

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

**Seminar Room, Fort Vermilion School Division Central Office
Fort Vermilion, Alberta**

Tuesday September 29, 1998

PRESENT:

Betty Bateman	Chairperson
Ernest Dyck	Vice-Chairperson
Bill Fedeyko	Councillor
Bill Neufeld	Councillor
Jake L. Peters	Councillor
Frank Rosenberger	Councillor
Walter Sarapuk	Councillor
Reg Scarfe	Councillor

ABSENT:

Elmer Derksen	Councillor
Reuben Derksen	Councillor

ALSO PRESENT:

Bryan Clark	Official Administrator
John Maine	Chief Administrative Officer
Darlene Hardy	Treasurer/Assistant CAO
Eva Schmidt	Executive Assistant to CAO
	Recording Secretary
Paul Driedger	Manager of Planning/Development and Emergency Services
Rita Bueckert	Public Works Administrative Officer

Minutes of the Special Council for the Municipal District of Mackenzie No. 23 to deal with policies, held on Tuesday, September 29, 1998, in the Seminar Room, Fort Vermilion School Division Central Office, Fort Vermilion, Alberta.

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

Chairperson Bateman called the special council meeting to order at 10:15 a.m.

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

MOTION 98-299 **MOVED** by Councillor Sarapuk that the agenda be adopted as presented.

CARRIED UNANIMOUS

**ADMINISTRATION
POLICIES:** 3. a) **ADM001 - Vehicle Maintenance and Operation**

Council discussed and made changes to the proposed policy.

3. b) **ADM002 - Vehicle Usage**

Council discussed and made changes to the proposed policy.

Chairperson Bateman recessed the meeting at 11:10 a.m.

Chairperson Bateman reconvened the meeting at 11:24 a.m.

3. c) **ADM003 - Vehicle and Equipment Replacement**

Council discussed and made changes to the proposed policy.

3. d) **ADM005 – Cemetery Maintenance Grant**

Council discussed and made changes to the proposed policy.

3. e) **ADM006 – Allocation of Keys and Locks**

Council discussed and made changes to the proposed policy.

Chairperson Bateman recessed the meeting at 12:13 p.m.

Chairperson Bateman reconvened the meeting at 12:20 P.M.

**EMERGENCY
SERVICES
POLICIES:**

4. a) EMR001 – Fire Fighting Service

Council discussed and made changes to the proposed policy.

4. b) EMR002 – Disaster Service

Council discussed and made changes to the proposed policy.

4. c) EMR003 – Ambulance Service

Council discussed and made changes to the proposed policy.

**FINANCE
POLICIES:**

5. a) FIN002 – Accounts Receivable Collection Procedures

Council discussed and made changes to the proposed policy.

5. b) FIN003 – Auditors

Council discussed and made changes to the proposed policy.

Chairperson Bateman recessed the meeting at 12:55 p.m.

Chairperson Bateman reconvened the meeting at 2:05 p.m.

5. c) FIN004 – Operating Budget

Council discussed and made changes to the proposed policy.

5. d) FIN005 – Petty Cash

Council discussed and made changes to the proposed policy.

5. e) FIN006 – Unbudgeted Expenditures

Council discussed and made changes to the proposed policy.

5. f) FIN007 – Investment of Surplus Funds

Council discussed and made changes to the proposed policy.

5. g) FIN008 – Capital Budget

Council discussed and made changes to the proposed policy.

5. h) FIN009 – Payment, Refund and Cancellation of Taxes

Council discussed and made changes to the proposed policy.

5. i) FIN010 – Financial Reports

Council discussed and made changes to the proposed policy.

5. j) FIN011 – Utility Collection

Council discussed and made changes to the proposed policy.

5. k) FIN012 – Purchasing Authority Directive

Council discussed and made changes to the proposed policy.

**PUBLIC WORKS
POLICIES:**

6. a) PW001 – Road Bans

Council discussed and made changes to the proposed policy.

6. b) PW003 – Road Fencing

Council discussed and made changes to the proposed policy.

6. c) PW006 – Land Acquisition for Roads

Council discussed and made changes to the proposed policy.

6. d) PW008 – Private Signs Within the Municipality

Council discussed and made changes to the proposed policy.

6. e) PW011 – Log Hauls

Council discussed and made changes to the proposed policy.

Chairperson Bateman recessed the meeting at 3:14 p.m.

Chairperson Bateman reconvened the meeting at 3:25 p.m.

**UTILITY
POLICIES:**

7. a) UT001 – Utility Locates and Planning

Council discussed and made changes to the proposed policy.

**7. b) UT002 – Water and/or Sewer Line Extension
Capital Cost Repayment**

Council discussed and made changes to the proposed policy.

ADJOURNMENT:

8. a) Adjournment

MOTION 98-300

MOVED by Councillor Rosenberger that the meeting be adjourned 3:42 p.m.

CARRIED UNANIMOUS

These minutes were adopted this _____ day of _____, 1998.

Betty Bateman, Chairperson

Eva Schmidt, Municipal Secretary

Approved

Bryan Clark, Official Administrator