

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

**Tuesday, March 9, 2004
10:00 a.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 February 24, 2004
Regular Council Meeting
b) Minutes of the February 25, 2004
Special Council Meeting

**BUSINESS ARISING
OUT OF THE
MINUTES:** 4. a)

DELEGATIONS: 5. a) La Crete Recreation Board

**PUBLIC
HEARINGS:** 6. a) Bylaw 410/04 - Land Use Bylaw Amendment
Part of SW9-106-15-W5M
From Mobile Home Park (MHP) to
Mobile Home Subdivision (MHS)
b)

**COUNCIL
COMMITTEE AND
CAO REPORTS:** 7. a) Council Committee Reports
b) CAO Report

**GENERAL
REPORTS:**

8. a) Action List

**AGRICULTURAL
SERVICES:**

9. a) Rosenberger Drainage Line 5
b) Agricultural Fieldman Summary of Activities
c)

**OPERATIONAL
SERVICES:**

10. a) Bylaw 412/04 – Fee Schedule
b) Policy ADM004 – Tendering and Contract Award
c) Policy ADM-033 – Personal Vehicle Allowance Rate Structure
d) Director's Report
e)
f)

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

11. a) Bylaw 413/04 – Land Use Bylaw Amendment
To add Zonings and Conditions.
b) Bylaw 414/04 – Land Use Bylaw Amendment
Parcel Density and Farmstead Separation
c) Disaster Social Services Course
March 19, 2004 in Fort Vermilion
d) Wildfire Prevention Forum 3
April 1 & 2, 2004 in Edmonton
e) Subdivision Statistics Report
Year End Comparisons (2001-2003)
f)
g)
h)

**CORPORATE
SERVICES:**

- 12. a) Bylaw 64/96 – Impose Penalties for Non-payment of Taxes and Tax Arrears
- b) Assessment Services – One Year Contract Extension with Compass Assessment
- c) Zama Playground
- d) Wards
- e) Rural Water Co-ops
- f) Ratepayer's Meetings
- g) Census
- h) Canada Post Grand Opening Celebration
- i) MD Pins
- j) Rural Physicians Distinction Awards
- k)
- l)
- m)

**IN CAMERA
SESSION:**

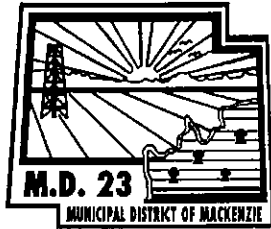
- 13. a) Aeromedical Services
- b)

**NEXT MEETING
DATE:**

- 14. a) Regular Council Meeting
6:00 p.m.
Tuesday, March 23, 2004
Council Chambers, Fort Vermillion

ADJOURNMENT:

- 15. a) Adjournment



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	March 9, 2004
Originated By:	Barb Spurgeon, Executive Assistant
Title:	February 24, 2004 Regular Council Meeting Minutes
Agenda Item No:	3. a)

BACKGROUND / PROPOSAL:

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached are the minutes of the February 24, 2004 Regular Council Meeting.

COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION (by originator):

That the minutes of the February 24, 2004 regular council meeting be adopted as presented.

Review:

Dept.

C.A.O.

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

**Tuesday, February 24, 2004
6:00 p.m.**

**Council Chambers, Municipal District of Mackenzie Office
Fort Vermilion, Alberta**

PRESENT: Bill Neufeld Reeve
Betty Bateman Councillor
John W. Driedger Councillor
Walter Sarapuk Deputy Reeve
Willie Wieler Councillor
Wayne Thiessen Councillor
Odell Flett Councillor
Greg Newman Councillor

ABSENT: Pat Kulscar Councillor
Joe Peters Councillor

ALSO PRESENT: Harvey Prockiw Chief Administrative Officer
Barb Spurgeon Executive Assistant
Bill Landiuk Director of Corporate Services
Mike Savard Director of Operational Services

Minutes of the regular Council meeting for the Municipal District of Mackenzie No. 23 held on Tuesday, February 24, 2004 in the Council Chambers of the Municipal District of Mackenzie office, Fort Vermilion, Alberta.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the meeting to order at 6:02 p.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 04-097 MOVED by Councillor Thiessen

That the agenda be adopted as amended by adding:

- 10. e) Meeting with Alberta Transportation at AAMD&C Spring Convention
- 11. d) Disaster Forum 2004
- 11. e) 911 Emergency in Zama
- 12. d) National Symposium on Regional Economic Development Alliance
- 13. b) Aeromedical Contract
- 13. c) High Level Medical Clinic

CARRIED

**ADOPTION OF
THE PREVIOUS
MINUTES:**

3. a) **Minutes of the February 10, 2004
Regular Council Meeting**

MOTION 04-098 MOVED by Councillor Newman

That the minutes of the February 10, 2004 Regular Council meeting be adopted as presented.

CARRIED

**BUSINESS ARISING
OUT OF THE
MINUTES:**

4. There were no items under this heading.

DELEGATIONS: 5. a)

**PUBLIC
HEARINGS**

**COUNCIL
COMMITTEE AND
CAO REPORTS:**

7. a) Council Committee Reports

Councillors provided verbal reports on meetings attended since previous reporting.

Deputy Reeve Sarapuk reported no meetings.
Councillor Driedger reported no meetings.
Councillor Wieler reported on Trip to Yellowknife.
Councillor Bateman reported no meetings.
Councillor Flett reported no meetings.
Councillor Newman reported on Fort Vermilion Recreation Meeting, Agricultural Service Board.
Councillor Thiessen reported on Fire Service Task Force.
Reeve Neufeld reported on Yellowknife trip, Aboriginal Issues.

MOTION 04-099 MOVED by Deputy Reeve Sarapuk

That the Council Committee verbal reports be received as information.

CARRIED

**GENERAL
REPORTS:**

**8. a) Capital Projects 2004 Progress Report
& Year to Date Operating Income Statements**

MOTION 04-100 MOVED by Councillor Driedger

That the Capital Projects 2003 Progress Report & Year to Date Operating Income Statements be received for information.

CARRIED

**AGRICULTURAL
SERVICES:**

9. a)

**OPERATIONAL
SERVICES:**

10. a.) **Amendment to Policy ADM040**

MOTION 04-101 **MOVED** by Councillor Driedger

That Policy ADM040 – Service Levels of Municipal District Campgrounds and Playgrounds be approved as amended.

CARRIED

10. b) **Annual Gravel Management Report 2003**

MOTION 04-102 **MOVED** by Councillor Wieler

That the 2003 Annual Gravel Management Report be accepted for information.

CARRIED

10. c) **Rural Water Distribution**

MOTION 04-103 **MOVED** by Councillor Thiessen

That the issue of rural water co-operatives be tabled until the March 10, 2004 Council meeting.

CARRIED

10. d) **Alberta/Northwest Territories
Transportation Working Group**

MOTION 04-104 **MOVED** by Councillor Wieler

That Reeve Neufeld be authorized to attend the Alberta/Northwest Territories Transportation Working Group meeting being held March 11, 2004 in High Level.

CARRIED

10. e) **Meeting with Alberta Transportation at
AAMD&C Spring Convention**

MOTION 04-105 **MOVED** by Councillor Driedger

That a meeting be arranged for Reeve Neufeld, and Councillor Driedger with Alberta Transportation during the AAMD&C Spring Convention in Edmonton.

CARRIED

Reeve Neufeld recessed the meeting at 6:48 p.m.

Reeve Neufeld reconvened the meeting at 7:00 p.m.

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

11. a) **Bylaw 411/04- Road Closure Request for
SE 23-105-15-W5M
NE 14-105-15-W5M**

MOTION 04-106

Bylaw 411/04
First reading

MOVED by Councillor Newman

That first reading be given to Bylaw 411/04 being a Road Closure Bylaw to close and sell a portion of Road Plan 3853LZ on SE 23-105-15-W5M and NE 14-105-15-W5M.

CARRIED

11. b) **Road Closure Request Between:**
W ½ 36-109-11-W5M
W ½ 25-109-11-W5M
W ½ 24-109-11-W5M
W ½ 13-109-11-W5M
W ½ 24-109-11-W5M
E ½ 13-109-11-W5M
E ½ 36-109-11-W5M

MOTION 04-107 **MOVED** by Deputy Reeve Sarapuk

That road closure bylaws be drafted to close and sell the road allowance between:

W ½ 36-109-11-W5M;
W ½ 25-109-11-W5M;
W ½ 24-109-11-W5M;
W ½ 13-109-11-W5M;
W ½ 24-109-11-W5M;
E ½ 13-109-11-W5M;
E ½ 36-109-11-W5M.

DEFEATED

11. c) **Road Closure Request on SW-14-106-13-W5M**

MOTION 04-108 **MOVED** by Councillor Wieler

That the landowner of SW 14-106-13—W5M be advised to apply to the MD for a road licensing agreement.

CARRIED

11. d) **Disaster Forum 2004**

MOTION 04-109 **MOVED** by Councillor Bateman

That correspondence on the Disaster Forum be received for information.

CARRIED

11. e) **911 Emergency Calls - Zama**

Harvey Prockiw gave an update and a general discussion was held.

**CORPORATE
SERVICES:**

12. a) **AAMD&C Spring 2004 Convention**

MOTION 04-110 **MOVED** by Councillor Bateman

That Council be authorized to attend the AAMD&C Spring Convention in Edmonton March 29 – 31, 2004.

CARRIED

12. b) **Northwest Regional Spring Conference**

MOTION 04-111 **MOVED** by Councillor Driedger

That Council be authorized to attend the Northwest Regional Spring Conference in La Crete May 13 & 14, 2004.

DEFEATED

MOTION 04-112 **MOVED** by Councillor Wieler

That correspondence on the Northwest Regional Spring Conference be received as information.

DEFEATED

MOTION 04-113 **MOVED** by Councillor Newman

That Councillor Flett and Councillor Bateman be authorized to attend the Northwest Regional Spring Conference in La Crete May 13 & 14, 2004.

CARRIED

12. c) Zama Community Meeting

MOTION 04-114 **MOVED** by Councillor Flett

That the minutes from the Zama Community Meeting be received as information.

CARRIED

12. d) National Symposium on
Regional Economic Development Alliance

MOTION 04-115 **MOVED** by Deputy Reeve Sarapuk

That correspondence on the National Symposium and the Provincial Conference on regional economic development be received as information.

CARRIED

MOTION 04-116 **MOVED** by Councillor Thiessen

That consideration be given to move in camera to discuss issues under the Freedom of Information and Protection of Privacy, Alberta Regulation 200/95. (7:30 p.m.)

CARRIED

**IN CAMERA
SESSION:**

13. a) Personnel

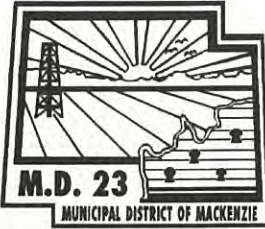
13. b) Aeromedical Contract

13. c) High Level Medical Clinic

Section 16. (1)(c)(i)

MOTION 04-117 **MOVED** by Councillor Wieler

That Council come out of camera. (8:15 p.m.)



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	March 9, 2004
Originated By:	Barb Spurgeon, Executive Assistant
Title:	February 25, 2004 Special Council Meeting Minutes
Agenda Item No:	3.b)

BACKGROUND / PROPOSAL:

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached are the minutes of the February 25, 2004 Special Council Meeting.

COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION (by originator):

That the minutes of the February 25, 2004 special council meeting be adopted as presented.

Review:

Dept.

C.A.O.

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

**Wednesday, February 25, 2004
3:00 p.m.**

**Council Chambers, Municipal District of Mackenzie Office
Fort Vermilion, Alberta**

PRESENT:

Bill Neufeld	Reeve
Betty Bateman	Councillor
John W. Driedger	Councillor
Walter Sarapuk	Deputy Reeve
Willie Wieler	Councillor
Wayne Thiessen	Councillor
Odell Flett	Councillor
Joe Peters	Councillor (via Teleconference)
Greg Newman	Councillor

ABSENT:

Pat Kulscar	Councillor
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ALSO PRESENT:

Harvey Prockiw	Chief Administrative Officer
Bill Landiuk	Director of Corporate Services
Mike Savard	Director of Operational Services
Brad Tourangeau	Senior Utilities Officer
John Klassen	Senior Utilities Officer

Minutes of the Special Council meeting for the Municipal District of Mackenzie No. 23 held on Wednesday February 25, 2004 in the Council Chambers of the Municipal District of Mackenzie office, Fort Vermilion, Alberta.

CALL TO ORDER: 1. a) Call to Order

Reeve Neufeld called the meeting to order at 3:05 p.m.

BUSINESS:

**2. a) DCL Siemens Engineering Presentation on
La Crete Water Treatment Plant**

Reeve Neufeld welcomed Dan McGuigan and Peter Siemens of DCL Siemens.

Dan McGuigan and Peter Siemens reviewed the design of the La Crete water treatment plant with Council.

Reeve Neufeld thanked the delegation.

MOTION 04-121 MOVED by Councillor Wieler

That DCL Siemens be authorized to tender out the La Crete Water Treatment Plant project as presented.

CARRIED

ADJOURNMENT: 4. a) Adjournment

MOTION 04-122 MOVED by Deputy Reeve Sarapuk

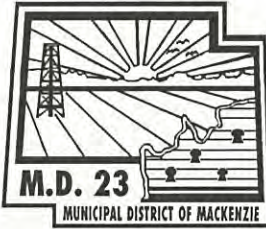
That the Regular Council meeting be adjourned (4:40 p.m.)

CARRIED

These minutes were adopted this 9th day of March 2004.

Bill Neufeld, Reeve

Harvey Prockiw
Chief Administrative Officer



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	March 9, 2004
Originated By:	Bill Landiuk
Title:	La Crete Recreation Board Funding Review - DELEGATION
Agenda Item No:	5.a)

BACKGROUND / PROPOSAL:

Council approved recreation board funding at their November 27, 2003 Budget Meeting. At the same meeting they also passed a motion stating that Policy ADM043 *Capital Equipment/Facilities Funding – Recreation Boards* be approved as amended; and, that the La Crete Recreation Board Capital Budget be reviewed in February 2004.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is Policy ADM043 for review.

COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION (by originator):

Option 1:

That the documentation presented by the La Crete Recreation Board be received for information.

Option 2:

That the 2004 Operating Budget be amended to include a \$34,000 Capital Grant to the La Crete Recreation Board.

Review:

Dept.

C.A.O.

Municipal District of Mackenzie No. 23

Title	Capital Equipment/Facilities Funding – Recreation Boards	Policy No:	ADM043
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Purpose

To establish annual budget guidelines for the funding of major maintenance, repairs or overhauls and the replacement various equipment items related to recreation facilities

Policy Statement and Guidelines

1. As part of the annual budget process, a review is undertaken with the Recreation Boards to determine their anticipated expenditure needs in this area. The review is based on a 25-year capital worksheet which outlines the items, their useful life and anticipated replacement date. This review will be done on a yearly basis in conjunction with the finance committee, updated and a recommendation sent to Council. Any changes to annual budget amounts previously authorized by Council, will be brought forward for Council ratification.
2. This funding will only be used for previously approved and authorized capital equipment and/or facilities purchases or additions made by Council. See policy ADM041 Recreation Capital Projects for guidelines. If a recreation board decides to construct a facility or add to the existing facility or purchase a major piece of equipment on their own behalf without Council approval, no funding will be provided under this policy.
3. Funding is subject to a “matching” funds principle whereby a recreation board will have to raise dollars, and/ or goods and services in order to receive their funding under this policy. The matching criterion is dollar for dollar. Recreation boards can use donated labor (subject to maximum allowable hourly provincial rate) and subject to a maximum of 30% of the total of the matching funds; donated equipment (subject to maximum allowable under Alberta Builder’s rate schedule); dollar donations or other grant(s) for the determination of “matching”

Fort Vermilion Recreation Board - \$ 27,000
 La Crete Recreation Board - \$ 34,000
 Zama Recreation Board - \$ TBD

4. In the event a recreation board **cannot** raise the matching component for a project, the board can come forward for Council consideration, with a request for additional funding. As part of the request, the board must provide written evidence that reasonable attempts have been made to secure funding from applicable grant funding organizations. Council may also request to have all aspects of the fund raising process be outlined in detail. Council will have the final decision making say in the determination of providing, if any, additional funding to the recreation board.

5. Administration is authorized to approve expenditure for any emergency in accordance with policy FIN006 – Unbudgeted Expenditures.

	Date	Resolution Number
Approved	November 27/2003	03-572
Amended		
Amended		

La Crete Recreation Society 2003 Budget

December 31,2003 Final Budget	Proposed 2003	Actual 2003	Actual 2002
Total Receipts For The Year.....	\$249,400.00	\$326,614.80	\$234,422.45
Total Expenses For The Year.....	\$289,550.00	\$351,845.18	\$281,254.44
Current De/Surplus.....	\$14,550.00	-\$25,230.38	-\$46,831.99
Surplus From Previous Year.....	\$11,763.64	\$11,763.64	\$22,417.15
Surplus To Next Year.....	\$26,313.64	-\$13,466.74	-\$24,414.84
REVENUE			
M.D. Operating Funding.....	\$163,350.00	\$163,350.00	\$148,500.00
M.D. Advance Capital Funding...	\$0.00	\$60,000.00	\$0.00
Senior Hockey.....	\$14,000.00	\$14,439.25	\$14,018.69
Minor Hockey.....	\$2,000.00	\$6,707.97	\$2,383.18
All Peace Hockey League.....	\$3,000.00	\$2,990.65	\$2,242.99
Shinny Hockey.....	\$2,000.00	\$17,001.82	\$0.00
Figure Skating.....	\$1,000.00	\$2,056.07	\$1,028.04
Ice Rent & Fun Hockey.....	\$10,500.00	\$8,099.92	\$18,310.01
Locker Rentals.....	\$300.00	\$441.13	\$93.46
Challenge Cup.....	\$14,000.00	\$14,964.70	\$15,729.72
Invitational & Other Tournaments..	\$0.00	\$5,933.24	\$0.00
Summer Ice Surface Rentals.....	\$2,500.00	\$2,135.00	\$2,385.00
Curling Rink.....	\$15,000.00	\$11,912.91	\$11,232.48
Bowling Alley.....	\$10,000.00	\$7,778.02	\$8,011.21
Hall Rentals.....	\$6,000.00	\$6,242.88	\$6,312.08
R.V. Stall Rentals.....	\$500.00	\$0.00	\$279.44
Society Memberships.....	\$250.00	\$570.00	\$247.71
Ball Diamonds.....	\$1,000.00	\$1,327.61	\$1,385.91
Office Income.....	\$0.00	\$0.00	\$91.39
Interest.....	\$500.00	\$35.51	\$612.53
Other Income.....	\$3,500.00	\$628.12	\$1,558.61
TOTAL REVENUE	\$249,400.00	\$326,614.80	\$234,422.45
Bank Balance January 1.....	\$11,763.64	\$11,763.64	\$22,417.15
Total Expendable Funds.....	\$261,163.64	\$338,378.44	\$256,839.60

Sheet 1

EXPENSES	Proposed 2003	Actual 2003	Actual 2002
ARENA			
Manager's Travel.....	\$5,500.00	\$4,800.00	\$5,390.00
Wages.....	\$80,000.00	\$120,164.80	\$95,599.13
Utilities.....	\$55,000.00	\$65,027.95	\$48,476.75
Telus.....	\$3,000.00	\$3,650.42	\$2,872.05
Maintenance & Repairs.....	\$30,000.00	\$30,989.64	\$17,812.46
Artificial Ice.....	\$1,000.00	\$2,170.40	\$831.56
Ice Paint.....	\$0.00	\$0.00	\$0.00
Challenge Cup.....	\$7,500.00	\$9,941.25	\$11,910.96
Office Supplies.....	\$4,000.00	\$6,368.75	\$3,118.06
Operate Zamboni.....	\$2,000.00	\$6,937.39	\$1,136.06
Cleaning Supplies & Equipment....	\$3,000.00	\$2,778.23	\$2,518.76
First Aid Supplies.....	\$500.00	\$0.00	\$200.21
Misc. Tournaments.....	\$0.00	\$4,729.44	\$0.00
Miscellaneous Expenses.....	\$1,000.00	\$449.38	\$0.00
TOTAL	\$192,500.00	\$258,007.65	\$189,866.00
CURLING RINK			
Utilities.....	\$9,000.00	\$15,291.36	\$11,393.88
Maintenance & Repairs.....	\$5,000.00	\$1,577.07	\$61.75
Cleaning Supplies.....	\$0.00	\$1,000.00	\$589.57
Artificial Ice.....	\$500.00	\$484.90	\$222.19
Bonspiel Trophies & Prizes.....	\$4,000.00	\$1,339.63	\$3,631.49
Miscellaneous Expenses.....	\$500.00	\$60.82	\$0.00
TOTAL	\$19,000.00	\$19,753.78	\$15,898.88
BOWLING ALLEY			
Wages.....	\$6,000.00	\$6,466.34	\$3,856.56
Utilities.....	\$10,000.00	\$16,088.40	\$11,993.50
Telus.....	\$750.00	\$425.18	\$587.22
Maintenace.....	\$1,000.00	\$479.49	\$1,507.63
Cleaning Supplies.....	\$500.00	\$1,049.47	\$623.16
Bowling Shoes.....	\$1,000.00	\$53.82	\$0.00
Confectionery Items.....	\$150.00	\$83.03	\$60.89
Miscellaneous Expenses.....	\$500.00	\$232.13	\$244.16
League Bowling.....	\$0.00	\$1,520.37	\$0.00
TOTAL	\$19,900.00	\$26,398.23	\$18,873.12

Sheet 1

Proposed 2003 Actual 2003 Actual 2002

Buffalo Head Rink

Maintenance & Improvements.....	\$1,500.00	\$639.05	\$45.88
Utilities.....	\$2,000.00	\$2,093.38	\$1,834.27
Caretaker Contract.....	\$6,250.00	\$6,250.00	\$6,250.00
Water Hauling.....	\$2,500.00	\$833.94	\$1,116.74
Miscellaneous Expenses.....	\$500.00	\$0.00	\$0.00
TOTAL	\$12,750.00	\$9,816.37	\$9,246.89

Bluehills Rink

Maintenance & Improvements.....	\$1,500.00	\$85.94	\$865.10
Utilities.....	\$2,000.00	\$606.74	\$399.94
Caretaker Contract.....	\$6,250.00	\$6,250.00	\$6,250.00
Water Hauling.....	\$2,500.00	\$1,505.03	\$1,035.01
Miscellaneous Expenses.....	\$500.00	\$0.00	\$0.00
TOTAL	\$12,750.00	\$8,447.71	\$8,550.05

Blumenort Rink

Maintenance & Improvements.....	\$1,500.00	\$414.78	\$146.21
Utilities.....	\$2,000.00	\$1,276.05	\$1,596.23
Caretaker Contract.....	\$6,250.00	\$6,250.00	\$6,250.00
Water Hauling.....	\$2,500.00	\$890.49	\$997.13
Miscellaneous Expenses.....	\$500.00	\$0.00	\$0.00
TOTAL	\$12,750.00	\$8,831.32	\$8,989.57

Sheet 1

	Proposed 2003	Actual 2003	Actual 2002
OTHER EXPENSES			
Accounting & Legal.....	\$250.00	\$0.00	\$0.00
Advertising.....	\$1,500.00	\$1,993.05	\$1,743.79
Ball Diamonds.....	\$2,500.00	\$141.48	\$143.72
Bank Service Charges.....	\$50.00	\$301.76	\$15.00
Director Fees.....	\$3,000.00	\$7,490.00	\$3,105.00
Equipment Repairs.....	\$0.00	\$0.00	\$0.00
Freight Expense.....	\$1,000.00	\$2,122.38	\$1,170.45
Grant Proposal Fees.....	\$0.00	\$0.00	\$2,282.00
Insurance.....	\$8,000.00	\$6,030.20	\$15,792.48
Lawn Tractor.....	\$500.00	\$0.00	\$0.00
Memberships.....	\$100.00	\$103.20	\$204.25
R.V. Stall.....	\$0.00	\$0.00	\$0.00
Summer Recreation Programs.....	\$0.00	\$0.00	\$700.61
Tools & Repair.....	\$1,000.00	\$1,946.74	\$1,180.10
Vehicle & Tractor Repairs.....	\$1,500.00	\$426.31	\$3,492.53
Miscellaneous Expenses.....	\$500.00	\$35.00	\$0.00
TOTAL	\$19,900.00	\$20,590.12	\$29,829.93
TOTAL OF ALL EXPENSES	\$289,550.00	\$351,845.18	\$281,254.44
BANK BALANCE DECEMBER 31	\$0.00	\$11,763.64	\$11,763.64
TOTAL FUNDS ACCOUNTED FOR	\$289,550.00	\$363,608.82	\$293,018.08

OPERATING & CAPITAL COMBINED

Sheet 1

La Crete Recreation Society 2003 Budget

December 31,2003 Final Budget	Proposed 2003	Actual 2003	Actual 2002
Total Receipts For The Year.....	\$547,200.00	\$646,446.38	\$452,031.80
Total Expenses For The Year.....	\$532,650.00	\$693,222.43	\$462,685.31
Current De/Surplus.....	\$14,550.00	-\$46,776.05	-\$10,653.51
Surplus From Previous Year.....	\$11,763.64	\$11,763.64	\$22,417.15
Surplus To Next Year.....	\$26,313.64	-\$35,012.41	\$11,763.64

REVENUE

M.D. Capital Funding.....	\$30,000.00	\$90,000.00	\$30,000.00
M.D. Operating Funding.....	\$163,350.00	\$163,350.00	\$148,500.00
Silver Birch YAC.....	\$65,000.00	\$89,659.92	\$84,362.36
Senior Hockey.....	\$14,000.00	\$14,439.25	\$14,018.69
Minor Hockey.....	\$2,000.00	\$6,707.97	\$2,383.18
All Peace Hockey League.....	\$3,000.00	\$2,990.65	\$2,242.99
Shinny Hockey.....	\$2,000.00	\$17,001.82	\$0.00
Figure Skating.....	\$1,000.00	\$2,056.07	\$1,028.04
Ice Rent & Fun Hockey.....	\$10,500.00	\$8,099.92	\$18,310.01
Locker Rentals.....	\$300.00	\$441.13	\$93.46
Challenge Cup.....	\$14,000.00	\$14,964.70	\$15,729.72
Invitational & Other Tournaments..	\$0.00	\$5,933.24	\$0.00
Summer Ice Surface Rentals.....	\$2,500.00	\$2,135.00	\$2,385.00
Curling Rink.....	\$15,000.00	\$11,912.91	\$11,232.48
Bowling Alley.....	\$10,000.00	\$7,778.02	\$8,011.21
Hall Rentals.....	\$6,000.00	\$6,242.88	\$6,312.08
R.V. Stall Rentals.....	\$500.00	\$0.00	\$279.44
Society Memberships.....	\$250.00	\$570.00	\$247.71
Ball Diamonds.....	\$1,000.00	\$1,327.61	\$1,385.91
Office Income.....	\$0.00	\$0.00	\$91.39
Donations.....	\$0.00	\$13,000.00	\$934.58
Youth Service Canada.....	\$98,000.00	\$138,566.00	\$39,567.00
CFEP Grant Funding.....	\$52,061.00	\$0.00	\$50,000.00
Community Initiatives Program.....	\$41,939.00	\$41,939.00	\$0.00
Molson Local Heroes.....	\$0.00	\$1,666.66	\$0.00
AB Sport & Recreation.....	\$0.00	\$5,000.00	\$0.00
Atco Electric Grant.....	\$2,000.00	\$0.00	\$3,000.00
Northwestern Health Grant.....	\$4,000.00	\$0.00	\$4,856.41

REVENUE CONTINUED	Proposed 2003	Actual 2003	Actual 2002
Summer Career Placement	\$3,300.00	\$0.00	\$3,304.00
STEP Funding.....	\$1,500.00	\$0.00	\$1,585.00
Interest.....	\$500.00	\$35.51	\$612.53
Other Income.....	\$3,500.00	\$628.12	\$1,558.61
TOTAL REVENUE	\$547,200.00	\$646,446.38	\$452,031.80
Bank Balance January 1.....	\$11,763.64	\$11,763.64	\$22,417.15
Total Expendable Funds.....	\$558,963.64	\$658,210.02	\$474,448.95

EXPENSES

ARENA

Dressing Rooms Project.....	\$50,000.00	\$116,825.57	\$72,922.62
Capital Projects.....	\$30,000.00	\$0.00	\$0.00
Outdoor Ice Rink.....	\$0.00	\$11,911.52	\$0.00
Manager's Travel.....	\$5,500.00	\$4,800.00	\$5,390.00
Wages.....	\$80,000.00	\$120,164.80	\$95,599.13
Utilities.....	\$55,000.00	\$65,027.95	\$48,476.75
Telus.....	\$3,000.00	\$3,650.42	\$2,872.05
Maintenance & Repairs.....	\$30,000.00	\$30,989.64	\$17,812.46
Artificial Ice.....	\$1,000.00	\$2,170.40	\$831.56
Ice Paint.....	\$0.00	\$0.00	\$0.00
Challenge Cup.....	\$7,500.00	\$9,941.25	\$11,910.96
Office Supplies.....	\$4,000.00	\$6,368.75	\$3,118.06
Operate Zamboni.....	\$2,000.00	\$6,937.39	\$1,136.06
Zamboni	\$0.00	\$10,000.00	
Cleaning Supplies & Equipment....	\$3,000.00	\$2,778.23	\$2,518.76
First Aid Supplies.....	\$500.00	\$0.00	\$200.21
Misc. Tournaments.....	\$0.00	\$4,729.44	\$0.00
Miscellaneous Expenses.....	\$1,000.00	\$449.38	\$0.00
TOTAL	\$272,500.00	\$396,744.74	\$262,788.62

CURLING RINK

Utilities.....	\$9,000.00	\$15,291.36	\$11,393.88
Maintenance & Repairs.....	\$5,000.00	\$1,577.07	\$61.75
Cleaning Supplies.....	\$0.00	\$1,000.00	\$589.57
Artificial Ice.....	\$500.00	\$484.90	\$222.19
Bonspiel Trophies & Prizes.....	\$4,000.00	\$1,339.63	\$3,631.49
Miscellaneous Expenses.....	\$500.00	\$60.82	\$0.00
TOTAL	\$19,000.00	\$19,753.78	\$15,898.88

Sheet 1

	Proposed 2003	Actual 2003	Actual 2002
BOWLING ALLEY			
Wages.....	\$6,000.00	\$6,466.34	\$3,856.56
Utilities.....	\$10,000.00	\$16,088.40	\$11,993.50
Telus.....	\$750.00	\$425.18	\$587.22
Maintenace.....	\$1,000.00	\$479.49	\$1,507.63
Cleaning Supplies.....	\$500.00	\$1,049.47	\$623.16
Bowling Shoes.....	\$1,000.00	\$53.82	\$0.00
Confectionary Items.....	\$150.00	\$83.03	\$60.89
Miscellaneous Expenses.....	\$500.00	\$232.13	\$244.16
League Bowling.....	\$0.00	\$1,520.37	\$0.00
TOTAL	\$19,900.00	\$26,398.23	\$18,873.12

Buffalo Head Rink			
Maintenance & Improvements.....	\$1,500.00	\$639.05	\$45.88
Utilities.....	\$2,000.00	\$2,093.38	\$1,834.27
Caretaker Contract.....	\$6,250.00	\$6,250.00	\$6,250.00
Water Hauling.....	\$2,500.00	\$833.94	\$1,116.74
Miscellaneous Expenses.....	\$500.00	\$0.00	\$0.00
TOTAL	\$12,750.00	\$9,816.37	\$9,246.89

Bluehills Rink			
Maintenance & Improvements.....	\$1,500.00	\$85.94	\$865.10
Utilities.....	\$2,000.00	\$606.74	\$399.94
Caretaker Contract.....	\$6,250.00	\$6,250.00	\$6,250.00
Water Hauling.....	\$2,500.00	\$1,505.03	\$1,035.01
Miscellaneous Expenses.....	\$500.00	\$0.00	\$0.00
TOTAL	\$12,750.00	\$8,447.71	\$8,550.05

Blumenort Rink			
Maintenance & Improvements.....	\$1,500.00	\$414.78	\$146.21
Utilities.....	\$2,000.00	\$1,276.05	\$1,596.23
Caretaker Contract.....	\$6,250.00	\$6,250.00	\$6,250.00
Water Hauling.....	\$2,500.00	\$890.49	\$997.13
Miscellaneous Expenses.....	\$500.00	\$0.00	\$0.00
TOTAL	\$12,750.00	\$8,831.32	\$8,989.57


	Proposed 2003	Actual 2003	Actual 2002
OTHER EXPENSES			
Accounting & Legal.....	\$250.00	\$0.00	\$0.00
Advertising.....	\$1,500.00	\$1,993.05	\$1,743.79
Ball Diamonds.....	\$2,500.00	\$141.48	\$143.72
Bank Service Charges.....	\$50.00	\$301.76	\$15.00
Director Fees.....	\$3,000.00	\$7,490.00	\$3,105.00
Equipment Repairs.....	\$0.00	\$0.00	\$0.00
Freight Expense.....	\$1,000.00	\$2,122.38	\$1,170.45
Grant Proposal Fees.....	\$0.00	\$0.00	\$2,282.00
Insurance.....	\$8,000.00	\$6,030.20	\$15,792.48
Lawn Tractor.....	\$500.00	\$0.00	\$0.00
Memberships.....	\$100.00	\$103.20	\$204.25
NWHSR Skating Program.....	\$0.00	\$4,020.08	
R.V. Stall.....	\$0.00	\$0.00	\$0.00
Summer Recreation Programs.....	\$0.00	\$0.00	\$700.61
Tools & Repair.....	\$1,000.00	\$1,946.74	\$1,180.10
Vehicle & Tractor Repairs.....	\$1,500.00	\$426.31	\$3,492.53
Youth Activity Centre.....	\$65,000.00	\$89,659.92	\$84,362.36
Youth Service Canada.....	\$98,000.00	\$108,960.16	\$24,145.89
Miscellaneous Expenses.....	\$500.00	\$35.00	\$0.00
TOTAL	\$183,000.00	\$223,230.28	\$138,338.18
TOTAL OF ALL EXPENSES	\$532,650.00	\$693,222.43	\$462,685.31
BANK BALANCE DECEMBER 31	\$0.00	\$11,763.64	\$11,763.64
TOTAL FUNDS ACCOUNTED FOR	\$532,650.00	\$704,986.07	\$474,448.95


Dated: Feb 6/04 Treasurer: 

Dave Braun

AUDITOR'S STATEMENT:

We have completed an audit of the La Crete and Area Recreation Society for the Period ending December 31, 2003. We have obtained all information and explanations that we have required. It is our opinion that the above statements of revenue and expenses correctly records the cash Transactions of the organizations for the period indicated.


 Dave Schellenberg


 Kevin Bulher

M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council
Meeting Date:	March 9, 2004
Originated By:	Paul Driedger, Director Planning, Emergency and Enforcement Services
Title:	PUBLIC HEARING Bylaw 410/04 – Land Use Bylaw Amendment Part of SW 9-106-15-W5M From Mobile Home Park (MHP) To Mobile Home Subdivision (MHS)
Agenda Item No:	6.a)

BACKGROUND / PROPOSAL:

Bylaw 410/04, which is a Land Use Bylaw Amendment to rezone the Mobile Home Park on SW 9-106-15-W5M in the Hamlet of La Crete to a Mobile Home subdivision, was given first reading at the February 10, 2004 Council meeting.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The subject property is in the final stages of being subdivided. The developer has requested that the property be rezoned due to increased requests that the lots be made available for sale. People want to own rather than rent.

The MD Land Use Bylaw provides the following description, uses and setbacks for a Mobile Home Subdivision:

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

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.

B. DISCRETIONARY USES

- (1) Ancillary building and use.
- (2) Convenience store.

Review:	<i>fmo</i>	Dept.	<i>Planning</i>	C.A.O.	<i>[Signature]</i>
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- (3) Garden Suite
- (4) Home based business.
- (5) Intensive recreation.
- (6) Public use.

C. MOBILE HOME SUBDIVISION LOT AREA

Minimum Lot Area: 464.5 square metres (5,000 square feet).

D. SITE COVERAGE

The mobile home and ancillary buildings shall not cover more than 35% of a mobile home subdivision lot.

E. MINIMUM LOT WIDTH

15.2 metres (50 feet).

F. MINIMUM LOT DEPTH

30.5 metres (100 feet), unless otherwise required by the Development Officer.

G. MINIMUM TOTAL FLOOR AREA

As required by the Development Officer.

H. MINIMUM FRONT YARD SETBACK

7.6 metres (25 feet).

I. MINIMUM SIDE YARD SETBACK

Side yards shall not be less than 1.2 metres (4 feet). In the case of a corner lot the exterior side yard shall not be less than 3.0 metres (10 feet).

J. MINIMUM REAR YARD SETBACK

2.4 metres (8 feet).

K. THE DESIGN, CHARACTER AND APPEARANCE OF BUILDINGS

The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Officer.

Mobile Homes:

All mobile homes to be factory built with walls of pre-finished baked enamel aluminium siding, vinyl siding or the equivalent, as required by the Development Officer.

If 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.

Review: 

Dept. 

C.A.O.

All ancillary structures such as patios, porches, additions, etc., shall be factory pre-fabricated units, or of a quality equivalent thereto, so that appearance, design and construction will compliment the mobile home.

L. OFF-STREET PARKING

In accordance to the provisions of this Bylaw.

COSTS / SOURCE OF FUNDING:

N/A


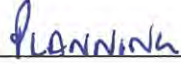
RECOMMENDED ACTION (by originator):

MOTION 1

That second reading be given to Bylaw 410/04, being a Land Use Bylaw Amendment to rezone the Mobile Home Park (MHP) on Part of SW 9-106-15-W5M to Mobile Home Subdivision (MHS).

MOTION 2

That third reading be given to Bylaw 410/04, being a Land Use Bylaw Amendment to rezone the Mobile Home Park (MHP) on Part of SW 9-106-15-W5M to Mobile Home Subdivision (MHS).

Review: 	Dept. 	C.A.O.
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BYLAW NO. 410/04

**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,

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 a Mobile Home Subdivision on the subject property within the Municipal District of Mackenzie No. 23.

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 land known as Part of SW 9-106-15-W5M in the Municipal District of Mackenzie No. 23 be amended from Mobile Home Park "MHP" to Mobile Home Subdivision (MHS), as shown in Schedule "A" hereto attached.**

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

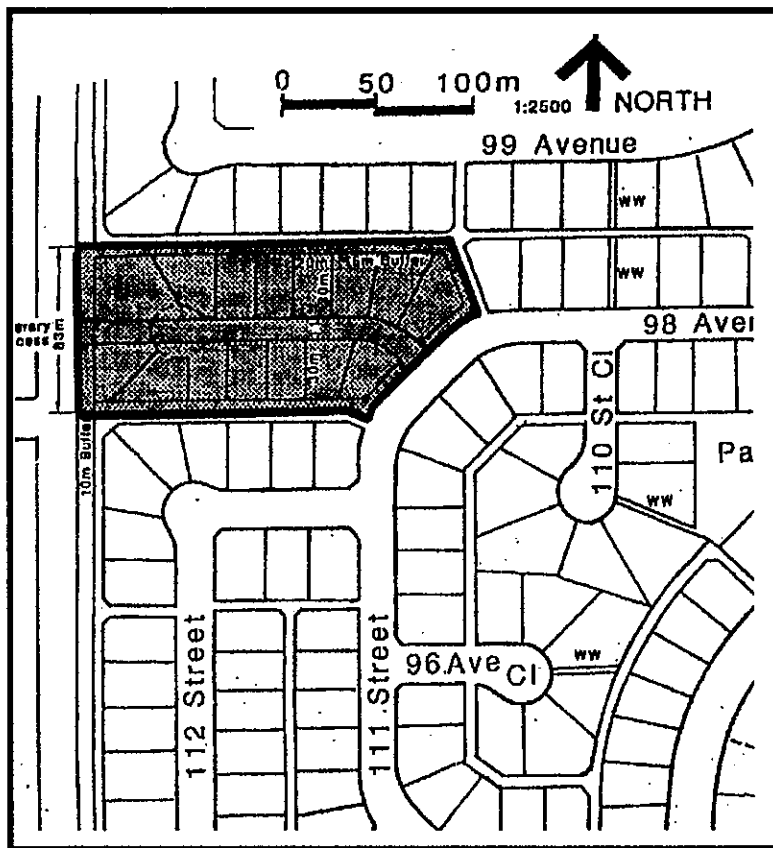
Barbara Spurgeon, Executive Assistant

SCHEDULE "A"

BYLAW No. 410/04

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

Pt of SW 09-106-15-W5M, as depicted below, be amended from Mobile Home Park (MHP) to Mobile Home Subdivision (MHS):

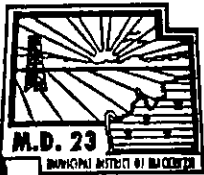


FROM: Mobile Home Park (MHP)
TO: Mobile Home Subdivision (MHS)

Bill Neufeld, Reeve

Barb Spurgeon, Executive Assistant

EFFECTIVE THIS _____ DAY OF _____, 2004.



LAND USE BYLAW AMENDMENT APPLICATION

APPLICATION NO. 410/04

NAME OF APPLICANT <u>Peter Fehr</u>		
ADDRESS <u>Box 688</u>		
TOWN <u>La Crete AB</u>		
POSTAL CODE <u>T0H 2H0</u>	PHONE (RES.) <u>928-3019</u>	BUS.

COMPLETE IF DIFFERENT FROM APPLICANT

NAME OF REGISTER OWNER		
ADDRESS		
TOWN		
POSTAL CODE	PHONE (RES.)	BUS.

LEGAL DESCRIPTION OF THE LAND AFFECTED BY THE PROPOSED AMENDMENT

QTR./S. <u>SW</u>	SEC. <u>09</u>	TWP. <u>106</u>	RANGE <u>15</u>	M. <u>5</u>	OR	PLAN	BLK	LOT
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LAND USE CLASSIFICATION AMENDMENT PROPOSED:

FROM: Mobile Home Park TO: Mobile Home Subdivision

REASONS SUPPORTING PROPOSED AMENDMENT:

Sell lots, rather than trailer court.

I/WE HAVE ENCLOSED THE REQUIRED APPLICATION FEE OF \$ 150⁰⁰

RECEIPT NO. 26744

APPLICANT

DATE

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

Peter Fehr
REGISTERED OWNER

Feb. 2/04
DATE

**Municipal District of Mackenzie No. 23
CAO Report
March 3, 2004**

Rural Water Coop Meeting

I attended a Steering Committee Meeting on Monday, March 1 in La Crete. The main item for discussion was the structure that the group would take: municipal system versus co-op. After a lengthy debate it was decided by consensus that a municipal system would be more advantageous, providing this does not jeopardize any grant funding. In addition the committee is recommending a Task Force be formed to work on advancing the project. The M.D. administration is working with the steering group to develop a workable terms on reference that will come to council soon.

Highway 58 East to Garden River

Mike and I participated in a conference call with John Engleder on this issue. ATCO wants to construct a generating station in the M.D. just west of Garden River, however, no one is willing to give them permission to use the Garden River road to haul in the heavy machinery required for the power plant. Our suggestion is that Little Red applies for an LOC on this road, which would mean they are responsible for it until it is reconstructed.

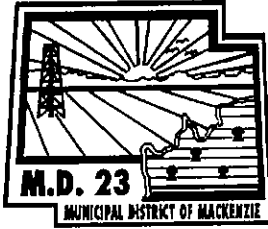
ASB Meeting

I attended the ASB meeting on Monday, February 23. The board went over all of the outstanding drainage requests and the only one coming to council now is Rosenberger Line 5. Alberta Environment does have concerns about draining wetlands in some of the other applications and we are researching into what is allowed and what is not. As more information is gathered on the other projects, these will be brought back to council for approvals to proceed.

FVSD Learning Suite Grand Opening

I attended the grand opening ceremonies in FV for the Learning Suites. These are long distance education classrooms that operate through Supernet.

Respectfully Submitted,
Harvey Prockiw, CAO



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	March 9, 2004
Originated By:	Barb Spurgeon, Executive Assistant
Title:	Action List
Agenda Item No:	8. 2)

BACKGROUND / PROPOSAL:

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

For discussion.

COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION (by originator):

That the Action List be accepted as information,

Review:

Dept.

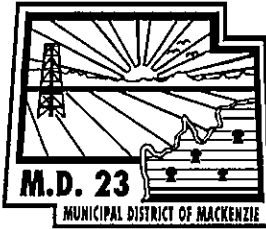
C.A.O.

M.D. of Mackenzie Action List

Council Meeting Motions Requiring Action

Motion Date Name	Action Required	Status
02-722 Oct 8 Mike	That the Highway 58 East agreement be forwarded to Little Red River Cree Nation with the schedules to be negotiated between MD and Little Red River Cree Nation administration.	Waiting for comments from LRRCN. LRRCN recently hired a new Director for the Public Works & Capital Department and he has requested some additional information.
02-816 Nov 5 Paul	That the Municipal District of Mackenzie enter into a license agreement with the Fort Vermilion School Division for the use of the road right-of-way.	License Agreement sent to FVSD for signing. Agreement has been finalized.
02-940 Dec 17 Bill	That administration be authorized to pursue a 20 year lease for the Buffalo Head Tower, Machesis Lake and Tompkins Landing campground/recreational areas.	We have a lease for Buffalo Head Tower and a 5-year lease for a portion of Machesis Lake. Site review and legal plan of the Tompkins Landing site completed. We are pursuing lease.
03-128 Feb 25 Paul	That Municipal District of Mackenzie enter into an agreement with the Dene Tha First Nation to maintain the existing road adjacent to the west boundary of sections 30 and 31-109-18-W5M for the unrestricted use of it.	Provided RFD at February 10 Council Meeting. Discussed with legal council, waiting for written response.
July 8 Mike	Bring to Council a report on the maintenance program and water treatment processes for rural water points.	Maintenance program for five water points is currently being investigated. A report should be ready in April.
03-469 Aug 26 Mike	Bring to Council updated information on MD gravel pits	Will be completed in conjunction with the pit surveys scheduled in March 2004.
Oct 15 Mike	Revise Policy ADM040 Service Levels of MD Campgrounds and Playgrounds to reflect playground equipment replacement.	Bring back to Council in April.
Oct. 28 Barb	That meetings be set up with Council and each Band.	Band Councils have been contacted. No response yet. Letters have been sent out requesting meetings.
03-556 Nov 25 Paul	That the committee who met with K-Division also meet with Staff Sergeants and draft a formal response to the meeting.	. The committee met with DCS Bernie House to discuss our concerns but no formal response has been drafted from that meeting. Committee will meet to develop formal response.

03-557 Nov 25 Barb	That Northern Light Health region be asked to provide primary care services for Zama or reimburse MD.	Letter sent. No response yet. Second letter sent February 10. No response to date.
03-552 Nov 25 Paul	That a special meeting be set up with the Town of High Level to discuss the Inter-Municipal Development Plan and a joint public hearing be scheduled	Need to establish dates when Council is available and coordinate it with the Town Council. Scheduled for March 10, 2004.
03-636 Dec 9 Paul	That Administration enter into discussions with LCMNA to resolve issue around the 105 Street between the Heimstaed Lodge and the Altenheim	Met with LCMNA on January 12 to discuss options. LCMNA will review options and bring back a proposal. No response from to date.
03-641 Dec 9 Mike	That Administration review the Personal Vehicle Allowance Rates as per policy ADM-033	Results of the review will be presented at the March 9, 2004 Council meeting.
03-644 Dec 9 Harvey	That the Ag. Land Task Force arrange a meeting with Minister Cardinal.	In progress.
04-013 Jan 13 Mike	Administration provide a feasibility report on the cost of installing a card-lock system at all water points.	Will be reported to Council April 2004.
04-017 Jan 13 Paul	That Tom Baldwin be invited to facilitate the joint meetings for water front cottage development.	In process of scheduling this meeting in conjunction with the IDP public hearing, Scheduled for March 10, 2004.
04-046 Jan 27 Barb	That Mr. Chapman of Cambridge Strategies be invited to attend the next Council meeting.	Invitation has been given. No response yet. Phone made March 3, message left.
Jan 27 Mike	Send a letter to MLA regarding the Highway 697/88 Connector Intersection.	Completed.
04-070 Feb 10 Barb	That a letter be written to Min. of Alberta Infrastructure requesting the allocation for the High Level Medical Clinic be reinstated	On hold until copies of original commitment is made available to Council.
04-078 Feb 10 Barb	That a meeting be arranged with Northern Lights Health Region as soon as possible.	Letter sent Feb. 10/04. No response to date.
04-089 Feb 10 Kristin	That the issue of boreal forest conservation be placed on the agenda of the AAMD&C Spring Zone Meeting.	Complete
04-103 Feb 27 Mike	That the rural water co-operative issue be tabled to the March 9, 2004 meeting	
04-105 Feb 27 Mike	That a meeting be arranged for Reeve Neufeld and Councillor Driedger with Alberta Transportation at the Spring AAMD&C Convention in Edmonton.	In progress.
04-118 Feb 27 Paul	That information on Aeromedical Services in Zama be tabled to March 9, 2004 Council meeting.	Investigating concerns.



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	March 9, 2004
Originated By:	Grant Smith, Agricultural Fieldman
Title:	Rosenberger Drainage Line 5
Agenda Item No:	9.a)

BACKGROUND / PROPOSAL:

The Rosenberger Drainage project consists of nine lines. Line 3 has been constructed; Line 1 & 2 & 7 are included in phase 3 of the project, and are in process of being tendered for construction; Line 4, 8 & 9 have not received approval from Alberta Environment at this time. Many quarter sections of land and several different landowners have been affected by the construction of Line 3 of the Rosenberger Drainage Project. Line 5 of the project was a condition on the original easement signed between the landowner of NW 10 108-13 W5M and the MD five years ago.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The Agricultural Service Board would like to uphold the conditions of the easement and proceed with Line 5 of Rosenberger Drainage. Alberta Environment has approved the project, as there are no environmental concerns involved.

The cost estimate and overview map are attached.

COSTS / SOURCE OF FUNDING:

Drainage Reserve
Aprox. \$342,000.00 remaining.

RECOMMENDED ACTION (by originator):

That the 2004 Capital Budget be amended to include:

<u>Project</u>	<u>Funding</u>	<u>Cost</u>
Rosenberger Drainage Line 5	Drainage Reserve	\$38,520

Review:

Dept.

C.A.O.

Channel Excavation Estimate Summary

Description of Work
**Channel Excavation
 5+460 to 6+400 (Amended)**

Job No.
 Project :
 Location:

**1003374
 Line - 5 (Rosenberger)
 Sec.10-108-13-W5M**

Estimate Type: Modified "A" Revised

Channel - 3.0m Bottom (4:1 Slopes)

Earth Works	
Common (Approx. 9500 m3 @ \$2.00/m3)	\$19,000
Culverts	
800mm dia. (Approx 22m @ \$120.00/m)	\$2,640
600 mm dia. (Approx 36m @ \$100.00/m)	\$3,600
Utilities	\$3,000
Total Estimated Construction Cost	\$28,240
10% Contingency	\$2,824
Construction Supervision	\$5,500
Total Estimated Cost (Rounded To Nearest 100 Dollars)	\$36,600

Date : March 2,2004 Prepared By : Jeff Johnston

Date : March 2,2004 Checked By : _____

Notes:

- Dollar amounts reflect Hourly Construction Costs
- Utilities - Relocation of Northern Lights Gas Co-Op (N.L.G.C) Gas Line and Telus Telephone Condition I(2) of the easement agreement completed
- Approximately 1.0m of Cut
- Stripping Included in Common Excavation = (15m x 0.2m) per meter

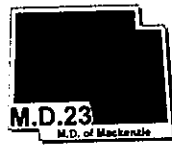
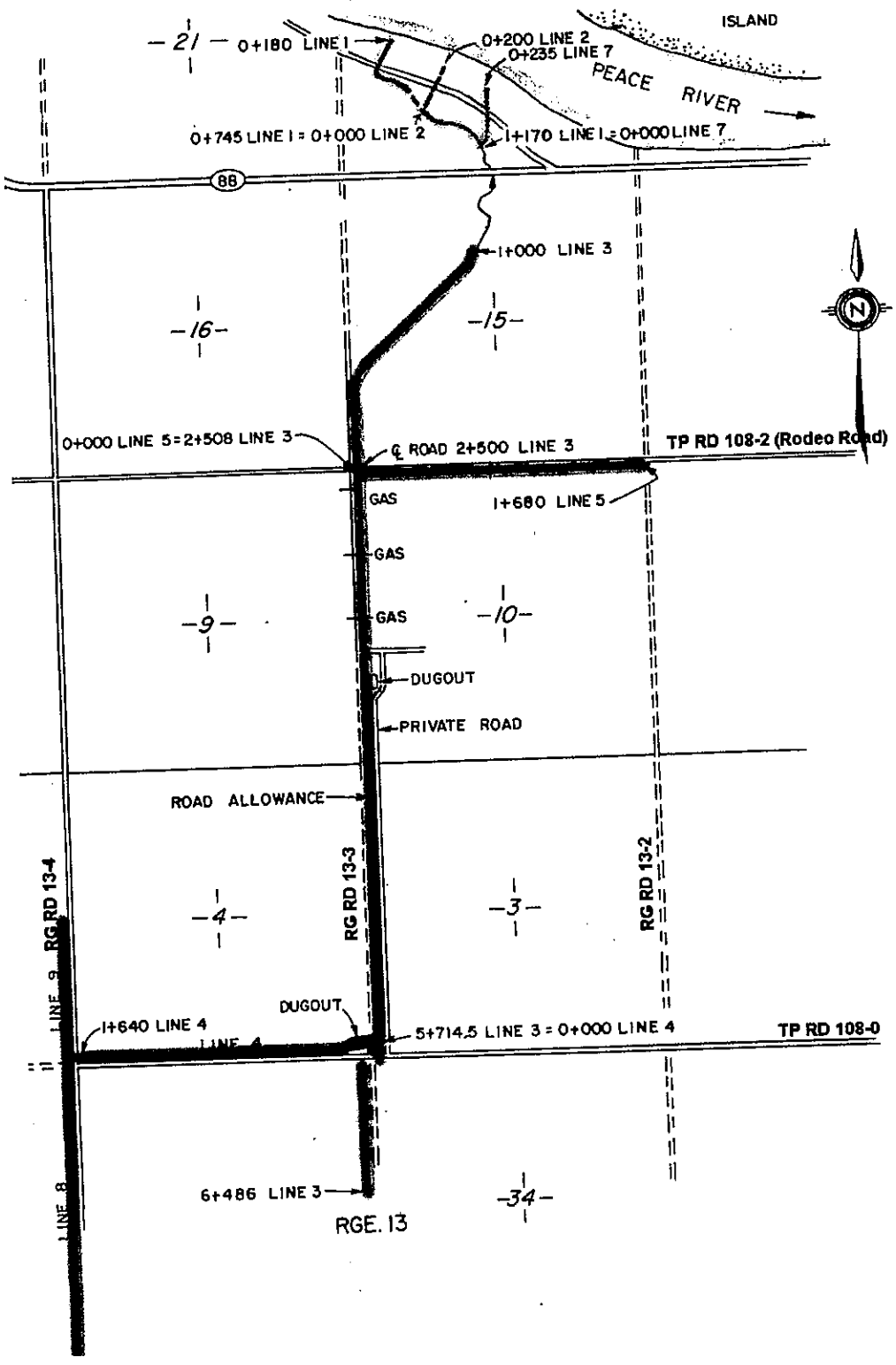


Figure 1



Municipal District of Mackenzie No. 23

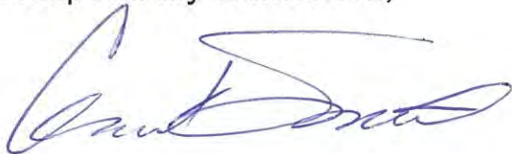
Interoffice Memo

To: Harvey Prockiw, CAO
From: Grant Smith, Agricultural Fieldman
Date: March 2, 2004
Subject: Summary of Activities

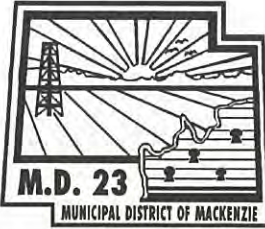
General Activities

- We had an Agricultural Service Board meeting on Feb. 23rd in Fort Vermilion. Reviewing and prioritizing drainage applications and ASB Terms of Reference were the main topics on the agenda.
- I attended the Terms of Reference Review meeting in Grande Prairie along with an ASB member on Feb. 26th. AAFRD compiled information and ideas from the meeting and will be forwarding a report in mid to late summer for ratification; this will then be presented to the minister of Agriculture.
- The ASB grant application has been completed and sent to AAFRD for processing.
- I am currently working with other Peace Region Ag Fieldmen to organize a meeting with Alberta Transportation and their contractors to discuss weed control along the highways. This meeting is tentatively scheduled for April 30th in High Level.
- I attended a meeting in High Level on Feb. 27th with Alberta Environment and a local landowner to discuss the High Level East Flood control project. The landowner had environmental concerns and as a result an easement could not be obtained from him. Upon hearing his concerns and further discussion a tentative agreement was agreed upon so the project can proceed.

Respectfully Submitted,



Grant Smith, Agricultural Fieldman



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council
Meeting Date:	March 9, 2004
Originated By:	Michel Savard, Director of Operational Services Paul Driedger, Director of Planning, Enforcement and Emergency Services
Title:	Bylaw 412/04
Agenda Item No:	10. 2)

BACKGROUND / PROPOSAL:

Administration recently reviewed the Fee Schedule bylaw and are recommending a few revisions.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

A summary of the changes that we feel are necessary are as follows:

- Since the approval of a GIS Coordinator, there have been numerous requests for various maps. Fees for these types of requests have been incorporated into the revised bylaw.
- Development permit fee increase for all applications to reflect closer to actual cost.
- Double the cost of the development permit if construction has already commenced before application to deter illegal development or possible non-complying concerns.
- Include subdivision fees in this bylaw rather than in the subdivision bylaw.

Revise the dust control fee to reflect the recent change in policy (PW009 – Dust Control). The new price is \$1500 for 200 meters, guaranteed for 3 years. Also, medical notes are no longer acceptable for free dust control.

COSTS / SOURCE OF FUNDING:

The financial implications are minimal; however, the revenues for the dust control have already been accounted for in the 2004 operating budget.

RECOMMENDED ACTION (by originator):

Motion 1

That first reading be given to Bylaw 412/04 being a bylaw to Establish a Fee Schedule for Services.

Author: Brenda Wiebe

Review:

Op. Services
Dept. Development

C.A.O.

Motion 2

That second reading be given to Bylaw 412/04 being a bylaw to Establish a Fee Schedule for Services.

Motion 3

That consideration be given to go to third reading for Bylaw 412/04 being a bylaw to Establish a Fee Schedule for Services.

Motion 4

That third reading be given to Bylaw 412/04 being a bylaw to Establish a Fee Schedule for Services.

Author: Brenda Wiebe

Review:

Dept.

C.A.O.

BY-LAW NO. 412/04

**BEING A BY-LAW OF THE
MUNICIPAL DISTRICT OF MACKENZIE NO. 23,
IN THE PROVINCE OF ALBERTA
TO ESTABLISH A FEE SCHEDULE FOR SERVICES**

WHEREAS, pursuant to the provisions of the Municipal Government Act, Statutes of Alberta, 1994, Chapter M-26.1, Section 8(c)(i), requires fees to be established by bylaw.

NOW THEREFORE, the Council of the Municipal District of Mackenzie No. 23, in the province of Alberta, duly assembled, enacts as follows:

1. The following Service Fee Schedule be adopted:

<u>Item</u>	<u>Amount</u>	<u>G.S.T.</u>
Photocopying	\$ 0.25/sheet	Applicable
Laminating	Double cost of map (min \$5)	Applicable
Tax Certificates	\$25.00	N/A
Compliance Certificates	\$50.00	N/A
Land Titles	\$5.00	Applicable
M.D. Ownership Maps (coloured)	\$15.00	Applicable
M.D. Ownership Map booklet	\$50.00	Applicable
Hamlet and land-use maps	\$5.00	Applicable
Aerial Photo's	\$5.00	Applicable
All custom maps up to 17" x 22"	\$5.00	Applicable
All custom maps larger than 17" x 22"	\$10.00	Applicable
River map	\$10.00	Applicable
Area Structure Plan	\$15.00	Applicable
General Municipal Plan	\$25.00	Applicable
Land Use Bylaw	\$35.00	Applicable
Land Use Bylaw Amendment	\$150.00	N/A
Development Permit - Residential	\$25.00	N/A
Development Permit - Farm	\$25.00	N/A
Development Permit - Public Institution	\$25.00	N/A
Development Permit - Home Based	\$50.00	N/A
Business		
Other than commercial or industrial		
Development Permit - Commercial and Industrial	\$50.00 \$150.00	N/A
Development Permit after commencement of construction	Double regular D.P. fee	N/A
Development Permit - Industrial	\$50.00	N/A
Subdivision and Development Appeal (refundable if appeal is successful)	\$250.00	N/A
Developers Agreement - Rural	\$50.00	N/A
Developers Agreement - Urban	\$100.00	N/A

Subdivision Time Extension	\$50.00	N/A
Subdivision or Boundary Adjustment	\$700 + \$200/lot created	N/A
Application		
Boardroom Rental (La Crete)	\$50.00/day	Applicable
Council or other Board minutes	\$5.00/set	Applicable
Snow Plow Flags	\$15.00/1/4 mile	Applicable
Senior/Handicapped Snowplow Flags (Where the Senior/Handicapped person lives in a rural residence where all other persons, excluding spouse or dependent, residing on the property are also Senior Citizens or Handicapped persons)	No Charge	N/A
Dust Control	\$500.00/for first application annually \$1500 for 200 meters, Guaranteed for 3 years	Applicable
	\$250.00 for subsequent applications in the same year	Applicable
Dust Control for Seniors and people with pulmonary disorders or severe allergies to dust (must provide adequate documentation)	No Charge	
Motorgrader	\$98.00/hr., min. chg.-1/2 hr.	Applicable
Sanding Unit & Tandem Truck	\$110.00/hr., min. chg.-1/2 hr.	Applicable
Domestic Waste Cleanup	\$200.00/hr. min. chg. 1 hr.	Applicable
Commercial/Industrial Waste Cleanup	\$1,000.00/hr. min. chg. 1 hr.	Applicable
Sewerage & Drainage Construction repair and maintenance services	\$40.00/hr./Labour only (Materials - 10% over invoice)	N/A
Shelterbelt Tree Planter	No Charge	N/A
Paraplough (for deep ripping demos only)	No Charge	N/A
Alberta Agriculture's Irrigation Pump/Pipe	\$300.00/48 hours \$100.00/each additional 24 hours	Applicable
75 HP Tractor Mower 15'	\$55.00 per hour (minimum charge 1/2 hr.)	Applicable
35 HP Tractor Mower 6'	\$35.00 per hour (minimum charge 1/2 hr.)	Applicable
Weed Eater	\$20.00 per hour (minimum charge 1/2 hr.)	Applicable

- Equipment that is not listed in this bylaw will be charged according to the current Alberta Roadbuilders and Heavy Equipment Association Equipment Rental Rates Guide, less 20%.
- This bylaw revokes all previous bylaws with fees pertaining to fees in this bylaw.

4. In the event that this bylaw is in conflict with any other bylaw, this bylaw shall have paramountcy.

First Reading given on the _____ day of _____, 2004.

Bill Neufeld, Reeve

Barbara Spurgeon, Administrative
Assistant

Second Reading given on the ____ day of _____, 2004.

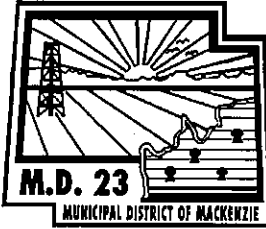
Bill Neufeld, Reeve

Barbara Spurgeon, Administrative
Assistant

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

Bill Neufeld, Reeve

Barbara Spurgeon, Administrative
Assistant



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council
Meeting Date:	March 9, 2004
Originated By:	Michel Savard, Director of Operational Services
Title:	Policy ADM004 – Tendering and Contract Award
Agenda Item No:	10. b)

BACKGROUND / PROPOSAL:

Currently Policy ADM004 – Tendering and Contract Award does not address situations where the lowest “bid” amount is not the best option for the MD.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Administration believes that a matrix is the ideal way to make objective decisions when not just considering the price. The attached policy reflects this change.

COSTS / SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION (by originator):

That Policy ADM004 – Tendering and Contract Award Policy be amended as presented.

Author: B. Wiebe

Review: 

Dept. *Operative*

C.A.O. 

Municipal District of Mackenzie No. 23

Title	TENDERING AND CONTRACT AWARD POLICY	Policy No.	ADM004
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Legislation Reference	Municipal Government Act, Section 5 (b)
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Purpose:

To establish a policy for the tendering for the supply of goods and services and the subsequent opening and award of contracts. Council recognizes that it is in the best interest of the region to encourage local supply of required goods and services and is therefore committed to purchasing from residents of the M.D. where costs and quality are competitive and comparable.

Policy Statement and Guidelines

The Municipal District of Mackenzie recognizes the need to provide a policy on the tendering of contracts, invitation to tender, quotations, and request for proposals.

Definitions:

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

Resident shall mean anyone who owns and operates a business within the boundaries of the Municipal District of Mackenzie.

Tendering of Contracts

1. Advertising and Submission of Tenders

- a) Tenders shall be advertised for a minimum period of two (2) weeks locally, and nationally, if required. If nation wide advertising is required, the MERX national electronic tendering system will be used. This service is available through the Alberta Association of Municipal Districts and Counties. Some exclusions apply, so Directors must refer to the agreement for further details.
- b) Tenders shall be accompanied with a bid security and must be submitted to the Chief Administrative Officer or designate.
- c) Shall be sent to a minimum of two (2) companies.

2. Opening of Tenders

- a) Tenders shall be opened in public by the Chief Administrative Officer or designate.
- b) Tenders shall not be received past the tendering period deadline. Those

received after the deadline shall be returned unopened accompanied with a letter stating the reason for return.

3. Awarding of Tenders

- a) Prior to awarding of Tender all security, insurance, and Workers Compensation Board requirements shall be in place.
- b) All unit prices shall be verified and the total dollar amount verified for correctness.
- c) Tenders shall be awarded by the Chief Administrative Officer or designate up to the budgeted amount.
- d) A tender summary of tenders over \$250,000 will be brought to Council, approved by Council if the total dollar value is in excess of the budgeted amount or the tenders are over \$500,000.
- e) Tenders shall be approved by Council if the total dollar value is in excess of the budgeted amount or the tenders are over \$500,000.
- f) Where the Municipal District of Mackenzie awards any contracts or tenders, a contractor resident within the Municipal District of Mackenzie (including the Towns) who tenders within the following percentages of the lowest tender:

Deleted: ¶

<u>Contract Value</u>	<u>%</u>
\$ 0 to \$ 50,000	5%
\$ 50,001 to \$100,000	3%
\$100,001 to \$250,000	2%
\$250,001 or greater	1%

may be awarded the tender or contract if the tender meets all specifications and conditions to the satisfaction of the Municipal District of Mackenzie.

This section of the policy shall not be applicable to tenders that are jointly funded with the Province of Alberta.

g) Tenders may not necessarily be awarded to the lowest bidder. In certain instances a matrix may be used to determine the best "option" for the Municipal District of Mackenzie. The matrix may include but it not limited to the following:

- Reliability
- Warranties
- Service
- Purchase price
- Quality
- Standard options
- Trade-in values
- References
- Operator friendly

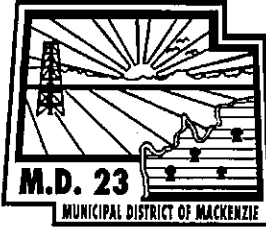
- Safety features
- Guaranteed buy-back values

Council will be advised when a matrix is used to determine the successful tender.

Invitation to Tender, Quotations, and Request for Proposals

4. a) No information regarding bids or bidders will be released to the public until a tender has been closed. A summary of results of tenders, bids or proposals will be public information. Details of a specific tender, bid or proposal are not routinely disclosed in accordance with the Freedom of Information and Protection of Privacy Act.

	Date	Resolution Number
Approved	Nov 10/98	98-341
Amended	June 6/01	01-318
Amended	June 18/02	02-468



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council
Meeting Date:	March 9, 2004
Originated By:	Michel Savard, Director of Operational Services
Title:	Policy ADM033 – Personal Vehicle Allowance Rate Structure
Agenda Item No:	10. C)

BACKGROUND / PROPOSAL:

Upon Council's request Administration has reviewed Policy ADM033 – Personal Vehicle Allowance Rate Structure.

This review was done independently from any information that was used previously. Per kilometer costs were calculated for MD purchases, personal purchases and for an MD lease.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

When doing the analysis, the following assumptions were made:

- Depreciation depended on the kilometers of the vehicle, not the years.
- Vehicles were only depreciated to approximately 195,000 km or 5 years as per MD policy ADM003 – Vehicle and Equipment Replacement.
- AMA states that the average personal kilometers per year is 18,000. This number was used in all the Personal Cost calculations and a percentage for MD use was used to calculate costs.
- The analysis does not include fuel.

The results of the analysis are summarized as follows:

- In all situations it is more cost efficient to purchase MD vehicles.
- The per km cost for MD vehicles is relatively similar to the previous per km cost for personal vehicles.

Attached is the revised policy, the previous schedule, a summary of costs and an example of the worksheet that was prepared for each vehicle scenario.

COSTS / SOURCE OF FUNDING:

Approved 2004 operating budget.

RECOMMENDED ACTION (by originator):

That Policy ADM033 - Personal Vehicle Allowance Rate Structure be amended as presented and that the revised rates be effective January 1, 2004.

Author: Brenda Wiebe Review:

Dept. Op. Services C.A.O.

Municipal District of Mackenzie No. 23

Title	PERSONAL VEHICLE ALLOWANCE RATE STRUCTURE	Policy No.	ADM033
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Legislature Reference	Municipal Government Act, Section 5
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<p>Purpose</p> <p>To reimburse employees for the use of their personal vehicle for municipal use.</p>
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Policy Statement and Guidelines

Based upon the completion of a Vehicle Costing Analysis, it was determined that it would benefit the municipality to allow specific employees the option of using their personal vehicles for municipal business.

1. Employees shall submit their request to use their personal vehicle for municipal use, to the Chief Administrative Officer (CAO).
2. The CAO shall review requests and authorize employees to use their personal vehicle for municipal use by using the following guidelines:
 - a) estimated kilometres shall be determined by the previous years kilometres incurred by the employee;
 - b) vehicle type required;
 - c) authorize payment of fixed bi-weekly rates ~~as per the attached schedule as follows:~~

Vehicle Description	Per km	Bi-weekly Rate
4x2 Regular Cab		
30,000 Km	0.2621	302.38
40,000 km	0.2317	356.49
50,000 km	0.2217	426.38
<hr/>		
4x4 Regular Cab		
30,000 Km	0.2841	327.85
40,000 km	0.2481	381.65
50,000 km	0.2371	459.90
<hr/>		
4x4 Quad Cab		
30,000 Km	0.3123	360.39
40,000 km	0.2743	422.01
50,000 km	0.2621	504.03

- d) by-weekly rates paid to authorized employees shall be determined using the estimated kilometres and vehicle type in accordance with the attached schedule table above.
- 3. If the employee exceeds the annual pre-determined estimated kilometres range the employee shall be reimbursed the difference to the appropriate actual kilometres used.
- 4. If the employee incurs less kilometres than the pre-determined estimated kilometres the employee shall be dropped to the actual kilometres and the difference shall be taken off of the determined following years estimated kilometres to reconcile what the employee actually should have been paid.
- 5. The employee shall provide the municipality with a business use insurance policy with the following minimum requirements:
 - a) \$2,000,000 Public Liability and Disability
 - b) use for transporting passengers (6A Endorsement)
- 6. The municipality shall ensure the M.D. of Mackenzie insurance policy includes "non-owned automobile insurance" for employees using another employee's personal vehicle for municipal use.
- 7. The employee shall be responsible for all expenses incurred with the use of their personal vehicle for municipal use *with the exception of fuel.*
- 8. The municipality shall provide the employee with a fuel card and cover the fuel expenses incurred by the use of the personal vehicle for municipal use.
- 9. The CAO shall review the rate structure and the pre-determined employee ranges prior to January of each year.
- 10. The CAO shall enter into agreements with the designated employees for the use of their personal vehicle for municipal use.

	Date	Resolution Number
Approved	December 5, 2001	01-657
Amended		
Amended		

CURRENT MUNICIPAL DISTRICT OF MACKENZIE NO. 23
2001 VEHICLE COSTING ANALYSIS (SCHEDULE)
SUMMARY OF 2002 SELECTED REPLACEMENTS MODELS

DESCRIPTION	VEHICLE OWNERSHIP	ANNUAL KM.	DEPRECIATION PER KM.	VARIABLES PER KM.	TIRES PER KM.	M.D. TOTAL COST PER KM. (FUEL EXCLUDED)	PRIVATE TOTAL COST PER KM. (FUEL EXCLUDED)	Recommended Bi-Weekly Rates	Annual Average M.D. Savings
2001 DODGE ½ TON REG CAB 4X2	M.D. PURCHASE PRIVATE	30,000 48,000	0.1914 0.1567	0.8666 0.0899	0.0130 0.0135	0.2910	0.2601	\$300.00	\$930.00
2001 DODGE ½ TON REG CAB 4X2	M.D PURCHASE PRIVATE	30,000 58,000	0.1435 0.1297	0.0866 0.0899	0.0130 0.0135	0.2431	0.2331	\$358.62	\$399.88
2001 DODGE ½ TON REG CAB 4X2 2002 DODGE ½ TON REG CAB 4X2	M.D PURCHASE PRIVATE	50,000 68,000	0.1268 0.1235	0.0866 0.0899	0.0130 0.0135	0.2264	0.2269	\$436.35	-\$25.10
2002 DODGE ½ TON REG CAB 4X4	M.D. PRIVATE	30,000 48,000	0.2325 0.1851	0.0866 0.0899	0.0130 0.0135	0.3321	0.2885	\$332.88	\$1308.12
2002 DODGE ½ TON REG CAB 4X4	M.D PRIVATE	40,000 58,000	0.1744 0.1532	0.0866 0.0899	0.0130 0.0135	0.2740	0.2566	\$394.77	\$695.98
2002 DODGE ½ TON REG CAB 4X4 2002 DODGE ½ TON REG CAB 4X4	M.D. PRIVATE	50,000 68,000	0.1542 0.1464	0.0866 0.0899	0.0130 0.0135	0.2538	0.2498	\$480.38	\$200.12
2002 DODGE ½ TON QUAD CAB 4X4 2003 DODGE ½ TON QUAD CAB 4X4	M.D PRIVATE	50,000 68,000	0.1775 0.1660	0.0866 0.0899	0.0130 0.0135	0.2771	0.2694	\$518.08	\$384.92

VEHICLE COSTING ANALYSIS WORK SHEET

VEHICLE PURCHASED

M.D. 2004 REGULAR CAB 4X2

30,000 KM M.D. PURCHASE

PURCHASE PRICE	\$24,365.67	\$25,096.64
RESALE VALUE AFTER		
1 YEAR		19,324.41
2 YEARS		15,308.95
3 YEARS		10,289.62
4 YEARS		8,030.92
5 YEARS		6,776.09
DEPRECIATION		
1 YEAR	23%	\$5,772.23
2 YEARS	39%	\$9,787.69
3 YEARS	59%	\$14,807.02
4 YEARS	68%	\$17,065.71
5 YEARS	73%	\$18,320.54
TOTAL KILOMETERS AFTER		
1 YEAR		30,000.00
2 YEARS		60,000.00
3 YEARS		90,000.00
4 YEARS		120,000.00
5 YEARS		150,000.00
LOSS PER YEAR		
OWNERSHIP DEPRECIATION	5 YEARS	\$3,664.11
G.I.C./SAVINGS	2.8%	\$682.24
INSURANCE/LICENSE		\$554.76
TOTAL		\$4,901.11
COST PER KILOMETER		0.1634

VARIABLES: BASED ON 30,000 KILOMETERS PER YEAR		
LIGHT BULBS		\$5.70
AIR FILTER		\$27.00
GAS FILTER		\$10.00
TRANS FILTER/OIL		\$33.15
BATTERY		\$45.00
DIFF. / TRANSFER CASE		\$14.00
WINDSHIELD		\$300.00
BELT		\$24.24
HOSES		\$4.92
ANTIFREEZE		\$30.56
ENGINE OIL 25L	\$13.75	\$82.50
OIL FILTER 5 EACH	\$5.50	\$33.00
WINDSHIELD WASHER FLUID		\$15.00
BOOSTING/TOWING		\$60.00
WASHING 36X12.00		\$432.00
TOTAL (incl. 3% GST)		\$1,150.58
COST PER KM.		0.0384
TIRES: BASED ON 50,000 KILOMETER REPLACEMENT		
LT245/75R 16 (X4)		\$820.00
3% GST		\$24.60
TOTAL		\$844.60
COST PER KM.		0.0169

SHOP AND REPAIR COSTS			
Warranty to 60,000 km			
	hrs	cost	
1 YEAR	13	\$650.00	
2 YEARS	13	\$650.00	
3 YEARS	13	\$650.00	
4 YEARS	13	\$650.00	
5 YEARS	13	\$650.00	\$3,250.00
Parts 30% labour			\$975.00
After warranty costs			\$4,000.00
Total Cost (incl 3% GST)			\$8,471.75
MD Use	100.0%		\$8,471.75
	COST PER KM		\$0.0434
TOTAL OWNERSHIP AND OPERATING COSTS			
	OWNERSHIP COST PER/KM.		0.1634
	VARIABLES COST PER/KM.		0.0384
	TIRES COST PER/KM.		0.0169
	SHOP & REPAIR COSTS PER/KM		0.0434
TOTAL COST PER KM.			\$0.2621
THESE RATES DO NOT INCLUDE FUEL			
Annual Rates 30,000	\$0.2621		\$7,861.79
Monthly Rates			\$655.15
Bi-Weekly Rates			\$302.38

MUNICIPAL DISTRICT OF MACKENZIE
2004 VEHICLE COSTING ANALYSIS

Vehicle Description	MD Cost		Personal Cost		Lease Cost		Most Cost Efficient Alternative	Annual Price Difference
	Per km	Bi-weekly Rate	Per km	Bi-weekly Rate	Per km	Bi-weekly Rate		
4x2 Regular Cab								
30,000 Km	0.2621	302.38	0.2772	319.82	0.3618	417.48	MD	453.44
40,000 km	0.2317	356.49	0.2596	399.37	0.3096	476.30	MD	1114.88
50,000 km	0.2217	426.38	0.2488	478.41	0.2770	532.69	MD	1352.78
4x4 Regular Cab								
30,000 Km	0.2841	327.85	0.3030	349.57	0.3820	440.81	MD	564.72
40,000 km	0.2481	381.65	0.2850	438.53	0.3229	496.70	MD	1478.88
50,000 km	0.2371	459.90	0.2741	527.13	0.2892	556.15	MD	1747.98
4x4 Quad Cab								
30,000 Km	0.3123	360.39	0.3288	379.33	0.3907	450.80	MD	492.44
40,000 km	0.2743	422.01	0.3078	473.54	0.3320	510.72	MD	1339.78
50,000 km	0.2621	504.03	0.2977	572.57	0.2945	566.33	MD	1782.04

REVISED

**Report
Director Operational Services**

TO: Harvey Prockiw
FROM: Mike Savard Director, Operational Services
DATE: March 9, 2004

Following is a summary of the Operational Services department during the past month:

Road Construction Capital Projects

- Clearing and/or survey has begun on all the 2004 new road construction projects.

La Crete Water Treatment Plant

- Tenders for the purchase of material for the raw water supply line are due on March 9, 2004.
- DCL Siemens is preparing the final tender documents for the construction of the water treatment plant. Tendering for the WTP construction will be advertised at the end of this month.

Operational Projects and Activities

- Gravel Crushing
R Bee Crushing has completed gravel crushing at the Tompkins Landing and West La Crete pits. Crushing at the Melvin River pit located along Highway 35 south of the Zama road will likely begin in late April and should be completed by May 15.
- Zama Water Treatment Plant
The engineering investigation is proceeding and should be finalized by the end of March. A report to Council will follow.
- Watermain Break in Zama
A watermain in Zama broke Monday, February 23, along Tower Road north of Beach Road. Staff from La Crete and Fort Vermilion went to Zama to assist with the repair which was completed on Wednesday, February 25. The break was due to a hydrant break and a water valve malfunction.

- Boil Water Advisory in Zama
Due to significant loss in water and the depletion of the water reservoir during the watermain break, the Northern Lights Health Region issued a "Boil Water Advisory". This was for precautionary measures only. The advisory was lifted on Sunday, February 29.
- Ratepayer Meeting in Zama
The residents of Zama held a ratepayer meeting on February 17 to discuss various municipal issues. Dave Hay, Area Supervisor, and I attended.
- La Crete & Area Chamber Meeting
A Chamber meeting was held on March 1st to discuss the rural water co-op project. More information will be available at the Council meeting.
- Fort Vermilion Slide Area
Construction of the FV Slide Area is scheduled to commence in mid-March, weather permitting. Construction will take approximately 12 days. The road will be closed during construction.

BF13400 – Boyer Indian Reserve

On Monday, March 1, EXH hosted a meeting regarding the bridge within Boyer Indian Reserve. EXH commented that the meeting was quite well attended. The proposed new route crossed Boyer River approximately 50 – 60 meters west of the current crossing. This should not change the length of the road at all. All the construction is on Reserve land. It will likely take about 3 years before construction begins; acquisition of land, EXH report, Alberta Transportation approval, design and permits all take a fair amount of time.

Staffing

- Robert Larivierre, Area Supervisor for rural High Level and Zama, resigned at the end of January. We are currently advertising to fill this position.
- Both Project Services Technologists attended a playground inspection course last week. As a result, Administration will now be revising the playground inspection policy to reflect the proper standards and CSA compliance. The policy should be prepared and presented to Council in April.
- A Utilities Operators meeting will be held on March 5 to discuss details of the watermain break in Zama and ways to minimize future water supply interruptions.

Michel Savard
Director of Operational Services

M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council
Meeting Date:	March 9, 2004
Originated By:	Paul Driedger, Director Planning, Emergency and Enforcement Services
Title:	Bylaw 413/04 – Land Use Bylaw Amendment to Add Zoning and Conditions
Agenda Item No:	11.2)

BACKGROUND / PROPOSAL:

We have had a request from a developer to add another zoning to the Rural Country Residential District to better accommodate the various needs of the public. Currently the Rural Country Residential District 3 (RC3) allows for shops, houses and mobile homes. There are requests for acreages that allow houses and shops but not mobile homes.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Bylaw 413/04 adds to the MD Land Use Bylaw Rural Country Residential District 4 "RC4". RC4 would allow for houses and shops but not mobile homes.

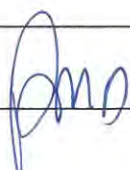
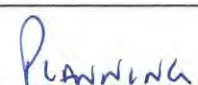

Rural Country Residential District "RC" should be removed from the Land Use Bylaw as it has been replaced with Rural Country Residential District 2 "RC2".

COSTS / SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION (by originator):

That first reading be given to Bylaw 413/04 being a Land Use Bylaw amendment to add zoning for Rural Country Residential District 4 "RC4" and remove Rural Country Residential District "RC".

Review:		Dept.		C.A.O.	
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BYLAW NO. 413/04
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 to add zoning for Rural Country Residential District 4 "RC4" to better specify particular uses for multi-lot country residential subdivisions within the Municipal District of Mackenzie No. 23.

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 Section 5.3.E be added to the Municipal District of Mackenzie Land Use Bylaw as follows:

5.3.E RURAL COUNTRY RESIDENTIAL DISTRICT 4 "RC4".

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) Ancillary building or use.
- (2) Bed and breakfast.
- (3) Home based business.
- (4) Public use.
- (5) Garden suite.
- (6) Owner/Operator business.
- (7) 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).

H. ADDITIONAL REQUIREMENTS

- (1) Buildings shall be of new construction unless otherwise required 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) 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.

H. THE KEEPING OF ANIMALS

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

I. REZONING REQUIREMENTS

1. In order to ensure a firm commitment for development has been received the following are requirements for the rezoning application:
 - (a) An Area Structure Plan for the parcel.
 - (b) A minimum of 10 parcels per rezoning application, or where the total area to be rezoned is less than 20.2 hectares (50 acres), the total developable area must be subdivided.
 - (c) The subdivision must have legal access that meets Municipal District of Mackenzie standards.
 - (d) Where the existing municipal road is not up to the standard required for the parcel, a road request or upgrade must be part of the subdivision application.
2. Once approval has been granted, the developer shall have a period of one (1) year, or as required by the Development Authority, to develop the subdivision including, but not limited to, the installation of utilities, roads and plan registration.

J. SUBDIVISION REQUIREMENTS

1. The Developer shall enter into a Developer's Agreement with the Municipality for payment of off-site levies, if required, for rural multi-lot subdivisions.
2. No subdivision shall be approved unless utility services, including water supply and sewage disposal, can be provided with sufficient capacity to accommodate development of the proposed parcel(s).

3. The Developer shall submit, along with his subdivision application, a Water Management Plan as required by the Water Act RSA 2000 Chapter W-3.
 4. The Subdivision Authority may require a sewage collection report from a qualified plumbing inspector to ensure sewage disposal will not have a negative impact on the parcel and/or adjacent land or water resources.
 5. Municipal Reserve money in the amount of 10% of market value of the proposed subdivision land or 10% land if required for parks or schools.
2. That the following Section 5.3.A Rural Country Residential District "RC" be removed from the Municipal District of Mackenzie Land Use Bylaw.

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:	Regular Council
Meeting Date:	March 9, 2004
Originated By:	Paul Driedger, Director Planning, Emergency and Enforcement Services
Title:	Bylaw 414/04 – Land Use Bylaw Amendment Parcel Density and Farmstead Separation
Agenda Item No:	11. b)

BACKGROUND / PROPOSAL:

Our Land Use Bylaw does not allow for subdivisions on the grounds that they are fragmented from the remainder of the quarter section, it only allows for one vacant 10 acre subdivision and a second subdivision provided one of the parcels is an existing farmstead, to a total of three parcels per quarter section.

The definition of "Farmstead" needs to be clarified to clearly indicated what qualifies as a farmstead.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Where fragmented parcels are difficult to be accessed for farming or too small to be subdivided and remain viable for farming, we are requesting that the landowner be given the option to subdivide the entire fragmented parcel. A fragmented parcel may have a total of 20 acres but the creek banks take up a good portion of that. Our bylaw will only allow a 10 acre subdivision rendering the remainder of that property useless.



The Planning and Development Department requests that Council consider changing the following sections of the of the Land Use Bylaw to read:

5.2.A. Agricultural District 1 "A1"

C. Parcel Density

(1) Residential Uses: Three (3) parcels per quarter section, river lot or original titled property with the balance of the quarter section, river lot or original titled property being one of the parcels; with the other parcels being any two of the following:

- Existing farmstead,
- Vacant parcel, or
- Fragmented parcel (maximum 20 acres).

Review:		Dept. <u>Planning</u>	C.A.O. 
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F. Lot Area

(1) Country Residential Uses:

Maximum Lot Area: up to 4.05 hectares (10.0 acres) unless an existing residence requires the approval of a larger parcel size to meet setback requirements or to include the entire yardsite; or where the parcel is fragmented to such a degree that a 4.05 hectares (10.0 acres) subdivision would render the remaining portion of the fragmented parcel useless for farming.

1.2 Definitions



"Farmstead" means a parcel of land containing a developed residence and/or related improvements, such as barns, graineries, corrals, shops, etc., which are normally associated with a farm operation and has existed for a minimum of ten years.

COSTS / SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION (by originator):

That first reading be given to Bylaw 414/04, being a Land Use Bylaw Amendment to redefine Section 5.2.A.C(1) Residential Uses; Section 5.2.A. F.(1) Country Residential Uses; and Section 1.2 Definitions "Farmstead".

Review: 	Dept. 	C.A.O.
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BYLAW NO. 414/04

**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 to replace section 5.2.A.C(1) and section 1.2 for rural subdivisions, within the Municipal District of Mackenzie No. 23.

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 replace Section 5.2.A.C(1) with:

C. PARCEL DENSITY

(1) Residential Uses: Three (3) parcels per quarter section, river lot or original titled property with the balance of the quarter section, river lot or original titled property being one of the parcels; with the parcels being any two of the following:

- Existing farmstead
- Vacant parcel
- Fragmented parcel (maximum 20 acres)

2. F. Lot Area

(1) Country Residential Uses:

Maximum Lot Area: up to 4.05 hectares (10.0 acres) unless an existing residence requires the approval of a larger parcel size to meet setback requirements or to include the entire yardsite; or where a fragmented parcel is fragmented to such a degree that a 4.05 hectares (10.0 acres) subdivision would render the remaining portion of the fragmented parcel useless for farming.

3. That the following definition replace Section 1.2. DEFINITIONS
"FARMSTEAD" with:

"FARMSTEAD" means a parcel of land containing a developed residence and/or related improvements, such as barns, graineries, corrals, shops, etc. which are normally associated with a farm operation and has existed for a minimum of ten years.

3. The adoption of this bylaw rescinds Bylaw 344/03.

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:	Regular Council Meeting
Meeting Date:	March 9, 2004
Originated By:	Paul Driedger, Director Planning, Emergency and Enforcement Services
Title:	Disaster Social Services Course March 19, 2004 in Fort Vermilion
Agenda Item No:	11. c)

BACKGROUND / PROPOSAL:

We are hosting a regional Disaster Social Services Course on March 19, 2004. The aim is to provide participants with the knowledge, skills and tools required to develop the Disaster Social Services Response Plan for their community. We are inviting personnel from all 3 municipalities & community services.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

In a large-scale disaster, the volume, urgency and intensity of human needs and the degree of social disorganization are such that regular community resources are unable to cope. The situation requires the activation of the community's Disaster Social Service Response Plan to meet the urgent physical and personal needs until regular social services or special recovery programs are effectively in operation. The community's Disaster Social Services Response Plan is a specialized component of the Municipal Emergency Plan.

COSTS / SOURCE OF FUNDING

N/A



RECOMMENDED ACTION (by originator):

Option 1

That _____ be authorized to attend the Disaster Social Services Course on March 19, 2004 in Fort Vermilion.

Option 2

That correspondence on the Disaster Social Services Course be received as information.

Review: 	Dept. <i>Emergency Services</i>	C.A.O. 
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DISASTER SOCIAL SERVICE COURSE

In a large-scale disaster, the volume, urgency and intensity of human needs and the degree of social disorganization are such that regular community resources are unable to cope. The situation requires the activation of the community's Disaster Social Service Response Plan to meet the urgent physical and personal needs until regular social services or special recovery programs are effectively in operation. The community's Disaster Social Services Response Plan is a specialized component of the Municipal Emergency Plan.

AIM OF THE COURSE

To provide participants with the knowledge, skills and tools required to develop the Disaster Social Services Response Plan for their community.

SCOPE

This course will:

- a) Familiarize participants with the impact of a disaster on the community and outline emergency preparedness programs in Alberta,
- b) Introduce participants to the problems and situations likely to be encountered in a disaster situation where a large number of people are displaced from their homes,
- c) Provide participants with information and a framework to assist them in developing their Disaster Social Service Response Plan,
- d) Familiarize participants with the integration of the Disaster Social Service Response Plan into the Municipal Emergency Plan; and
- e) Include a Reception Centre exercise.

WHO SHOULD ATTEND

This course is intended for individuals who have a key role in the Disaster Social Services Response Plan. This could include representatives from:

- The municipality (e.g. Director of Disaster Services, Deputy Director of Disaster Services, elected officials)
- Social service agencies (e.g. Family & Community Support Services/ Community Services, Alberta Human Resources & Employment)
- Health representatives (e.g. Public Health, Alberta Mental Health Board)
- Local organizations and groups (e.g. Police Victim Services, clergy)
- Non-governmental agencies (e.g. Canadian Red Cross Society, Salvation Army, St. John Ambulance)

Emergency services personnel (e.g. fire, police) may also find this course of interest.

AGENDA

Disaster Social Service and Personal Preparedness Course

MD of Mackenzie

March 19, 2004

9:00 – 9:15	Introductory Remarks	Gloria / Paul
	Review of Emergency Exits, etc	
	Introductions	Jody Evans-Urien
	Review of Agenda	
	Course Objectives	
9:15 – 9:30	Alberta's Emergency Planning Framework	
9:30 – 9:50	Emergency Planning and Response in the MD of Mackenzie	Paul Driedger
9:50 – 10:00	Types of Disasters Local Hazards	Jody Evans-Urien
10:00 – 10:25	Review of Events	Jody Evans-Urien
10:25 – 10:40	BREAK	
10:40 – 11:10	Individual Responsibilities Personal Preparedness	Jody Evans-Urien
11:10 - 12:00	Developing a Disaster Social Services Response Plan (table top exercise)	Jody Evans-Urien
12:00 – 12:45	LUNCH	
12:45 – 2:00	Developing a Municipal Disaster Social Services Reponse Organization and Activating Disaster Social Services Response Plan.	Jody Evans-Urien
2:00 – 2:30	Registration and Inquiry	Jody Evans-Urien
2:30 – 2:45	BREAK	
2 :45 – 3 :45	Reception Centre Exercise Exercise Feedback	Jody Evans-Urien
3 :45 – 4 :00	Course Summary Evaluations	Jody Evans-Urien

M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	March 9, 2004
Originated By:	Paul Driedger, Director Planning, Emergency and Enforcement Services
Title:	Wildfire Prevention Forum 3 April 1 & 2, 2004 in Edmonton
Agenda Item No:	11.d)

BACKGROUND / PROPOSAL:

Alberta Sustainable Resource Development is hosting the Wildfire Prevention Forum 3 on April 1 & 2, 2004. The Wildfire Prevention Forum will build on the success of the Wildfire Prevention Forums held over the last two years and allow participants to learn more about the FireSmart program and how it can be applied and transferred to communities and industry.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

There will be presentation and an interactive information marketplace will again be designed to reaffirm the seven disciplines of fire protection in the wildland/urban interface: vegetation management, development, public education, legislation, interagency cooperation, cross training and emergency planning. This year emphasis will be placed on strengthening our partnerships among all levels of government, industry, and communities in or near the forest in order to prepare for future wildfires in the forest landscape.


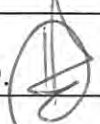
COSTS / SOURCE OF FUNDING

Registration
Travel
Honorariums

RECOMMENDED ACTION (by originator):

Option 1

That _____ be authorized to attend the Wildfire Prevention Forum 3 on April 1 & 2 in Edmonton.

Review: 	Dept. <i>Emergency Services</i>	C.A.O. 
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Option 2

That correspondence on the Wildfire Prevention Forum 3 conference be received as information.

Review:



Dept. Emergency Services

C.A.O.

Paul

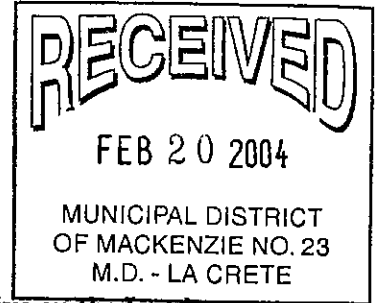
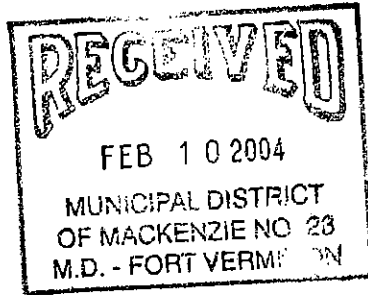


Forest Protection,
Provincial Forest Fire Centre,

10th Floor
9920 - 108 Street
Edmonton, Alberta
Canada T5K 2M4

Telephone 780/427-6807
Fax 780/427-0292

February 6, 2004



Dear Stakeholder:

**SUBJECT: WILDFIRE PREVENTION FORUM 3 - The Realities of Wildfire on the Landscape
preparing for future wildfires with partnerships in prevention**

Alberta Sustainable Resource Development, Forest Protection Division, invites you to attend Wildfire Prevention Forum 3 to be held at the Coast Terrace Inn South in Edmonton on **April 1 and 2, 2004**.

As indicated in my letter of January 16, this Forum will build on the success of the Wildfire Prevention Forums held over the past two years. This year, emphasis will be placed on strengthening our partnerships among all levels of government, industry and communities to prepare for future wildfires in the forest landscape. Presentations will focus on six applied topics: Community Planning, Successful Prevention Projects, Communication and Public Education, Joint Training, Public Safety and Access to Available Resources. In the information marketplace, participants will have the opportunity to engage knowledgeable individuals in discussion about how to put their ideas into action.

Please confirm your plans to attend the Forum by returning the enclosed registration form, along with a registration fee of \$165.00, to Equus Consulting Group. If you have any questions about registration, contact Yvonne Spanton at (780) 423-4731 or toll-free 1-800-361-9362. There is limited space available so register early to avoid disappointment. The deadline for registration is **March 5, 2004**.

I look forward to your participation in this year's Forum. Wildfire prevention is everyone's business. Together we can continue to ensure public safety and the best possible protection for our communities. If you require additional information about the Forum, please contact me at (780) 427-4969 or John Branderhorst, Wildfire Prevention Officer, at (780) 427-8690 or toll-free by calling Service Alberta at 310-0000.

Sincerely

John Shires
Director, Wildfire Information Branch

Enclosure(s)

WILDFIRE PREVENTION



FORUM 3

THE REALITIES OF WILDFIRE ON THE LANDSCAPE

preparing for future wildfires with partnerships in prevention

The Coast Terrace Inn - Edmonton South
April 1 & 2, 2004

TENTATIVE PROGRAM

April 1 PM

4:00 - 5:30	Forum Registration	
5:30 - 7:00	Dinner	
7:00 - 8:00	Welcome 2003 Fire Season - The Harsh Realities	Stew Walkinshaw - Fire Manager Southern Rockies Wildfire Management Area Ron McCullough - CAO M. D. of Crowsnest Pass
8:00 - 8:15	Introduction to Forum and Information Marketplace	John Shires - Forum Chair Director, Wildfire Information Branch
8:15 - 9:30	Informal Meet Your Colleagues and Cash Bar	

April 2 AM

8:00 - 9:00	Continental Breakfast Buffet	
8:30 - 9:10	Wildfire - A Force of Nature (DVD)	
9:10 - 9:40	<i>Presentation: Community Planning - Planning for fire</i> Q & A	
9:40 - 10:10	<i>Presentation: Successful Prevention Projects - Partnerships in prevention</i> Q & A	
10:10 - 10:30	Coffee Break	

Note: Presenters and information marketplace resource people to be confirmed.

.../over

WILDFIRE PREVENTION



FORUM 3

10:30 - 11:00	<i>Presentation: Communication and Public Education - It can happen to you</i> Q & A
11:00 - 12:00	Information Marketplace
12:00 - 1:00	Lunch Buffet

April 2 PM

1:00 - 1:30	<i>Presentation: Joint Training - We're all in this together</i> Q & A
1:30 - 2:00	<i>Presentation: Public Safety - Who's responsible for what</i> Q & A
2:00 - 2:30	<i>Presentation: Access to Available Resources - Partnerships for action</i> Q & A
2:30 - 3:00	Coffee Break
3:00 - 4:00	Information Marketplace
4:00 - 4:15	Closing Comments

Note: Presenters and information marketplace resource people to be confirmed.

WILDFIRE
PREVENTION



FORUM 3

Alberta Sustainable Resource Development

Forest Protection Division

The Coast Terrace Inn
Edmonton South
April 1 & 2, 2004

FORUM REGISTRATION

If you wish to attend the *Wildfire Prevention Forum*, please complete this form and return it in the enclosed postage-paid envelope, along with a cheque (made payable to Equus Consulting Group) for the registration fee of \$165.00, by March 5, 2004.

(Please Print)

Name: _____ Title: _____

Organization: _____

Address: _____

PC: _____

Telephone: _____ Fax: _____ E-mail: _____

Special meal requested: No Yes Please specify: _____

To aid in our planning, please indicate your area(s) of interest below:

- | | | |
|---|---|---|
| <input type="checkbox"/> Community Planning | <input type="checkbox"/> Joint Training | <input type="checkbox"/> Successful Prevention Projects |
| <input type="checkbox"/> Communication and Public Education | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Access to Available Resources |

The Forum will take place at The Coast Terrace Inn - Edmonton South at 4440 Gateway Blvd. Delegates are responsible for their own accommodation arrangements. If you wish to stay at The Coast, we have block-booked guestrooms which you can reserve by completing the enclosed reservation form or by phoning their reservation agents at (780) 437-6010 or toll-free at 1-888-837-7223 (please identify yourself as a delegate to the Wildfire Prevention Forum or Group No. 4234).

If you have any questions about registration, please contact:

Yvonne Spanton
Equus Consulting Group
250, 9707 - 110 Street, Edmonton, AB T5K 2L9
Phone: (780) 423-4731 or toll-free 1-800-361-9362
Fax: (780) 423-4745 or toll-free 1-888-423-4745
E-mail: yspanton@equusgroup.com

Alberta
SUSTAINABLE RESOURCE
DEVELOPMENT

Forest Protection



4440 Gateway Blvd.
Edmonton, Alberta T6H 5C2
Telephone: (780) 437-6010
Fax: (780) 431-5802

Reservations: 1-888-837-7223
E-mail: reservations@coastterraceinn.com
Website: www.coastterraceinn.com

**Welcome attendees to the
Alberta Sustainable Resource Development - Wildfire Prevention Forum 3**

**The Coast Terrace Inn - Edmonton South
is proud to be your accommodation venue!**

The Coast Terrace Inn – Edmonton South is very pleased to provide guestrooms for your meetings.

Outlined below is a simple reservation form to make arrangements for your overnight accommodations. The Coast Terrace Inn's ideal south side location is accessible by major transportation routes and is only a short drive from the Edmonton International Airport. All guestrooms have coffee makers, mini-bars, room service, two queen beds or one king size bed with a sofa bed. The Atrium Café Restaurant has an extensive menu for breakfast, lunch, and dinner. Indoor parking and access to the fitness facility complete with pool & whirlpool is complimentary.

A guestroom rate of only \$99.00 (Comfort Guestrooms) plus tax is available to you. Please complete and return this form by **March 5, 2004**.

The form can be faxed to 780-431-5801 or simply call 1-888-837-7223 and ask for in-house reservations. **When phoning please ask for the Alberta Sustainable Resource Development - Wildfire Prevention Forum or Group No. 4234.**

Alberta Sustainable Resource Development - Wildfire Prevention Forum 3 – Group No. 4234

To assist us with your reservation, please complete the following information:

Last Name: _____ First Name: _____

Address: _____ City/Province: _____ PC: _____

Home Phone: _____ Bus. Phone: _____ Fax Number: _____
(confirmation will be faxed to this number)

Arrival Date: _____ Departure Date: _____

Number of people: _____ Non-Smoking/Smoking (Circle) Number of beds: 1 2 (Circle)

Special Requests: _____

All rooms will be held until 4:00 pm. If you anticipate arriving after 4:00 pm, please provide a credit card number to guarantee your guestroom. Check-in time is 3:00 pm.

Credit Card Number: _____ Exp. Date: _____
Visa / Mastercard / American Express / Diners Club

Please fax to: 780-431-5801

A confirmation number will be sent to you by fax

M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Meeting
Meeting Date:	March 9, 2004
Originated By:	Paul Driedger, Director Planning, Emergency and Enforcement Services
Title:	Subdivision Statistics Report Year End Comparisons (2001-2003)
Agenda Item No:	11.e)

BACKGROUND / PROPOSAL:

Following is the statistical comparisons from 2001-2003

2001 – 31 applications for 83 lots encompassing 445 acres

2002 – 36 applications for 96 lots encompassing 413 acres

2003 – 40 applications for 107 lots encompassing 419 acres

The total acres subdivided 2001-2003 are 1277 acres, which converts to 7.98 quarters of land. Of this 1152 acres or 7.2 quarter sections was subdivided from agriculture land.

(see attached breakdown)

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

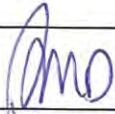
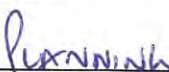
Not applicable

COSTS / SOURCE OF FUNDING:

Not applicable

RECOMMENDED ACTION (by originator):

For Information

Review: 	Dept. 	C.A.O.
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**Municipal District of Mackenzie No. 23
Total Subdivision Summary
2001 to 2003**

Total Number of Lots Subdivided

Totals Lots Subdivided within MD of Mackenzie	Subdivision Applications	Rural Lots	Multi Rural lots	Urban Lots	Total
2001	31	23	13	47	83
2002	36	28	10	58	96
2003	40	31	3	73	107
Total	107	82	26	178	286

Total Amounts in Acres

YEARS	Rural in Acres	Multi Rural in Acres	Urban in Acres	Total
2001	181.11	181.88	82.46	445.45
2002	280.27	111.47	21.03	412.77
2003	332.9	64.25	21.7	418.85
TOTAL	794.28	357.6	125.19	1277.07

Total amount of area subdivided for 2001 to 2003 – 1277.07 acres

**Municipal District of Mackenzie No. 23
Year End Subdivision Summary
2003**

Subdivision	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Urban Lots	0	0	73	0	0	0	1	0	0	0	73
Rural Lots	5	7		8	5	1	0	2	3	0	31
Rural Multi Lots	0	0	0	0	0	0	0	0	3	0	3
Total	5	7	73	8	5	1	1	2	4	0	107

Wards	Rural in Acres	Multi Rural in Acres	Urban in Acres
Ward 1	43.4	0	0
Ward 2	50.32	0	0
Ward 3	39.91	0	21.7
Ward 4	98.7	0	0
Ward 5	50.57	0	0
Ward 6	10.34	0	0
Ward 7	0	0	0
Ward 8	20	0	0
Ward 9	30	64.25	0
Ward 10	0	0	0
TOTAL	332.9	64.25	21.7

Total amount of area subdivided in 2003 – 418.85 acres

**Municipal District of Mackenzie No. 23
Year End Subdivision Summary
2002**

Subdivision	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Urban Lots	0	0	56	1	0	0	1	0	0	0	58
Rural Lots	4	4	2	8	3	1	0	3	3	0	28
Rural Multi Lots	0	0	2	0	8	0	0	0	0	0	10
Total	4	4	60	9	11	1	1	3	3	0	96

Wards	Rural in Acres	Multi Rural in Acres	Urban in Acres
Ward 1	60	0	0
Ward 2	50.21	0	0
Ward 3	0	4.24	21.03
Ward 4	62.26	0	0
Ward 5	31.30	107.23	0
Ward 6	10	0	0
Ward 7	0	0	0
Ward 8	36.5	0	0
Ward 9	30	0	0
Ward 10	0	0	0
TOTAL	280.27	111.47	21.03

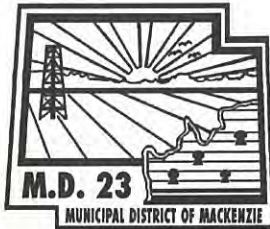
Total amount of area subdivided in 2002 – 412.77 acres

**Municipal District of Mackenzie No. 23
Year End Subdivision Summary
2001**

Subdivision	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7	Ward 8	Ward 9	Ward 10	Total
Urban Lots	0	0	47	0	0	0	0	0	0	0	47
Rural Lots	3	2	0	7	3	0	0	1	6	0	23
Rural Multi Lots	3	0	0	3	0	0	0	0	7	0	13
Total	6	2	47	10	3	0	0	1	13	0	82

Wards	Rural in Acres	Multi Rural in Acres	Urban in Acres
Ward 1	33.3	78.4	
Ward 2	12.5	0	0
Ward 3	0	0	82.46
Ward 4	66.83	18	0
Ward 5	0	20	0
Ward 6	0	0	0
Ward 7	0	0	0
Ward 8	0	13.6	0
Ward 9	68.48	51.88	0
Ward 10	0	0	0
TOTAL	181.11	181.88	82.46

Total amount of area Subdivided in 2001- 445.45 acres



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	March 9, 2004
Originated By:	Bill Landiuk, Director of Corporate Services
Title:	Bylaw 64/96 – Impose penalties for nonpayment of taxes and tax arrears
Agenda Item No:	12. a)

BACKGROUND / PROPOSAL:

The CAO has requested that this bylaw be brought forward to Council to determine whether or not any changes should be made to the interest rate charged for the nonpayment of taxes and tax arrears.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Administration has provided a report that contains a small sample of municipalities and their current penalty percentage. As can be seen by this analysis, the MD's rates are comparable to the majority of municipalities in the survey.

As Council is aware, it is a balancing act in trying to arrive at a fair and equitable penalty percentage. On one side we do not want to charge what could be seen as exorbitant or excessive amount but on the other hand we want to make sure that there is an incentive to pay your taxes on time. With our current penalty rates, we generally still have anywhere from \$600,000 to \$700,000 worth of taxes outstanding at year-end.

COSTS / SOURCE OF FUNDING:

N/A

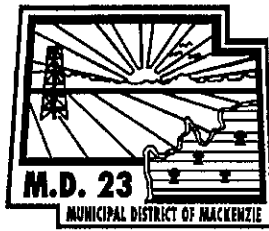
RECOMMENDED ACTION (by originator):

For discussion and receive as information.

Review:

Dept.

C.A.O.



Municipal District of Mackenzie No. 23

P.O. Box 640

Fort Vermilion, AB T0H 1N0

Phone (780) 927-3718

Fax (780) 927-4266

TO: Bill Landiuk
FROM: Dianne Pawlik
DATE: February 26, 2004
SUBJECT: Interest Penalties

As per our conversation of January 9, 2004, following is a list of penalties charged in a selection of municipalities:

Municipality	Current Levy Penalty	Dates Charged	Arrears Penalty	Dates Charged	Copy of Bylaw	Tax Certificate Charge
MD of Mackenzie	6% 6%	July 1 November 15	12%	July 1		\$25.00
City of Grande Prairie	6% 6%	July September	18%	Jan/May/Sep 6%/6%/6%	yes	\$30.00
City of Edmonton	6% 1%	June 30 Jul/Aug/Sep/ Oct/Nov/Dec	12%	January	yes	\$25.00
MD of Northern Lights	12%	Nov 1	12%	Nov 1	yes	\$15.00 Verbal \$7.49
Smoky Lake	10%	Sep 1	12%	Sep 1	yes	\$10.00
Town of Peace River	6% 6% 6%	July 1 Aug 1 Sep 1	18%	Dec 31	yes	\$12.00
Town of High Level	10% 8%	July 31 August 31	18	Dec 31	yes	\$20.00
Town of Pincher Creek	12%	July 31	10%	January 1	Requested	\$25.00
Town of Rainbow Lake	18%	July 13	18%	Dec 31 on total outstanding balance	Yes	\$15.00
Town of Vegreville	15%	July	15%	January 1 on all outstanding	yes	\$25.00

I also have a copy of the Bylaw from the City of Edmonton and the City of Grande Prairie regarding other charges.
Dianne

BYLAW NO. 064/96

A BYLAW OF THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23, IN THE PROVINCE OF ALBERTA, TO IMPOSE PENALTIES FOR NONPAYMENT OF TAXES AND TAX ARREARS

WHEREAS, pursuant to the provisions of the Municipal Government Act, Statutes of Alberta, 1994, Chapter M-26.1, Sections 344, 345, 346 and 252 and amendments thereto, the Council may pass a bylaw to establish the penalties on taxation.

NOW THEREFORE, pursuant to provisions contained in the Municipal Government Act the Council of the Municipal District of Mackenzie No. 23 in the province of Alberta, duly assembled, hereby enacts as follows:

1. In this Bylaw, the following words shall be defined as:
 - (a) "Business Day" shall mean every day of the week, Monday through Friday excepting statutory holidays and other holidays designated by the Municipal District of Mackenzie No. 23.
 - (b) "Tax" or "Taxes" Means:
 - (i) a property tax,
 - (ii) a business tax,
 - (iii) a business revitalization zone tax,
 - (iv) a special tax, and
 - (v) a local improvement tax;
 - (c) "Tax Arrears" means Taxes, and includes all penalties levied on Taxes that remain unpaid after December 31 of the year in which they are imposed.
2. That Taxes shall be due and payable either on or before June 30 of the year in which the Tax is levied.
3.
 - (a) That in the event of any Taxes remaining unpaid after June 30 of the year in which they are levied, there shall be added thereto by way of penalty an amount of six (6%) percentum on the first Business Day of July.
 - (b) That in the event June 30 is not a Business Day, the penalty amount referred to in paragraph 3(a) above will be levied and added to the Taxes on the Second Business Day of July.
4.
 - (a) That in the event of any Taxes remaining unpaid after November 15 of the year in which they are levied, there shall be added thereto by way of a further penalty an amount of six (6%) percentum on the first business day after November 15.
 - (b) That in the event November 15 is not a Business Day, the penalty amount referred to in paragraph 5(a) above will be levied and added to the Taxes on the Second Business Day after November 15.
5.
 - (a) That in the event of any Tax Arrears remaining unpaid after June 30th, there shall be added thereto by way of penalty an amount of twelve(12%) percentum on the first Business Day of July, and such penalty shall be levied in each succeeding year so long as the Tax Arrears remain unpaid.
 - b) That in the event June 30 is not a Business Day, the penalty amount referred to in paragraph 5(a) above will be levied and added to the Tax Arrears on the Second Business Day of July.
6. That any penalty imposed under the terms of this Bylaw may be added to and forms a part of the Tax in which it is imposed.

7. This Bylaw shall come into force upon third and final reading.
8. This Bylaw shall be known as the Tax Penalties Bylaw.
9. That Bylaw No. 49/96 is hereby rescinded.

First Reading given on the _____ day of _____, 1997

Reuben Derksen, Reeve

Dennis Litke, C.A.O.

Second Reading given on the _____ day of _____, 1997

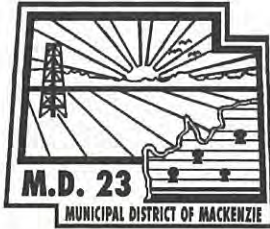
Reuben Derksen, Reeve

Dennis Litke, C.A.O.

Third Reading and Assent given on the _____ day of _____, 1997

Reuben Derksen, Reeve

Dennis Litke, C.A.O.



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	March 9, 2004
Originated By:	Bill Landiuk, Director of Corporate Services
Title:	Assessment Services – One-Year Contract Extension with Compass Assessment
Agenda Item No:	12. b)

BACKGROUND / PROPOSAL:

Our contract with Compass Assessment has expired and they have offered a one-year extension with a 10% increase (this is the first increase in 5 years) as well as an additional fee of \$5,000 for annual work related to Footner's OSB plant. The total would be \$155,480. - an increase of \$18,680.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

If Council recalls, at the tri-party meeting with High Level and Rainbow Lake Councils it was suggested that the directors' of corporate service for High Level and the MD along with the CAO of Rainbow Lake be tasked with making a recommendation on the type of assessment services in the future. Should we hire our own (e.g. residential /commercial and contract industrial) or do a new tender? I had one discussion with the High Level corporate services director just before Christmas to get the ball rolling and unfortunately a few weeks later she resigned her position. I have held off on pursuing this further awaiting the new director for the Town. I believe they are in the processing of interviewing for the position but I expect they are still a couple of weeks away from having someone in the position.

Since this recommendation has not come forward, we still need to have our 2004 assessment prepared (this would be for the 2005 taxation year) so Administration is recommending that an one year extension to the contract with the increases proposed by approved.

This would also give the three administrations time to review and recommend a longer-term option for assessment services in our region.

COSTS / SOURCE OF FUNDING:

2004 operating budget

RECOMMENDED ACTION (by originator):

Motion:

That Council approves a one-year contract extension for assessment services with Compass Assessment in the amount of \$155,480.

Review:

Dept.

C.A.O.

**ASSESSMENT CONSULTANTS INC.**

10607 - 82 Street
Edmonton, Alberta T6A 3N2
Bus: (780) 469-5552
Fax: (780) 466-5406

February 26, 2004

Municipal District of McKenzie #23
P.O. Box 640
Fort Vermillion, Alberta
TOH 1N0

Attention: Harvey Prockiw; Chief Administrative Officer

RE: Assessment Services Agreement

Dear Harvey,

Thank you for meeting with me last Friday to discuss the expiration of our five-year Assessment Services Contract.

We here at Compass have enjoyed serving your municipality for ten years now and would like to continue our service dedicated to quality assessments and exceptional liaisons with municipal employees and rate payers.

As we discussed, at this point in time we would like to extend the contract for one more year allowing time for all parties in conjunction with the Town of High Level and Town of Rainbow Lake to discuss assessment services in general and the cost savings utilizing one firm for all three municipalities.

This would also allow us time to address any concerns expressed by council as to the process of conducting field inspections and processing this information onto your assessment roll. We take great pride in our work and want to make sure our clients feel they are getting the best service possible while remaining cost effective in the process.

As you requested, we can start by doing a presentation to council in April or May and hopefully through the process of preparing your 2004 assessments we can meet in the fall to discuss signing a new five-year term.

Due to inflation and growth during the past five years we would request a 10% increase to the general contract as well as \$5,000 per year for the newly constructed Footner OSB plant.

Therefore the total cost of preparing your 2004 assessment would be: **\$155,480**.
We would also like to switch to monthly invoicing with a 15% holdback upon completion of the Assessment Review Board.

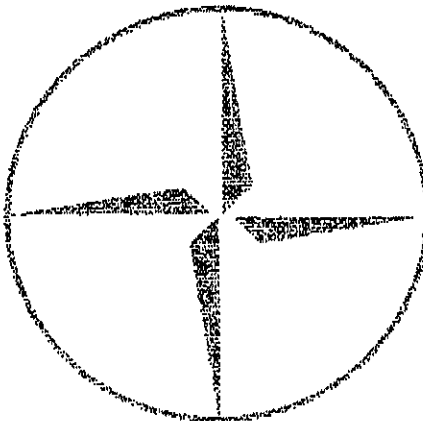
We thank you for your attention to this matter, we look forward to preparing your 2004 assessment and hopefully we can extend our Assessment Services Agreement into the future.

Yours truly,

A handwritten signature in black ink, appearing to be 'Randy Affolder', written over a horizontal line. The signature is enclosed in a large, hand-drawn oval.

Randy Affolder, A.M.A.A.
Industrial/Office Coordinator

Copy- Bill Landiuk; Director of Corporate Services
Alan McNaughton; Compass Assessment Consultants Inc.





M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	March 9, 2004
Originated By:	Bill Landiuk, Director of Corporate Services
Title:	Zama Playground
Agenda Item No:	12. (C)

BACKGROUND / PROPOSAL:

Council has approved placing \$54,000 in the 2004 capital budget for a playground in Zama. One of the stipulations that Council put in place was that this playground was not to be situated on Fort Vermilion School division property. This stipulation was consistent to what Council has done in the past.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached is a report prepared by the Zama group concerning various locations that they have looked at with the pros and cons for each. Their recommendation is that the most suitable site for the playground is on the Fort Vermilion School division property. It appears that they are proceeding with the project based on this site.

COSTS / SOURCE OF FUNDING:

2004 Budget

RECOMMENDED ACTION (by originator):

Motion:

That Council accepts the playground site in Zama as recommended by the letter dated February 18, 2004 (Fort Vermilion School Division property) and will provide up to \$54,000 grant funding with the understanding that the School Division will be responsible for the annual upkeep and maintenance costs.

OR

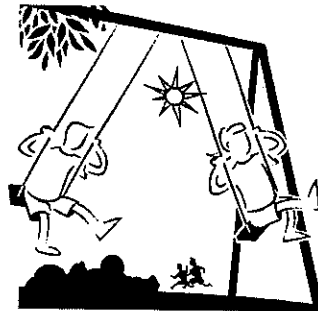
Motion:

That Council receives this report for information.

Review:		Dept.	C.A.O.	
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Zama Children's Playground

Zama Children's Playground
C/O Zama City School
P.O. Box 1
Zama City, Alberta ToH 4E0
Chairperson: Lisa Wardley
Days 780-683-2492



February 18, 2004

RE: Grant Application Appeal

To: MD #23 Council

Bill Landiuk, Director of Corporate Services

This letter is in response to the letter dated December 1, 2003 regarding our budget request being turned down by council. In this letter it states that the council would be amenable to look at other possible sites within the community. As a group we have researched other site possibilities, we have discussed the issue with the community and below is our findings, we have also included some pictures of the other possible sites as well as the original proposed site.

Zama Park / Campground area:

PROS:

- There is a fairly large open area where the pool used to sit

CONS:

- The Zama Recreation Society has future plans for the site which does not include a playground facility
- The site would need extensive ground work, which would require additional funding
- The upkeep and maintenance would be the responsibility of the MD
- The distance from the Library/Hall/ School is too great
- It would not be accessible in the winter months
- There is already some playground equipment on site

Behind MD Office:

PROS:

- There are no PROS as the site is unavailable due to the current installation of the Supernet Tower and Building

Behind Zama Hall:

PROS:

- Close to Library/School/Hall
- Ground is fairly solid

CONS:

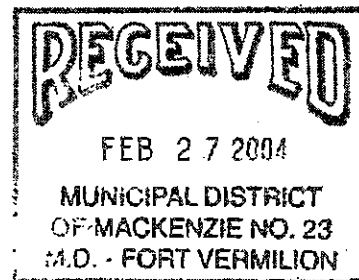
- Not enough space to house play structure
- Would cut down the limited parking already available for the Hall
- Permanent structure may conflict with Hall Expansion project
- The upkeep and maintenance would be the responsibility of the MD

Behind the Rink:

This option was brought forward by MD Rep

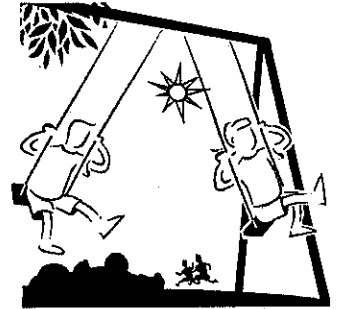
CONS:

- Site is underwater or extreme mud for spring, summer and fall
- Not accessible, as the rink and drainage ditch cut off access



Zama Children's Playground

Zama Children's Playground
C/O Zama City School
P.O. Box 1
Zama City, Alberta ToH 4E0
Chairperson: Lisa Wardley
Days 780-683-2492



Existing School Site:

PROS:

- Ground is solid and playground surfacing is already at least half done
- Existing playground equipment is scheduled for removal so the new playground would compliment the whole area nicely
- Is easily accessible from the School as well as the Hall
- Is far enough away from traffic and any other hazards to ensure our children are safe
- We have full support from the Fort Vermilion School Division
- Maintenance would be completed by Division staff
- This is where the community would like to see the facility
- This site is the in the hub of all activity, school as well as community based activities

CONS:

- The MD has refused similar requests for funding

Based on our research there is no other site suitable for this facility. We are going ahead with the project, based on the original site plans. The playground will be installed on Fort Vermilion School Division property, and the project will work in with the community Walking Trails as well as the Recreation facilities adjacent to the proposed playground facility.

The MD has funded projects on School Division property in Zama before, the rejuvenation of the current baseball diamond was completed by the MD a few years ago. We understand the councils concerns based on other areas requests, but there is no other option in Zama that would benefit the community as this one will. We urge you to reconsider your decision on funding this project based on the needs of our community not the similar requests from others.

Overview of Project:

Need:

- The playground facility at the Zama City School (adjacent to the Zama Recreation Society Property) does not meet CSA standards and is scheduled to be completely removed, part of removal has already occurred.
- There is no teenage / adult fitness equipment available.
- Zama's population is very young and with our high-pace lifestyle and work requirements, everyone is required to be physically fit. We would like to offer facilities in order to assist our population (permanent & transient. Adult & child) in achieving their fitness goals.

Scope:

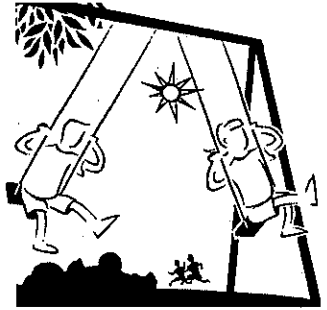
- To install new playground equipment (as currently what exists must be removed to comply with CSA guidelines), that will enhance the physical and mental well-being of all our children. Target age 1 - 14. The proposed site will also need some ground work and landscaping after completion. This as well as the 10-station fitness centre will also allow physical education requirements for the school age children. The 10-Station Fitness centre will also target the adults as well.
- To install permanent soccer nets to support the Zama Little Kickers Soccer League.
- To install additional equipment at the baseball diamond to support the Zama Little Swingers Little League as well as the adults in the community that utilize the facility on a regular basis.
- To enhance the facilities in Zama with a blended recreational facility that will be available to everyone

Location:

- Zama City School property, adjacent to Recreation Property and will work in nicely with the Walking trails project that is currently in the works.

Zama Children's Playground

Zama Children's Playground
C/O Zama City School
P.O. Box 1
Zama City, Alberta ToH 4E0
Chairperson: Lisa Wardley
Days 780-683-2492



Follow-Up Maintenance:

- As the most important long-term question in regards to a project of this size is the on-going maintenance. The project assets included in this project will be handed over to the School Division at project completion date, and they will be responsible for all maintenance and upkeep.

Fundraising Initiatives:

- Selling campaigns involving community as whole, including Zama City School children. Such as Frozen Cookie Dough, Christmas items, small item raffles, bottle collection for the year, etc.
- Function Fundraising. Such as Dart League 2003-2004, dances, quad-rally, auction, large-scale raffles etc.
- Corporate Involvement. Monetary as well as donated labour, equipment, supplies etc.
- Grant Monies.

Why Funding from the MD.

- This project marks our commitment to the overall well-being of our community, The MD plays an integral part of this project. Capital playground funding has been available for other communities.

Committee Members Contacts:

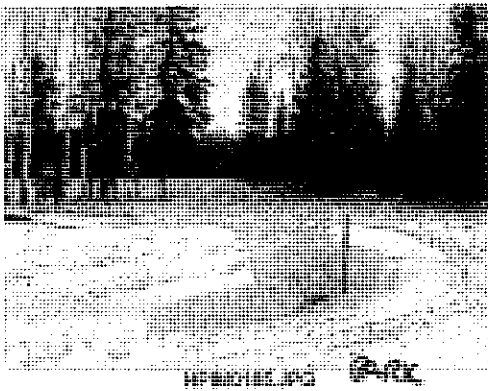
Lisa Wardley, Chairperson	Hm: 683-2384	Wk: 683-2492
Karrie Bateman, Vice-Chairperson	Hm: 683-2760	
Verna Neufeld, Secretary	Hm: 683-2703	Wk: 683-2449
Darlene Van Wyk, Treasurer	Hm: 683-2065	Wk: 683-2263
Gordon Neufeld, Director	Hm: 683-2703	Wk: 683-2449
Kim Strickland, Director		
Tandis Novakowski, Director		
Shelly Viguie, Director		

We hope that you seriously consider the needs of our community and reconsider your negative decision on funding for our Zama Community Playground facility.

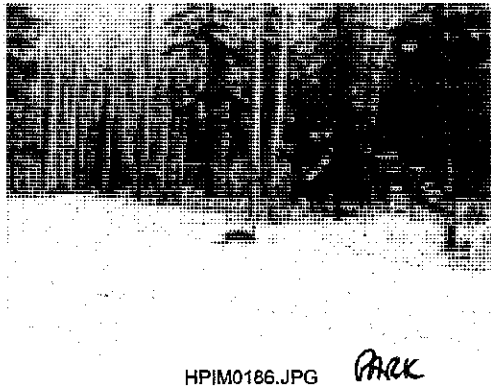
Sincerely,

A handwritten signature in cursive script that reads "Lisa Wardley".

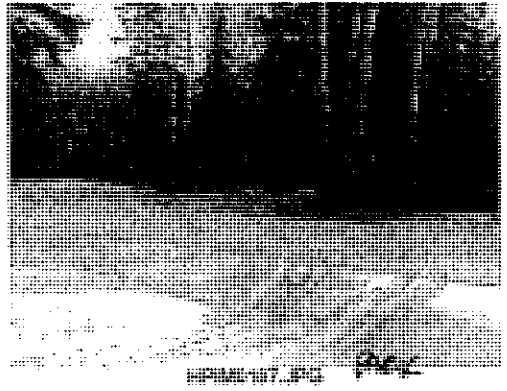
Lisa Wardley
Chairperson
Zama Children's Playground
Email: lisa@ponchorigs.com



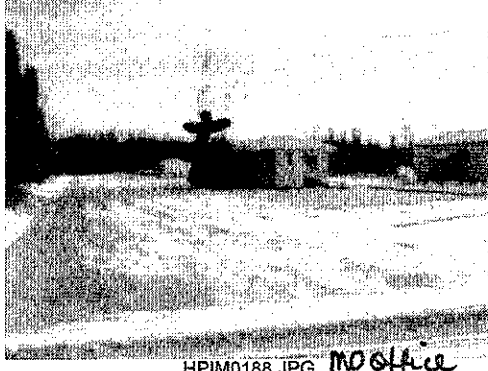
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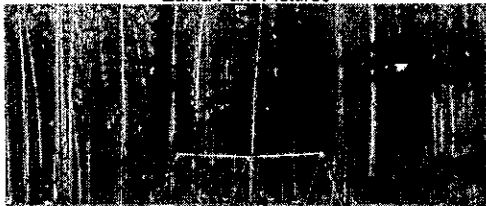


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Park



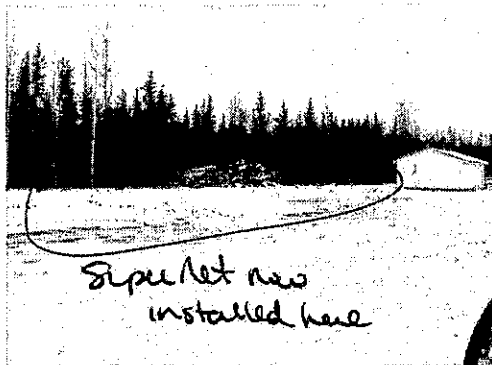
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Park



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*Super net
now installed
here*



HPIM0169.JPG

*Super Net now
installed here*



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Behind Hall



HPIM0171.JPG

Behind Hall



HPIM0172.JPG

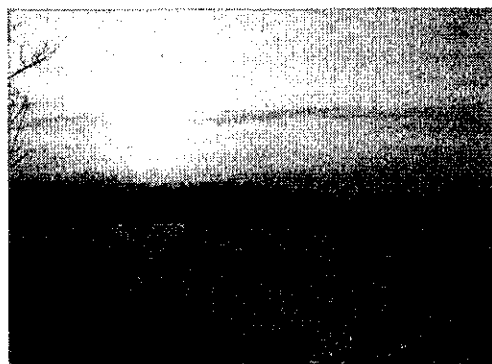
Behind Hall



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Behind Hall



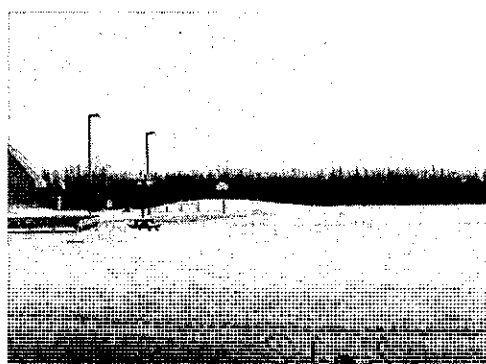
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School



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School

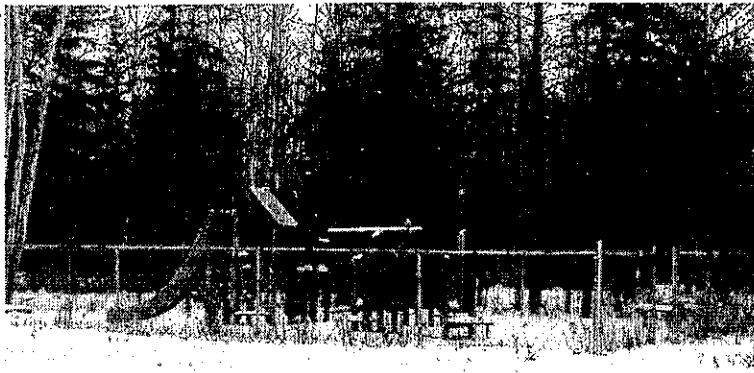


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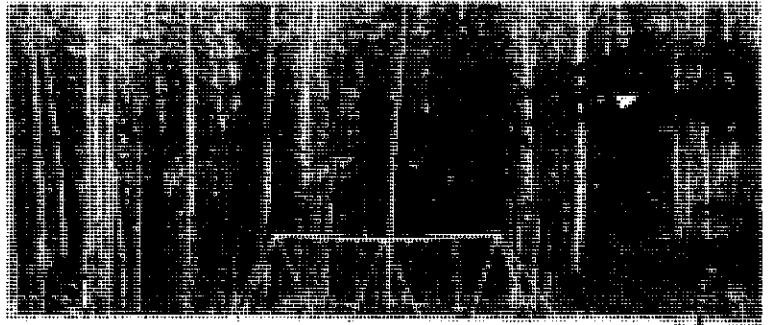


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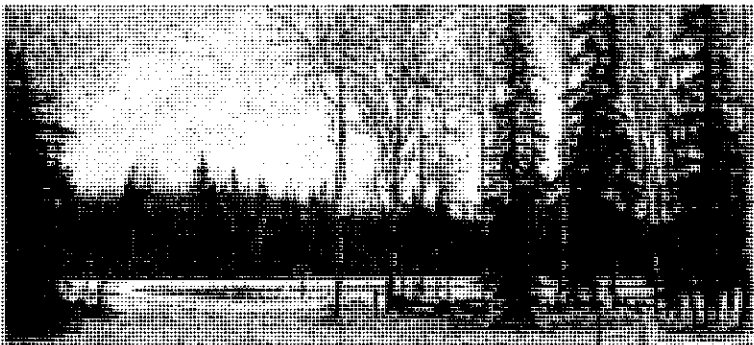
Park



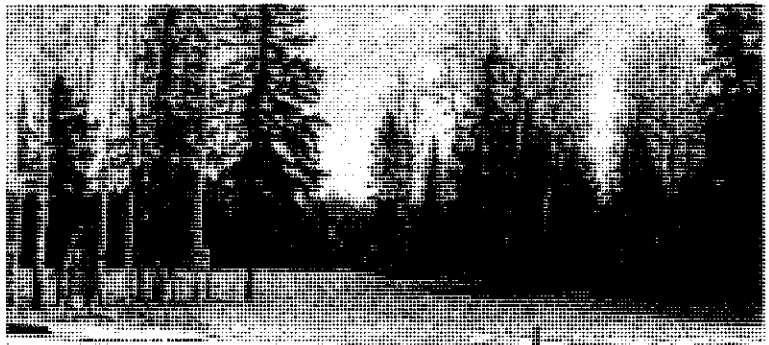
Existing Playground @ Park



Park



Park



Park



Park



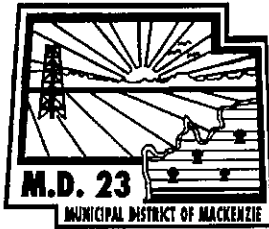
Park

Gordon Neufeld

From: Dan Dyck
Sent: Wednesday, November 26, 2003 7:37 AM
To: Gordon Neufeld
Cc: Russell Horswill
Subject: RE: Zama Playground equipment

Endorsement for Funding of Playground Equipment
We the Fort Vermillion School Division do support fund raising for the purchase, Install and long term maintenance of Playground equipment, providing you except our involvement in the selection of types of high quality CSA Approved equipment.

Daniel Dyck
Supervisor of Maintenance
FVSD # 52



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	March 9, 2004
Originated By:	Barb Spurgeon, Executive Assistant
Title:	Wards
Agenda Item No:	12 d)

BACKGROUND / PROPOSAL:

The Municipal Government Act allows for a change to the ward system.
Section 148 (2) A council may by bylaw:

- (b) in the case of wards established for a municipal district or specialized municipality, change the number of wards and their boundaries,
- (c) give each ward established or changed a name or number, or both,
- (d) state the number of councilors to be elected for each ward established or changed, and
- (e) in the case of any municipality, including a municipal district or specialized municipality, eliminate the wards.

The Municipal Government Act also sets out the parameters in which a ward change can happen.

Section 149 (1) A bylaw under Section 148 must be passed at least 180 days before the general election at which it is to take effect.

- (2) If a bylaw is passed less than 180 days before the next general election, it takes effect at the 2nd general election after the day on which it is passed.
- (3) A bylaw passed under section 148 must be advertised.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Councillor Wieler requested this item be placed on the agenda.

COSTS / SOURCE OF FUNDING:

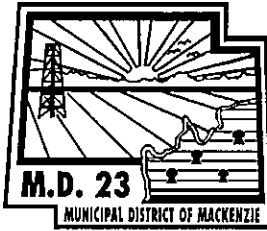
RECOMMENDED ACTION (by originator):

For discussion.

Review:

Dept.

C.A.O.



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	March 9, 2004
Originated By:	Barb Spurgeon, Executive Assistant
Title:	Rural Water Co-ops
Agenda Item No:	12.e)

BACKGROUND / PROPOSAL:

Councillor Newman brought forward this issue for Council to discuss. Administration asked that this issue be tabled to the March 9, 2004 Council meeting as a Water Co-op meeting was being held March 1, 2004.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The steering committee for the rural water co-ops have asked to be placed on the Council agenda for the March 23 meeting.

COSTS / SOURCE OF FUNDING:

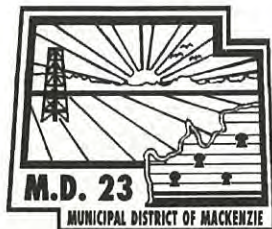
RECOMMENDED ACTION (by originator):

That the rural water distribution issue be tabled to the March 23rd, 2004 meeting.

Review:

Dept.

C.A.O.



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	March 9, 2004
Originated By:	Barb Spurgeon, Executive Assistant
Title:	Ratepayer's Meetings
Agenda Item No:	12.f)

BACKGROUND / PROPOSAL:

Annually, Council hosts ratepayer's meetings in each community. Last year they were held in May and we received criticism for not holding them before the farmers are in the fields.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Council needs to set the dates, times and places for the annual ratepayer's meetings, possibly April 19 – 23, 2004. The regular Council meeting is scheduled for April 20, 2004.

If Council would rather host them in May, they could be set around the Council meetings, either May 3 – 6 (Council meeting is May 4th) or May 17 – 21 (Council meeting is May 18th).

COSTS / SOURCE OF FUNDING:

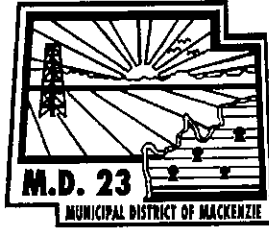
RECOMMENDED ACTION (by originator):

That the annual ratepayer's meetings be set for the week of _____, 2004

Review:

Dept.

C.A.O.



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	March 9, 2004
Originated By:	Barb Spurgeon, Executive Assistant
Title:	Census
Agenda Item No:	12 g)

BACKGROUND / PROPOSAL:

During the 2003 budget process, Council determined a census should be taken in 2003 to correct the federal census numbers.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

We have received notification of census requirements if Council wishes to proceed with another census in 2004, however Council conducted a census in 2003 and we will be seeing the benefits of that census this year. A census is costly and time-consuming. A census could be looked at as part of the budget process in the fall for the following year.

COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION (by originator):

That correspondence from Alberta Municipal Affairs on the 2004 census requirements be received as information

Review:

Dept.

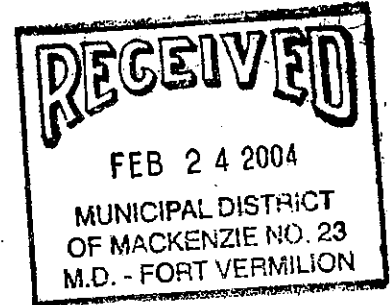
C.A.O.

Commerce Place
10155 -102 Avenue
Edmonton, Alberta
Canada T5J 4L4

In Replying Please Quote:

February 20, 2004

Mr. Harvey Prockiw
Chief Administrative Officer
M.D. of Mackenzie No. 23
PO Box 640
Fort Vermilion, Alberta
T0H 1N0



Dear Mr. Prockiw:

This is a reminder that if your municipality wishes to conduct an official census this year, it must be done from April 1 to June 30, 2004. The enclosed population affidavit must be completed and returned to us before September 1, 2004, as required by Alberta Regulation 63/2001.

Please mail the completed population affidavit to:

Alberta Municipal Affairs
Municipal Services Branch
17th Floor, Commerce Place
10155 - 102 Street
Edmonton AB T5J 4L4

Attention: Cindy Wienmeyer

If we do not receive a population affidavit from you by that date, we will be using the M.D. of Mackenzie No. 23's 2003 official population figure of 9,687 for the 2004 Official Population List.

Please call me at (780) 427-2225 if you have any questions.

Yours truly,

A handwritten signature in cursive script, appearing to read "Lou Espino".

Lou Espino
Manager, Grants and Information Support

Attachment

GOVERNMENT OF THE PROVINCE OF ALBERTA
POPULATION AFFIDAVIT
Section 604, Municipal Government Act
Chapter M-26.1, 2000

Date: _____ 20____

Alberta Municipal Affairs
Municipal Services Branch
17th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta
T5J 4L4

In the matter of the Determination of Population Regulation 63/2001.

CANADA)
PROVINCE OF ALBERTA) I, _____
TO WIT) (name) (occupation)
of _____
(address)

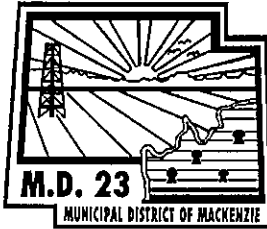
MAKE OATH AND SAY:

1. That I am the _____
(Designated Officer)
of the municipality of _____
2. That an official census completed on the _____ day of _____ 20____
discloses that the number of the persons residing in this
municipality is _____.
(total population)

SWORN before me at _____)
_____)
in the Province of Alberta)
this _____ day of _____)
A.D. 20 _____)
_____)
(name)

(Designated Officer)

A Commissioner for Oaths,
Notary Public, or a Justice of
the Peace in and for the
Province of Alberta



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council Meeting
Meeting Date:	March 9, 2004
Originated By:	Barb Spurgeon, Executive Assistant
Title:	Fort Vermilion Post Office Grand Opening
Agenda Item No:	12 h.)

BACKGROUND / PROPOSAL:

Canada Post moved their Fort Vermilion Post office to a new location in January and will be hosting a Grand Opening Celebration.

Canada Post has invited Reeve Neufeld to speak on behalf of the MD at the Grand Opening.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Ribbon Cutting Ceremonies will take place at 1:00 p.m. on March 16, 2004.

COSTS / SOURCE OF FUNDING:

Honorarium and Expenses

RECOMMENDED ACTION (by originator):

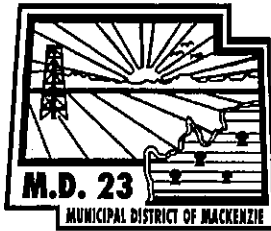
Option 1

That Reeve Neufeld and Councillor Flett be authorized to attend the Grand Opening of the Fort Vermilion Post Office on March 3, 2004.

Option 2

That correspondence on the Fort Vermilion Post Office Grand Opening be received for information.

Review:	Dept.	C.A.O.
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M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council
Meeting Date:	March 9, 2004
Originated By:	Bill Landiuk, Director of Corporate Services
Title:	MD Pin and Logo
Agenda Item No:	12.1)

BACKGROUND / PROPOSAL:

The MD will be celebrating its 10th anniversary in 2005 along with the Province's Centennial. It has been mentioned that it may be appropriate to have a re-designed MD 23 pin and logo.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

It is my understanding that the current MD logo was custom designed by an organization when the Improvement District was first defined.

In order to commemorate the MD's 10th anniversary, administration is suggesting that we have a competition open to residents of the MD to design a new logo to be used on pins, letterhead and any other applicable promotional material.

COSTS / SOURCE OF FUNDING:

Estimated costs for new pins would be:

Quantity	Size	Description	Cost each	Total
1,000	3/4"	10 th anniversary brass pins	1.50	1500.00
2,000	3/4"	10 th anniversary brass pins	1.45	2,900.00
1		3/4" 5 colour hard enamel tool and punch (if required)	100.00	100.00
1		Die (one time charge)	155.00	155.00

Advertising costs in The Northern Pioneer, The Echo, Big Deal Bulletin and the MD Image would be a maximum of \$500.

Pins and advertising would come out of the promotional and advertising budgets. The total estimated cost depending on how many pins ordered would be in the neighborhood of \$2500 to \$4000.

Review: 

Dept.

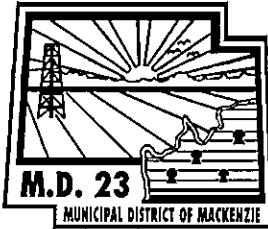
C.A.O.

RECOMMENDED ACTION (by originator):

Motion:

That Council approves advertising for submissions by residents of the MD for a new logo and pin design to commemorate the Municipal District of Mackenzie No. 23's 10th anniversary.

Review:	Dept.	C.A.O.
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M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Regular Council
Meeting Date:	March 9, 2004
Originated By:	Barbara Spurgeon, Executive Assistant
Title:	Alberta Rural Physician Award of Distinction
Agenda Item No:	12j)

BACKGROUND / PROPOSAL:

The Alberta Rural Physician Action Plan (ARPAP) presents an award of distinction annually to a family physician that currently lives and works in rural Alberta. The ARPAP encourage Rural Alberta residents to recognize the achievement of outstanding rural physicians by nominating a family physician from their region for the Rural Physician Award of Distinction.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The deadline for nominations is March 31, 2004.

COSTS / SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION (by originator):

That correspondence on the Alberta Rural Physician Award be received for information.

That _____ be nominated for the Alberta Rural Physician Award of Distinction.

Review:

Dept.

C.A.O.



06 February 2004

Re: Call for Nominations - Rural Physician Award of Distinction

The Alberta Rural Physician Action Plan invites rural individuals, communities, and organizations to recognize the achievements of an outstanding rural physician in their community by nominating them for the 3rd Annual Rural Physician Award of Distinction. The award honours and recognizes the work of all rural physicians, but especially those 'unsung heroes' who not only provide outstanding medical services but also contribute in other ways to the fabric of rural Alberta.

The award is presented annually to a rural family physician who:

- ❑ *currently lives and works in rural Alberta (any community outside the previous Calgary and Capital Health region boundaries) and has done so for more than four years*
- ❑ *demonstrates a superior commitment and contribution to their community through medical practice, teaching other medical personnel, conducting research, and volunteering in the community*

The Award of Distinction is presented by the Alberta Rural Physician Action Plan (RPAP) as one element of its comprehensive plan to address shortages of physicians in rural Alberta. Established by the Alberta Government in 1991, RPAP focuses its energies on rural physician recruitment, retention, and education initiatives. The award is a strategy aimed at increasing awareness and recognition of physician contributions in order to increase the number of physicians who choose to locate and maintain their practices in rural Alberta. RPAP welcomes the support of the Alberta Weekly Newspaper Association as a 2004 Award sponsor.

Rural Alberta residents will be made aware of the call for nominations through their rural Alberta weekly newspapers and a TV ad in February and March. The award will be presented in the recipient's home community at an event in June co-hosted by the community and RPAP.

The deadline for nominations is 31 March 2004. A copy of the award brochure with nomination information is attached. The brochure is also available on the RPAP website at www.rpap.ab.ca For more information, call David Kay, RPAP Program Manager at 1-866-423-9911.

Yours truly,

A handwritten signature in cursive script that reads 'David Kay'.

David Kay, CHE
Program Manager



780-423-9911 RPAP 780-423-9917 fax 1000 Manulife Place 10180-101 Street, Edmonton, Alberta, Canada T5J 3S4

David.Kay@rpap.ab.ca www.rpap.ab.ca



Alberta Rural

Physician **AWARD of**
DISTINCTION

Recognize the achievements of an outstanding rural physician in your community by nominating them for the 2004 Rural Physician Award of Distinction. Beyond their medical practice, rural physicians often contribute to the fabric of rural life by teaching other health professionals, conducting research, and volunteering in their community.

This award is presented annually by the Alberta Rural Physician Action Plan (RPAP).



*Nominate a rural family physician who makes
a valuable contribution to your community*

For nomination information call
RPAP toll free at 1-866-423-9911
or check the RPAP website at
www.rpap.ab.ca



Alberta Rural

Physician

AWARD *of* DISTINCTION

Rural Alberta residents are encouraged to help recognize the achievements of outstanding rural physicians by nominating a family physician from their area for the 2004 Rural Physician Award of Distinction.

Eligibility Criteria



This award is presented annually to a family physician who currently lives and works in rural Alberta and has done so for more than four years. The individual must demonstrate superior commitment and contribution to the community through medical practice, teaching other health professionals, conducting research, and/or volunteering in the community.

Rural Alberta is defined as any community outside the previous Calgary and Capital Health region boundaries.*

Deadline for nominations is Wednesday, March 31, 2004

For nomination information call 1-866-423-9911

Nomination Process

Step 1 Determine Eligibility

RPAP is a non-profit organization that provides information and support to help you determine if your nominee is eligible for the award. The award is given to individuals who have made a significant contribution to their community and who are currently living in Alberta.

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The award is given to individuals who have made a significant contribution to their community and who are currently living in Alberta. The award is given to individuals who have made a significant contribution to their community and who are currently living in Alberta.

Step 2 Gather Information

RPAP is a non-profit organization that provides information and support to help you determine if your nominee is eligible for the award. The award is given to individuals who have made a significant contribution to their community and who are currently living in Alberta. The award is given to individuals who have made a significant contribution to their community and who are currently living in Alberta.

Step 3 Submit Your Nomination

RPAP is a non-profit organization that provides information and support to help you determine if your nominee is eligible for the award. The award is given to individuals who have made a significant contribution to their community and who are currently living in Alberta. The award is given to individuals who have made a significant contribution to their community and who are currently living in Alberta.

Step 4 Determine About Your Nominee

RPAP is a non-profit organization that provides information and support to help you determine if your nominee is eligible for the award. The award is given to individuals who have made a significant contribution to their community and who are currently living in Alberta. The award is given to individuals who have made a significant contribution to their community and who are currently living in Alberta.

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- How the nominee's contributions have made a difference to your community. Describe the practice, benefits for those affected, community service.
- Their personal characteristics that made their achievements possible.
- The obstacles he overcame to achieve their contributions.
- Describe in detail when and where the achievements took place, and how they have improved your community. Obtain supporting documentation from nominee if available. Include any information you need to tell your nominee's story including personal anecdotes, testimonials and narratives.

Resumes

Attach a copy of your nominee's resume to provide judges with basic biographical information.

Letter of Agreement

All nominees are required to sign a release enabling RPAP to provide the media with their name. In April, a news release will be issued announcing the recipient of the award. While RPAP will not include a complete list of all those nominated in Alberta, it will release, upon request, the names of local nominees to local media.

If your nominee is selected as the Award recipient, they will be required to sign a letter agreeing to participation in the Award event, as well as the media coverage generated around it.

Step 5 Plan To Honour Your Nominee

RPAP is a non-profit organization that provides information and support to help you determine if your nominee is eligible for the award. The award is given to individuals who have made a significant contribution to their community and who are currently living in Alberta. The award is given to individuals who have made a significant contribution to their community and who are currently living in Alberta.

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Step 5 Plan To Honour Your Nominee

If your nominee is selected as the Award recipient, work with RPAP to plan and co-sponsor an award celebration event in your community. If your nominee is not selected, work with your local community to find other ways to recognize your nominee's contributions.

Deadline for Nominations:
March 31, 2004
by 5:00pm
No extensions will be granted. Incomplete packages will not be forwarded to judges.

* Please contact RPAP to confirm the eligibility of your community.