  
Second Reading

**MOVED** by Councillor Peters

That second reading be given to Bylaw 433/04 being a Land Use Bylaw amendment to rezone Pt. NW 5-106-15-W5M from Rural Country Residential District 1 "RC1" and Rural Country Residential District 2 "RC2" to Rural Country Residential District 3 "RC 3".

**CARRIED**

**MOTION 04-322**

Bylaw 433/04  
Third Reading

**MOVED** by Councillor Flett

That third reading be given to Bylaw 433/04 being a Land Use Bylaw amendment to rezone Pt. NW 5-106-15-W5M from Rural Country Residential District 1 "RC1" and Rural Country Residential District 2 "RC2" to Rural Country Residential District 3 "RC 3".

**CARRIED**

**COUNCIL  
COMMITTEE AND  
CAO REPORTS:**

7. a) **Council Committee Reports**

Councillor Bateman reported on the Zama Recreational Board. Councillor Flett reported on the MD Library Board and ratepayer's meetings.

Councillor Kulscar reported on the Fire Services Task Force, Solid Waste Task Force, Marketing Alberta Workshop, Ratepayers meetings, Policing Task Force, and Fairview College Advisory Committee.

Councillor Driedger reported on the Ratepayer meetings, and Solid Waste Task Force.

Councillor Newman reported on the ASB, Policing Task Force and ratepayer's meetings.

Councillor Peters reported on the ASB, Fire Task Force, Ratepayers and Vet Advisory Committee.

Councillor Thiessen reported on the Ag Land Task Force.

Reeve Neufeld reported on the Ag Land Task Force, Policing Task Force, and Ratepayers meetings.

**MOTION 04-323**

**MOVED** by Councillor Newman

That the Council Committee verbal reports be received as information.

**CARRIED**

7. b) CAO Report

**MOTION 04-324** **MOVED** by Councillor Driedger

That the written report submitted by the Chief Administrative Officer be accepted as presented.

**CARRIED**

**GENERAL REPORTS:**

8. a) Action List on Council Motions

**MOTION 04- 325** **MOVED** by Councillor Bateman

That the Action List be accepted for information.

**CARRIED**

**AGRICULTURAL SERVICES:**

9. a) Blue Hills Drainage

**MOTION 04- 326** **MOVED** by Councillor Bateman  
Requires 2/3 Majority

That the 2004 Capital Budget be amended to include:

<u>Project</u>	<u>Funding</u>	<u>Cost</u>
Blue Hills Drainage	Drainage Reserve	\$47,500

**CARRIED**

9. b) Mosquito Control

**MOTION 04- 327** **MOVED** by Councillor Thiessen

That the report on the Alberta Mosquito Control Program be received as information.

**CARRIED**

9. c) Agricultural Fieldman Summary of Activities

**MOTION 04- 328** **MOVED** by Councillor Newman

That the written Summary of Activities submitted by the Agricultural Fieldman be accepted as presented.

**CARRIED**

Reeve Neufeld recessed the meeting at 4:20 p.m.

Reeve Neufeld reconvened the meeting at 4:31 p.m.

**MOTION 04-329** **MOVED** by Councillor Kulscar

That a letter be written to Alberta Health and Wellness requesting consideration on the funding formula for Mosquito Control Program.

**CARRIED**

**OPERATIONAL  
SERVICES:**

10. a) **Policy PW010 – Road Protection Agreement**

**MOTION 04-330** **MOVED** by Councillor Bateman

That Policy PW010 – Road Protection Agreement, be received as information.

**CARRIED**

10. b) **Policy PW034- Nonconforming Roads**

**MOTION 04-331** **MOVED** by Councillor Driedger

That Policy PW034 – Nonconforming Roads in Road Allowances be adopted as presented.

**CARRIED**

10. c) **Engineering Guidelines &  
Minimum Servicing Standards**

**MOTION 04- 332** **MOVED** by Councillor Kulscar

That the Engineering Guidelines and Minimum Servicing Standards be adopted as presented.

**CARRIED**

**MOTION 04- 333** **MOVED** by Councillor Thiessen

That Policy PW023 – Rural Road Specifications be rescinded.

**CARRIED**

10. f) Assumption Hill Bypass

**MOTION 04- 334** **MOVED** by Councillor Kulscar

That a letter be sent to the Dene Tha First Nation requesting they be invited to participate in funding the Assumption Hill Bypass Project.

**CARRIED**

**MOTION 04- 335** **MOVED** by Councillor Newman

That EXH Engineering Services Ltd. be approved to provide engineering services for the Assumption Hill Bypass Project at a cost not to exceed \$337,000 with \$152,000 funding from the 2004 Capital Budget (6-32-30-20) and \$185,000 from the 2005 Capital Budget.

**CARRIED**

10. g) Provision of Engineering Services –  
Fort Vermilion Water Main Replacements

**MOTION 04- 336** **MOVED** by Councillor Thiessen

That GPEC Consulting be approved to provide engineering services for the Fort Vermilion Water main Replacement Projects at a cost not to exceed \$90,800 plus GST.

**CARRIED**

10. h) 94<sup>th</sup> Avenue Servicing – Engineering Services

**MOTION 04- 337** **MOVED** by Councillor Driedger

That GPEC Consulting be approved to provide engineering services for the 94<sup>th</sup> Avenue servicing project for \$79,880 plus GST.

**CARRIED**



10. i) Solid Waste Task Force

**MOTION 04- 338** **MOVED** by Councillor Peters

That Mackenzie Regional Waste Management Commission be requested to undertake a study with the following two goals:

1. Investigate the feasibility of the development of additional Class II and Class III Landfills in the region.
2. Provide recommendation in assuming the responsibility in managing all of the facets of the solid waste management within the region.

**CARRIED**

10. j) Towards the Implementation of a Community Aggregate Payment.

**MOTION 04-339** **MOVED** by Councillor Newman

That consideration of the Implementation of Community Aggregate Payment be postponed to the next meeting.

**CARRIED**

10. k.) Director's Report

**MOTION 04- 340** **MOVED** by Councillor Thiessen

That the written report submitted by the Director of Operational Services be accepted as presented.

**CARRIED**

10. l) Rural Water Services Board

**MOTION 04- 341** **MOVED** by Councillor Newman

That Peggy Shirt, Daryl Zielsdorf, Bill Boese, John Simpson, David Froese, George Teichroeb, and Frank H. Wiebe be appointed to the Rural Water Services Board.

**CARRIED**

**MOTION 04-342      MOVED** by Councillor Kulscar

That Councillor Newman and Councillor Driedger be appointed to the Rural Water Services Board as Council representatives

**CARRIED**

**PLANNING, EMERGENCY,  
AND ENFORCEMENT  
SERVICES:**

11.    a)      **Bylaw 436/04 – Land Use Bylaw Amendment to Rezone From Hamlet Residential District 1 “HR1” to Hamlet Residential District 1A “HR1A” and Hamlet Residential District 1B “HR1B”  
Part of SW 9-106-15-W5M**

**MOTION 04-343      MOVED** by Councillor Bateman

Bylaw 436/04  
First Reading

That first reading be given to Bylaw 436/04 to re-zone Pt. SW 9-106-15-W5M from Hamlet Residential District 1 “HR1” to Hamlet Residential District 1A “HR1A” and Hamlet Residential District 1B “HR1B”.

**CARRIED**

11.    b)      **Bylaw 438/04 Land Use Bylaw Amendment Plan 2938RS, Block 01, Lot 02, Fort Vermilion Hamlet Commercial District 1 “HC1” to  
Direct Control District 2 “DC2**

**MOTION 04-344      MOVED** by Councillor Driedger

Bylaw 438/04  
First Reading

That first reading be given to Bylaw 438/04 being a bylaw to re-zone Plan 2938RS, Block 01, Lot 02 from Hamlet Commercial District 1 “HC1” to Direct Control District 2 “DC2”.

**CARRIED**

11. c) **Bylaw 441/04 Land Use Bylaw Amendment  
NW 21-110-19-W5  
Agricultural District 1 "A1" to  
Rural Country Residential District 2 "RC2"**

**MOTION 04-345**  
Bylaw 441/04  
First Reading

**MOVED** by Councillor Newman

That first reading be given to Bylaw 441/04 being a bylaw to re-zone part of NW 21-110-19-W5 from Agricultural District 1 "A1" to Rural Country Residential District 2 "RC2".

**CARRIED**

11. d) **Bylaw 442/04 – Land Use Bylaw Amendment  
To Amend Bylaw 414/04  
Parcel Density & Farmstead Separation**

**MOTION 04-346**  
Bylaw 442/04  
First Reading

**MOVED** by Councillor Driedger

That first reading be given to Bylaw 442/04, being a Land Use Bylaw Amendment to remove "maximum 20 acres" from Section 5.2.A.C(1) Residential Uses and add Section 1.2 Definitions "Natural Water Course".

**CARRIED**

11. e) **Moratorium on Land Sale**

**MOTION 04-347**

**MOVED** by Councillor Thiessen

That a request be made to the Honorable Mike Cardinal, Minister of Sustainable Resource Development, to lift the moratorium on the sale of public land within the Municipal District of Mackenzie, effective immediately.

**CARRIED**

**MOTION 04-348**

**MOVED** by Councillor Newman

That the MD participate in a Land Use Planning process with appropriate stakeholders for the purpose of expanding agricultural land.

**CARRIED**

11. f) Special Constable Program – Letter from ASCA

**MOTION 04-349** **MOVED** by Councillor Bateman

That the letter from the Alberta Special Constable Association be forwarded to the Policing Task Force.

**CARRIED**

11. g) Development Permit Statistics Report  
January – March Comparisons (2002-2004)

**MOTION 04-350** **MOVED** by Councillor Peters

That the January – March (2002-2004) Development Permit Statistics Report be received for information.

**CARRIED**

11. h) Director's Report

**MOTION 04-351** **MOVED** by Councillor Newman

That the written report submitted by the Director of Planning, Emergency, and Enforcement Services be accepted as presented.

**CARRIED**

**CORPORATE  
SERVICES:**

12. a) Bylaw 432/04 – 2004 Tax Bylaw

**MOTION 04- 352**  
Bylaw 432/04  
First Reading  
Requires 2/3 Majority

**MOVED** by Councillor Thiessen

That first reading be given to Bylaw 432/04, being a bylaw to set the 2004 tax rates for the Municipal District of Mackenzie No. 23.

**CARRIED**

**MOTION 04- 353**  
Bylaw 432/04  
Second Reading  
Requires 2/3 Majority

**MOVED** by Councillor Kulscar

That second reading be given to Bylaw 432/04, being a bylaw to set the 2004 tax rates for the Municipal District of Mackenzie No. 23.

**CARRIED**

**MOTION 04- 354**

Requires Unanimous  
Consent

**MOVED** by Councillor Bateman

That consideration be given to go to third reading for Bylaw 432/04.

**CARRIED**

**MOTION 04- 355**

Bylaw 432/04  
Third Reading  
Requires 2/3 Majority

**MOVED** by Councillor Flett

That third reading be given to Bylaw 432/04, being a bylaw to set the 2004 tax rates for the Municipal District of Mackenzie No. 23.

**CARRIED**

12. b) **Bylaw 437/04 – Debenture Borrowing for the La Crete Water Treatment Facility**

**MOTION 04- 356**

Bylaw 437/04  
First Reading

**MOVED** by Councillor Bateman

That first reading be given to Bylaw 437/04, being a bylaw to authorize the debenture borrowing for the La Crete Water Treatment Facility.

**CARRIED**

12. c) **Bylaw 443/04 – Council Procedural Bylaw**

**MOTION 04- 357**

Bylaw 443/04

**MOVED** by Councillor Thiessen

That consideration of Bylaw 443/04, being a bylaw to provide the organizational procedural matters of Council, Council Committees and Councillors be tabled until the next meeting.

**CARRIED**

12. d) **Strategic Planning**

**MOTION 04-358**

**MOVED** by Councillor Bateman

That the 2004 strategic planning session be held after the fall election with an outside facilitator.

**CARRIED**

12. e) Municipal Library Board

**MOTION 04-359** **MOVED** by Councillor Flett

That Treena Ward be appointed to the Mackenzie Municipal Library Board for a three-year term effective May 1, 2004.

**CARRIED**

12. f) AAMD&C Office Grand Opening

**MOTION 04-360** **MOVED** by Councillor Peters

That Reeve Neufeld and Deputy Reeve Sarapuk be authorized to attend the Grand Opening of the AAMD&C Office in Nisku on May 27<sup>th</sup> 2004.

**CARRIED**

**MOTION 04-361** **MOVED** by Councillor Bateman

That consideration be given to move in camera to discuss issues under the Freedom of Information and Protection of Privacy, Alberta Regulation 200/95. (5:54 p.m.)

**CARRIED**

IN-CAMERA

13. a) Policing Task Force

Freedom of Information and Protection of Privacy, Alberta Regulation 200/95 Section 16. (1)(c)

**MOTION 04-362** **MOVED** by Councillor Thiessen

That Council come out of camera. (5:57 p.m.).

**CARRIED**

**MOTION 04-363** **MOVED** by Councillor Kulscar

That the Municipal District of Mackenzie proceed with enforcement as presented.

**CARRIED**

**ADJOURNMENT: 15. a) Adjournment**

**MOTION 04- 364 MOVED** by Councillor Thiessen

That the Regular Council meeting be adjourned (6:08 p.m.)

**CARRIED**

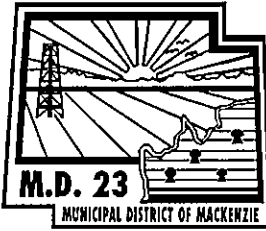
These minutes were adopted this 18<sup>th</sup> day of May 2004

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Bill Neufeld, Reeve

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Barbara Spurgeon,  
Executive Assistant



## M.D. of Mackenzie No. 23

### Request For Decision

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	May 18, 2004
Originated By:	Barb Spurgeon, Executive Assistant
Title:	La Crete Agricultural Society - Delegation
Agenda Item No:	5. a)

#### BACKGROUND / PROPOSAL:

La Crete Agricultural Society is in the process of building a new community center and is seeking MD support.

#### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The La Crete Agriculture Society will be providing handouts at the meeting.

#### COSTS / SOURCE OF FUNDING:

#### RECOMMENDED ACTION (by originator):

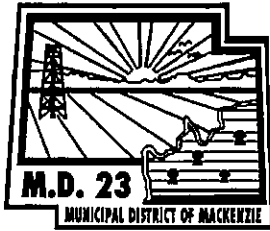
That a letter be written in support of the La Crete Community Centre project.

Review:

Dept.

C.A.O.





## M.D. of Mackenzie No. 23

### Request For Decision

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	May 18, 2004
Originated By:	Barb Spurgeon, Executive Assistant
Title:	Northern Corridor Development Corporation Fall Conference Delegation
Agenda Item No:	5b)

#### BACKGROUND / PROPOSAL:

Council requested the Chair of the Steering Committee provide information on the Conference.

#### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

#### COSTS / SOURCE OF FUNDING:

#### RECOMMENDED ACTION (by originator):

Review:

Dept.

C.A.O.

# M.D. of Mackenzie No. 23

## Request For Decision

Meeting:	<b>Regular Council</b>
Meeting Date:	May 18, 2004
Originated By:	Paul Driedger, Director Planning, Emergency and Enforcement Services
Title:	<b>PUBLIC HEARING Bylaw 434/04 – Land Use Bylaw Amendment to Add Mobile Homes to Hamlet General District 1 “HG1”</b>
Agenda Item No:	6. e)

### BACKGROUND / PROPOSAL:

To add Mobile Homes to Hamlet General District 1 “HG1” as a Discretionary Use. Bylaw 434/04 received first reading at the April 20, 2004 Council meeting.


### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

A large portion of central Zama is zoned as Hamlet General District 1 “HG1”. Currently mobile homes are not allowed except as a ‘security suite’ in conjunction with an established business on the premises. Adding only Mobile Homes to HG1 will allow people to reside on the lot as they establish a business.

The general purpose of this district is to allow a variety of urban-type land uses in isolated, natural resource hamlets and settlements.

#### **A. Discretionary Uses**

- 1) Ancillary building or use.
- 2) Bulk fuel sales.
- 3) Bulk propane sales.
- 4) Security suite.
- 5) Contractor’s business.
- 6) Convenience store.
- 7) Hotel, Motel.
- 8) Industrial camp.
- 9) Intensive recreation.
- 10) Laundromat.
- 11) Office.
- 12) Oil & Gas field servicing.
- 13) Repair shop.
- 14) Retail store.

Review: 	Dept. Planning & Development C.A.O.
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- 15) Service station.
- 16) Storage yard.
- 17) Welding shop.

In the hamlet of Zama there is a limited amount of available residential land. Adding this use to HG1 provides more opportunities for residential areas.

COSTS / SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION (by originator):

**Motion 1**

That second reading be given to Bylaw 434/04 being a Land Use Bylaw amendment to add Mobile Homes to Hamlet General District 1 "HG1" as a Discretionary Use.

**Motion 2**

That third reading be given to Bylaw 434/04 being a Land Use Bylaw amendment to add Mobile Homes to Hamlet General District 1 "HG1" as a Discretionary Use.

Review:



Dept. Planning + Development C.A.O.

**BYLAW NO. 434/04**

**BEING A BYLAW OF THE  
MUNICIPAL DISTRICT OF MACKENZIE NO. 23  
IN THE PROVINCE OF ALBERTA**

**TO AMEND THE  
MUNICIPAL DISTRICT OF MACKENZIE NO. 23 LAND USE BYLAW**

**WHEREAS**, the Municipal District of Mackenzie No. 23 has adopted the Municipal District of Mackenzie No. 23 Land Use Bylaw, and

**WHEREAS**, the Council of the Municipal District of Mackenzie No. 23, in the Province of Alberta, has deemed it desirable to amend the Municipal District of Mackenzie No. 23 Land Use Bylaw, Hamlet General District 1 "HG1".

**NOW THEREFORE**, THE COUNCIL OF THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the following definition be added to the Land Use Bylaw Section 5.14.A. Hamlet General District 1 "HG1" A. Discretionary Uses:
  - Mobile Home
3. The adoption of this bylaw is effective upon the date of the passing of the third and final reading of this resolution.

First reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

Second reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

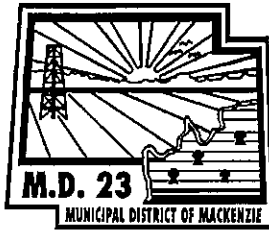
\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

Third reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

# M.D. of Mackenzie No. 23



## Request For Decision

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	May 18, 2004
Originated By:	Bill Landiuk, Director of Corporate Services
Title:	<b>Capital Projects 2004 Progress Report &amp; Year To Date Operating Income Statement</b>
Agenda Item No:	82)

### BACKGROUND / PROPOSAL:

Statuses report on our 2004 capital projects.  
Operating revenues and expenditures figures for the period ended April 30, 2004.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

For information.

### COSTS / SOURCE OF FUNDING:

N/A

### RECOMMENDED ACTION (by originator):

For Information.

Review:

Dept.

C.A.O.

*MD of Mackenzie # 23*

*Finance Report*

*April 30/2004*

<i>Variations:</i>	<i>Date of a note addition</i>	
<i>Note -1</i>	<i>04-Mar</i>	Provincial Grants - code 1-**-**-**-840: Agriculture department has received \$5,473 towards ditch maintenance program.
<i>Note -2</i>	<i>04-Mar</i>	WCB - code 2-**-**-**-136: We have received a credit total \$ 11,472.37 due to rates adjustments and variance between 2003 estimated earnings and actual 2003 earnings: 2002 - rate adjusted from \$1.65 to \$1.58 per \$100 - CR \$1,722 2003 - rate adjusted from \$1.80 to \$1.67 per \$100 - CR \$3,612 2003 - estimated earnings were \$2.778 mln and actual earnings were \$2.410 mln - CR \$6,138.77
<i>Note -3</i>	<i>04-Apr</i>	Travel & Subsistence - code 2-**-**-**-211: Administration department - includes \$15,000 in prepaid Peace Air tickets. This cost will be allocated to various departments upon usage of tickets.
<i>Note -4</i>	<i>04-Apr</i>	Professional Fees - code 2-**-**-**-235: Enforcement Services department - paid fees to EXH and Sure Point Survey to help with investigation of the accident on Zama road.
<i>Note -5</i>	<i>04-Apr</i>	Building Repair & Maintenance - code 2-**-**-**-252: Fire Department - cost of air conditioner installation \$649.30, florescent lights installation \$942.17 and replacement of sewage pump \$ 332.97 at LCFD.
<i>Note -6</i>	<i>04-Apr</i>	Equipment Repair & Maintenance - code 2-**-**-**-253: Airport department - we've received an emergency phone call from Little Red Air about poor condition of runway lights. The runway lights have been replaced at \$500.00 cost and new transformers have been installed at \$1,500 cost. Agriculture department - paid \$1,275 for repairing damages on rental pump.
<i>Note -7</i>	<i>04-Apr</i>	Vehicle Repair - code 2-**-**-**-255: Fire Department - paid \$4,734.49 for radiator replacement in unit 9105 - LCFD.
<i>Note -8</i>	<i>04-Apr</i>	Structure Repair & Maintenance - code 2-**-**-**-259: Water Services department - includes \$18,418.50 for water line repair in Zama. We have not budgeted for it.

*MD of Mackenzie # 23*

*Finance Report*

*April 30/2004*

*Note -9 04-Apr* Goods & Supplies - code 2-\*\*-\*\*-\*\*-511:  
Planning & Development department - includes \$2,792.94 - cost of file cabinets.  
Tourism department - MD's brochure current costs is \$5,000. We still have \$10,912.81 in reserve -  
unspent funds carried over from 2003 (see year 2003 column - 764-Contributed to operating reserve).

*Investment Report:*

1. *April 30/04*

GIC Investment	\$	-
Interest Rate	0.00%	
Maturity Date	0 days	



**MD of Mackenzie**  
**Summary of All Units**  
**April 30, 2004**

	2003 Actual	YTD 2004	2004	\$ Budget	% Budget
	Total	Actual	Budget	Remaining	Remaining
<b>REVENUE</b>					
100-TAXATION	\$20,615,191.22		\$21,602,535	(\$21,602,535.00)	-100%
124-FRONTAGE	\$164,820.86	\$2,713.42	\$184,858	(\$182,144.58)	-99%
420-SALES OF GOODS & SERVICES	\$291,701.51	\$102,655.55	\$211,200	(\$108,544.45)	-51%
421-SALE OF WATER -METERED	\$717,077.14	\$276,502.38	\$847,908	(\$571,405.62)	-67%
422-SALE OF WATER-BULK	\$310,161.91	\$94,503.42	\$324,970	(\$230,466.58)	-71%
424-SALE OF LAND	\$54,869.85	\$14,674.08	\$183,200	(\$168,525.92)	-92%
510-PENALTIES & COSTS ON TAXES	\$111,773.59		\$100,000	(\$100,000.00)	-100%
511-PENALTIES ON AR & UTILITIES	\$19,979.81	\$7,298.69	\$16,500	(\$9,201.31)	-56%
520-LICENSES & PERMITS	\$19,467.20	\$5,990.00	\$18,000	(\$12,010.00)	-67%
521-OFFSITE LEVY for WATER &/OR SEWAGE		\$24,748.45		\$24,748.45	
522-MUNICIPAL RESERVE REVENUE		\$485.37		\$485.37	
526-SAFETY CODE PERMITS	\$26,443.41	\$7,087.28	\$26,500	(\$19,412.72)	-73%
525-SUBDIVISION FEES		\$39,486.33	\$35,000	\$4,486.33	13%
530-FINES	\$46,446.00	\$8,989.00	\$50,000	(\$41,011.00)	-82%
550-INTEREST REVENUE	\$269,127.17	\$38,050.09	\$188,250	(\$150,199.91)	-80%
560-RENTAL & LEASE REVENUE	\$1,924.68	\$8,258.69	\$45,900	(\$37,641.31)	-82%
592-OIL WELL DRILLING	\$62,308.43	\$12,169.25	\$75,000	(\$62,830.75)	-84%
597-OTHER REVENUE	\$27,683.79	\$591.05	\$10,000	(\$9,408.95)	-94%
① 840-PROVINCIAL GRANTS	\$709,479.32	\$525,199.38	\$720,194	(\$194,994.62)	-27%
920-CONTRIBUTED FROM CAPITAL RESERVE		\$30,000.00			
930-CONTRIBUTION FROM OPERATING RESERV	\$285,099.93				
950-DRAWN FROM ALLOWANCE	\$52,168.03				
990-OVER/UNDER TAX COLLECTIONS	\$14,916.73		(\$65,373)	\$65,373.00	-100%
<b>TOTAL REVENUE</b>	<b>\$23,830,640.58</b>	<b>\$1,169,402.43</b>	<b>\$24,574,642</b>	<b>(\$23,405,239.57)</b>	<b>-95%</b>
<b>EXPENDITURE</b>					
110-WAGES & SALARIES	\$2,628,243.19	\$787,892.56	\$2,938,136	\$2,150,243.44	73%
132-BENEFITS	\$337,638.49	\$136,027.60	\$442,135	\$306,107.40	69%
② 136-WCB CONTRIBUTIONS	\$47,183.77	(\$2,057.97)	\$35,593	\$37,650.97	106%
142-RECRUITING	\$14,484.16	\$618.37	\$10,000	\$9,381.63	94%
150-ISOLATION COSTS	\$13,402.25	\$3,673.30	\$7,200	\$3,526.70	49%
151-HONORARIA	\$256,947.72	\$45,530.21	\$294,875	\$249,344.79	85%
152-BUSINESS EXP - COMMITTEE MEMBERS	\$1,055.24		\$2,655	\$2,655.00	100%
③ 211-TRAVEL & SUBSISTENCE	\$182,992.70	\$66,037.01	\$180,216	\$114,178.99	63%
212-PROMOTIONAL EXPENDITURE	\$16,229.35	\$129.17	\$17,325	\$17,195.83	99%
214-MEMBERSHIP/CONFERENCE FEES	\$46,216.26	\$22,678.55	\$50,599	\$27,920.45	55%
215-FREIGHT	\$51,885.13	\$10,516.33	\$46,134	\$35,617.67	77%
216-POSTAGE	\$23,818.10	\$2,591.13	\$21,413	\$18,821.87	88%
217-TELEPHONE	\$145,224.06	\$47,733.62	\$128,096	\$80,362.38	63%
221-ADVERTISING	\$51,158.34	\$9,507.79	\$59,663	\$50,155.21	84%
223-SUBSCRIPTIONS & PUBLICATIONS	\$4,334.04	\$401.14	\$4,137	\$3,735.86	90%
231-AUDIT/ACCOUNTING	\$44,080.99	\$4,360.00	\$43,799	\$39,439.00	90%
232-LEGAL	\$42,546.28	\$13,691.96	\$41,853	\$28,161.04	67%
233-ENGINEERING CONSULTING	\$134,022.21	\$27,898.56	\$117,769	\$89,870.44	76%
④ 235-PROFESSIONAL FEES	\$1,358,409.17	\$500,300.43	\$1,540,929	\$1,040,628.57	68%
239-TRAINING & EDUCATION	\$67,062.30	\$23,150.30	\$81,042	\$57,891.70	71%
242-COMPUTER PROG/DATA PROCESSING	\$41,667.46	\$3,215.51	\$42,825	\$39,609.49	92%
251-BRIDGE REPAIR & MAINTENANCE	\$8,727.00		\$12,653	\$12,653.00	100%
⑤ 252-BUILDING REPAIRS & MAINTENANCE	\$108,685.62	\$24,854.56	\$83,801	\$58,946.44	70%
⑥ 253-EQUIPMENT REPAIR	\$163,511.93	\$36,846.33	\$141,031	\$104,184.67	74%
⑦ 255-VEHICLE REPAIR	\$60,125.72	\$15,267.10	\$50,612	\$35,344.90	70%
⑧ 259-STRUCTURAL R&M (ROADS, SEWERS, WATE	\$656,981.81	\$88,743.24	\$601,500	\$512,756.76	85%
262-BUILDING & LAND RENTAL			\$6,813	\$6,813.00	100%
263-VEHICLE & EQUIPMENT LEASE OR RENTAL	\$83,683.44	\$34,063.90	\$96,795	\$62,731.10	65%
266-COMMUNICATIONS	\$40,477.36	\$15,653.00	\$36,756	\$21,103.00	57%
267-AVL MAINTENANCE	\$66,408.88	\$23,065.80	\$65,425	\$42,359.20	65%
271-LICENSES & PERMITS	\$3,192.01	\$314.55	\$4,000	\$3,685.45	92%
272-DAMAGE CLAIMS	(\$35,291.75)		\$15,000	\$15,000.00	100%
273-TAXES	\$9,239.99	\$43.81	\$8,500	\$8,456.19	99%
274-INSURANCE	\$181,398.24	\$130,107.46	\$178,187	\$48,079.54	27%
342-ASSESSOR FEES	\$199,917.02	\$82,411.00	\$216,310	\$133,899.00	62%
290-ELECTION COSTS	\$1,071.12		\$7,300	\$7,300.00	100%
⑨ 511-GOODS AND SUPPLIES	\$370,698.79	\$93,522.75	\$333,891	\$240,368.25	72%
521-FUEL & OIL	\$241,040.79	\$89,797.77	\$209,988	\$120,190.23	57%
531-CHEMICALS/SALT	\$130,408.50	\$34,507.49	\$168,090	\$133,582.51	79%
532-DUST CONTROL	\$84,364.89		\$288,584	\$288,584.00	100%
533-GRADER BLADES	\$48,793.22	\$22,128.02	\$38,932	\$16,803.98	43%
534-GRAVEL	\$965,682.37	\$217,945.62	\$973,301	\$755,355.38	78%
535-GRAVEL RECLAMATION COST	\$177,241.54				
543-NATURAL GAS	\$81,313.05	\$35,390.35	\$80,239	\$44,848.65	56%
544-ELECTRICAL POWER	\$297,200.52	\$65,769.36	\$303,383	\$237,613.64	78%
710-GRANTS TO LOCAL GOVERNMENTS	\$1,000,890.10	\$317,393.50	\$1,030,622	\$713,228.50	69%
735-GRANTS TO OTHER ORGANIZATIONS	\$980,347.45	\$870,934.00	\$1,172,214	\$301,280.00	26%
747-SCHOOL FOUNDATION PROGRAMS	\$6,184,600.65		\$6,490,221	\$6,490,221.00	100%
750-SENIORS FOUNDATION	\$337,394.24	\$81,273.25	\$325,093	\$243,819.75	75%
762-CONTRIBUTED TO CAPITAL	\$754,137.85		\$522,580	\$522,580.00	100%

**MD of Mackenzie**  
**Summary of All Units**  
**April 30, 2004**

	<u>2003 Actual</u>	<u>YTD 2004</u>	<u>2004</u>	<u>\$ Budget</u>	<u>% Budget</u>
	<u>Total</u>	<u>Actual</u>	<u>Budget</u>	<u>Remaining</u>	<u>Remaining</u>
763-CONTRIBUTED TO CAPITAL RESERVE	\$3,629,105.85		\$4,117,715	\$4,117,715.00	100%
764-CONTRIBUTED TO OPERATING RESERVE	\$602,315.70		\$25,000	\$25,000.00	100%
765-CONTRIBUTED TO GRAVEL RESERVE			\$30,000	\$30,000.00	100%
810-INTEREST & SERVICE CHARGES	\$3,344.98	\$422.09	\$5,000	\$4,577.91	92%
831-INTEREST-LONG TERM DEBT	\$278,636.32	\$2,616.35	\$258,461	\$255,844.65	99%
832-PRINCIPAL - LONG TERM DEBT	\$437,133.53	\$25,217.79	\$467,751	\$442,533.21	95%
921-BAD DEBT EXPENSE	\$33,660.82	\$5,398.51	\$22,500	\$17,101.49	76%
922-TAX CANCELLATION/WRITE OFFS	\$65,535.31	\$1,023.24	\$60,000	\$58,976.76	98%
992-COST OF LAND SOLD	\$20,064.51		\$20,000	\$20,000.00	100%
TOTAL EXPENDITURES	\$23,780,640.58	\$4,018,606.41	\$24,574,642	\$20,556,035.59	84%
SURPLUS	\$50,000.00	(\$2,849,203.98)		(\$2,849,203.98)	

**MD of Mackenzie**  
**00-Taxes**  
**April 30, 2004**

	<u>2003 Actual</u>	<u>YTD 2004</u>	<u>2004</u>	<u>\$ Budget</u>	<u>% Budget</u>
	<u>Total</u>	<u>Actual</u>	<u>Budget</u>	<u>Remaining</u>	<u>Remaining</u>
REVENUE					
100-TAXATION	\$20,615,191.22		\$21,602,535	(\$21,602,535.00)	-100%
990-OVER/UNDER TAX COLLECTIONS	\$14,916.73		(\$65,373)	\$65,373.00	-100%
TOTAL REVENUE	\$20,630,107.95		\$21,537,162	(\$21,537,162.00)	-100%
EXPENDITURE					
SURPLUS	\$20,630,107.95		\$21,537,162	(\$21,537,162.00)	-100%

**MD of Mackenzie  
11-Council  
April 30, 2004**

	<u>2003 Actual</u>	<u>YTD 2004</u>	<u>2004</u>	<u>\$ Budget</u>	<u>% Budget</u>
	<u>Total</u>	<u>Actual</u>	<u>Budget</u>	<u>Remaining</u>	<u>Remaining</u>
REVENUE					
EXPENDITURE					
132-BENEFITS	\$3,974.38	\$801.82	\$3,000	\$2,198.18	73%
151-HONORARIA	\$187,276.87	\$36,950.00	\$200,000	\$163,050.00	82%
211-TRAVEL & SUBSISTENCE	\$71,875.22	\$19,706.41	\$72,997	\$53,290.59	73%
214-MEMBERSHIP/CONFERENCE FEES	\$2,875.61	\$2,365.00	\$6,813	\$4,448.00	65%
217-TELEPHONE	\$7,564.69	\$2,012.52	\$8,000	\$5,987.48	75%
290-ELECTION COSTS	\$1,071.12		\$7,300	\$7,300.00	100%
TOTAL EXPENDITURES	\$274,637.89	\$61,835.75	\$298,110	\$236,274.25	79%
SURPLUS	(\$274,637.89)	(\$61,835.75)	(\$298,110)	\$236,274.25	-79%

**MD of Mackenzie  
12-Administration  
April 30, 2004**

	2003 Actual	YTD 2004	2004	\$ Budget	% Budget
	Total	Actual	Budget	Remaining	Remaining
<b>REVENUE</b>					
420-SALES OF GOODS & SERVICES	\$19,873.17	\$10,362.53	\$17,000	(\$6,637.47)	-39%
510-PENALTIES & COSTS ON TAXES	\$111,773.59		\$100,000	(\$100,000.00)	-100%
511-PENALTIES ON AR & UTILITIES	\$27.48		\$500	(\$500.00)	-100%
550-INTEREST REVENUE	\$269,127.17	\$38,050.09	\$188,250	(\$150,199.91)	-80%
592-OIL WELL DRILLING	\$62,308.43	\$12,169.25	\$75,000	(\$62,830.75)	-84%
597-OTHER REVENUE	\$22,308.79	\$591.05	\$10,000	(\$9,408.95)	-94%
840-PROVINCIAL GRANTS	\$33,964.00		\$32,200	(\$32,200.00)	-100%
950-DRAWN FROM ALLOWANCE	\$52,168.03				
<b>TOTAL REVENUE</b>	<b>\$571,550.66</b>	<b>\$61,172.92</b>	<b>\$422,950</b>	<b>(\$361,777.08)</b>	<b>-86%</b>
<b>EXPENDITURE</b>					
110-WAGES & SALARIES	\$680,668.26	\$231,994.15	\$713,464	\$481,469.85	67%
132-BENEFITS	\$94,196.97	\$41,038.71	\$111,684	\$70,645.29	63%
136-WCB CONTRIBUTIONS	\$11,923.30	(\$2,057.97)	\$8,174	\$10,231.97	125%
142-RECRUITING	\$14,484.16	\$618.37	\$10,000	\$9,381.63	94%
151-HONORARIA	\$2,775.97		\$13,500	\$13,500.00	100%
152-BUSINESS EXP - COMMITTEE MEMBERS	\$1,055.24		\$2,655	\$2,655.00	100%
③ - 211-TRAVEL & SUBSISTENCE	\$44,580.91	\$24,308.19	\$38,932	\$14,623.81	38%
212-PROMOTIONAL EXPENDITURE	\$16,229.35	\$129.17	\$17,325	\$17,195.83	99%
214-MEMBERSHIP/CONFERENCE FEES	\$23,285.36	\$9,311.45	\$22,873	\$13,561.55	59%
215-FREIGHT	\$6,091.59	\$1,914.42	\$4,867	\$2,952.58	61%
216-POSTAGE	\$23,818.10	\$2,591.13	\$21,413	\$18,821.87	88%
217-TELEPHONE	\$67,521.13	\$22,141.54	\$58,982	\$36,840.46	62%
221-ADVERTISING	\$15,101.14	\$848.95	\$12,653	\$11,804.05	93%
223-SUBSCRIPTIONS & PUBLICATIONS	\$3,403.93	\$401.14	\$3,163	\$2,761.86	87%
231-AUDIT/ACCOUNTING	\$44,080.99	\$4,360.00	\$43,799	\$39,439.00	90%
232-LEGAL	\$12,545.07	\$1,676.95	\$14,600	\$12,923.05	89%
235-PROFESSIONAL FEES	\$57,329.18	\$5,043.17	\$62,291	\$57,247.83	92%
239-TRAINING & EDUCATION	\$23,817.97	\$4,740.76	\$24,590	\$19,849.24	81%
242-COMPUTER PROG/DATA PROCESSING	\$41,667.46	\$3,215.51	\$42,825	\$39,609.49	92%
252-BUILDING REPAIRS & MAINTENANCE	\$59,438.21	\$13,738.91	\$44,966	\$31,227.09	69%
253-EQUIPMENT REPAIR	\$6,110.48	\$429.98	\$4,380	\$3,950.02	90%
255-VEHICLE REPAIR	\$1,288.27	\$92.60	\$974	\$881.40	90%
263-VEHICLE & EQUIPMENT LEASE OR RENTAL	\$55,348.51	\$24,714.26	\$69,104	\$44,389.74	64%
272-DAMAGE CLAIMS			\$5,000	\$5,000.00	100%
273-TAXES	\$9,239.99	\$43.81	\$8,500	\$8,456.19	99%
274-INSURANCE	\$40,442.50	\$26,173.25	\$40,300	\$14,126.75	35%
342-ASSESSOR FEES	\$199,917.02	\$82,411.00	\$216,310	\$133,899.00	62%
511-GOODS AND SUPPLIES	\$69,647.19	\$23,446.17	\$62,583	\$39,136.83	63%
521-FUEL & OIL	\$10,236.29	\$2,033.40	\$9,246	\$7,212.60	78%
543-NATURAL GAS	\$9,243.04	\$3,779.36	\$13,140	\$9,360.64	71%
544-ELECTRICAL POWER	\$20,008.00	\$2,077.70	\$26,542	\$24,464.30	92%
710-GRANTS TO LOCAL GOVERNMENTS	\$729,448.18	\$200,000.00	\$760,000	\$560,000.00	74%
762-CONTRIBUTED TO CAPITAL	\$185,194.94		\$106,532	\$106,532.00	100%
810-INTEREST & SERVICE CHARGES	\$3,344.98	\$422.09	\$5,000	\$4,577.91	92%
921-BAD DEBT EXPENSE	\$1,618.12		\$5,000	\$5,000.00	100%
922-TAX CANCELLATION/WRITE OFFS	\$65,535.31	\$1,023.24	\$60,000	\$58,976.76	98%
<b>TOTAL EXPENDITURES</b>	<b>\$2,650,637.11</b>	<b>\$732,661.41</b>	<b>\$2,665,367</b>	<b>\$1,932,705.59</b>	<b>73%</b>
<b>SURPLUS</b>	<b>(\$2,079,086.45)</b>	<b>(\$671,488.49)</b>	<b>(\$2,242,417)</b>	<b>\$1,570,928.51</b>	<b>-70%</b>

**MD of Mackenzie  
23-Fire Department  
April 30, 2004**

	<u>2003 Actual</u>	<u>YTD 2004</u>	<u>2004</u>	<u>\$ Budget</u>	<u>% Budget</u>
	<u>Total</u>	<u>Actual</u>	<u>Budget</u>	<u>Remaining</u>	<u>Remaining</u>
<b>REVENUE</b>					
420-SALES OF GOODS & SERVICES	\$99,982.82	\$54,600.54	\$68,500	(\$13,899.46)	-20%
840-PROVINCIAL GRANTS	\$11,375.00		\$10,000	(\$10,000.00)	-100%
<b>TOTAL REVENUE</b>	<b>\$111,357.82</b>	<b>\$54,600.54</b>	<b>\$78,500</b>	<b>(\$23,899.46)</b>	<b>-30%</b>
<b>EXPENDITURE</b>					
110-WAGES & SALARIES	\$26,798.08	\$9,519.49	\$38,301	\$28,781.51	75%
132-BENEFITS	\$3,694.11	\$1,749.48	\$6,262	\$4,512.52	72%
136-WCB CONTRIBUTIONS	\$415.52		\$420	\$420.00	100%
151-HONORARIA	\$60,011.50	\$6,830.21	\$72,000	\$65,169.79	91%
211-TRAVEL & SUBSISTENCE	\$8,549.60	\$349.85	\$10,220	\$9,870.15	97%
214-MEMBERSHIP/CONFERENCE FEES	\$2,056.95	\$515.00	\$2,920	\$2,405.00	82%
215-FREIGHT	\$899.70	\$355.29	\$876	\$520.71	59%
217-TELEPHONE	\$17,722.75	\$6,024.76	\$14,600	\$8,575.24	59%
221-ADVERTISING	\$400.61		\$487	\$487.00	100%
223-SUBSCRIPTIONS & PUBLICATIONS	\$233.51		\$487	\$487.00	100%
232-LEGAL	\$4,679.89		\$2,920	\$2,920.00	100%
235-PROFESSIONAL FEES	\$14,983.47	\$2,708.64	\$20,439	\$17,730.36	87%
239-TRAINING & EDUCATION	\$26,535.94	\$9,537.45	\$22,873	\$13,335.55	58%
⑤-252-BUILDING REPAIRS & MAINTENANCE	\$4,080.17	\$3,310.61	\$4,867	\$1,556.39	32%
253-EQUIPMENT REPAIR	\$22,560.26	\$1,923.89	\$25,306	\$23,382.11	92%
⑦-255-VEHICLE REPAIR	\$10,739.58	\$6,846.09	\$7,300	\$453.91	6%
263-VEHICLE & EQUIPMENT LEASE OR RENTAL	\$5,479.17	\$3,537.15	\$8,468	\$4,930.85	58%
266-COMMUNICATIONS	\$16,783.50	\$6,751.61	\$16,254	\$9,502.39	58%
267-AVL MAINTENANCE	\$14,157.73	\$8,543.26	\$19,369	\$10,825.74	56%
274-INSURANCE	\$21,281.14	\$15,262.89	\$18,860	\$3,597.11	19%
511-GOODS AND SUPPLIES	\$42,366.17	\$7,489.95	\$45,258	\$37,768.05	83%
521-FUEL & OIL	\$6,721.35	\$698.28	\$4,623	\$3,924.72	85%
531-CHEMICALS/SALT	\$206.00		\$3,407	\$3,407.00	100%
543-NATURAL GAS	\$13,634.10	\$6,511.78	\$13,821	\$7,309.22	53%
544-ELECTRICAL POWER	\$17,186.18	\$3,852.98	\$16,254	\$12,401.02	76%
710-GRANTS TO LOCAL GOVERNMENTS	\$80,647.00	\$40,323.50	\$80,647	\$40,323.50	50%
762-CONTRIBUTED TO CAPITAL	\$13,181.02		\$19,418	\$19,418.00	100%
763-CONTRIBUTED TO CAPITAL RESERVE	\$150,000.00		\$150,000	\$150,000.00	100%
921-BAD DEBT EXPENSE	\$29,633.72	\$4,376.39	\$15,000	\$10,623.61	71%
<b>TOTAL EXPENDITURES</b>	<b>\$615,638.72</b>	<b>\$147,018.55</b>	<b>\$641,657</b>	<b>\$494,638.45</b>	<b>77%</b>
<b>SURPLUS</b>	<b>(\$504,280.90)</b>	<b>(\$92,418.01)</b>	<b>(\$563,157)</b>	<b>\$470,738.99</b>	<b>-84%</b>

**MD of Mackenzie**  
**25-Ambulance / Municipal Emergency**  
**April 30, 2004**

	<u>2003 Actual</u>	<u>YTD 2004</u>	<u>2004</u>	<u>\$ Budget</u>	<u>% Budget</u>
	<u>Total</u>	<u>Actual</u>	<u>Budget</u>	<u>Remaining</u>	<u>Remaining</u>
<b>REVENUE</b>					
560-RENTAL & LEASE REVENUE	\$7,200.00	\$2,400.00	\$7,200	(\$4,800.00)	-67%
597-OTHER REVENUE	\$5,375.00				
<b>TOTAL REVENUE</b>	<b>\$12,575.00</b>	<b>\$2,400.00</b>	<b>\$7,200</b>	<b>(\$4,800.00)</b>	<b>-67%</b>
<b>EXPENDITURE</b>					
110-WAGES & SALARIES	\$26,798.08	\$7,571.80	\$11,731	\$4,159.20	35%
132-BENEFITS	\$3,694.75	\$1,385.33	\$1,857	\$471.67	25%
136-WCB CONTRIBUTIONS	\$415.52		\$130	\$130.00	100%
211-TRAVEL & SUBSISTENCE	\$3,194.05	\$408.04	\$2,920	\$2,511.96	86%
214-MEMBERSHIP/CONFERENCE FEES	\$1,409.00	\$123.10	\$1,460	\$1,336.90	92%
235-PROFESSIONAL FEES	\$420,379.44	\$254,923.29	\$538,000	\$283,076.71	53%
239-TRAINING & EDUCATION	\$1,478.51	\$2,012.16	\$4,867	\$2,854.84	59%
252-BUILDING REPAIRS & MAINTENANCE	\$3,238.18	\$296.63	\$3,407	\$3,110.37	91%
266-COMMUNICATIONS	\$5,650.93	\$2,096.83	\$4,867	\$2,770.17	57%
267-AVL MAINTENANCE	\$2,235.23	\$547.48	\$3,796	\$3,248.52	86%
274-INSURANCE	\$9,427.44	\$6,577.78	\$8,900	\$2,322.22	26%
511-GOODS AND SUPPLIES	\$7,895.09	\$1,117.08	\$3,893	\$2,775.92	71%
543-NATURAL GAS	\$3,384.05				
544-ELECTRICAL POWER	\$6,537.00				
762-CONTRIBUTED TO CAPITAL	\$31,895.47		\$23,787	\$23,787.00	100%
<b>TOTAL EXPENDITURES</b>	<b>\$527,632.74</b>	<b>\$277,059.52</b>	<b>\$609,615</b>	<b>\$332,555.48</b>	<b>55%</b>
<b>SURPLUS</b>	<b>(\$515,057.74)</b>	<b>(\$274,659.52)</b>	<b>(\$602,415)</b>	<b>\$327,755.48</b>	<b>-54%</b>

**MD of Mackenzie**  
**26-Enforcement Services**  
**April 30, 2004**

	<u>2003 Actual</u>	<u>YTD 2004</u>	<u>2004</u>	<u>\$ Budget</u>	<u>% Budget</u>
	<u>Total</u>	<u>Actual</u>	<u>Budget</u>	<u>Remaining</u>	<u>Remaining</u>
<b>REVENUE</b>					
520-LICENSES & PERMITS	\$335.03	\$200.00	\$1,000	(\$800.00)	-80%
530-FINES	\$46,446.00	\$8,989.00	\$50,000	(\$41,011.00)	-82%
<b>TOTAL REVENUE</b>	<b>\$46,781.03</b>	<b>\$9,189.00</b>	<b>\$51,000</b>	<b>(\$41,811.00)</b>	<b>-82%</b>
<b>EXPENDITURE</b>					
110-WAGES & SALARIES	\$142,262.73	\$34,166.79	\$161,659	\$127,492.21	79%
132-BENEFITS	\$20,477.75	\$6,361.10	\$25,860	\$19,498.90	75%
136-WCB CONTRIBUTIONS	\$2,359.20		\$2,078	\$2,078.00	100%
211-TRAVEL & SUBSISTENCE	\$3,448.46	\$3,969.70	\$3,893	(\$76.70)	-2%
214-MEMBERSHIP/CONFERENCE FEES	\$898.94	\$330.00	\$1,460	\$1,130.00	77%
217-TELEPHONE	\$8,142.09	\$2,890.72	\$7,300	\$4,409.28	60%
221-ADVERTISING	\$672.27		\$487	\$487.00	100%
223-SUBSCRIPTIONS & PUBLICATIONS	\$241.90		\$487	\$487.00	100%
232-LEGAL			\$2,920	\$2,920.00	100%
(H) 235-PROFESSIONAL FEES	\$3,533.29	\$3,081.88	\$1,947	(\$1,134.88)	-58%
239-TRAINING & EDUCATION	\$347.59	\$19.49	\$2,920	\$2,900.51	99%
253-EQUIPMENT REPAIR	\$1,116.80	\$435.34	\$1,460	\$1,024.66	70%
255-VEHICLE REPAIR	\$6,416.59	\$402.94	\$3,893	\$3,490.06	90%
266-COMMUNICATIONS	\$2,606.83	\$1,124.14	\$1,557	\$432.86	28%
267-AVL MAINTENANCE	\$1,488.82	\$364.66	\$1,460	\$1,095.34	75%
274-INSURANCE	\$4,834.62	\$3,669.46	\$4,400	\$730.54	17%
511-GOODS AND SUPPLIES	\$10,147.89	\$1,381.81	\$9,733	\$8,351.19	86%
521-FUEL & OIL	\$9,212.83	\$723.83	\$7,786	\$7,062.17	91%
710-GRANTS TO LOCAL GOVERNMENTS	\$17,000.00	\$8,500.00	\$17,000	\$8,500.00	50%
762-CONTRIBUTED TO CAPITAL			\$13,398	\$13,398.00	100%
<b>TOTAL EXPENDITURES</b>	<b>\$235,208.60</b>	<b>\$67,421.86</b>	<b>\$271,698</b>	<b>\$204,276.14</b>	<b>75%</b>
<b>SURPLUS</b>	<b>(\$188,427.57)</b>	<b>(\$58,232.86)</b>	<b>(\$220,698)</b>	<b>\$162,465.14</b>	<b>-74%</b>



**MD of Mackenzie**  
**32-Transportation**  
**April 30, 2004**

	2003 Actual	YTD 2004	2004	\$ Budget	% Budget
	Total	Actual	Budget	Remaining	Remaining
<b>REVENUE</b>					
124-FRONTAGE	\$13,493.71		\$24,904	(\$24,904.00)	-100%
420-SALES OF GOODS & SERVICES	\$118,172.05	\$22,502.40	\$76,500	(\$53,997.60)	-71%
560-RENTAL & LEASE REVENUE	\$2,496.68	\$4,369.19	\$6,700	(\$2,330.81)	-35%
840-PROVINCIAL GRANTS	\$445,889.58	\$423,714.00	\$423,714		
930-CONTRIBUTION FROM OPERATING RESERV	\$272,099.93				
<b>TOTAL REVENUE</b>	<b>\$852,151.95</b>	<b>\$450,585.59</b>	<b>\$531,818</b>	<b>(\$81,232.41)</b>	<b>-15%</b>
<b>EXPENDITURE</b>					
110-WAGES & SALARIES	\$1,089,554.03	\$339,232.61	\$1,335,731	\$996,498.39	75%
132-BENEFITS	\$131,588.32	\$55,491.31	\$183,446	\$127,954.69	70%
136-WCB CONTRIBUTIONS	\$20,454.17		\$16,348	\$16,348.00	100%
150-ISOLATION COSTS	\$5,073.20				
211-TRAVEL & SUBSISTENCE	\$15,835.34	\$7,530.70	\$13,140	\$5,609.30	43%
214-MEMBERSHIP/CONFERENCE FEES	\$1,462.61	\$400.00	\$1,655	\$1,255.00	76%
215-FREIGHT	\$7,552.59	\$2,907.80	\$6,813	\$3,905.20	57%
217-TELEPHONE	\$21,990.55	\$7,691.02	\$19,563	\$11,871.98	61%
221-ADVERTISING	\$11,934.40	\$803.04	\$7,786	\$6,982.96	90%
232-LEGAL	\$7,351.28	\$1,546.92	\$2,920	\$1,373.08	47%
233-ENGINEERING CONSULTING	\$74,220.95	\$826.30	\$46,718	\$45,891.70	98%
235-PROFESSIONAL FEES	\$375,850.23	\$112,243.67	\$381,534	\$269,290.33	71%
239-TRAINING & EDUCATION	\$7,283.75	\$4,024.93	\$7,786	\$3,761.07	48%
251-BRIDGE REPAIR & MAINTENANCE	\$8,727.00		\$12,653	\$12,653.00	100%
252-BUILDING REPAIRS & MAINTENANCE	\$14,378.44	\$5,465.37	\$10,706	\$5,240.63	49%
253-EQUIPMENT REPAIR	\$86,534.70	\$22,305.75	\$72,998	\$50,692.25	69%
255-VEHICLE REPAIR	\$27,851.49	\$6,253.69	\$24,819	\$18,565.31	75%
259-STRUCTURAL R&M (ROADS, SEWERS, WATE	\$278,852.13	\$42,403.26	\$194,660	\$152,256.74	78%
262-BUILDING & LAND RENTAL			\$5,840	\$5,840.00	100%
263-VEHICLE & EQUIPMENT LEASE OR RENTAL	\$12,967.97	\$5,812.49	\$13,626	\$7,813.51	57%
266-COMMUNICATIONS	\$10,850.72	\$4,426.83	\$9,893	\$5,466.17	55%
267-AVL MAINTENANCE	\$46,289.90	\$13,062.46	\$38,445	\$25,382.54	66%
271-LICENSES & PERMITS	\$3,037.51	\$286.90	\$3,000	\$2,713.10	90%
272-DAMAGE CLAIMS			\$5,000	\$5,000.00	100%
274-INSURANCE	\$61,162.45	\$51,291.93	\$57,315	\$6,023.07	11%
511-GOODS AND SUPPLIES	\$130,766.84	\$28,950.71	\$121,663	\$92,712.29	76%
521-FUEL & OIL	\$177,851.23	\$79,585.67	\$155,728	\$76,142.33	49%
531-CHEMICALS/SALT	\$30,101.78	\$8,600.46	\$56,451	\$47,850.54	85%
532-DUST CONTROL	\$84,364.89		\$288,584	\$288,584.00	100%
533-GRADER BLADES	\$48,793.22	\$22,128.02	\$38,932	\$16,803.98	43%
534-GRAVEL	\$965,682.37	\$217,945.62	\$973,301	\$755,355.38	78%
535-GRAVEL RECLAMATION COST	\$177,241.54				
543-NATURAL GAS	\$8,872.65	\$5,292.01	\$9,052	\$3,759.99	42%
544-ELECTRICAL POWER	\$80,604.56	\$23,310.77	\$86,960	\$63,649.23	73%
735-GRANTS TO OTHER ORGANIZATIONS	\$21,644.45				
762-CONTRIBUTED TO CAPITAL	\$408,545.03		\$171,650	\$171,650.00	100%
763-CONTRIBUTED TO CAPITAL RESERVE	\$2,295,228.00		\$3,658,015	\$3,658,015.00	100%
764-CONTRIBUTED TO OPERATING RESERVE	\$179,514.80		\$25,000	\$25,000.00	100%
765-CONTRIBUTED TO GRAVEL RESERVE			\$30,000	\$30,000.00	100%
831-INTEREST-LONG TERM DEBT	\$185,903.92		\$171,302	\$171,302.00	100%
832-PRINCIPAL - LONG TERM DEBT	\$271,074.22		\$285,645	\$285,645.00	100%
<b>TOTAL EXPENDITURES</b>	<b>\$7,386,993.23</b>	<b>\$1,069,820.24</b>	<b>\$8,544,678</b>	<b>\$7,474,857.76</b>	<b>87%</b>
<b>SURPLUS</b>	<b>(\$6,534,841.28)</b>	<b>(\$619,234.65)</b>	<b>(\$8,012,860)</b>	<b>\$7,393,625.35</b>	<b>-92%</b>

**MD of Mackenzie  
33-Airport  
April 30, 2004**

	<u>2003 Actual</u>	<u>YTD 2004</u>	<u>2004</u>	<u>\$ Budget</u>	<u>% Budget</u>
	<u>Total</u>	<u>Actual</u>	<u>Budget</u>	<u>Remaining</u>	<u>Remaining</u>
<b>REVENUE</b>					
420-SALES OF GOODS & SERVICES	\$29,130.00	\$10,380.00	\$25,000	(\$14,620.00)	-58%
560-RENTAL & LEASE REVENUE		\$500.00	\$8,500	(\$8,000.00)	-94%
<b>TOTAL REVENUE</b>	<b>\$29,130.00</b>	<b>\$10,880.00</b>	<b>\$33,500</b>	<b>(\$22,620.00)</b>	<b>-68%</b>
<b>EXPENDITURE</b>					
252-BUILDING REPAIRS & MAINTENANCE	\$995.96	\$247.20	\$973	\$725.80	75%
⑥ 253-EQUIPMENT REPAIR	\$1,277.41	\$2,681.74	\$973	(\$1,708.74)	-176%
259-STRUCTURAL R&M (ROADS, SEWERS, WATE	\$3,360.67	\$797.00	\$4,867	\$4,070.00	84%
263-VEHICLE & EQUIPMENT LEASE OR RENTAL	\$2,925.21		\$2,920	\$2,920.00	100%
274-INSURANCE	\$10,656.47	\$1,023.34	\$10,700	\$9,676.66	90%
511-GOODS AND SUPPLIES	\$7,127.13		\$1,947	\$1,947.00	100%
531-CHEMICALS/SALT	\$1,247.55		\$2,920	\$2,920.00	100%
543-NATURAL GAS	\$6,083.25	\$2,117.71	\$3,309	\$1,191.29	36%
544-ELECTRICAL POWER	\$7,950.71	\$1,445.09	\$5,450	\$4,004.91	73%
710-GRANTS TO LOCAL GOVERNMENTS	\$43,819.92		\$43,000	\$43,000.00	100%
762-CONTRIBUTED TO CAPITAL	\$50,000.00				
<b>TOTAL EXPENDITURES</b>	<b>\$135,444.28</b>	<b>\$8,312.08</b>	<b>\$77,059</b>	<b>\$68,746.92</b>	<b>89%</b>
<b>SURPLUS</b>	<b>(\$106,314.28)</b>	<b>\$2,567.92</b>	<b>(\$43,559)</b>	<b>\$46,126.92</b>	<b>-106%</b>

**MD of Mackenzie**  
**41-Water Services**  
**April 30, 2004**

	2003 Actual <i>Total</i>	YTD 2004 <i>Actual</i>	2004 <i>Budget</i>	\$ Budget <i>Remaining</i>	% Budget <i>Remaining</i>
<b>REVENUE</b>					
124-FRONTAGE	\$81,828.25	\$1,349.75	\$83,800	(\$82,450.25)	-98%
420-SALES OF GOODS & SERVICES	\$10,270.00	\$2,500.08	\$8,700	(\$6,199.92)	-71%
421-SALE OF WATER -METERED	\$511,436.91	\$191,790.85	\$580,242	(\$388,451.15)	-67%
422-SALE OF WATER-BULK	\$310,161.91	\$94,503.42	\$324,970	(\$230,466.58)	-71%
511-PENALTIES ON AR & UTILITIES	\$19,952.33	\$7,298.69	\$16,000	(\$8,701.31)	-54%
521-OFFSITE LEVY for WATER &/OR SEWAGE		\$24,748.45		\$24,748.45	
840-PROVINCIAL GRANTS	\$963.74	\$353.38	\$354	(\$0.62)	0%
<b>TOTAL REVENUE</b>	<b>\$934,613.14</b>	<b>\$322,544.62</b>	<b>\$1,014,066</b>	<b>(\$691,521.38)</b>	<b>-68%</b>
<b>EXPENDITURE</b>					
110-WAGES & SALARIES	\$294,817.58	\$55,548.88	\$223,833	\$168,284.12	75%
132-BENEFITS	\$32,589.35	\$9,770.95	\$37,157	\$27,386.05	74%
136-WCB CONTRIBUTIONS	\$4,973.17		\$3,401	\$3,401.00	100%
150-ISOLATION COSTS	\$6,263.30	\$3,673.30	\$7,200	\$3,526.70	49%
211-TRAVEL & SUBSISTENCE	\$17,913.20	\$3,301.48	\$18,493	\$15,191.52	82%
214-MEMBERSHIP/CONFERENCE FEES	\$456.76	\$290.00	\$487	\$197.00	40%
215-FREIGHT	\$37,018.53	\$5,338.82	\$33,578	\$28,239.18	84%
217-TELEPHONE	\$17,693.22	\$5,907.38	\$15,767	\$9,859.62	63%
221-ADVERTISING	\$943.54	\$859.63	\$973	\$113.37	12%
223-SUBSCRIPTIONS & PUBLICATIONS	\$353.76				
232-LEGAL	\$1,214.97		\$973	\$973.00	100%
233-ENGINEERING CONSULTING	\$14,926.65	\$9,632.61	\$10,706	\$1,073.39	10%
235-PROFESSIONAL FEES	\$15,965.24	\$4,870.61	\$19,953	\$15,082.39	76%
239-TRAINING & EDUCATION	\$3,585.32	\$1,958.16	\$9,246	\$7,287.84	79%
252-BUILDING REPAIRS & MAINTENANCE	\$17,207.61	\$1,621.34	\$12,166	\$10,544.66	87%
253-EQUIPMENT REPAIR	\$37,841.87	\$4,194.70	\$24,333	\$20,138.30	83%
255-VEHICLE REPAIR	\$9,552.58	\$1,234.46	\$9,733	\$8,498.54	87%
259-STRUCTURAL R&M (ROADS, SEWERS, WATE	\$48,268.63	\$39,924.20	\$65,210	\$25,285.80	39%
263-VEHICLE & EQUIPMENT LEASE OR RENTAL	\$2,112.99				
266-COMMUNICATIONS	\$3,822.71	\$1,000.48	\$3,212	\$2,211.52	69%
271-LICENSES & PERMITS	\$154.50	\$27.65	\$1,000	\$972.35	97%
272-DAMAGE CLAIMS			\$5,000	\$5,000.00	100%
274-INSURANCE	\$13,317.27	\$12,783.36	\$18,020	\$5,236.64	29%
511-GOODS AND SUPPLIES	\$69,072.83	\$16,999.85	\$58,398	\$41,398.15	71%
521-FUEL & OIL	\$20,513.82	\$4,457.01	\$18,979	\$14,521.99	77%
531-CHEMICALS/SALT	\$80,774.06	\$25,907.03	\$76,891	\$50,983.97	66%
543-NATURAL GAS	\$36,100.85	\$15,832.80	\$35,963	\$20,130.20	56%
544-ELECTRICAL POWER	\$137,163.43	\$29,498.00	\$144,083	\$114,585.00	80%
762-CONTRIBUTED TO CAPITAL	\$17,699.51		\$49,514	\$49,514.00	100%
763-CONTRIBUTED TO CAPITAL RESERVE	\$516,668.00				
831-INTEREST-LONG TERM DEBT	\$57,229.38	\$2,616.35	\$47,676	\$45,059.65	95%
832-PRINCIPAL - LONG TERM DEBT	\$108,954.61	\$25,217.79	\$110,998	\$85,780.21	77%
921-BAD DEBT EXPENSE	\$2,408.98	\$1,022.12	\$2,500	\$1,477.88	59%
<b>TOTAL EXPENDITURES</b>	<b>\$1,627,578.22</b>	<b>\$283,488.96</b>	<b>\$1,065,443</b>	<b>\$781,954.04</b>	<b>73%</b>
<b>SURPLUS</b>	<b>(\$692,965.08)</b>	<b>\$39,055.66</b>	<b>(\$51,377)</b>	<b>\$90,432.66</b>	<b>-176%</b>

**MD of Mackenzie**  
**42-Sewer Services**  
**April 30, 2004**

	<u>2003 Actual</u>	<u>YTD 2004</u>	<u>2004</u>	<u>\$ Budget</u>	<u>% Budget</u>
	<u>Total</u>	<u>Actual</u>	<u>Budget</u>	<u>Remaining</u>	<u>Remaining</u>
<b>REVENUE</b>					
124-FRONTAGE	\$69,498.90	\$1,363.67	\$76,154	(\$74,790.33)	-98%
421-SALE OF WATER -METERED	\$205,640.23	\$84,711.53	\$267,666	(\$182,954.47)	-68%
<b>TOTAL REVENUE</b>	<b>\$275,139.13</b>	<b>\$86,075.20</b>	<b>\$343,820</b>	<b>(\$257,744.80)</b>	<b>-75%</b>
<b>EXPENDITURE</b>					
110-WAGES & SALARIES	\$150,928.89	\$26,993.15	\$135,378	\$108,384.85	80%
132-BENEFITS	\$16,145.95	\$4,935.58	\$22,377	\$17,441.42	78%
136-WCB CONTRIBUTIONS	\$2,859.34		\$2,082	\$2,082.00	100%
150-ISOLATION COSTS	\$2,065.75				
217-TELEPHONE	\$2,440.74	\$461.35	\$1,411	\$949.65	67%
232-LEGAL			\$1,947	\$1,947.00	100%
233-ENGINEERING CONSULTING	\$972.32		\$6,813	\$6,813.00	100%
235-PROFESSIONAL FEES	\$1,052.44				
252-BUILDING REPAIRS & MAINTENANCE	\$5,841.48	\$174.50	\$2,823	\$2,648.50	94%
253-EQUIPMENT REPAIR	\$5,292.55	\$1,971.53	\$4,769	\$2,797.47	59%
259-STRUCTURAL R&M (ROADS, SEWERS, WATE	\$15,917.98	\$2,645.64	\$21,413	\$18,767.36	88%
263-VEHICLE & EQUIPMENT LEASE OR RENTAL	\$1,877.02				
272-DAMAGE CLAIMS	(\$35,291.75)				
274-INSURANCE	\$6,623.62	\$3,722.83	\$7,352	\$3,629.17	49%
511-GOODS AND SUPPLIES	\$8,498.85	\$2,441.37	\$8,760	\$6,318.63	72%
531-CHEMICALS/SALT	\$2,210.37		\$4,088	\$4,088.00	100%
543-NATURAL GAS	\$3,164.22	\$1,856.69	\$4,954	\$3,097.31	63%
544-ELECTRICAL POWER	\$17,684.53	\$3,601.88	\$17,159	\$13,557.12	79%
762-CONTRIBUTED TO CAPITAL	\$18,150.43		\$88,766	\$88,766.00	100%
831-INTEREST-LONG TERM DEBT	\$35,503.02		\$39,483	\$39,483.00	100%
832-PRINCIPAL - LONG TERM DEBT	\$57,104.70		\$71,108	\$71,108.00	100%
<b>TOTAL EXPENDITURES</b>	<b>\$319,042.45</b>	<b>\$48,804.52</b>	<b>\$440,683</b>	<b>\$391,878.48</b>	<b>89%</b>
<b>SURPLUS</b>	<b>(\$43,903.32)</b>	<b>\$37,270.68</b>	<b>(\$96,863)</b>	<b>\$134,133.68</b>	<b>-138%</b>

**MD of Mackenzie**  
**43-Solid Waste Disposal**  
**April 30, 2004**

	<u>2003 Actual</u>	<u>YTD 2004</u>	<u>2004</u>	<u>\$ Budget</u>	<u>% Budget</u>
	<u>Total</u>	<u>Actual</u>	<u>Budget</u>	<u>Remaining</u>	<u>Remaining</u>
REVENUE					
420-SALES OF GOODS & SERVICES	\$11,995.00	\$2,110.00	\$14,000	(\$11,890.00)	-85%
TOTAL REVENUE	\$11,995.00	\$2,110.00	\$14,000	(\$11,890.00)	-85%
EXPENDITURE					
110-WAGES & SALARIES	\$11,125.39	\$4,464.95	\$13,725	\$9,260.05	67%
132-BENEFITS	\$1,749.16	\$718.85	\$2,384	\$1,665.15	70%
136-WCB CONTRIBUTIONS	\$84.94		\$210	\$210.00	100%
232-LEGAL			\$973	\$973.00	100%
235-PROFESSIONAL FEES	\$329,169.07	\$45,628.02	\$364,600	\$318,971.98	87%
239-TRAINING & EDUCATION	\$24.06		\$973	\$973.00	100%
252-BUILDING REPAIRS & MAINTENANCE	\$3,505.57		\$3,893	\$3,893.00	100%
253-EQUIPMENT REPAIR	\$1,534.03	\$1,061.90	\$4,867	\$3,805.10	78%
274-INSURANCE					
511-GOODS AND SUPPLIES	\$3,344.35	\$59.99	\$1,460	\$1,400.01	96%
544-ELECTRICAL POWER	\$7,599.84	\$1,982.94	\$6,935	\$4,952.06	71%
762-CONTRIBUTED TO CAPITAL	\$29,471.45		\$49,515	\$49,515.00	100%
TOTAL EXPENDITURES	\$387,607.86	\$53,916.65	\$449,535	\$395,618.35	88%
SURPLUS	(\$375,612.86)	(\$51,806.65)	(\$435,535)	\$383,728.35	-88%

**MD of Mackenzie**  
**51-Family & Community Services**  
**April 30, 2004**

	<u>2003 Actual</u>	<u>YTD 2004</u>	<u>2004</u>	<u>\$ Budget</u>	<u>% Budget</u>
	<u>Total</u>	<u>Actual</u>	<u>Budget</u>	<u>Remaining</u>	<u>Remaining</u>
REVENUE					
840-PROVINCIAL GRANTS	\$172,287.00	\$95,659.00	\$207,926	(\$112,267.00)	-54%
TOTAL REVENUE	\$172,287.00	\$95,659.00	\$207,926	(\$112,267.00)	-54%
EXPENDITURE					
255-VEHICLE REPAIR	\$2,025.93		\$487	\$487.00	100%
274-INSURANCE	\$2,626.41		\$2,200	\$2,200.00	100%
710-GRANTS TO LOCAL GOVERNMENTS	\$22,906.00	\$11,453.00	\$22,906	\$11,453.00	50%
735-GRANTS TO OTHER ORGANIZATIONS	\$353,153.00	\$355,278.00	\$418,558	\$63,280.00	15%
TOTAL EXPENDITURES	\$380,711.34	\$366,731.00	\$444,151	\$77,420.00	17%
SURPLUS	(\$208,424.34)	(\$271,072.00)	(\$236,225)	(\$34,847.00)	15%

**MD of Mackenzie**  
**61-Planning & Development**  
**April 30, 2004**

	<u>2003 Actual</u>	<u>YTD 2004</u>	<u>2004</u>	<u>\$ Budget</u>	<u>% Budget</u>
	<u>Total</u>	<u>Actual</u>	<u>Budget</u>	<u>Remaining</u>	<u>Remaining</u>
<b>REVENUE</b>					
420-SALES OF GOODS & SERVICES	\$2,278.47	\$200.00	\$500	(\$300.00)	-60%
520-LICENSES & PERMITS	\$19,132.17	\$5,790.00	\$17,000	(\$11,210.00)	-66%
522-MUNICIPAL RESERVE REVENUE		\$485.37		\$485.37	
526-SAFETY CODE PERMITS	\$26,443.41	\$7,087.28	\$26,500	(\$19,412.72)	-73%
525-SUBDIVISION FEES		\$39,486.33	\$35,000	\$4,486.33	13%
560-RENTAL & LEASE REVENUE	(\$19,522.00)	\$410.50	\$16,000	(\$15,589.50)	-97%
840-PROVINCIAL GRANTS	\$1,000.00				
<b>TOTAL REVENUE</b>	<b>\$29,332.05</b>	<b>\$53,459.48</b>	<b>\$95,000</b>	<b>(\$41,540.52)</b>	<b>-44%</b>
<b>EXPENDITURE</b>					
110-WAGES & SALARIES	\$122,943.68	\$61,591.74	\$207,725	\$146,133.26	70%
132-BENEFITS	\$19,288.30	\$10,583.26	\$37,059	\$26,475.74	71%
136-WCB CONTRIBUTIONS	\$2,118.55		\$2,750	\$2,750.00	100%
151-HONORARIA	\$750.00		\$1,500	\$1,500.00	100%
211-TRAVEL & SUBSISTENCE	\$7,522.33	\$4,062.27	\$9,733	\$5,670.73	58%
214-MEMBERSHIP/CONFERENCE FEES	\$1,306.03	\$515.00	\$1,945	\$1,430.00	74%
217-TELEPHONE	\$1,313.35	\$470.98	\$1,402	\$931.02	66%
221-ADVERTISING	\$20,098.08	\$6,057.59	\$31,632	\$25,574.41	81%
232-LEGAL	\$16,755.07	\$10,468.09	\$14,600	\$4,131.91	28%
235-PROFESSIONAL FEES	\$60,985.53	\$7,515.48	\$46,232	\$38,716.52	84%
239-TRAINING & EDUCATION	\$2,354.12	\$757.35	\$5,840	\$5,082.65	87%
255-VEHICLE REPAIR	\$231.21	\$290.54	\$973	\$682.46	70%
267-AVL MAINTENANCE	\$2,237.20	\$547.94	\$2,355	\$1,807.06	77%
274-INSURANCE	\$2,835.39	\$2,455.13	\$2,700	\$244.87	9%
⑨ - 511-GOODS AND SUPPLIES	\$12,061.24	\$6,203.98	\$6,813	\$609.02	9%
521-FUEL & OIL	\$2,855.78	\$903.59	\$2,920	\$2,016.41	69%
<b>TOTAL EXPENDITURES</b>	<b>\$275,655.86</b>	<b>\$112,422.94</b>	<b>\$376,179</b>	<b>\$263,756.06</b>	<b>70%</b>
<b>SURPLUS</b>	<b>(\$246,323.81)</b>	<b>(\$58,963.46)</b>	<b>(\$281,179)</b>	<b>\$222,215.54</b>	<b>-79%</b>

**MD of Mackenzie  
63-Agriculture  
April 30, 2004**

	<u>2003 Actual</u>	<u>YTD 2004</u>	<u>2004</u>	<u>\$ Budget</u>	<u>% Budget</u>
	<u>Total</u>	<u>Actual</u>	<u>Budget</u>	<u>Remaining</u>	<u>Remaining</u>
REVENUE					
420-SALES OF GOODS & SERVICES			\$1,000	(\$1,000.00)	-100%
560-RENTAL & LEASE REVENUE	\$9,800.00	\$579.00	\$7,500	(\$6,921.00)	-92%
① 840-PROVINCIAL GRANTS	\$44,000.00	\$5,473.00	\$46,000	(\$40,527.00)	-88%
<b>TOTAL REVENUE</b>	<b>\$53,800.00</b>	<b>\$6,052.00</b>	<b>\$54,500</b>	<b>(\$48,448.00)</b>	<b>-89%</b>
EXPENDITURE					
110-WAGES & SALARIES	\$82,346.47	\$16,809.00	\$96,589	\$79,780.00	83%
132-BENEFITS	\$10,239.45	\$3,191.21	\$11,049	\$7,857.79	71%
136-WCB CONTRIBUTIONS	\$1,580.06				
151-HONORARIA	\$5,989.86	\$1,750.00	\$7,125	\$5,375.00	75%
211-TRAVEL & SUBSISTENCE	\$10,073.59	\$2,400.37	\$9,499	\$7,098.63	75%
214-MEMBERSHIP/CONFERENCE FEES	\$2,886.00		\$1,460	\$1,460.00	100%
215-FREIGHT	\$322.72				
217-TELEPHONE	\$835.54	\$133.35	\$1,071	\$937.65	88%
221-ADVERTISING	\$1,987.70	\$938.58	\$2,433	\$1,494.42	61%
223-SUBSCRIPTIONS & PUBLICATIONS	\$100.94				
233-ENGINEERING CONSULTING	\$43,902.29	\$17,439.65	\$53,532	\$36,092.35	67%
239-TRAINING & EDUCATION	\$1,635.04	\$100.00	\$1,947	\$1,847.00	95%
② 253-EQUIPMENT REPAIR	\$1,243.83	\$1,841.50	\$1,945	\$103.50	5%
255-VEHICLE REPAIR	\$2,020.07	\$146.78	\$2,433	\$2,286.22	94%
259-STRUCTURAL R&M (ROADS, SEWERS, WATE	\$310,582.40	\$2,973.14	\$315,350	\$312,376.86	99%
262-BUILDING & LAND RENTAL			\$973	\$973.00	100%
263-VEHICLE & EQUIPMENT LEASE OR RENTAL	\$2,972.57		\$2,677	\$2,677.00	100%
266-COMMUNICATIONS	\$762.67	\$253.11	\$973	\$719.89	74%
274-INSURANCE	\$8,190.93	\$7,147.49	\$7,440	\$292.51	4%
511-GOODS AND SUPPLIES	\$5,684.02	\$138.84	\$8,516	\$8,377.16	98%
521-FUEL & OIL	\$13,649.49	\$1,395.99	\$10,706	\$9,310.01	87%
531-CHEMICALS/SALT	\$15,868.74		\$24,333	\$24,333.00	100%
735-GRANTS TO OTHER ORGANIZATIONS	\$30,200.00		\$32,000	\$32,000.00	100%
763-CONTRIBUTED TO CAPITAL RESERVE	\$250,000.00		\$150,000	\$150,000.00	100%
<b>TOTAL EXPENDITURES</b>	<b>\$803,074.38</b>	<b>\$56,659.01</b>	<b>\$742,051</b>	<b>\$685,391.99</b>	<b>92%</b>
<b>SURPLUS</b>	<b>(\$749,274.38)</b>	<b>(\$50,607.01)</b>	<b>(\$687,551)</b>	<b>\$636,943.99</b>	<b>-93%</b>



**MD of Mackenzie  
64-Veterinary Service  
April 30, 2004**

	<u>2003 Actual</u>	<u>YTD 2004</u>	<u>2004</u>	<u>\$ Budget</u>	<u>% Budget</u>
	<u>Total</u>	<u>Actual</u>	<u>Budget</u>	<u>Remaining</u>	<u>Remaining</u>
REVENUE					
560-RENTAL & LEASE REVENUE	\$1,950.00				
TOTAL REVENUE	\$1,950.00				
EXPENDITURE					
151-HONORARIA	\$143.52		\$750	\$750.00	100%
211-TRAVEL & SUBSISTENCE			\$389	\$389.00	100%
235-PROFESSIONAL FEES	\$69,054.77	\$64,285.67	\$103,500	\$39,214.33	38%
543-NATURAL GAS	\$830.89				
544-ELECTRICAL POWER	\$2,466.27				
TOTAL EXPENDITURES	\$72,495.45	\$64,285.67	\$104,639	\$40,353.33	39%
SURPLUS	(\$70,545.45)	(\$64,285.67)	(\$104,639)	\$40,353.33	-39%

**MD of Mackenzie  
66-Subdivision  
April 30, 2004**

	<u>2003 Actual</u>	<u>YTD 2004</u>	<u>2004</u>	<u>\$ Budget</u>	<u>% Budget</u>
	<u>Total</u>	<u>Actual</u>	<u>Budget</u>	<u>Remaining</u>	<u>Remaining</u>
REVENUE					
424-SALE OF LAND	\$54,869.85	\$14,674.08	\$183,200	(\$168,525.92)	-92%
TOTAL REVENUE	\$54,869.85	\$14,674.08	\$183,200	(\$168,525.92)	-92%
EXPENDITURE					
221-ADVERTISING	\$20.60		\$973	\$973.00	100%
235-PROFESSIONAL FEES	\$10,106.51		\$2,433	\$2,433.00	100%
763-CONTRIBUTED TO CAPITAL RESERVE			\$159,700	\$159,700.00	100%
764-CONTRIBUTED TO OPERATING RESERVE	\$24,678.23				
992-COST OF LAND SOLD	\$20,064.51		\$20,000	\$20,000.00	100%
TOTAL EXPENDITURES	\$54,869.85		\$183,106	\$183,106.00	100%
SURPLUS		\$14,674.08	\$94	\$14,580.08	15511%

**MD of Mackenzie  
71-Recreation Boards  
April 30, 2004**

	<u>2003 Actual</u>	<u>YTD 2004</u>	<u>2004</u>	<u>\$ Budget</u>	<u>% Budget</u>
	<u>Total</u>	<u>Actual</u>	<u>Budget</u>	<u>Remaining</u>	<u>Remaining</u>
REVENUE					
920-CONTRIBUTED FROM CAPITAL RESERVE	\$30,000.00				
TOTAL REVENUE	\$30,000.00				
EXPENDITURE					
710-GRANTS TO LOCAL GOVERNMENTS	\$99,904.00	\$49,952.00	\$99,904	\$49,952.00	50%
735-GRANTS TO OTHER ORGANIZATIONS	\$500,350.00	\$400,656.00	\$606,656	\$206,000.00	34%
763-CONTRIBUTED TO CAPITAL RESERVE	\$30,000.00				
TOTAL EXPENDITURES	\$630,254.00	\$450,608.00	\$706,560	\$255,952.00	36%
SURPLUS	(\$600,254.00)	(\$450,608.00)	(\$706,560)	\$255,952.00	-36%

**MD of Mackenzie  
73-Tourism  
April 30, 2004**

	<u>2003 Actual</u> <u>Total</u>	<u>YTD 2004</u> <u>Actual</u>	<u>2004</u> <u>Budget</u>	<u>\$ Budget</u> <u>Remaining</u>	<u>% Budget</u> <u>Remaining</u>
REVENUE					
930-CONTRIBUTION FROM OPERATING RESERV	\$13,000.00				
TOTAL REVENUE	\$13,000.00				
EXPENDITURE					
214-MEMBERSHIP/CONFERENCE FEES	\$9,579.00	\$8,829.00	\$9,526	\$697.00	7%
221-ADVERTISING			\$2,239	\$2,239.00	100%
511-GOODS AND SUPPLIES	\$4,087.19	\$5,293.00	\$4,867	(\$426.00)	-9%
764-CONTRIBUTED TO OPERATING RESERVE	\$10,912.81				
TOTAL EXPENDITURES	\$24,579.00	\$14,122.00	\$16,632	\$2,510.00	15%
SURPLUS	(\$11,579.00)	(\$14,122.00)	(\$16,632)	\$2,510.00	-15%

**MD of Mackenzie  
74-Library Service  
April 30, 2004**

	<u>2003 Actual</u> <u>Total</u>	<u>YTD 2004</u> <u>Actual</u>	<u>2004</u> <u>Budget</u>	<u>\$ Budget</u> <u>Remaining</u>	<u>% Budget</u> <u>Remaining</u>
REVENUE					
EXPENDITURE					
710-GRANTS TO LOCAL GOVERNMENTS	\$7,165.00	\$7,165.00	\$7,165		
735-GRANTS TO OTHER ORGANIZATIONS	\$75,000.00	\$115,000.00	\$115,000		
TOTAL EXPENDITURES	\$82,165.00	\$122,165.00	\$122,165		
SURPLUS	(\$82,165.00)	(\$122,165.00)	(\$122,165)		

**MD of Mackenzie  
85-Requisitions  
April 30, 2004**

	<u>2003 Actual</u>	<u>YTD 2004</u>	<u>2004</u>	<u>\$ Budget</u>	<u>% Budget</u>
	<u>Total</u>	<u>Actual</u>	<u>Budget</u>	<u>Remaining</u>	<u>Remaining</u>
REVENUE					
EXPENDITURE					
747-SCHOOL FOUNDATION PROGRAMS	\$6,184,600.65		\$6,490,221	\$6,490,221.00	100%
750-SENIORS FOUNDATION	\$337,394.24	\$81,273.25	\$325,093	\$243,819.75	75%
TOTAL EXPENDITURES	\$6,521,994.89	\$81,273.25	\$6,815,314	\$6,734,040.75	99%
SURPLUS	(\$6,521,994.89)	(\$81,273.25)	(\$6,815,314)	\$6,734,040.75	-99%

**MD of Mackenzie  
97-Other Transfers  
April 30, 2004**

	<u>2003 Actual</u>	<u>YTD 2004</u>	<u>2004</u>	<u>\$ Budget</u>	<u>% Budget</u>
	<u>Total</u>	<u>Actual</u>	<u>Budget</u>	<u>Remaining</u>	<u>Remaining</u>
REVENUE					
EXPENDITURE					
763-CONTRIBUTED TO CAPITAL RESERVE	\$387,209.85				
764-CONTRIBUTED TO OPERATING RESERVE	\$387,209.86				
TOTAL EXPENDITURES	\$774,419.71				
SURPLUS	(\$774,419.71)				

MD of Mackenzie -Capital Project Monthly Report - 2004

Department	Project Number	Grant eligible amount	Total budget	Actual cost-to-date	Variance	\$	Estimated % of completion	Estimated completion date	Comment
<b>Administration</b>									
PC's, Peripherals & Equipment	6-12-30-01		20,290	17,586.42		2,704			Purchased computers
Portable PC	6-12-30-02		7,282	-		7,282			Project to start after election
NT Server	6-12-30-03		14,835	14,292.21		543			Purchased new server
Furniture & Equipment	6-12-30-04		3,932	766.29		3,166			Purchased TV and fridge
FV MD Office - Paving	6-12-30-05		60,194			60,194			Will be done during summer months
FV MD Office - Landscaping	6-12-30-06		5,808			5,808	25%	Sept. 30 2004	Sidewalks to be installed in May. Will be done during summer months
R.E.D.I.	6-12-00-07		66,211	21,428.48		44,783			2003CF
<b>Total</b>			178,552	54,073.40		124,479			
<b>Fire Services</b>									
Training Lot Development	6-23-30-01		9,709			9,709		September	Did not start
Mezzanine - FV Fire Hall	6-23-30-02		9,709			9,709		December	Did not start
Hazardous Materials Unit	6-23-30-03		9,709			9,709		July	December 9/03 addition Motion 04-010, scheduling meeting with HL to finalize the agreement
Ice/Water Rescue	6-23-30-04	2,675	5,194			5,194		September	2003CF, FV Fire Dep. is working on this.
Fire Trailer & Storage Shed	6-23-30-05		6,818			6,818		August	Waiting to dry, trailer and shed will be moved to Blue Hills
Emergency Reserve	reserve contribution		150,000			150,000			
<b>Total</b>			191,139			191,139			
<b>Ambulance Services</b>									
Evacuation Sidewalk - LC	6-25-40-01		7,282			7,282		July	Waiting to dry
Ambulance Facility Renovations - FV	6-25-30-02		9,709	12,952.33	-	3,243			Completed
Concrete Pad Replacement - LC Amb	6-25-40-03		6,796			6,796		July	Waiting to dry
Regional Dispatch Equipment	6-25-40-04	30,000	41,700	10,158.61		31,541		June	Equipment has been purchased.
<b>Total</b>			65,487	23,110.94		42,376			
<b>Enforcement</b>									
Office Renovations	6-26-40-01		2,718	637.38		2,081		December	In progress
Office Equipment	6-26-40-02		2,913	2,507.35		406			Completed
Quad Replacement	6-26-40-03		7,767	7,720.00		47			Quad has been purchased.
<b>Total</b>			13,398	10,864.73		2,533			
<b>Transportation</b>									
FV Walking Trails	6-32-30-01		35,562			35,562			Did not start
LC Walking Trails	6-32-40-02		20,000	222.09	-	20,222			Looking at various options.
Zama Walking Trails	6-32-50-03		40,000			40,000			Did not start
Equipment Shelter - Fort Vermilion	6-32-30-04		24,272			24,272		June 30/04	In progress.
Street Lighting	6-32-30-05		29,126			29,126		May 31/04	FV Hamlet

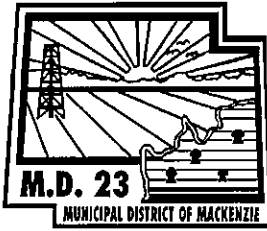


Department	Project Number	Grant eligible amount	Total budget	Actual cost-to-date	Variance	Estimated % of completion	Estimated completion date	Comment
Salt Shed - Zama	6-32-50-06		19,417		19,417			Did not start
Upgrades to AT Shop	6-32-30-07		38,835		38,835		June 30/04	In progress.
94th Avenue Servicing - LC	6-32-40-59	85,000	1,489,000		1,489,000			April 20/04 addition - Motion 04-268. Design underway
<b>Parks &amp; Recreation:</b>								
Contribution to Reserve	reserve contribution		25,000		25,000			
Zama Playground	6-32-50-08		54,000		54,000			Did not start
La Crete Hill Park	6-32-40-09		8,738	7,549.17	1,189			Washrooms completed
La Crete Skateboarding Park	6-32-40-58		21,200		21,200			50/50 matching grant to LC Recreation board for construction of skateboarding park. April 20/04 addition - Motion 04-267
<b>Vehicle &amp; Equipment:</b>								
Patrol Vehicle	6-32-30-10		48,544		48,544			Did not start
Grader Replacement	6-32-30-11		262,136	7,244.23	254,892			Completed
Cab & Chassis	6-32-30-12		49,700	37,671.11	12,029			Completed
4 Trucks @ \$30,000 each	6-32-30-13		116,505	71,832.95	44,672			Purchased two trucks and mini van, remaining two trucks are e on order
Minor Small Equipment	6-32-30-14		19,580	12,049.99	7,530		May 31/04	In progress
Hydraulic Windrow Eliminator	6-32-30-15		23,301	2,917.96	20,383		April 30/04	Completed
Utilities Trailer	6-32-30-16		12,621	13,057.00	- 436			Completed
15' Wing Mower	6-32-30-17		19,417	18,500.00	917			Completed
Tandem Truck	6-32-30-18		145,631		145,631			Ordered, expected to arrive end of May
Contribution to Reserve	reserve contribution		485,000		485,000			
<b>Roads Reserve:</b>								
Shoulder Pulls	6-32-30-19		152,427		152,427			Did not start
Assumption Bypass	6-32-30-20		147,577	233.64	147,343		Nov. 30 2004	Preliminary engineering underway
94th Avenue East Paving - LC	6-32-30-21	394,733	1,126,893	7,775.00	1,119,118			Currently securing right of way, tendering process to start May-June
TWP 109-0 RR15-2 to RR15-4A	6-32-30-22		157,767		157,767			Did not start
RR 17/2 south of Blue Hills WTS	6-32-40-23		94,660	285.75	94,374			Did not start
Lighter Curve at RL Road Eastern Curve	6-32-30-24		160,194		160,194		Dec. 31 2004	Waiting for federal approval, not anticipating a response in 2004, construction will not likely to occur until 2005
Blue Hills Road	6-32-40-25	3,502,000	3,502,000		3,502,000			Grant was not approved, the project is not going ahead
Heliport Road	6-32-20-26		100,000		100,000			Waiting for petition from land owners
W1/2 26-109-15-5 (Stella Pashko)	6-32-30-27		58,252	9,951.85	48,300			Clearing is complete
Access to NW 25-104-18-5 (Driedger)	6-32-40-28		29,126	4,136.58	24,989			Clearing is complete
Access to NE 25-105-15-5 (Zimmerman)	6-32-40-29		29,126	7,350.00	21,776			Clearing is complete
Access to NE 30-106-13-5 (Neustaeter)	6-32-40-30		29,126	6,819.45	22,307			Clearing is complete
Access to W 11-105-16-5 (Friesen)	6-32-40-31		29,126	3,217.89	25,908			Clearing is complete
RR 15-0 from TWT105-2A to 105-3 (new)	6-32-40-32		31,553		31,553			Did not start

Department	Project Number	Grant eligible amount	Total budget	Actual cost-to-date	Variance	Estimated % of completion	Estimated completion date	Comment
Sidewalk - 108 Street in LC	6-32-40-33		11,650		11,650			Local improvement notices have been mailed
Sidewalk Install - Vanguard Realty-extra width	6-32-40-34		18,447		18,447			Did not start
J.L. Investment Tie in	6-32-40-35		36,893		36,893			Local improvement notices have been mailed
Vanguard Realty-curb, gutter and sidewalk	6-32-40-36		165,049		165,049			Developer will pay full cost, not cost to MD
LC 101 Avenue (from 100 St to 101 St)	6-32-40-37	106,980	250,485		250,485			Detail design substantially compete; Local improvement notices have been mailed
LC 99 Avenue (from 100 At to 101 St)	6-32-40-38		227,184		227,184			Detail design substantially compete; Local improvement notices have been mailed
Waterline repl.& St. work - 50 Ave FV	6-32-30-39	182,764	563,107		563,107		Aug. 30 2004	Contract to be awarded in mid May
Waterline repl.& St. work - Mack. Housing	6-32-30-40	248,872	514,563		514,563		Aug. 30 2004	Contract to be awarded in mid May
FV 53rd St. from River Road to 49 Ave	6-32-30-41		334,951		334,951			Detail design substantially compete; Local improvement notices have been mailed
JL Investments Phase 3	6-32-40-57		111,650		111,650			Local improvement notices have been mailed
Annual Road Reserve Contribution	reserve contribution		500,000		500,000			
Gravel Reclamation Reserve	reserve contribution		30,000		30,000			
<b>2003 Carryforward Projects:</b>								
Rosenberger Drainage - total project cost is \$1,227,766 - per agreement PMB 145/03 - 2004 amendment; \$609,091 budget represents funds not spent in 2003 and carried forward to 2004; cost-to-date represents funds spent in 2004 fiscal year. Please note that original \$1,500,000 budget was an estimate.	6-32-30-42	609,091	609,091	30,916.00	578,175		Sept 30/04	The powerline along NW10-108-13-5 will be rerouted. ATCO will be doing this in the future. Phaze 1 construction to be completed by end of June. EXH has completed preliminary plans for Phase 3. These will be submitted to AB Environment and AB Transportation for tendering approval.
GIS	6-32-30-43		29,126		29,126		Dec 31/04	In progress
Equipment Shelter	6-32-30-46		2,491		2,491			Did not start
Bridge Repairs	6-32-30-47	125,000	263,977	5,556.73	258,420			Did not start
Street Lighting	6-32-30-48		29,126		29,126			To be completed by the end of May (La Crete hamlet)
RV Dump in La Crete	6-32-30-49		1,419		1,419			Did not start
Gravel Exploration	6-32-30-50		82,078	9,428.35	72,650		Ongoing	In progress, regional plan has been produced. Sampling in progress
FV Shop	6-32-30-51		17,715		17,715		June 30/04	In progress.
Bridge - BF 78212	6-32-30-52	512,551	550,077	494,565.75	55,511			Completed
Playground - Mackenzie Housing	6-32-30-54		7,013		7,013			Did not start
SE 21-109-15-5 - David Driedger	6-32-30-55		14,291	2,666.31	11,625			Completed
Slide area along River Road	6-32-30-56		150,485	82.50	150,403	98%	June 30 2004	Seeding and Guardrail remaining
<b>Total</b>			13,156,280	753,586.12	12,402,694			
<b>Airport</b>								
Zama Airport Upgrade	6-33-50-01		48,544		48,544			2003CF
<b>Total</b>			48,544		48,544			

Department	Project Number	Grant eligible amount	Total budget	Actual cost-to-date	Variance	Estimated % of completion	Estimated completion date	Comment
<b>Water Services</b>								
Cathodic Protection Program	6-41-30-01		14,563		14,563			Did not start
Water Mains Maintenance - FV	6-41-30-02		29,126		29,126			Did not start
Hydrant Flow Recorder	6-41-30-03		5,825		5,825			Did not start
La Crete Water System Upgrade	6-41-40-04		9,926,940	246,267.01	9,680,673			Tenders have been awarded
<b>Total</b>			9,976,454	246,267.01	9,730,187			
<b>Sewer Services</b>								
Sludge Removal & Berm Repair - LC	6-42-40-01		48,544		48,544		May 30/04	In progress
Evaporative Cell - Zama	6-42-50-02	47,850	63,800		63,800			Did not start
Replacement of Valves at Lagoons - FV	6-42-30-03		24,272		24,272			Did not start
<b>Total</b>			136,616		136,616			
<b>Garbage Services</b>								
Metal Recycling	6-43-30-01		20,388		20,388	5%	Oct. 31 2004	Getting quotes
6 Cubic Yard Bins	6-43-30-02		29,126		29,126		June 30 2004	Reviewing current inventory
Regional Landfill-88 Connector-Fes. Study	6-43-30-03		23,013		23,013			Project may be assumed by the MRWMC
<b>Total</b>			49,514		49,514			
<b>Agricultural Services</b>								
High Level East Drainage	6-63-30-01	256,223	397,172	4,009.43	393,163			EXH is preparing tender packages
Rosenberger Drainage Line 5	6-63-30-02		37,646	485.00	37,161		Sept. 30/04	To be funded from drainage reserve, added March 9/04 by Motion 04-136. EXH is preparing a detail design. Construction to begin late summer.
Blue Hills Drainage	6-63-30-03		47,500		47,500		June 30/04	To be funded from drainage reserve, added May 4/04 by Motion 04-326.
Contribution to Drainage Reserve	reserve contribution		150,000		150,000			
<b>Total</b>			632,318	4,494.43	627,824			

# M.D. of Mackenzie No. 23



## Request For Decision

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	May 18, 2004
Originated By:	Bill Landiuk, Director of Corporate Services
Title:	<b>2003 Audited Financial Statements and Audit Report</b>
Agenda Item No:	8 b)

### BACKGROUND / PROPOSAL:

The MD must prepare annual financial statements pursuant to sections 276 to 281 of the MGA.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Our auditors' Ernst & Young have requested they have the opportunity to review the annual financial statements with Council.  
To minimize the costs they have agreed to the use of teleconferencing.

### COSTS / SOURCE OF FUNDING:

N/A

### RECOMMENDED ACTION (by originator):

That 2003 audited financial statements be accepted as presented.

Review:

Dept.

C.A.O.

ASSURANCE AND ADVISORY  
BUSINESS SERVICES

DECEMBER 31, 2003



 **ERNST & YOUNG**

*Quality In Everything We Do*

## **Municipal District of Mackenzie No. 23**

# **Audit Results and Communications**

Report to District Council



■ Ernst & Young LLP  
Tower 2, Suite 1801  
Scotia Place  
10060 Jasper Avenue  
Edmonton, Canada T5J 3R8

■ Phone: 780 423-5811  
Fax: 780 428-8977

May 10, 2004

District Council  
Municipal District of Mackenzie No. 23

Dear Members of Council:

We are pleased to present the results of our audit of the financial statements of the Municipal District of Mackenzie No. 23 (the "District") for the year ended December 31, 2003.

This report formalizes the communications required by CICA Handbook Section 5751 – *Communications With Those Having Oversight Responsibility For The Financial Reporting Process*. Our report provides communication relating to the scope of the audit engagement, the audit report issued, the significant estimates and judgments applied in the preparation of the financial statements, our independence and other matters related to the District's operations.

The audit is designed to express an opinion on the historical financial statements and accordingly includes assessments of risks that could materially affect the current year's financial statements. By working with Administration to understand these risks, we strive to provide appropriate assurance that the financial statements are fairly presented. Our report provides Council with input into those areas where significant judgment and accounting estimates are required. We believe this input is important to an appropriate understanding of the financial statements and the affairs of the District.

We received the full support and assistance of the District's personnel. We appreciate their assistance with the audit. Our report is intended solely for the information and use of Council and Administration, and is not intended to be and should not be used by anyone other than these specified parties.

If you have any questions or comments, please feel free to contact either Alan Rudosky (780-441-4661) or Robert Driesen (780-441-4659).

Very truly yours,

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Appendix C: Draft Administration Letters of Representations	

# Scope of our Engagement

As outlined in our Audit Plan document, we designed our audit and other procedures to:

- Express an audit opinion on the financial statements of the Municipal District of Mackenzie No. 23 for the year ended December 31, 2003;
- Express an audit opinion on the financial information return of the Municipal District of Mackenzie No. 23 for the year ended December 31, 2003;
- Present the results of our audit including required audit communications, business and internal control observations, and other important reporting matters, and to issue a letter of recommendations if necessary;
- Provide assistance, if required, in connection with accounting for complex transactions; and
- Provide assistance with the District's financial statement presentation and disclosures.



# 2003 Audit Results

## Standard Communications

Canadian Generally Accepted Auditing Standards require that the auditor provide Council with additional information regarding the scope and results of the audit that may assist them in overseeing Administration's financial reporting and disclosure process. Below we summarize these standard communications.

Area	Comments
<p><b>Auditors' Responsibilities Under Generally Accepted Auditing Standards (GAAS)</b></p> <p>The financial statements are the responsibility of the Administration of the Municipal District of Mackenzie No. 23. Our audit was designed in accordance with Canadian Generally Accepted Auditing Standards which provide reasonable, rather than absolute, assurance that the financial statements are free of material misstatement. We have a responsibility to opine whether the financial statements are fairly stated in accordance with Canadian Generally Accepted Accounting Principles.</p>	<p>We obtained a sufficient understanding of internal controls to plan our audit and to determine the nature, timing and extent of testing performed. We will issue an unqualified opinion on the financial statements and financial information return of the Municipal District of Mackenzie No. 23 for the year ended December 31, 2003.</p>
<p><b>Significant Accounting Policies</b></p> <p>Council should be informed about the initial selection of, or changes in, significant accounting principles or their application when the accounting principle or its application, including alternative methods of applying the accounting principle, has a material effect on the financial statements.</p>	<p>All significant accounting principles and policies are disclosed in the notes to the financial statements. The District in fiscal 2003 added disclosure of the accounting policy with respect to gravel pit reclamation to the notes to the financial statements.</p>

# 2003 Audit Results (Continued)

Area	Comments
<p><b>Auditors' Judgments About the Quality of Accounting Principles</b></p>	
<p>We discuss our judgments about the quality, not just the acceptability, of accounting principles selected by Administration, the consistency of their application, and the clarity and completeness of the District's financial statements, which include related disclosures.</p>	<p>We have reviewed the District's financial statement presentation and overall it is our opinion that the financial statements are clear and reflect the most appropriate choices regarding accounting policies.</p>
<p>The discussion also should include items that have a significant effect on the quality of the accounting information in the financial statements, such as:</p>	<p>Specific areas or items regarding financial statement presentation or accounting policies are included in the section entitled "Important Accounting, Auditing and Reporting Matters".</p>
<ul style="list-style-type: none"> <li>• Selection of new or changes to accounting policies.</li> <li>• Estimates, judgments, and uncertainties.</li> <li>• Unusual transactions.</li> <li>• Accounting policies relating to significant financial statement items, including the timing of transactions and the period in which they are recorded.</li> </ul>	
<p><b>Administration Judgments and Accounting Estimates</b></p>	
<p>The preparation of the financial statements requires the use of accounting estimates. Certain estimates are particularly sensitive due to their significance to the financial statements and the possibility that future events may differ significantly from Administration's expectations.</p>	<p>We are in agreement with accounting estimates and areas where Administration applied judgment. We believe that these estimates are the result of sound processes and based on evidence, which is reasonable and well supported.</p>
<p><b>Methods of Accounting for Significant Unusual Transactions and for Controversial or Emerging Areas</b></p>	
<p>We are required to inform Council about the methods used to account for significant unusual transactions and the effects of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.</p>	<p>There have not been any significant unusual transactions or changes in Canadian generally accepted accounting principles that require discussion.</p>

## 2003 Audit Results (Continued)

Area	Comments
<b>Audit Adjustments</b>	
<p>Financial statements are never precise or absolutely correct. Any differences in estimates or uncorrected errors identified are evaluated as to their impact on the fairness of presentation in the financial statements.</p>	<p>All accounting differences revealed by the audit were discussed with Administration to determine whether an adjustment should be recorded. All unadjusted differences individually or in the aggregate are not material to the financial statements. Please refer to the "Summary of Unadjusted Audit Differences" section of this report.</p>
<p>We inform Council about unadjusted audit differences accumulated by us during the current audit and pertaining to the latest period presented that were determined by Administration to be immaterial, both individually and in the aggregate, to the financial statements taken as a whole.</p>	
<b>Fraud and Illegal Acts</b>	
<p>Audits are not designed to detect either collusive fraud or illegal acts, but auditors must assess the potential impact on the financial statements, and on Administration's integrity generally, of any irregularities that come to their attention during the course of the audit.</p>	<p>Testing of the financial records and enquiries made of District personnel did not reveal any instances of illegal or questionable acts that require reporting to Council.</p>
<p>We report to Council fraud and illegal acts involving Administration and fraud and illegal acts (whether caused by Administration or other employees) that cause a material misstatement of the financial statements.</p>	
<b>Material Weaknesses in Internal Control</b>	
<p>Matters of which Council would wish to be apprised.</p>	<p>No material weaknesses in internal controls were discovered during the normal course of the audit. Our observations regarding the improvement of internal controls are noted in the "Internal Control and Operational Improvements for Discussion" section of this report.</p>
<b>Disagreements with Administration on Financial Accounting and Reporting Matters</b>	
<p>Disagreements alert Council to contentious matters and provide insight into the working relationship between Administration and the auditors.</p>	<p>There were no disagreements between Administration and ourselves. Administration has been receptive to observations and suggestions from us.</p>

## 2003 Audit Results (Continued)

Area	Comments
<b>Serious Difficulties Encountered in Performing the Audit</b>	
Such difficulties are indicative of broader business and operational difficulties.	None. We received excellent co-operation from Administration and staff and had access to all records and documents necessary to perform our audit.
<b>Independence</b>	
The auditor should discuss with Council any relationships that bear on independence. The auditor, at least annually, should:	We are not aware of any relationships between Ernst & Young and the District that, in our professional judgment, may reasonably be thought to bear on our independence from the date of our last written representation to you (December 31, 2003) to the audit report date. We would be pleased to discuss any matters relating to our independence with the District.
<ul style="list-style-type: none"><li>• Disclose, in writing, all relationships between Ernst &amp; Young and our related entities and the District and its related entities that, in our professional judgment, may reasonably be thought to bear on independence;</li><li>• Confirm in writing that, in our professional judgment, we are independent of the District; and</li><li>• Discuss our independence with the District.</li></ul>	

# 2003 Audit Results (Continued)

## Important Accounting, Auditing, and Reporting Matters

Our audit was completed in accordance with Canadian Generally Accepted Auditing Standards. The following sections include our findings and observations resulting from the performance of our audit and detail significant accounting, auditing and reporting matters for Council's information and consideration.

Area	Comments
<p><b>1. Mackenzie Waste Management Authority</b></p>	
<p>Since January 1, 2001 the District has included in the financial statements and financial information return the District's proportionate share of the operations of the Mackenzie Waste Management Authority. The basis for determining the proportionate share was the amount of material contributed to the landfill during the year as compared to the other Authority members.</p>	<p>The District must include their proportionate share of the results of the Authority up to August 18, 2003 in the financial statements and financial information return. Transfer of the closing assets, liabilities and equity at August 18, 2003 to the Commission is reflected in the financial statements and financial information return.</p>
<p>On August 19, 2003 the Minister of Municipal Affairs passed Alberta Regulation 264/2003, which created the Mackenzie Waste Management Commission and transferred control of the landfill operations to the Province of Alberta.</p>	<p>Administration has included in Note 2 to the financial statements disclosure of the assets, liabilities and equity transferred to the Commission and the revenue and expenditures for the period to August 18, 2003. We agree with Administration's presentation.</p>
	<p>We also examined whether the District would still have any contingent liability exposure with respect to reclamation or other environmental liabilities with the landfill up to the date of transfer. Through discussions with the Authority's accounting manager, there were no existing environmental concerns with the landfill at the date of transfer. Further, the Authority had a reserve for landfill site reclamation and restoration of approximately \$362,000 up to August 18, 2003. The last reclamation/environmental study completed for the landfill estimated that the costs to reclaim the landfill at the end of its useful life in 2010 would be approximately \$400,000. As a result, we assessed that the reclamation reserve in the Authority at the date of transfer appears sufficient to address the reclamation liability as at the transfer date.</p>

# 2003 Audit Results (Continued)

Area	Comments
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## 2. Gravel Inventory

At year-end, Administration performs surveys on selected gravel piles to verify that the remaining amounts are comparable to the detailed records maintained by the District based on hauling tickets. Significant differences in the surveyed amounts may indicate internal control weakness or misappropriation of gravel.

At December 31, 2003 Administration decreased the cost of the inventory recorded in the General Ledger by approximately \$14,400 based on year-end surveys.

Although pile surveys provide a good check to ensure recorded pile volumes are reasonable, they are less reliable than records maintained by actual weight measurement. Surveys are subject to estimated provisions for material density that can change over time due to settling.

Adjustments do not need to be made to the carrying cost value of gravel inventory in this manner, and would not normally be made unless significant. In prior years, adjustments have been made by Administration due to control weaknesses related to gravel hauling. Since the control weaknesses have been rectified, actual hauling ticket information should provide the most accurate information to Administration of the volume of gravel on hand.

As a result, we have estimated that the gravel inventory cost is understated by approximately \$14,400 and this difference has been taken to the Summary of Unadjusted Audit Differences.

## 3. Successor Rights Lawsuit

Since 1995, the District has been involved in a dispute with the Alberta Union of Provincial Employees with respect to whether the District inherited outstanding rights owed to the union from the Province at the time of the District's formation. In fiscal 2002, the Court of Appeal found that the District had inherited those rights and was liable to the union for certain unpaid benefits. Final settlement on the amount of the liability is still outstanding at the end of fiscal 2003.

The settlement liability for the District can not be readily determined at this time and no amount has been recorded by Administration as at December 31, 2003. Note disclosure of the dispute and how the settlement will be accounted for continues to be disclosed in the Note 10 to the financial statements. We agree with Administration's treatment and the disclosures provided in the financial statements.

# 2003 Audit Results (Continued)

Area	Comments
<p><b>4. Allowance on Other Receivables</b></p> <p>As at December 31, 2003 the District has approximately \$385,000 of utility and other receivables. Of this balance, \$20,500 has been identified as doubtful of collection by Administration, which is half of the fire charge receivable outstanding.</p> <p>Total write-offs not previously provided for were approximately \$12,600 in fiscal 2003.</p>	<p>In examining the other receivables recorded at year end, we observed a number of individually small receivables which total approximately \$20,400, all of which are older than 90 days. The most significant of these is \$11,000 owing from a ratepayer whom the District did a local improvement for in 2003.</p> <p>Although Administration is still hopeful of the collection of these receivables, their age indicates that collection is somewhat uncertain. As a result, we have assessed that the provision on other receivables is understated by \$20,400, which we have included as a judgmental difference on the Summary of Unadjusted Audit Differences.</p>
<p><b>5. Employee Future Benefits</b></p> <p>The District has recorded a liability of approximately \$125,000 for earned vacation pay and vested sick days to December 31, 2003.</p>	<p>We reviewed Administration's calculation of these amounts at year end. We identified an overstatement of vacation pay payable of approximately \$21,000 due to an overstatement of the recorded unused vacation days at year end. This difference has been agreed with Administration and has been taken to the Summary of Unadjusted Audit Differences.</p>
<p><b>6. Local Authorities Pension Plan (LAPP)</b></p> <p>The District has the option of having an annual audit completed each year on LAPP reports submitted or a more detailed audit examination, which would eliminate the requirement for a subsequent audit for three years. Administration has chosen to have an annual audit completed for 2003.</p>	<p>The audit of the District's LAPP submissions for 2003 is currently underway and an auditor's report will be issued by the June 30, 2004 deadline.</p>

# 2003 Audit Results (Continued)

## Summary of Unadjusted Audit Differences

During the course of our audit, we accumulate differences between amounts recorded by Administration and amounts that we believe are required to be recorded under Canadian generally accepted accounting principles. The following is a summary of those differences:

Materiality - \$120,000 Reporting Threshold - \$4,500	Recording/Differences Would	
	Have Increased (Decreased) Income	
	2003	2002
<b>KNOWN DIFFERENCES</b>		
Understatement of gravel inventory	14,400	
Overstatement of vacation payable	21,000	
Understatement of accounts payable	(7,400)	
Understatement of term deposit interest revenue		13,800
Overstatement of accounts payable		10,600
Understatement of gravel reclamation liability		(187,000)
Understatement of capital assets/accrued liabilities		(24,500)
<b>Total known differences</b>	<b>28,000</b>	<b>(187,100)</b>
<b>JUDGMENTAL DIFFERENCES</b>		
Understatement of other receivables provision	(20,400)	
Overstatement of sewer damage settlement liability		31,700
<b>Total judgmental difference</b>	<b>(20,400)</b>	<b>31,700</b>
<b>Total Differences</b>	<b>7,600</b>	<b>(155,400)</b>
<b>Adjusted by Administration</b>	<b>0</b>	<b>170,000</b>
<b>Total Unadjusted Differences</b>	<b>7,600</b>	<b>14,600</b>
<b>Turn-around effect of prior-year differences</b>	<b>(14,600)</b>	
<b>Cumulative difference, after turn-around</b>	<b>(7,000)</b>	

### Conclusion:

The unadjusted differences are not material to the financial statements.



## 2003 Audit Results (Continued)

### Internal Control and Operational Improvements for Discussion

With respect to our examination of the financial statements of the Municipal District of Mackenzie No. 23 for the year ended December 31, 2003, we report that we identified the following opportunities for control and procedure improvements for Council's consideration. As part of our examination, we reviewed and evaluated the District's system of internal controls to the extent we considered necessary under generally accepted auditing standards. This was done to establish a basis for relying on such systems in determining the nature, timing, and extent of our audit procedures. These procedures are necessary to enable us to express an opinion on the financial statements and to otherwise assist us in planning and performing our audit. The review was not designed to determine whether or not the District's systems of internal control are adequate for administration purposes and would not necessarily disclose all conditions requiring attention.

Our observations and recommendations concern the systems and procedures of the District and are not intended to reflect in any way upon its employees. We would like to thank the staff at the District for their assistance during our audit.

### Unauthorized Adjustments

#### *Observation and Risk:*

We observed adjustments made to the vacation pay accrual accounts that were not approved by senior Administration before being recorded in the General Ledger accounts. The risk to the District is that incorrect or inappropriate adjustments could be made to the general ledger or personnel accounts and that assets could be misappropriated without proper review and approval by the appropriate level of Administration. Adjustments were subsequently required to correct the balances changed.

#### *Recommendation:*

We recommend that a member of senior Administration regularly review transactions recorded in the general ledger, especially those related to key areas such as cash or payroll, and investigate any large or unusual adjustments identified.

#### *Administration Comment:*

Vacation pay accrual accounts are reviewed for reasonability in total from one year to the next. We have relied on all our staff to be our ultimate check because it of course affects them financial. This procedure has been in place since day one and to my knowledge no major problems have surfaced. However, we will implement a test check procedure whereby the Finance Officer will pick a selection of accounts and perform a double check. A specific year-end sign-off for the Director of Corporate services for vacation accruals will be implemented.

## 2003 Audit Results (Continued)

### **Timely Bank Deposits**

#### *Observation and Risk:*

We observed some deposits not being made on a timely basis late in the fiscal year. The risk to the District is that excess cash is kept on hand at District offices, which increases the potential for theft or misappropriation.

#### *Recommendation:*

We recommend that management develop a process to ensure that cash deposits are made on a timely basis, preferably daily.

#### *Administration Comment:*

Staff that were unaware of our current procedures that handle cash have been notified about the need to ensure cash deposits are done whenever possible on a daily basis.

### **Capital Asset Verification**

#### *Observation and Risk:*

Currently the District only has detailed information on physical assets purchased in the past three to four years which comprise less than 30% of the total cost recorded for land, structures and equipment. The risk to the District is that without detailed information of the assets on hand, Administration may not be able to correctly account of the disposal or write off in value of assets previously recorded in the accounts, future capital replacement planning becomes much more difficult to forecast and budget for, and support for an insurance claim in the event of an accident or theft of assets is unavailable.

#### *Recommendation:*

We recommend that Administration perform a capital asset verification of the assets currently held by the District and identify or estimate the related value of those assets.

#### *Administration Comment:*

The District will wait for the Canadian Institute Of Chartered Accountants to make their recommendation on this issue that will affect all the municipalities. At that time we can then determine what course of action will be appropriate.

## 2003 Audit Results (Continued)

### Trust Accounts

#### *Observation and Risk:*

We observed that the District holds cash for an third party organization which is restricted as to use but has been deposited into the District's bank account. Amounts held in trust by the District should be recorded in a bank account separate from the District's general cash accounts so that it is clear that Administration is not using cash in trust to fund general operations. As well, interest or fees related to the trust cash held will then be clearly segregated from similar charges incurred on the general accounts.

#### *Recommendation:*

We recommend that Administration set up a separate bank account for all cash held in trust.

#### *Administration Comment:*

We did not want to go through the added expense to set up a bank account for the La Crete Walking Trails when it was going to be of a temporary nature. The La Crete Walking Trails should be completed by the end of 2004.

# **Appendix A – Draft Financial Statements**

**Financial Statements**

**Municipal District of Mackenzie No. 23**

December 31, 2003

## AUDITORS' REPORT

To the Members of Council  
**Municipal District of Mackenzie No. 23**

We have audited the statement of financial position of the Municipal District of Mackenzie No. 23 as at December 31, 2003 and the statements of financial activities and change in fund balances, equity in physical assets, reserves and accumulated operating fund, and cash flows for the year then ended. These financial statements are the responsibility of the District's administration. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the District's administration, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Municipal District of Mackenzie No. 23 as at December 31, 2003 and the results of its financial activities and its cash flows for the year then ended in accordance with the Canadian generally accepted accounting principles.

Edmonton, Canada  
March 19, 2004

Chartered Accountants

## STATEMENT OF FINANCIAL POSITION

As at December 31

	2003	2002
	\$	\$
<b>ASSETS</b>		
<b>Financial assets</b>		
Cash and cash equivalents	7,462,548	8,687,561
Trust asset	32,854	2,448
Taxes receivable <i>[note 3]</i>	525,769	618,062
Grants and other accounts receivable	1,738,386	1,356,486
Under-levies	167,831	292,915
Land held for resale	104,464	117,751
Prepaid expenses	141,701	13,968
	<b>10,173,553</b>	<b>11,089,191</b>
<b>Physical assets</b>		
Inventories <i>[note 4]</i>	1,311,127	1,342,074
Land, structures and equipment <i>[note 5]</i>	63,556,052	58,960,997
	<b>64,867,179</b>	<b>60,303,071</b>
	<b>75,040,732</b>	<b>71,392,262</b>
<b>LIABILITIES AND MUNICIPAL POSITION</b>		
<b>Liabilities</b>		
Accounts payable and accrued liabilities <i>[note 6]</i>	2,113,616	2,919,260
Trust liability	32,854	2,448
Deposit liabilities <i>[note 7]</i>	40,600	37,370
Deferred revenue <i>[note 8]</i>	400,180	641,521
Long-term debt <i>[note 9]</i>	4,492,594	4,522,299
	<b>7,079,844</b>	<b>8,122,898</b>
<i>Contingencies [note 10]</i>		
<b>Municipal position (Statement 3)</b>		
Equity in physical assets	60,374,585	55,780,772
Operating reserves <i>[note 11]</i>	1,876,670	1,671,203
Capital reserves <i>[note 11]</i>	5,174,326	5,131,283
Accumulated operating fund (Schedule 1)	535,307	686,106
	<b>67,960,888</b>	<b>63,269,364</b>
	<b>75,040,732</b>	<b>71,392,262</b>

*See accompanying notes*

Approved by:

Reeve

Chief Administrative Officer

## STATEMENT OF FINANCIAL ACTIVITIES AND CHANGE IN FUND BALANCES

Year ended December 31

	Budget \$ (note 13)	2003 \$	2002 \$
<b>REVENUES</b>			
Property taxes	20,713,007	20,794,929	19,234,071
Less: Education requisitions	6,184,601	6,184,601	5,696,876
Lodge requisition	337,394	337,394	315,445
Net municipal property taxes (Schedule 3)	14,191,012	14,272,934	13,221,750
User fees and sales of goods	1,158,200	1,411,584	1,243,002
Government transfers (Schedule 5)	7,712,483	2,714,382	2,562,600
Investment income	127,500	281,123	214,989
Penalties and costs on taxes	100,000	111,774	127,417
Licenses, permits and fines	87,500	92,357	101,440
Rentals	36,500	52,325	93,229
Development levies	—	43,815	91,803
Other	165,700	222,490	180,343
Proceeds on sale of physical assets	—	215,356	248,550
<b>Total revenue</b>	<b>23,578,895</b>	<b>19,418,140</b>	<b>18,085,123</b>
<b>EXPENDITURES (Schedule 6)</b>			
<b>Operating</b>			
Legislative	261,090	274,639	233,308
Administration	2,600,817	2,463,674	2,368,833
Protective services	1,232,792	1,183,404	1,114,039
Transportation	4,241,475	4,318,075	4,049,967
Environmental use and protection	1,729,709	1,645,411	1,576,834
Public health and welfare	361,322	380,711	364,496
Planning and development	988,210	931,418	924,023
Recreation and culture	648,548	696,085	534,846
<b>Total operating expenditures</b>	<b>12,063,963</b>	<b>11,893,417</b>	<b>11,166,346</b>
<b>Capital</b>			
Administration	377,340	396,041	751,806
Protective services	634,479	569,140	50,960
Transportation	7,851,880	5,102,742	7,901,428
Environmental use and protection	5,782,112	397,163	789,650
Planning and development	936,433	621,814	22,794
<b>Total capital expenditures</b>	<b>15,582,244</b>	<b>7,086,900</b>	<b>9,516,638</b>
<b>Total expenditures</b>	<b>27,646,207</b>	<b>18,980,317</b>	<b>20,682,984</b>
<b>Excess (deficiency) of revenue over expenditures</b>	<b>(4,067,312)</b>	<b>437,823</b>	<b>(2,597,861)</b>
Increase in long-term debt	2,641,585	407,429	3,469,817
Long-term debt repayment	(501,585)	(437,134)	(260,383)
Waste Management Authority transfer <i>[note 2]</i>	—	(310,407)	—
<b>Change in fund balances (Statement 3)</b>	<b>(1,927,312)</b>	<b>97,711</b>	<b>611,573</b>

See accompanying notes



## Municipal District of Mackenzie No. 23

## Statement 3

**STATEMENT OF EQUITY IN PHYSICAL ASSETS,  
RESERVES AND ACCUMULATED OPERATING FUND**

Year ended December 31

	2003 \$	2002 \$
<b>EQUITY IN PHYSICAL ASSETS</b>		
At beginning of year	55,780,772	50,697,670
Long-term debt payment	437,134	260,383
Increase in long-term debt	(407,429)	(3,469,817)
Cost of additions less cost of disposal	5,303,010	7,005,297
Waste Management Authority transfer <i>[note 2]</i>	(707,955)	—
Increase (decrease) in inventories	(30,947)	287,239
<b>At end of year</b>	<b>60,374,585</b>	<b>54,780,772</b>
<b>OPERATING RESERVES</b>		
At beginning of year	1,671,203	1,621,216
Transfer from operating fund	788,545	232,812
Transfer from capital fund	43,815	91,803
Transfers to capital fund	(78,664)	(187,000)
Transfer to operating fund	(285,100)	(87,628)
Waste Management Authority transfer <i>[note 2]</i>	(263,129)	—
<b>Change in fund balance</b>	<b>205,467</b>	<b>49,987</b>
<b>At end of year <i>[note 11]</i></b>	<b>1,876,670</b>	<b>1,671,203</b>
<b>CAPITAL RESERVES</b>		
At beginning of year	5,131,283	4,805,926
Transfer from operating fund	933,879	1,269,415
Transfer from capital fund	(890,836)	—
Transfer to operating fund	—	(10,403)
Transfer to capital fund	—	(933,655)
<b>Change in fund balance</b>	<b>43,043</b>	<b>325,357</b>
<b>At end of year <i>[note 11]</i></b>	<b>5,174,326</b>	<b>5,131,283</b>
<b>ACCUMULATED OPERATING FUND</b>		
At beginning of year	686,106	449,877
Change in operating fund during year	(103,521)	236,229
Waste Management Authority transfer <i>[note 2]</i>	(47,278)	—
<b>At end of year (Schedule 1)</b>	<b>535,307</b>	<b>686,106</b>
<b>SUMMARY OF CHANGES IN FUND BALANCES</b>		
Operating and capital reserves	248,510	375,344
Accumulated operating fund	(150,799)	236,229
<b>Change in fund balances (Statement 2)</b>	<b>97,711</b>	<b>611,573</b>

See accompanying notes

## Municipal District of Mackenzie No. 23

## Statement 4

## STATEMENT OF CASH FLOWS

Year ended December 31

	2003 \$	2002 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Excess (deficiency) of revenue over expenditures	437,823	(2,597,861)
Change in operating assets and liabilities:		
Decrease (increase) in taxes receivable	92,293	(113,838)
Increase in grants and other accounts receivable	(419,455)	(736,009)
Decrease (increase) in under-levies	125,084	(50,456)
Decrease in land held for resale	13,287	64,360
Decrease (increase) in prepaid expenses	(127,733)	43,632
Increase (decrease) in accounts payable and accrued liabilities	(670,247)	1,228,185
Increase in deposit liabilities	3,230	2,600
Increase (decrease) in deferred revenue	(135,682)	274,036
	<b>(681,400)</b>	<b>(1,885,351)</b>
<b>CASH FLOWS FROM FINANCING AND INVESTING ACTIVITIES</b>		
Increase in long-term debt	407,429	3,469,817
Long-term debt repayments	(437,134)	(260,383)
Waste Management Authority transfer <i>[note 2]</i>	(513,908)	—
	<b>(543,613)</b>	<b>3,209,434</b>
<b>Increase (decrease) in cash position during the year</b>	<b>(1,225,013)</b>	<b>1,324,083</b>
Cash position, beginning of the year	8,687,561	7,363,478
<b>Cash position, end of the year</b>	<b>7,462,548</b>	<b>8,687,561</b>
<b>Cash position consists of:</b>		
Cash	462,548	1,687,561
Cash equivalents	7,000,000	7,000,000
	<b>7,462,548</b>	<b>8,687,561</b>

*See accompanying notes*

## SCHEDULE OF OPERATING FUND ACTIVITIES

Year ended December 31

	Budget \$	2003 \$	2002 \$
	(note 13)		
<b>Revenues</b>			
Net municipal property taxes (Schedule 3)	14,191,012	14,272,934	13,221,750
User fees and sales of goods	1,158,200	1,411,584	1,243,002
Government transfers	576,257	709,480	680,548
Investment income	127,500	269,127	197,191
Licenses, permits and fines	87,500	92,357	127,417
Penalties and costs of taxes	100,000	111,774	101,440
Rentals	36,500	52,325	93,229
Other	138,200	164,841	145,864
	<u>16,415,169</u>	<u>17,084,422</u>	<u>15,810,441</u>
<b>Expenditures</b>			
Legislative	261,090	274,639	233,308
Administration	2,600,817	2,463,674	2,368,832
Protective services	1,232,792	1,183,404	1,114,039
Transportation	4,241,475	4,318,075	4,049,967
Environmental use and protection	1,729,709	1,645,411	1,576,834
Public health and welfare	361,322	380,711	364,496
Planning and development	988,210	931,418	924,024
Recreation and culture	648,548	696,085	534,846
	<u>12,063,963</u>	<u>11,893,417</u>	<u>11,166,346</u>
<b>Excess of revenues over expenditures</b>	<u>4,351,206</u>	<u>5,191,005</u>	<u>4,644,095</u>
Net interfund transfers:			
To capital fund (Schedule 2)	(3,811,838)	(3,887,201)	(3,103,042)
To reserves (Schedule 7)	(539,368)	(1,407,325)	(1,304,824)
	<u>(4,351,206)</u>	<u>(5,294,526)</u>	<u>(4,407,866)</u>
<b>Change in fund balance</b>	—	(103,521)	236,229
Accumulated operating fund, opening balance	686,106	686,106	449,877
Waste Management Authority transfer [note 2]	—	(47,278)	—
<b>Accumulated operating fund, closing balance</b>	<u>686,106</u>	<u>535,307</u>	<u>686,106</u>

## SCHEDULE OF CAPITAL FUND ACTIVITIES

Year ended December 31

	Budget \$	2003 \$	2002 \$
	(note 13)		
<b>Revenues</b>			
Government transfers	7,136,226	2,004,902	1,882,052
Investment income	—	11,996	17,798
Development levies	—	43,815	91,803
Other	27,500	57,649	34,479
Proceeds on sale of physical assets	—	215,356	248,550
	<u>7,163,726</u>	<u>2,333,718</u>	<u>2,274,682</u>
<b>Expenditures</b>			
Administration	377,340	396,041	751,806
Protective services	634,479	569,140	50,960
Transportation	7,851,880	5,102,742	7,901,428
Environmental use and protection	5,782,112	397,163	789,650
Planning and development	936,433	621,814	22,794
	<u>15,582,244</u>	<u>7,086,900</u>	<u>9,516,638</u>
<b>Deficiency of revenues over expenditures</b>	<u>(8,418,518)</u>	<u>(4,753,182)</u>	<u>(7,241,956)</u>
Net interfund transfers:			
From reserves (Schedule 7)	2,466,680	895,686	929,480
From operating fund (Schedule 1)	3,811,838	3,887,201	3,103,042
Increase in long-term debt	2,641,585	407,429	3,469,817
Long-term debt repayment	(501,585)	(437,134)	(260,383)
	<u>8,418,518</u>	<u>4,753,182</u>	<u>7,241,956</u>
<b>Change in fund balance</b>	—	—	—
Opening balance	—	—	—
<b>Closing balance</b>	—	—	—

**Municipal District of Mackenzie No. 23****Schedule 3****PROPERTY TAXES**

Year ended December 31

	Budget \$	2003 \$	2002 \$
	(note 13)		
<b>LEVIES</b>			
Residential land and improvements	2,176,029	<b>2,158,324</b>	2,014,447
Non-residential land and improvements	17,719,880	<b>17,838,341</b>	16,422,884
Farmland	429,100	<b>429,139</b>	451,124
Federal grants in lieu of taxes	15,254	<b>15,254</b>	14,655
Provincial grants in lieu of taxes	190,744	<b>189,050</b>	179,670
Special assessments and local improvement taxes	182,000	<b>164,821</b>	151,291
<b>Total taxes and grants in lieu</b>	<b>20,713,007</b>	<b>20,794,929</b>	19,234,071
<b>REQUISITIONS</b>			
Alberta School Foundation Fund	6,184,601	<b>6,184,601</b>	5,696,876
Seniors lodge	337,394	<b>337,394</b>	315,445
<b>Net taxes for general municipal operations</b>	<b>14,191,012</b>	<b>14,272,934</b>	13,221,750

**SCHEDULE OF CHIEF ADMINISTRATIVE OFFICER,  
AND COUNCILOR SALARY AND BENEFITS**

Year ended December 31

Officer/ Councilor	2003			2002
	Salary/ Per Diems \$	Benefits \$	Total \$	Total \$
Betty Bateman	16,900	168	17,068	18,419
John W. Dreidger	20,225	168	20,393	20,169
Odell Flett	1,353	168	1,521	—
Patricia Kulscar	21,450	168	21,618	17,544
Michael Nanooch	12,050	168	12,218	11,944
William Neufeld	26,975	168	27,143	21,344
Greg Newman	21,625	168	21,793	11,069
Joe Peters	17,250	168	17,418	15,094
Walter Sarapuk	16,595	168	16,763	14,219
Wayne Thiessen	15,675	168	15,843	12,294
Willie Wieler	16,200	168	16,368	12,469
Chief Administrative Officer (1 individual)	106,734	2,783	109,517	107,494
	<b>293,032</b>	<b>4,631</b>	<b>297,663</b>	<b>262,059</b>

1. Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and other direct cash remuneration.
2. Benefits include employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance accidental disability and dismemberment, long and short term disability, professional memberships and tuition.
3. The District has a personal vehicle allowance policy which provides for the payment for the use of personal vehicles for municipal business purposes. No amount has been included in the benefits figure.

## Municipal District of Mackenzie No. 23

## Schedule 5

**SCHEDULE OF GOVERNMENT TRANSFERS**

Year ended December 31

	Budget \$	2003 \$	2002 \$
	(note 13)		
<b>Federal transfers</b>			
Shared-cost agreements and grants	88,722	112,964	112,145
<b>Provincial transfers</b>			
Shared-cost agreements and grants	7,622,797	2,600,454	2,448,937
Debt interest rebates	964	964	1,518
	7,623,761	2,601,418	2,450,455
<b>Total government transfers</b>	7,712,483	2,714,382	2,562,600

## Municipal District of Mackenzie No. 23

## Schedule 6

**SCHEDULE OF TOTAL  
EXPENDITURES BY OBJECT**

Year ended December 31

	<b>Budget</b>	<b>2003</b>	<b>2002</b>
	\$	\$	\$
	(note 13)		
Salaries, wages and benefits	3,413,786	3,283,415	2,984,181
Contracted and general services	3,805,103	3,832,547	3,570,684
Materials, goods, supplies and utilities	2,436,530	2,416,809	2,549,140
Transfers to other governments	1,022,448	1,000,890	986,408
Transfers to local boards and agencies	878,966	980,347	786,965
Interest on long-term debt <i>[note 9]</i>	302,130	278,636	112,732
Physical assets acquired	13,146,984	6,140,242	8,817,823
Other operating expenditures	205,000	100,773	176,236
Other capital expenditures	2,435,260	946,658	698,815
	<b>27,646,207</b>	<b>18,980,317</b>	<b>20,682,984</b>



## Municipal District of Mackenzie No. 23

## Schedule 7

**SCHEDULE OF CHANGE IN FUND BALANCE - RESERVES**

Year ended December 31

	Budget \$	2003 \$	2002 \$
	(note 13)		
<b>Balance at beginning of the year</b>	6,725,587	<b>6,802,486</b>	6,427,142
Add (deduct):			
Transfer from operating fund	552,368	1,722,424	1,502,227
Transfer to capital fund	—	(29,999)	—
Transfer to operating fund	(13,000)	<b>(285,100)</b>	(197,403)
<b>Net transfer from operating fund</b>	539,368	<b>1,407,325</b>	1,304,824
Transfer from capital fund	2,695,228	<b>3,636,163</b>	1,970,327
Transfer to capital fund	(5,161,908)	<b>(4,531,849)</b>	(2,899,807)
<b>Net transfer to capital fund</b>	(2,466,680)	<b>(895,686)</b>	(929,480)
<b>Waste Management Authority transfer [note 2]</b>	—	<b>(263,129)</b>	—
<b>Increase (decrease) in fund balance</b>	(1,927,312)	<b>248,510</b>	375,344
<b>Balance, end of the year [note 11]</b>	4,798,275	<b>7,050,996</b>	6,802,486

## NOTES TO FINANCIAL STATEMENTS

December 31, 2003

### 1. SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Municipal District of Mackenzie No. 23 (the "District") are prepared by the District's administration in accordance with Canadian generally accepted accounting principles which includes financial reporting standards appropriate for local governments recommended by the Public Sector Accounting Board of The Canadian Institute of Chartered Accountants.

The preparation of financial statements in conformity with generally accepted accounting principles require administration to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

#### **Basis of accounting**

The basis of accounting followed in the financial statement presentation includes revenues recognized in the period in which the transactions or events occurred that gave rise to the revenues, and expenditures recognized in the period the goods and services are acquired and a liability is incurred or transfers are due with the exception of pension expenditure as disclosed below. These statements include the proportionately consolidated accounts of the Mackenzie Waste Management Authority (see note 2) of which the District is a member. All accounts and transactions between the District and the Authority have been eliminated on consolidation.

#### **Fund accounting**

Management funds consist of the operating, capital and reserve funds. Transfers between funds are recorded as adjustments to the appropriate equity account. Proceeds from land sales are recorded as operating fund revenues.

#### **Government transfers**

Government transfers are recognized in the financial statements as revenues in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, the District has met any eligibility criteria and reasonable estimates of the amounts can be made.

#### **Pension expenditure**

The District participates in a multi-employer defined benefit pension plan. This plan is accounted for as a defined contribution plan.

## NOTES TO FINANCIAL STATEMENTS (CONTINUED)

December 31, 2003

### 1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### **Cash and cash equivalents**

Cash and cash equivalents consists of cash and term deposits with periods to maturity of less than 90 days.

#### **Inventories**

Inventories of materials and supplies are carried at the lower of cost and replacement cost with cost determined by the average cost method.

#### **Land held for resale**

Land held for resale is recorded at the lower of cost and net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping, and leveling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks, and street lighting are recorded as physical assets under their respective function.

#### **Physical assets**

Physical assets are recognized as expenditures in the period they are acquired. Physical assets are carried on the statement of financial position at cost. Adjustments are made to relieve the cost of assets for the original cost of assets sold, lost or scrapped where such costs are determinable.

Government contributions for the acquisition of physical assets are recorded as capital revenue and do not reduce the related physical asset costs.

Physical assets for government purposes are not depreciated.

#### **Gravel pit reclamation**

Estimated future costs for gravel pit reclamation and site restoration are charged to expenditure over the life of each pit based on the amount of material expected to be extracted. Amounts charged to expenditures but not yet paid are included in accounts payable and accrued liabilities.

#### **Reserves for future expenditures**

Reserves are established at the discretion of Council to set aside funds for future operating and capital expenditures. Transfers to and from reserves are reflected as an adjustment to the respective fund.

## NOTES TO FINANCIAL STATEMENTS (CONTINUED)

December 31, 2003

### 1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### Equity in physical assets

Equity in physical assets represents the District's net investment in its total physical assets after deducting the portion financed by third parties through debenture, bond, and mortgage debts, long-term capital borrowing, capitalized leases, and other capital liabilities.

#### Over-levies and under-levies

Over-levies and under-levies arise from the difference between the actual levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

#### Financial instruments

The District's financial instruments consist of cash and cash equivalents, taxes receivable, grants and other accounts receivable, land held for resale, accounts payable and accrued liabilities, deposit liabilities, and long term debt. It is administration's opinion that the District is not exposed to significant interest, currency or credit risk arising from these financial instruments. The fair value of these financial instruments approximate their carrying values.

### 2. MACKENZIE REGIONAL WASTE MANAGEMENT AUTHORITY

The District is a member of the Mackenzie Regional Waste Management Authority. The Authority was formed to establish an efficient and environmentally acceptable solid waste management system for the benefit of all participating members. Members agreed to proportionately share, based on tonnage of waste deposited, all future debts, liabilities, capital and operations of the Authority while they are a member. On August 19, 2003, the Minister of Municipal Affairs passed Alberta Regulation 264/2003 which created the Mackenzie Regional Waste Management Commission and transferred control from the Authority members to the Province of Alberta.

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

December 31, 2003

**2. MACKENZIE REGIONAL WASTE MANAGEMENT AUTHORITY (CONTINUED)**

These financial statements include the District's proportionate share of the assets, liabilities and operations of the Authority, based on the tonnage of waste deposited by the District into the Authority's landfill during the period ended August 18, 2003 – 72.85% (December 31, 2002 – 77.92%). On August 19, 2003 the District's proportionate share of the assets, liabilities and equity of the Authority were transferred to the Mackenzie Regional Waste Management Commission.

The financial position and operating results of the Mackenzie Regional Waste Management Authority were as follows:

	August 18, 2003 \$	December 31, 2002 \$
Cash	705,433	374,030
Accounts receivable	51,551	104,186
Physical assets	971,797	970,834
Accounts payable and accrued liabilities	185,855	97,023
Deferred revenue	145,037	—
Equity in physical assets	971,797	970,834
Operating reserves	361,193	105,559
Accumulated operating fund	64,899	275,634
Revenues	204,984	491,419
Expenses	160,085	275,785

**3. TAXES RECEIVABLE**

	2003 \$	2002 \$
Taxes receivable -		
Current	378,719	459,427
Arrears	261,050	283,635
	639,769	743,062
Allowance for uncollectible taxes	(114,000)	(125,000)
	525,769	618,062

## NOTES TO FINANCIAL STATEMENTS (CONTINUED)

December 31, 2003

### 4. INVENTORIES

	2003	2002
	\$	\$
Gravel	944,076	925,803
Parts and supplies	367,051	416,271
	<u>1,311,127</u>	<u>1,342,074</u>

### 5. LAND, STRUCTURES AND EQUIPMENT

	2003	2002
	\$	\$
Engineering structures	51,773,103	48,290,952
Buildings	3,829,705	3,644,038
Vehicles	3,036,573	2,546,902
Machinery and equipment	4,258,277	3,820,711
Land	658,394	658,394
Total cost	<u>63,556,052</u>	<u>58,960,997</u>

### 6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2003	2002
	\$	\$
Trade payables and accruals	1,477,301	2,528,959
Gravel pit reclamation	364,215	187,000
Employee payable	219,418	153,593
Long-term debt interest payable	52,682	49,708
	<u>2,113,616</u>	<u>2,919,260</u>

### 7. DEPOSIT LIABILITIES

	2003	2002
	\$	\$
Utilities	36,100	34,870
Land lot sales	4,500	2,500
	<u>40,600</u>	<u>37,370</u>

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

December 31, 2003

**8. DEFERRED REVENUE**

	2003 \$	2002 \$
Prepaid local improvements	45,070	44,574
Restricted grant funding	355,110	596,947
	<b>400,180</b>	<b>641,521</b>

**9. LONG-TERM DEBT**

	2003 \$	2002 \$
<b>Debentures -</b>		
<b>Alberta Capital Finance Authority</b>		
9 3/4%, due 2003	—	29,422
10 3/8%, due 2004	25,218	48,065
12%, due 2007	340,295	403,868
5 3/4%, due 2011	520,910	571,127
5 3/8%, due 2012	3,198,742	3,469,817
4 7/8%, due 2013	407,429	—
	<b>4,492,594</b>	<b>4,522,299</b>

Principal and interest repayment requirements on long-term debt over the next five years and to maturity are as follows:

	Principal \$	Interest \$	Total \$
2004	467,750	265,199	732,949
2005	471,072	234,043	705,115
2006	501,715	203,400	705,115
2007	534,643	170,472	705,115
2008	458,018	135,060	593,078
To maturity	2,059,396	282,303	2,341,699
	<b>4,492,594</b>	<b>1,290,477</b>	<b>5,783,071</b>

For qualifying debentures, the Province of Alberta rebates 50% of interest in excess of 8%, 9% and 11% to a maximum annual rate of 12.5%, depending on the date borrowed. Debenture debt is issued on the credit and security of the District at large.

Interest expense on long-term debt amounted to \$278,636 (2002 – \$112,732) and the District's total cash payments for interest were \$275,662 (2002 - \$63,024), for the year ended December 31, 2003.





## NOTES TO FINANCIAL STATEMENTS (CONTINUED)

December 31, 2003

### 9. LONG-TERM DEBT (CONTINUED)

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

	2003 \$	2002 \$
Total debt limit	26,119,857	24,304,607
Total debt	4,492,594	4,522,299
<b>Amount by which debt limit exceeds debt</b>	<b>21,627,263</b>	<b>19,782,308</b>
Service on debt limit	4,353,310	4,050,768
Service on debt	732,949	712,796
<b>Amount by which debt servicing limit exceeds debt servicing</b>	<b>3,620,361</b>	<b>3,337,972</b>

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

### 10. CONTINGENCIES

- a) The District is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of the membership, the District could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year of the settlement.
- b) The Alberta Union of Provincial Employees applied in May 1995 to the Labour Relations Board for a successor rights declaration that the certification certificate and the provincial collective agreement were inherited by the District when it was formed. The Labour Relations Board ruled there were no successor rights.

Proceedings were taken to overturn the Labour Relations Board decision. Over the years, additional proceedings have occurred, the latest being on January 4, 2002 when the Court of Appeal ruled in favor of the Alberta Union of Provincial Employees. On October 10, 2002, the District was denied the application for leave to appeal this decision to the Supreme Court of Canada. The estimated costs to the District are not determinable at this time. The amount of the settlement will be accounted for as a current transaction in the year of the settlement.

## NOTES TO FINANCIAL STATEMENTS (CONTINUED)

December 31, 2003

### 11. RESERVES

Reserves have been established as follows:

	2003	2002
	\$	\$
<b>Operating</b>		
General operating	1,365,915	1,177,889
Gravel reserve	198,570	195,958
Prepaid local improvements and off-site levy	161,726	117,911
Recreation and parks	85,484	139,148
Subdivision development	64,975	40,297
<b>Total operating reserves</b>	<b>1,876,670</b>	<b>1,671,203</b>
<b>Capital</b>		
Emergency equipment	347,582	495,919
General roads	2,020,728	1,361,720
General capital	2,663,747	2,616,019
Vehicle replacement	142,269	657,625
<b>Total capital reserves</b>	<b>5,174,326</b>	<b>5,131,283</b>
<b>Total reserves</b>	<b>7,050,996</b>	<b>6,802,486</b>

### 12. LOCAL AUTHORITIES PENSION PLAN

Employees of the District participate in the Local Authorities Pension Plan (LAPP) which is covered by the Public Sector Pension Plans Act. The Plan serves approximately 133,000 employees and 389 employers. It is financed by employer and employee contributions and investment earnings of the LAPP Fund.

The District is required to make current service contributions to the Plan of 5.525% of pensionable earnings up to the Canada Pension Plan Year's Maximum Pensionable Earnings and 7.4% for the excess.

The current service contributions by the District to the Local Authorities Pension Plan in 2003 were \$92,978 (2002 - \$86,491). Total current service contributions by the employees of the District to the Local Authorities Pension Plan in 2003 were \$77,270 (2002 - \$70,497).

At December 31, 2002 the Plan disclosed an actuarial deficiency of \$445 million for the Plan (2001 - \$635 million surplus).



## **NOTES TO FINANCIAL STATEMENTS (CONTINUED)**

December 31, 2003

### **13. BUDGET FIGURES**

Budget figures are included for information purposes only and are unaudited.

### **14. COMPARATIVE FIGURES**

Certain comparative figures have been reclassified to conform with the presentation adopted for the current year.



# **Appendix B – Draft Financial Information Return**



Financial Information Return

**Municipal District of Mackenzie No. 23**

December 31, 2003





## **AUDITORS' REPORT FINANCIAL INFORMATION RETURN**

To the Minister of  
Alberta Municipal Affairs

We have audited the financial information return of the Municipal District of Mackenzie No. 23 for the year ended December 31, 2003. This financial information return has been prepared to comply with Section 277 of the Municipal Government Act and is to be used primarily for provincial statistical purposes. This financial information is the responsibility of the District's administration. Our responsibility is to express an opinion on this financial information based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether this financial information is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial information return. An audit also includes assessing the accounting principles used and significant estimates made by the municipal administration, as well as evaluating the overall presentation of the financial information.

In our opinion, this financial information return presents fairly, in all material respects, the financial position of the Municipal District of Mackenzie No. 23 as at December 31, 2003 and the results of its operations for the year then ended in accordance with the accounting principles prescribed by the Minister of Alberta Municipal Affairs as provided for in Section 277 of the Municipal Government Act.

This financial information, which has not been, and was not intended to be, prepared in accordance with Canadian generally accepted accounting principles, is solely for the information and use of the Minister of Alberta Municipal Affairs to comply with Section 277 of the Municipal Government Act and is to be used primarily for provincial statistical purposes. The financial information is not intended to be and should not be used by anyone other than the specified users or for any other purpose. We have issued an audit report dated March 19, 2004 on the financial statements of the Municipal District of Mackenzie No. 23 for the year ended December 31, 2003 and reference should be made to those audited financial statements for complete information.

Edmonton, Canada  
March 19, 2004

Chartered Accountants



# FINANCIAL INFORMATION RETURN

FOR THE YEAR ENDING DECEMBER 31, 2003

**Chief Administrative Officer or Designated Officer Certification**

**Municipality Name:** Municipal District of Mackenzie No. 23

**This Financial Information Return, to the best of my knowledge,  
is presented fairly and was prepared in compliance with the  
accompanying Financial Information Manual.**

**Signature** \_\_\_\_\_ **Dated** \_\_\_\_\_

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**Alberta Municipal Affairs**

FINANCIAL POSITION

Schedule A

	1	2	3	4
	Operating	Capital	Reserves	Total
<b>Assets</b>				
Cash and Temporary Investments .....	0010 0020	411,552	7,050,996	7,462,548
Taxes and Grants in Place Receivables .....	0030			
Current .....	0040	378,719		378,719
Arrears .....	0050	261,050		261,050
Allowance .....	0060	-114,000		-114,000
Receivable From Other Governments .....	0070	263,837	1,254,244	1,518,081
Loans Receivable .....	0080			
Trade and Other Receivables .....	0090	220,305		220,305
Due From Excluded Functions .....	0100			
Due From Other Funds .....	0110	305,109		
Inventory of Consumable Supplies .....	0120		1,311,127	1,311,127
Inventories Held for Resale .....	0130			
Land .....	0140	104,464		104,464
Other .....	0150	70		70
Prepaid Expenses .....	0160	141,631		141,631
Long Term Investments .....	0170			
Federal Government .....	0180			
Provincial Government .....	0190			
Local Governments .....	0200			
Other .....	0210			
Capital Property .....	0220		63,556,052	63,556,052
Other Current Assets .....	0230	167,831		167,831
Other Long Term Assets .....	0240	32,854		32,854
<b>Total Assets</b>	0250 0260	2,173,422	66,121,423	7,050,996 75,040,732
<b>Liabilities</b>				
Temporary Loans Payable .....	0270			
Payable To Other Governments .....	0280	150,824	9,040	159,864
Accounts Payable & Accrued Liabilities .....	0300	1,368,766	584,986	1,953,752
Deposit Liabilities .....	0310	40,600		40,600
Due To Excluded Functions .....	0320			
Due To Other Funds .....	0330		305,109	
Deferred Revenue .....	0340	45,071	355,109	400,180
Long Term Debt .....	0350		4,492,594	4,492,594
Other Current Liabilities .....	0360			
Other Long Term Liabilities .....	0370	32,854		32,854
<b>Total Liabilities</b>	0380 0390	1,638,115	5,746,838	7,079,844
<b>Equity</b>				
Restricted Fund Balances .....	0400			
Unrestricted Fund Balances .....	0405	535,307		535,307
Total Fund Balances .....	0410	535,307	60,374,585	67,960,888
Unfunded Liabilities .....	0415			
<b>Total Equity</b>	0418	535,307	60,374,585	7,050,996 67,960,888
<b>Total Liabilities and Equity</b>	0420 0430	2,173,422	66,121,423	7,050,996 75,040,732

**FUND EQUITY**

**Schedule B**

		Operating 1	Capital 2	Reserves 3	Total 4
Net Revenue (Expenditure) .....	0500	5,191,005	-189,074		5,001,931
Net Transfers From / To Reserves Fund .....	0510	-1,407,325	895,686	511,639	
Net Transfers From / To Excluded Function .....	0520				
Net Transfers From / To Operating / Capital Func	0530	-3,450,067	3,450,067		
Transfer To Capital: Principal Repayments on L\I	0540	-437,134	437,134		
Appropriated From Beginning of Year Fund Balan	0550				
Other Inter-Fund Adjustments .....	0560				
Increase (Decrease) in Unfunded Liabilities .....	0565				
<b>Change in Fund Balances</b>					
	0570	-103,521	4,593,813	511,639	5,001,931
<b>Fund Balances</b>					
	0575				
Balance at Beginning of Year .....	0580	686,106	55,780,772	6,802,486	63,269,364
Prior Period Adjustments .....	0590				
Appropriated To Operating Fund .....	0600				
Other Adjustments .....	0610	-47,278		-263,129	-310,407
<b>Balance at End of Year</b>					
	0620	535,307	60,374,585	7,050,996	67,960,888

FINANCIAL ACTIVITIES BY FUNCTION

Schedule C

		Operating 1	Capital 2	Total 3
<b>Total General Revenue</b>	0700	15,045,047		15,045,047
<b>Function Revenue</b>	0710			
<b>General Government</b>	0720			
Council and Other Legislative .....	0730			
General Administration .....	0740	126,574	33,788	160,362
Other General Government.....	0750			
<b>Protective Services</b>	0760			
Police .....	0770			
Fire .....	0780	111,358	159,450	270,808
Disaster and Emergency Measures .....	0790			
Ambulance and First Aid .....	0800	5,375	7,175	12,550
Bylaws Enforcement .....	0810	46,446		46,446
Other Protective Services.....	0820			
<b>Transportation</b>	0830			
Common and Equipment Pool .....	0840			
Roads, Streets, Walks, Lighting .....	0850	131,667	1,949,877	2,081,544
Airport .....	0860	29,130		29,130
Public Transit .....	0870			
Storm Sewers and Drainage .....	0880			
Other Transportation .....	0890			
<b>Environmental Use and Protection</b>	0900			
Water Supply and Distribution .....	0910	934,613	43,815	978,428
Wastewater Treatment and Disposal .....	0920	275,139		275,139
Waste Management .....	0930	104,638		104,638
Other Environmental Use and Protection .....	0940			
<b>Public Health and Welfare</b>	0950			
Family and Community Support .....	0960	172,287		172,287
Day Care .....	0970			
Cemeteries and Crematoriums .....	0980			
Other Public Health and Welfare .....	0990			
<b>Planning and Development</b>	1000			
Land Use Planning, Zoning and Development	1010	3,278		3,278
Economic/Agricultural Development .....	1020	44,000	139,613	183,613
Subdivision Land and Development .....	1030	54,870		54,870
Public Housing Operations .....	1040			
Land, Housing and Building Rentals .....	1050			
Other Planning and Development.....	1060			
<b>Recreation and Culture</b>	1070			
Recreation Boards .....	1080			
Parks and Recreation .....	1090			
Culture: Libraries, Museums, Halls .....	1100			
Convention Centres .....	1110			
Other Recreation and Culture.....	1120			
<b>Other</b>	1130			
<b>Total Revenue</b>	1140	17,084,422	2,333,718	19,418,140

FINANCIAL ACTIVITIES BY FUNCTION

Schedule C (cont.)

		Operating	Capital	Total
		1	2	3
<b>Expenditures</b>	1150			
<b>General Government</b>	1160			
Council and Other Legislative .....	1170	274,639		274,639
General Administration .....	1180	2,463,674	129,825	2,593,499
Other General Government.....	1190			
<b>Protective Services</b>	1200			
Police .....	1210			
Fire .....	1220	452,458	32,025	484,483
Disaster and Emergency Measures .....	1230			
Ambulance and First Aid .....	1240	495,737	27,677	523,414
Bylaws Enforcement .....	1250	235,209		235,209
Other Protective Services.....	1260			
<b>Transportation</b>	1270			
Common and Equipment Pool .....	1280			
Roads, Streets, Walks, Lighting .....	1290	4,232,631	497,890	4,730,521
Airport .....	1300	85,444		85,444
Public Transit .....	1310			
Storm Sewers and Drainage .....	1320			
Other Transportation .....	1330			
<b>Environmental Use and Protection</b>	1340			
Water Supply and Distribution .....	1350	984,255	17,557	1,001,812
Wastewater Treatment and Disposal .....	1360	243,787	18,150	261,937
Waste Management .....	1370	417,369	728,092	1,145,461
Other Environmental Use and Protection .....	1380			
<b>Public Health and Welfare</b>	1390			
Family and Community Support .....	1400	380,711		380,711
Day Care .....	1410			
Cemeteries and Crematoriums .....	1420			
Other Public Health and Welfare .....	1430			
<b>Planning and Development</b>	1440			
Land Use Planning, Zoning and Development	1450	275,656		275,656
Economic/Agricultural Development .....	1460	625,570	218,146	843,716
Subdivision Land and Development .....	1470	30,192		30,192
Public Housing Operations .....	1480			
Land, Housing and Building Rentals .....	1490			
Other Planning and Development.....	1500			
<b>Recreation and Culture</b>	1510			
Recreation Boards .....	1520	600,254		600,254
Parks and Recreation .....	1530			
Culture: Libraries, Museums, Halls .....	1540	82,165		82,165
Convention Centres .....	1550			
Other Recreation and Culture.....	1560	13,666		13,666
<b>Other</b> .....	1570		853,430	853,430
<b>Total Expenditures</b>	1580	11,893,417	2,522,792	14,416,209
<b>Net Revenue (Expenditure)</b>	1590	5,191,005	-189,074	5,001,931



FINANCIAL ACTIVITIES BY TYPE / OBJECT

Schedule D

		Operating	Capital	Total
		1	2	3
<b>Revenues</b>	1700			
Taxation and Grants in Place	1710			
· Property (Net Municipal) .....	1720	14,108,113		14,108,113
· Business .....	1730			
· Business Revitalization Zone .....	1740			
· Special .....	1750			
· Well Drilling .....	1760	62,308		62,308
· Local Improvement .....	1770	164,821		164,821
Sales To Other Governments .....	1790			
Sales and User Charges .....	1800	1,411,584		1,411,584
Penalties and Costs on Taxes .....	1810	111,774		111,774
Licenses and Permits .....	1820	45,911		45,911
Fines .....	1830	46,446		46,446
Franchise and Concession Contracts .....	1840			
Returns on Investments .....	1850	269,127	11,996	281,123
Rentals .....	1860	52,325		52,325
Insurance Proceeds .....	1870			
Proceeds From Disposal of Capital Property .....	1880			
Federal Government Unconditional Transfers .....	1890			
Federal Government Conditional Transfers .....	1900		112,964	112,964
Provincial Government Unconditional Transfers ..	1910			
Provincial Government Conditional Transfers .....	1920	709,480	1,891,938	2,601,418
Local Government Transfers .....	1930			
Transfers From Local Boards and Agencies .....	1940			
Drawn From Allowances .....	1950			
Developers' Agreements and Levies .....	1960		43,815	43,815
Other Revenues .....	1970	102,533	273,005	375,538
<b>Total Revenue</b>	1980	17,084,422	2,333,718	19,418,140
<b>Expenditures</b>	1990			
Salaries, Wages, and Benefits .....	2000	3,283,415		3,283,415
Contracted and General Services .....	2010	3,832,547		3,832,547
Purchases from Other Governments .....	2020			
Materials, Goods, Supplies, and Utilities .....	2030	2,416,809		2,416,809
Provision For Allowances .....	2040			
Transfers to Other Governments .....	2050	1,000,890		1,000,890
Transfers to Local Boards and Agencies .....	2060			
Transfers to Individuals and Organizations .....	2070	980,347		980,347
Bank Charges and Short Term Interest .....	2080	3,345		3,345
Interest on Operating Long Term Debt .....	2090			
Interest on Capital Long Term Debt .....	2100	278,636		278,636
Amortization of Capital Property .....	2110			
Unamortized Cost of Capital Property Disposed ..	2120		1,545,888	1,545,888
Other Expenditures .....	2130	97,428	976,904	1,074,332
<b>Total Expenditures</b>	2140	11,893,417	2,522,792	14,416,209
<b>Net Revenue (Expenditure)</b>	2150	5,191,005	-189,074	5,001,931

OPERATING FUND SUPPLEMENTARY DETAIL

Schedule E

		Operating Revenue		Operating Expenditures	
		Sales and User Charges	Provincial Government Conditional Transfers	Interest on Operating Long Term Debt	Interest on Capital Long Term Debt
		1	2	3	4
General Government	2200				
Council and Other Legislative .....	2210				
General Administration .....	2220	19,874	33,964		
Other General Government.....	2230				
Protective Services	2240				
Police .....	2250				
Fire .....	2260	99,983	11,375		
Disaster and Emergency Measures .....	2270				
Ambulance and First Aid .....	2280				
Bylaws Enforcement .....	2290				
Other Protective Services.....	2300				
Transportation	2310				
Common and Equipment Pool .....	2320				
Roads, Streets, Walks, Lighting .....	2330	118,172	445,890		185,904
Airport .....	2340	29,130			
Public Transit .....	2350				
Storm Sewers and Drainage .....	2360				
Other Transportation .....	2370				
Environmental Use and Protection	2380				
Water Supply and Distribution .....	2390	831,869	964		57,229
Wastewater Treatment and Disposal .....	2400	205,640			35,503
Waste Management .....	2410	104,638			
Other Environmental Use and Protection .....	2420				
Public Health and Welfare	2430				
Family and Community Support .....	2440		172,287		
Day Care .....	2450				
Cemeteries and Crematoriums .....	2460				
Other Public Health and Welfare .....	2470				
Planning and Development	2480				
Land Use Planning, Zoning and Development .....	2490	2,278	1,000		
Economic/Agricultural Development .....	2500		44,000		
Subdivision Land and Development .....	2510				
Public Housing Operations .....	2520				
Land, Housing and Building Rentals .....	2530				
Other Planning and Development.....	2540				
Recreation and Culture	2550				
Recreation Boards .....	2560				
Parks and Recreation .....	2570				
Culture: Libraries, Museums, Halls .....	2580				
Convention Centres .....	2590				
Other Recreation and Culture.....	2600				
Other .....	2610				
<b>Total</b>	<b>2620</b>	<b>1,411,584</b>	<b>709,480</b>		<b>278,636</b>

CAPITAL FUND SUPPLEMENTARY DETAIL

Schedule F

		Capital Revenue	Capital Assets	Capital Fund Long Term Debt	
		Provincial	Capital	Principal	Principal
		Government	Property	Additions	Reductions
		Conditional	Additions	During Year	During Year
Transfers	1	2	3	4	
General Government	2700				
Council and Other Legislative .....	2710				
General Administration .....	2720	8,789	266,218		
Other General Government.....	2730				
Protective Services	2740				
Police .....	2750				
Fire .....	2760	159,450	509,438		
Disaster and Emergency Measures .....	2770				
Ambulance and First Aid .....	2780	7,175			
Bylaws Enforcement .....	2790				
Other Protective Services.....	2800				
Transportation	2810				
Common and Equipment Pool .....	2820				
Roads, Streets, Walks, Lighting .....	2830	1,576,911	4,620,302		271,074
Airport .....	2840				
Public Transit .....	2850				
Storm Sewers and Drainage .....	2860				
Other Transportation .....	2870				
Environmental Use and Protection	2880				
Water Supply and Distribution .....	2890		311,144		108,955
Wastewater Treatment and Disposal .....	2900			407,429	57,105
Waste Management .....	2910		30,172		
Other Environmental Use and Protection .....	2920				
Public Health and Welfare	2930				
Family and Community Support .....	2940				
Day Care .....	2950				
Cemeteries and Crematoriums .....	2960				
Other Public Health and Welfare .....	2970				
Planning and Development	2980				
Land Use Planning, Zoning and Development	2990		58,656		
Economic/Agricultural Development .....	3000	139,613	345,013		
Subdivision Land and Development .....	3010				
Public Housing Operations .....	3020				
Land, Housing and Building Rentals .....	3030				
Other Planning and Development.....	3040				
Recreation and Culture	3050				
Recreation Boards .....	3060				
Parks and Recreation .....	3070				
Culture: Libraries, Museums, Halls .....	3080				
Convention Centres .....	3090				
Other Recreation and Culture.....	3100				
Other .....	3110				
<b>Total</b>	<b>3120</b>	<b>1,891,938</b>	<b>6,140,943</b>	<b>407,429</b>	<b>437,134</b>

CHANGES IN CAPITAL PROPERTY

Schedule G

		Balance at Beginning of Year 1	Additions 2	Reductions 3	Balance at End of Year 4
<b>Capital Property - Cost</b>	3200				
Engineering Structures .....	3210	48,290,952	4,230,910	748,759	51,773,103
Buildings .....	3220	3,644,038	328,991	143,324	3,829,705
Machinery and Equipment .....	3230	3,820,711	989,267	551,701	4,258,277
Land .....	3240	658,394			658,394
Vehicles .....	3250	2,546,902	591,775	102,104	3,036,573
<b>Total Capital Property Cost</b>	3260	58,960,997	6,140,943	1,545,888	63,556,052
<b>Capital Property - Accumulated Amortization</b>	3270				
Engineering Structures .....	3280				
Buildings .....	3290				
Machinery and Equipment .....	3300				
Land .....	3310				
Vehicles .....	3320				
<b>Total Capital Property Accumulated Amortization</b>	3330				
<b>Total Capital Property Net of Accum. Amortization</b>	3340	58,960,997	6,140,943	1,545,888	63,556,052

**LONG TERM DEBT SUPPORT**

**Schedule H**

		Operating 1	Capital 2	Total 3
<b>Long Term Debt Support</b>	3400			
Supported by General Tax Levies .....	3410			
Supported by Special Levies .....	3420		4,492,594	4,492,594
Supported by Utility Rates .....	3430			
Other .....	3440			
<b>Total Long Term Debt Principal Balance</b>	<b>3450</b>		4,492,594	4,492,594

**LONG TERM DEBT SOURCES**

**Schedule I**

		Operating 1	Capital 2	Total 3
Alberta Capital Finance Authority.....	3500		4,492,594	4,492,594
Province of Alberta .....	3510			
Canada Mortgage and Housing Corporation .....	3520			
Municipal Development and Loan Board .....	3530			
Government of Canada .....	3540			
Alberta Mortgage and Housing Corporation .....	3550			
Alberta Opportunity Company .....	3560			
Public Bond Issue .....	3570			
United States Market .....	3580			
European Market .....	3590			
Mortgage Borrowing .....	3600			
Other .....	3610			
<b>Total Long Term Debt Principal Balance</b>	<b>3620</b>		4,492,594	4,492,594

**FUTURE LONG TERM DEBT REPAYMENTS**

**Schedule J**

		Operating 1	Capital 2	Total 3
<b>Principal Repayments by Year</b>	3700			
Current + 1 .....	3710		467,750	467,750
Current + 2 .....	3720		471,072	471,072
Current + 3 .....	3730		501,715	501,715
Current + 4 .....	3740		534,643	534,643
Current + 5 .....	3750		458,018	458,018
Thereafter .....	3760		2,059,396	2,059,396
<b>Total Principal</b>	<b>3770</b>		4,492,594	4,492,594
<b>Interest by Year</b>	3780			
Current + 1 .....	3790		265,199	265,199
Current + 2 .....	3800		234,043	234,043
Current + 3 .....	3810		203,400	203,400
Current + 4 .....	3820		170,472	170,472
Current + 5 .....	3830		135,060	135,060
Thereafter .....	3840		282,303	282,303
<b>Total Interest</b>	<b>3850</b>		1,290,477	1,290,477

**PROPERTY TAXES AND GRANTS IN PLACE**

**Schedule K**

		Grants In Place		
		Property Taxes	of Property Taxes	Total
		1	2	3
<b>Property Taxes</b>	3900			
Residential Land and Improvements .....	3910	2,158,324	16,248	2,174,572
<b>Non-Residential</b>	3920			
Land and Improvements (Excluding M & E)....	3935	570,798	36,878	607,676
Machinery and Equipment .....	3950	1,404,241		1,404,241
Linear Property .....	3960	15,754,504	151,178	15,905,682
Railway .....	3970	43,425		43,425
Farm Land .....	3980	429,139		429,139
Adjustments to Property Taxes .....	3990			
<b>Total Property Taxes and Grants In Place</b>	<b>4000</b>	<b>20,360,431</b>	<b>204,304</b>	<b>20,564,735</b>
<b>Requisition Transfers</b>				
Education				
Residential/Farm Land .....	4031			
Non-Residential .....	4035			6,184,601
Hospital Districts .....	4060			
Nursing Homes and Auxiliary Hospitals.....	4070			
Ambulance Districts .....	4080			
Seniors Lodges .....	4090			337,394
Other .....	4100			
Adjustments to Requisition Transfers .....	4110			-65,373
<b>Total Requisition Transfers</b>	<b>4120</b>			<b>6,456,622</b>
<b>Net Municipal Property Taxes and Grants In Place</b>	<b>4130</b>			<b>14,108,113</b>

**GRANTS IN PLACE OF TAXES**

**Schedule L**

		Property Taxes	Business Taxes	Other Taxes	Total
		1	2	3	4
		Federal Government .....	4200	15,254	
Provincial Government .....	4210	189,050			189,050
Local Government .....	4220				
Other .....	4230				
<b>Total</b>	<b>4240</b>	<b>204,304</b>			<b>204,304</b>

**DEBT LIMIT**

**Schedule AA**

Debt Limit .....	5700	26,119,857
Total Debt .....	5710	4,492,594
Debt Service Limit .....	5720	4,353,310
Total Debt Service Costs .....	5730	732,949

**EDIT LIST - PLEASE REVIEW AND CORRECT ANY ERRORS NOTED BELOW**

Enter **Prior year's** Line 3450 Column 2 balance here:

# **Appendix C – Draft Administration Letters of Representations**



Ernst & Young LLP  
Chartered Accountants  
Scotia Place, Tower 2  
10060 – Jasper Avenue  
Edmonton, AB T5J 3R8

Dear Sirs:

In connection with your audit of the financial statements of the Municipal District of Mackenzie No. 23 (the “District”) as of December 31, 2003 and for the year then ended, we recognize that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion whether the financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows of the District in accordance with Canadian generally accepted accounting principles.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief:

**A. Financial Statements and Financial Records**

1. As members of administration of the District, we understand that the purpose of your audit of our financial statements is to express an opinion thereon and that part of your audit involves selective testing of account balances and transactions which has been limited to those which you considered necessary in the circumstances.
2. As members of administration of the District, we are responsible for the preparation of the financial statements in accordance with Canadian generally accepted accounting principles.
3. The significant accounting policies adopted in the preparation of the financial statements are fully and fairly described in the financial statements.
4. We have made available to you all financial records and related data.
5. There were no material transactions during the year that have not been properly reflected in the accounts.

6. As members of administration of the District, we believe that the District has a system of internal controls adequate to permit the preparation of accurate financial statements in accordance with Canadian generally accepted accounting principles.

## **B. Fraud and Error**

We recognize that, as members of the administration of the District:

1. we are responsible for the implementation and operation of internal controls that are designed to prevent and detect fraud and error, as defined in CICA Handbook section 5135, and that your audit may not necessarily detect fraud and error even if they are material in amount.
2. we believe the effects of those uncorrected financial statement misstatements aggregated by you during your audit, summarized in the accompanying schedule, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.
3. we are not aware of any fraud or suspected fraud that may have affected the entity. We have no knowledge of any allegation of fraud affecting the District received in communications from employees, former employees or others. In addition, all whistle-blower allegations coming to our attention have been disclosed to you.
4. we have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

## **C. Illegal Acts / Conflicts of Interest**

We are not aware of any illegal or possibly illegal acts, as defined in CICA Handbook section 5136.

There are no instances where any officer or employee of the District has an interest in a Company with which the District does business that would be considered a "conflict of interest." Such an interest would be contrary to District policy.

## **D. Cash and Cash Equivalents**

1. All cash and cash equivalents that are owned by the District are recorded in the accounts.
2. The District has good title to all cash and cash equivalents recorded in the accounts and they are free from hypothecation.
3. All income earned for the year on cash and cash equivalents have been recorded in the accounts.

### **E. Receivables**

1. Receivables are correctly described in the accounts and represent valid claims as at the year end, against the debtors indicated.
2. All goods sold and services rendered prior to the year end have been recorded as revenue of that year.
3. The accounts receivable are free from hypothecation or assignment.
4. Adequate allowance has been made for any losses from uncollectible accounts, costs or expenses which may be incurred with respect to sales made or services rendered prior to the year end.

### **F. Inventories**

1. The District has good title to the inventories recorded in the accounts and these inventories are free from all liens and encumbrances.
2. The inventories were correctly and properly taken by competent employees under the supervision of the administration as at the year end and the quantities were determined by actual count, weight or measurement.
3. The inventories were priced at the lower of average cost and net realizable value. In arriving at such values, full allowance was made for excess, unsalable, unusable, or obsolete stock.
4. The inventory does not include:
  - (i) items not paid for and for which no liability has been recorded in the accounts at the year end; or
  - (ii) goods on consignment from others.

### **G. Land Structures and Equipment**

1. The District has good title to the land, structures and equipment recorded in the accounts, and they are free from hypothecation, liens and encumbrances.
2. All charges to land, structures and equipment accounts during the year represent actual additions and no expenditures of a capital nature have been charged to expense during the year.
3. All land, structures and equipment sold or dismantled during the year have been properly accounted for in the accounts.

## **H. Liabilities**

1. All liabilities incurred by the District at the year end have been recorded in the accounts or disclosed to you (including such items as product purchases, salaries, wages, royalties, employee benefits (including pension costs), environmental issues, professional services, taxes, etc., and long-term debt and lease obligations).
2. At the year end there were no contingent liabilities except as disclosed in the notes to the financial statements (a contingent liability is an obligation that may arise depending on the resolution of a contingency, e.g., matters in dispute, significant tax reassessments expected but not yet received, discounted receivables, etc.) and all claims which are outstanding and possible claims have been disclosed to you, whether or not such claims have been discussed with our lawyers.
3. At the year end, the District had no unusual commitments or contractual obligations of any sort which were not in the ordinary course of business and which might have an adverse effect upon the District (e.g., contracts or purchase agreements above market price; repurchase or other agreements not in the ordinary course of business; material commitments for the purchase of land, structures and equipment; open balances on letters of credit; purchase commitments for inventory quantities in excess of normal requirements or at prices in excess of the prevailing market prices, etc.).
4. Our estimation of the future gravel reclamation costs of the District were determined by appropriately qualified professionals and is complete and reflects the best and most recent information available.

## **I. Employee Future Benefits**

We have disclosed to you all significant nonpension employee future benefits promised and have made available to you all significant summary plan descriptions, benefit communications, and all other relevant information, including plan changes, that constitute the plan for each significant other nonpension employee future benefits.

## **J. Inter-department Transactions**

All significant inter-department transactions have been disclosed to you and properly eliminated in the financial statements.

## **K. General**

1. The minute books presented to you contain complete and authentic minutes of all meetings of Council (including committees thereof, if any) held throughout the year to the most recent meetings on March 10, 2004.
2. No irregularities or shortages have occurred and nothing has come to light which might reflect upon the honesty or integrity of any employee, agent or officer of the District.

3. We have disclosed to you, and the District has complied with, all aspects of contractual agreements that would have a material effect on the financial statements in the event of non-compliance including all covenants, conditions or other requirements of all outstanding debt.
4. There have been no communications from regulatory agencies concerning non-compliance with laws or regulations which could have a material effect on the financial statements.
5. With respect to related party transactions (as defined in the CICA Handbook Section 3840), we have disclosed to you:
  - (i) all related parties known to us;
  - (ii) all transactions during the year with such parties including purchases, loans, transfers of assets, liabilities and services, etc.
  - (iii) all balances due to or from such parties at the year end.
6. Our present plans and intentions are appropriately reflected by the carrying value and classification of the District's assets and liabilities.
7. We have disclosed to you all significant environmental matters and have made available to you all significant relevant information related to them. The environmental liability included in the balance sheet represents our best estimate of the potential cost using assumptions that we believe represent the expected outcomes of the uncertainties. The disclosures of environmental matters in the financial statements are adequate.

#### **L. Events Subsequent to the Year End**

No events have occurred as of the date of this letter which are of such significance as to require adjustment to or disclosure in the financial statements.

## M. Comparative Figures

In connection with your audit of the comparative financial statements for the year ended December 31, 2002, we represent, to the best of our knowledge and belief, the following:

There have been no significant errors or misstatements, or changes in accounting policies that would require a restatement of the amounts from the financial statements for the year ended December 31, 2002, which are shown as comparative amounts in the financial statements for the year ended December 31, 2003. Any differences in the comparative amounts from the amounts in the financial statements for the year ended December 31, 2002 are solely the result of reclassifications for comparative purposes.

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Reeve

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Date

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Chief Administrative Officer

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Date

---

Director of Corporate Services

---

Date

Ernst & Young LLP  
Chartered Accountants  
Scotia Place, Tower 2  
10060 – Jasper Avenue  
Edmonton, AB T5J 3R8

Dear Sirs:

In connection with your audit of the financial information return of the Municipal District of Mackenzie No. 23 (the “District”) as of December 31, 2003 and for the year then ended, we recognize that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion whether the financial information return presents fairly, in all material respects, the financial position and operations of the District in accordance the accounting principles prescribed by the Minister of Municipal Affairs as provided for in Section 277 of the Municipal Government Act.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief:

**A. Financial Statements and Financial Records**

1. As members of administration of the District, we understand that the purpose of your audit of our financial information return is to express an opinion thereon and that part of your audit involves selective testing of account balances and transactions which has been limited to those which you considered necessary in the circumstances.
2. As members of administration of the District, we are responsible for the preparation of the financial information return in accordance the accounting principles prescribed by the Minister of Municipal Affairs as provided for in Section 277 of the Municipal Government Act.
3. The significant accounting policies adopted in the preparation of the financial information return have been fully and fairly described to you.
4. We have made available to you all financial records and related data.

5. There were no material transactions during the year that have not been properly reflected in the accounts.
6. As members of administration of the District, we believe that the District has a system of internal controls adequate to permit the preparation of accurate financial information return in accordance the accounting principles prescribed by the Minister of Municipal Affairs as provided for in Section 277 of the Municipal Government Act.

## **B. Fraud and Error**

We recognize that, as members of the administration of the District:

1. we are responsible for the implementation and operation of internal controls that are designed to prevent and detect fraud and error, as defined in CICA Handbook section 5135, and that your audit may not necessarily detect fraud and error even if they are material in amount.
2. we believe the effects of those uncorrected financial information return misstatements aggregated by you during your audit, summarized in the accompanying schedule, are immaterial, both individually and in the aggregate, to the financial information return taken as a whole.
3. we are not aware of any fraud or suspected fraud that may have affected the entity. We have no knowledge of any allegation of fraud affecting the District received in communications from employees, former employees or others. In addition, all whistleblower allegations coming to our attention have been disclosed to you.
4. we have disclosed to you the results of our assessment of the risk that the financial information return may be materially misstated as a result of fraud.

## **C. Illegal Acts / Conflicts of Interest**

We are not aware of any illegal or possibly illegal acts, as defined in CICA Handbook section 5136.

There are no instances where any officer or employee of the District has an interest in a Company with which the District does business that would be considered a “conflict of interest.” Such an interest would be contrary to District policy.



#### **D. Cash and Cash Equivalents**

1. All cash and cash equivalents that are owned by the District are recorded in the accounts.
2. The District has good title to all cash and cash equivalents recorded in the accounts and they are free from hypothecation.
3. All income earned for the year on cash and cash equivalents have been recorded in the accounts.

#### **E. Receivables**

1. Receivables are correctly described in the accounts and represent valid claims as at the year end, against the debtors indicated.
2. All goods sold and services rendered prior to the year end have been recorded as revenue of that year.
3. The accounts receivable are free from hypothecation or assignment.
4. Adequate allowance has been made for any losses from uncollectible accounts, costs or expenses which may be incurred with respect to sales made or services rendered prior to the year end.

#### **F. Inventories**

1. The District has good title to the inventories recorded in the accounts and these inventories are free from all liens and encumbrances.
2. The inventories were correctly and properly taken by competent employees under the supervision of the administration as at the year end and the quantities were determined by actual count, weight or measurement.
3. The inventories were priced at the lower of average cost and replacement cost. In arriving at such values, full allowance was made for excess, unsalable, unusable, or obsolete stock.
4. The inventory does not include:
  - (i) items not paid for and for which no liability has been recorded in the accounts at the year end; or
  - (ii) goods on consignment from others.

## **G. Land Structures and Equipment**

1. The District has good title to the land, structures and equipment recorded in the accounts, and they are free from hypothecation, liens and encumbrances.
2. All charges to land, structures and equipment accounts during the year represent actual additions and no expenditures of a capital nature have been charged to expense during the year.
3. All land, structures and equipment sold or dismantled during the year have been properly accounted for in the accounts.

## **H. Liabilities**

1. All liabilities incurred by the District at the year end have been recorded in the accounts or disclosed to you (including such items as product purchases, salaries, wages, royalties, employee benefits (including pension costs), over-levies, environmental issues, professional services, taxes, etc., and long-term debt and lease obligations).
2. At the year end all potential contingent liabilities (a contingent liability is an obligation that may arise depending on the resolution of a contingency, e.g., matters in dispute, significant tax reassessments expected but not yet received, discounted receivables, etc.) and all claims which are outstanding and possible claims have been disclosed to you, whether or not such claims have been discussed with our lawyers.
3. At the year end, the District had no unusual commitments or contractual obligations of any sort which were not in the ordinary course of business and which might have an adverse effect upon the District (e.g., contracts or purchase agreements above market price; repurchase or other agreements not in the ordinary course of business; material commitments for the purchase of land, structures and equipment; open balances on letters of credit; purchase commitments for inventory quantities in excess of normal requirements or at prices in excess of the prevailing market prices, etc.).
4. Our estimation of the future gravel reclamation costs of the District were determined by appropriately qualified professionals and is complete and reflects the best and most recent information available.

## **I. Employee Future Benefits**

We have disclosed to you all significant nonpension employee future benefits promised and have made available to you all significant summary plan descriptions, benefit communications, and all other relevant information, including plan changes, that constitute the plan for each significant other nonpension employee future benefits.

## **J. Inter-department Transactions**

All significant inter-department transactions have been disclosed to you and properly eliminated in the financial information return.

## **K. General**

1. The minute books presented to you contain complete and authentic minutes of all meetings of Council (including committees thereof, if any) held throughout the year to the most recent meetings on March 10, 2004.
2. No irregularities or shortages have occurred and nothing has come to light which might reflect upon the honesty or integrity of any employee, agent or officer of the District.
3. We have disclosed to you, and the District has complied with, all aspects of contractual agreements that would have a material effect on the financial information return in the event of non-compliance including all covenants, conditions or other requirements of all outstanding debt.
4. There have been no communications from regulatory agencies concerning non-compliance with laws or regulations which could have a material effect on the financial information return.
5. With respect to related party transactions (as defined in the CICA Handbook Section 3840), we have disclosed to you:
  - (i) all related parties known to us;
  - (ii) all transactions during the year with such parties including purchases, loans, transfers of assets, liabilities and services, etc.
  - (iii) all balances due to or from such parties at the year end.
6. Our present plans and intentions are appropriately reflected by the carrying value and classification of the District's assets and liabilities.
7. We have disclosed to you all significant environmental matters and have made available to you all significant relevant information related to them. The environmental liability included in the balance sheet represents our best estimate of the potential cost using assumptions that we believe represent the expected outcomes of the uncertainties. The disclosures of environmental matters in the financial statements are adequate.

**L. Events Subsequent to the Year End**

No events have occurred as of the date of this letter which are of such significance as to require adjustment to the financial information return.

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Reeve

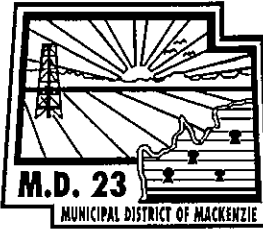
\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Corporate Services

\_\_\_\_\_  
Date



## M.D. of Mackenzie No. 23

### Request For Decision

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	May 18, 2004
Originated By:	Mike Savard, Director of Operational Services
Title:	<b>Watermain Replacement – Fort Vermilion</b>
Agenda Item No:	10. a)

#### BACKGROUND / PROPOSAL:

Tenders for the watermain replacement projects in Fort Vermilion closed on May 6, 2004. 4 bids were received. The lowest tender was received from Dechant Construction Ltd.

As per policy ADM004 – Tendering and Contract Award Policy Council must approved tenders over \$500,000.

#### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Dechant Construction's tentative starting date is the beginning of June.

#### COSTS / SOURCE OF FUNDING:

A summary of the tender results is as follow:

Dechant Construction Ltd.	\$674,975
Wayne's Trenching	\$699,195
Glen Armstrong Construction Ltd.	\$737,145
In-Line Contracting Ltd.	\$912,077.50

The approved 2004 budget included the following:

River Road Watermain Replacement	\$355,000
Mackenzie Housing Watermain Replacement	\$430,000
TOTAL	\$785,000

Post tender cost estimate	\$776,100
Underbudget by	\$ 8,900

The relocation of the two fire hydrants along 52<sup>nd</sup> Street was included in this contract as a deleteable item. This is included in the bid price by all bidders. Since the project is slightly underbudget it is recommended that the hydrants be relocated.

The roadwork will be tendered in a separate contract.

#### RECOMMENDED ACTION (by originator):

That the Fort Vermilion Watermain Replacements – 2004 contract be awarded to Dechant Construction for \$674,975.

Author: B. Wiebe	Review:	Operational Services	C.A.O.
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# consulting ltd.

Municipal, Transportation & Industrial Engineering,  
Land, Buildings & Golf Course Developments

May 11, 2004

File No. 5353-044-01-40

Fax # (780) 928-3636

Municipal District of Mackenzie #23

P.O. Box 1690

LA CRETE, AB

T0H 2H0

ATTN: Michel Savard, Director of Operational Services

Dear Sir:

**RE: Hamlet of Fort Vermilion  
Watermain Replacements - 2004  
Project No.'s 6-32-30-39 & 40**

Tenders were received on the above noted Project, up to 3:00 p.m., Thursday, May 6, 2004 at the offices of Municipal District of Mackenzie #23, La Crete, Alberta.

The results of the Tenders received are as follows:

- |  |              |
|--|--------------|
| • Dechant Construction Ltd., High Level, Alberta                                   | \$674,975.00 |
| • Wayne's Trenching, A Division of 751841 Alberta Ltd.,<br>Fort Vermilion, Alberta | \$699,195.00 |
| • Glen Armstrong Construction Ltd., Peace River, Alberta                           | \$737,145.00 |
| • In-Line Contracting Ltd., Edmonton, Alberta                                      | \$912,077.50 |

The above Tender prices do not include the Goods and Services Tax (GST).

All Tenders were reviewed and found correct. All Tenders were accompanied with the required Bid Bond or Certified Cheque.

The low Tenderer, Dechant Construction Ltd., High Level, Alberta, is familiar to our firm having carried out the construction on other Projects. Dechant Construction Ltd. indicates a starting date of June 1, 2004 and sixty (60) working days to complete the Project.

GRANDE PRAIRIE  
#202, 11712 - 100 Street T6V 3X6  
Phone (780) 532-3450  
Fax (780) 539-0887  
EM:office@gpec-consulting.com

PEACE RIVER  
#3, 8905 - 96 Street T8S 1G8  
Phone (780) 624-5651  
Fax (780) 624-3752  
EM:gpecpr@telusplanet.net

EDMONTON  
Suite 100, 9808 - 42 Avenue T6E 5V5  
Phone (780) 463-3950  
Fax (780) 463-0177  
EM:gpec@interbaun.com

CAMROSE  
501A - 52 Street T4V 1V7  
Phone (780) 672-2468  
Fax (780) 672-9146  
EM:rblock@cablc.lynx.net

~ 2 ~

A Tender Summary and Post-Tender Cost Estimates are attached.

The Tender includes a \$25,000.00 contingency allowance. The low Tender is approximately \$25,000.00 lower than the December estimate.

We would recommend the Contract be awarded by the Municipal District of Mackenzie #23 to the low Tenderer, Dechant Construction Ltd., subject to their securing the necessary bonding and insurance coverages as required by the Contract Documents.

We will require direction from yourself to proceed with the preparation of the Contract Documents for execution by the Contractor and the Municipal District of Mackenzie #23.

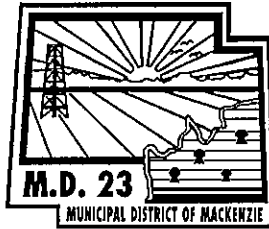
For further information or discussion, please contact the undersigned.

Yours truly,  
G.P.E.C. CONSULTING LTD.



D.L. Schuler, C.E.T.  
Branch Manager  
Peace River, AB

DLS/wmb  
Enclosure  
c.c. MD23 - Fort Vermilion; Steve Rozee  
c.c. GPEC - Grande Prairie



## M.D. of Mackenzie No. 23

### Request For Decision

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	May 18, 2004
Originated By:	Mike Savard, Director of Operational Services
Title:	<b>Roadside Pullout and Lighting – Hwy 697 and 88 Intersection</b>
Agenda Item No:	10. b)

#### BACKGROUND / PROPOSAL:

As brought up at the High Level Ratepayers meeting, a roadside pullout and lighting at the intersection of Highway 697 and Highway 88 would be a real asset for the community.

#### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

This intersection is a common place for shift changes and for truck drivers to check their wrappers. Currently the trucks are stopping along the highway which poses a safety concern for other traffic. Installing a roadside turnout and lighting would alleviate some of the risk.

Since Highway 697 and Highway 88 are provincial highways, Alberta Transportation is responsible for installing the lighting and constructing the roadside turnout. A letter should be written to Alberta Transportation to request this infrastructure.

#### COSTS / SOURCE OF FUNDING:

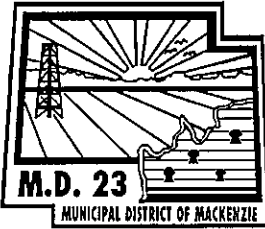
N/A

#### RECOMMENDED ACTION (by originator):

That a letter be written to Alberta Transportation requesting that a roadside turnout be constructed and lighting be installed at the intersection of Highway 88 and 697.

Author: B. Wiebe	Review:	Operational Services	C.A.O.
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## M.D. of Mackenzie No. 23

### Request For Decision

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	May 18, 2004
Originated By:	Mike Savard, Director of Operational Services
Title:	<b>Budget Reallocation</b>
Agenda Item No:	10.c)

#### BACKGROUND / PROPOSAL:

The 2004 budget includes \$30,000 for watermain maintenance in Fort Vermilion. This money was to be used for pigging of the watermains.

Administration has investigated the project in more detail and does not think it is necessary to pig the watermains at this time for various reasons:

- The PVC pipe is relatively new
- The annual hydrant flushing confirms that the water is clean within a few minutes of flushing
- The ductile iron pipe is being replaced

It will likely be necessary to pig the waterlines in approximately 3-4 years, but it is not necessary at this time.

This spring a major manhole inflow problem was discovered in La Crete. The lift stations cannot keep up with the infiltration from approximately 30 manholes.

#### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Administration is requesting that the \$30,000 watermain maintenance project in Fort Vermilion be used to rectify the manhole inflow problems in La Crete. This is an urgent project that needs to be dealt with prior to next spring.

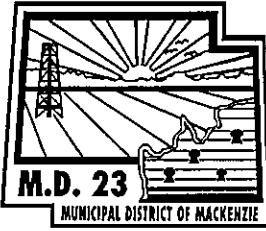
#### COSTS / SOURCE OF FUNDING:

The estimated cost of the manhole repairs is \$24,000. This includes materials, equipment, and a 10% contingency.

#### RECOMMENDED ACTION (by originator):

That a change of scope for the Watermain Maintenance project (6-41-30-02) from pigging watermains in Fort Vermilion to manhole inflow prevention in La Crete be approved.

Author: B. Wiebe	Review:	Operational Services	C.A.O.
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## M.D. of Mackenzie No. 23

### Request For Decision

Meeting:	<b>Regular Council</b>
Meeting Date:	May 18, 2004
Originated By:	Michel Savard, Director of Operational Services
Title:	Draft Discussion Paper, "Towards the Implementation of a Community Aggregate Payment"
Agenda Item No:	10. d)

#### BACKGROUND / PROPOSAL:

The extraction of sand and gravel is an activity of considerable importance to the growth of Alberta.

The municipalities and their residents often have concerns with the economic, visual, environmental and other aspects of sand and gravel operations, including the limited property taxes paid by the pits, noise, dust, hours of operation, traffic, road wear and tear, groundwater contamination and groundwater supply.

In 2001, the Minister of Municipal Affairs encouraged stakeholders to work together towards a mutually acceptable solution. The Aggregate Resource Development Task Force was formed in 2002, with representatives from the Alberta Roadbuilders and Heavy Construction Association (ARHCA), the Alberta Sand and Gravel Association (ASGA), and the Alberta Association of Municipal Districts and Counties (AAMD&C).

The Task Force's first achievement is a proposal for a "community aggregate payment" (CAP) to be made by sand and gravel pit operators to the local municipality in recognition of the municipal and public concerns over pit operations.

The draft discussion paper, "Towards the Implementation of a Community Aggregate Payment", is the result of the Taskforce's efforts, and includes proposals for addressing the CAP issues, which have been identified in the discussion paper.

#### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The Aggregate Resource Development Task Force formulated a list of nine proposals in the attached draft discussion paper, "Towards the Implementation of a Community Aggregate Payment". Administration has reviewed the proposals and has filled out the appended questionnaire in favor of all nine proposals.

Author: S.Rozee

Review:

Dept. Op. Services

C.A.O.

FIANANCIAL IMPLICATIONS:

The proposed Maximum CAP payment would be made up of two components. The first component is a maximum of 2.5 cents going to a provincially managed Orphaned Pit Fund. The second component would have an upper limit of 25 cents and is the Community Aggregate Payment. The funds generated by this component would go to the municipality.

RECOMMENDED ACTION (by originator):

Motion 1

That the proposals formulated by the Aggregate Resource Development Task Force in the draft discussion paper, "Towards the Implementation of a Community Aggregate Payment" be approved.

Motion 2

That the Community Aggregate Payment (CAP) based on the proposals be implemented when the necessary legislation is in place.

Author: S.Rozee

Review:

Dept. Op. Services

C.A.O.

**TOWARDS THE IMPLEMENTATION OF A COMMUNITY AGGREGATE PAYMENT**

**Stakeholder Questionnaire**

**Respondent:** Steve Rozee

**Organization:** Municipal District of Mackenzie No. 23

**Position:** Project Services Technologist

**Address:** P.O. Box 640  
Fort Vermilion AB T0H 1N0

Please provide your comments and suggestions on the following proposals of the Task Force:

**Key Issue 1.**

The Task Force proposes that most of a municipality's CAP revenues be used for municipal purposes decided by the municipality, and the remaining portion be used to support a province-wide orphan pit reclamation fund administered by a municipal industry management board.

Agree  Disagree

Reasons for disagreement, or other comments:

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**Key Issue 2.**

The Task Force proposes that the CAP should be collected on all shipments from all present and future sand and gravel operations in municipalities which adopt a CAP program, except for shipments from provincial pits which are destined for final use on a provincial project.

Agree  Disagree

Reasons for disagreement, or other comments:

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**TOWARDS THE IMPLEMENTATION OF A COMMUNITY AGGREGATE PAYMENT**

**Stakeholder Questionnaire**

**Respondent:** Steve Rozee

**Organization:** Municipal District of Mackenzie No. 23

**Position:** Project Services Technologist

**Address:** P.O. Box 640  
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Agree  Disagree

Reasons for disagreement, or other comments:

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

**Key Issue 2.**

The Task Force proposes that the CAP should be collected on all shipments from all present and future sand and gravel operations in municipalities which adopt a CAP program, except for shipments from provincial pits which are destined for final use on a provincial project.

Agree  Disagree

Reasons for disagreement, or other comments:

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

**Key Issue 3.**

The Task Force proposes that individual municipalities should be allowed to choose whether to adopt a CAP program in respect of the sand and gravel shipments originating within the municipality.

Agree     Disagree

Reasons for disagreement, or other comments:

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**Key Issue 4.**

The Task Force proposes that the Province should establish a province-wide cap on the municipal rate, and that individual municipalities be able to set their rate at a level equal to or less than this cap. The rate selected by a municipality will be the same for all sand and gravel shipments in the municipality that are subject to the cap.

Agree     Disagree

Reasons for disagreement, or other comments:

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The Task Force proposes that all municipalities with a CAP program should apply the same OPF rate, and that this rate should be fixed by the Province.

Agree     Disagree

Reasons for disagreement, or other comments:

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**DRAFT**

**Key Issue 3.**

**The Task Force proposes that individual municipalities should be allowed to choose whether to adopt a CAP program in respect of the sand and gravel shipments originating within the municipality.**

Agree     Disagree

Reasons for disagreement, or other comments:

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**The Task Force proposes that the Province should establish a province-wide cap on the municipal rate, and that individual municipalities be able to set their rate at a level equal to or less than this cap. The rate selected by a municipality will be the same for all sand and gravel shipments in the municipality that are subject to the cap.**

Agree     Disagree

Reasons for disagreement, or other comments:

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**The Task Force proposes that all municipalities with a CAP program should apply the same OPF rate, and that this rate should be fixed by the Province.**

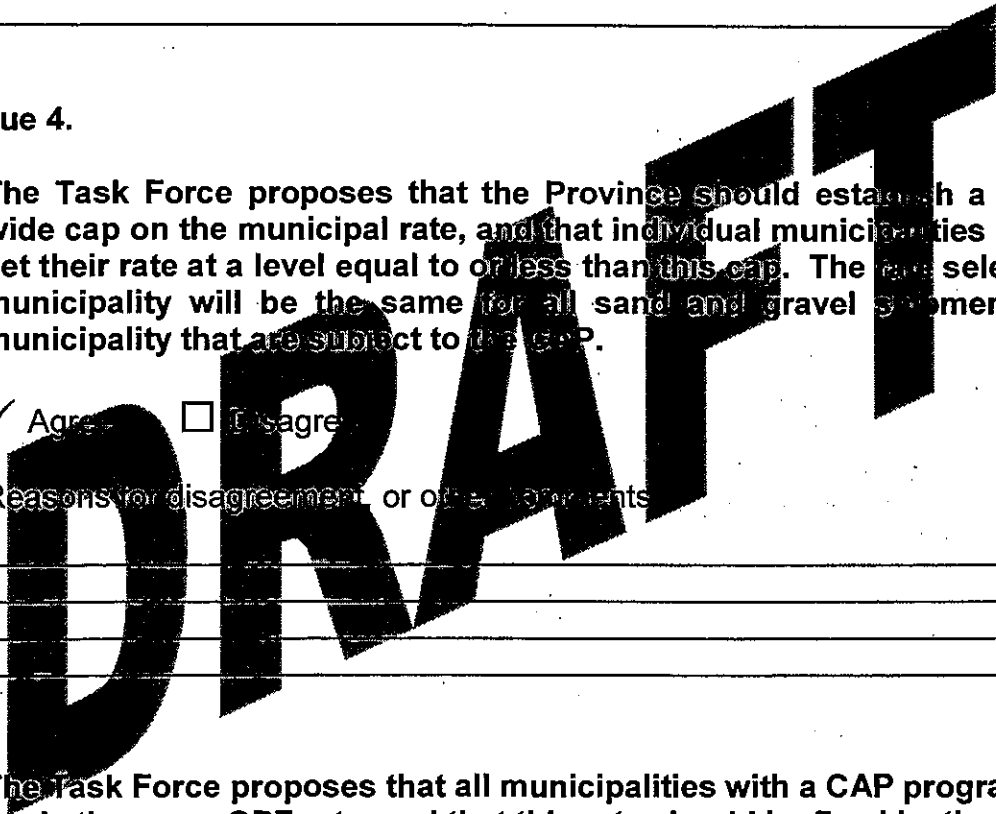
Agree     Disagree

Reasons for disagreement, or other comments:

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**Key Issue 5.**

The Task Force proposes that the maximum municipal rate (the cap on the municipal rate) should be set at 25¢ per tonne and that the fixed OPF rate be 2.5¢ per tonne, resulting in a maximum possible CAP of 27.5¢ per tonne.

Agree     Disagree

Reasons for disagreement, or other comments:

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**Key Issue 6.**

The Task Force proposes that enforcement of the CAP be accomplished by providing municipalities with appropriate statutory remedies against sand and gravel producers in CAP areas.

Agree     Disagree

Reasons for disagreement, or other comments:

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**Key Issue 7.**

The Task Force proposes that the producer be given the right of appeal to an appropriate municipal or provincial appeal body if the municipality concludes that the weight of sand and gravel shipments has not been accurately reported by the producer and wishes to substitute a greater weight in calculating the CAP owed.

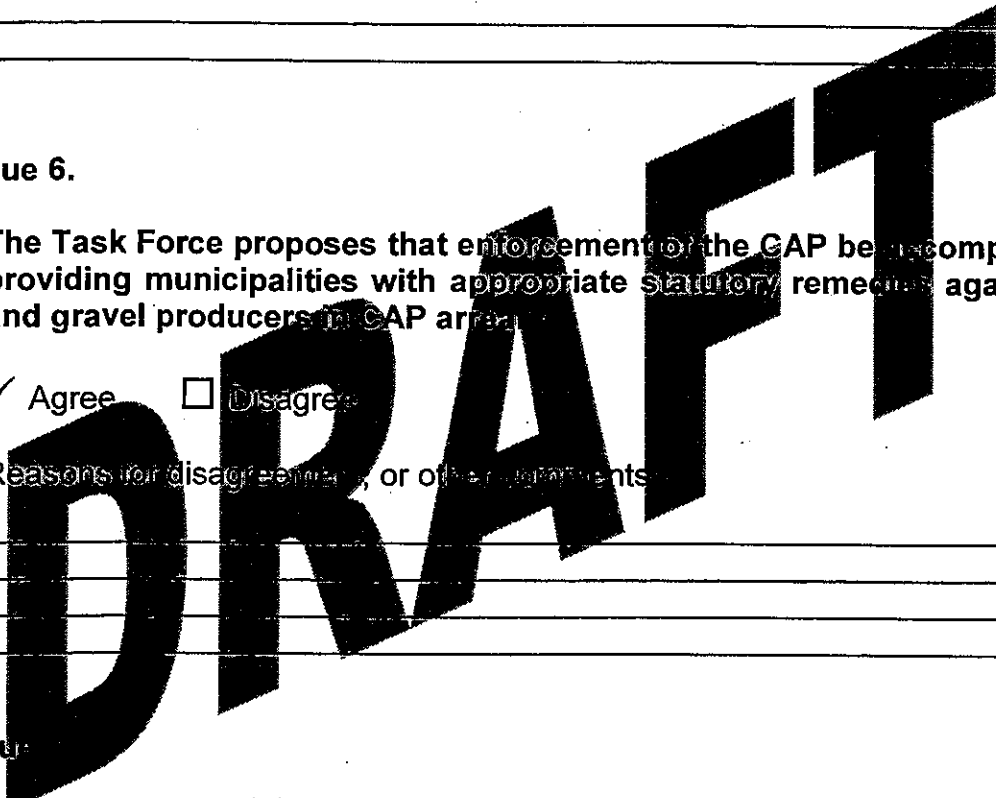
Agree     Disagree

Reasons for disagreement, or other comments:

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The Task Force proposes that the maximum municipal rate (the cap on the municipal rate) should be set at 25¢ per tonne and that the fixed OPF rate be 2.5¢ per tonne, resulting in a maximum possible CAP of 27.5¢ per tonne.

Agree     Disagree

Reasons for disagreement, or other comments:

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Agree     Disagree

Reasons for disagreement, or other comments:

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The Task Force proposes that the producer be given the right of appeal to an appropriate municipal or provincial appeal body if the municipality concludes that the weight of sand and gravel shipments has not been accurately reported by the producer and wishes to substitute a greater weight in calculating the CAP owed.

Agree     Disagree

Reasons for disagreement, or other comments:

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**DRAFT**

**Key Issue 8.**

The Task Force proposes that the authority for municipalities to implement the CAP should come into force as soon as possible.

Agree     Disagree

Reasons for disagreement, or other comments:

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**Key Issue 9.**

The Task Force proposes that the rates of existing levies on sand and gravel shipments or production be allowed to continue in effect if the levies were established by agreement between municipalities and producers, although without the legal status of rates implemented in a CAP program. Levies that were imposed without agreements should not be continued; municipalities wishing to derive future revenue from sand and gravel production will have to establish a CAP program.

Agree     Disagree

Reasons for disagreement, or other comments:

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***Thank you for taking the time to read this consultation paper and provide your views.***

***Please fax or email this questionnaire to AAMD&C Policy Analyst Patrick Martin by Friday, May 14, 2004.***

***Fax (780) 955-3615  
Email [patrick@aamdc.com](mailto:patrick@aamdc.com)***

**Key Issue 8.**

The Task Force proposes that the authority for municipalities to implement the CAP should come into force as soon as possible.

Agree     Disagree

Reasons for disagreement, or other comments:

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**Key Issue 9.**

The Task Force proposes that the rates of existing levies on sand and gravel shipments or production be allowed to continue in effect if the levies were established by agreement between municipalities and producers, although without the legal status of rates implemented in a CAP program. Levies that were imposed without agreements should not be continued; municipalities wishing to derive future revenue from sand and gravel production will have to establish a CAP program.

Agree     Disagree

Reasons for disagreement, or other comments:

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***Thank you for taking the time to read this consultation paper and provide your views.***

***Please fax or email this questionnaire to AAMD&C Policy Analyst Patrick Martin by Friday, May 14, 2004.***

***Fax (780) 955-3615  
Email [patrick@aamdc.com](mailto:patrick@aamdc.com)***

# M.D. of Mackenzie No. 23

## Request For Decision

Meeting:	<b>Regular Council</b>
Meeting Date:	May 18, 2004
Originated By:	Paul Driedger, Director Planning, Emergency and Enforcement Services
Title:	<b>Disbursement of Property: Bylaw 348/03 - Road Closure South Boundary of Section 13-105-16-W5M and the South Boundary of Sections 18, 17, 16 &amp; SW 15-105-15-W5M</b>
Agenda Item No:	11 a)

### BACKGROUND / PROPOSAL:

Council passed bylaw 348/03 at their November 25, 2003 meeting. In the meantime, we have contacted all adjacent landowners to determine who is interested in purchasing the road allowance.

We received letters confirming their interest in the closed road allowance from all the property owners north of the closed road allowance and one property owner south of the closed road allowance.


### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The disbursement of the closed road allowance must be done in accordance with Policy PW028 Sale of Undeveloped Road Allowance (attached). First priority must be given to the adjacent landowner who has provided alternate land for municipal purposes. All the adjacent landowners to the north have provided alternate land for the forced road on the north side of their property therefore, in accordance with our policy, the north half of the closed road allowance should be given to the adjacent landowners to the north. The south half will be sold to the north property owners at assessed market value.

Only one of the property owners south of the closed undeveloped road allowance has expressed interest. In that instance, the north and south adjacent property owners are each farming half of the road allowance. If property is to be sold to adjacent property owners to the south, the south half of the closed road allowance would need to be divided to create ¼ pieces.

#### Option 1

Give the north half of the closed road allowance to the adjacent property owners to the north and sell the south half of the closed road allowance to the adjacent property owners to the north at assessed market value.

Review: 	Dept. Planning + Development C.A.O.
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Option 2

Give the north half of the closed road allowance to the adjacent property owners to the north and sell the south half of the closed road allowance to the adjacent property owners to the north at assessed market value, where only the north property owners have expressed interest. Further that the south half of the road allowance where the property owner has expressed interest be divided in half and be sold to both adjacent property owners. (This would create an irregular boundary).

COSTS / SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION (by originator):

**Motion**

That the north half of the closed road allowance adjacent to the south boundary of section 13-105-16-W5M and sections 18, 17, 16 & SW 15-105-15-W5M be given to the adjacent property owners along the north of the subject road allowance in exchange for property previously provided for a road, and further, that the south half of the closed road allowance adjacent to the south boundary of section 13-105-16-W5M and sections 18, 17, 16 & SW 15-105-15-W5M be sold to the adjacent property owners to the north of the subject road allowance at assessed market value of the property along the north of the subject road allowance.

Review:



Dept. Planning + Development C.A.O.

# M.D. of Mackenzie No. 23

## Request For Decision

Meeting:	<b>Regular Council</b>
Meeting Date:	May 18, 2004
Originated By:	Paul Driedger, Director Planning, Emergency and Enforcement Services
Title:	<b>Bylaw 444/04 – Land Use Bylaw Amendment to Rezone From Hamlet Residential District 1 “HR1” to Mobile Home Subdivision District 1 “MHS1” and Hamlet Residential District 1B “HR1B” Part of SW 9-106-15-W5M</b>
Agenda Item No:	11 b)

### BACKGROUND / PROPOSAL:

The applicant is requesting to re-zone part of SW 9-106-15-W5M, in the Hamlet of La Crete, from Hamlet Residential District 1 “HR1” to Mobile Home Subdivision District 1 “MHS1” and Hamlet Residential District 1B “HR1B”. The owner is in the process of applying for a subdivision, a portion of which will be for mobile homes and a portion for houses not requiring attached garages.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The rezoning complies with the M.D. of Mackenzie Land Use Bylaw.

The intent of the M.D. of Mackenzie Land Use Bylaw Mobile Home Subdivision District 1 “MHS1” and Hamlet Residential District 1B “HR1B” and their uses are as follows:

#### **5.8.B MOBILE HOME (MANUFACTURED HOME) SUBDIVISION DISTRICT 1 "MHS 1"**

The general purpose of this district is to permit the development of mobile home subdivisions in the Municipal District where common water and sewer facilities are in place.

#### **A. PERMITTED USES**

- (1) Mobile home.
- (2) Park.
- (3) Playground.

Review:



Dept. Planning + Development C.A.O.

**B. DISCRETIONARY USES**

- (1) Ancillary building and use.
- (2) Convenience store.
- (3) Home based business.
- (4) Public use.

**C. MOBILE HOME SIZE**

Maximum size:	Width:	24 feet
	Length:	as allowed by setbacks
Minimum size:	Width:	16 feet
	Length:	as required by Development Officer

**5.9.G HAMLET RESIDENTIAL DISTRICT 1B "HR1B"**

The general purpose of this district is to permit residential uses in established hamlets, with the intention of restricting development to on-site stick-built single detached dwellings and associated uses.

**A. PERMITTED USES**

- (1) Single detached dwelling.

**B. DISCRETIONARY USES**

- (1) Attached Garage.
- (2) Detached garage.
- (3) Ancillary building and use.
- (4) Home based business.
- (5) Park.
- (6) Playground.

COSTS / SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION (by originator):

**MOTION**

That first reading be given to Bylaw 444/04 to re-zone Pt. SW 9-106-15-W5M from Hamlet Residential District 1 "HR1" to Mobile Home Subdivision 1 "MHS1" and Hamlet Residential District 1B "HR1B".

Review: *ES*

Dept. *Planning & Development* C.A.O.

**BYLAW NO. 444/04**

**BEING A BYLAW OF THE  
MUNICIPAL DISTRICT OF MACKENZIE NO. 23  
IN THE PROVINCE OF ALBERTA**

**TO AMEND THE  
MUNICIPAL DISTRICT OF MACKENZIE NO. 23 LAND USE BYLAW**

**WHEREAS**, the Municipal District of Mackenzie No. 23 has adopted the Municipal District of Mackenzie Land Use Bylaw, and

**WHEREAS**, the Municipal District of Mackenzie No. 23 has a General Municipal Plan adopted in 1995, and

**WHEREAS**, the Council of the Municipal District of Mackenzie No. 23, in the Province of Alberta, has deemed it desirable to amend the Municipal District of Mackenzie No. 23 Land Use Bylaw to accommodate residential subdivisions.

**NOW THEREFORE**, THE COUNCIL OF THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

- 1. That the land use designation of the subject parcel known as Part of SW 9-106-15-W5M, in the Municipal District of Mackenzie No. 23 be amended from Hamlet Residential District 1 "HR1" to Mobile Home Subdivision District 1 "MHS1" and Hamlet Residential District 1B "HR1B".**

First Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant



Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

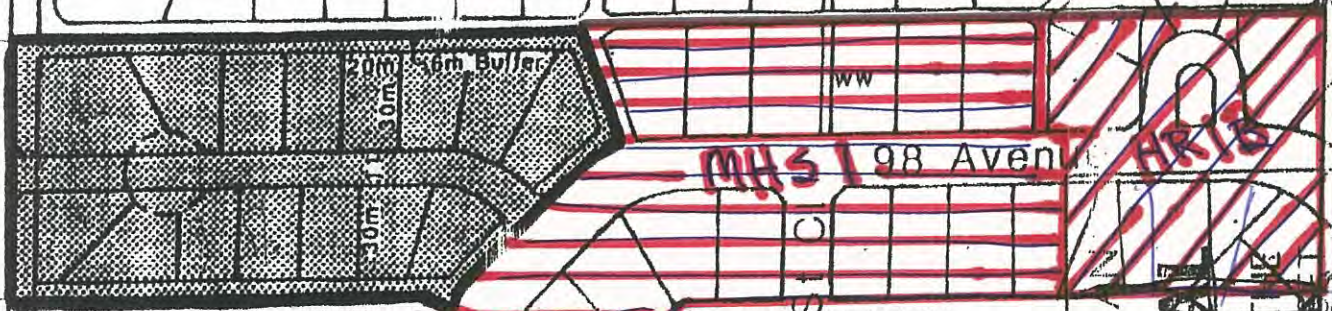
\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

21  
25

0 50 100m 1:2500 NORTH

LA CRI  
MOBIL  
PAR  
PR

99 Avenue



erary  
ccess 83E

10m Buffer

Park

TENTATIVE PLAN  
**APPROVAL**  
SUBJECT TO THE  
CONDITIONS SET  
OUT IN THE  
DECISION FORM

FILE: *22/11/2010*

112 Street

111 Street

96 Ave CI

95 Avenue

95 Avenue

94 Avenue

Existing  
Acreage

2.0m 726P  
1300ft





# M.D. of Mackenzie No. 23

## Request For Decision

Meeting:	<b>Regular Council</b>
Meeting Date:	May 18, 2004
Originated By:	Paul Driedger, Director Planning, Emergency and Enforcement Services
Title:	<b>Bylaw 445/04 – Land Use Bylaw Amendment to Rezone From Agricultural District 1 “A1” to Rural Country Residential District 3 “RC3” Pt. NE 23-104-15-W5M</b>
Agenda Item No:	11 c)

### BACKGROUND / PROPOSAL:

The applicant is requesting to re-zone a part of NE 23-104-15-W5M from Agricultural District 1 “A1” to Rural Country Residential District 3 “RC3”. The owner wants to create country residential lots to allow for residences and owner/operator businesses.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The rezoning complies with the M.D. of Mackenzie Land Use Bylaw. There are currently two existing subdivisions on the quarter, one on which Buffalo Head Prairie Co-op is located and the other contains a residence. The quarter is mostly covered in trees with a few acres beginning used for a crop.

The intent of the M.D. of Mackenzie Land Use Bylaw Rural Country Residential District 2 “RC2” and its uses are as follows:

#### **5.3.D RURAL COUNTRY RESIDENTIAL DISTRICT 3 “RC3”.**

The general purpose of this district is to provide for the development of multi-lot country residences.

#### **A. PERMITTED USES**

- (1) Single detached dwelling.

#### **B. DISCRETIONARY USES**

- (1) Modular home
- (2) Mobile home.
- (3) Ancillary building or use.

Review: *ES*

Dept. *Planning + Development* C.A.O.

- (4) Bed and breakfast.
- (5) Home based business.
- (6) Public use.
- (7) Garden suite.
- (8) Owner/Operator business.
- (9) Shop.

### **C. LOT AREA**

#### (1) Country Residential Uses:

- a) Minimum Lot Area: 1.2
- b) Maximum Lot Area: up to 2.02 hectares (5 acres) unless otherwise approved by the Subdivision Authority.

### **D. MINIMUM FRONT YARD SETBACK**

Lot fronting onto a provincial highway or local road:  
40.8 metres (134 feet) from right of way.

Lot fronting onto an internal subdivision road:  
15.24 metres (50 feet) from right of way.

### **E. MINIMUM SIDE YARD SETBACK**

7.6 metres (25 feet) from property line, or

in the case of a corner site the width of the side yard adjoining the side street shall not be less than 15.24 metres (50 feet), or

15.2 metres (50 feet) from property line adjacent to "Agricultural" or "Forestry" districts.

### **F. MINIMUM REAR YARD SETBACK**

7.6 metres (25 feet), or

15.2 metres (50 feet) from property line adjacent to "Agricultural" or "Forestry" districts.

Review: 

Dept. Planning + Development C.A.O.

## G. MAXIMUM SHOP SIZE

Maximum floor area is 12.19 meters by 18.28 meters (40 feet by 60 feet) or 222.83 square meters (2,400 square feet).

Maximum height is 6.09 meters (20 feet).

## H. ADDITIONAL REQUIREMENTS

- (1) Buildings shall be either of new construction or moved in unless otherwise require by the Development Officer. Exterior finish to be wood, metal, or similar siding, brick or stucco to the satisfaction of the Development Officer. The finish and appearance of buildings should complement other structures and natural site features.
- (2) No mobile homes shall exceed the age of 10 years when they are moved onto the property.
- (3) All mobile homes to be factory built with walls of pre-finished baked enamel aluminum siding, vinyl siding or the equivalent and peaked shingled roof, to the satisfaction of the Development Officer.
- (4) If mobile homes are placed upon a basement, solid footings and concrete or wood block foundation wall or skirting should be required so that the appearance, design and construction will compliment the mobile home. The undercarriage of the mobile home shall be screened from view.
- (5) All ancillary structures to mobile homes, such as patios, porches, additions, etc., shall be factory prefabricated units, or of a quality equivalent thereto, so that the appearance, design and construction will compliment the mobile home.
- (6) All areas on a mobile home lot not developed by walkways, driveways or parking aprons shall be grassed and landscaped to the satisfaction of the Development Officer.
- (7) The side and rear yards of the lots must be screened through the use of trees or have some other suitable screening as approved by the Development Officer.

## I. THE KEEPING OF ANIMALS

A maximum of one non-domestic animal per 3-acres or 2 non-domestic animals per 5 acres.

Review:



Dept. Planning + Development C.A.O.

COSTS / SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION (by originator):

**MOTION**

That first reading be given to Bylaw 445/04 to re-zone Pt. NE 23-104-15-W5M from Agricultural District 1 "A1" to Rural Country Residential District 3 "RC3".

Review:

*EA*

Dept. Planning & Development C.A.O.



**BYLAW NO. 445/04**

**BEING A BYLAW OF THE  
MUNICIPAL DISTRICT OF MACKENZIE NO. 23  
IN THE PROVINCE OF ALBERTA**

**TO AMEND THE  
MUNICIPAL DISTRICT OF MACKENZIE NO. 23 LAND USE BYLAW**

**WHEREAS**, the Municipal District of Mackenzie No. 23 has adopted the Municipal District of Mackenzie Land Use Bylaw, and

**WHEREAS**, the Municipal District of Mackenzie No. 23 has a General Municipal Plan adopted in 1995, and

**WHEREAS**, the Council of the Municipal District of Mackenzie No. 23, in the Province of Alberta, has deemed it desirable to amend the Municipal District of Mackenzie No. 23 Land Use Bylaw to accommodate residential subdivisions.

**NOW THEREFORE**, THE COUNCIL OF THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

- 1. That the land use designation of the subject parcel known as Part of NE 23-104-15-W5M, in the Municipal District of Mackenzie No. 23 be amended from Agricultural District 1 "A1" to Rural Country Residential District 3 "RC3".**

First Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

Pavement

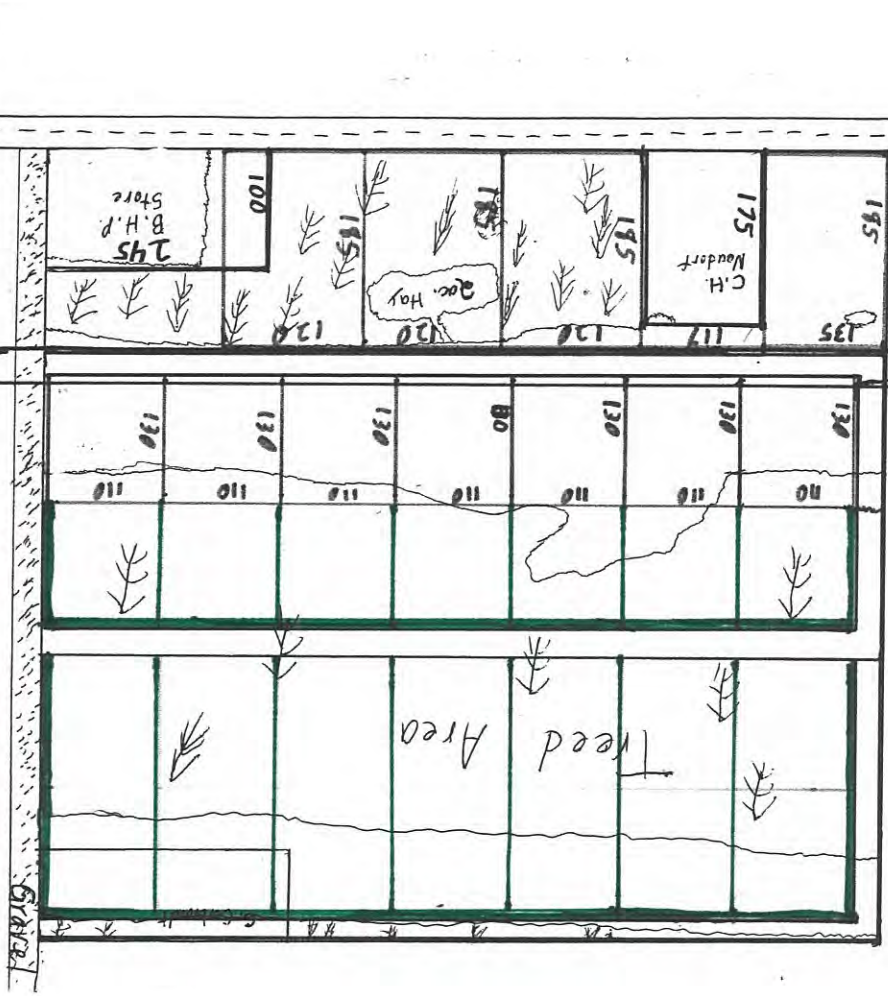
Gas Line

Gas line

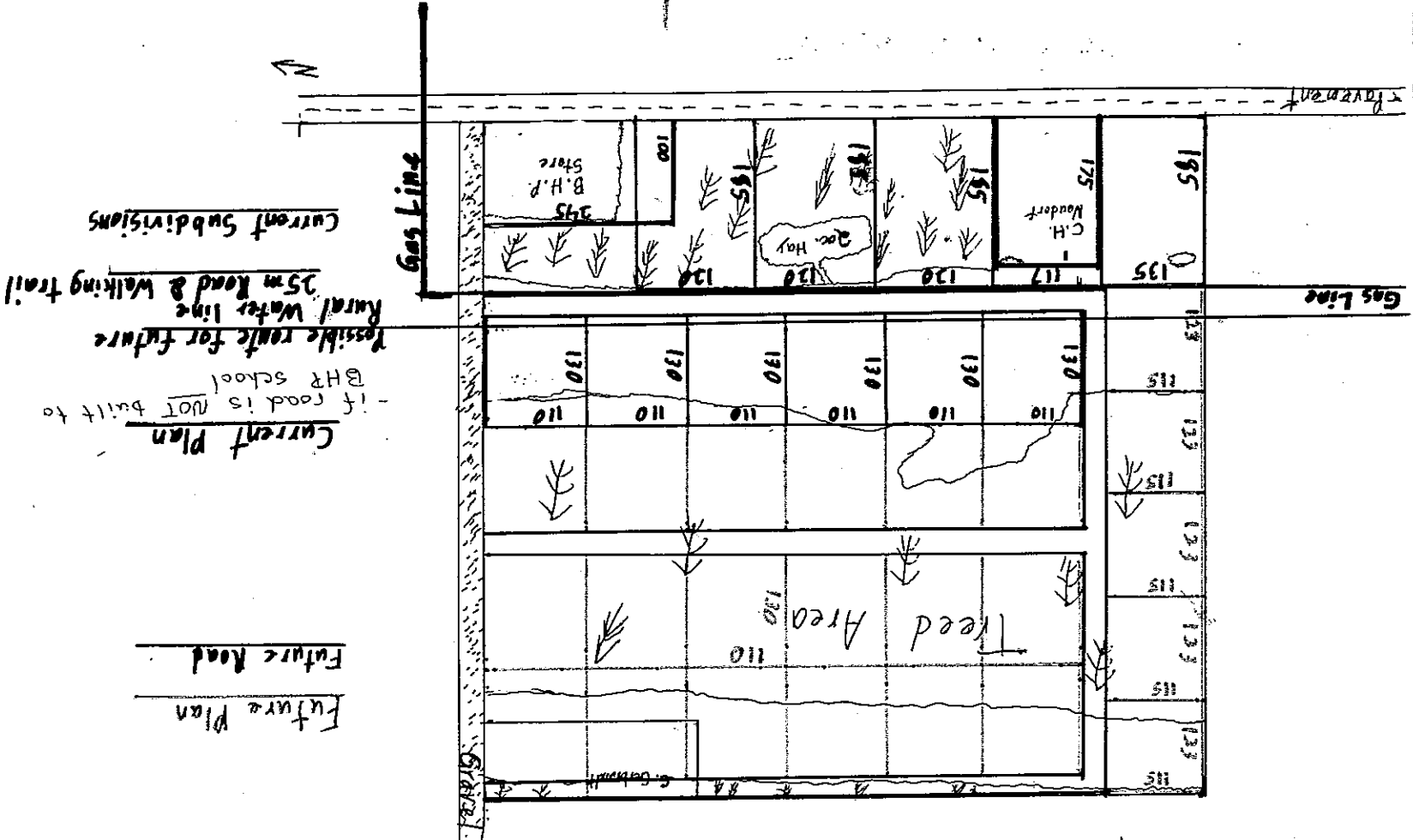
Current Subdivisions

Current Plan - if road is built to BHR School  
25m Road & walking trail

Future Plan  
Possible route for future Rural Water line




100



Current Subdivisions

Rural Water line  
35m Road & Walking trail

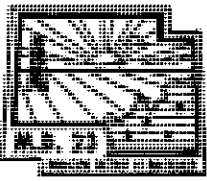
Possible route for future

B.H.R. school  
- if road is NOT built to

Current Plan

Future Road

Future Plan



# LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. 445/04

NAME OF APPLICANT <i>Peter Wolpe</i>		
ADDRESS <i>Box 1612</i>		
TOWN <i>La Crete</i>		
POSTAL CODE <i>TOH-240</i>	PHONE (RES.) <i>928-3737</i>	BUS. <i>926-1850</i>

COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF REGISTER OWNER <i>Same</i>		
ADDRESS		
TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./LS. <i>NE</i>	SEC. <i>23</i>	TWP. <i>104</i>	RANGE <i>15</i>	M. <i>5</i>	OR	PLAN	BLK	LOT
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: AGRICULTURE 'A1' DISTRICT TO: 'RC3' COUNTRY RESIDENTIAL Z

REASONS SUPPORTING PROPOSED AMENDMENT:

OWNED / OPERATED BUSINESS

To create country residential subdivisions.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 150

RECEIPT NO. 29513

Peter Wolpe  
APPLICANT

May. 10, 04  
DATE

NOTE: REGISTERED OWNER'S SIGNATURE REQUIRED IF DIFFERENT FROM APPLICANT.

REGISTERED OWNER

DATE

# M.D. of Mackenzie No. 23

## Request For Decision

Meeting:	<b>Regular Council</b>
Meeting Date:	May 18, 2004
Originated By:	Paul Driedger, Director Planning, Emergency and Enforcement Services
Title:	<b>Bylaw 446/04 – Land Use Bylaw Amendment to Rezone From Agricultural District 1 “A1” to Rural Country Residential District 3 “RC3” Pt. NE 1-106-16-W5M</b>
Agenda Item No:	11 d)

### BACKGROUND / PROPOSAL:

The applicant is requesting to re-zone a part of NE 1-106-16-W5M from Agricultural District 1 “A1” to Rural Country Residential District 3 “RC3”. A lake largely covers the property. The owner wants to create country residential lots to allow for residences and owner/operator businesses.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The rezoning complies with the M.D. of Mackenzie Land Use Bylaw. There are only about 15 arable acres on the property that can be used for subdividing.

The intent of the M.D. of Mackenzie Land Use Bylaw Rural Country Residential District 2 “RC2” and its uses are as follows:

#### **5.3.D RURAL COUNTRY RESIDENTIAL DISTRICT 3 “RC3”.**

The general purpose of this district is to provide for the development of multi-lot country residences.

#### **A. PERMITTED USES**

- (1) Single detached dwelling.

#### **B. DISCRETIONARY USES**

- (1) Modular home
- (2) Mobile home.
- (3) Ancillary building or use.
- (4) Bed and breakfast.

Review: 

Dept. Planning + Development C.A.O.

- (5) Home based business.
- (6) Public use.
- (7) Garden suite.
- (8) Owner/Operator business.
- (9) Shop.

### **C. LOT AREA**

(1) Country Residential Uses:

- a) Minimum Lot Area: 1.2 hectares (3.0 acres).
- b) Maximum Lot Area: up to 2.02 hectares (5 acres) unless otherwise approved by the Subdivision Authority.

### **D. MINIMUM FRONT YARD SETBACK**

Lot fronting onto a provincial highway or local road:  
40.8 metres (134 feet) from right of way.

Lot fronting onto an internal subdivision road:  
15.24 metres (50 feet) from right of way.

### **E. MINIMUM SIDE YARD SETBACK**

7.6 metres (25 feet) from property line, or

in the case of a corner site the width of the side yard adjoining the side street shall not be less than 15.24 metres (50 feet), or

15.2 metres (50 feet) from property line adjacent to "Agricultural" or "Forestry" districts.

### **F. MINIMUM REAR YARD SETBACK**

7.6 metres (25 feet), or

15.2 metres (50 feet) from property line adjacent to "Agricultural" or "Forestry" districts.

### **G. MAXIMUM SHOP SIZE**

Maximum floor area is 12.19 meters by 18.28 meters (40 feet by 60 feet) or 222.83 square meters (2,400 square feet).

Maximum height is 6.09 meters (20 feet).

Review:

*ES*

Dept. Planning & Development C.A.O.



## H. ADDITIONAL REQUIREMENTS

- (1) Buildings shall be either of new construction or moved in unless otherwise require by the Development Officer. Exterior finish to be wood, metal, or similar siding, brick or stucco to the satisfaction of the Development Officer. The finish and appearance of buildings should complement other structures and natural site features.
- (2) No mobile homes shall exceed the age of 10 years when they are moved onto the property.
- (3) All mobile homes to be factory built with walls of pre-finished baked enamel aluminum siding, vinyl siding or the equivalent and peaked shingled roof, to the satisfaction of the Development Officer.
- (4) If mobile homes are placed upon a basement, solid footings and concrete or wood block foundation wall or skirting should be required so that the appearance, design and construction will compliment the mobile home. The undercarriage of the mobile home shall be screened from view.
- (5) All ancillary structures to mobile homes, such as patios, porches, additions, etc., shall be factory prefabricated units, or of a quality equivalent thereto, so that the appearance, design and construction will compliment the mobile home.
- (6) All areas on a mobile home lot not developed by walkways, driveways or parking aprons shall be grassed and landscaped to the satisfaction of the Development Officer.
- (7) The side and rear yards of the lots must be screened through the use of trees or have some other suitable screening as approved by the Development Officer.

## I. THE KEEPING OF ANIMALS

A maximum of one non-domestic animal per 3-acres or 2 non-domestic animals per 5 acres.

### COSTS / SOURCE OF FUNDING:

N/A

### RECOMMENDED ACTION (by originator):

### **MOTION**

That first reading be given to Bylaw 446/04 to re-zone Pt. NE 1-106-16-W5M from Agricultural District 1 "A1" to Rural Country Residential District 3 "RC3".

Review: *JS*

Dept. *Planning + Development* C.A.O.

**BYLAW NO. 446/04**

**BEING A BYLAW OF THE  
MUNICIPAL DISTRICT OF MACKENZIE NO. 23  
IN THE PROVINCE OF ALBERTA**

**TO AMEND THE  
MUNICIPAL DISTRICT OF MACKENZIE NO. 23 LAND USE BYLAW**

**WHEREAS**, the Municipal District of Mackenzie No. 23 has adopted the Municipal District of Mackenzie Land Use Bylaw, and

**WHEREAS**, the Municipal District of Mackenzie No. 23 has a General Municipal Plan adopted in 1995, and

**WHEREAS**, the Council of the Municipal District of Mackenzie No. 23, in the Province of Alberta, has deemed it desirable to amend the Municipal District of Mackenzie No. 23 Land Use Bylaw to accommodate residential subdivisions.

**NOW THEREFORE, THE COUNCIL OF THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:**

- 1. That the land use designation of the subject parcel known as Part of NE 1-106-16-W5M, in the Municipal District of Mackenzie No. 23 be amended from Agricultural District 1 "A1" to Rural Country Residential District 3 "RC3".**

First Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant





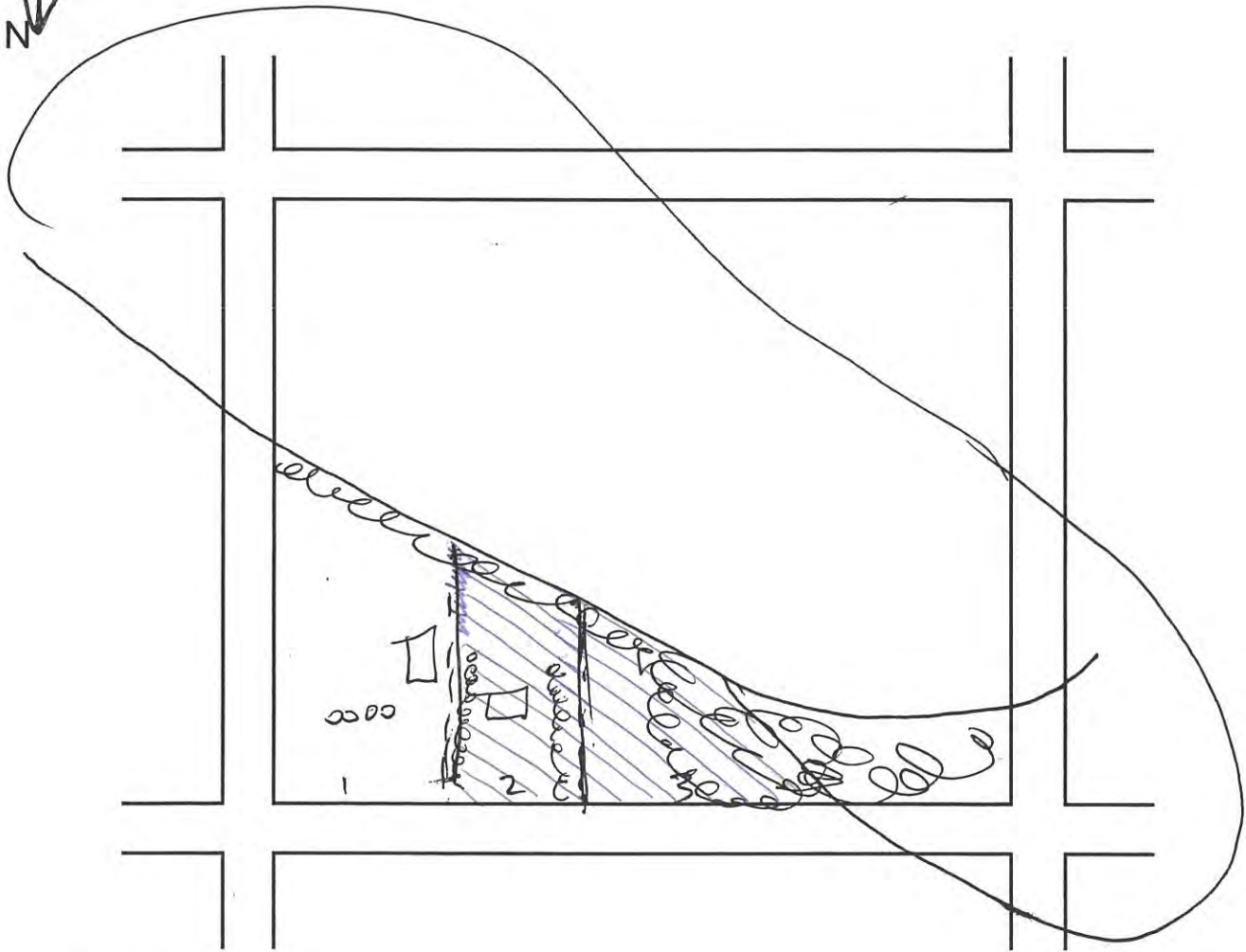
# Subdivision Application

## SITE PLAN

QTR./L.S.	SEC	TWP	RG	M	PLAN NO.	BLK.	LOT	Size of Parcel		
NE 04	01	106	16	WS	or			and		ac. ha.

Date of site plan: \_\_\_\_\_

Remarks: \_\_\_\_\_  
 \_\_\_\_\_



### Information Checklist for site plan

- |   |  |
|---|--|
| <input type="checkbox"/> location of existing buildings from property lines           | <input type="checkbox"/> location of proposed subdivision from property lines        |
| <input type="checkbox"/> location of access/driveway, and distance from intersections | <input type="checkbox"/> ravines, creeks, lakes, sloughs, and any other water bodies |
| <input type="checkbox"/> location of shelterbelts and/or treed areas                  | <input type="checkbox"/> location of road(s), road allowances                        |
| <input type="checkbox"/> length and width of proposed subdivision                     |  |

NOTE: Where buildings are existing the property must be surveyed by a qualified land surveyor.

# M.D. of Mackenzie No. 23

## Request For Decision

Meeting:	<b>Regular Council</b>
Meeting Date:	May 18, 2004
Originated By:	Paul Driedger, Director Planning, Emergency and Enforcement Services
Title:	<b>Closing a Portion of Municipal Reserve on Plan 882 1687, Block 4, Lot 4 in Zama</b>
Agenda Item No:	11e)

### BACKGROUND / PROPOSAL:

Plan 882 1687, Block 4, Lot 4 in Zama is zoned as Municipal Reserve and is the location of the MD's Water Treatment Plant. The owners of Plan 042 2001, Block 4 have requested that the MD sell a portion of the MR to align their boundaries.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The Municipal Government Act (MGA) Section 674 and 675 allow for the removal and disposal of municipal reserve (MR). Prior to removing the MR designation, a properly advertised public hearing must be held.

Proceeds from the sale of the property can only be used in compliance with section 671(2), for the purpose of municipal reserve:

- a) a public park,
- b) public recreation area,
- c) school authority purposes,
- d) or to separate areas of land that are used for different purposes.

The lot where the Water Treatment Plan is located will retain more than adequate space for the purpose for which it is being used.

### COSTS / SOURCE OF FUNDING:

N/A

### RECOMMENDED ACTION (by originator):

That the process of closing and selling part of the municipal reserve on Plan 882 1687, Block 4, Lot 4 in Zama, be commenced.

Review: 

Dept. Planning + Development C.A.O.

# M.D. of Mackenzie No. 23

## Request For Decision

Meeting:	<b>Regular Council</b>
Meeting Date:	May 18, 2004
Originated By:	Paul Driedger, Director Planning, Emergency and Enforcement Services
Title:	<b>MD Policy Regarding Lands Without Physical Access</b>
Agenda Item No:	11 f)

### BACKGROUND / PROPOSAL:

Concerns have been raised regarding road construction to properties with new development. Administration has had occasion to enter into Road Licensing Agreements for the purpose of providing access to new development.

The MD of Mackenzie Land Use Bylaw Section 3.(1)(3) does not allow development on property, except for site preparation, without proper access from a public road. In the past we did not allow development without proper access. After the Road Licensing Agreement policy was adopted we permitted development if the landowner entered into a Road Licensing Agreement whereby he would use the undeveloped road allowance to provide access to his property.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The following policies were taken into consideration when entering into a Road Licensing Agreement with landowners.

1. Policy PW019 Road Construction Eligibility and Prioritization (attached) policy statement allows "landowners to build roads on municipal road allowances under the direct supervision of the MD".
2. Policy PW026 License Agreement for Undeveloped Road Allowance (attached) section 3 allows "the MD to enter into a License Agreement with a landowner for the use of an undeveloped road allowance adjacent to his property provided
  - a) the undeveloped road allowance is not closed for public use, and
  - b) the undeveloped road allowance is not required for any municipal purpose as determined by the MD".
3. Policy PW034 Nonconforming Roads in Road Allowances refers to the maintenance and reconstruction of nonconforming roads, acknowledging that

Review: 

Dept. Planning + Development C.A.O.

there are existing nonconforming roads and that there will be nonconforming roads built in the future.

COSTS / SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION (by originator):

That the review of MD Policies regarding lands without physical access be received for information.

Review:	Dept.	C.A.O.
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## Municipal District of Mackenzie No. 23

<b>Title</b>	<b>Nonconforming Roads in Road Allowances</b>	<b>Policy No.</b>	<b>PW034</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 18</b>
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**Purpose:**

To determine who is responsible for maintaining nonconforming roads and reconstructing them to an appropriate standard.

### **Policy Statement and Guidelines**

The Municipal District of Mackenzie understands that certain roads have been constructed along municipal road allowances that do not meet municipal standards.

#### **General**

The MD will maintain all existing nonconforming roads. Existing nonconforming roads will be upgraded as determined by Council during annual budget deliberations.

For nonconforming roads built in the future, the following shall apply:

1. **Maintenance of Nonconforming Roads**

The Municipal District of Mackenzie shall enter into a Road License Agreement with the landowner using the nonconforming road along municipal road allowance. The landowner is responsible for all maintenance costs of the nonconforming road.

2. **Reconstruction of Nonconforming Roads**

The landowner using the nonconforming road shall be solely responsible for upgrading the nonconforming road to municipal standards. Upon inspection and approval by the Municipal District of Mackenzie that the road meets municipal road standards, the Municipal District of Mackenzie will assume responsibility for maintenance of the road.

	Date	Resolution Number
<b>Approved</b>	May 4, 2004	
<b>Amended</b>		
<b>Amended</b>		

## Municipal District of Mackenzie No. 23

Title	Road Construction Eligibility and Prioritization	Policy No.	PW019
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Legislation Reference	Municipal Government Act, Section 18
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### Purpose:

To define road construction eligibility and priorities.

This policy rescinds and replaces Policy PW002 – 95.

### Policy Statement and Guidelines

The Municipal District of Mackenzie No. 23 shall be solely responsible for new road construction. Landowners may build roads on municipal road allowances under the direct supervision of the M.D.

### Definitions

For the purpose of this policy the following definitions shall apply:

**Residence** – a residence in accordance with the Municipal Land Use Bylaw and subject to all approved permits.

### General

- 1.1 Construction of roads shall take place on statutory road allowances or road rights-of-way, wherein:
  - a) The construction extends and forms part of the existing network of roads;
  - b) The construction meets all design, specifications and standards as determined by the Municipal District of Mackenzie;
  - c) The application has been made on a “Road Construction Request” form by the landowner(s) for Council’s consideration;
  - d) The project has been approved by Council; and
  - e) The road to be constructed to privately owned land shall extend only to the nearest property line of the land owned by the applicant.

- 1.2 Construction outside of the road right-of-way shall be generally accepted when:
- a) The construction is necessary to meet the design, specifications and standards as determined by the Municipal District of Mackenzie;
  - b) The construction along the road allowance is not cost effective;
  - c) The Municipal District of Mackenzie No. 23 derives either an economic and/or social benefit from the resulting development.
- 1.3 Applications for road construction must be received by August 31 annually.

### **Eligibility**

- 2.1 Consideration shall only be given for the construction of roads to access agricultural lands provided:
- a) A minimum area of eighty (80) acres of the land on any one quarter is in production or is in seedbed condition for the production of an agricultural crop or has been fenced for livestock operations; and
  - b) That the property to be accessed is not accessible via an adjacent property that is under the ownership or direct control of the same person(s) or group. Title searches will be done as of September 30 of each year.
  - c) If the road right-of-way requires clearing, the applicant may enter into an agreement with the municipality to clear and/or brush the road right-of-way. When an agreement has been entered into for the purpose of clearing a road right-of-way, the applicant shall be paid in accordance with the municipality's *Hiring of Private Equipment* policy.
- 2.2 Consideration shall be given for the construction of roads for residential access provided:
- a) The applicant shall give the Municipal District of Mackenzie No. 23 an irrevocable letter of credit, certified cheque or other suitable financial commitment in the amount of \$10,000 per half mile.\*- This shall be submitted by September 30<sup>th</sup>. If the property owner builds a residence on the subject property within a two-year period, the irrevocable letter of credit or certified cheque shall be returned.
  - b) That the property to be accessed is not accessible via an adjacent property that is under the ownership or direct control of the same person(s) or group. Title searches will be done as of September 30 of each year.
- 2.3 Industry
- Consideration shall be given for the construction of roads for industrial access on a case-by-case basis.

**Prioritization**

3.1 Prioritization shall be by road class in the following order:

- a) Collector
- b) Local Road
- c) Low Volume Farm Access
- d) Field Access

Within each classification consideration shall be given on a case-by-case basis.

3.2 Council may approve construction of a road in the current year where:

- a) Costs are expected to accelerate significantly in the following year, and
- b) The landowner is willing to finance the project in the current year and provides the estimated costs up front, and
- c) Council is willing to reimburse the landowner in the following year.

Council reserves the right to modify the priority of a project when the distribution of costs for the construction of a road is presented as a cost shared project. Subject to the discretion of M.D. Council, the upgrading of any of the road infrastructure within the municipality may be given a higher priority.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	December 19, 2001	01-713
<b>Amended</b>	May 22, 2002	02-377
<b>Amended</b>	June 4, 2002	02-393
<b>Amended</b>	September 24, 2002	02-666
<b>Amended</b>	November 26, 2002	02-848

## Municipal District of Mackenzie No. 23

<b>Title</b>	License Agreement for Undeveloped Road Allowance	<b>Policy No.</b>	PW026
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### **Purpose:**

To establish uses for undeveloped road allowances that are not needed for road or other purposes.

### **Policy Statement and Guidelines**

If an undeveloped road allowance is not needed for road or other purposes it may be licensed to an adjacent landowner.

1. Use of an undeveloped road allowance shall be established in the following order.
  - a) First priority shall be given to the adjacent landowner who has provided alternate land, from land adjoining the undeveloped road allowance, for other road purposes.
  - b) Second priority shall be given to the adjacent landowner who has obtained appropriate approval to clear and use the undeveloped road allowance.
  - c) Third priority shall be given to the adjacent landowner who wishes to use the undeveloped road allowance for agricultural purposes. In the event that both adjoining landowners wish to use the undeveloped road allowance for agricultural purposes, the priority shall be given to the landowner submitting the highest bid for non-refundable rent payable on a lump sum basis.
  - d) Last priority shall be given to the adjacent landowner who has cleared and is using the undeveloped road allowance without obtaining appropriate approval.
2. The Municipal District shall put a caveat on the land owned by the person entering into a License Agreement to protect successor rights for both the landowner and the Municipal District.
3. The M.D. shall enter into a License Agreement with a landowner for the use of an undeveloped road allowance adjacent to his property provided:
  - a) The undeveloped road allowance is not closed for public use.
  - b) The undeveloped road allowance is not required for any municipal purposes as determined by the M.D.

- c) Texas gates or another type of security gate must be installed by the adjacent landowner if the undeveloped road allowance is to be used for raising livestock.
4. If a landowner is installing a texas gate or another type of security gate on an undeveloped road allowance:
- i. The landowner is responsible for all costs, installation and maintenance of the texas gate or other type of security gate.
  - ii. The minimum dimensions of a texas gate must be twenty-four feet in width and six feet in length.
  - iii. If the landowner installs a security gate, it may be closed but must not be locked to allow public access.
  - iv. The landowner, or any successor to the lands involved, shall remove the texas gate or security gate either temporarily or permanently, at their expense, if the municipality requests that this be done for road improvement or any other purpose.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	May 7, 2002	02-344
<b>Amended</b>	December 3, 2002	02-882
<b>Amended</b>		

# M.D. of Mackenzie No. 23

## Request For Decision

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	May 18, 2004
Originated By:	Paul Driedger, Director Planning, Emergency and Enforcement Services
Title:	<b>Traffic Safety Plan</b>
Agenda Item No:	11 g)

### BACKGROUND / PROPOSAL:

The province as part of there policing review has developed responsibilities for Special Constables and employers of Special Constables. One of the items required was the development of a Traffic Safety Plan to be in place by June 1, 2004. The province recently provided a template to be used when developing a Plan. I met with Sergeant J. Lipscombe from the Fort Vermillion detachment on April 30, 2004 to draft a Traffic Safety Plan.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The attached Traffic Safety Plan has been prepared to reduce the number of highway collisions in our area by education, awareness and enforcement. The goal of this Plan is to reduce the number of people killed or injured by 20%.

### COSTS / SOURCE OF FUNDING:

N/A

### RECOMMENDED ACTION (by originator):

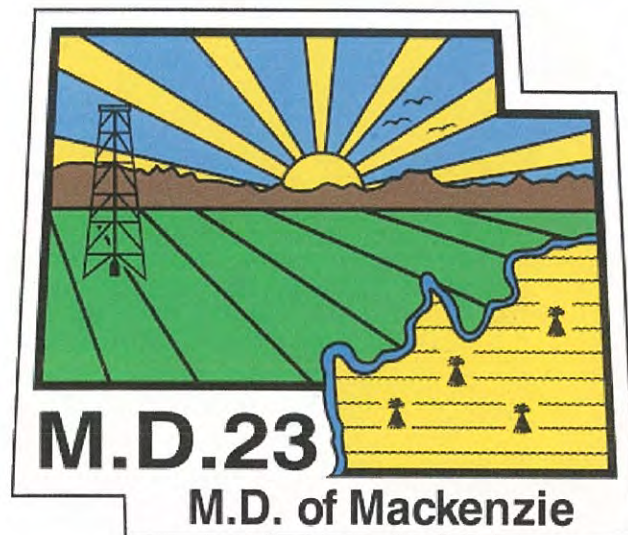
### MOTION

That the Mackenzie Traffic Safety Plan be adopted as presented.

Review:	Dept.	C.A.O.
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# MUNICIPAL DISTRICT OF MACKENZIE

## Traffic Safety Plan



Prepared by:  
Municipal District of Mackenzie  
Enforcement Services  
May 2004



## **Introduction**

The Municipal District of Mackenzie in conjunction with the RCMP are committed to providing a safe environment for the residents living and traveling within the municipality.

Each year in Alberta, on average 400 lives are needlessly lost through traffic collisions.

Such high numbers are unacceptable and we must take whatever steps are available to reduce these numbers.

Recent studies have shown that the leading cause of deaths in rural Alberta are intersection related and unbelted occupants.

The purpose behind this plan is to address the factors causing collisions and align our resources to best address those factors.

Through such alignment it is felt that safer homes and communities will result.

**MUNICIPAL DISTRICT OF MACKENZIE  
TRAFFIC SAFETY PLAN**

**OBJECTIVE:** To Reduce by 30% the average number of road users killed or seriously injured during the years 2004 – 2009 as compared to the years 1996 - 2001

**GOAL:** To Reduce by 20% the number of people killed or seriously injured in collisions during the year 2004

Data	Education	Training	Engineering	Media	Enforcement	Evaluation
<p>39.7% of drivers in rural Alberta do not stop at stop signs.</p> <p>23.2 % of drivers in Rural Alberta do not use seatbelts.</p> <p>80% of children are traveling in safety seats that are installed improperly or not in child seats at all.</p> <p>26% collisions where occupants were not wearing seatbelts resulted in serious injury.</p> <p>10% of collisions where occupants were not wearing seatbelts resulted in a fatality.</p> <p>Alcohol has been a factor in 22% of collisions.</p> <p>Speed has been noted as a factor in 68% of injury and fatal collisions.</p>	<p>Provide Special Constables with stop sign enforcement profile.</p> <p>In conjunction with the RCMP, offer to the communities in the area, the experience of the Seat Belt convincer and Roll Over simulator.</p> <p>In conjunction with the RCMP, offer regular car seat installation clinics in La Crete, Fort Vermilion and Zama.</p> <p>In conjunction with the RCMP, develop a regular check stop campaign for the area.</p>	<p>Provide additional training to Special Constables in relation to seat belt enforcement.</p> <p>Provide additional training to Special Constables in relation to Child Safety Seat enforcement and proper installation.</p>	<p>Determine the locations &amp; number of stop signs in the Patrol area, throughout Municipal District of Mackenzie.</p> <p>Identify suitable locations in conjunction with the RCMP Fort Vermilion, High Level and Assumption Detachments for performing check stops, targeting liquor offences.</p> <p>Identify suitable locations in conjunction with the RCMP Fort Vermilion, for performing check stops, targeting child restraint offences.</p> <p>Determine suitable locations for high volume stationary and moving radar operations, focusing on the Zama Access Road, Provincial Highway 697, Hamlets of La Crete and Fort Vermilion.</p> <p>Set up a schedule for patrolling school zones in the patrol areas, specifically Zama, La Crete, Fort Vermilion, and both public and private rural schools.</p>	<p>Provide local Media with stop sign violation numbers and Seat Belt violation numbers in weekly media release.</p> <p>Report on the results of child safety seat installation clinics.</p> <p>Ensure media releases have been sent advising of the implementation and results of completed Check Stops.</p>	<p>Increase stop sign enforcement by 50%.</p> <p>Increase seatbelt enforcement by 50%. Increase Child Safety Seat enforcement by 50%.</p> <p>Increase enforcement of Liquor Offences in vehicles by 50%.</p>	<p>Number of stop sign infractions issued.</p> <p>Number of fatalities as result of MVA's.</p> <p>Number of serious injuries as result of MVA's.</p> <p>Number of Child Safety Seat Charges issued.</p> <p>Number of Child Safety Seat education sessions conducted.</p> <p>Number of Child Safety Seats properly used.</p> <p>Number of Impaired / over .08 charges issued.</p>

Public Security

10<sup>th</sup> Floor  
10365-97 Street  
Edmonton, AB  
Canada T5J 3W7

Telephone (780) [your phone #]  
Fax (780) 427-5916

02-04

## BULLETIN

May 3, 2004

**ALL SPECIAL CONSTABLE EMPLOYERS  
REQUIRED TO COMPLETE A TRAFFIC SAFETY PLAN.**

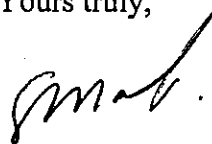
**REMINDER: TRAFFIC SAFETY PLAN DUE JUNE 1, 2004**

This bulletin is a reminder that a completed Traffic Safety Plan is due by June 1, 2004.

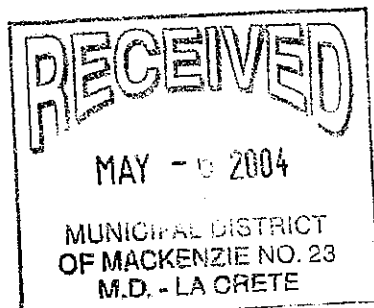
Once you have completed a plan locally it should be delivered to your local RCMP Detachment Commander who in turn will forward it to the District Traffic office for review and approval.

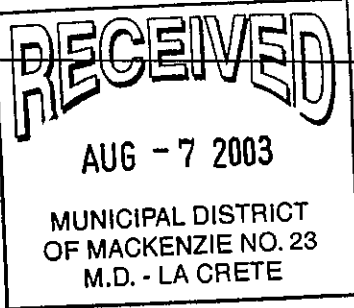
A signoff sheet has been provided to the RCMP. Once your plan has been approved you will receive a copy of the sign off sheet. The RCMP will also forward a copy of the signoff sheet to our office. We do not require a copy of your traffic plan at this office. Once we have received the signoff sheet from the RCMP we will notify you in writing and remove the conditional clause from your Authorization.

Yours truly,



Steve Marissink  
Manager  
Special Constable Program



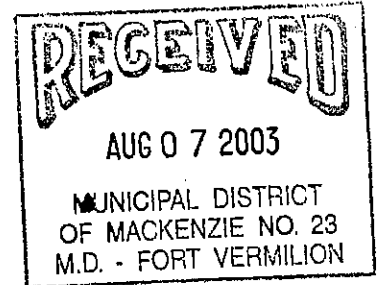


10<sup>th</sup> Floor  
10365-97 Street  
Edmonton, AB  
Canada T5J 3W7

Telephone (780) 427-3457  
Fax (780) 427-5916

July 31 2003

Mr. Paul Driedger  
Director of Planning, Emergency  
and Enforcement Services  
Municipal District of Mackenzie No. 23  
PO Box 640  
Fort Vermillion, Alberta  
T0H 1N0



Dear Mr. Driedger:

**Re: Special Constable Policy Amendment**

On May 9, 2003 Assistant Deputy Minister Robert B. Dunster advised all employers of special constables of a policy change enacted by the Solicitor General. This change impacted on the ability of special constables to enforce on select portions of 1 and 2 digit primary highways contained within municipal boundaries and with speed limits less than 70 km/h. The other two changes to policy involved the requirement to prepare a traffic safety plan for all traffic enforcement conducted by special constables and to work within the policies and guidelines of the police service of jurisdiction.

On May 13<sup>th</sup> a bulletin was sent to you with further details concerning the policy amendments. As this is now the policy of the Solicitor General there is a requirement for you, the employer, to notify us in writing that you are aware of the policy changes and agree to abide by them as a condition of the special constable program. A response date of June 15, 2003 was established. To date we have not received a response from you.

From some of the feedback received there may be some confusion over the new policy and how it will impact each employer. As an employer of special constables conducting traffic enforcement you are required to acknowledge and agree to abide by the conditions established by the Minister. Those conditions include the preparation of a traffic safety plan and to work within the policies and guidelines of the police service of jurisdiction. This policy is in place for all traffic enforcement conducted by special constables, regardless of the roadway. The traffic safety plan does not just apply to the primary highway system in Alberta but to all local roads, which receive enforcement by special constables.

I have included an acceptance letter to be completed by the employer. Please respond to this department no later than September 1, 2003. Should you decide that the policy provisions are unacceptable to you, please advise this office in writing of your decision by the September 1 date. I can indicate that those employers who are unwilling to abide by the policy provisions may lose their authorization to conduct enforcement under the *Traffic Safety Act*.

Sincerely,

Steve Marissink  
Manager, Special Constable Program

Enclosures

## BULLETIN

May 13, 2003

Special Constable Employers

**Re: Traffic Safety Act**

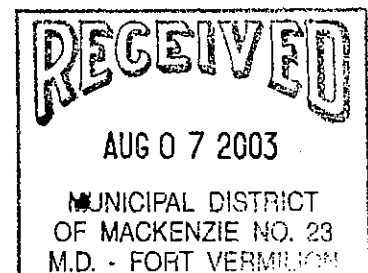
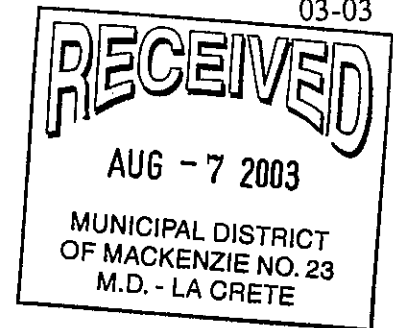
I would like to announce that the Solicitor General has amended policy for special constables relating to enforcement on primary highways when they intersect with rural communities. This has been an issue for many municipalities over the past 8 months and it was clear from the representations made to the Minister that there was a need to review the existing policy. The overwhelming concern was traffic safety and the need to enable safer homes and communities. The policy amendment does not apply to those municipalities with a Municipal Police Service as defined in section 27(1) of the *Police Act*.

The Minister through consultation with Cabinet has approved the following policy amendment:

**Enforcement by a special constable is permitted on a primary 1 or 2 digit highway when:**

- (1) such a primary highway is confined within the established urban boundaries of a municipality and the speed limit on that primary highway has a maximum speed of 70 km/h or less and,
- (2) an approved traffic enforcement plan has been submitted by the authorized employer, and approved by the police service of jurisdiction and,
- (3) the employer shall ensure that all enforcement will be conducted within the guidelines and policies of the police service of jurisdiction.

Provisions #1, #2 and #3 apply to special constables who are employed by rural communities that are intersected by a 1 or 2 digit primary highway. (i.e.: Sundre, Penhold). This would deal directly with the issue of a primary highway intersecting a "rural" municipal area.



**Enforcement is permitted on a primary 3 digit highway when:**

- (1) an approved traffic enforcement plan has been submitted by the authorized employer, and approved by the police service of jurisdiction and,**
- (2) the employer shall ensure that all enforcement will be conducted within the guidelines and policies of the police service of jurisdiction.**

These provisions apply to MD/County special constables who have enforcement authority only on 3 digit primary highways (former secondary highways). The MD/County special constables do not, and will not, have authority on any 1 or 2 digit primary highways. The only exceptions will be for those employers who have entered into a contractual agreement with a smaller community to provide enforcement services and that community has a 1 or 2 digit primary highway within their urban limits and the posted speed limit is under 70 km/h. (i.e.: County of Wetaskiwin and Town of Millet)

**Approved Traffic Safety Plan:**

The Minister received a very clear message that traffic safety was the most important factor behind the push for a policy amendment. This is in line with studies in Western Canada that ranked traffic safety first among public concerns. There is also a strong need to ensure that traffic safety is not strictly revenue generation. There has to be a very strong component relating enforcement to safer homes and communities.

The RCMP, as the provincial police service have adopted the concept of a Traffic Safety Plan (Plan). This concept is based on intelligence led traffic safety enforcement. As part of the need to provide consistency in traffic enforcement across the province we have introduced this concept, through policy, for employers of special constables. There are several components to such a plan, among them: data collection, public safety centred problem solving, evaluation of risk to public safety, operationalizing the philosophy and innovative operational strategies.

There is a need to identify the causal factors, which lead to the high numbers of property, injury and fatal collisions. Each year in Alberta, on average 400 lives are needlessly lost through traffic collisions. Such high numbers are unacceptable and we must take whatever steps are available to reduce those numbers. For many, traffic safety means speed enforcement. While the exact figures would vary from location to location, the clear majority of charges laid by special constables involve speeding infractions. Recent studies have shown that the leading causes of traffic deaths in rural Alberta are intersection collisions and unbelted drivers. Nationally, speed may be a factor in approximately 15-25% of all crashes. In some communities, speed may be a causal factor and enforcement would be directed to that issue. The purpose behind the Plan is to enable communities to determine what causal factors are causing collisions in their locales and to align their resources to best address those causal factors. Through such an alignment it is felt that safer homes and communities will result.

One issue that arises from this policy involves access to collision data, which is collected by the police services. Discussions are underway with RCMP "K" Division Traffic Services to address this point. The preparation of such a plan should be completed in co-operation with your local RCMP Detachment or traffic services unit. Approval for the plan will be provided by a person designated by the Officer in Charge of Traffic Services for RCMP "K" Division. All RCMP Detachments around Alberta will also be required to prepare a Plan. It is felt that in most locales the Plans will complement one another and the research/data collection work will be compiled in a co-operative effort between the police service and the employer.

RCMP "K" Division will provide training in the preparation of such a Plan by at no cost. A training schedule will be prepared and communicated in the near future via a bulletin.

A period of one year has been provided to enable compilation of the required material to prepare such a plan. The Employer's Authorization will be contingent upon completion of an approved traffic plan being in place by June 1, 2004.

#### **Policies and Guidelines of Police Service of Jurisdiction:**

This aspect of the policy amendment addresses the need to have consistent traffic enforcement practices across the province on the primary highways. The strong need for consistency was a corner stone of the previous policy, which prevented enforcement by special constables on primary highways. Since 2001, all numbered highways in Alberta are designated as primary highways. The provincial police service still maintains primary responsibility for enforcement on all primary highways within their jurisdiction.

It is only the **traffic enforcement** policies and guidelines of the police service of jurisdiction that apply. This will enable consistency in enforcement efforts with regard to "trigger" speeds (allowance threshold) and photo radar. I have asked RCMP "K" Division to prepare an outline in this regard. It will be made available in the near future.

It is the current policy of the provincial police service that photo radar will not be used for speed enforcement on any primary highway. Thus, any community who has policing services provided solely by the province as defined in Part 1, section 4(1) of the *Police Act* will not be permitted to deploy photo radar.

Those larger rural communities who have municipal policing contracts will make a determination as to the methods of enforcement they wish to utilize within their municipal boundaries.

#### **Next Step:**

Over the next few weeks we will be amending the Authorization to Employ Special Constables to reflect the new policy. As an employer you will be required to complete the attached form, detailing which portions of 1 and 2 digit highways are contained within your territorial jurisdiction. A map of your municipality indicating the locations of these highways within your urban area should be attached for clarity. If you are an MD or County with a contract to provide

services for a nearby municipality which has a 1 or 2 digit highway within their urban boundaries you will be required to attach a letter from that municipality acknowledging the policy change and their agreement. I am requesting that you also provide an e-mail address for you, the Employer, which can be used to communicate future bulletins and announcements.

An end date of June 15, 2003, has been established. If we have not received correspondence from you, we will be in contact to determine your wishes at that time.

I believe the policy amendment goes a long way to providing safer homes and communities. The concept of having the enforcement personnel for much of rural Alberta working towards the same goals will foster a co-operative spirit, which can only benefit all Albertans.

Thank you,



Steve Marissink  
Manager  
Special Constable Program



\_\_\_\_\_, 2003

Special Constable Program  
10<sup>th</sup> Floor, John E. Brownlee Building  
10365 97<sup>th</sup> Street  
Edmonton, Alberta  
T5J 3W7

This letter is to advise that \_\_\_\_\_, Employer # \_\_\_\_\_ wishes to adopt the following policy amendments for the Special Constable program.

**Enforcement by a special constable is permitted on a primary 1 or 2 digit highway when:**

- (1) such a primary highway is confined within the established urban boundaries of a municipality and the speed limit on that primary highway has a maximum speed of 70 km/h or less and,
- (2) an approved traffic enforcement plan has been submitted by the authorized employer, and approved by the police service of jurisdiction and,
- (3) the employer shall ensure that all enforcement will be conducted within the guidelines and policies of the police service of jurisdiction.

**Enforcement is permitted on a primary 3 digit highway when:**

- (1) an approved traffic enforcement plan has been submitted by the authorized employer, and approved by the police service of jurisdiction and,
- (2) the employer shall ensure that all enforcement will be conducted within the guidelines and policies of the police service of jurisdiction.

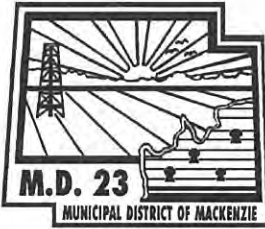
I have attached a map of our municipality indicating the locations of the primary highways (1 and 2 digit), which intersect with our municipality and have a posted speed limit no greater than 70 km/hr. I am requesting that those portions of the primary highways be added to our Authorization to Employ Special Constables.

As the Employer I am aware of the policy and agree to abide by it and ensure that all special constables employed under our Authority will conduct enforcement within the approved traffic safety plan and that all enforcement will be within the polices and guidelines of the police service of jurisdiction. I will, as the Employer, submit an approved traffic safety plan before June 1, 2004. I am aware that the Authorization to Employ Special Constables is conditional upon submitting an approved traffic plan within that established time frame.

Yours truly,

\_\_\_\_\_  
E-Mail address for Employer: \_\_\_\_\_

I have included an e-mail address that can be used as a contact for correspondence related to the special constable program.



## M.D. of Mackenzie No. 23

### Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	May 18, 2004
Originated By:	Bill Landiuk, Director of Corporate Services
Title:	Bylaw 422/04 - Local Improvement for curb, gutter and sidewalk 101 Avenue La Crete
Agenda Item No:	12. a)

#### BACKGROUND / PROPOSAL:

The 2004 budget includes curb, gutter and sidewalk along 101 Avenue from 100 to 101 streets in La Crete. The budget includes \$258,000 for the pavement, curb, gutter and sidewalk. The budget portion for the curb, gutter and sidewalk is \$63,000 (\$100%), which will, funded from the Roads Reserve with \$18,900 (30%) to be recovered through a frontage charge over 10 years.

#### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Council approved the local improvement plan and gave first reading to this Bylaw on April 6, 2004.

Administration has advertised this bylaw and provided notice to all the affected parties by the project. Administration has not received a valid petition against the bylaw.

#### COSTS / SOURCE OF FUNDING:

2004 Budget

#### RECOMMENDED ACTION (by originator):

Motion 1: Requires 2/3

That second reading be given to Bylaw 422/04 being a bylaw to approve a local improvement charge for curb, gutter and sidewalks on specific properties within the municipality.

Motion 2: Requires 2/3

That third reading be given to Bylaw 422/04 being a bylaw to approve a local improvement charge for curb, gutter and sidewalks on specific properties within the municipality.

Review: 

Dept.

C.A.O.

**BYLAW NO. 422/04**

**BEING A BYLAW OF THE  
MUNICIPAL DISTRICT OF MACKENZIE NO. 23,  
IN THE PROVINCE OF ALBERTA,**

**TO APPROVE A LOCAL IMPROVEMENT CHARGE  
FOR CURB, GUTTER AND SIDEWALKS  
ON SPECIFIC PROPERTIES WITHIN THE MUNICIPALITY**

**WHEREAS**, under the authority and pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, the municipality has authority to issue local improvement charges; and

**WHEREAS**, the Council of the Municipal District of Mackenzie No. 23 in the Province of Alberta has deemed it advisable to charge a local improvement charge to specific locations,

**NOW THEREFORE**, the Council of the Municipal District of Mackenzie No. 23 in the Province of Alberta, duly assembled, enacts as follows:

1. That the estimated sum of Sixty Three Thousand Dollars (\$63,000.00) is required to construct curb, gutter and sidewalk along 101 Avenue from 100 Street to 101 Street in the Hamlet of La Crete. The portion of the project subject to the local improvement charge is approximately Eighteen Thousand, Nine Hundred Dollars (\$18,900.00) or 30% of the estimated sum. This 30% portion will be collected by way of special assessment as herein provided in Schedule A, attached.
2. That Council of the Municipality has given proper notice of intention to undertake and complete the construction of curb, gutter and sidewalk along 101 Avenue from 100 Street to 101 Street in the Hamlet of La Crete, and costs thereof to be assessed against abutting owners in accordance with the attached Schedule A. Council has not received any sufficiently signed or valid petition against the said proposal.
3. That funding to be provided under this by-law shall not exceed the sum of Sixty Three Thousand Dollars (\$63,000.00), and may be in any denomination not exceeding the amount authorized by this by-law and shall be dated having regard to the date of the borrowing.
4. The funding shall bear interest, at a rate not exceeding ten per centum (10%), or the interest rate fixed from time to time by the Alberta Capital Finance Authority, per annum, payable annually.
5. The funding shall be issued in such manner that the principal and interest will be combined and made payable in, as nearly as possible, equal annual installments over a period of ten (10) years, in a accordance with Schedule A, attached.

6. During the currency of the debenture there shall be raised annually for the payment of the owners' portion of the cost and interest thereon, by special assessment, the respective sums show as yearly payments on Schedule "A" hereto attached, and there is hereby imposed on lands fronting or abutting on that portion of the streets or places whereon the improvements are to be laid, a special assessment to cover the owners' portion of the cost of the said work and the interest thereon payable at the unit rate or rates set forth in said Schedule A. The said special assessment shall be in addition to all other rates and taxes.
7. All required approvals for the project have been obtained and the project is in compliance with all acts and regulations of the Province of Alberta.
8. That this bylaw shall come into force and take effect upon receiving third and final reading thereof.

First Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

**BYLAW No. 422/04**

**Schedule A**

Curb, gutter and sidewalk along 101 Avenue from 100 Street to 101 Street in the Hamlet of La Crete.

1. Properties to be assessed:

<u>Plan</u>	<u>Block</u>	<u>Lot</u>	<u>Assessable Frontage</u>
982 0781	4	5	205.35 ft
1160NY	3	1	100.00 ft
1160NY	3	2	100.00 ft
1160NY	3	3	100.00 ft
1160NY	3	4	150.75 ft
792 1881	18	4	225.73 ft

2. Total Assessable Frontage 881.83 feet
3. Total Assessment Per Front Foot Frontage \$21.43
4. Annual Unit Rate Per Front Foot of Frontage to be payable for a period of 10 years calculated at 4.02%. \$2.65
5. Total Yearly Assessment Against All Above Properties \$2,332.52



## M.D. of Mackenzie No. 23

### Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	May 18, 2004
Originated By:	Bill Landiuk, Director of Corporate Services
Title:	Bylaw 423/04 - Local Improvement for curb and gutter 99 Avenue La Crete
Agenda Item No:	12. b)

#### BACKGROUND / PROPOSAL:

The 2004 budget includes curb, gutter and sidewalk along 99 Avenue from 100 to 101 Street. Since there is already a sidewalk along this street only the curb and gutter can be included in the local improvement plan. The budget includes \$234,000 for the pavement, curb, gutter and sidewalk. The budget portion for the curb, gutter and sidewalk is \$26,000 (\$100%), which will, funded from the Roads Reserve with \$6,000 (30%) to be recovered through a frontage charge over 10 years.

#### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Council approved the local improvement plan and gave first reading to this Bylaw on April 6, 2004.

Administration has advertised this bylaw and provided notice to all the affected parties by the project. Administration has not received a valid petition against the bylaw.

#### COSTS / SOURCE OF FUNDING:

2004 Budget

#### RECOMMENDED ACTION (by originator):

Motion 1: Requires 2/3

That second reading be given to Bylaw 423/04 being a bylaw to approve a local improvement charge for curb, gutter and sidewalks on specific properties within the municipality.

Motion 2: Requires 2/3

That third reading be given to Bylaw 423/04 being a bylaw to approve a local improvement charge for curb, gutter and sidewalks on specific properties within the municipality.

Review: 

Dept.

C.A.O.

**BYLAW NO. 423/04**

**BEING A BYLAW OF THE  
MUNICIPAL DISTRICT OF MACKENZIE NO. 23,  
IN THE PROVINCE OF ALBERTA,**

**TO APPROVE A LOCAL IMPROVEMENT CHARGE  
FOR CURB AND GUTTER  
ON SPECIFIC PROPERTIES WITHIN THE MUNICIPALITY**

**WHEREAS**, under the authority and pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, the municipality has authority to issue local improvement charges; and

**WHEREAS**, the Council of the Municipal District of Mackenzie No. 23 in the Province of Alberta has deemed it advisable to charge a local improvement charge to specific locations,

**NOW THEREFORE**, the Council of the Municipal District of Mackenzie No. 23 in the Province of Alberta, duly assembled, enacts as follows:

1. That the estimated sum of Thirty-Six Thousand Dollars (\$36,000.00) is required to construct curb and gutter along 99 Avenue from 100 Street to 101 Street in the Hamlet of La Crete. The portion of the project subject to the local improvement charge is approximately Ten Thousand, Eight Hundred Dollars (\$10,800.00) or 30% of the estimated sum. This 30% portion will be collected by way of special assessment as herein provided in Schedule A, attached.
2. That Council of the Municipality has given proper notice of intention to undertake and complete the construction of curb and gutter along 99 Avenue from 100 Street to 101 Street in the Hamlet of La Crete, and costs thereof to be assessed against abutting owners in accordance with the attached Schedule A. Council has not received any sufficiently signed or valid petition against the said proposal.
3. That funding to be provided under this by-law shall not exceed the sum of Thirty-Six Thousand Dollars (\$36,000.00), and may be in any denomination not exceeding the amount authorized by this by-law and shall be dated having regard to the date of the borrowing.
4. The funding shall bear interest, at a rate not exceeding ten per centum (10%), or the interest rate fixed from time to time by the Alberta Capital Finance Authority, per annum, payable annually.
5. The funding shall be issued in such manner that the principal and interest will be combined and made payable in, as nearly as possible, equal annual installments over a period of ten (10) years, in accordance with Schedule A, attached.



6. During the currency of the debenture there shall be raised annually for the payment of the owners' portion of the cost and interest thereon, by special assessment, the respective sums show as yearly payments on Schedule "A" hereto attached, and there is hereby imposed on lands fronting or abutting on that portion of the streets or places whereon the improvements are to be laid, a special assessment to cover the owners' portion of the cost of the said work and the interest thereon payable at the unit rate or rates set forth in said Schedule A. The said special assessment shall be in addition to all other rates and taxes.
7. All required approvals for the project have been obtained and the project is in compliance with all acts and regulations of the Province of Alberta.
8. That this bylaw shall come into force and take effect upon receiving third and final reading thereof.

First Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

**BYLAW No. 423/04**

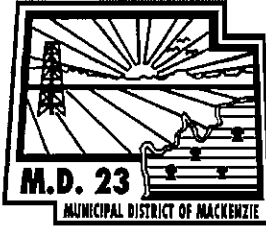
**Schedule A**

Curb and gutter along 99 Avenue from 100 Street to 101 Street in the Hamlet of La Crete.

1. Properties to be assessed:

<u>Plan</u>	<u>Block</u>	<u>Lot</u>	<u>Assessable Frontage</u>
1160NY	2	6	100.75
1160NY	2	7	100.00
1160NY	2	8	100.00
1160NY	2	easterly portion of 9	75.00
1160NY	2	westerly portion of 9	75.00
962 4008	5	34	531.50

- |    |   |             |
|----|---|-------------|
| 2. | Total Assessable Frontage   | 982.25 feet |
| 3. | Total Assessment Per Front Foot Frontage  | \$11.00     |
| 4. | Annual Unit Rate Per Front Foot of Frontage to be payable for a period of 10 years calculated at 4.02%. | \$1.36      |
| 5. | Total Yearly Assessment Against All Above Properties  | \$1,332.87  |



## M.D. of Mackenzie No. 23

### Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	May 18, 2004
Originated By:	Bill Landiuk, Director of Corporate Services
Title:	Bylaw 424/04 - Local Improvement for curb, gutter and sidewalk 101 Street La Crete
Agenda Item No:	12.C)

#### BACKGROUND / PROPOSAL:

The 2004 budget includes curb, gutter and sidewalk along 101 Street from 91 Avenue to the south boundary of Lot 17, Block 2, Plan 032 3177 in the Hamlet of La Crete. The budget includes 34,000 for the, curb, gutter and sidewalk. The budget portion for the curb, gutter and sidewalk is \$20,000 (\$100%), which will, funded from the Roads Reserve with \$6,000 (30%) to be recovered through a frontage charge over 10 years.

#### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Council approved the local improvement plan and gave first reading to this Bylaw on April 6, 2004.

Administration has advertised this bylaw and provided notice to all the affected parties by the project. Administration has not received a valid petition against the bylaw.

#### COSTS / SOURCE OF FUNDING:

2004 Budget

#### RECOMMENDED ACTION (by originator):

Motion 1: Requires 2/3

That second reading be given to Bylaw 424/04 being a bylaw to approve a local improvement charge for curb, gutter and sidewalks on specific properties within the municipality.

Motion 2: Requires 2/3

That third reading be given to Bylaw 424/04 being a bylaw to approve a local improvement charge for curb, gutter and sidewalks on specific properties within the municipality.

Review: 	Dept.	C.A.O.
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**BYLAW NO. 424/04**

**BEING A BYLAW OF THE  
MUNICIPAL DISTRICT OF MACKENZIE NO. 23,  
IN THE PROVINCE OF ALBERTA,**

**TO APPROVE A LOCAL IMPROVEMENT CHARGE  
FOR CURB, GUTTER AND SIDEWALKS  
ON SPECIFIC PROPERTIES WITHIN THE MUNICIPALITY**

**WHEREAS**, under the authority and pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, the municipality has authority to issue local improvement charges; and

**WHEREAS**, the Council of the Municipal District of Mackenzie No. 23 in the Province of Alberta has deemed it advisable to charge a local improvement charge to specific locations,

**NOW THEREFORE**, the Council of the Municipal District of Mackenzie No. 23 in the Province of Alberta, duly assembled, enacts as follows:

1. That the estimated sum of Twenty Thousand Dollars (\$20,000.00) is required to construct curb , gutter and sidewalk along 101 Street from 91 Avenue to south boundary of Lot 17, Block 2, Plan 032 3177 in the Hamlet of La Crete. The portion of the project subject to the local improvement charge is approximately Six Thousand Dollars (\$6,000.00) or 30% of the estimated sum. This 30% portion will be collected by way of special assessment as herein provided in Schedule A, attached.
2. That Council of the Municipality has given proper notice of intention to undertake and complete the construction of curb, gutter and sidewalk along 101 Street from 91 Avenue to south boundary of Lot 17, Block 2, Plan 032 3177 in the Hamlet of La Crete, and costs thereof to be assessed against abutting owners in accordance with the attached Schedule A. Council has not received any sufficiently signed or valid petition against the said proposal.
3. That funding to be provided under this by-law shall not exceed the sum of Twenty Thousand Dollars (\$20,000.00), and may be in any denomination not exceeding the amount authorized by this by-law and shall be dated having regard to the date of the borrowing.
4. The funding shall bear interest, at a rate not exceeding ten per centum (10%), or the interest rate fixed from time to time by the Alberta Capital Finance Authority, per annum, payable annually.

5. The funding shall be issued in such manner that the principal and interest will be combined and made payable in, as nearly as possible, equal annual installments over a period of ten (10) years, in accordance with Schedule A, attached.
6. During the currency of the debenture there shall be raised annually for the payment of the owners' portion of the cost and interest thereon, by special assessment, the respective sums show as yearly payments on Schedule "A" hereto attached, and there is hereby imposed on lands fronting or abutting on that portion of the streets or places whereon the improvements are to be laid, a special assessment to cover the owners' portion of the cost of the said work and the interest thereon payable at the unit rate or rates set forth in said Schedule A. The said special assessment shall be in addition to all other rates and taxes.
7. All required approvals for the project have been obtained and the project is in compliance with all acts and regulations of the Province of Alberta.
8. That this bylaw shall come into force and take effect upon receiving third and final reading thereof.

First Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

**BYLAW No. 424/04**

**Schedule A**

Curb, gutter and sidewalk along 101 Street from 91 Avenue to south boundary of Lot 17, Block 2, Plan 032 3177 in the Hamlet of La Crete.

1. Properties to be assessed:

<u>Plan</u>	<u>Block</u>	<u>Lot</u>	<u>Assessable Frontage</u>
032 3177	1	32	20.06
962 3343	2	1	39.86
962 3343	1	4	40.24

2. Total Assessable Frontage 100.16 meters
3. Total Assessment Per Front Meter Frontage \$59.90
4. Annual Unit Rate Per Front Meter of Frontage to be payable for a period of 10 years calculated at 4.02%. \$7.39
5. Total Yearly Assessment Against All Above Properties \$740.48



## M.D. of Mackenzie No. 23

### Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	May 18, 2004
Originated By:	Bill Landiuk, Director of Corporate Services
Title:	Bylaw 425/04 - Local Improvement for curb, gutter and sidewalk 93 Avenue La Crete
Agenda Item No:	12.d)

#### BACKGROUND / PROPOSAL:

The developer is responsible to construct curb and gutter along approximately 1 block in LA Crete that ties into a curb, gutter and sidewalk area. The 2004 budget includes curb and gutter along 93 Avenue from 102 Street to 3.0 meters east of the east boundary of Lot 21, Block 1, Plan 012 4176 in the Hamlet of La Crete. The budget portion for the curb and gutter is \$4,000 (\$100%), which will, funded from the Roads Reserve with \$1,200 (30%) to be recovered through a frontage charge over 10 years.

#### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Council approved the local improvement plan and gave first reading to this Bylaw on April 6, 2004.

Administration has advertised this bylaw and provided notice to all the affected parties by the project. Administration has not received a valid petition against the bylaw.

#### COSTS / SOURCE OF FUNDING:

2004 Budget

#### RECOMMENDED ACTION (by originator):

Motion 1: Requires 2/3

That second reading be given to Bylaw 425/04 being a bylaw to approve a local improvement charge for curb, gutter and sidewalks on specific properties within the municipality.

Motion 2: Requires 2/3

That third reading be given to Bylaw 425/04 being a bylaw to approve a local improvement charge for curb, gutter and sidewalks on specific properties within the municipality.

Review:

Dept.

C.A.O.

**BYLAW NO. 425/04**

**BEING A BYLAW OF THE  
MUNICIPAL DISTRICT OF MACKENZIE NO. 23,  
IN THE PROVINCE OF ALBERTA,**

**TO APPROVE A LOCAL IMPROVEMENT CHARGE  
FOR SIDEWALKS  
ON SPECIFIC PROPERTIES WITHIN THE MUNICIPALITY**

**WHEREAS**, under the authority and pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, the municipality has authority to issue local improvement charges; and

**WHEREAS**, the Council of the Municipal District of Mackenzie No. 23 in the Province of Alberta has deemed it advisable to charge a local improvement charge to specific locations,

**NOW THEREFORE**, the Council of the Municipal District of Mackenzie No. 23 in the Province of Alberta, duly assembled, enacts as follows:

1. That the estimated sum of Four Thousand Dollars (\$4,000.00) is required to construct sidewalk along 93 Avenue from 102 Street to 3.0 meters east of east side of Lot 21, Block 1, Plan 012 4176 in the Hamlet of La Crete. The portion of the project subject to the local improvement charge is approximately Twelve Hundred Dollars (\$1,200.00) or 30% of the estimated sum. This 30% portion will be collected by way of special assessment as herein provided in Schedule A, attached.
2. That Council of the Municipality has given proper notice of intention to undertake and complete the construction of sidewalk along 93 Avenue from 102 Street to 3.0 meters east of east side of Lot 21, Block 1, Plan 012 4176 in the Hamlet of La Crete, and costs thereof to be assessed against abutting owners in accordance with the attached Schedule A. Council has not received any sufficiently signed or valid petition against the said proposal.
3. That funding to be provided under this by-law shall not exceed the sum of Four Thousand Dollars (\$4,000.00), and may be in any denomination not exceeding the amount authorized by this by-law and shall be dated having regard to the date of the borrowing.
4. The funding shall bear interest, at a rate not exceeding ten per centum (10%), or the interest rate fixed from time to time by the Alberta Capital Finance Authority, per annum, payable annually.



5. The funding shall be issued in such manner that the principal and interest will be combined and made payable in, as nearly as possible, equal annual installments over a period of ten (10) years, in accordance with Schedule A, attached.
6. During the currency of the debenture there shall be raised annually for the payment of the owners' portion of the cost and interest thereon, by special assessment, the respective sums show as yearly payments on Schedule "A" hereto attached, and there is hereby imposed on lands fronting or abutting on that portion of the streets or places whereon the improvements are to be laid, a special assessment to cover the owners' portion of the cost of the said work and the interest thereon payable at the unit rate or rates set forth in said Schedule A. The said special assessment shall be in addition to all other rates and taxes.
7. All required approvals for the project have been obtained and the project is in compliance with all acts and regulations of the Province of Alberta.
8. That this bylaw shall come into force and take effect upon receiving third and final reading thereof.

First Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

**BYLAW No. 425/04**

**Schedule A**

Sidewalk along 91 Avenue from 102 Street to 3.0 meters east of east side of Lot 21, Block 2, Plan 012 4176 in the Hamlet of La Crete.

1. Properties to be assessed:

<u>Plan</u>	<u>Block</u>	<u>Lot</u>	<u>Assessable Frontage</u>
012 4176	2	10	39.99
012 4176	1	21	42.99

- |    |  |              |
|----|--|--------------|
| 2. | Total Assessable Frontage  | 82.98 meters |
| 3. | Total Assessment Per Front Meter Frontage  | \$14.46      |
| 4. | Annual Unit Rate Per Front Meter of Frontage to be payable for a period of 10 years calculated at 4.02%. | \$1.78       |
| 5. | Total Yearly Assessment Against All Above Properties   | \$148.10     |



## M.D. of Mackenzie No. 23

### Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	May 18, 2004
Originated By:	Bill Landiuk, Director of Corporate Services
Title:	Bylaw 426/04 - Local Improvement for curb, gutter and sidewalk 93 Avenue La Crete
Agenda Item No:	12.e)

#### BACKGROUND / PROPOSAL:

The 2004 budget includes sidewalk, curb and gutter in one of the JL Investment subdivisions in the Hamlet of La Crete. The budget includes \$115,000 for the pavement, curb, gutter and sidewalk. The budget portion for the curb and gutter is \$115,000 (\$100%), which will, funded from the Debenture with \$115,000 (100%) to be recovered through a frontage charge over 10 years.

#### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Council approved the local improvement plan and gave first reading to this Bylaw on April 6, 2004.

Administration has advertised this bylaw and provided notice to all the affected parties by the project. Administration has not received a valid petition against the bylaw.

#### COSTS / SOURCE OF FUNDING:

2004 Budget

#### RECOMMENDED ACTION (by originator):

Motion 1: Requires 2/3

That second reading be given to Bylaw 426/04 being a bylaw to approve a local improvement charge for curb, gutter and sidewalks on specific properties within the municipality.

Motion 2: Requires 2/3

That third reading be given to Bylaw 426/04 being a bylaw to approve a local improvement charge for curb, gutter and sidewalks on specific properties within the municipality.

Review:

Dept.

C.A.O.

**BYLAW NO. 426/04**

**BEING A BYLAW OF THE  
MUNICIPAL DISTRICT OF MACKENZIE NO. 23,  
IN THE PROVINCE OF ALBERTA,**

**TO APPROVE A LOCAL IMPROVEMENT CHARGE  
FOR CURB, GUTTER AND SIDEWALKS  
ON SPECIFIC PROPERTIES WITHIN THE MUNICIPALITY**

**WHEREAS**, under the authority and pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, the municipality has authority to issue local improvement charges; and

**WHEREAS**, the Council of the Municipal District of Mackenzie No. 23 in the Province of Alberta has deemed it advisable to charge a local improvement charge to specific locations,

**NOW THEREFORE**, the Council of the Municipal District of Mackenzie No. 23 in the Province of Alberta, duly assembled, enacts as follows:

1. That the estimated sum of One Hundred Fifteen Thousand Dollars (\$115,000.00) is required to construct curb, gutter and sidewalk along 93 Avenue from west boundary of Lot 22, Block 1, Plan 032 3177 to 101 Street, along 101 Street from 93 Avenue to south boundary of Lot 17, Block 2, Plan 032 3177 and along 101 Street from northern boundary of Lot 5, Block 4, Plan 032 3177 to 87 Avenue and along 87 Avenue from 101 Street to 6.0 meters west of the west boundary of Lot 9, Block 6, Plan 032 3177 in the Hamlet of La Crete. The portion of the project subject to the local improvement charge is approximately One Hundred Fifteen Thousand Dollars (\$115,000.00) or 100% of the estimated sum. This 100% portion will be collected by way of special assessment as herein provided in Schedule A, attached.
2. That Council of the Municipality has given proper notice of intention to undertake and complete the construction of curb, gutter and sidewalk along 93 Avenue from west boundary of Lot 22, Block 1, Plan 032 3177 to 101 Street, along 101 Street from 93 Avenue to south boundary of Lot 17, Block 2, Plan 032 3177 and along 101 Street from northern boundary of Lot 5, Block 4, Plan 032 3177 to 87 Avenue and along 87 Avenue from 101 Street to 6.0 meters west of the west boundary of Lot 9, Block 6, Plan 032 3177 in the Hamlet of La Crete, and costs thereof to be assessed against abutting owners in accordance with the attached Schedule A. Council has not received any sufficiently signed or valid petition against the said proposal.
3. That funding to be provided under this by-law shall not exceed the sum of One Hundred Fifteen Thousand Dollars (\$115,000.00), and may be in any

denomination not exceeding the amount authorized by this by-law and shall be dated having regard to the date of the borrowing.

4. The funding shall bear interest, at a rate not exceeding ten per centum (10%), or the interest rate fixed from time to time by the Alberta Capital Finance Authority, per annum, payable annually.
5. The funding shall be issued in such manner that the principal and interest will be combined and made payable in, as nearly as possible, equal annual installments over a period of ten (10) years, in accordance with Schedule A, attached.
6. During the currency of the debenture there shall be raised annually for the payment of the owners' portion of the cost and interest thereon, by special assessment, the respective sums show as yearly payments on Schedule A hereto attached, and there is hereby imposed on lands fronting or abutting on that portion of the streets or places whereon the improvements are to be laid, a special assessment to cover the owners' portion of the cost of the said work and the interest thereon payable at the unit rate or rates set forth in said Schedule A. The said special assessment shall be in addition to all other rates and taxes.
7. All required approvals for the project have been obtained and the project is in compliance with all acts and regulations of the Province of Alberta.
8. That this bylaw shall come into force and take effect upon receiving third and final reading thereof.

First Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
Barbara Spurgeon, Executive Assistant

**BYLAW No. 426/04**

**Schedule A**

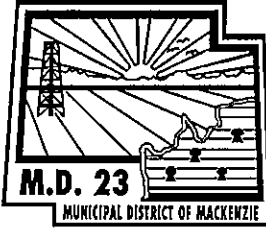
Curb, gutter and sidewalk along 93 Avenue from west boundary of Lot 22, Block 1, Plan 032 3177 to 101 Street, along 101 Street from 93 Avenue to south boundary of Lot 17, Block 2, Plan 032 3177 and along 101 Street from northern boundary of Lot 5, Block 4, Plan 032 3177 to 87 Avenue and along 87 Avenue from 101 Street to 6.0 meters west of the west boundary of Lot 9, Block 6, Plan 032 3177 in the Hamlet of La Crete.

1. Properties to be assessed:

<u>Plan</u>	<u>Block</u>	<u>Lot</u>	<u>Assessable Frontage</u>
032 3177	2	11	32.60
032 3177	2	12	27.01
032 3177	2	13	27.01
032 3177	2	14	27.01
032 3177	2	15	27.00
032 3177	2	16	27.01
032 3177	2	17	27.01
032 3177	1	22	43.40
032 3177	1	23	39.86
032 3177	1	24	39.29
032 3177	1	25	28.01
032 3177	1	26	28.01
032 3177	1	28	28.01
032 3177	1	29	28.01
032 3177	1	30	28.01
032 3177	1	31	28.01
032 3177	1	32	8.00
032 3177	4	5	31.65
032 3177	4	6	30.00
032 3177	6	4	30.00
032 3177	6	5	30.79
032 3177	6	6	38.83
032 3177	6	7	42.91
032 3177	6	8	33.21
032 3177	6	9	30.21

2.	Total Assessable Frontage	760.78 meters
3.	Total Assessment Per Front Meter Frontage	\$151.16
4.	Annual Unit Rate Per Front Meter of Frontage to be payable for a period of 10 years calculated at 4.02%.	\$18.66
5.	Total Yearly Assessment Against All Above Properties	\$14,192.58





## M.D. of Mackenzie No. 23

### Request For Decision

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	May 18, 2004
Originated By:	Barb Spurgeon, Executive Assistant
Title:	Bylaw 443/04 – Procedural Bylaw
Agenda Item No:	12. f)

#### BACKGROUND / PROPOSAL:

Bylaw 443/04 is similar to Bylaw 335/02 with changes to better define procedures on meeting agenda additions. There was a need to better define the procedures on additions made to the agenda.

#### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The change is highlighted in the attachment and includes a change to how additions to the agenda will be processed. The amendment allows additions to be made by regular majority motion, however any actions arising out of an agenda addition requires the unanimous consent of Council, with the exception of a tabling motion or a motion receiving it as information.

#### COSTS / SOURCE OF FUNDING:

Not applicable

#### RECOMMENDED ACTION (by originator):

##### **Motion 1**

That first reading be given to Bylaw 443/04, being a bylaw to provide the organizational and procedural matters of Council, Council Committees and Councillors.

##### **Motion 2**

That second reading be given to Bylaw 443/04, being a bylaw to provide the organizational and procedural matters of Council, Council Committees and Councillors

##### **Motion 3**

That consideration be given to go to third reading of Bylaw 443/04, being a bylaw to provide the organizational and procedural matters of Council, Council Committees and Councillors

##### **Motion 4**

That third reading be given to Bylaw 443/04, being a bylaw to provide the organizational and procedural matters of Council, Council Committees and Councillors.

Review:

Dept.

C.A.O.

**BYLAW NO. 335/02443/04**

**BEING A BY-LAW OF THE  
MUNICIPAL DISTRICT OF MACKENZIE No. 23  
IN THE PROVINCE OF ALBERTA**

**TO PROVIDE THE ORGANIZATIONAL AND PROCEDURAL MATTERS OF  
COUNCIL , COUNCIL COMMITTEES AND COUNCILLORS**

**WHEREAS**, the Municipal Government Act, Being Chapter M-26.1 of the Revised Statutes of Alberta, 1994~~2000~~, hereinafter referred to as the "M.G.A." provides for the establishment of Council committees and other bodies, procedure and conduct of Council, Council committees and other bodies established by Council and the conduct of Councillors and members of Council committees and other bodies established by Council; and

**WHEREAS**, the M.G.A. provides for organizational and procedural matters of Council, Council committees and Councillors.

**NOW THEREFORE**, the Council of the Municipal District of Mackenzie No. 23, duly assembled, enacts as follows:

**Code of Ethics**

The proper operation of democratic local government requires that elected officials be independent, impartial and duly responsible to the people.

To this end it is imperative that:

- a) Government decisions and policy be made through the proper channels of government structure.
- b) Public office not be used for personal gain.
- c) The public have confidence in the integrity of its government.

Accordingly, it is the purpose of these guidelines of conduct to outline certain basic rules for Municipal District of Mackenzie No. 23 Council so that they may carry out their duties with impartiality and equality of services to all, recognizing that the basic functions of elected local government officials are, at all times, services to their community and the public.

To further these objectives, certain ethical principles should govern the conduct of Municipal District of Mackenzie No. 23 Council in order that

they shall maintain the highest standards of conduct in public office and faithfully discharge the duties of office without fear or favour.

Councillors shall:

1. Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta.
2. Not use confidential information for personal profit of themselves or any other person.
3. Not communicate confidential information to anyone not entitled to receive the applicable confidential information.
4. Not use their position to secure special privileges, favours, or exemptions for themselves or any other person.
5. Preserve the integrity and impartiality of Council.
6. For a period of twelve (12) months after leaving office, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity.
7. Not assume that any unethical activities (not covered by or specifically prohibited by these ethical guidelines of conduct, or by any legislation) will be condoned.

### **Municipal Office**

101. In accordance with the M.G.A., the main municipal office shall be the administration office located at Fort Vermilion, Alberta.

### **Chief and Deputy Chief Elected Official**

201. In accordance with the M.G.A., the chief elected official shall have the title of Reeve and the deputy chief elected official shall have the title of Deputy Reeve.
202. Annually, at the organizational meeting of Council, Council shall elect the Reeve and the Deputy Reeve.

### **Meetings of Council**

#### ***Organizational Meetings***

301. The organizational meeting of Council shall be held on the fourth Wednesday of October in each year commencing at 10:00 a.m. in Fort Vermilion. Any changes in the date, time and location may be

made at a regular Council meeting at least four weeks in advance and must be advertised.

### ***Regular Meetings***

302. The dates, times, and place of regular meetings of Council shall be established at the Organizational meeting annually and may be amended by motion at any time.
303. The Chief Administrative Officer shall record the time of arrival and departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of the meeting.
304. If a quorum is not present within thirty minutes after the time fixed for regular or special meetings, the Chief Administrative Officer shall record the names of the members present, and the Council shall stand adjourned until the next regular or special meeting.
305. In the case that the Reeve and Deputy Reeve is not in attendance within thirty minutes after the hour appointed for a meeting and a quorum is present, the Chief Administrative Officer shall call the meeting to order and a Chairman shall be chosen by the Councillors present who shall preside during the meeting until the arrival of the Reeve or Deputy Reeve.

### **Electronic Communication System Meetings**

401. Council meetings may be conducted by means of electronic communication systems provided the facilities allow all councillors at the meeting to participate and to hear the discussion by all other participants at the meeting.
402. A Councillor participating in a meeting described in section 401 will be considered to have voted in the affirmative unless that councillor voices a negative vote on the motion.
403. A councillor participating in a meeting described in section 401 is considered to be present at the meeting and will be recorded in the minutes as being present via electronic communication.

### **Conduct of Meetings**

501. Every delegate to a regular Council meeting, and each member of Council shall address the chair but shall not speak until recognized by the chair.
502. The Reeve or other presiding officer may, upon request of a member of Council, authorize a person in the public gallery to address Council, only on the topic being debated at that time in the meeting and within time limits specified by the Reeve or other presiding officers.
503. A motion may be withdrawn by the mover at any time before voting.
504. The following motions are not debatable.
  - a) Adjournment.
  - b) Take a Recess.
  - c) Question of Privilege.
  - d) Point of Order.
  - e) Limit Debate on the Matter before Council.
  - f) Division of a Question.
  - g) Table the Matter to Another Meeting.
505. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Reeve or other presiding officer so directs.
506. Whenever the Reeve or other presiding officer is of the opinion that a motion is contrary to the rules and privileges of the Council or Council Committee, he shall appraise the member thereof immediately, before putting the question, and shall cite the rule or authority applicable to the case without argument or comment, unless otherwise decided by a two-thirds majority vote of the members present.
507. In all cases not provided for in the proceedings of the Council and Council Committee, the "Revised Roberts Rule of Order" shall be followed and in such cases the decision of the Reeve or other presiding officer shall be final and accepted without debate.

### **Delegations**

601. A person or a representative of any delegation or group of persons who wishes to bring any matter to the attention of the Council or who wishes to have any matter considered by the Council shall address a letter or other communication to the Council outlining the subject to be discussed. The letter shall be typewritten or legibly written, signed by the correct name of the writer, delivered or mailed to the office of the Chief Administrative Officer so that it arrives at least at 4:30 o'clock in the afternoon seven calendar days immediately preceding the meeting at which it is to be presented, and it shall contain the full mailing address of the writer. If he or she wishes to appear before Council it shall be so stated in the letter.
602. Delegations shall be granted a maximum of fifteen (15) minutes to present the matter outlined in their letter. Where the Reeve or other presiding officer determines that additional time shall be granted to a delegation, additional time shall be granted in the length specified by the Reeve or other presiding officer.
603. Notwithstanding Section 602, where the Reeve or other presiding officer determines that sufficient time has been granted to a delegation to present the matter outlined in their letter, the Reeve or other presiding officer may limit the length of time granted to the delegation.
604. Delegations who have not submitted a letter in accordance with Section 601 may be granted by the Reeve or other presiding officer a maximum of 15 minutes to outline the matter they wish to present to Council, and following that outline, the Reeve or other presiding officer shall determine if the delegation is to be granted time under Sections 602 and 603 to present the matter outlined.

### **Agenda and Order of Meetings**

701. Prior to each regular meeting, the Chief Administrative Officer shall prepare a statement of the order of business to be known as the "Agenda" of all business to be brought before the Council at the regular meeting.
702. To enable the Chief Administrative Officer to prepare a proper agenda, all documents and notice of delegations intended to be submitted to the Council shall be submitted to the Chief

Administrative Officer not later than 4:30 p.m., seven calendar days before the regular meeting.

703. Additions placed on the agenda at the meeting shall be discouraged, however if an addition ~~may~~ must be made to the agenda with a simple majority vote. Actions resulting from agenda additions require the unanimous consent of the Councillors present, with exception of a tabling motion. the addition shall be for discussion only. ~~No additions shall be made to the regular Council meeting agenda that require action, unless unanimous consent is given by those Councillors present.~~
704. The Chief Administrative Officer shall, to the best of his ability, place at the disposal of each member of Council, a copy of the agenda and all supporting materials not later than 4:30 p.m., four calendar days before the regular meeting.
705. The only exception to Section 704 shall be "in camera" issues, which shall be distributed at the Council meeting and shall be returned to the Chief Administrative Officer immediately after the Council meeting. Large volume documentation supporting "in camera" issues may be distributed to Council prior to the Council meeting.
706. Motions of Council or Council Committees do not require a seconder.
707. Prior to each regular Council meeting, Council may conduct a Committee of the Whole meeting. The Committee of the Whole meeting provides Council with an opportunity to discuss issues before they are brought to the table in the form of a Motion.

#### **Individual Recording of Council Proceedings**

801. No person shall, unless a two thirds majority consent of Council is given, record the proceedings of Council through tape recorder, video camera, or other devices. This provision does not apply to the preparation of the minutes of the Council meetings by the Chief Administrative Officer or the designate of the Chief Administrative Officer.

#### **Council Committees and Boards**

- 901. Standing Committees shall be established by Council from time to time and shall be governed by the Terms of Reference adopted by Council.
- 902. Members of any M.D. of Mackenzie Committees or Boards that have legal decision making powers shall vote on all matters entertained by that Committee or Board.
- 903. Where a Committee or Board member fails to comply with Section 902 that member shall be automatically disqualified.

**General**

1001. By-law No. ~~294/02-335/02~~ and all amendments thereto are hereby repealed.

First Reading given on the ~~23<sup>rd</sup>~~ day of ~~October~~ 20024.

~~“B. Neufeld” (Signed)~~  
Bill Neufeld, Reeve  
Spurgeon

~~“H. Prockiw” (Signed)~~  
Harvey Prockiw, Barbara  
Executive Assistant Chief  
Administrative Officer

Second Reading given on the ~~23<sup>rd</sup>~~ day of ~~October~~ 20024.

~~“B. Neufeld” (Signed)~~  
Bill Neufeld, Reeve  
Spurgeon

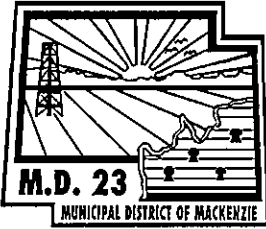
~~“H. Prockiw” (Signed)~~  
Harvey Prockiw, Barbara  
Executive Assistant Chief  
Administrative Officer

Third Reading and Assent given on the ~~23<sup>rd</sup>~~ day of ~~October~~ 20024.



"B. Neufeld" (Signed)  
Bill Neufeld, Reeve  
Spurgeon

"H. Prockiw" (Signed)  
Harvey Prockiw, Barbara  
Chief Administrative  
Officer Executive Assistant



## M.D. of Mackenzie No. 23

### Request For Decision

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	May 18, 2004
Originated By:	Barb Spurgeon, Executive Assistant
Title:	AAMD&C Spring Convention Evaluation
Agenda Item No:	12.9)

#### BACKGROUND / PROPOSAL:

#### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

AAMD&C is requesting the attached evaluation be completed and submitted by each Council.

#### COSTS / SOURCE OF FUNDING:

#### RECOMMENDED ACTION (by originator):

That the completed Spring Convention Evaluation Form be submitted to AAMD&C.

Review:

Dept.

C.A.O.



## Alberta Association of Municipal Districts & Counties

4504-101 Street ▪ Edmonton Alberta T6E 5G9 ▪ Phone: (780) 436-9375 Fax: (780) 437-5993  
website: [www.aamdc.com](http://www.aamdc.com) e-mail: [aamdc@aamdc.com](mailto:aamdc@aamdc.com)  
Gerald Rhodes - Executive Director

May 10, 2004

TO ALL AAMD&C MEMBERS:

**RE: Future Convention Planning Survey**

It is important to the AAMD&C that our Conventions and the individual elements of those Conventions are responsive to AAMD&C member needs. Therefore, as promised, in addition to the regular Convention evaluation survey that you will be completing for the Spring convention, we are now forwarding this more detailed AAMD&C Future Convention Planning Survey to receive individual inputs from elected and administrative officials on a range of Convention planning issues. The results from this survey will be compiled and reviewed by the AAMD&C Board at their June Board meeting, in conjunction with the inputs from the "Helping Your Association Plan for the Future" consultation document sent out under separate cover.

While we ask you to complete the traditional post-Convention evaluation as a Council, we believe this Future Convention Planning Survey needs to be completed by individual reeves, mayors, councilors and administrators. This process is intended to receive valuable input from both an elected and administrative perspective and will assist us with the future planning of conventions for all delegates in attendance. Although giving us your name is optional, we do ask that you indicate in the space provided whether you are responding to the survey as an elected individual or as an appointed individual (CAO).

Your input on these issues is extremely important to us as we plan for future Conventions and strive to constantly improve our services to our members. Please return the completed survey by e-mail to [gerald@aamdc.com](mailto:gerald@aamdc.com) or by facsimile to 780-955-3615 or by mail to the AAMD&C office address 2510 Sparrow Drive, Nisku, Alberta, T9E 8N5 prior to **Tuesday, June 15, 2004**.

Your honest and comprehensive input to this survey is essential to the success of this endeavour and our ability to effectively plan future Conventions on your behalf. If you have any questions or concerns regarding the completion of the attached, we would be pleased to hear from you at 780-955-3639.

Yours truly,

Gerald Rhodes, CLGM  
Executive Director

Att.

# AAMD&C Future Convention Planning Survey

RESPONDENT INFORMATION	
NAME (OPTIONAL)	<input type="text"/>
JURISDICTION	<input type="text"/>
ELECTED <input type="checkbox"/>	ADMINISTRATIVE <input type="checkbox"/>

## *INSTRUCTIONS TO COMPLETE EVALUATION ELECTRONICALLY*

*Place your cursor on the appropriate box and double click to access the text box and/or the drop down menu. Select "Checked" under the "Default Value" section, click "OK", and an "X" will be inserted in the box. For comments, please type in the appropriate comment box.*

## **SECTION A: CONVENTION LOCATION**

### ***Background:***

In responding to our Fall Convention evaluation survey, 68% of member councils indicated that they feel the AAMD&C has outgrown our current Convention facilities (Coast Terrace Inn/Delta Edmonton South). As you know, traditionally, the AAMD&C Fall Convention is the larger of our two conventions in terms of number of participants. However, the Spring Convention is the larger convention in terms of convention facility space requirements due to the Trade Show. It is important to note that making any change to the AAMD&C Convention location would require, clear direction from the membership, the existence of viable alternatives, the necessary lead time to negotiate terms with hotels and possibly a change to the AAMD&C's current bylaws.

For your information and consideration, the current AAMD&C By-laws relating to conventions state the following:

### **By-law No. 3**

***"The annual convention of the Association shall be held in Edmonton upon dates to be selected by the executive."***

### **By-law No. 4**

***"The annual spring convention of the Association shall be held at a place and upon dates selected by the executive."***

Please take the above-noted information/background into consideration in responding to the following Convention location questions.

Would you support a different geographic location (i.e. other than Edmonton) for the **Spring Convention**?

Yes  No

If **yes**, specify your preference for the alternate location(s) for the **Spring Convention** by noting your 1<sup>st</sup> choice to the 3<sup>rd</sup> choice on the lines provided below. *Note: The locations provided are the only locations that have hotel guestrooms and convention facilities capacity to meet our convention size.*

	Red Deer
	Calgary
	Banff
	Jasper

Would you support a different geographic location other than Edmonton South for the **Fall Convention**? (In responding to this question, please note that moving the Fall Convention out of Edmonton would require a change to the existing AAMD&C bylaws, a process which would include filing a written Notice of Motion three months prior to a vote and a three-fifths vote of AAMD&C delegates at a Convention).

Yes  No

If **yes**, specify your preference for the alternate location(s) for the **Fall Convention** by noting your 1<sup>st</sup> choice to the 4<sup>th</sup> choice on the lines provided below. *Note: The locations provided are the only locations that have hotel guestrooms and convention facilities capacity to meet our convention size.*

	Edmonton (downtown)
	Red Deer
	Calgary
	Banff
	Jasper

Would you support the **rotation** of the **Spring Convention** between Edmonton and an alternate geographic location?

Yes  No

Would you support the **rotation** of the **Fall Convention** between Edmonton and an alternate geographic location?

Yes  No

Please rate the importance of the following convention location factors:

	1. Not Important	2. Somewhat Important	3. Important	4. Very Important
Availability of scheduled air service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Having accommodations attached to Convention site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Having accommodations in close proximity to Convention site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessibility of shopping for partners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Central geographic location (ie. Edmonton)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other <input style="width: 250px; height: 15px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other <input style="width: 250px; height: 15px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

## **SECTION B: CONVENTION HOTEL ACCOMMODATIONS**

Please rate the importance of the following factors to you for hotel accommodations.

	1. Not Important	2. Somewhat Important	3. Important	4. Very Important
Quality of rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of indoor parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of close outdoor parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complimentary parking vs. parking fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Availability of services like fitness centre, swimming pool, restaurant, lounge, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hotel guestroom rates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shuttle bus service between hotels/venues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dining/entertainment options in the area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

### **SECTION C: HOTEL GUESTROOM ROOM RATES**

What is the acceptable range for the hotel guestroom rate (plus parking fees, if applicable) for AAMD&C Conventions?

1. \$75-\$100	2. \$100-\$150	3. \$150-\$200	4. Over \$200
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

### **SECTION D: CONVENTION FACILITY AMENITIES**

Please rate the importance of the following factors to you for a convention facility.

	1. Not Important	2. Somewhat Important	3. Important	4. Very Important
Ability to have convention activities under "one" roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Capability for large displays at Trade Show (i.e. heavy equipment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View or sight line from delegate tables to head table and presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of video for presentations (i.e. filming and projecting image of speakers , size and clarity of presentations on viewing screens, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of sound for presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separation of coffee/meal areas from presentation areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General roominess/space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

## **SECTION E: CONVENTION PROGRAM**

Please rate the importance of the following factors to you for a convention program.

	1. Not Important	2. Somewhat Important	3. Important	4. Very Important
Reeves'/Mayors' Meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opening Ceremonies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greetings from Guests of Honour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational Workshops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Issue-based Workshops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentations/keynote speakers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ministerial Forum/Bearpit Session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolution Sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partners Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Hospitality Rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Banquet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dance/Entertainment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Should we hold an Association banquet during the Fall Convention?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		

COMMENTS:

## **SECTION F: OTHER OPTIONS FOR CONVENTION PROGRAMMING**

	Consider	Don't Consider
Shorten length -- Spring Convention	<input type="checkbox"/>	<input type="checkbox"/>
Shorten length -- Fall Convention	<input type="checkbox"/>	<input type="checkbox"/>
Shorten days	<input type="checkbox"/>	<input type="checkbox"/>
Lengthen Spring Convention	<input type="checkbox"/>	<input type="checkbox"/>
Lengthen Fall Convention	<input type="checkbox"/>	<input type="checkbox"/>
Start earlier each day	<input type="checkbox"/>	<input type="checkbox"/>
Hold convention Wednesday to Saturday vs. <i>(Current scheduling for Spring is Monday to Wednesday and Fall is Monday to Thursday.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Hold only one convention per year	<input type="checkbox"/>	<input type="checkbox"/>
Combine Spring and ASB Conventions	<input type="checkbox"/>	<input type="checkbox"/>
Administration sessions for member staff	<input type="checkbox"/>	<input type="checkbox"/>
Study tours	<input type="checkbox"/>	<input type="checkbox"/>
Information session on Insurance Program	<input type="checkbox"/>	<input type="checkbox"/>
Information session on Trade Division	<input type="checkbox"/>	<input type="checkbox"/>
Enhanced private meeting time (with Ministers,		

Departmental staff, and other entities such as DFO, railways, Telus, Fire Commissioner etc)

Educational Session Topics:

- Political/Governance Issues
- Lobbying/Advocacy Issues
- Resource/Funding Issues
- Road/Infrastructure Issues
- Utility/Water & sewer issues
- Protective Services (Fire, Bylaw Enf, etc.)
- Land Use Planning/Development Control
- Country residential/acreage issues
- Resource issues (i.e. forestry, oil & gas, gravel)
- Agriculture issues

COMMENTS:

**SECTION G: PRICE OF CONVENTION REGISTRATION**

Acknowledging the above factors noted as important for the convention program, what are you comfortable paying for a registration fee for the convention?

Spring Convention 1. \$150-\$200   2. \$200-\$250   3. \$250-\$300   4. Over \$300  
*(Current registration fee - \$150.00)*

Fall Convention 1. \$200-\$250   2. \$250-\$300   3. \$300-\$350   4. Over \$350  
*(Current registration fee - \$200.00)*

Partners Program (Fall Convention only) 1. \$50-100   2. \$100-\$125   3. \$125-\$150   4. Over \$150  
*(Current registration fee - \$100.00)*

COMMENTS:

## **SECTION H: GENERAL CONVENTION QUESTIONS**

Do any of your attendees currently use the Air Canada Flight Program (specially arranged for discount fares for flights to the AAMD&C Convention location)?

Yes  No

If yes, specify number of air flights booked for convention through Air Canada per year.

Do the "non-voting" delegates (i.e. public works superintendents, foreman, etc.) registered by your jurisdiction for convention attend the main session and/or specific portions of convention?

Yes  No

If yes, please mark the portions of convention that they **regularly attend**.

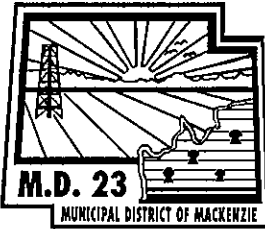
Opening Ceremonies  Meals

Main Session  Social Events

Ministerial Forum

COMMENTS:





## M.D. of Mackenzie No. 23

### Request For Decision

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	May 18, 2004
Originated By:	Barb Spurgeon, Executive Assistant
Title:	Mackenzie Regional Governance Forum
Agenda Item No:	12. h

#### BACKGROUND / PROPOSAL:

The Mackenzie Regional Governance Forum meets twice annually.

#### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The Mackenzie Regional Governance Forum is scheduled to meet June 2, 2004. The Municipal District of Mackenzie will be chairing the meeting. Attached are the minutes from the last meeting.

#### COSTS / SOURCE OF FUNDING:

#### RECOMMENDED ACTION (by originator):

That Council be authorized to attend the Regional Governance Forum June 2, 2004 in High Level.

Review:

Dept.

C.A.O.

**Joint Elected Officials Forum  
November 7, 2003  
High Level Arena  
High Level**

**MINUTES**

---

**In Attendance:**

**Town of High Level**

Susan Callihoo, Councillor  
Ellis Forest, Councillor  
Mike Mihaly, Mayor  
Dianne Hunter, Town Manager

**Town of Rainbow Lake**

Iris Kurash, Mayor  
John Watt, Councillor  
Boyd Langford, Councillor  
June Dixon, CAO

**Municipal District of Mackenzie No. 23**

Bill Neufeld, Reeve  
Walter Sarapuk, Deputy Reeve  
Greg Newman, Councillor  
John Driedger, Councillor  
Betty Bateman, Councillor  
Harvey Prockiw, CAO  
Barb Spurgeon, Executive Assistant

**Fort Vermilion School Division**

David Steer, Chairperson  
Wally Schroeder, Trustee  
Grace Dimond, Trustee  
Lena Neudorf, Trustee  
Tom Hoffman, Trustee  
Ken Dropko, Superintendent  
Freddi Bromling, Assistant Superintendent

**Northern Lights Regional Health Authority**

Peter Hawryliuk, Board Member  
Betty Dechant, Board Member  
Scott Garner, Chair  
Patricia Pelton, CEO  
Nell Vrolyk, Vice-President Health Services

**Child & Family Services Region #8**

Corrine Card, Board Member  
 Helen Braun, Board Member  
 Louise Krewusik, Board Member  
 Doris Villeneuve, Board member  
 Diane Lavoie, Co-Chair  
 Vivian Torrens, Board member  
 Willard Roe, Board Member  
 Ann Martfeld, Board Member  
 Michelle Grant, Board member  
 Dorothy Eiserman, Board Member  
 Carole-Anne Patenaude, CEO

**High Level & District Chamber of Commerce**

Sylvia Kennedy, Vice-President

**Fort Vermilion & Area Board of Trade**

Wayne Strach, Board Member

**Rainbow Lake & District Chamber of Commerce**

Boyd Langford, President

**Member of Legislative Assembly**

Gary Friedel, Peace River Constituency

**Guests**

Iris Evans, Minister of Children's Services

**1.0 Call to Order**

Co-Chair Corrine Card called the meeting to order at 10:07 a.m. She thanked everyone for attending and opened the meeting with the explanation that the meeting would be chaired by both her and Helen Braun, as Children's Services uses Co-Chairs. She then turned over the Chair to Helen Braun.

**2.0 Introduction of Members**

Helen Braun asked the members to introduce themselves and advised that Minister Evans would be attending and as she only had a short time frame, we would break from the agenda and allow Minister Evan's the floor at that time.

### 3.0 Approval of Agenda

010/03

Moved by Bill Neufeld

*THAT the Agenda be adopted as presented.*

**CARRIED**

### 4.0 Approval of Minutes

011/03

Moved by David Steer

*THAT the minutes of May 2, 2002 be adopted as presented.*

**CARRIED**

### 5.0 Review of Action List

Helen Braun led the group through the review of the Action List.

### 6.0 BUSINESS ARISING

#### Name of Organization

Helen Braun advised that a suggestion for a name to better reflect this group has been received from the Municipal District of Mackenzie; and asked if there were any additional names from the floor. There were no further names for consideration.

012/03

Moved by Ellis Forest

*That the Jointed Elected Official's Forum be changed to the "Mackenzie Regional Governance Forum".*

**CARRIED**

#### CEO/CAO Working Group

Harvey Prockiw advised that the group had met once via teleconference and once in person, however due to bad



weather not all participants were able to attend. Another meeting would be set up in the new year.

Co-Chair Helen Braun recessed the meeting at 10:25 a.m.

Co-Chair Helen Braun reconvened the meeting at 10:35 a.m.

### **Minister Evans**

Co-Chair Helen Braun welcomed Gary Friedel, MLA and Iris Evans, Minister of Children's Services to the Forum and turned over the floor to Gary Friedel.

Gary Friedel welcomed Iris Evans and introduced her to the forum. Introductions were made again.

Minister Evans thanked the Forum for inviting her and spoke of returning to High Level, as the last time she was here, the plane was unable to land and had to return to Edmonton.

Minister Evans spoke of the importance of children and the various partnerships being struck across the province in support of children and families. She talked about the Alberta Response model, which has been put into place to assist families before they are in crisis. She related several stories of children who had fallen through the cracks and how this program should help to address the issues.

Minister Evans spoke of our local Family and Community Support Services and that these programs are instrumental in providing preventive programs at the community level.

Minister Evan reported there is a new child Welfare Act that should be proclaimed next year.

She then took questions from the floor.

Mayor Mihaly presented Minister Evans with a Town of High Level trade coin, and thanked her for attending.

Co-Chair Helen Braun recessed the meeting for lunch at 12:00 p.m.

Co-Chair Helen Braun reconvened the meeting at 1:00 p.m.

## **Greyhound**

Mayor Mihaly advised that himself, along with the Mayor of Grande Prairie, met with Greyhound in the previous month and they have advised that they are currently working on improving the bus schedule from High Level to Grande Prairie. The new schedule should probably be in place by next spring. He urged the members to send letters of support for improved bus scheduling.

## **6. Member Reports**

### **Children and Family Services Region #8**

Diane Lavoie introduced Carole-Anne Patenaude, CEO and turned the floor over to her. Carole-Anne advised that an update had been circulated and then highlighted several items. She noted that the resources in this area had increased significantly over the past year since the amalgamation of regions. This area would be increasing the staff complement to include 2 foster care workers and 1 full-time family enhancement position.

### **Municipal District of Mackenzie No. 23**

Reeve Neufeld reported on an upcoming meeting with Transportation and advised topics of discussion would be Highway 88 and the paving of the west side of the Tompkins ferry landing. He further advised that Council and Administration were looking into the possibilities of P3 funding (public, private, provincial).

Reeve Neufeld spoke of the new La Crete water treatment plant, which is in the design stage now and is scheduled to commence construction in 2004.

He spoke on the vacancy in Ward 7 and advised that a by-election would be held on November 24, 2003.

Reeve Neufeld reported that census was complete and the Municipal District had increased 9.1% to 9687 residents.

The MD Council would be meeting with K Division to address RCMP staffing in this area with hopes to have the staffing component increased.

### **Town of High Level**

Mayor Mihaly informed the Forum the upgrade of the Water Treatment plant is now running and they will be hosting a grand opening in the spring. The Town of High Level held a Council retreat in Grande Prairie, which was very successful, and the town Council met with the Council of Grande Prairie as well.

Mayor Mihaly stated the upcoming priorities for Council is housing, both available housing and affordable housing. Council would also be focusing on fiscal planning for the next year.

Mayor Mihaly advised that the old hospital had been offered to Fairview College, but no response has yet been received.

He spoke of the wetlands project and in particular the 1600-1700 acres just west and north of High Level.

### **Town of Rainbow Lake**

Mayor Iris Kurash gave an update on the projects being undertaken in Rainbow Lake. She stated that phase 2 of the arena was out for tender. And they expect to have the youth center and nursery school complete by January 15.

Rainbow Lake also has a vacancy on Council and a by-election would be held January 15.

She reported Highway 58 now has 27 kilometers widened, and expects that it is only a matter of time before the highway is extended to Fort Nelson.

Town Council is still looking at community policing and ways to improve this services.

### **North Peace Tribal Council**

No representation at meeting.

### **Paddle Prairie Metis Settlement**

No representation at meeting.

### **Fort Vermilion School Division No 52**

Chairman David Steer reported that the grand re-opening of the school in La Crete took place earlier in the year and that \$6.8 million has been approved for a new school in Buffalo Head Prairie. The Learning Suites are up and running and there are nine learning suites in Fort Vermilion. He noted that these were world class learning suites and the school division has had international interest in them. The Fort Vermilion School Division has been nominated for the Premier's Award for Innovation and Excellence.

Chairman Steer also spoke of the Learning Commission report and the 95 recommendations coming out of the report.

The School Division is part of a pilot project with the Alberta Government to examine the problem of the differences in marks between aboriginal children and non-aboriginal children.

### **Northern Lights Health Region**

Chair Scott Garner reported the new hospital in High Level is 70% completed and will open on schedule. He highlighted that this region was the only region to submit a balanced budget for this year and that the Board would be monitoring the budget to ensure this balance. He spoke about the need for nurse practitioners and advised that one had been hired for Rainbow Lake.

Chair Garner reported the health region has hired Dr. Al Nicholson as the new Medical Director. Dr. Nicholson is also the Medical Officer of Health. Currently they are recruiting for a speech pathologist for this side of the region.

Chair Garner also advised that the Board is recruiting new members as well. They are looking for three new members, with one being an aboriginal from this side of the region. He further stated that the other two positions would hopefully be based on skills that can be brought to the Board table such as legal/legislative skills and financial skills. He also reminded the group that the decision would ultimately be made by the Minister.

### **High Level & District Chamber of Commerce**

Chamber Vice-President Sylvia Kennedy reported projects the Chamber of Commerce was currently working on had been discussed earlier in the meeting.

### **Rainbow Lake & District Chamber of Commerce**

President Boyd Langford reported the Rainbow Lake & District Chamber of Commerce is currently working on the third edition of a local business directory and they have approved the design of the community bulletin board. Next year they may consider sponsoring a Trade Coin similar to the High Level Chamber of Commerce.

### **Fort Vermilion & Area Board of Trade**

Wayne Strach reported the Fort Vermilion & Area Board of Trade is the oldest running Board of Trade in Alberta. He noted that the Board held its first President's Ball, which was quite successful, and they plan to continue this initiative annually. The Board hosted the Rural Development Initiative Meetings this spring and participated in the Grand Opening of the Fort Vermilion Seniors Club.

Mr. Strach spoke about the Communities in Bloom and stated Fort Vermilion received three blooms this year.

### **La Crete Chamber of Commerce**

No representation at meeting.

## **8. NEW BUSINESS**

### **City Centre Airport**

MLA Gary Freidel reported on the progress being made by the five northern communities in regard to the City Centre Airport. He advised that group had met with officials from the Regional Airport Authority.

### **Canadian Parks and Wilderness Society**

Mayor Mihaly spoke about the information received from the Canadian Parks and Wilderness Society and the Town of High Level's concerns. The Town is concerned a possible moratorium on industry which will create a problem for economic development in this region.

**Motion 013/03**

**Moved by Mayor Mihaly**

*That all Forum members write a letter to the Alberta Government expressing concerns on the Canadian Parks and Wilderness Society request for an industrial moratorium in the Chinchaga Region.*

**Carried**

### **Telus**

Sylvia Kennedy distributed a form letter of concern and asked that all members sign the letter and fax it into the CRTC who are closely monitoring Telus as they have received numerous complaints. She also offered to fax the letter for them if they don't have access to a fax machine.

### **9.0 Gary Friedel MLA**

MLA Gary Friedel provided updates on Highway 88, and Highway 35.

He spoke on the environmental study – the Water for Life Strategy.

Gary Friedel also spoke of his commitment to the recruitment, retention and training of qualified professionals in northern Alberta and in particular, the northwest corner of the province.

### **10.0 Next Meeting**

The next meeting will be held June 2, 2004.

**11.0 Hosting****Motion 014/03      Moved by David Steer**

*That the schedule for hosting and Chairing the Mackenzie Regional Governance Forum for the next three years be as follows:*

<i>Spring 2004</i>	<i>Town of Rainbow Lake</i>
<i>Fall 2004</i>	<i>Fort Vermillion School Division</i>
<i>Spring 2005</i>	<i>Children's Service Region 8</i>
<i>Fall 2005</i>	<i>Town of High Level</i>
<i>Spring 2006</i>	<i>Municipal District of Mackenzie</i>
<i>Fall 2006</i>	<i>Northern Lights Health Region</i>
<i>Spring 2007</i>	<i>Town of Rainbow Lake</i>

**CARRIED****12. Adjournment****Motion 015/03      Moved by John W. Driedger**

*That the Mackenzie Regional Governance Forum be adjourned. (3:42 p.m.)*

**Carried**


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Helen Braun, Forum Chair  
Children's Services Region 8

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Barb Spurgeon, Recording Secretary  
Municipal District of Mackenzie

# M.D. of Mackenzie No. 23

## Request For Decision

Meeting:	<b>Regular Council</b>
Meeting Date:	May 18, 2004
Originated By:	Paul Driedger, Director Planning, Emergency and Enforcement Services
Title:	<b>MD Policy Regarding Lands Without Physical Access</b>
Agenda Item No:	

### BACKGROUND / PROPOSAL:

Concerns have been raised regarding road construction to properties with new development. Administration has had occasion to enter into Road Licensing Agreements for the purpose of providing access to new development.

The MD of Mackenzie Land Use Bylaw Section 3.(1)(3) does not allow development on property, except for site preparation, without proper access from a public road. In the past we did not allow development without proper access. After the Road Licensing Agreement policy was adopted we permitted development if the landowner entered into a Road Licensing Agreement whereby he would use the undeveloped road allowance to provide access to his property.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The following policies were taken into consideration when entering into a Road Licensing Agreement with landowners.

1. Policy PW019 Road Construction Eligibility and Prioritization (attached) policy statement allows "landowners to build roads on municipal road allowances under the direct supervision of the MD".
2. Policy PW026 License Agreement for Undeveloped Road Allowance (attached) section 3 allows "the MD to enter into a License Agreement with a landowner for the use of an undeveloped road allowance adjacent to his property provided
  - a) the undeveloped road allowance is not closed for public use, and
  - b) the undeveloped road allowance is not required for any municipal purpose as determined by the MD".
3. Policy PW034 Nonconforming Roads in Road Allowances refers to the maintenance and reconstruction of nonconforming roads, acknowledging that

Review:



Dept. Planning + Development C.A.O.




there are existing nonconforming roads and that there will be nonconforming roads built in the future.

COSTS / SOURCE OF FUNDING:  
N/A

RECOMMENDED ACTION (by originator):

For information.

CARRIED.

Review: 

Dept. Planning + Development C.A.O.

## Municipal District of Mackenzie No. 23

<b>Title</b>	<b>Nonconforming Roads in Road Allowances</b>	<b>Policy No.</b>	<b>PW034</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 18</b>
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**Purpose:**

To determine who is responsible for maintaining nonconforming roads and reconstructing them to an appropriate standard.

### **Policy Statement and Guidelines**

The Municipal District of Mackenzie understands that certain roads have been constructed along municipal road allowances that do not meet municipal standards.

#### **General**

The MD will maintain all existing nonconforming roads. Existing nonconforming roads will be upgraded as determined by Council during annual budget deliberations.

For nonconforming roads built in the future, the following shall apply:

1. **Maintenance of Nonconforming Roads**

The Municipal District of Mackenzie shall enter into a Road License Agreement with the landowner using the nonconforming road along municipal road allowance. The landowner is responsible for all maintenance costs of the nonconforming road.

2. **Reconstruction of Nonconforming Roads**

The landowner using the nonconforming road shall be solely responsible for upgrading the nonconforming road to municipal standards. Upon inspection and approval by the Municipal District of Mackenzie that the road meets municipal road standards, the Municipal District of Mackenzie will assume responsibility for maintenance of the road.

	Date	Resolution Number
<b>Approved</b>	May 4, 2004	
<b>Amended</b>		
<b>Amended</b>		

## Municipal District of Mackenzie No. 23

<b>Title</b>	<b>Road Construction Eligibility and Prioritization</b>	<b>Policy No.</b>	<b>PW019</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 18</b>
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### **Purpose:**

To define road construction eligibility and priorities.

This policy rescinds and replaces Policy PW002 – 95.

### **Policy Statement and Guidelines**

The Municipal District of Mackenzie No. 23 shall be solely responsible for new road construction. Landowners may build roads on municipal road allowances under the direct supervision of the M.D.

### **Definitions**

For the purpose of this policy the following definitions shall apply:

**Residence** – a residence in accordance with the Municipal Land Use Bylaw and subject to all approved permits.

### **General**

- 1.1 Construction of roads shall take place on statutory road allowances or road rights-of-way, wherein:
  - a) The construction extends and forms part of the existing network of roads;
  - b) The construction meets all design, specifications and standards as determined by the Municipal District of Mackenzie;
  - c) The application has been made on a "Road Construction Request" form by the landowner(s) for Council's consideration;
  - d) The project has been approved by Council; and
  - e) The road to be constructed to privately owned land shall extend only to the nearest property line of the land owned by the applicant.

- 1.2 Construction outside of the road right-of-way shall be generally accepted when:
  - a) The construction is necessary to meet the design, specifications and standards as determined by the Municipal District of Mackenzie;
  - b) The construction along the road allowance is not cost effective;
  - c) The Municipal District of Mackenzie No. 23 derives either an economic and/or social benefit from the resulting development.
- 1.3 Applications for road construction must be received by August 31 annually.

### **Eligibility**

- 2.1 Consideration shall only be given for the construction of roads to access agricultural lands provided:
  - a) A minimum area of eighty (80) acres of the land on any one quarter is in production or is in seedbed condition for the production of an agricultural crop or has been fenced for livestock operations; and
  - b) That the property to be accessed is not accessible via an adjacent property that is under the ownership or direct control of the same person(s) or group. Title searches will be done as of September 30 of each year.
  - c) If the road right-of-way requires clearing, the applicant may enter into an agreement with the municipality to clear and/or brush the road right-of-way. When an agreement has been entered into for the purpose of clearing a road right-of-way, the applicant shall be paid in accordance with the municipality's *Hiring of Private Equipment* policy.
- 2.2 Consideration shall be given for the construction of roads for residential access provided:
  - a) The applicant shall give the Municipal District of Mackenzie No. 23 an irrevocable letter of credit, certified cheque or other suitable financial commitment in the amount of \$10,000 per half mile.\*- This shall be submitted by September 30<sup>th</sup>. If the property owner builds a residence on the subject property within a two-year period, the irrevocable letter of credit or certified cheque shall be returned.
  - b) That the property to be accessed is not accessible via an adjacent property that is under the ownership or direct control of the same person(s) or group. Title searches will be done as of September 30 of each year.
- 2.3 Industry  
Consideration shall be given for the construction of roads for industrial access on a case-by-case basis.

**Prioritization**

3.1 Prioritization shall be by road class in the following order:

- a) Collector
- b) Local Road
- c) Low Volume Farm Access
- d) Field Access

Within each classification consideration shall be given on a case-by-case basis.

3.2 Council may approve construction of a road in the current year where:

- a) Costs are expected to accelerate significantly in the following year, and
- b) The landowner is willing to finance the project in the current year and provides the estimated costs up front, and
- c) Council is willing to reimburse the landowner in the following year.

Council reserves the right to modify the priority of a project when the distribution of costs for the construction of a road is presented as a cost shared project. Subject to the discretion of M.D. Council, the upgrading of any of the road infrastructure within the municipality may be given a higher priority.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	December 19, 2001	01-713
<b>Amended</b>	May 22, 2002	02-377
<b>Amended</b>	June 4, 2002	02-393
<b>Amended</b>	September 24, 2002	02-666
<b>Amended</b>	November 26, 2002	02-848

## Municipal District of Mackenzie No. 23

<b>Title</b>	License Agreement for Undeveloped Road Allowance	<b>Policy No.</b>	<b>PW026</b>
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### **Purpose:**

To establish uses for undeveloped road allowances that are not needed for road or other purposes.

### **Policy Statement and Guidelines**

If an undeveloped road allowance is not needed for road or other purposes it may be licensed to an adjacent landowner.

1. Use of an undeveloped road allowance shall be established in the following order.
  - a) First priority shall be given to the adjacent landowner who has provided alternate land, from land adjoining the undeveloped road allowance, for other road purposes.
  - b) Second priority shall be given to the adjacent landowner who has obtained appropriate approval to clear and use the undeveloped road allowance.
  - c) Third priority shall be given to the adjacent landowner who wishes to use the undeveloped road allowance for agricultural purposes. In the event that both adjoining landowners wish to use the undeveloped road allowance for agricultural purposes, the priority shall be given to the landowner submitting the highest bid for non-refundable rent payable on a lump sum basis.
  - d) Last priority shall be given to the adjacent landowner who has cleared and is using the undeveloped road allowance without obtaining appropriate approval.
2. The Municipal District shall put a caveat on the land owned by the person entering into a License Agreement to protect successor rights for both the landowner and the Municipal District.
3. The M.D. shall enter into a License Agreement with a landowner for the use of an undeveloped road allowance adjacent to his property provided:
  - a) The undeveloped road allowance is not closed for public use.
  - b) The undeveloped road allowance is not required for any municipal purposes as determined by the M.D.

- c) Texas gates or another type of security gate must be installed by the adjacent landowner if the undeveloped road allowance is to be used for raising livestock.
4. If a landowner is installing a texas gate or another type of security gate on an undeveloped road allowance:
- i. The landowner is responsible for all costs, installation and maintenance of the texas gate or other type of security gate.
  - ii. The minimum dimensions of a texas gate must be twenty-four feet in width and six feet in length.
  - iii. If the landowner installs a security gate, it may be closed but must not be locked to allow public access.
  - iv. The landowner, or any successor to the lands involved, shall remove the texas gate or security gate either temporarily or permanently, at their expense, if the municipality requests that this be done for road improvement or any other purpose.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	May 7, 2002	02-344
<b>Amended</b>	December 3, 2002	02-882
<b>Amended</b>		

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## PART THREE - DEVELOPMENT PERMITS, RULES AND PROCEDURES

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### 3.1 CONTROL OF DEVELOPMENT

- (1) No development other than that specified in Section 3.2 of this Bylaw shall be undertaken within the municipality unless an application for it has been approved by the Development Officer and a Development Permit has been issued.
- (2) Development commencing prior to the issuance of a Development Permit shall be subject to Part 8, Enforcement and Administration of this Bylaw.
- (3) **No development, except for site preparation, shall be allowed on any property until an access to the property from a public road has been constructed and approved by the Municipal District of Mackenzie No. 23. (Bylaw 269/01)**

### 3.2 DEVELOPMENT NOT REQUIRING A DEVELOPMENT PERMIT

The following development shall not require a Development Permit but must otherwise comply with all other provisions of this Bylaw. If there is any doubt as to whether or not a development permit is required, the Development Officer shall deem that a development permit is required.

- (1) The carrying out of works of maintenance, renovation or repair to any building, provided that such works do not include structural alterations.
- (2) The completion of a building which was lawfully under construction at the time of the passing of this Bylaw, provided that the building is completed in accordance with the terms of any permit granted in respect of it and subject to the conditions to which such permit was granted and provided also that the building, whether or not a permit was granted in respect of it, is completed within a period of twelve months from the said date of the first publication of the official notice.
- (3) The use of any such building, as referred to in sub-section 3.2(2), for the purpose for which construction was commenced.

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#### (4) Enclosures

- (a) In rural areas, the erection or construction of gates, fences, walls or other means of enclosure (other than on corner lots or where abutting a road used for vehicular traffic) less than 0.9 metres in height in front yards and less than 1.8 metres in height in side and rear yards, and the maintenance, improvement and other alterations of any gates, fences, walls or other means of enclosure.
- (b) **In a residential district, construction of a fence less than 2 metres in height above finished grade in rear and side yards and no more than one metre in front yards. (Bylaw #156/99)**



BYLAW NO. 269/01

BEING A BYLAW OF  
THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23  
IN THE PROVINCE OF ALBERTA  
TO AMEND THE EXISTING LAND-USE BYLAW NO.093/97 OF  
THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23

WHEREAS, Council of the Municipal District of Mackenzie No. 23, in the Province of Alberta, has adopted Land-Use Bylaw No. 093/97 of the Municipal District of Mackenzie No. 23,

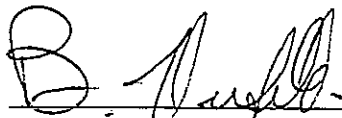
WHEREAS, the Municipal District of Mackenzie No. 23 has a General Municipal Plan adopted in 1995,

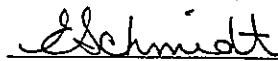
WHEREAS, Council of the Municipal District of Mackenzie No. 23 has deemed it necessary to amend the said Land-Use Bylaw in order to regulate developments that comply with the land use provisions of the Bylaw, but have no direct and acceptable grade access to a public road, and

NOW THEREFORE, THE COUNCIL OF THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That Section 3.1 of Part Three, CONTROL OF DEVELOPMENT, be amended by adding, to the end of Subsection (2), Subsection (3) that shall read:
  - (3) No development, except for site preparation, shall be allowed on any property until an access to the property from a public road has been constructed and approved by the Municipal District of Mackenzie No.23.
2. That this bylaw shall come into effect upon the passing of the third and final reading of this resolution.

First reading given on the 21<sup>st</sup> day of August 2001.

  
Bill Neufeld, Reeve

  
Eva Schmidt, Executive Assistant

Second Reading given on the 25<sup>th</sup> day of September, 2001.

B Neufeld  
Bill Neufeld, Reeve

E Schmidt  
Eva Schmidt, Executive Assistant

Third Reading and Assent given on the 25<sup>th</sup> day of September, 2001.

B Neufeld  
Bill Neufeld, Reeve

E Schmidt  
Eva Schmidt, Executive Assistant