

MUNICIPAL DISTRICT OF MACKENZIE NO. 23  
COUNCIL ORGANIZATIONAL MEETING

Wednesday, October 24, 2001  
10:00 a.m.

Seminar Room, Fort Vermillion School Division  
Fort Vermillion, Alberta

AGENDA

CALL TO ORDER: 1. a) Call to Order  
10:00 a.m.

ADOPTION OF  
AGENDA: 2. a) Adoption of Agenda

ELECTION: 3. a) Election of Reeve  
b) Election of Deputy Reeve  
c) Oath of Reeve, Deputy Reeve and Council Members

APPOINT  
REPRESENTATIVES: 4. a) AAMD&C Advisory Committee on Aboriginal Issues  
*(Bill Neufeld has been appointed by AAMD&C and Harvey Prockiw has been appointed Secretariat)  
Information only, no appointment required at this time.*

b) Cooperative Management Planning Board  
1 Council Member and 1 Alternate Council Member  
*(Incumbent Wayne Thiessen, Willie Wieler Alternate)*

c) Fish and Wildlife Advisory Committee *Upper Hay Recreation  
Hunting & Fishing*  
1 Council Member  
*(incumbent Greg Newman)*

3 members at large  
*(incumbents Dave Thompson, Larry Neufeld, Jake J. Wolfe)  
Information only, no appointment required at this time.*

d) Footner Forest Liaison Committee  
2 Council Members and 1 Alternate Council Member  
*(incumbents Walter Sarapuk, Wayne Thiessen, Alternate  
Betty Bateman)*

- e) Hay Zama Committee  
1 Council Member  
*(incumbent Wayne Thiessen)*
- f) High Level Forests Public Advisory Committee  
1 Council Member  
*(incumbent Walter Sarapuk)*
- g) Highway 58 Connector Committee (Mustus Road Society)  
1 Council Member  
*(incumbent Greg Newman)*
- h) Highway 88 Paving and Building Committee  
2 Council Members  
*(incumbents John Driedger and Willie Wieler)*
- i) Hutch Lake Committee - *eliminated 00-578*  
2 Council Members  
*(incumbents Betty Bateman and Pat Kulscar)*
- j) Mackenzie Economic Development Corporation  
1 Member  
*(incumbent Pat Kulscar)*
- k) Mackenzie Housing Management Board  
1 Council Member  
*(incumbent John Driedger)*  
  
2 Members at Large from Fort Vermilion  
2 Members at Large from La Crete  
*(incumbents are William Dainard and Noreen McAteer from Fort Vermilion and Wally Schroeder and George Janzen from La Crete)*  
*(applications received from Bill Dainard, and Ray Toews from Fort Vermilion; Tanya Frith from High Level; and George Bueckert, George Janzen and Wally Schroeder from La Crete)*
- l) Mackenzie Municipal Services Agency  
1 Council Member and 1 Alternate Council Member  
*(incumbent Bill Neufeld, Alternate Frank Rosenberger)*

Page 13

Noreen  
McAteer

- m) Mighty Peace Tourist Association  
1 Council Member  
*(incumbent Frank Rosenberger)*
- n) Northwest Boreal Education Society  
2 Council Members and 1 Alternate Council Member  
*(incumbent Walter Sarapuk, Wayne Thiessen, Alternate Betty Bateman)*
- o) Northwest Corridor Development Corporation  
*(Mike Osborne is the regional representative)*  
*Information only, no appointment required at this time.*
- p) Prairie Farm Rehabilitation Administration Liaison  
1 Council Member  
*(incumbent Joe Peters)*
- q) Regional Landfill Authority  
2 Council Members  
Chief Administrative Officer  
*(incumbents Frank Rosenberger and Wayne Thiessen)*
- r) Upper Hay Forest Area Community Timber Permit Program  
1 Council Member  
*(incumbent Councillor Wieler)*
- s) ASB Appeal Board
- t) Northern CARE

**COUNCIL**  
**COMMITTEES:**

- 5. a) Agricultural Service Board  
2 Council Members  
*(incumbent Greg Newman and Joe Peters)*  
  
3 Members at large  
*(incumbent members at large Martin Wieler, Clint Rempel and Peter Hawryliuk)*  
*(applications received from Martin Wieler, Gene Fritsch, Peter Hawryliuk, and Clint Rempel)*

Page 29

- b) Assessment Review Board  
1 Council Member  
1 Alternate Council Member  
*(incumbent Pat Kulscar, alternate John Driedger)*
- 2 Members at large  
1 Alternate member at large  
*(incumbent members at large are Wally Schroeder and Les Coulthard, alternate member at large Pat Heglund) ✓*  
*(application received from Jack Eccles, Wally Schroeder, Les Coulthard and Gene Fritsch)*
- c) Bursary Committee  
3 Council Members  
*(incumbents Bill Neufeld, Frank Rosenberger and Pat Kulscar)*
- c) M.D. of Mackenzie Library Board  
1 Council Member  
*(incumbent ~~Frank Rosenberger~~) Betty Bateman*
- d) Public Safety Services Committee (Disaster Services)  
1 Council Member  
1 Alternate Council Member  
*(this was postponed at the 2000 Organizational meeting and no appointment made)*
- e) Recreation Boards  
1 Council Member for each of the following Boards:  
Zama Recreation Board  
*(incumbent Betty Bateman)*  
High Level Recreation Board  
*(incumbent Pat Kulscar)*  
Fort Vermilion Recreation Board  
*(incumbent Frank Rosenberger)*  
La Crete Recreation Board  
*(incumbent Willie Wieler)*

Page 35

- f) Subdivision and Development Appeal Board  
1 Council Member  
1 Alternate Council Member  
*(incumbent Walter Sarapuk, alternate Pat Kulscar)*

3 Members at Large Page 41  
*(Current members at large are Wally Schroeder, Richard Marshall and Pat Heglund)*  
*(applications have been received from Jack Eccles, Gene Fritsch, Ray Toews, Wally Schroeder and Les Coulthard)*

- g) Veterinary Advisory Committee  
1 Council Member  
*(incumbent Joe Peters)*

2 Members at large Page 49  
*(incumbents are Les Coulthard and Wendy Parkin)*  
*(applications received from Gene Fritsch, Clint Rempel and Les Coulthard)*

- h) Veterinary Services Incorporated  
1 Council Member  
*(incumbent Walter Sarapuk)*

i)

j)

**AD HOC  
COMMITTEES:**

6. a) Airport and Airport Operations Committee  
1 Council Member *Eliminated - org. mtg.  
00-602*  
*(incumbent Pat Kulscar)*
- b) Developer's Agreement Task Force  
2 Council Member  
*(incumbents Bill Neufeld and Willie Wieler)*
- c) Memorandum of Understanding Task Force  
4 Council Members  
*(incumbents Bill Neufeld, Wayne Thiessen, Greg Newman and Willie Wieler)*
- d)
- e)

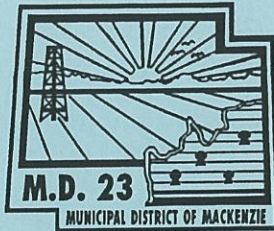
**BYLAWS /  
POLICIES:**

7. a) Bylaw 282/01 – To Provide the Organizational and Procedural Matters of Council, Council Committees and Councillors *Page 55*
- b) Bylaw 219/00 – To Provide for Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members *Page 65*
- c) Policy ADM033 – Council Meeting Dates *Page 71*
- d)
- e)

**OTHER  
BUSINESS:**

8. a) Establish Council Meeting Dates, Times and Places for 2002 *Page 75*
- b) Set Meeting Date with Alberta Environment Water Resources *Page 79*
- c) *FLSS Boards*
- d)

- ADJOURNMENT:** 9. a) Adjournment



## M.D. of Mackenzie No. 23

### Request For Decision

Meeting:	<b>Organizational Meeting</b>
Meeting Date:	October 24, 2001
Originated By:	Harvey Prockiw, CAO
Title:	<b>Mackenzie Housing Management Board – Members at Large</b>
Agenda Item No:	4 k)

#### BACKGROUND / PROPOSAL:

Ministerial Order No. H:015/95, creating the Mackenzie Housing Management Board, was replaced by Ministerial Order No. H:082/99 which provides for one member of Council to sit on the Board along with two members at large representing Fort Vermilion and two members representing La Crete.

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

Attached are letters of application from Bill Dainard, Ray Toews and Noreen McAteer from Fort Vermilion and George Bueckert, Wally Schroeder and George Janzen from La Crete. We also received an application from Tanya Frith from High Level.

#### COSTS / SOURCE OF FUNDING:

N/A

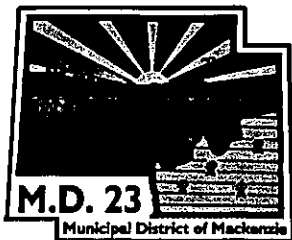
#### RECOMMENDED ACTION (by originator):

That \_\_\_\_\_ and \_\_\_\_\_ representing Fort Vermilion and \_\_\_\_\_ and \_\_\_\_\_ representing La Crete, be appointed as members at large to the Mackenzie Housing Management Board.

Review:

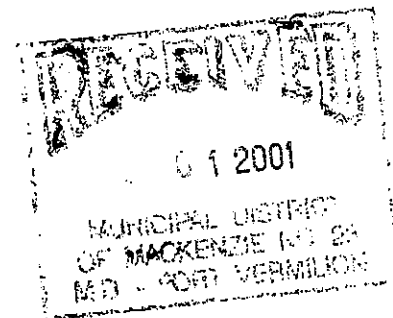
Dept.

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

August 24, 2001



Bill Dainard

Dear Mr. Dainard:

The 2000-2001 term for the Mackenzie Housing Management Board expires on October 24, 2001. We will be advertising for members at large for the Board in September to serve the next term.

We appreciate your involvement on the Mackenzie Housing Management Board and encourage you to consider applying for positions becoming available in October.

If you have any questions please call Eva Schmidt at 927-3718.

Sincerely,

Harvey Prockiw, B Comm., CMA, CLGM  
Chief Administrative Officer

Sept 28/01  
Dear Mr Prockiw,  
Thank you for this notice. Please be advised that I am very interested in being re-appointed to the Board should Council wish to do so. Thank you.  
15 Sincerely, Bill Dainard



Oct. 11,2001

Chief Administration Officer, MD#23

Dear Sir:

My name is Ray Toews. I would like to apply for the position on the MacKenzie Housing Management Board

I have been a long time resident of Fort Vermilion having first moved here in 1971, and after an 8 year absence returned in 1997.

I served on the ID council from 1977 to 1980, I also sat on the Developmental Appeal Board at that time.

I own and operate Hydway Hardware and would enjoy being involved in the further development of housing opportunities in Fort Vermilion.

I look forward to sitting on this board and will give it my best effort.

A handwritten signature in cursive script that reads "Ray Toews". The signature is written in black ink and is positioned below the typed text of the letter.

Noreen G. McAteer

October 12, 2001

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

Dear Mr. Prockiw:

In reference to your letter dated August 24, 2001, advising me that the 200-2001 term for Mackenzie Housing Management Board expires on October 24, 2001, I am interested in serving another term on this Board.

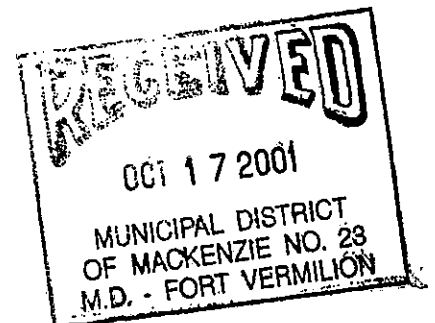
Your favorable consideration of my application will be appreciated. I have been a board member on the Mackenzie Housing Management Board and have a good understanding of the policies and by-laws. I have a good rapport with the CEO and other board members.

I have also considerable board experience having served on numerous boards in the past and present. I am presently serving on the Silver Birch Child and Family Services Board by Ministerial appointment and I am also on the executive for the National Aboriginal Health Organization. In the past I had served 12 years on the Fort Vermilion School Division 52 Board of Trustees.


I am a taxpayer in this district

Yours truly,

Noreen McAteer



ATT EVA SCHMIDT

I George Bueckert  
would like to put my name  
in for The Mackenzie Housing  
Board Thanks 

Wally Schroeder

September 6, 2001

Harvey Prockiw  
Chief Administrative Officer  
Municipal District of Mackenzie No. 23  
P.O. Box 640  
Fort Vermilion, Alberta  
TOH IN0

Dear Mr. Prockiw:

Thank you for your letter of August 24 informing me that the terms for the MD boards I am involved in expire October 24, 2001.

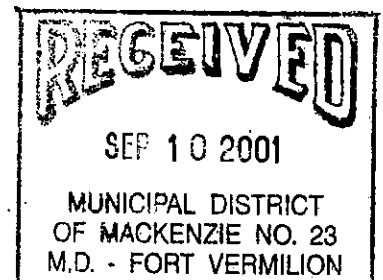
I have served on the Mackenzie Housing Management Board (2 years), the Development Appeal Board (2 years) and the Assessment Review Board (1 year). Having enjoyed my involvement on these boards, I wish to continue serving on them. The training sessions I have taken for the Assessment Review Board and Development Appeal Board were very valuable in preparing me for my responsibilities.

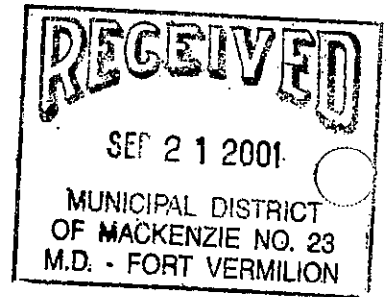
Please inform me, at your convenience, as to your decision regarding my status on these three boards.

Sincerely yours;



Wally Schroeder





September 19, 2001

Municipal District of Mackenzie # 23  
Harvey Prockiw  
Chief Administrative Officer

Dear Mr. Prockiw,

Thank you for the encouragement in your letter of August 24, 2001.

This letter is to inform you that I will let my name stand for one more term as member at large for the Mackenzie Housing Management Board.

I have enjoyed working with the present board.

Yours Sincerely,



George Janzen

October 2, 2001

Tanya Frith

Chief Administrative Officer  
Municipal District of Mackenzie No. 23  
P.O Box 640  
Fort Vermilion, Alberta  
T0H 1N0

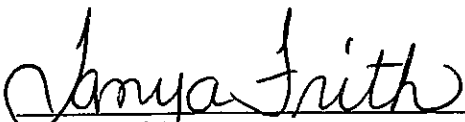
SUBJECT: Application for Appointment to The Mackenzie Housing Management Board

Please accept this letter and enclosed background information as an application for the above noted appointment, as advertised in the September 26, 2001 issue of the High Level Echo.

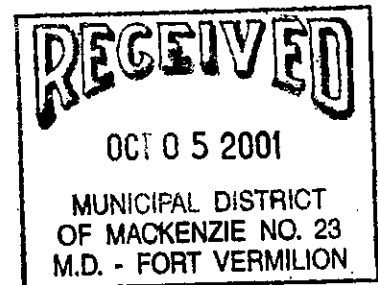
I would like the opportunity to sit on this board in an effort to expand my experience and add input at the municipal level. My skills in organization, communication and decision-making could benefit the board.

Please contact me at (780) 926-4954, if you would like to further discuss my application. Thank you for your time.

Sincerely yours,

  
\_\_\_\_\_  
Tanya Frith

Attachment: Background Information



**TANYA LORENE FRITH**

**EDUCATION:**

*August 1994  
to April 1996*

Northern Alberta Institute of Technology, Edmonton, AB.  
Forest Technology Diploma

Relevant Courses;  
Silviculture            Ecosystem Measurements  
Remote Sensing        Forest Engineering  
Written and Oral Communications  
Wildlife Management  
Computers

*September 1991  
to June 1994*

Holy Trinity Catholic High School  
Grade 12 Diploma

**APPLICABLE COURSES AND CERTIFICATES:**

H2S Alive Certificate	WHMIS
Helicopter Safety Course	Standard First Aid and Level C CPR
Communication Course	Defensive Driving Course
Environmental Audit Certificate	Vehicle Maintenance Course
Transportation of Dangerous Goods (Road)	Bear Awareness Course
Transportation of Dangerous Goods (Air)	Supervision Certificate
Tanker Base Management Course	ATV Rider Safety Course
Visitor Management Course	Scaler's Permit

Familiar with the following computer programs;

Microsoft Word	DOS	GroupWise
Word Perfect	Netscape	Preventative Maintenance
Excel	Simeon	
Lotus	IFMIS	
LSAS (interoffice computer program)		
Netscape Explorer		

*Tanya Lorene Frith*

-2-

**WORK EXPERIENCE:**

*December 2000-  
Present*

Facilities Secretary  
Northwestern Health Services Region  
Duties: - manage staff housing  
- maintain facility records  
- update WHMIS manuals  
- ensure facility security; - security passes  
- key distribution  
- administrative assistant duties as required

*November 1997-  
November 2000*

Forest Technologist/ Data Coordinator Assistant  
Olympic Resource Management  
Duties: - maintain quality control on various data  
- update hydrology and transportation inventory  
- data entry and editing

*July 1997-  
November 1997*

Office Assistant  
Daishowa-Marubeni International  
Brewster Construction Limited  
Duties: - deal with public input  
- maintain and update records  
- produce weekly community updates

*September 1996-  
July 1997*

Forest Officer 1  
Land and Forest Service, Rainbow Lake, Alberta  
Duties: - organized inventory control of warehouse  
- coordinated fire lookout tower operations  
- landuse control  
- maintained positive public relations  
- audited commercial timber permit operations

*May 1995  
to August 1995  
and May 1996  
to August 1996*

Forest Guardian  
Land and Forest Service  
Duties- maintained all campgrounds  
- collected user fees  
- educated public on proper use of facilities



*Tanya Lorene Frith*

-3-

*October 1992  
to August 1994*

Box Office Attendant

Cinema City 12

Duties - maintained cash register

- resolved customer complaints

- organized lost and found

**ACTIVITIES AND INTERESTS PAST AND PRESENT:**

- Enjoy reading, swimming, camping, fishing, aerobics, running cross-country skiing, working out and dogs.
- Student Council, St. Hilda Catholic School
- Studied French as a second language
- Received high school academic scholarship
- Gardening

## APPENDIX

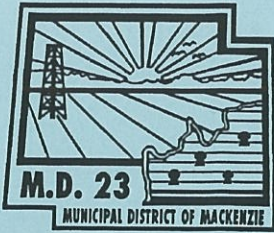
### Mackenzie Housing Management Board

1. **Mackenzie Housing Management Board** (hereafter referred to as the "management body") is hereby established as a management body.
2. The members of the management body are as follows:
  - Municipal District of Mackenzie No. 23
  - La Crete Municipal Nursing Association
3. (1) The management body shall be governed by a board (hereafter referred to as "the board"), comprised of a maximum of seven (7) members appointed as follows, and in accordance with subsection (2):
  - (a) five (5) members of the board shall be appointed by Municipal District of Mackenzie No. 23 as follows:
    - (i) one (1) member from its municipal council;
    - (ii) two (2) members at large representing the Fort Vermilion area; and
    - (iii) two (2) members at large representing the La Crete area;
  - (b) two (2) members of the board shall be appointed by the La Crete Municipal Nursing Association from among its membership, at least one (1) member must be an elected official of the board.
- (2) For the purposes of subsection (1), the members of the management body have the sole discretion to determine:
  - (a) the boundaries of the areas from which members of the board may be appointed;
  - (b) how residency in the areas from which members of the board may be determined; and
  - (c) the eligibility requirements, if any, for members of the board.
- (3) The board shall be appointed as follows:
  - (a) The first members of the board shall be appointed as soon as possible following the effective date of this Order.

- (b) Members of the board, except the first members, shall be appointed by the member of the management body in accordance with this Order and at the times the board requests the member of the management body.
  - (c) The term of office for each first member of the board shall be from the date appointed until another member is appointed to hold that office, but shall not extend beyond one year.
  - (d) The term of office for each member of the board, except the first members, shall be for a one (1) year term.
  - (e) Members of the board, including the first members appointed under clause (a), may hold consecutive terms of office.
  - (f) If the office of a board member is vacated, an individual shall be appointed to the board in the same manner as the vacating member of the board, on the vacancy occurring or as soon as possible thereafter, as a member of the board to complete the term of the vacating member.
  - (g) The chairperson, vice-chairperson or any other officers of the board, the board determines necessary, shall be appointed from among the board members in the manner and at the times the board determines appropriate.
  - (h) The term of office for the chairperson, vice-chairperson or any other officers of the board shall be for a one (1) year term.
  - (i) The chairperson, vice-chairperson or any other officers of the board, may hold consecutive terms of office as long as each officer is a member of the board.
  - (j) Each member of the board is entitled to deal with all matters before the board arising from the policies and programs, and operation and administration, of the management body, except where otherwise provided under the Act or its Regulations.
- (4) The board is a continuing body.
- (5) The board shall provide the Deputy Minister with the name of its chairperson and vice-chairperson as soon as possible on selection, and shall notify the Deputy Minister of any change of chairperson and vice-chairperson.

4. The board shall:

- (a) designate the offices of the management body, and
  - (b) immediately notify the Deputy Minister of the location of its primary place of business in Alberta and any other offices, the management body's address for service, and any change in the location of such offices or address for service.
5. For the purposes of providing lodge accommodation, the management body may requisition the Municipal District of Mackenzie No. 23.
6. (1) The management body is responsible for the operation and administration of the housing accommodation listed in Schedule "A".
- (2) In addition to the housing accommodation operated under subsection (1), the management body may operate Rent Supplement housing accommodation as designations are allocated to the management body by the Minister under the Rent Supplement Program Regulation.
7. For the purposes of the Act, the management body has and is subject to the powers, functions or duties as provided in the following Regulations:
- (a) Management Body Operation and Administration Regulation;
  - (b) Social Housing Accommodation Regulation;
  - (c) Housing Accommodation Tenancies Regulation;
  - (d) Rent Supplement Regulation; and
  - (e) Lodge Assistance Program Regulation
8. For the purposes of the Act, the management body's reporting date is 90 days from the effective date of this Order.



# M.D. of Mackenzie No. 23

## Request For Decision

Meeting:	<b>Organizational Meeting</b>
Meeting Date:	October 24, 2001
Originated By:	Harvey Prockiw, CAO
Title:	<b>Agricultural Service Board – Members at Large</b>
Agenda Item No:	5 a)

### BACKGROUND / PROPOSAL:

Three members at large are required to sit on the Agricultural Service Board.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

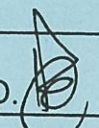
Attached are letters of application from Martin Wieler, Gene Fritsch, Peter Hawryliuk, and Clint Rempel.

### COSTS / SOURCE OF FUNDING:

N/A

### RECOMMENDED ACTION (by originator):

That \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ be appointed as members at large to the Agricultural Service Board.

Review:	Dept.	C.A.O. 
---------	-------	--

Oct 11. 21

Chris K.

I am interested in serving one more term  
on the ASB

Martin White

October 2, 2001

Chief Administrative Officer  
MD of MacKenzie 23  
POB 640  
Fort Vermilion Alberta  
T0H 1N0

Dear CAO

**Re: Agricultural Service Board Vacancy**

Please consider my name for the above opening.

I have been a resident of the Municipal District for approximately 14 years and have an interest in its affairs.

I currently farm a quarter section north of High Level on the Heliport Road and hold a human resources position with an oil field company.

I believe my experience, residency and interest qualify me for the vacancy.

Should you wish to discuss my suitability to the vacancy, kindly call me at 926 8851.

Thank you.

Regards

  
Gene Fritsch

October 3, 2001

APPLICATION FOR APPOINTMENT TO  
THE AGRICULTURAL SERVICE BOARD  
FOR MD 23

I am submitting my application for the member at large position that is vacant on the Agricultural Service Board. I have enjoyed many years of living and working in this MD, and feel that it is important to give guidance and support to the region by being involved and contributing to the agriculture board. I have been an active community member and have enjoyed years of sitting on various organizations and boards. I have a lot of experience and a good working relationship with Government as well as with the ID and MD Councils.

I have listed below some of the various organizations that I have had the pleasure to be involved with over the past years:

Director of the Agricultural Service Board, as Chairman and Vice Chairman

Member of the Health Authority

Director of the Fort Vermilion Recreation Board

Director of the Boyer River R.E.A.

Director of the Rocky Lane Agricultural Society

Vet Advisory Committee

North Peace Applied Research Association

High Level Seed Plant

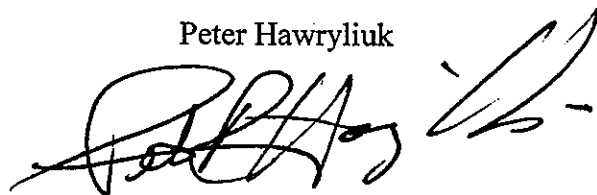
Rocky Lane School Society

North Peace Health Foundation

Director of Agricore

I would like to take this time to thank you for the opportunity to apply for this position.

Peter Hawryliuk





00/17/01 10:11 AM 700204104 MACKENZIE FORK W/02

Attention: Eva Schmidt  
Municipal District of Mackenzie # 23

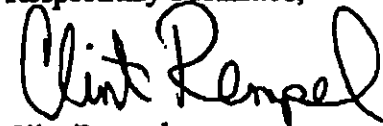
Date: September 17, 2001

RE: Application for Agricultural Service Board, as well as Veterinary Advisory Board  
Clint Rempel, Manager, Mackenzie Pork

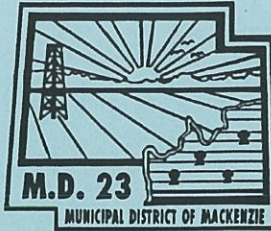
Relevant Experience and Background Information:

- 1991-1998 Director for Alberta Pork, representing the Peace River District. Worked on numerous committees including Alberta Pork's Land use Committee, we assisted the provincial Government on helping to establish the first Code of practice for Intensive Livestock. As well as working on the technical advisory group for the province. Other committees of importance were Chairman of the Pork Promotion committee as well as being appointed by the agricultural minister to work on the livestock expansion committee.
- 1995 was appointed to the County of Grande Prairie # 1, Intensive livestock Committee.
- 1997 went with the Canadian Pork Council's Hog Producer mission to South Korea and Japan, to promote Canada's Quality Assurance Program.
- 1997 my wife Helen and me, received both the Alberta and Canadian, "Outstanding Young Farmer's" award.
- 1998 was on the Board of Director's of Peace Pork Inc.
- 2000 was hired by Mackenzie Pork to work with the local community to work on expanding the livestock and hog sector's in the M.D. Of Mackenzie # 23
- 2001 Elected to La Crete Chamber of Commerce, looking after the Agricultural committee.
- 2001 appointed to the Ag. Service Board for M.D. of Mackenzie # 23.
- 2001 appointed to the Intensive Livestock Operations Task Force

Respectfully Submitted,



Clint Rempel



## M.D. of Mackenzie No. 23

### Request For Decision

Meeting:	<b>Organizational Meeting</b>
Meeting Date:	October 24, 2001
Originated By:	Harvey Prockiw, CAO
Title:	<b>Assessment Review Board – Members at Large</b>
Agenda Item No:	5 b)

#### BACKGROUND / PROPOSAL:

Along with two Councillors, two members at large as well as one alternate are required to sit on the Assessment Review Board.

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

Attached are letters of application from Jack Eccles, Wally Schroeder, Les Coulthard and Gene Fritsch.

#### COSTS / SOURCE OF FUNDING:

N/A

#### RECOMMENDED ACTION (by originator):

That \_\_\_\_\_ and \_\_\_\_\_ be appointed as regular members at large and \_\_\_\_\_ be appointed as alternate member at large to the Assessment Review Board.

Review:

Dept.

C.A.O.

Jack A. Eccles, CRA

October 11, 2001

Chief Administrative Officer  
Municipal District of MacKenzie # 23  
P.O. Box 640  
Fort Vermilion, Alberta  
T0H 1N0

Re: Assessment Review Board

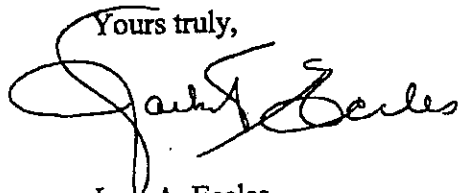
Please accept this as my application for the appointment to the Assessment Review Board. I have been a resident and taxpayer in M.D. # 23 since 1983. I am the manager of Northern Lights Gas Co-op Ltd. which serves most of the residents in M.D. # 23.

Real Estate has always been an interest of mine and in 1994 I became a licensed agent. In 1995 I became an articling appraiser and in 1999 I received the professional designation Canadian Residential Appraiser (CRA).

I feel that my experience could be an asset to this position.

Thank you for your consideration of my application.

Yours truly,



Jack A. Eccles

Wally Schroeder

September 6, 2001

Harvey Prockiw  
Chief Administrative Officer  
Municipal District of Mackenzie No. 23  
P.O. Box 640  
Fort Vermilion, Alberta  
TOH IN0

Dear Mr. Prockiw:

Thank you for your letter of August 24 informing me that the terms for the MD boards I am involved in expire October 24, 2001.

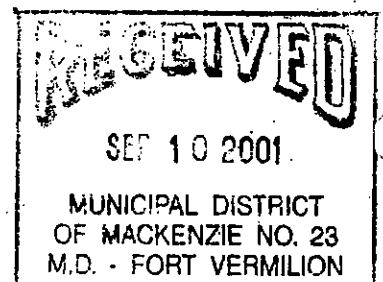
I have served on the Mackenzie Housing Management Board (2 years), the Development Appeal Board (2 years) and the Assessment Review Board (1 year). Having enjoyed my involvement on these boards, I wish to continue serving on them. The training sessions I have taken for the Assessment Review Board and Development Appeal Board were very valuable in preparing me for my responsibilities.

Please inform me, at your convenience, as to your decision regarding my status on these three boards.

Sincerely yours;



Wally Schroeder



# Les T. Coulthard

September 25, 2001

Harvey Prockiw  
Chief Administrative Officer  
M.D. Mackenzie #23  
P.O. Box 640  
Fort Vermilion, Alberta  
T0H 1N0

I would like to allow my name to stand for the following committees in the M.D. of Mackenzie:

Veterinary Advisory Committee (currently member at large)

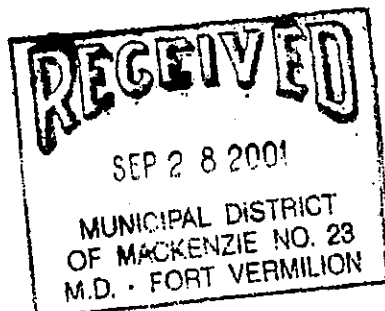
Assessment Review Board (currently member at large)

Subdivision & Development Appeal Board

Thank you,



Les T. Coulthard



October 2, 2001

Chief Administrative Officer  
MD of MacKenzie 23  
POB 640  
Fort Vermilion Alberta  
T0H 1N0

Dear CAO

**Re: Assessment Review Board Vacancy**

Please consider my name for the above opening.

I have been a resident of the Municipal District for approximately 14 years and have an interest in its affairs.

I currently farm a quarter section north of High Level on the Heliport Road and hold a human resources position with an oil field company.

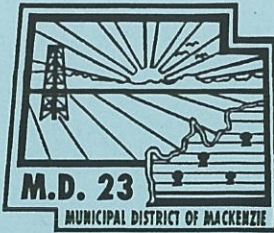
I believe my experience, residency and interest qualify me for the vacancy.

Should you wish to discuss my suitability to the vacancy, kindly call me at 926 8851.

Thank you.

Regards,

  
Gene Fritsch



# M.D. of Mackenzie No. 23

## Request For Decision

Meeting:	<b>Organizational Meeting</b>
Meeting Date:	October 24, 2001
Originated By:	Harvey Prockiw, CAO
Title:	<b>Subdivision and Development Appeal Board Members at Large</b>
Agenda Item No:	5 f)

### BACKGROUND / PROPOSAL:

The Subdivision and Development Appeal Board is made up of one Councillor and one alternate, three members at large and one alternate.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached are letters of application from Jack Eccles, Wally Schroeder, Les Coulthard, Ray Toews and Gene Fritsch.

### COSTS / SOURCE OF FUNDING:

N/A

### RECOMMENDED ACTION (by originator):

That \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ be appointed as regular members at large and \_\_\_\_\_ be appointed as alternate member at large to the Subdivision and Development Appeal Board.

Review:

Dept.

C.A.O.

**Jack A. Eccles, CRA**

---

October 11, 2001

Chief Administrative Officer  
Municipal District of MacKenzie # 23  
P.O. Box 640  
Fort Vermilion, Alberta  
T0H 1N0

**Re: Subdivision and Development Appeal Board**

Please accept this as my application for the appointment to the Subdivision and Development Appeal Board.

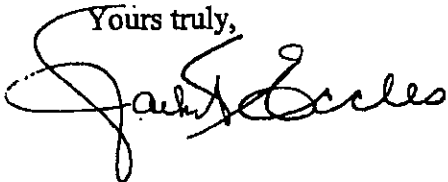
I have been a resident and taxpayer in M.D. # 23 since 1983. I am the manager of Northern Lights Gas Co-op Ltd. which serves most of the residents in M.D. # 23.

Real Estate has always been an interest of mine and in 1994 I became a licensed agent. In 1995 I became an articling appraiser and in 1999 I received the professional designation Canadian Residential Appraiser (CRA).

I feel that my experience could be an asset to this position.

Thank you for your consideration of my application.

Yours truly,



Jack A. Eccles



Wally Schroeder

September 6, 2001

Harvey Prockiw  
Chief Administrative Officer  
Municipal District of Mackenzie No. 23  
P.O. Box 640  
Fort Vermilion, Alberta  
TOH IN0

Dear Mr. Prockiw:

Thank you for your letter of August 24 informing me that the terms for the MD boards I am involved in expire October 24, 2001.

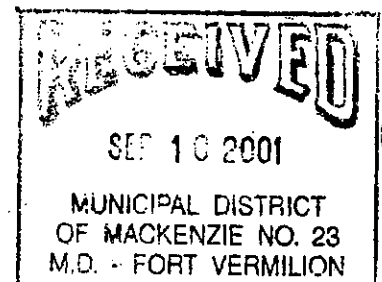
I have served on the Mackenzie Housing Management Board (2 years), the Development Appeal Board (2 years) and the Assessment Review Board (1 year). Having enjoyed my involvement on these boards, I wish to continue serving on them. The training sessions I have taken for the Assessment Review Board and Development Appeal Board were very valuable in preparing me for my responsibilities.

Please inform me, at your convenience, as to your decision regarding my status on these three boards.

Sincerely yours;



Wally Schroeder



**Les T. Coulthard**

September 25, 2001

Harvey Prockiw  
Chief Administrative Officer  
M.D. Mackenzie #23  
P.O. Box 640  
Fort Vermilion, Alberta  
T0H 1N0

Would like to allow my name to stand for the following committees in the M.D. of Mackenzie:

Veterinary Advisory Committee (currently member at large)

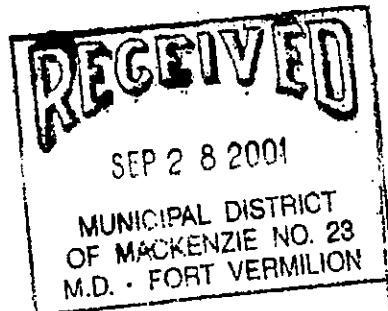
Assessment Review Board (currently member at large)

Subdivision & Development Appeal Board

Thank you,



Les T. Coulthard



Oct. 11,2001

Chief Administration Officer, MD#23

Dear Sir:

My name is Ray Toews, I would like to apply for the position on the Subdivision and Development Appeal Board.

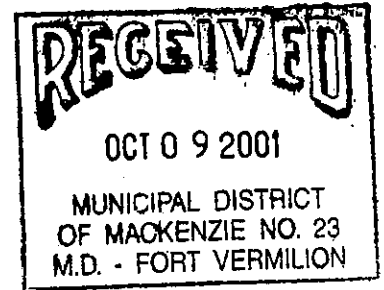
I have been a long time resident of Fort Vermilion having first moved here in 1971, and after an 8 year absence returned in 1997.

I served on the ID council from 1977 to 1980, I also sat on the Developmental Appeal Board at that time.

I am currently vice chair of the Fort Vermilion Board of Trade and am keenly interested in the orderly development of the MD.

I look forward to sitting on this board and will give it my best effort.

A handwritten signature in cursive script that reads "Ray Toews". The signature is written in black ink and is positioned in the lower-left quadrant of the page.



October 2, 2001

Chief Administrative Officer  
MD of MacKenzie 23  
POB 640  
Fort Vermilion Alberta  
T0H 1N0

Dear CAO

**Re: Subdivision and Development Appeal Board Vacancy**

Please consider my name for the above opening.

I have been a resident of the Municipal District for approximately 14 years and have an interest in its affairs.

I currently farm a quarter section north of High Level on the Heliport Road and hold a human resources position with an oil field company.

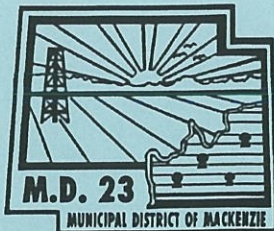
I believe my experience, residency and interest qualify me for the vacancy.

Should you wish to discuss my suitability to the vacancy, kindly call me at 926 8851.

Thank you.

Regards

  
Gene Fritsch



# M.D. of Mackenzie No. 23

## Request For Decision

Meeting:	<b>Organizational Meeting</b>
Meeting Date:	October 24, 2001
Originated By:	Harvey Prockiw, CAO
Title:	<b>Veterinary Advisory Committee Members at Large</b>
Agenda Item No:	5 a)

### BACKGROUND / PROPOSAL:

The M.D. of Mackenzie appoints one Councillor and two members at large to serve on the Veterinary Advisory Committee. Other Committee members are a member of the Fort Vermilion Grazing Association and the Veterinarians.

### DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Attached are letters of application from Clint Rempel, Les Coulthard and Gene Fritsch.

### COSTS / SOURCE OF FUNDING:

N/A

### RECOMMENDED ACTION (by originator):

That \_\_\_\_\_ and \_\_\_\_\_ be appointed as members at to the Veterinary Advisory Committee.

Review:

Dept.

C.A.O.

Attention: Eva Schmidt  
Municipal District of Mackenzie # 23

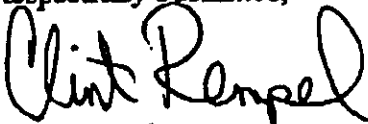
Date: September 17, 2001

RE: Application for Agricultural Service Board, as well as Veterinary Advisory Board  
Clint Rempel, Manager, Mackenzie Pork

Relevant Experience and Background Information:

- 1991-1998 Director for Alberta Pork, representing the Peace River District. Worked on numerous committees including Alberta Pork's Land use Committee, we assisted the provincial Government on helping to establish the first Code of practice for Intensive Livestock. As well as working on the technical advisory group for the province. Other committees of importance were Chairman of the Pork Promotion committee as well as being appointed by the agricultural minister to work on the livestock expansion committee.
- 1995 was appointed to the County of Grande Prairie # 1, Intensive livestock Committee.
- 1997 went with the Canadian Pork Council's Hog Producer mission to South Korea and Japan, to promote Canada's Quality Assurance Program.
- 1997 my wife Helen and me, received both the Alberta and Canadian, "Outstanding Young Farmer's" award.
- 1998 was on the Board of Director's of Peace Pork Inc.
- 2000 was hired by Mackenzie Pork to work with the local community to work on expanding the livestock and hog sector's in the M.D. Of Mackenzie # 23
- 2001 Elected to La Crete Chamber of Commerce, looking after the Agricultural committee.
- 2001 appointed to the Ag. Service Board for M.D. of Mackenzie # 23.
- 2001 appointed to the Intensive Livestock Operations Task Force

Respectfully Submitted,



Clint Rempel

# Les T. Coulthard

September 25, 2001

Harvey Prockiw  
Chief Administrative Officer  
M.D. Mackenzie #23  
P.O. Box 640  
Fort Vermilion, Alberta  
T0H 1N0

I would like to allow my name to stand for the following committees in the M.D. of Mackenzie:

Veterinary Advisory Committee (currently member at large)

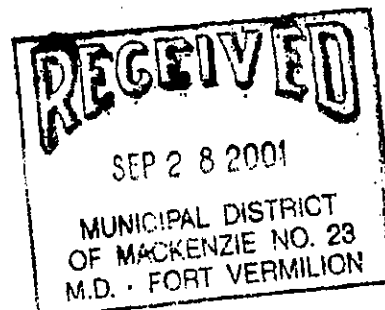
Assessment Review Board (currently member at large)

Subdivision & Development Appeal Board

Thank you,



Les T. Coulthard



October 2, 2001

Chief Administrative Officer  
MD of MacKenzie 23  
POB 640  
Fort Vermilion Alberta  
T0H 1N0

Dear CAO

**Re: Veterinary Advisory Board Vacancy**

Please consider my name for the above opening.

I have been a resident of the Municipal District for approximately 14 years and have an interest in its affairs.

I currently farm a quarter section north of High Level on the Heliport Road and hold a human resources position with an oil field company.

I believe my experience, residency and interest qualify me for the vacancy.

Should you wish to discuss my suitability to the vacancy, kindly call me at 926 8851.

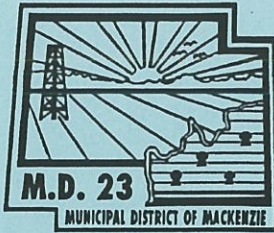
Thank you.

Regards



Gene Fritsch





## M.D. of Mackenzie No. 23

### Request For Decision

Meeting:	<b>Council Organizational</b>
Meeting Date:	October 24, 2001
Originated By:	Harvey Prockiw, CAO
Title:	<b>Bylaw 282/01 Council Organization and Procedure</b>
Agenda Item No:	7 a)

#### BACKGROUND / PROPOSAL:

Bylaw 282/01 is similar to Bylaw 209/00, adopted last year, with some suggested changes.

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

Suggested additions to Bylaw 282/01 are highlighted and suggested deletions have lines drawn through them.

#### COSTS / SOURCE OF FUNDING:

N/A

#### RECOMMENDED ACTION (by originator):

##### **Motion 1:**

That first reading be given to Bylaw 282/01, being a bylaw to provide the organizational and procedural matters of Council, Council Committees and Councillors.

##### **Motion 2:**

That second reading be given to Bylaw 282/01, being a bylaw to provide the organizational and procedural matters of Council, Council Committees and Councillors.

##### **Motion 3:**

That consideration be given to go to third reading of Bylaw 282/01, being a bylaw to provide the organizational and procedural matters of Council, Council Committees and Councillors, at this meeting.

##### **Motion 4:**

That third reading be given to Bylaw 282/01, being a bylaw to provide the organizational and procedural matters of Council, Council Committees and Councillors.

Review:

Dept.

C.A.O.

**BYLAW NO. 282/01**

**BEING A BY-LAW OF THE  
MUNICIPAL DISTRICT OF MACKENZIE No. 23  
IN THE PROVINCE OF ALBERTA**

**TO PROVIDE THE ORGANIZATIONAL AND PROCEDURAL MATTERS OF  
COUNCIL , COUNCIL COMMITTEES AND COUNCILLORS**

**WHEREAS**, Section 145 of the Municipal Government Act, Being Chapter M-26.1 of the Revised Statutes of Alberta, 1994, hereinafter referred to as the "M.G.A." provides for the establishment of Council committees and other bodies, procedure and conduct of Council, Council committees and other bodies established by Council and the conduct of Councillors and members of Council committees and other bodies established by Council; and

**WHEREAS**, various other sections of the M.G.A. provide for organizational and procedural matters of Council, Council committees and Councillors.

**NOW THEREFORE**, THE COUNCIL OF THE Municipal District of Mackenzie No. 23, duly assembled, enacts as follows:

**Code of Ethics**

The proper operation of democratic local government requires that elected officials be independent, impartial and duly responsible to the people.

To this end it is imperative that:

- a) Government decisions and policy be made through the proper channels of government structure.
- b) Public office not be used for personal gain.
- c) The public have confidence in the integrity of its government.

Accordingly, it is the purpose of these guidelines of conduct to outline certain basic rules for Municipal District of Mackenzie No. 23 Council so that they may carry out their duties with impartiality and equality of services to all, recognizing that the basic functions of elected local government officials are, at all times, services to their community and the public.

To further these objectives, certain ethical principles should govern the conduct of Municipal District of Mackenzie No. 23 Council in order that

they shall maintain the highest standards of conduct in public office and faithfully discharge the duties of office without fear or favour.

Councillors shall:

1. Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta.
2. Not use confidential information for personal profit of themselves or any other person.
3. Not communicate confidential information to anyone not entitled to receive same.
4. Not use their position to secure special privileges, favours, or exemptions for themselves or any other person.
5. Preserve the integrity and impartiality of Council.
6. For a period of twelve (12) months after leaving office, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity.
7. Not assume that any unethical activities (not covered by or specifically prohibited by these ethical guidelines of conduct, or by any legislation) will be condoned.

#### **Municipal Office**

101. In accordance with Section 204 of the M.G.A. the main municipal office shall be the administration office located at Fort Vermilion, Alberta.

#### **Chief and Deputy Chief Elected Official**

201. In accordance with Section 155 of the M.G.A., the chief elected official shall have the title of Reeve and the deputy chief elected official shall have the title of Deputy Reeve.
202. Annually, at the organizational meeting of Council, Council shall elect the Reeve and the Deputy Reeve.

#### **Meetings of Council**

##### ***Organizational Meetings***

301. The organizational meeting of Council shall be held on the fourth

Wednesday of October in each year commencing at 10:00 a.m. in Fort Vermilion. Any changes in the date, time and location may be made at a regular Council meeting at least four weeks in advance and must be advertised.

***Regular Meetings***

302. The dates, times, and place of regular meetings of Council shall be established at the Organizational meeting annually and may be amended by motion at any time.
303. The Chief Administrative Officer shall record the time of arrival and departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of the meeting.
304. If a quorum is not present within thirty minutes after the time fixed for regular or special meetings, the Chief Administrative Officer shall record the names of the members present, and the Council shall stand adjourned until the next regular or special meeting.
305. In the case the Reeve or Deputy Reeve is not in attendance within thirty minutes after the hour appointed for a meeting and a quorum is present, the Chief Administrative Officer shall call the meeting to order and a Chairman shall be chosen by the Councillors present who shall preside during the meeting until the arrival of the Reeve or Deputy Reeve.

**Conduct of Meetings**

401. Every delegate to a regular Council, and each member of Council shall address the chair but shall not speak until recognized by the chair.
402. The Reeve or other presiding officer may, upon request of a member of Council authorize a person in the public gallery to address Council, only on the topic being debated at that time in the meeting and within time limits specified by the Reeve or other presiding officers.
403. A motion may be withdrawn by the mover at any time before voting.
404. The following motions are not debatable by Council.
  - a) Adjournment.

- b) Take a Recess.
- c) Question of Privilege.
- d) Point of Order.
- e) Limit Debate on the Matter before Council.
- f) Division of a Question.
- g) Table the Matter to Another Meeting.

405. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Reeve or other presiding officer so directs.
406. Whenever the Reeve or other presiding officer is of the opinion that a motion is contrary to the rules and privileges of the Council ~~or Council Committee~~, he shall appraise the member thereof immediately, before putting the question, and shall cite the rule or authority applicable to the case without argument or comment, unless otherwise decided by a two-thirds majority vote of the members present.
407. In all cases not provided for in the proceedings of the Council ~~and Council Committee~~, the "Revised Roberts Rule of Order" shall be followed and in such cases the decision of the Reeve or other presiding officer shall be final and accepted without debate.

### Delegations

501. A person or a representative of any delegation or group of persons who wishes to bring any matter to the attention of the Council or who wishes to have any matter considered by the Council shall address a letter or other communication to the Council outlining the subject to be discussed. The letter shall be typewritten or legibly written, signed by the correct name of the writer, delivered or mailed to the office of the Chief Administrative Officer so that it arrives at least at 4:00 ~~4:30~~ o'clock in the afternoon seven calendar days immediately preceding the meeting at which it is to be presented, and it shall contain the full mailing address of the writer. If he or she wishes to appear before Council it shall be so stated in the letter.
502. Delegations shall be granted a maximum of fifteen (15) minutes to present the matter outlined in their letter. Where the Reeve or other presiding officer determines that additional time shall be granted to a delegation, additional time shall be granted in the length specified by the Reeve or other presiding officer.

503. Notwithstanding Section 502, where the Reeve or other presiding officer determines that sufficient time has been granted to a delegation to present the matter outlined in their letter, the Reeve or other presiding officer may limit the length of time granted to the delegation.
504. Delegations who have not submitted a letter in accordance with Section 501 may be granted by the Reeve or other presiding officer a maximum of 15 minutes to outline the matter they wish to present to Council, and following that outline, the Reeve or other presiding officer shall determine if the delegation is to be granted time under Sections 502 and 503 to present the matter outlined.

**Agenda and Order of Meetings**

601. Prior to each regular meeting, the Chief Administrative Officer shall prepare a statement of the order of business to be known as the "Agenda" of all business to be brought before the Council at such meeting, and to enable the Chief Administrative Officer to do so, all documents and notice of delegation intended to be submitted to the Council shall be placed in his/her hands not later than ~~4:00~~ **4:30** P.M., seven calendar days before the regular meeting.
602. The Chief Administrative Officer shall, to the best of his ability place at the disposal of each member of Council, a copy of the agenda and all supporting materials not later than 4:30 P.M., four days before the regular meeting.
603. ~~The business of the Council intended to be dealt with shall be stated in the agenda in the following order:~~
- ~~1. Call to Order.~~
  - ~~2. Agenda~~
    - ~~a) Items to add or delete from the Agenda.~~
    - ~~b) Adoption of the Agenda.~~
  - ~~3. Adoption of the previous minutes~~
  - ~~4. Public Hearings~~
  - ~~5. Delegations~~
  - ~~6. Council Committee and CAO~~
  - ~~7. Business Arising out of the Minutes~~
  - ~~8. Planning and Emergency Services~~
  - ~~9. Protective Services.~~
  - ~~10. Agricultural Services.~~
  - ~~11. Corporate Services.~~

~~12. Operational Services.~~

~~13. In Camera Session.~~

~~14. Adjournment.~~

~~604. The order of business established in the foregoing paragraph shall apply unless Council otherwise determines by a majority vote of the members present, and the vote upon a matter of priority of Council business shall be decided without debate.~~

605. Motions of Council or Council Committees do not require a seconder.

606. Prior to each regular Council meeting, Council may conduct a Committee of the Whole meeting. The Committee of the Whole meeting provides Council with an opportunity to discuss issues before they are brought to the table in the form of a Motion. Council may move the item of discussion to the regular meeting agenda for decision.

### Individual Recording of Council Proceedings

701. No person shall, unless a two thirds majority consent of Council is given, record the proceedings of Council through tape recorder, video camera, or other devices. This provision does not apply to the preparation of the minutes of the Council meetings by the Chief Administrative Officer or the Chief Administrative Officer's designate.

### General

801. Standing Committees of Council shall be established and governed by policy approved by Council.

802. By-law No. 209/00 and all amendments thereto are hereby repealed.

First Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2001.

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

\_\_\_\_\_  
Eva Schmidt, Executive Assistant

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 2001.

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

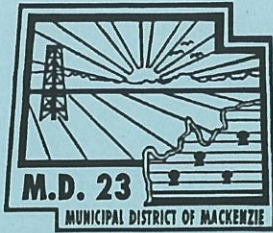
\_\_\_\_\_  
Eva Schmidt, Executive Assistant

Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 2001.

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

\_\_\_\_\_  
Eva Schmidt, Executive Assistant





## M.D. of Mackenzie No. 23

### Request For Decision

Meeting:	<b>Council Organizational</b>
Meeting Date:	October 24, 2001
Originated By:	Harvey Prockiw, CAO
Title:	<b>Bylaw 219/00 Honourariums and Related Expenses</b>
Agenda Item No:	7b)

#### BACKGROUND / PROPOSAL:

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

Bylaw 219/00 establishes honourariums and related expenses for Council and Council Committees.

#### COSTS / SOURCE OF FUNDING:

#### RECOMMENDED ACTION (by originator):

For review and changes, if any.

Review:

Dept.

C.A.O. 

**BYLAW NO. 219/00**

**BEING A BY-LAW OF THE  
MUNICIPAL DISTRICT OF MACKENZIE NO. 23  
IN THE PROVINCE OF ALBERTA**

**TO AMEND BYLAW 195/99**

**TO PROVIDE FOR HONORARIUMS AND RELATED EXPENSE  
REIMBURSEMENT FOR COUNCILLORS  
AND  
APPROVED COMMITTEE MEMBERS**

**WHEREAS**, Section 180(1) of the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta, 1994, hereinafter referred to as the "M.G.A." provides for decisions of council to be made by resolution or bylaw, and

**WHEREAS**, the council is desirous of establishing compensation of Councillors and approved committee members for their meeting time and their out of pocket expenses while on official municipal business,

**NOW THEREFORE**, THE COUNCIL OF THE Municipal District of Mackenzie No. 23, duly assembled, enacts as follows:

**Honorariums**

1. Monthly honorariums shall be paid to each Councillor for their time spent conducting the business of the municipality as follows:

Reeve - \$500.00 per month  
Councillor - \$250.00 per month

2. Councillors, in attendance, at council meetings, approved council committee meetings and seminars and/or conventions and shall be paid \$125.00 per day plus mileage and meal allowance, where applicable.

---

3. Members-at-large appointed to approved council committees shall be paid \$125.00 per day, plus mileage and meal allowance, where applicable.
4. Travel time to and from any council meeting, approved council committee meeting, seminar and/or convention shall be paid mileage and meal allowance, where applicable. Councillors driving to a

seminar/convention shall be paid \$125.00 for one travel day there and one travel day back. Only one per diem per day shall be allowed.

**Mileage**

6. Mileage shall be paid at \$0.35 for each kilometer travelled by each Councillor or member-at-large who is travelling with their personal vehicle on business of the municipality or its committees. Such mileage shall be calculated from the place of residence of the Councillor or member-at-large to the place of the meeting and return. In addition, such mileage allowance shall apply to any approved conventions or seminars.

**Reimbursement for Accommodations and Meals**

7. Where a Councillor or committee member is required to travel on municipality business and overnight accommodation away from his/her regular place of residence is necessary, he/she may claim in respect of the time spent on travel status

(a) either

- (i) reimbursement of the cost of accommodation in a hotel, motel, guest-house, inn or other similar establishment, on a receipt submitted with the municipal expense account form, or
- (ii) an allowance of \$14.00 per night,

(b) in respect of each breakfast, lunch, or dinner, either

- (i) reimbursement of the cost of the meal, excluding alcoholic beverages, and of an amount equal to the amount of the gratuity paid on the meal to a maximum of 15% of the cost of the meal as shown on the receipt, or
- (ii) the appropriate meal allowance, without receipt, as follows:

breakfast - \$9.50 including GST  
(if time of departure is prior to 7:30 a.m.)

lunch - \$11.50 including GST  
(if time of return is after 1:00 p.m.)

dinner - \$20.00 including GST  
(if time of return is after 6:30 p.m.)

8. Meal claims will be calculated based on reasonable travel times to get to and return from meeting commencement and conclusion times.
  - (a) an allowance of \$5.00 for personal expenses for each full 24-hour period on travel status.
  - (b) reasonable telephone expenses on Municipal District business.
9. All Councillor and approved committee members expense claims must be approved by the Reeve and in the Reeve's absence the Deputy Reeve, the Reeve's expense claim must be approved by the Deputy Reeve.
10. NO EXPENSES OTHER THAN THOSE LISTED IN THIS BYLAW MAY BE CLAIMED.
11. This Bylaw amends Bylaw 195/99.

First Reading given on the 19<sup>th</sup> day of June, 2000.

B. Neufeld  
Bill Neufeld, Reeve

E. Schmidt  
Eva Schmidt, Executive Assistant

Second Reading given on the 4<sup>th</sup> day of July, 2000.

B. Neufeld  
Bill Neufeld, Reeve

E. Schmidt  
Eva Schmidt, Executive Assistant

Third Reading and Assent given on the 4<sup>th</sup> day of July, 2000.

B. Neufeld  
Bill Neufeld, Reeve

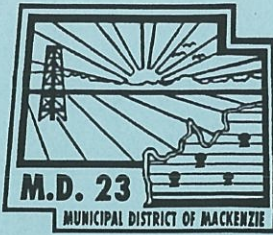
E. Schmidt  
Eva Schmidt, Executive Assistant

Approved:

Sandra Cross  
Sandra Cross, Official Administrator

Refused:

Sandra Cross  
Sandra Cross, Official Administrator



## M.D. of Mackenzie No. 23

### Request For Decision

Meeting:	<b>Organizational Meeting</b>
Meeting Date:	October 24, 2001
Originated By:	Harvey Prockiw, CAO
Title:	<b>Policy ADM033 – Council Meeting Dates</b>
Agenda Item No:	7c)

#### BACKGROUND / PROPOSAL:

Policy ADM033 makes provision for regular scheduled Council meetings.

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

Council might consider meeting every third week instead of twice a month. This would allow more preparation time for Council meetings. Council might also consider holding special meetings when issues of major importance come to the table, which will take a considerable amount of time to deal with.

#### COSTS / SOURCE OF FUNDING:

N/A

#### RECOMMENDED ACTION (by originator):

That Policy ADM033 – Council Meeting Dates, be adopted as presented and attached.

Review:

Dept.

C.A.O.

## Municipal District of Mackenzie No. 23

<b>Title</b>	<b>Council Meeting Dates</b>	<b>Policy No:</b>	<b>ADM033</b>
--------------	------------------------------	-------------------	---------------

<b>Legislation Reference</b>	<b>Municipal Government Act, Section 5 b)</b>
------------------------------	---

**Purpose**

To establish regular meeting dates for the Council of the Municipal District of Mackenzie No. 23.

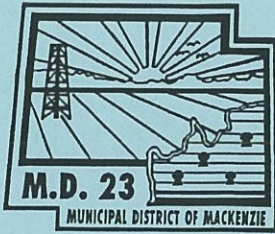
### **Policy Statement and Guidelines**

It is the desire of Council to ensure meetings are scheduled at regular intervals and in accordance with the Municipal Government Act and the M.D. of Mackenzie Organizational and Procedural Bylaw.

1. Council meetings shall be scheduled for every third Tuesday, commencing with the first Council meeting in 2002 scheduled for Tuesday, January 8, 2002 in Fort Vermilion commencing with the Committee of the Whole meeting at 10:00 a.m. and the regular Council meeting at 1:00 p.m.
2. Every second Council meeting shall be scheduled for the evening with the Committee of the Whole meeting commencing at 4:00 p.m. and the regular Council meeting commencing at 7:00 p.m.
3. Regular scheduled Council day meetings shall be conducted in Fort Vermilion and regular scheduled Council evening meetings shall be rotated between Fort Vermilion, La Crete, Zama and High Level.
4. Special Council meetings shall be conducted in accordance with the Municipal Government Act and the M.D. of Mackenzie Organizational and Procedural Bylaw.

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

# M.D. of Mackenzie No. 23



## Request For Decision

Meeting:	<b>Organizational Council</b>
Meeting Date:	October 24, 2001
Originated By:	Harvey Prockiw, CAO
Title:	<b>Establish Council Meeting Dates, Times, and Places for Year 2002</b>
Agenda Item No:	8 a)

BACKGROUND / PROPOSAL: Bylaw 209/00, To Provide the Organizational and Procedural Matters of Council, Council Committees and Councillors, section 302 provides for regular Council meetings to be established at the Organizational meeting annually and may be amended by motion at any time.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES: It would be beneficial for Council to set the dates and places for all regular Council meeting dates for the year 2002. Establishing meeting dates for the year makes it easier for Administration to schedule delegations or answer questions from the public regarding location of Council meetings.

COSTS / SOURCE OF FUNDING: N/A

RECOMMENDED ACTION (by originator): There are two recommendations attached pending the adoption of policy ADM033 – Council Meeting Dates.

### Option 1

That Council establish Council meeting dates for the year 2002 pursuant to policy ADM033 as follows:

January	8	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
	29	Committee of the Whole	4 p.m.	La Crete
		Regular Council	7 p.m.	La Crete
February	19	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
March	12	Committee of the Whole	4 p.m.	High Level
		Regular Council	7 p.m.	High Level

Organizational Meeting RFD – Council Meeting Dates  
Page 2

April	3	<i>(Wednesday, due to Easter)</i>		
		Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
	23	Committee of the Whole	4 p.m.	Zama
		Regular Council	7 p.m.	Zama
May	14	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
June	4	Committee of the Whole	4 p.m.	Fort Vermilion
		Regular Council	7 p.m.	Fort Vermilion
June	25	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
July	16	Committee of the Whole	4 p.m.	La Crete
		Regular Council	7 p.m.	La Crete
June	4	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
August	6	Committee of the Whole	4 p.m.	High Level
		Regular Council	7 p.m.	High Level
August	27	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
September	10	Committee of the Whole	4 p.m.	Zama
		Regular Council	7 p.m.	Zama
October	8	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
October	29	Committee of the Whole	4 p.m.	Fort Vermilion
		Regular Council	7 p.m.	Fort Vermilion
November	12	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
December	17	Committee of the Whole	4 p.m.	La Crete
		Regular Council	7 p.m.	La Crete

**Option 2**

That Council establish Council meeting dates for the year 2002 as follows:

January	8	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
	22	Committee of the Whole	4 p.m.	Zama
		Regular Council	7 p.m.	Zama
February	5	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
February	19	Committee of the Whole	4 p.m.	La Crete
		Regular Council	7 p.m.	La Crete

Review:	Dept.	C.A.O.
---------	-------	--------



Organizational Meeting RFD – Council Meeting Dates  
Page 3

March	5	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
	19	Committee of the Whole	4 p.m.	High Level
		Regular Council	7 p.m.	High Level
April	2	<i>(Wednesday, due to Easter)</i>		
		Committee of the Whole	10 a.m.	Fort Vermilion
	16	Regular Council	1 p.m.	Fort Vermilion
		Committee of the Whole	4 p.m.	Fort Vermilion
May	7	Regular Council	7 p.m.	Fort Vermilion
		Committee of the Whole	10 a.m.	Fort Vermilion
	22	<i>(Wednesday, due to Pentecost)</i>		
		Regular Council	1 p.m.	Fort Vermilion
June	4	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	7 p.m.	Zama
	18	Committee of the Whole	4 p.m.	Zama
		Regular Council	7 p.m.	Fort Vermilion
July	2	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
	16	Committee of the Whole	4 p.m.	High Level
		Regular Council	7 p.m.	High Level
August	6	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
	20	Committee of the Whole	4 p.m.	Fort Vermilion
		Regular Council	7 p.m.	Fort Vermilion
September	3	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
	24	Committee of the Whole	4 p.m.	Fort Vermilion
		Regular Council	7 p.m.	Zama
October	8	Committee of the Whole	10 a.m.	Zama
		Regular Council	1 p.m.	Fort Vermilion
	22	Committee of the Whole	4 p.m.	Fort Vermilion
		Regular Council	7 p.m.	La Crete
November	5	Committee of the Whole	10 a.m.	La Crete
		Regular Council	1 p.m.	Fort Vermilion
	19	<i>(AAMD&amp;C Fall Convention)</i>		
		Committee of the Whole	4 p.m.	Fort Vermilion
December	3	Regular Council	7 p.m.	High Level
		Committee of the Whole	10 a.m.	High Level
	17	Regular Council	1 p.m.	Fort Vermilion
		Committee of the Whole	4 p.m.	Fort Vermilion
		Regular Council	7 p.m.	Fort Vermilion

Review:

Dept.

C.A.O.



## M.D. of Mackenzie No. 23

### Request For Decision

Meeting:	Council Organizational Meeting
Meeting Date:	October 24, 2001
Originated By:	Chris Kelland, Agricultural Fieldman
Title:	Set Meeting Date with Alberta Environment Water Resources
Agenda Item No:	8 b)

#### BACKGROUND / PROPOSAL:

The M.D. wants to meet with members of Alberta Environment, Water Resources, to discuss the legalities of what the M.D. can and cannot do with regards to water management/drainage. Included in the discussion will be status of jointly funded projects. Specific examples would be the Blue Hills area water management project and the High Level East Flood Control project.

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

Benefits of the meeting would be a better understanding of the rules and the municipality's authority to undertake works. Access to Alberta Environment funding would help with setting goals and determining budgets over several years. The status of specific projects, as in the Blue Hills area, would be very beneficial.

Water Resources will let us know dates available for them before the Council Organizational meeting.

#### COSTS / SOURCE OF FUNDING:


N/A

#### RECOMMENDED ACTION (by originator):

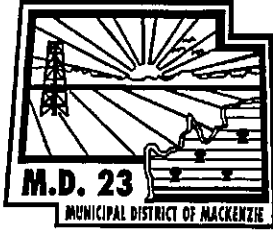
Set a date for a meeting with Alberta Environment, Water Resources to discuss legalities and joint cost-shared projects.

Review:

Dept.

C.A.O. 

# M.D. of Mackenzie No. 23



## Request For Decision

Meeting:	<b>Organizational Council</b>
Meeting Date:	October 24, 2001
Originated By:	Harvey Prockiw, CAO
Title:	<b>Establish Council Meeting Dates, Times, and Places for Year 2002</b>
Agenda Item No:	8 a)

**BACKGROUND / PROPOSAL:** Bylaw 209/00, To Provide the Organizational and Procedural Matters of Council, Council Committees and Councillors, section 302 provides for regular Council meetings to be established at the Organizational meeting annually and may be amended by motion at any time.

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:** It would be beneficial for Council to set the dates and places for all regular Council meeting dates for the year 2002. Establishing meeting dates for the year makes it easier for Administration to schedule delegations or answer questions from the public regarding location of Council meetings.

**COSTS / SOURCE OF FUNDING:** N/A

**RECOMMENDED ACTION (by originator):** There are two recommendations attached pending the adoption of policy ADM033 – Council Meeting Dates.

### Option 1

That Council establish Council meeting dates for the year 2002 pursuant to policy ADM033 as follows:

January	8	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
	29	Committee of the Whole	4 p.m.	La Crete
		Regular Council	7 p.m.	La Crete

Organizational Meeting RFD – Council Meeting Dates

Page 2

February	19	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
March	12	Committee of the Whole	4 p.m.	High Level
		Regular Council	7 p.m.	High Level
April	3	<i>(Wednesday, due to Easter)</i>		
		Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
	23	Committee of the Whole	4 p.m.	Zama
		Regular Council	7 p.m.	Zama
May	14	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
June	4	Committee of the Whole	4 p.m.	Fort Vermilion
		Regular Council	7 p.m.	Fort Vermilion
	25	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
July	16	Committee of the Whole	4 p.m.	La Crete
		Regular Council	7 p.m.	La Crete
August	6	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
	27	Committee of the Whole	4 p.m.	High Level
		Regular Council	7 p.m.	High Level
September	10	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
October	8	Committee of the Whole	4 p.m.	Zama
		Regular Council	7 p.m.	Zama
	29	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
November	12	Committee of the Whole	4 p.m.	Fort Vermilion
		Regular Council	7 p.m.	Fort Vermilion
December	17	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion

**Option 2**

That Council establish Council meeting dates for the year 2002 as follows:

January	8	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
	22	Committee of the Whole	4 p.m.	Zama
		Regular Council	7 p.m.	Zama

Review:

Dept.

C.A.O.

Organizational Meeting RFD – Council Meeting Dates

Page 3

February	5	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
	19	Committee of the Whole	4 p.m.	La Crete
		Regular Council	7 p.m.	La Crete
March	5	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
	19	Committee of the Whole	4 p.m.	High Level
		Regular Council	7 p.m.	High Level
April	2	<i>(Wednesday, due to Easter)</i>		
		Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
	16	Committee of the Whole	4 p.m.	Fort Vermilion
		Regular Council	7 p.m.	Fort Vermilion
	7	Committee of the Whole	10 a.m.	Fort Vermilion
May		Regular Council	1 p.m.	Fort Vermilion
	22	<i>(Wednesday, due to Pentecost)</i>		
		Committee of the Whole	4 p.m.	Zama
		Regular Council	7 p.m.	Zama
June	4	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
	18	Committee of the Whole	4 p.m.	La Crete
		Regular Council	7 p.m.	La Crete
July	2	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
	16	Committee of the Whole	4 p.m.	High Level
		Regular Council	7 p.m.	High Level
August	6	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
	20	Committee of the Whole	4 p.m.	Fort Vermilion
		Regular Council	7 p.m.	Fort Vermilion
September	3	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
	24	Committee of the Whole	4 p.m.	Zama
		Regular Council	7 p.m.	Zama
October	8	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
	22	Committee of the Whole	4 p.m.	La Crete
		Regular Council	7 p.m.	La Crete
November	5	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion

Review:

Dept.

C.A.O.

Organizational Meeting RFD – Council Meeting Dates

Page 4

November	19	<i>(AAMD&amp;C Fall Convention)</i>		
		Committee of the Whole	4 p.m.	High Level
		Regular Council	7 p.m.	High Level
December	3	Committee of the Whole	10 a.m.	Fort Vermilion
		Regular Council	1 p.m.	Fort Vermilion
	17	Committee of the Whole	4 p.m.	Fort Vermilion
		Regular Council	7 p.m.	Fort Vermilion

Review:

Dept.

C.A.O.