



MACKENZIE COUNTY

# ORGANIZATIONAL COUNCIL MEETING

**OCTOBER 25, 2022  
10:00 AM**

FORT VERMILION COUNCIL  
CHAMBERS

 780.927.3718

 [www.mackenziecounty.com](http://www.mackenziecounty.com)

 4511-46 Avenue, Fort Vermilion

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**Mackenzie County**



**MACKENZIE COUNTY  
ORGANIZATIONAL COUNCIL MEETING**

**Tuesday, October 25, 2022  
10:00 a.m.**

**Council Chambers – Fort Vermilion, Alberta**

**AGENDA**

			Page
<b>CALL TO ORDER:</b>	1.	a) Call to Order by the Chief Administrative Officer	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ELECTION OF REEVE:</b>	3.	a) Election of Reeve	7
<i>Note: all elections will be held by secret ballot as per the Procedural Bylaw</i>		b) Oath of Office – Reeve	9
<b>TURNOVER OF CHAIR</b>	4.	a) Turnover of Chair to the Reeve	
<b>ELECTION OF DEPUTY REEVE:</b>	5.	a) Election of Deputy Reeve	13
<i>Note: all elections will be held by secret ballot as per the Procedural Bylaw</i>		b) Oath of Office – Deputy Reeve	15
<b>ABOLISHMENT OF COMMITTEES:</b>	6.	a) Abolishment of Committees	19
<b>COUNCIL INTERNAL COMMITTEES:</b>	7.	a) Agricultural Appeal Board	21
<i>Note: all appointments will be by secret ballot as per the Procedural Bylaw</i>		b) Agricultural Service Board	31
		c) Assessment Review Board	35
		d) Community Services Committee	43
		e) Community Streetscape Implementation Committee	49
		f) Emergency Advisory Committee	55
		g) Indigenous Liaison Committee	69
		h) Inter-Municipal Planning Commission	73

		i) Inter-Municipal Subdivision & Development Appeal Board	79
		j) Mackenzie Library Board	101
		k) Municipal Planning Commission	107
		l) Northwest Alberta Regional Emergency Advisory Committee	117
		m) Subdivision & Development Appeal Board	119
<b>EXTERNAL COMMITTEE REPRESENTATION:</b>	8.	a) Boreal Housing Foundation	133
		b) Community Futures Northwest	139
		c) Forest Education Society	143
		d) Hay Zama Committee	145
		e) High Level Recreation Facility Task Force	147
		f) Indigenous Joint Mutual Aid Committee	149
		g) La Crete Community Adult Learning Council	151
		h) Mackenzie Applied Research Association (MARA)	153
		i) Mackenzie Frontier Tourist Association (MFTA)	155
		j) Mackenzie Regional Community Policing Society	163
		k) Mackenzie Regional Waste Management Commission	165
		l) Mighty Peace Watershed Alliance	167
		m) Northern Lakes College Community Education Committee	169
		n) Northwest Species at Risk Committee (NWSAR)	171
		o) Regional Economic Development Initiative (REDI)	177
		p) Rural Health Professions Action Plan (RhPAP)	185



		q)	Upper Hay Forest Public Advisory Committee	187
		r)	Veterinary Services Incorporated (VSI)	189
		s)	Water North Coalition (WNC)	191
<b>BYLAWS/POLICIES:</b>	9.	a)	Bylaw 1272-22 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members	195
		b)	Bylaw 1240-21 Procedural Bylaw	205
		c)	ADM050 Council/Administration Protocol	229
<b>OTHER BUSINESS:</b>	10.	a)	2023 Council Meeting Dates	241
		b)		
<b>DESTRUCTION OF BALLOTS:</b>	11.	a)	Destruction of Ballots	257
<b>ADJOURNMENT:</b>	12.	a)	Adjournment	





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>Election of Reeve</b>

## **BACKGROUND / PROPOSAL:**

The Reeve of the municipality is elected from within its members on an annual basis at the organizational meeting.

The Council Procedural Bylaw states that:

25. Where there is more than one nomination for Reeve or Deputy Reeve, the CAO shall request that voting be done by secret ballot.
26. If, on the first ballot, no Councillor receives a clear majority of votes, the Council Member who received the least number of votes shall be dropped from the ballot and the second ballot shall be taken.
27. On subsequent ballots, a Council Member who receives the least number of votes shall be dropped from the ballot until a Councillor receives a clear majority.
28. When there is a tie vote between two candidates, each candidate's name shall be written on a blank sheet of paper, of equal size and color, and deposited into a receptacle and someone shall be directed to withdraw one of the sheets. The candidate whose name appears on the sheet shall be considered to have one more vote than the other candidate.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**NOMINATIONS:**

Call for nominations:

First Call: \_\_\_\_\_

Second Call: \_\_\_\_\_

Third Call: \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

\_\_\_\_\_ was elected/acclaimed as Reeve for Mackenzie County for the period October 25, 2022 to October 2023.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>Oath of Office – Reeve</b>

## **BACKGROUND / PROPOSAL:**

Section 156 of the Municipal Government Act states:

A councillor, a chief elected official and a deputy and acting chief elected official may not carry out any power, duty or function until that person has taken the official oath prescribed by the *Oaths of Office Act*.

A copy of the Oath is attached.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_



CANADA )  
PROVINCE OF ALBERTA)  
TO WIT )

AFFIDAVIT

I, \_\_\_\_\_, of Mackenzie County, in the

Province of Alberta:

Swear that I will diligently, faithfully, and to the best of my ability execute according to law the office of REEVE for Mackenzie County.

So help me God.

SWORN before me )  
 )  
in the Hamlet of Fort Vermilion )  
 )  
in the Province of Alberta, this )  
 )  
25<sup>th</sup> day of October, 2022. )  
 )  
 )  
 )  
 )  
 )  
 )

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
A Commissioner for Oaths/Notary  
Public in and for the Province of Alberta

\_\_\_\_\_  
Witness

CANADA )  
PROVINCE OF ALBERTA)  
TO WIT )

AFFIDAVIT

I, \_\_\_\_\_, of Mackenzie County, in the

Province of Alberta:

Solemnly affirm that I will diligently, faithfully, and to the best of my ability  
execute according to law the office of REEVE for Mackenzie County.

AFFIRMED before me )  
 )  
in the Hamlet of Fort Vermilion )  
 )  
in the Province of Alberta, this )  
 )  
25<sup>th</sup> day of October, 2022. )  
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\_\_\_\_\_  
Reeve

\_\_\_\_\_  
A Commissioner for Oaths/Notary  
Public in and for the Province of Alberta

\_\_\_\_\_  
Witness





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>Election of Deputy Reeve</b>

## **BACKGROUND / PROPOSAL:**

The Deputy Reeve of the municipality is elected from within its members on an annual basis at the organizational meeting.

The Council Procedural Bylaw states that:

25. Where there is more than one nomination for Reeve or Deputy Reeve, the CAO shall request that voting be done by secret ballot.
26. If, on the first ballot, no Councillor receives a clear majority of votes, the Council Member who received the least number of votes shall be dropped from the ballot and the second ballot shall be taken.
27. On subsequent ballots, a Council Member who receives the least number of votes shall be dropped from the ballot until a Councillor receives a clear majority.
28. When there is a tie vote between two candidates, each candidate's name shall be written on a blank sheet of paper, of equal size and color, and deposited into a receptacle and someone shall be directed to withdraw one of the sheets. The candidate whose name appears on the sheet shall be considered to have one more vote than the other candidate.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**NOMINATIONS:**

Call for nominations:

First Call: \_\_\_\_\_

Second Call: \_\_\_\_\_

Third Call: \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

\_\_\_\_\_ was elected/acclaimed as Deputy Reeve for Mackenzie County for the period October 25, 2022 to October 2023.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>Oath of Office – Deputy Reeve</b>

## **BACKGROUND / PROPOSAL:**

Section 156 of the Municipal Government Act states:

A councillor, a chief elected official and a deputy and acting chief elected official may not carry out any power, duty or function until that person has taken the official oath prescribed by the *Oaths of Office Act*.

A copy of the Oath is attached.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_



CANADA )  
PROVINCE OF ALBERTA)  
TO WIT )

AFFIDAVIT

I, \_\_\_\_\_, of Mackenzie County, in the

Province of Alberta:

Swear that I will diligently, faithfully, and to the best of my ability execute according to law the office of DEPUTY REEVE for Mackenzie County.

So help me God.

SWORN before me )  
 )  
in the Hamlet of Fort Vermilion )  
 )  
in the Province of Alberta, this )  
 )  
25<sup>th</sup> day of October, 2022. )  
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 )

\_\_\_\_\_  
Deputy Reeve

\_\_\_\_\_  
A Commissioner for Oaths/Notary  
Public in and for the Province of Alberta

\_\_\_\_\_  
Witness

CANADA )  
PROVINCE OF ALBERTA)  
TO WIT )

AFFIDAVIT

I, \_\_\_\_\_, of Mackenzie County, in the

Province of Alberta:

Solemnly affirm that I will diligently, faithfully, and to the best of my ability execute according to law the office of DEPUTY REEVE for Mackenzie County.

AFFIRMED before me )  
 )  
in the Hamlet of Fort Vermilion )  
 )  
in the Province of Alberta, this )  
 )  
25<sup>th</sup> day of October, 2022. )  
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\_\_\_\_\_  
Deputy Reeve

\_\_\_\_\_  
A Commissioner for Oaths/Notary  
Public in and for the Province of Alberta

\_\_\_\_\_  
Witness



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>Abolishment of Committees</b>

**BACKGROUND / PROPOSAL:**

Annual review of current committee list and discussion regarding committee abolishment.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Procedural Bylaw

**Author:** L. Flooren **Reviewed by:** \_\_\_\_\_ **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the following Council Committees be abolished:

- 1.
- 2.
- 3.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>COUNCIL INTERNAL COMMITTEES Agricultural Appeal Board</b>

## **BACKGROUND / PROPOSAL:**

The Agricultural Appeal Board was created in 2014 and is authorized under the Weed Control Act, Soil Conservation Act, Agricultural Pests Act and allows the local authority to appoint a committee to hear and determine appeals.

Membership – As per Section 2 the Board consists of three Councillors (however cannot be the same members appointed to the Agricultural Service Board)

Term – one year appointment.

Meeting Frequency – meets as required based on appeals received.

## **OPTIONS & BENEFITS:**

A draft Terms of Reference is attached for review prior to approval.

Council appointments are made annually to internal council committees and boards.

Nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

## **COSTS & SOURCE OF FUNDING:**

Operating Budget

## **SUSTAINABILITY PLAN:**

**Author:** L. Flooren **Reviewed by:** \_\_\_\_\_ **CAO:** \_\_\_\_\_

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Bylaw 943-14 Agricultural Appeal Board

**RECOMMENDED ACTION:**

Motion 1:

Simple Majority       Requires 2/3       Requires Unanimous

That the Terms of Reference for the Agriculture Appeal Board be approved as presented.

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillors be appointed to the **Agricultural Appeal Board** for a one-year term – October 25, 2022 to October 2023.

- 1.
- 2.
- 3.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

**BYLAW NO. 943-14**

**BEING A BY-LAW OF  
MACKENZIE COUNTY  
IN THE PROVINCE OF ALBERTA**

**ESTABLISHMENT OF AN AGRICULTURAL APPEAL BOARD**

**WHEREAS**, the Weed Control Act, Soil Conservation Act, Agricultural Pests Act and amendments thereto empower a local authority to appoint a committee to hear and determine appeals,

**NOW THEREFORE**, the Council of Mackenzie County, duly assembled, enacts as follows:

**Section 1    Definitions**

1.1. The following words and phrases mean:

- (a) **Act** – the Municipal Government Act, and amendments thereto.
- (b) **Appellant** – the person who has served written notice of an appeal to the Secretary of the Board from a notice issued under the Weed Control Act, Soil Conservation Act, Agricultural Pests Act.
- (c) **Board** – the Agricultural Appeal Board established pursuant to this Bylaw.
- (d) **Council** – the duly elected Council of Mackenzie County.
- (e) **Members at Large** – are the members of the Board who are not Councillors for the municipality.
- (f) **Municipality** – Mackenzie County.
- (g) **Secretary** – the person appointed by Council to act as Secretary of the Board.
- (h) All other terms used in this Bylaw shall have the meaning assigned to them by the Act.

## **Section 2    Establishment of the Board and Membership**

- 2.1 The Board is hereby established and shall consist of three Councillors. A Councillor appointed to the Board shall not be a member of the Agricultural Service Board.
- 2.2 The Councillor's appointment to the Board shall terminate upon that person ceasing to be a member of Council or otherwise ineligible to serve as a member of the Board, subject to the provisions of this Bylaw and the Act.
- 2.3 Members of the Board may be appointed to coincide with Agricultural Service Board member appointments, or as required, subject to this Bylaw.
- 2.4 Subject to other provisions of this Bylaw, Council may appoint one (1) member of Council as an alternate member of the Board if a member of the Board appointed by Council pursuant to this Bylaw is unable to participate as a member of the Board.

## **Section 3    Appeal Fees**

- 3.1 Appellants may be charged an appeal fee to cover the cost associated with an appeal in accordance with the Fee Schedule Bylaw.
- 3.2 The appeal fee shall be refunded to the appellant if the Board rules in favour of the appellant.

## **Section 4    Remuneration**

- 4.1 The members of the Board shall be entitled to remuneration, travel and living expenses as set forth in the municipality's bylaw providing for Honourariums and Related Expense Reimbursement for Councillors and Approved Committee Members.

## **Section 5    Quorum**

- 5.5 Two members of the Board shall constitute a quorum.

## **Section 6    Absent Board Members**

- 6.1 A member of the Board who is for any reason unable to attend the whole or part of an appeal hearing, shall not participate in the deliberations or decision by the Board upon that appeal.
- 6.2 In the event of the absence or inability of the Chairman of the Board to act as Chairman, the Vice-Chairman of the Board shall act as Chairman.

## **Section 7   Chairman and Vice-Chairman**

- 7.1 The Board shall elect a Chairman and Vice-Chairman from among themselves.
- 7.2 The Chairman and Vice-Chairman shall hold office for the duration of their appointment to the Board or until such time as their written resignation from those positions.

## **Section 8   Duties**

- 8.1 The Board shall:
- a. decide upon all appeals referred to it by the Secretary of the Board related to the issuance of a notice under the Weed Control Act, Soil Conservation Act, Agricultural Pests Act.
  - b. perform other such duties as described or implied in this bylaw or as may be assigned to it by Council.

## **Section 9   Signing Authority**

- 9.1 An order, decision, approval, notice or other things made, given or issued by the Board shall be signed on its behalf by the Chairman, Vice-Chairman or Secretary.

## **Section 10   Decisions**

- 10.1 The Board shall issue its decision upon an appeal in writing together with reasons for the decision pursuant to the provisions of the Act.
- 10.2 The decision of the majority of the Members of the Board present at a meeting duly convened is deemed to be the decision of the whole Board.

## **Section 11   Special Meeting**

- 11.1 Upon receipt of a notice of appeal duly filed pursuant to the provisions of the Act and of this Bylaw, the Secretary may convene a special meeting of the Board to consider what persons are affected by the appeal and should be notified thereof. The Secretary of the Board shall call such a meeting not less than six days prior to the date of the public hearing. The Board is allowed to hold a special meeting to:
- a. Determine who should be notified of the Board hearing; and

- b. Determine if any Members of the Board are unable to attend the hearing due to absence or pecuniary interest.

### **Section 12 Public Hearing**

- 12.1 The hearing of the appeal pursuant to the Act shall be held in public and all persons who wish to attend shall be entitled to do so.
- 12.2 The Board shall meet for the hearing of appeals as frequently as is necessary or as specified in the relevant Act and in any event within thirty (30) days of receipt of a notice of appeal duly filed pursuant to the Act.

### **Section 13 Secretary of the Board**

- 13.1 The Council shall appoint a Secretary to the board who may be an employee of the municipality.
- 13.2 The Secretary shall attend all meetings and hearings of the Board, but shall not vote on any matters before the Board.

#### 13.3 Functions of the Secretary:

The Secretary shall:

- a. perform such functions as may be necessary to ensure that the Board is in full compliance with its duties under the Act and this Bylaw.
- b. attend all meetings of the Board and shall keep the following records with respect thereto:
  - a. minutes of all meetings and hearings,
  - b. all applications,
  - c. records of all notices of hearings and or persons to whom they were sent,
  - d. copies of all written presentations to the Board,
  - e. notes as to each representation,
  - f. names and addresses of those making presentations at the hearing,
  - g. decision of the Board,
  - h. reasons for the decision of the Board,
  - i. vote of the Members of the Board on the decision,
  - j. records of all notices of decision and of persons to whom they were sent,
  - k. all notices, decisions and orders made on appeal from the decisions of the Board, and
  - l. such other matters as the Board may direct or the Secretary may determine.

- c. notify all Members of the Board of the arrangements for the holding of each hearing and other meetings of the Board,
- d. make available for public inspection before the commencement of the public hearing all relevant documents and materials respecting the appeal including:
  - i. all applications, notices, and decisions related to the appeal; and
  - ii. written notice of appeal from individuals who believe that they are affected by the decision, order, or notice.

READ a first time this 11<sup>th</sup> day of March, 2014.

READ a second time this 11<sup>th</sup> day of March, 2014.

READ a third time and finally passed this 11<sup>th</sup> day of March, 2014.

(original signed)

---

Bill Neufeld  
Reeve

(original signed)

---

Joulia Whittleton  
Chief Administrative Officer





## **AGRICULTURAL APPEAL BOARD TERMS OF REFERENCE**

Refer to Bylaw 943-14 Establishing the Agricultural Appeal Board

### **Purpose:**

To hear and determine appeals and responsibilities as set out in the Weed Control Act, Agricultural Pest Act, and Soil Conservation Act, and amendments thereto.

### **Committee Structure:**

The membership of the Board shall consist of the following:

- Three members of Council, not appointed to the Agricultural Service Board;
- May appoint 1 member of Council as an alternate, not appointed to the Agricultural Service Board;
- Secretary of the Board to be appointed by Council.

### **Quorum:**

Agricultural Appeal Board shall consist of a panel of three members and two (2) members constitute quorum.

### **Term:**

The Councillor's appointment to the Board shall terminate upon that person ceasing to be a member of Council or otherwise ineligible to serve as a member of the Board, subject to the provisions of this Bylaw and the Act.

Members of the Board may be appointed to coincide with Agricultural Service Board member appointments, or as required, subject to this Bylaw.

### **Authority:**

Pursuant to the Weed Control Act, Agricultural Pest Act, and Soil Conservation Act, and amendments thereto.

### **Meeting Schedule:**

The Board shall meet for the hearing of appeals as frequently as is necessary, and in any event within thirty days of receipt of a notice of appeal duly filed pursuant to the relevant act.

**General Responsibilities:**

The Board shall:

- Decide upon all appeals referred to it by the Secretary of the Board related to the issuance of a notice under the Weed Control Act, Soil Conservation Act, Agricultural Pests Act and;
- Perform other such duties as described or implied in this bylaw or as may be assigned to it by Council.

**Responsible for review of the following Bylaws/Documents:**

- Not applicable.

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



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>COUNCIL INTERNAL COMMITTEES Agricultural Service Board</b>

## **BACKGROUND / PROPOSAL:**

The Agricultural Service Board is established pursuant to the Agricultural Service Board Act. The Board advises Council on innovative and sustainable agriculture policy and programs designed to assist Mackenzie County.

Membership – the Board is comprised of the following:

- Reeve (Ex-Officio)
- Two members of Council
- Three members at large
- CAO or Designate
- Agriculture Fieldman
- Others as required

Term – two year appointments (current appointments will expire in 2023)

Meeting Frequency – Bimonthly or at the call of the Chair.

## **OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Councillor nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

Member at Large appointments are made by secret ballot.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**COSTS & SOURCE OF FUNDING:**

Operating Budget

**SUSTAINABILITY PLAN:**

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

ASB001 – ASB Mission Statement  
ASB005 – ASB Duties and Responsibilities  
ASB006 – ASB Regular Meetings

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the **Agricultural Service Board** be received for information.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

## **AGRICULTURAL SERVICE BOARD TERMS OF REFERENCE**

Refer to Agriculture Service Board Policies & Bylaws

### **Purpose:**

The Agriculture Service Board advises Council on innovative and sustainable agriculture policy and programs designed to assist Mackenzie County (ASB001).

### **Committee Structure:**

The membership of the Board will be comprised of the following (ASB005):

- Reeve – Ex-officio (voting member)
- Two members of Council
- Three members at large
- Chief Administrative Officer or designate
- Agriculture Fieldman
- Other resources as required

The Committee shall appoint its own Chair and Vice-Chair at the first Committee meeting held following Council's Organizational Meeting.

### **Quorum:**

Two Councillors and two members at large present at a meeting shall be considered a quorum. In order for the meeting to take place the Chief Administrative Officer or his/her designate must be present.

### **Term:**

All members of the Committee will hold office for a two year period with members being appointed at the Organizational Meeting in October.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment; such vacancy shall be filled by an appointment by Council as soon as possible.

### **Authority:**

Pursuant to the Agricultural Service Board Act (Section 2).

**Meeting Schedule:**

Meetings will be bimonthly or at the call of the Chair or Agricultural Fieldman (ASB006).

**General Responsibilities:**

The Board shall (ASB001):

- Establish policies and programs which accomplish their mission.
- Provide and promote programs that strive to improve the economic viability of farms.
- Ensure programs address the changing needs of clients.
- Have good public awareness of policies and programs and those involved in implementing them.
- Provide information /technology transfer to its Clients.
- Ensure that the public sees the Agricultural Service Board as a receptive, responsible, concerned board and that employees show good work ethic.
- Work with the Council in a positive and productive manner.
- Appointment of one Council member from within its membership to the Mackenzie Applied Research Association.
- Review service level provided by Veterinarian.
- Meet with Veterinarian to discuss issues and concerns from community.
- Negotiate and provide recommendations to Council any contract amendments or renewals.
- Monitor the terms of the contract.
- Ongoing vet services.

**Responsible for review of the following Bylaws/Documents:**

- Agriculture Service Board Policies & Bylaws

**Approved External Activities:**

- Provincial ASB Conference (January)
- Regional ASB Conference (1 per year)
- ASB Summer Tours (attend 1 every 2 years)

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>		
<b>Amended</b>	2014-10-28	
<b>Amended</b>	2015-10-27	
<b>Amended</b>	2017-10-23	17-10-729
<b>Amended</b>	2018-08-29	18-08-618
<b>Amended</b>	2019-10-22	19-10-565



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>COUNCIL INTERNAL COMMITTEES Assessment Review Board</b>

**BACKGROUND / PROPOSAL:**

The Assessment Review Board is established pursuant to the Municipal Government Act. The Board hears complaints about any matter referred to in Section 460(5) of the Municipal Government Act that is shown on an Assessment Notice or tax notice.

Membership – the Board is comprised of the following:

- Two members of Council
- A pool of three members at large (three members are currently appointed one of which expires in 2022 and the remaining in 2025)
- Assessment Review Board Clerk

Term – no longer than three year appointments.

Meeting Frequency – Meets as required pursuant to the Municipal Government Act depending on appeals received.

Eligibility – Members must successfully complete the mandatory training program as set or approved by the Minister.

**OPTIONS & BENEFITS:**

Administration is recommending the following amendments to the Terms of Reference:

Title	
Bylaw number update	Bylaw 760/10 was rescinded and replaced with Bylaw 1106-18 which changed “Designated Officer” to “Clerk”

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

Council appointments are made annually to internal council committees and boards.

Councillor nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

Member at Large appointments are made by secret ballot.

One application was received for the Assessment Review Board and will be presented at the meeting.

**COSTS & SOURCE OF FUNDING:**

Operating Budget

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Bylaw 1106-18 Assessment Review Board

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillors be appointed to the **Assessment Review Board** for a one year term – October 25, 2022 to October 2023, subject to eligibility.

- 1.
- 2.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That the following Member at Large be appointed to the **Assessment Review Board** for a two year term – October 25, 2022 to October 2024.

- 1.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



**BY-LAW NO. 1106-18**

**BEING A BY-LAW OF  
MACKENZIE COUNTY,  
IN THE PROVINCE OF ALBERTA,**

**TO ESTABLISH ASSESSMENT REVIEW BOARDS**

**WHEREAS**, the Municipal Government Act R.S.A. 2000, Chapter M-26 and amendments thereto requires the establishment of Assessment Review Boards.

**NOW THEREFORE**, THE COUNCIL OF MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

**TITLE**

1. This Bylaw may be cited as the “Assessment Review Board Bylaw”.

**DEFINITIONS**

2. In this Bylaw:
  - a. “Council” means the duly elected Council of Mackenzie County.
  - b. “Complainant” means the person who files a complaint regarding an assessment of property within Mackenzie County.
  - c. “Composite Assessment Review Board” (CARB) means an Assessment Review Board that hears Complaints about any matter referred to in Section 460(5) of the Municipal Government Act that is shown on an Assessment Notice for property other than that heard by the Local Assessment Review Board.
  - d. “Clerk” means a designated officer appointed by Council to carry out the duties and functions of the Clerk of the assessment review board as required under section 456 of the Municipal Government Act.
  - e. “Local Assessment Review Board” (LARB) means an Assessment Review Board that hears Complaints about any matter referred to in Section 460(5) of the Municipal Government Act that is shown on the Assessment Notice, or a tax notice other than a property tax notice, for residential property of three (3) or fewer dwelling units, or farmland.
  - f. “Member” means a member of an Assessment Review Board duly appointed by the Council of Mackenzie County or the Province of Alberta, in accordance with the Municipal Government Act.

### **ASSESSMENT REVIEW BOARDS**

3. Council hereby establishes the following Assessment Review Boards for Mackenzie County:
  - a. Local Assessment Review Boards that shall consist of a panel of three (3) members.
  - b. Composite Assessment Review Boards that shall consist of a panel of two (2) members plus one (1) member appointed by the Province of Alberta;
4. The Assessment Review Boards shall carry out the duties and responsibilities as set out in the Municipal Government Act and the Assessment Complaints Regulation.
5. The Clerk may select any combination of members to sit on a panel.

### **MEMBERSHIP**

6. Membership terms will be no longer than three (3) years and will be made in such a manner that the expiry dates of the members are staggered.
7. All membership vacancies shall be advertised to request formal submission of application.
8. Appointments to the Board shall be made by resolution of Council.
9. There will be no automatic succession of appointments.
10. A member may be re-appointed to the Board at the expiration of his/her term.
11. Members may not participate in a hearing of the Board unless the member has successfully completed a training program set or approved by the Minister.
12. Members shall be compensated according to the Honorariums and Expense Reimbursement Bylaw in effect for Mackenzie County.

### **CLERK OF THE ASSESSMENT REVIEW BOARD**

13. The position of a designated officer for the limited purpose of carrying out the functions of the Clerk of the Board is hereby established.
  - a. For financial purposes, only that portion of salary and benefits related to carrying out the Clerk functions shall be disclosed as required by legislation.

14. The Clerk(s) of the Board shall be appointed by resolution of Council and shall not be a member of the Board.

### **COMMENCEMENT OF APPEALS**

15. A taxpayer may commence an assessment appeal by:

- a. Mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the “Matters Relating to Assessment Complaints” regulation and within the time specified in the Municipal Government Act; and
- b. Paying the applicable complaint fees as set out in Schedule “A”.

### **REFUND OF FEES**

16. If the Assessment Review Board decides in favour of the complainant, the fees paid by the complainant shall be refunded.

17. If the Complainant withdraws the complaint in writing and is received by the Clerk on or before the seventh (7<sup>th</sup>) day prior to the scheduled Assessment Review Board hearing, the fees paid by the Complainant shall be refunded.

### **ENACTMENT**

18. That Bylaw 760-10 is hereby rescinded.

19. That this Bylaw come into full force and effect upon third and final reading.

First Reading given on the 25<sup>th</sup> day of July, 2018.

Second Reading given on the 25<sup>th</sup> day of July, 2018.

Third Reading and Assent given on the 25<sup>th</sup> day of July, 2018.

(original signed)

\_\_\_\_\_  
Peter F. Braun  
Reeve

(original signed)

\_\_\_\_\_  
Len Racher  
Chief Administrative Officer

**SCHEDULE "A"**

Assessment Review Boards  
Complaint Fees

<b>Local Assessment Review Board</b>	
Residential – 3 or fewer dwellings and farmland	\$50.00
Business Tax	\$50.00
Tax Notices (other than business tax)	\$30.00
<b>Composite Assessment Review Board</b>	
Residential – 4 or more dwellings	\$650.00
Non-Residential	\$650.00

## **ASSESSMENT REVIEW BOARD TERMS OF REFERENCE**

Refer to Bylaw ~~760/10~~ 1106-18 Assessment Review Board

### **Purpose:**

To carry out the duties and responsibilities as set out in the Municipal Government Act and the Assessment Complaints Regulation.

### **Committee Structure:**

The membership of the Board shall consist of the following:

- Two members of Council with one member being an alternate;
- A pool of three members at large;
- Assessment Review Board Clerk.

### **Quorum:**

Local Assessment Review Board (LARB) shall consist of a panel of three members:

- One member of Council
- Two members at large

Composite Assessment Review Board (CARB) shall consist of a panel of three members:

- One member of Council
- One member at large
- One member appointed by the Province of Alberta

### **Term:**

Membership terms will be no longer than three years and will be made in such a manner that the expiry dates of the members are staggered.

A member may be re-appointed to the Board at the expiration of his/her term.

### **Authority:**

According to the Municipal Government Act and the Assessment Complaints Regulation.

### **Meeting Schedule:**

The Board shall meet as required pursuant to the Municipal Government Act and the Assessment Complaints Regulation.

**General Responsibilities:**

To hear complaints about any matter referred to in Section 460(5) of the Municipal Government Act that is shown on an Assessment Notice or tax notice.

**Responsible for review of the following Bylaws/Documents:**

- Not applicable.

**Approved External Activities:**

- Completion of the mandatory training program as set or approved by the Minister.
- Refresher courses as may be required.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>		
<b>Amended</b>	2015-10-27	
<b>Amended</b>	2022-10-25	



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>COUNCIL INTERNAL COMMITTEES Community Services Committee</b>

## **BACKGROUND / PROPOSAL:**

### Authority:

The Committee shall report directly to the County Council on all matters including recommendations with the Committee's approved minutes being presented to Council on a regular basis

### Membership – the Board is comprised of the following:

- Reeve (Ex-Officio)
- Four members of Council
  - Fort Vermilion – one member from Ward 6, 7, or 8
  - La Crete – one member from Ward 1, 2, 3, 4 or 5
  - Zama – one member from Ward 9 or 10
  - One Council member at large
- CAO or Designate
- Director of Operations
- Director of Community Services
- Other resources as required

Term – one year term.

Meeting Frequency – As required.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Councillor nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

**COSTS & SOURCE OF FUNDING:**

Operating Budget

**SUSTAINABILITY PLAN:**

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Community Services Committee Terms of Reference

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillors be appointed to the **Community Services Committee** for a one year term – October 25, 2022 to October 2023.

1. Fort Vermilion -
2. La Crete –
3. Zama –
4. Council Member at Large –

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



## **COMMUNITY SERVICES COMMITTEE TERMS OF REFERENCE**

### **Purpose:**

To provide recommendations to Council determining the levels of service at existing and future recreational facilities; Fire and Rescue Services; Solid Waste facilities and to liaison with local Recreation Boards and Family and Community Support Services groups.

### **Committee Structure:**

The membership of the Committee will be comprised of the following:

- Reeve – Ex-officio (voting member)
- Four members of Council
  - Fort Vermilion – at least one member from either Ward 6, 7 or 8
  - La Crete – at least one member from Ward 1, 2, 3, 4 or 5
  - Zama – at least one member from Ward 9 or 10
  - One Council member at large
- Chief Administrative Officer or designate
- Director of Operations
- Director of Community Services
- Other resources as required

The Committee shall appoint its own Chair and Vice-Chair at the first Committee meeting held following Council's Organizational Meeting.

### **Quorum:**

Any three Councillors present at a meeting shall be considered a quorum. In order for the meeting to take place the Chief Administrative Officer or his/her designate must be present.

### **Term:**

All members of the Committee will hold office for a one year period, with members being appointed at the Organizational Meeting in October of each year.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment; such vacancy shall be filled by an appointment by Council as soon as possible.

**Authority:**

The Committee shall report directly to the County Council on all matters including recommendations with the Committee's approved minutes being presented to Council on a regular basis.

The Committee shall appoint 1 member to each local Recreation Board and FCSS Organization from within its membership.

**Meeting Schedule:**

The committee shall meet as required in order to adequately address its Scope of Work in a timely manner.

**General Responsibilities:**

The Committee shall:

- Review and recommend service levels for municipal recreational facilities; Fire and Rescue Services facilities; Solid Waste facilities
- Review and recommend priorities for improvement to existing and development of new recreational facilities, fire services facilities and solid waste facilities, including multi-year forecast;
- Give consideration to how recreational facilities within Mackenzie County promote tourism in the region;
- Review and recommend policies and bylaws relating to; recreational facilities; Fire and Rescue Services; Solid Waste facilities.
- Review and recommend improvements to operating agreements with the local Recreation Boards for the municipally owned recreational facilities;
- Liaison with the local Recreation Boards with aim to enhance programs and services at municipal facilities, including participation in their local regular meetings;
- Review annual Family and Community Support Services reports and liaison with the local FCSS groups with aim to enhance programs and services, including participation in their local regular meetings;
- Develop and maintain a public information program related to available recreational and social services opportunities.
- Liaison with other non-profit organizations
- Review provincial recreational lease agreements
- Responsible to review the Community Streetscape recommendations and advise Council on priorities and objectives along with additional local context.

**Responsible for review of all Bylaws/Documents relating to:**

- Municipal Parks (including review of associated fees in the Fee Schedule Bylaw)
- Mackenzie County Recreational Areas
- Recreational Boards and Facilities
- Streetscape Design Concept
- Solid Waste Disposal
- Fire and Rescue Services

**Approved External Activities:**

- Attendance of Recreation Boards' local regular meetings with the same privileges as any other Board Director (one member per community).
- Attendance of FCSSs' local regular meetings as a voting member (one member per community)
- Travel Alberta – Activities/Events

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>		
<b>Amended</b>	2013-11-29	
<b>Amended</b>	2014-10-28	
<b>Amended</b>	2015-01-13	
<b>Amended</b>	2015-10-27	
<b>Amended</b>	2015-11-10	
<b>Amended</b>	2017-10-23	17-10-736
<b>Amended</b>	2018-08-14	18-08-584
<b>Amended</b>	2019-10-22	19-10-572
<b>Amended</b>	2020-10-27	20-10-642
<b>Amended</b>	2021-10-26	21-10-721





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>COUNCIL INTERNAL COMMITTEES Community Streetscape Implementation Committee</b>

## **BACKGROUND / PROPOSAL:**

The Community Streetscape Implementation Committee’s primary role is to make recommendations to Council regarding implementation of streetscape improvements.

The Committee reports directly to the Community Services Committee, in an advisory capacity to provide recommendations on priorities and objectives for the year along with additional local context.

Membership – the Committee is comprised of the following:

- Local Councillor
- 7 – 9 community members
  - (Fort Vermilion - four members are currently appointed one member expires this year and the remaining will expire in 2023)
  - (La Crete – one member is currently appointed which will expire in 2024)

Term – two year term.

Meeting Frequency – 2 meetings per year.

## **OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Councillor nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

Member at Large appointments are made by secret ballot.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

No applications were received for Fort Vermilion and La Crete.

**COSTS & SOURCE OF FUNDING:**

Operating Budget

**SUSTAINABILITY PLAN:**

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Terms of Reference

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the following Members at Large be appointed to the **Community Streetscape Implementation Committee** for a two year term – October 25, 2022 to October 2024.

La Crete

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Fort Vermilion

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

## **COMMUNITY STREETScape IMPLEMENTATION COMMITTEE TERMS OF REFERENCE**

### **Purpose:**

Streetscape and façade design guidelines that established a framework for infrastructure improvements and future development were approved in May 2016. The design concepts require a long-term implementation plan for each community. The plan will be created by the County with ongoing input from the Community Streetscape Implementation Committee in each community. Each Local Councillor may also seek input from other community stakeholders such as the La Crete Chamber of Commerce and the Fort Vermilion Board of Trade.

In La Crete, the area encompasses the 100 Street corridor and the downtown. The guidelines create complementary standards for the four-lane, undivided commercial roadway and an improved downtown fabric.

For Fort Vermilion, the vision is to build on the existing character and heritage of the community through design standards for River Road and its adjacent downtown area.

### **Committee Structure:**

There will be two committees, one each for Fort Vermilion and La Crete.

The committees will be chaired by a local County Councillor, and be otherwise comprised of community members representing a variety of groups and interests. The goal is to have 7 to 9 community members on the committee, representing diverse interests such as: Business and Industry; Cultural Heritage; Environmental Conservation; Active Living; Universal Accessibility; Public Safety; Stakeholder Engagement.

### **Quorum:**

The Councillor appointed by Council, and an overall majority of members at large present at a meeting shall be considered a quorum. In order for the meeting to take place the Director of Community Services must be present.

**Term:**

All members of the Committee will hold office for a two year period, with members being appointed at the Organizational Meeting in October of each year.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment; such vacancy shall be filled by an appointment by Council as soon as possible.

**Authority:**

The Committee shall report directly to the Community Services Committee, in an advisory capacity to provide recommendations on priorities and objectives for the year along with additional local context. The Committee's approved minutes shall be presented to the Community Services Committee on a regular basis.

**Meeting Schedule & Remuneration:**

The committee shall meet as required in order to adequately address its Scope of Work. Meetings will typically be held at the County office in the applicable community.

Committee members shall not receive remuneration for their appointment to the committee.

**General Responsibilities:**

The Committee shall:

- Identify priorities
- Advise on implementation strategies and sequence
- Assist in identifying and creating community partnerships
- Provide local knowledge to further inform design details

**Responsible for review of all Bylaws/Documents relating to:**

- None

**Approved External Activities:**

- None



**Budget and Spending Authority and Approval Process:**

The Community Services Committee will be allocated a budget of \$25,000 per year for each La Crete and Fort Vermilion (subject to annual budget deliberations). At the end of each fiscal year, any remaining funds shall be carried over into the following year. Only Mackenzie County administrative employees will be granted spending authority with direction granted from the Community Services Committee.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2016-07-12	
<b>Amended</b>	2019-10-22	19-10-573
<b>Amended</b>	2021-05-11	21-05-401





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>COUNCIL INTERNAL COMMITTEES Emergency Advisory Committee</b>

## **BACKGROUND / PROPOSAL:**

The Emergency Advisory Committee was established according to the Regional Emergency Management Bylaw to carry out Council’s statutory powers and obligations under the Emergency Management Act.

Membership – Membership is comprised of the following:

- All members of Council
- CAO
- Director of Emergency Management
- Deputy Director of Emergency Management
- All Municipal Directors

Term – Not applicable.

Meeting Frequency – meets a minimum of twice a year (Spring/Fall) or as required in the event of an emergency.

## **OPTIONS & BENEFITS:**

As all members of Council form the membership no committee appointments are required.

## **COSTS & SOURCE OF FUNDING:**

Operating Budget

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**SUSTAINABILITY PLAN:**

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Bylaw 1090-18 Regional Emergency Management Bylaw

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the **Emergency Advisory Committee** be received for information.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

**BYLAW NO. 1090-18**

**BEING A BYLAW OF MACKENZIE COUNTY,  
IN THE PROVINCE OF ALBERTA,  
TO ESTABLISH A MUNICIPAL EMERGENCY ADVISORY COMMITTEE,  
A REGIONAL EMERGENCY ADVISORY COMMITTEE AND  
REGIONAL EMERGENCY AGENCY**

**WHEREAS** the *Municipal Government Act, RSA 2000, Chapter M-26*, provides that a Council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and for services provided by or on behalf of the municipality; and

**WHEREAS**, the Council of Mackenzie County is responsible for the direction and control of emergency response and is required under the *Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000* (hereinafter referred to as the "Act"), to appoint and establish and a Municipal Emergency Advisory Committee, a Regional Emergency Advisory Committee and maintain a Regional Emergency Agency; and

**WHEREAS** it is desirable in the public interest, and in the interest of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Councils' statutory powers and obligations under the said *Emergency Management Act*; and

**WHEREAS** it is recognized that an emergency or disaster of jurisdictional or multi-jurisdictional nature could affect any or all of the municipalities of Mackenzie County, the Town of High Level or the Town of Rainbow Lake to such a degree that local resources would be inadequate to cope; and

**WHEREAS** it is desirable in the public interest and in the interest of public safety that a regional group be formed for a regional approach for such disasters and programs;

**NOW THEREFORE**, the Council of Mackenzie County, in the province of Alberta, duly assembled, hereby enacts as follows:

**SECTION 1  
NAME OF BYLAW**

1.1. This Bylaw may be cited as the "Regional Emergency Management Bylaw".

## **SECTION 2 INTERPRETATION**

- 2.1** Where there is a conflict between this bylaw and any other bylaw pertaining to the municipal emergency management agency in the Municipality, the provisions of this bylaw shall prevail.

## **SECTION 3 DEFINITIONS**

### **3.1** In this bylaw

- a. "Act" means the *Emergency Management Act, Chapter E -6.8, RSA 2000* and all amendments hereto;
- b. "CAO" means the Chief Administrative Officer of Mackenzie County;
- c. "Council" means the Council of Mackenzie County;
- d. Community Emergency Management Programs ("CEMP") means the Emergency Plan for Mackenzie County.
- e. "Deputy Director of Emergency Management" ("DDEM") means the person responsible for the duties of the Director of Emergency Management in their absence;
- f. "Director of Emergency Management" ("DEM") means the person appointed by resolution of Council as the person who shall be responsible for the municipality's emergency program;
- g. "Disaster" means an event that can result in serious harm to the safety, health or welfare of people, or in widespread damage to property;
- h. "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit the damage of property;
- i. "Emergency Coordination Centre" ("ECC") means the physical location at which the coordination of information and resources to support incident management (on scene operations) activities normally take place. An ECC may be a temporary facility, perhaps a higher level of organization within a jurisdiction. ECC's may be organized by major functional disciplines (e.g., fire, law enforcement and medical services), by jurisdiction or some combination thereof;
- j. "Minister" means the Minister charged with the administration of the Act;
- k. "Mackenzie County Emergency Advisory Committee" ("MCEAC") is the local authorities advisory committee created under the *Emergency Management Act, Chapter E-6.8, RSA 2000*.

- l. “Northwest Alberta Regional Emergency Advisory Committee” (“NAREAC”) means the regional emergency advisory committee established by agreement between and the by-laws of the respective municipal council of the Parties.
- m. “Northwest Alberta Regional Emergency Agency” (“NAREA”) (the “Agency”) means the regional emergency agency as established to act as the agent of Council to carry out its statutory powers and obligations under the *Emergency Management Act, Chapter E-6.8, RSA 2000*.
- n. “Parties” means the Municipality of Mackenzie County, the Town of High Level and the Town of Rainbow Lake;
- o. “Northwest Alberta Regional Emergency Plan” means the Northwest Alberta Regional Emergency Plan prepared by the Directors of Emergency (DEM’s) Management to coordinate the response to an emergency or disaster.

#### **SECTION 4**

#### **MACKENZIE COUNTY EMERGENCY ADVISORY COMMITTEE (MCEAC)**

**4.1** There is hereby established a committee of Council to be known as the “Mackenzie County Emergency Advisory Committee”.

#### **4.2 MEMBERSHIP:**

The MCEAC shall:

- a. consist of all Members of Council;
- b. consist of non-voting members of which three must be present to hold a meeting;
  - I. the CAO of Mackenzie County;
  - II. the DEM as appointed by Council Bylaw;
  - III. the DDEM as appointed by Council Bylaw.
  - IV. All Municipal Directors
- c. Quorum for this committee shall be three Members of Council.

#### **4.3 ROLES AND RESPONSIBILITIES**

The MCEAC shall:

- a. have the authority to declare a State of Local Emergency pursuant to the *Emergency Management Act*;
- b. provide for the payment and expenses of its member(s) of the Committee;
- c. participate in Mackenzie County’s Risk Assessment;
- d. ensure that emergency plans and programs are prepared to address emergencies or disasters in Mackenzie County;

- e. review and advise Council on the development and status of CEMP and related programs at least once annually.
- f. recommend local mitigations plans/initiatives to Council;
- g. participate in the Northwest Alberta Regional Emergency Advisory Committee.

#### **4.4 DECLARATION, CANCELLATION OR TERMINATION OF STATE OF LOCAL EMERGENCY**

4.4.1 The power to declare or renew a State of Local Emergency under the *Emergency Management Act* and the powers and requirements specified in section 4 of this bylaw are hereby delegated to the MCEAC.

4.4.2 When a state of local emergency is declared, the Local Authority or the Committee making the declaration shall:

- a. ensure that the declaration identifies the nature of the emergency and the area in which it exists;
- b. cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
- c. forward a copy of the declaration to the Minister forthwith.

4.4.3 When a state of local emergency is declared the person or person (s) making the declaration may:

- a. cause the Northwest Alberta Regional Emergency Plan to be put into operation;
- b. acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
- c. authorize or require any qualified person to render aid of a type the person is qualified to provide;
- d. control or prohibit travel to or from any area in the County;
- e. provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the County;
- f. cause the evacuation of persons and the removal of livestock and personal property from any area of the County that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
- g. authorize the entry into any building or on any land, without warrant, by any persons in the course of implementing an emergency plan or program;
- h. cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene



- of a disaster, or to attempt to forestall its occurrence or to combat its progress;
- i. procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within Mackenzie County for the duration of the local state of emergency;
  - j. authorize the conscription of persons needed to meet an emergency.
- 4.4.4 When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
- 4.4.5 A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
- a. a resolution is passed under Section 4.4.4;
  - b. a period of seven (7) days has lapsed since it was declared, unless it was renewed by resolution;
  - c. the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
  - d. the Minister cancels the state of local emergency.
- 4.4.6 When a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.
- 4.4.7 No action lies against the County or a person acting under the County's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a state of local emergency.

## **SECTION 5 NORTHWEST ALBERTA REGIONAL EMERGENCY ADVISORY COMMITTEE (NAREAC)**

- 5.1 There is hereby established a Northwest Alberta Regional Emergency Advisory Committee; to guide the creation, implementation and evaluation of the Northwest Alberta Regional Emergency Plan and Programs and to set the direction of the Northwest Regional Emergency Agency. This does not include the powers to declare, renew or terminate a state of local emergency.

## **5.2 MEMBERSHIP:**

The NAREAC shall:

- a. consist of Voting members:
  - I. municipal councillors appointed by each of the Parties, with each municipality appointing two (2) members, each of whom shall have one (1) vote regarding any matter coming before the committee; and
- b. consist of Non-voting members:
  - I. CAO's from all Parties;
  - II. DEM/DDEM from all Parties;
- c. quorum for this committee is a minimum of four (4) with representation from each Council.
- d. A Chair shall be selected annually after municipal organizational meetings and be on a rotational basis from each Party;
- e. Each municipality shall be responsible for honorariums and expenses for respective members.
- f. The Parties shall host the meetings on a rotational basis.

## **5.3 ROLES AND RESPONSIBILITIES**

The NAREAC shall:

- a. guide in the creation, implementation and evaluation of the Northwest Alberta Regional Emergency Plan;
- b. review the Northwest Regional Emergency Plan and related plans and programs on a regular basis; and
- c. advise Tri-Council committee, duly assembled, on the status of the Northwest Alberta Regional Emergency Plan and related plans and programs at least once each year.
- d. make recommendations to each respective Council for any regional agreements;
- e. committee members will attend the Northwest Alberta Regional Emergency Agency meetings.

## **SECTION 6**

### **NORTHWEST ALBERTA REGIONAL EMERGENCY AGENCY (NAREA)**

- 6.1** There is hereby established a Northwest Alberta Regional Emergency Agency to act in an advisory capacity and support local and regional emergency plans.

## **6.2 MEMBERSHIP:**

The NAREA Agency shall:

- a. be comprised of the CAO, DEM or DDEM of all of the Parties, which is a member of the Northwest Alberta Regional Emergency Committee.

## **6.2 ROLES AND RESPONSIBILITIES:**

The NAREA shall:

- a. be familiar with the Northwest Alberta Regional Emergency Plan;
- b. provide input and make recommendation for the CEMP Emergency Plan and the Northwest Alberta Regional Emergency Plan;
- c. participate in local and regional training;
- d. provide updated contact information to the Agency;
- e. participate in regional Agency meetings;
- f. share information to the Agency;
- g. participate in providing public education within their organization;
- h. provide an up-to-date resource and inventory list to the Agency.

The Agency may request that the following persons join or advise the Committee for each period of time that the Agency deems appropriate:

- a. N.C.O. in Charge of RCMP, or designate;
- b. Fire Chiefs or designates;
- c. Enforcement Services Manager or designates;
- d. Emergency Public Information Officer or designates;
- e. Community Operations Director, or designates;
- f. Alberta Health Services representatives or designates;
- g. School Superintendent or designates;
- h. Disaster Social Services Managers or designates;
- i. Representative(s) from adjacent municipalities which have entered in the Agency;
- j. Representatives from local business;
- k. Representatives from local industry or industrial associations;
- l. Representatives from Alberta Municipal Affairs;
- m. Representatives from local utility companies; and

- n. Anybody else who might serve as a useful purpose in the preparation or implementation of the Regional Emergency Plan.

## **SECTION 7 DIRECTOR OF EMERGENCY MANAGEMENT (DEM)**

The DEM for all the Parties shall:

- a. assist in the preparation and coordination of the Northwest Alberta Regional Emergency Plan and prepare and coordinate related plans and programs for Mackenzie County;
- b. act as a director of emergency operations for his/her municipality, or ensure that someone is designated under the Northwest Alberta Regional Emergency Plan to act on behalf of the Municipal Emergency Advisory Committee;
- c. coordinate all emergency services or resources used in an emergency;
- d. coordinate and facilitate all necessary training exercises;
- e. responsible for the organization of any and all stakeholder meetings;
- f. responsible for all record keeping;
- g. responsible for all funding applications and for regional initiatives;
- h. responsible for public education and communication of the Emergency Plans;
- i. making recommendations to the Northwest Alberta Regional Emergency Advisory Committee;
- j. review the impacts of the incidents and be responsible for post-event debriefing;
- k. responsible for public education and communication of the Regional Emergency Plan; and the CEMP Emergency Plan;
- l. liaising with external agencies and surrounding municipalities;
- m. maintaining of all local and regional emergency agreements, which include HAZMAT, Emergency Social Services, etc.
- n. attend all of the Municipal Emergency Advisory Committee (MEAC) meetings, the Northwest Alberta Regional Emergency Advisory Committee (NAREAC) meetings; and the Northwest Alberta Regional Emergency Agency Meeting (NAREA).

## **SECTION 8 RESOURCING**

- 8.1 The DEM of the affected municipality is to maintain executive control over its emergency operations. Once an Emergency Coordination Centre ("ECC") has been activated by any Party, the DEM for the impacted municipality may request assistance of the DEMs of other Parties. The intent is to ensure there is qualified leadership in the ECC is the DEM of the impacted municipality is not available for whatever reason.

**SECTION 9  
SEVERANCE**

9.1 If any provision herein is adjudged by a Court of competent jurisdiction to be invalid for any reason, then the provision shall be severed from the remainder of this Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.

**SECTION 10  
COMING INTO EFFECT**

10.1 This Bylaw shall come into force and effect on the final day of passing thereof.

10.2 This Bylaw will repeal Bylaw 1076-17.

READ a first time this 13<sup>th</sup> day of February, 2018.

READ a second time this 13<sup>th</sup> day of February, 2018.

READ a third time and finally passed this 13<sup>th</sup> day of February, 2018.

(original signed)

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Peter F. Braun  
Reeve

(original signed)

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Len Racher  
Chief Administrative Officer



## **EMERGENCY ADVISORY COMMITTEE – MACKENZIE COUNTY TERMS OF REFERENCE**

*Refer to Regional Emergency Management Bylaw –  
Mackenzie County Emergency Advisory Committee*

### **Purpose:**

To carry out Council's statutory powers and obligations under the Emergency Management Act.

### **Committee Structure:**

The membership of the Committee will be comprised of the following:

- All members of Council
- Chief Administrative Officer
- Director of Emergency Management (DEM) (as appointed by Bylaw)
- Deputy Director of Emergency Management (DDEM) (as appointed by Bylaw)
- All Municipal Directors
- Other resources as required

### **Quorum:**

Quorum for this committee shall be three Members of Council, the DEM, DDEM, Chief Administrative Officer, and one additional Municipal Director.

### **Term:**

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment; such vacancy shall be filled by an appointment by Council as soon as possible.

### **Authority:**

The Committee shall report directly to the County Council on all matters including recommendations with the Committee's approved minutes being presented to Council.

### **Meeting Schedule:**

The committee shall meet a minimum of twice a year (Spring/Fall) in order to adequately address its Scope of Work in a timely manner.

**General Responsibilities:**

The Committee shall:

- a. have the authority to declare a State of Local Emergency pursuant to the *Emergency Management Act*;
- b. provide for the payment and expenses of its member(s) of the Committee;
- c. participate in Mackenzie County’s Risk Assessment;
- d. ensure that emergency plans and programs are prepared to address emergencies or disasters in Mackenzie County;
- e. review and advise Council on the development and status of CEMP and related programs at least once annually.
- f. recommend local mitigations plans/initiatives to Council;
- g. participate in the Northwest Alberta Regional Emergency Advisory Committee.

**Responsible for review of the following Bylaws/Documents:**

- Municipal Emergency Plan
- Regional Emergency Management Bylaw

**Approved External Activities:**

- Local Emergency Management Courses (all members)
- Disaster Forum (2 members per year)

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>		
<b>Amended</b>	2014-10-28	
<b>Amended</b>	2015-10-27	
<b>Amended</b>	2016-10-25	
<b>Amended</b>	2017-06-28	





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>COUNCIL INTERNAL COMMITTEES Indigenous Liaison Committee</b>

## **BACKGROUND / PROPOSAL:**

The Indigenous Liaison Committee was established to develop strategies for establishing and maintaining respectful relationships with the local Indigenous communities, and timely consultation and engagement in activities and projects of potential mutual interest.

Membership – Membership is comprised of the following:

- All members of Council
- CAO or Designate

Term – Not applicable.

Meeting Frequency – meets a minimum of twice a year.

## **OPTIONS & BENEFITS:**

As all members of Council form the membership no committee appointments are required.

## **COSTS & SOURCE OF FUNDING:**

Operating Budget

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**SUSTAINABILITY PLAN:**

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Terms of Reference

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the **Indigenous Liaison Committee** be received for information.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

## **INDIGENOUS LIAISON COMMITTEE TERMS OF REFERENCE**

### **Purpose:**

Local Indigenous communities are our neighbours and actively participate in local economy. Local Indigenous communities have interests in communities' health, education and growth.

The Committee will develop strategies for establishing and maintaining respectful relationships with the local Indigenous communities, and timely consultation and engagement in activities and projects of potential mutual interest.

### **Committee Structure:**

The membership of the Committee shall be comprised of the following:

- Whole Council
- Chief Administrative Officer or designate

### **Quorum:**

Majority of Council shall be considered quorum. In order for the meeting to take place the Chief Administrative Officer or his/her designate must be present.

### **Term:**

All members of the Committee will hold office for a four year period, with members being appointed at the Organizational Meeting in October to coincide with the general election.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment; such vacancy shall be filled by an appointment by Council as soon as possible.

### **Authority:**

Findings and recommendations of the Committee to be discussed and formally ratified at a regular council meeting.

### **Meeting Schedule:**

The committee shall meet a minimum of twice a year in order to adequately address its Scope of Work in a timely manner.

**General Responsibilities:**

The Committee shall develop an Indigenous engagement process including the following:

- Seeking knowledge by engaging with Indigenous communities that may help in future decision-making;
- Jointly assessing the shared interests, concerns, expectations and responsibilities areas;
- Understanding the differences – while the County is established by the Province, recognition of Indigenous rights is enshrined in Canada’s constitution.
- Establish and implement a Communications Protocol.
- Relationship building (non-binding)

The Committee shall develop a protocol and identify matters in which local Indigenous communities can be engaged, such as but not limited to:

- Land use planning and development;
- Infrastructure planning;
- Recreation planning;
- Social services.

The Committee shall review and negotiate shared services agreements with Indigenous Communities as required.

**Responsible for review of the following Bylaws/Documents:**

- Shared Services Agreements with Indigenous Communities
- Internal Consultation Policy

**Approved External Activities:**

- Engagement opportunities with local Indigenous Communities with a follow-up report to Council.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>		
<b>Amended</b>	2015-10-27	
<b>Amended</b>	2016-10-25	
<b>Amended</b>	2018-10-23	18-10-777
<b>Amended</b>	2019-04-24	19-04-263



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>COUNCIL INTERNAL COMMITTEES Inter-Municipal Planning Commission</b>

**BACKGROUND / PROPOSAL:**

The Inter-Municipal Planning Commission was created under the Inter-Municipal Planning Commission Agreement with the Town of High Level in 2009. They are the Subdivision & Development Authority pertaining to applications relating to lands located within the Inter-Municipal Development Plan area and to make decisions in relation to connections for water service in a service area pursuant to an agreement between the municipalities for regional service sharing.

Membership – the Board is comprised of the following:

- Two Town of High Level Council members
- Two Mackenzie County Council members
- One member at large appointed by the Town
- One member at large appointed by the County
- CAO or Designate
- Director of Planning & Development

Term – one year term

Meeting Frequency – meetings are held as required.

**OPTIONS & BENEFITS:**

Administration is recommending the following amendments to the Terms of Reference:

Purpose	
Updated as Bylaw 1262-22 Water Franchise was passed on 2020-10-19	Remove “and to make decisions in relation to connections for water service in a

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

	service area pursuant to an agreement between the municipalities for regional service sharing (Regional Service Sharing Agreement).”
<b>Committee Structure</b>	
Title Change	Remove “Manager of Planning & Development” Add “Director of Planning and Agriculture”
<b>General Responsibilities</b>	
Remove reference to water service.	Remove “Determine all applications for water service for land in the Service Area; and”

Council appointments are made annually to internal council committees and boards.

Councillor nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

Member at Large appointments are made by secret ballot.

One Member at Large application was received and will be presented at the meeting.

**COSTS & SOURCE OF FUNDING:**

Operating Budget

**SUSTAINABILITY PLAN:**

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Inter-Municipal Planning Commission Agreement  
Regional Service Sharing Agreement

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous  
**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

That the Terms of Reference for the **Inter-Municipal Planning Commission** be amended as presented.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillors be appointed to the **Inter-Municipal Planning Commission** for a one year term – October 25, 2022 to October 2023.

- 1.
- 2.

Motion 3

Simple Majority       Requires 2/3       Requires Unanimous

That the following Member at Large be appointed to the **Inter-Municipal Planning Commission** for a one year term – October 25, 2022 to October 2023.

- 1.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_





## INTER-MUNICIPAL PLANNING COMMISSION (IMPC) TERMS OF REFERENCE

Refer to the Inter-municipal Planning Commission Agreement  
dated October 30, 2009.

### **Purpose:**

The Subdivision and Development Authority pertaining to applications relating to lands located within the Inter-municipal Development Plan (IDP) area. ~~and to make decisions in relation to connections for water service in a service area pursuant to an agreement between the municipalities for regional service sharing (Regional Service Sharing Agreement).~~

### **Committee Structure:**

The IMPC shall consist of six (6) members who shall be appointed for a term not to exceed one year, as follows:

- Two (2) Town Council members appointed by resolution of Town Council;
- Two (2) County Council members appointed by resolution of the County Council;
- One (1) member at large appointed by resolution of Town Council;
- One (1) member at large appointed by resolution of the County Council.
- Chief Administrative Officer or designate
- **Director of Planning and Agriculture**
- ~~Manager of Planning & Development~~

### **Quorum:**

A quorum shall consist of four members, comprised of two members appointed by the Town and two members appointed by the County.

Quorum may be waived when at least one Councillor IMPC member from each Municipality is present, and both agree that the decision before them warrants the ability to waive quorum, to ensure a decision in a timely manner.

### **Term:**

All members of the Committee will hold office for a one year period, with members being appointed at the Organizational Meeting in October of each year.

### **Authority:**

The IMPC has all the powers, duties and responsibilities of a subdivision and development authority under the Act and the Subdivision and Development Regulations passed pursuant to the Act.

**Meeting Schedule:**

Meetings are generally held on a monthly basis.

**General Responsibilities:**

The Inter-municipal Planning Commission shall:

- Determine all subdivision applications and development permit applications which relate to lands in the IDP area; and
- ~~Determine all applications for water service for land in the Service Area; and~~
- Perform such functions as are set out in Scheduled “B” of the Agreement.

**Responsible for review of the following Bylaws/Documents:**

- Inter-municipal Development Plan (IDP)

**Approved External Activities:**

- N/A

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>		
<b>Amended</b>	2019-10-22	19-10-579
<b>Amended</b>	2021-08-18	21-08-587
<b>Amended</b>		



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>COUNCIL INTERNAL COMMITTEES Inter-Municipal Subdivision &amp; Development Appeal Board</b>

## **BACKGROUND / PROPOSAL:**

The Inter-Municipal Subdivision & Development Appeal Board was created under the Inter-Municipal Subdivision & Development Appeal Board Agreement with the Town of High Level in 2009. Their purpose is to hear appeals from decisions made by the Inter-municipal Planning Commission and the County’s development authority and subdivision authority pertaining to applications relating to lands located within the Inter-municipal Development Plan area.

Membership – the Board is comprised of the following:

- One Town of High Level Council member
- One Mackenzie County Council member
- Two members at large appointed by the Town
- Two members at large appointed by the County
- Inter-municipal Subdivision & Development Appeal Board Clerk

Term – one year term

Meeting Frequency – meetings are held as required.

## **OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Councillor nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

Member at Large appointments are made by secret ballot.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

One Member at Large application was received and will be presented at the meeting.

**COSTS & SOURCE OF FUNDING:**

Operating Budget

**SUSTAINABILITY PLAN:**

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Inter-Municipal Subdivision & Development Appeal Board Agreement  
Regional Service Sharing Agreement

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillor be appointed to the **Inter-Municipal Subdivision & Development Appeal Board** for a one year term – October 25, 2022 to October 2023.

1.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That the following Member at Large be appointed to the **Inter-Municipal Subdivision & Development Appeal Board** for a one year term – October 25, 2022 to October 2023.

1.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

**BYLAW NO. 714/09**

**BEING A BYLAW OF MACKENZIE COUNTY  
TO AUTHORIZE AN AGREEMENT WITH THE TOWN OF HIGH LEVEL TO  
ESTABLISH AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT BOARD  
FOR THE INTER-MUNICIPAL DEVELOPMENT PLAN AREA**

**WHEREAS:**

The Councils for the Town of High Level and Mackenzie County have enacted the Town of High Level and Mackenzie County Inter-municipal Development Plan;

The Town of High Level and Mackenzie County Inter-municipal Development Plan establishes an Inter-municipal Development Plan Area;

Section 627 of the *Municipal Government Act*, R.S.A. 2000, as amended, authorizes a municipality to enter into an agreement with a municipality to establish an inter-municipal subdivision and development appeal board; and

The proposed bylaw shall be advertised in the May 20, 2009 and May 27, 2009 editions of the High Level Echo;

A public hearing shall be held on June 17, 2009 at 7:00 p.m. at the Town Hall, High Level, Alberta.

**NOW THEREFORE, the Council of Mackenzie County in the Province of Alberta,  
DULY ASSEMBLED ENACTS AS FOLLOWS:**

1. This Bylaw may be cited as the Town of High Level and Mackenzie County Inter-municipal Subdivision and Development Appeal Board Bylaw.
2. The document entitled "Town of High Level and Mackenzie County Inter-municipal Subdivision and Development Board Agreement", attached to and forming part of this bylaw as Schedule "A", is adopted.
3. This bylaw shall come into force and take effect upon the date of third reading and signing by both Mackenzie County and the Town of High Level Council.

READ a first time this 20<sup>th</sup> day of April, 2009.

READ a second time this 17<sup>th</sup> day of June, 2009.

READ a third time and finally passed this 17<sup>th</sup> day of June, 2009.

(original signed)

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Greg Newman  
Reeve

(original signed)

---

William Kostiw  
Chief Administrative Officer

AN AGREEMENT DATED THIS 30 DAY OF OCTOBER, A.D. 2009,  
BETWEEN

**THE TOWN OF HIGH LEVEL**

(the "Town")

and

**MACKENZIE COUNTY**

(the "County")

(hereinafter collectively referred to as the "Municipalities")

**THE TOWN OF HIGH LEVEL AND MACKENZIE COUNTY  
INTERMUNICIPAL SUBDIVISION &  
DEVELOPMENT APPEAL BOARD AGREEMENT**

**WHEREAS** Section 627 of the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, authorizes municipalities to enter into an agreement to establish an intermunicipal subdivision and development appeal board;

**AND WHEREAS** the Municipalities have adopted an Inter-municipal Development Plan ("IDP") which includes reference to an "IDP Area" as shown in Schedule "A";

**AND WHEREAS** both Councils for the Municipalities have determined that it is appropriate to establish an intermunicipal subdivision and development appeal board for the purposes of hearing appeals from decisions made by the Inter-Municipal Planning Commission (IMPC) and the County's development authority and subdivision authority pertaining to applications relating to lands located within the IDP Area;

**NOW THEREFORE**, in consideration of the premises and mutual terms, conditions and covenants to be observed and performed by each of the parties hereto, the Municipalities agree as follows:

**1. DEFINITIONS**

- a) "Act" means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended from time to time;
- b) "Appellant" means a person who, pursuant to the Act, has served a notice of appeal on the ISDAB.

- c) "Council" means the Council of either Municipality;
- d) "Development Authority" means the IMPC established by Mackenzie County and the Town of High Level to exercise development powers and duties in the IDP Area;
- e) "IDP" means the Town of High Level and Mackenzie County Inter-municipal Development Plan adopted on July 30, 2009 by the Town of High Level Bylaw No. 881-09 and on 17<sup>th</sup> of June, 2009 by Mackenzie County Bylaw No. 712/09;
- f) "IDP Area" means those lands as depicted on Schedule "A" which is part of this Agreement;
- g) "Intermunicipal Subdivision and Development Appeal Board" ("ISDAB") means the appeal board established by the Municipalities by this Agreement pursuant to Sections 627 and 628 of the Act;
- h) "Member" means a member of the ISDAB;
- i) "Secretary" means the person(s) appointed to act as secretary for the ISDAB; and
- j) "Subdivision Authority" means the IMPC established by Mackenzie County and the Town of High Level to exercise subdivision powers and duties in the IDP Area.
- k) "Staff" means a member of the Town's planning department or planning consultant.

All other terms used in this Agreement shall have the meaning assigned to them in the *Municipal Government Act*, as amended from time to time.

## 2. **ISDAB PURPOSE AND ESTABLISHMENT**

- 2.1 The ISDAB is hereby established.
- 2.2 In accordance with Sections 678 and 686 of the Act, the ISDAB shall hear all subdivision appeals and development appeals from decisions made by the IMPC which relate to lands located within the IDP Area.
- 2.3 The ISDAB has all the powers, duties and responsibilities of a Subdivision and Development Appeal Board under the Act and the *Subdivision and Development Regulations* passed pursuant to the Act.



2.4 The ISDAB shall operate in accordance with the Policies and Procedures attached hereto as Schedule "A1", which is part of this Agreement.

### **3. ISDAB MEMBERSHIP**

3.1 The ISDAB shall consist of six (6) Members who shall be appointed for a term not to exceed one (1) year, as follows:

- a) One Town Council member appointed by resolution of Town Council;
- b) One County Council member appointed by resolution of County Council;
- c) Two members at large appointed by resolution of Town Council;
- d) Two members at large appointed by resolution of County Council.

3.2. Where a member of Council is appointed as a Member, his or her appointment shall terminate upon his or her ceasing to be a member of Council.

3.3 No person who is

- a) a Town or County staff member; or
- b) a member of the IMPC;

shall be appointed as a member of the ISDAB.

3.4 The appointing municipality shall be entitled to appoint a replacement member at any time in accordance with article 3.1.

3.5 Members shall adhere to the Member Rules of Conduct set out in Schedule "A2" attached hereto.

3.6 Any Member may be removed by resolution of the appointing Council where, in the opinion of the appointing Council, the Member has contravened the standards for Member Rules of Conduct as set out in Schedule "A2" or the Member fails or refuses to adhere to the Policies and Procedures as set out in Schedule "A1".

### **4. ISDAB SECRETARY**

4.1 The County's Chief Administrative Officer shall designate a County employee to act as the Secretary for the ISDAB.

4.2 The responsibilities of the Secretary are as follows:

- a) ensure that all statutory requirements of the ISDAB are met,

- b) inform all affected parties of the appeal hearing in accordance with the Act;
- c) inform all statutory parties of the appeal hearing in accordance with the Act;
- d) compile all necessary documentation for distribution to the Members;
- e) make available for public inspection before the commencement of the public hearing, all relevant documents and materials respecting the appeal, including all applications, notices, stop orders, and decisions related to the appeal; and written notice of appeal from individuals who believe that they are affected by the decision, order or notice
- f) attend all ISDAB appeal hearings;
- g) provide services for the recording of the proceedings of the ISDAB and for retention of exhibits including all written submissions to the ISDAB;
- h) prepare the ISDAB hearing minutes including the names and addresses of all parties making representations to the ISDAB;
- i) communicate decisions of the ISDAB to the affected parties in accordance with the Act; and
- j) such other matters as the ISDAB may direct.

5. **MEMBER REMUNERATION**

- 5.1 Members shall be entitled to such remuneration and travel expenses as may be fixed from time to time by each respective Council.

6. **GENERAL**

- 6.1 The fee for an appeal shall be as set by resolution by each respective Council from time to time.
- 6.2 ISDAB Hearings will be held at the Town's Office.

7. **ISDAB COSTS**

- 7.1 All ISDAB costs and expenses, including the costs of holding the hearing and any legal fees the ISAB may incur, shall be paid equally by the Town and the County.

IN WITNESS WHEREOF, the Municipalities have executed this Agreement as evidenced as by the duly authorized signatures below:

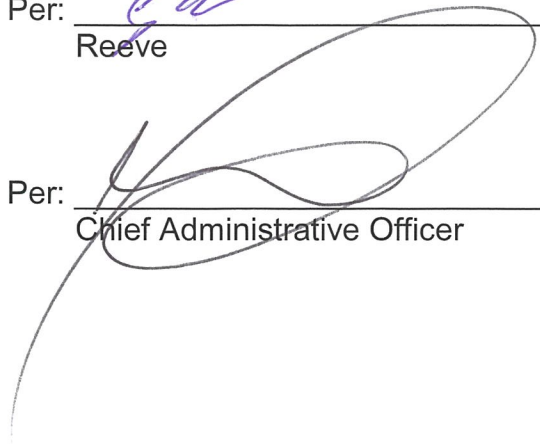
**TOWN OF HIGH LEVEL**

**MACKENZIE COUNTY**

Per:   
\_\_\_\_\_  
Mayor

Per:   
\_\_\_\_\_  
Reeve

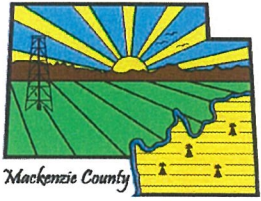
Per:   
\_\_\_\_\_  
Chief Administrative Officer

Per:   
\_\_\_\_\_  
Chief Administrative Officer

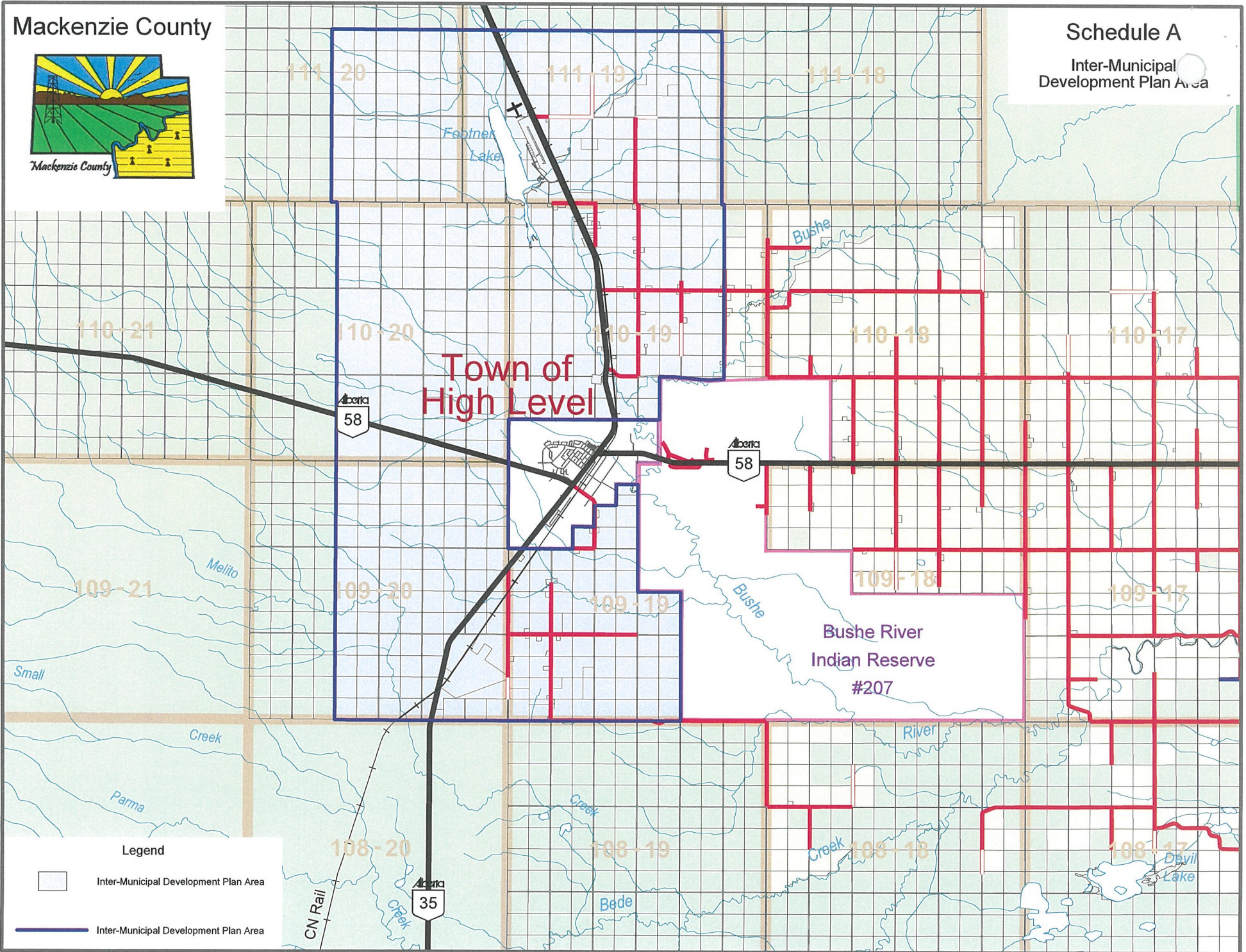
**SCHEDULE "A"**  
**INTERMUNICIPAL PLAN AREA**



# Mackenzie County



## Schedule A Inter-Municipal Development Plan Area



### Legend

- Inter-Municipal Development Plan Area
- Inter-Municipal Development Plan Area



## SCHEDULE "A1"

### INTERMUNICIPAL SUBDIVISION & DEVELOPMENT APPEAL BOARD POLICIES AND PROCEDURES

#### 1. DEFINITIONS

- 1.1 Unless otherwise specified herein, all terms shall have the meaning assigned to them in the Agreement or, where not specified in the Agreement, in the *Municipal Government Act*.
- 1.2 "Agreement" means the Intermunicipal Subdivision and Development Appeal Board Agreement dated OCTOBER 30, 2009.
- 1.3 "Appellant" means a person who, pursuant to the Act, has served a notice of appeal on the Subdivision and Development Appeal Board.
- 1.4 "Board" means the ISDAB.
- 1.5 "In Camera" means a meeting of the Board which is held in private pursuant to Section 197 of the Act.
- 1.6 "Point of Order" means the raising of a question by a Member with the view of calling attention to any departure from the Policies or Procedures, or the customary modes or proceedings in debate, or in the conduct of the Board's business.
- 1.7 "Secretary" means the person(s) appointed by the County to act as secretary for the Inter-Municipal Subdivision & Development Appeal Board (ISDAB).
- 1.8 "Staff" means a member of the Town's planning department, a member of the County's planning department or a planning consultant.

#### 2. APPLICATION

- 2.1 These Policies and Procedures shall apply to all meetings of the Board.
- 2.2 Any matter of meeting procedure which is not herein provided for, shall be determined according to the most current edition of Robert's Rules of Order.
- 2.3 Procedure is a matter of interpretation by the Chair.
- 2.4 In the event of a conflict between the provisions of these Policies and Procedures and Roberts Rules of Order, the provisions of these Policies and Procedures shall prevail.

### **3. CHAIR**

3.1 When a hearing is required the Members appointed by the respective municipalities shall select a Chair for the hearing.

3.2 The Chair:

- a) shall ensure that all Board hearings are conducted in a fair and impartial manner, in accordance with the rules for such hearings as set out in the Act and the rules of natural justice;
- b) is authorized to rule that evidence presented at a hearing is irrelevant to the matter at issue and may direct the Members to disregard the evidence, and
- c) may limit a submission if he/she determines it to be repetitious.

### **4. QUORUM**

4.1 A quorum shall consist of four Members, comprised of two Members appointed by the Town and two Members appointed by the County.

### **5. DECISIONS**

5.1 Only Members present for the entire Board meeting shall participate in the making of a decision on any matter before it.

5.2 The decision of the majority of Members present at the meeting shall be deemed to be the decision of the whole Board.

5.3 In the event of a tie vote, the appeal shall be denied.

5.4 The Board may make its decision with or without conditions, in accordance with Act.

5.5 If an appeal is recessed for any reason following the submission of evidence, the appeal hearing may be recessed to the next scheduled meeting or to a scheduled meeting. However, only those Members present at the original hearing shall render a decision on the matter.

### **6. APPEAL HEARINGS**

6.1 The Board shall consider and decide all subdivision and development appeals

which have been properly filed in accordance with the Act.

- 6.2 The Board shall hold a public hearing respecting the appeal within thirty (30) days from the date of receipt of the written notice of appeal.
- 6.3 The Board shall give notice of the hearing in accordance with the Act.
- 6.4 The Board shall make available for public inspection prior to the hearing all relevant documents and materials respecting the appeal.
- 6.5 The Board shall hear from parties in accordance with the Act.
- 6.6 Letters previously submitted to the Development Authority or Subdivision Authority will not be considered by the Board unless resubmitted for the appeal hearing. The author of the letter must be identified on the document.
- 6.7 The Board shall hear appeals in public, but it may at any time recess and deliberate in private.
- 6.8 If the Board desires at the hearing of the appeal to request further technical information, legal opinions, or other assistance, it may recess the hearing pending receipt of such information.
- 6.9 Electronic or similar recording devices shall not be used during the hearing by anyone in attendance except the Secretary.
- 6.10 The Board shall make and keep a written record of its proceedings which may be in the form of a summary of the evidence presented at the hearing.
- 6.11 The Board shall give a written decision together with the reasons for the decision within 15 days after concluding the hearing.

## 7. **HEARING PROCEDURE**

- 7.1 At appeal hearings, the following procedure will typically be followed:
  - a) The Chair for the meeting will call for a motion to go into public hearing and ask if the appellant is present to speak to the appeal.
  - b) If the appellant indicates his/her presence to speak to the appeal, then the Chair will outline the public hearing procedures.
  - c) The Secretary will confirm that notice of the appeal has been provided to all parties in accordance with the Act.



- d) The Chair will ask if anyone objects to any Member hearing the appeal.
- e) A member of the Staff will introduce the appeal and present the administrative report outlining the background to the appeal.
- f) The Chair shall call upon the appellant to present his/her appeal submissions.
- g) After identifying him/herself, the appellant will be requested to present his/her appeal within a reasonable time period.
- h) The Chair shall then call upon any persons in attendance at the Public Hearing who are entitled to be heard by the Board under the Act and who wish to speak in favour of the appeal.
- i) After identifying themselves, persons or representatives of any group or persons, in favour of the appeal may address the Board in turn. The Board reserves the right to abbreviate repetitious oral submissions. Individuals may speak for a maximum of five minutes. One spokesperson per petition or group may speak for a maximum of ten minutes.
- j) The Chair shall then call upon any persons in attendance at the Public Hearing who are entitled to be heard by the Board under the Act and who wish to speak in opposition to the appeal.
- k) After identifying themselves, persons or representatives of any group or persons, in opposition of the appeal may address the Board in turn. The Board reserves the right to abbreviate repetitious oral submissions. Individuals may speak for a maximum of five minutes. One spokesperson per petition or group may speak for a maximum of ten minutes.
- l) The Chairperson shall then call upon the appellant and those persons in attendance at the public hearing who spoke in favour of the appeal for any rebuttal to the points raised by those who spoke in opposition to the appeal. Rebuttal comments are restricted to addressing new points raised by those who spoke in opposition to the appeal.
- m) After a presentation is concluded, any Member may ask the presenter relevant questions.
- n) After all presentations from the public have been completed, any Member may ask Staff, if present, relevant questions.
- o) Following the public presentation and Member questions, the Chair shall close the public hearing.

- 7.2 Following the close of the public hearing, the Board shall deliberate and make its decision. The Board may deliberate and make its decision In Camera.

#### Petitions and Letters

- 7.3 Persons signing petitions are deemed to have had their position advanced by the petition and accordingly they may not speak unless they remove their names from the petition.
- 7.4 Individuals who have submitted a letter may only address the Board on new non-repetitious information not contained in the letter.
- 7.5 With the Board's approval, an individual or group may submit written submissions as part of their presentation at the public hearing, by providing eight (8) copies of same to the Board at the start of their presentation.

#### Presentation Materials

- 7.6 The use of slides, maps, videos, and Power Point presentations are permitted, and these materials along with any written submissions become the property of the Board as exhibits to the public hearing.

#### Introduction of Speakers

- 7.7 Persons addressing the Board shall give their name, location of residence, and indication as to whether they are speaking on their own behalf or for another person or for a group, and address the Chair when responding to questions or providing information.
- 7.8 A Person who does not identify him/herself will not be given the opportunity to address the Board.

### **8. CONDUCT AT HEARINGS**

- 8.1 Members of the public in attendance at a hearing:
- i) shall address the Board through the Chair;
  - ii) shall maintain order and quiet; and
  - iii) shall not applaud or otherwise interrupt any speech or action of the Members or any other person addressing the Board.
- 8.2 The Chair may order a member of the public who disturbs or acts improperly at a hearing by words or actions be expelled.

9. **MEMBER CONDUCT**

- 9.1 A Member wishing to speak at a hearing shall obtain the approval of the Chair before speaking.
- 9.2 When a Member or member of the public is addressing the Chair, every other Member shall:
- i) remain quiet and seated;
  - ii) not interrupt the speaker except on a Point of Order;
  - iii) not carry on a private conversation; and
  - iv) not cross between the speaker and the Chair.

## SCHEDULE "A2"

### ISDAB MEMBER RULES OF CONDUCT

1. For the purpose of this Schedule:
  - a) the following terms shall have the same meaning as in Section 169 of the Act:
    - "Corporation"
    - "Director"
    - "Distributing Corporation"
    - "Officer"
    - "Shareholder"
    - "Voting Rights"
    - "Voting Shares"
    - "Spouse"
  - b) the term "Member's Family" shall have the same meaning as the term "Councillor's Family" under Section 169 of the Act.
2. No Member shall participate in the hearing of any matter before the Board in which that Member has a pecuniary interest.
3. A Member has a pecuniary interest in a matter if:
  - a) The matter could monetarily affect the Member or an employer of the Member; or
  - b) The Member knows or ought to know the matter could monetarily affect the Member's family.
4. A Member is monetarily affected by a matter if the matter monetarily affects:
  - a) The Member directly;
  - b) A distributing corporation in which the Member beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the Member is a director or officer; or
  - c) Each Corporation, other than a distributing corporation, in which the person is a shareholder, director or officer;
  - d) A partnership or firm of which the Member is a member.



5. For the purposes of determining whether a Member has a pecuniary interest in the matter before the Board, the provisions of Section 170(3) of the Act shall apply, substituting the term "Member" for the term "Councillor".
6. Where a Member has a pecuniary interest of the matter before the Board, that Member shall:
  - a) Disclose the nature of the pecuniary interest to the Chair and Secretary of the Board;
  - b) Abstain from participating in the hearing of the matter;
  - c) Abstain from any discussion of voting on the matter;
  - d) Be absent from the room in which the appeal is heard, except to the extent that the Member is entitled to be heard before the Board as an appellant or a person affected by the matter before the Board.
7. Where Council becomes aware of a breach of these provisions by a Member of the Board, the Council shall review the facts of the case and make a determination as to whether the Member, in the opinion of Council, has breached pecuniary interest provisions of this Schedule.
8. Where, after its review pursuant to Section 7, Council determines that a breach of the pecuniary interest provisions has occurred, Council may remove the Member from the Board.
9. A Member of the Board shall:
  - a) Not discuss any matter under appeal with any party to that appeal, outside of the formal hearing process;
  - b) Keep in-camera discussions of the Board and the Committees, and any legal advice provided to the Board or Committees confidential, except where required to disclose that information by law;
  - c) Attend all Board and Committee hearings to which he or she has been assigned unless prior written consent has been received from the Chair; and
  - d) Participate in the deliberation and decision making process on all matters to which he or she has been assigned and has attended the public hearing for.
10. Where the appointing Council has reasonable grounds to believe that a Member has breached any of the provisions of Section 9, Council may remove that Member from the Board.



## **INTER-MUNICIPAL SUBDIVISION & DEVELOPMENT APPEAL BOARD (ISDAB) TERMS OF REFERENCE**

Refer to Inter-municipal Subdivision & Development Appeal Board Agreement dated October 30, 2009.

### **Purpose:**

The Inter-municipal Subdivision & Development Appeal Board for the purposes of hearing appeals from decisions made by the Inter-municipal Planning Commission (IMPC) and the County's development authority and subdivision authority pertaining to applications relating to lands located within the Inter-municipal Development Plan (IDP) Area.

### **Committee Structure:**

The ISDAB shall consist of six members who shall be appointed for a term not to exceed one year, as follows:

- One (1) Town Council member appointed by resolution of Town Council;
- One (1) County Council member appointed by resolution of County Council;
- Two (2) members at large appointed by resolution of Town Council;
- Two (2) members at large appointed by resolution of County Council;
- Inter-municipal Subdivision & Development Appeal Board Clerk.

### **Quorum:**

A quorum shall consist of four members, comprised of two members appointed by the Town and two members appointed by the County.

### **Term:**

All members of the Committee will hold office for a one year period, with members being appointed at the Organizational Meeting in October of each year.

### **Authority:**

The ISDAB has all the powers, duties and responsibilities of a Subdivision and Development Appeal Board under the MGA and the Subdivision and Development Regulations passed pursuant to the MGA.

### **Meeting Schedule:**

As required.

**General Responsibilities:**

In accordance with Sections 678 and 686 of the MGA, the ISDAB shall hear all subdivision appeals and development appeals from decisions made by the IMPC which related to lands located within the IDP Area.

**Responsible for review of the following Bylaws/Documents:**

- Not applicable.

**Approved External Activities:**

- Training workshops.

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





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>COUNCIL INTERNAL COMMITTEES Mackenzie Library Board</b>

## **BACKGROUND / PROPOSAL:**

The Mackenzie Library Board was established pursuant to Bylaw 150/98 Municipal Library Board and operates based on the Boards Policies and Procedures. The Board manages, regulates, and controls all municipal libraries.

Membership – the Board is comprised of the following:

- Two members of Council
- Seven Members at Large
  - 2 – La Crete and Area
  - 2 – Fort Vermilion and Area
  - 2 – High Level Rural
  - 1 – Zama (Rotating Position)

Term – Terms are rotating, to ensure that there is continuity of Board business during appointments.

Meeting Frequency – Board meets on a monthly basis.

## **OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Councillor nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

Member at Large appointments are made by secret ballot.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

Two Member at Large applications were received for the following positions and will be presented at the meeting.

1. La Crete – 1 Position (3 Year Term)
2. Zama – 1 Position (2 Year Term)

**COSTS & SOURCE OF FUNDING:**

Operating Budget

**SUSTAINABILITY PLAN:**

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Bylaw 150/98 Municipal Library Board  
Mackenzie Library Board Policy & Procedure Manual

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillors be appointed to the **Mackenzie Library Board** for a one year term – October 25, 2022 to October 2023.

- 1.
- 2.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That the following Members at Large be appointed to the **Mackenzie Library Board**:

1. La Crete (3 Year Term) -
2. Zama (2 Year Term) -

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

**BY-LAW NO. 150/98**

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

**TO ESTABLISH A MUNICIPAL LIBRARY BOARD**

**WHEREAS** the Council of the Municipal District of Mackenzie No. 23 deems it expedient to propose the establishment of a Municipal Library Board,

**NOW THEREFORE** with the authority and under the provisions of Part 2 of "The Libraries Act", being Chapter L-12.1, 1983, the Council of the Municipal District of Mackenzie No. 23 duly assembled, enacts as follows:

1. There shall be established a Municipal Library Board for the Municipal District of Mackenzie No. 23, to be known as "M.D. of Mackenzie Library Board".
2. The Municipal Library Board shall manage, regulate, and control the municipal libraries.
3. Parts 2 and 5 of "The Libraries Act" and Amendments and Regulations pertaining thereto shall govern the policies of the Municipal Library Board.
4. This By-law shall take effect on the date of the final passing thereof and shall be reviewed by January 1, 2000.

First Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 1998.

\_\_\_\_\_  
Betty Bateman, Chairperson

\_\_\_\_\_  
Eva Schmidt, Municipal Secretary

Second Reading given on the \_\_\_\_\_ day of \_\_\_\_\_, 1998.

\_\_\_\_\_  
Betty Bateman, Chairperson

\_\_\_\_\_  
Eva Schmidt, Municipal Secretary

Third Reading and Assent given on the \_\_\_\_\_ day of \_\_\_\_\_, 1998.

\_\_\_\_\_  
Betty Bateman, Chairperson

\_\_\_\_\_  
Eva Schmidt, Municipal Secretary

Approved

Refused

\_\_\_\_\_  
Bryan Clark, Official Administrator  
Municipal Affairs

\_\_\_\_\_  
Bryan Clark, Official Administrator  
Municipal Affairs



## **MACKENZIE LIBRARY BOARD TERMS OF REFERENCE**

Refer to Bylaw 150/98 Municipal Library Board and  
the Board's Policies & Procedures

### **Purpose:**

To manage, regulate, and control the municipal libraries.

To provide quality materials and services, which fulfill the education, information, culture, and recreation needs of the communities it serves, in an atmosphere that is welcoming, respectful, and businesslike. (1.1)

### **Committee Structure:**

The Board is comprised of seven members as follows:

- Two members of Council
- Seven members at large
  - 2 – La Crete and Area
  - 2 – Fort Vermilion and Area
  - 2 – High Level Rural
  - 1 – Zama (Rotating Position)

### **Quorum:**

A quorum shall consist of four members, of which one must be the Chairperson. (1.11.4)

### **Term:**

The term of a Board member shall normally extend for a period of three years. (1.8.1)

All members of the Board are appointed by County Council at the Organizational Meeting in October of each year.

### **Authority:**

The Board shall be authorized to exercise any and all duties, powers, and responsibilities permitted by the *Alberta Libraries Act*. (1.3.1)

### **Meeting Schedule:**

Meetings are held on a monthly basis. (1.11.2.1)

**General Responsibilities:**

Board powers and duties shall include, but shall not be limited to:

- Determining and adopting written policies to govern the operation and programs of the community libraries including personnel policies, financial policies and policies governing the use of the library buildings and the selection and use of library materials, supplies, and equipment.
- Assisting in the preparation of and seeking adequate financial support for annual operation.
- Reporting to and cooperating with governments, boards, and the region and community as a whole to support public awareness and relations.
- Developing long-range plans for the Board programs and working toward their achievement.

(1.3.4)

**Responsible for review of the following Bylaws/Documents:**

- Not applicable.

**Approved External Activities:**

- Grande Prairie Regional Library Conference (funded by the Library Board except members of Council).
- Attendance at Regional Trade Shows and Get to Know You Nights.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>		
<b>Amended</b>	2016-10-25	
<b>Amended</b>	2019-10-22	19-10-586



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>COUNCIL INTERNAL COMMITTEES Municipal Planning Commission</b>

## **BACKGROUND / PROPOSAL:**

The Municipal Planning Commission is established pursuant to Bylaw 563/06 for the purpose of advising Council with respect to achieving the orderly, economical and beneficial development, use of land and pattern of settlement in Mackenzie County and to serve as the Subdivision & Development Authority in accordance with the Municipal Government Act.

Membership – the Commission is comprised of the following:

- Two members of Council
- Three members at large
- CAO or Designate
- Director of Planning & Development

Term – one year term.

Meeting Frequency – Commission meets twice a month.

## **OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Councillor nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

Member at Large appointments are made by secret ballot.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

Four Member at Large applications were received and will be presented at the meeting.

**COSTS & SOURCE OF FUNDING:**

Operating Budget

**SUSTAINABILITY PLAN:**

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Bylaw 563/06 Subdivision & Development Authorities

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillors be appointed to the **Municipal Planning Commission** for a one year term – October 25, 2022 to October 2023.

- 1.
- 2.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That the following Members at Large be appointed to the **Municipal Planning Commission** for a one year term – October 25, 2022 to October 2023.

- 1.
- 2.
- 3.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



**BYLAW NO. 563/06**

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

**WHEREAS**, under the provisions of the Municipal Government MGA Revised Statutes of Alberta 2000, being Chapter M-26.1 and amendments thereto, to provide for the establishment of a Subdivision Authority, a Development Authority and Municipal Planning Commission for 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 enacts as follows:

**TITLE:**

1. This bylaw may be cited as the “**Subdivision and Development Authorities Bylaw**”.

**DEFINITIONS:**

2. In this bylaw, unless the context otherwise requires:

“**C.A.O.**” means the Chief Administrative Officer of the Municipal District of Mackenzie No. 23 appointed by Council under Bylaw 030/95;

“**COUNCIL**”, means the Council of the Municipal District of Mackenzie No. 23, duly assembled and acting as such;

“**Land Use Bylaw**” means Bylaw 462/04 and amendments thereto;

“**M.D.**” means the Municipal District of Mackenzie No. 23.

“**Member**” means a member of the Municipal Planning Commission appointed pursuant to this Bylaw;

“**MGA**” means the Municipal Government MGA, Revised Statutes of Alberta, 2000, C. M-26.1 and amendments thereto;

“**MPC**” means the Municipal Planning Commission as established by this Bylaw;

“**Pecuniary Interest**” shall have the meaning as set out in Division 6 of Part 5 of the MGA as applied and adapted in the context of this Bylaw;

**“Public Member”** means a person who is not a member of Council and who otherwise qualifies as an elector in the Municipal District of Mackenzie No. 23;

## **PART 1 – Subdivision Authority**

### **Establishment**

3. The Subdivision Authority for the M.D. is the Municipal Planning Commission for all applications for subdivision approval.

### **Powers and Duties**

4. The Subdivision Authority has those powers and duties as set out in the MGA and any regulation thereunder.

### **Administration**

5. The signing authority for all subdivision related matters is the Chair of the Municipal Planning Commission or delegate.
6. When a registerable instrument is submitted for endorsement, the signing authority is authorized to accept minor modifications from that approved by the Subdivision Authority provided:
  - a. there is no increase to the number of parcels;
  - b. municipal, school or environmental reserves are not compromised;
  - c. municipal roads and standards are not compromised;
  - d. changes comply with municipal bylaws, with the exception that minor changes to the Land Use Bylaw standards may be included as provided in Section 654(2) of the MGA.

## **Part 2 – Development Authority**

7. The Development Authority for the M.D. is:
  - a. the C.A.O. or delegate, for an application for development approval which is a permitted use under the Land Use Bylaw and which complies with the requirements and regulations set out in the Land Use Bylaw.
  - b. The Municipal Planning Commission established under this Bylaw, when the application for development permit is:
    - i. A discretionary use under the Land Use Bylaw; or

- ii. A permitted use under the Land Use Bylaw which does not otherwise comply with the requirements and regulations as set out in the Land Use Bylaw.
8. Notwithstanding Section 7, the C.A.O. or delegate may forward any application for development approval to the Municipal Planning Commission for a decision.

### **Powers and Duties**

9. The Development Authority has those powers and duties as set out in the MGA, the Land Use Bylaw and this Bylaw, and any regulations made thereunder.

## **Part 3 – Municipal Planning Commission**

### **Establishment**

10. The Municipal Planning Commission is hereby established.

### **Membership and Term**

11. The Commission shall consist of five (5) members with:
- a. two (2) members being members of Council; and
  - b. three (3) members being public members.
12. A member of the Commission shall not include:
- a. a member of the Subdivision and Development Appeal Board
  - b. an employee of the Municipal District of Mackenzie No. 23.
13. Each member of the Commission shall be appointed annually in conjunction with the Organizational Meeting.
14. If a member misses three (3) consecutive meetings without the authorization of the Commission, the person is disqualified and the position becomes vacant.
15. The Chairperson and Vice-Chair of the Commission shall be appointed from among the members of the Commission.

### **Procedure**

16. A quorum of the Commission shall consist of a majority of the members.

17. In the absence or inability of the Chairperson to preside at an MPC meeting, the Vice-Chair shall preside; in the event or absence of both the Chair and Vice-Chair to preside at a meeting of the Commission, the members present in constituting a quorum shall elect one of its members to MGA as Chairperson at that meeting.
18. The Chief Administrative Officer or delegate shall serve as Secretary to the Board, and shall:
  - a. not have a vote;
  - b. notify all members of meetings of the Commission;
  - c. notify the public pursuant to Section 195 of the MGA;
  - d. prepare and maintain a file of written minutes of the business transacted at all meetings of the Commission;
  - e. record decisions of the Commission and issue the decision and/or permit forthwith to all parties affected;
  - f. be authorized to sign on behalf of the Commission any order, decision, approval, notice or other thing made, given or issued by the Commission;
  - g. undertake other duties as the Commission may require in the conduct of its business.
19. In the event of a tie vote, any motion of the Commission shall be deemed defeated.

### **Functions and Duties**

20. The Municipal Planning Commission has the following functions and duties:
  - a. upon request of Council, to advise Council with respect to achieving the orderly, economical and beneficial development, use of land and pattern of settlement in the Municipal District of Mackenzie No. 23.
  - b. to serve as a Subdivision Authority pursuant to Part 17 of the MGA and of this bylaw; and
  - c. to serve as a Development Authority pursuant to Part 17 of the MGA and of this bylaw.
21. The Municipal Planning Commission shall hold meetings monthly or as required, and undertake such actions as are necessary to fulfill the powers and duties of the Commission.
22. Applications for subdivision approval shall be considered by the Commission and either approved, with or without conditions, or refused in accordance with the MGA Part 17 and any regulations made thereunder.

23. Development permit applications referred to the Commission shall be considered and either approved, with or without conditions, or refused in accordance with the Land Use Bylaw and the MGA Part 17 and any regulations made thereunder.
24. A decision of the Municipal Planning Commission is not considered final until notification of the decision is given in writing.
25. If a member has a pecuniary interest in the matter before the Commission, the member shall:
  - a. disclose the general nature of the pecuniary interest to the Commission prior to the Commission's consideration of the matter;
  - b. abstain from discussion and disposition on the matter; and
  - c. leave the room in which the meeting is taking place until discussion and disposition of the matter is completed.
26. The abstention of the member and the disclosure of the member's interest shall be recorded in the minutes.
27. Notwithstanding Section 19(f) of this bylaw, any order, decision or approval made, given or issued by the Commission may be signed by the Chairperson or Vice-Chair of the Commission.
28. Bylaws No. 549/05 and all amendments hereto is hereby repealed.
29. This bylaw shall come into full effect on March 15, 2006.

**First Reading** given on the 7<sup>th</sup> day of March, 2006. (06-156)

*(signature on file)*  
Bill Neufeld, Reeve

*(signature on file)*  
Christine Woodward, Executive Assistant

**Second Reading** given on the 7<sup>th</sup> day of March, 2006. (06-157)

*(signature on file)*  
Bill Neufeld, Reeve

*(signature on file)*  
Christine Woodward, Executive Assistant

**Third and Final Reading** given on the 7<sup>th</sup> day of March, 2006. (06-159)

*(signature on file)*  
Bill Neufeld, Reeve

*(signature on file)*  
Christine Woodward, Executive Assistant



## **MUNICIPAL PLANNING COMMISSION TERMS OF REFERENCE**

Refer to Bylaw 563/06 Establishing the Municipal Planning Commission  
(Subdivision and Development Authority)

### **Purpose:**

To advise Council with respect to achieving the orderly, economical and beneficial development, use of land and pattern of settlement in Mackenzie County and to service as the Subdivision and Development Authority in accordance with the Municipal Government Act.

### **Committee Structure:**

The Commission shall consist of five members as follows:

- Two members of Council;
- Three members at large
- Chief Administrative Officer or designate
- Director of Planning & Development

The Committee shall appoint its own Chair and Vice-Chair at the first Committee meeting held following Council's Organizational Meeting.

### **Quorum:**

A quorum of the Commission shall consist of a majority of the members.

### **Term:**

All members of the Committee will hold office for a one year period, with members being appointed at the Organizational Meeting in October of each year.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment; such vacancy shall be filled by an appointment by Council as soon as possible.

### **Authority:**

The Subdivision Authority has those powers and duties as set out in the MGA and any regulation thereunder.

The Development Authority has those powers and duties as set out in the MGA, the Land Use Bylaw, and the Subdivision and Development Authority Bylaw, and any regulations made thereunder.

**Meeting Schedule:**

The Commission shall hold meetings monthly or as required, and undertake such actions as are necessary to fulfill the powers and duties of the Commission.

**General Responsibilities:**

The Municipal Planning Commission has the following functions and duties:

- Upon request of Council, to advise Council with respect to achieving the orderly, economical and beneficial development, use of land and pattern of settlement in Mackenzie County.
- To serve as the Subdivision Authority<sup>7</sup> pursuant to Part 17 of the MGA and of the Subdivision and Development Authority Bylaw.
- To serve as the Development Authority pursuant to Part 17 of the MGA and of the Subdivision and Development Authority Bylaw.

**Responsible for review of the following Bylaws/Documents:**

- Land Use Bylaw

**Approved External Activities:**

- N/A

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>		
<b>Amended</b>	2014-06-11	
<b>Amended</b>	2015-10-27	
<b>Amended</b>	2019-10-22	19-10-589





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>COUNCIL INTERNAL COMMITTEES Northwest Alberta Regional Emergency Advisory Committee</b>

## **BACKGROUND / PROPOSAL:**

The Northwest Alberta Regional Emergency Advisory Committee was established according to the Regional Emergency Management Bylaw to guide the creation, implementation and evaluation of the Northwest Alberta Regional Emergency Plan and Program and to set the direction of the Northwest Regional Emergency Agency. This is a joint Committee with the Town of High Level and the Town of Rainbow Lake.

Membership – Membership from Mackenzie County is comprised of the following:

- Two members of Council
- CAO
- Director of Emergency Management
- Deputy Director of Emergency Management

Term – one year appointment.

Meeting Frequency – Meetings are held quarterly to coincide with the Tri-Council meetings.

## **OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**COSTS & SOURCE OF FUNDING:**

Operating Budget – for meeting attendance.

**SUSTAINABILITY PLAN:**

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Bylaw 1090-18 Regional Emergency Management Bylaw

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillors be appointed to the **Northwest Alberta Regional Emergency Advisory Committee** for a one-year term – October 25, 2022 to October 2023.

- 1.
- 2.

Author: L. Flooren

C. Gabriel

Reviewed by: \_\_\_\_\_

CAO: \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>COUNCIL INTERNAL COMMITTEES Subdivision &amp; Development Appeal Board</b>

## **BACKGROUND / PROPOSAL:**

The Subdivision & Development Appeal Board is established by Bylaw pursuant to the Municipal Government Act. The Board makes decisions on appeals of a development permit decision, issuance of a stop order, or notice of decision for subdivision.

Membership – the Board is comprised of the following:

- Two members of Council
- A pool of five members at large (seven members are currently appointed, six expire between 2023 and 2025)
- One expires in 2022.
- Subdivision & Development Appeal Board Clerk

Term – no longer than three year appointments.

Meeting Frequency – Meets as required pursuant to the Municipal Government Act depending on appeals received.

Eligibility – Members must successfully complete the mandatory training program as set or approved by the Minister.

## **OPTIONS & BENEFITS:**

Administration is recommending the following amendments to the Terms of Reference:

Title	
Bylaw number update	Bylaw 1096-18 was rescinded and replaced with Bylaw 1212-21

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

Committee Structure	
Membership Structure	Add "of which one (1) will sit on the Board at any one hearing,"
Term	
Clarification on members of the board.	Remove "for a one year period" and add "at the discretion of Council"

Council appointments are made annually to internal council committees and boards.

Councillor nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

Member at Large appointments are made by secret ballot.

No Member at Large applications were received. Position was advertised.

**COSTS & SOURCE OF FUNDING:**

Operating Budget

**SUSTAINABILITY PLAN:**

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Bylaw 1212-21 Subdivision & Development Appeal Board

**RECOMMENDED ACTION:**

Motion 1

- Simple Majority       Requires 2/3       Requires Unanimous

That the Terms of Reference for the Subdivision & Development Appeal Board be amended as presented

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillors be appointed to the **Subdivision & Development Appeal Board** for a one year term – October 25, 2022 to October 2023, subject to eligibility.

- 1.
- 2.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



**BYLAW NO. 1212-21**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**  
**TO ESTABLISH THE**  
**SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

**WHEREAS**, pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, Section 624, Council may establish a Development Authority, and

**WHEREAS**, pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, Section 627, Council may establish a Subdivision and Development Appeal Board, and

**WHEREAS** the Council of Mackenzie County in the Province of Alberta, has deemed it necessary to define the function of a Subdivision and Development Appeal Board, as it relates to the appeal process.

**NOW THEREFORE**, the Council of Mackenzie County in the Province of Alberta, duly assembled, hereby enacts as follows:

**1. TITLE**

- a) This Bylaw shall be cited as the “Subdivision and Appeal Board Bylaw”.

**2. DEFINITIONS**

In the Bylaw:

- a) “**Act**” - means the *Municipal Government Act* Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto.
- b) “**Appellant**” - means the person who has served written notice of an appeal to the Clerk of the Board from a decision, order or development permit issued by the Development Authority or a notice of decision issued by the subdivision approving authority.
- c) “**Board**” - means the Appeal Board established pursuant to this Bylaw.
- d) “**Chairman**” – means a Member of the Board who is appointed to preside over a hearing in accordance with this bylaw.
- e) “**Clerk**”- means a person(s) appointed by Council to act as Clerk of the Board.

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- f) **“Council”** - means the Mackenzie County Council.
- g) **“Members at Large”** - are Members of the Board who are not Councillors of the Municipality.
- h) **“Municipality”** - means the municipal corporation of Mackenzie County.
- i) **“Subdivision Approving Authority”** - is the authority appointed by Council to decide applications for subdivision.
- j) All other terms used in this Bylaw shall have the meaning assigned to them by the Act.

### 3. **ESTABLISHMENT**

- a) The Board is hereby established.
- b) The Members of the Board are hereby considered “authorized persons.”

### 4. **DUTIES**

The Board shall:

- a) Decide upon all appeals referred to it by the Clerk of the Board, including an:
  - i) appeal of a development permit decision issued by the development authority;
  - ii) appeal of a stop order issued by the development authority; and
  - iii) appeal of a notice of decision for subdivision issued by the development authority.
- b) Perform other such duties as described or implied in this Bylaw or as may be assigned to it by Council.

### 5. **MEMBERSHIP**

- a) The Membership of the Board shall consist of:
  - i) two (2) Members of Council, of which one (1) will sit on the Board at any one hearing;
  - ii) five (5) Members at Large, of which two (2) will sit on the Board at any one hearing.

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- b) Council Members of the Board shall be appointed annually by resolution of Council at the Organizational Meeting held in October.
- c) Members at Large shall be appointed to the Board by resolution of Council for a three-year term or as otherwise designated by Council.
- d) Notwithstanding, Clause 5. c), a person may be reappointed upon expiration of their term.
- e) No person who is an employee of Mackenzie County or a member of the Municipal Planning Commission shall be appointed to the Board by Council, subject to the provisions of this Bylaw.
- f) A Member of Council's appointment to the Board terminates upon that person ceasing to be a Member of Council or otherwise ineligible to serve as a Member of the Board, subject to the provisions of this Bylaw.
- g) Where a Board position is left vacant for any reason, Council may appoint a replacement for the remainder of that term.
- h) If a Member has any pecuniary interest, whether direct or indirect, in any matter before the Board, the Member shall declare such interest to the Board before discussion of the matter, and shall not participate in the hearing, or discuss or vote upon the matter, and such abstention shall be recorded in the minutes.
- i) Members may not participate in a hearing of the Board unless the member has successfully completed a training program set or approved by the Minister.

## **6. QUORUM & MEETINGS**

- a) Three (3) Members of the Board where Members of Council do not form the majority constitute a quorum.
- b) The Board shall meet at such intervals as are necessary to consider and decide appeals filed with it in accordance with the Act.
- c) The Board shall not permit electronic or similar recording devices to be used during a hearing by anyone in attendance, except the Clerk of the Board.

## **7. CHAIRMAN**

- a) The Members of the Board shall elect one of themselves as Chairman and one of themselves as Vice-Chairman at the commencement of each Hearing.

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**8. ABSENT BOARD MEMBERS**

- a) A Member of the Board who is for any reason unable to attend the whole or part of an appeal, shall not participate in the deliberations or decision by the Board upon that appeal.
- b) In the event of the absence or inability of the Chairman of the Board to act as Chairman, the Vice-Chairman of the Board shall act as Chairman. In the event of the Chairman and Vice-Chairman being absent or unable to act as Chairman, the remaining Members will elect a Chairman from amongst themselves.

**9. SIGNING AUTHORITY**

- a) An order, decision, approval, notice or other things made, given or issued by the Board may be signed on its behalf by its Chairman, Vice-Chairman or a Member elected to act as Chairman.
- b) An officer appointed by Council may sign on behalf of the Board.

**10. CLERK OF THE BOARD**

- a) The Clerk(s) of the Board shall be appointed by resolution of Council and shall not be a member of the Board.
- b) The Clerk must successfully complete the training program set or approved by the Minister in accordance with the Act.

The Clerk shall:

- c) attend all meetings and hearings of the Board, but shall not vote on any matters before the Board.
- d) perform such functions as may be necessary to ensure that the Board is in full compliance with its duties under the Act and this Bylaw.
- e) attend all meetings of the Board and shall keep the following records with respect thereto:
  - i) the minutes of all meetings and hearings;
  - ii) all applications;
  - iii) records of all notices of hearings and of persons to whom they were sent;
  - iv) copies of all written representations to the Board;
  - v) notes as to each representation;

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- vi) the names and addresses of those making representations at the hearing;
  - vii) the decision of the Board;
  - viii) the reasons for the decision of the Board;
  - ix) the vote of the Members of the Board on the decision;
  - x) records of all notices of decision and of persons to whom they were sent;
  - xi) all notices, decisions and orders made on appeal from the decisions of the Board, and
  - xii) such other matters as the Board may direct or the Clerk may determine.
- f) notify all Members of the Board of the arrangements for the holding of each hearing and other meetings of the Board.
- g) make available for public inspection before the commencement of the public hearing, all relevant documents and materials respecting the appeal including:
- i) all applications, notices, stop orders, and decisions related to the appeal, and
  - ii) written notice of appeal from individuals who believe that they are affected by the decision, order, or notice.

## **11. PUBLIC HEARING**

- a) The hearing of the appeal pursuant to the Act shall be held in public and all persons who wish to attend shall be entitled to do so.
- b) The Board shall meet for the hearing of appeals as frequently as is necessary, and in any event within thirty (30) days of receipt of a notice of appeal duly filed pursuant to the Act.

## **12. SPECIAL MEETING**

- a) Upon receipt of a notice of appeal duly filed pursuant to the provisions of the Act, and of this Bylaw, the Clerk may convene a special meeting of the Board to consider what persons are affected by the appeal and should be notified thereof. Such a meeting shall be called not less than six days prior to the date of the public hearing by the Clerk of the Board. The Board is allowed to hold a special meeting to:
  - i) Determine who should be notified of the Board hearing, and
  - ii) Determine if any Members of the Board are unable to attend the hearing

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due to absence or pecuniary interest.

### **13. ELECTRONIC RECORDINGS**

- a) The Clerk shall keep an electronic record of all Hearings, except during breaks and those portions of Hearings held In-Camera.
- b) Electronic recordings will only be transcribed if they are required in connection with any audit or investigation in connection with litigation.
- c) The electronic recording for each Hearing will be retained and backed up for one (1) year.

### **14. DECISIONS**

- a) The Board shall issue its decision upon an appeal in writing together with reasons for the decision pursuant to the provisions of the Act.
- b) The decision of the majority of the Members of the Board present at a meeting duly convened is deemed to be the decision of the whole Board.
- c) In the event of a tie vote, the appeal is defeated.
- d) The decision is not final and binding until the decision has been signed and given in writing in accordance with the Act.

### **15. PROVINCE OF ALBERTA APPEAL PROCEDURE**

- a) The Clerk shall keep on file all notices of applications made for leave to appeal to the Court of Appeal from decisions of the Board issued pursuant to the Act.

### **16. APPEAL FEES**

- a) Appellants may be charged an appeal fee to cover the costs associated with a subdivision or development appeal. The appeal fee may be fixed from time to time by resolution of Council according to the Fee Schedule Bylaw.
- b) If the Subdivision & Development Appeal Board decides in favour of the appellant, the fees paid by the appellant shall be refunded.

### **17. REMUNERATION & TRAVEL EXPENSES**

- a) Members shall be compensated according to the Honorariums and Expense Reimbursement Bylaw in effect for Mackenzie County.

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**18. EFFECTIVE DATE AND REPEAL OF BYLAW**

- a) That Bylaw 1096-18 and all amendments thereto are hereby repealed.
- b) The adoption of this bylaw is effective upon the date of the passing of the third and final reading thereof.

READ a first time this 09<sup>th</sup> day of February, 2021.

READ a second time this 09<sup>th</sup> day of February, 2021.

READ a third time and finally passed this 09<sup>th</sup> day of February, 2021.

(original signed)

\_\_\_\_\_  
Joshua Knelsen  
Reeve

(original signed)

\_\_\_\_\_  
Lenard Racher  
Chief Administrative Officer

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## **SUBDIVISION & DEVELOPMENT APPEAL BOARD (SDAB) TERMS OF REFERENCE**

Refer to Bylaw ~~1034-16~~ 1212-21 Establishing the  
Subdivision & Development Appeal Board

### **Purpose:**

To make decisions on appeals of a development permit decision, issuance of a stop order, or notice of decision for subdivision.

### **Committee Structure:**

The membership of the Board shall consist of the following:

- Two (2) members of Council, of which one (1) will sit on the Board at any one hearing, with one member being an alternate;
- A pool of five (5) members at large of which two (2) will sit on the Board at any one hearing.
- Subdivision & Development Appeal Board Clerk

### **Quorum:**

Three (3) members of the Board where members of Council do not form the majority constitute a quorum.

### **Term:**

All members of the Board will hold office ~~for a one year period~~ at the discretion of Council, with members being appointed at the Organizational Meeting in October of each year.

### **Authority:**

Pursuant to the MGA.

### **Meeting Schedule:**

The Board shall meet for the hearing of appeals as frequently as is necessary, and in any event within thirty days of receipt of a notice of appeal duly filed pursuant to the MGA.

### **General Responsibilities:**

The Board shall:

- Decide upon all appeals referred to it by the Secretary of the Board, including an:
  - Appeal of a development permit decision issued by the development authority;
  - Appeal of a stop order issued by the development authority; and
  - Appeal of a notice of decision for subdivision issued by the subdivision approving authority.
- Perform any other such duties as described or implied in the SDAB Bylaw or as may be assigned to it by Council.

**Responsible for review of the following Bylaws/Documents:**

- Not applicable.

**Approved External Activities:**

- Training as required by the Municipal Government Act.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>		
<b>Amended</b>	2022-10-25	
<b>Amended</b>		





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>EXTERNAL COMMITTEE REPRESENTATION Boreal Housing Foundation</b>

## **BACKGROUND / PROPOSAL:**

The Boreal Housing Foundation is established by Ministerial Order as a management body with all the powers, functions and duties prescribed in the Order.

Membership – see attached Ministerial Order.

Term – one year appointment.

Meeting Frequency – meets monthly.

## **OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

## **COSTS & SOURCE OF FUNDING:**

Operating Budget

## **SUSTAINABILITY PLAN:**

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Ministerial Order H:042/16

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillors be appointed to the **Boreal Housing Foundation** for a one-year term – October 25, 2022 to October 2023.

- 1.
- 2.
- 3.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



ALBERTA  
SENIORS AND HOUSING

*Office of the Minister  
MLA, Calgary-Beddington*

MINISTERIAL ORDER NO. H:005/2021  
DEPARTMENT OF SENIORS AND HOUSING  
PROVINCE OF ALBERTA  
ALBERTA HOUSING ACT  
BOREAL HOUSING FOUNDATION

I, Josephine Pon, Minister of Seniors and Housing, pursuant to section 5 of the *Alberta Housing Act*, make the following order:

1. Ministerial Order No. H:042/16 as amended, establishing the **Boreal Housing Foundation** as a management body, is amended:
  - a. by replacing the Appendix, attached to Ministerial Order H:042/16 with the attached Appendix dated September 1, 2021.
2. This Ministerial Order comes into effect on the date it is signed by the Minister.

Dated at Edmonton, Alberta the 8 day of October, 2021.

Josephine Pon  
Minister of Seniors and Housing

## APPENDIX

### Boreal Housing Foundation

1. **Boreal Housing Foundation** (hereafter referred to as the “management body”) is hereby established as a management body.
2. The members of the management body are as follows:
  - Mackenzie County
  - Town of High Level
  - Town of Rainbow Lake
  - Dene Tha First Nation
  - Beaver First Nation
  - Tall Cree First Nation
  - Little Red Cree First Nation
3. (1) The management body shall be governed by a board (hereafter referred to as “the board”), comprising a maximum of eleven (11) members appointed from within the borders of Mackenzie County as follows, and in accordance to subsection (2):
  - (a) Three (3) members of the board shall be appointed by Mackenzie County.
  - (b) Two (2) members of the board shall be appointed by the Town of High Level.
  - (c) Two (2) members of the board shall be appointed by the Town of Rainbow Lake.
  - (d) One (1) member of the Board shall be appointed by the Dene Tha First Nation.
  - (e) One (1) member shall be appointed by the Beaver First Nation.
  - (f) One (1) member shall be appointed by the Tall Cree First Nation.
  - (g) One (1) member shall be appointed by Little Red Cree First Nation.
- (2) For the purposes of subsection 3(1), the members of the management body have the sole discretion to determine:
  - (a) The boundaries of the areas from which the members of the board may be appointed;

(b) How residency in the areas from which members of the board may be determined.

(3) The board shall be appointed as follows:

(a) Members of the board shall be appointed by the member of the management body in accordance with the Order and at the times the board requests the member of the management body.

(b) The term of office for each member of the board shall be for a one (1) year term.

(c) Members of the board appointed under clause 3(a) may hold consecutive terms of office.

(d) 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.

(e) The chairperson, vice-chairperson, or any other officer of the board, as the board determines necessary, shall be appointed from among the board members in the manner, and at the times, the board determines appropriate.

(f) The term of office for the chairperson, vice-chairperson, or any other officers of the board shall be for a one (1) year term.

(g) 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.

(4) The lodge reserve policy cannot be changed without the unanimous approval of all the members of the board.

(5) The board is a continuing body.

(6) 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 address for service, and any change in the location of such offices or address for service.
- 5. For the purpose of providing lodge accommodation, the management body may requisition the following municipalities:
  - a. Mackenzie County;
  - b. Town of High Level; and
  - c. Town of Rainbow Lake.
- 6. A minimum of seven (7) voting board members is considered quorum.
- 7. All financial matters of the lodge require a three quarter (6) majority approval of the requisitioning board appointees to pass the motion, and a two thirds (9) approval of the full board. All other matters require a majority vote of the full board.
- 8. (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 8(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.
- 9. For the purpose 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*.



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>EXTERNAL COMMITTEE REPRESENTATION Community Futures Northwest Alberta</b>

**BACKGROUND / PROPOSAL:**

Community Futures Northwest Alberta is a federally sponsored, but community directed, not for profit organization. See attached for more information.

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – meets monthly.

**OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

**COSTS & SOURCE OF FUNDING:**

Operating Budget – for meeting attendance.

**SUSTAINABILITY PLAN:**

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillor be appointed to the **Community Futures Northwest Alberta** for a one-year term – October 25, 2022 to October 2023.

1.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



# Community Futures Northwest Alberta

## We're Here to Help

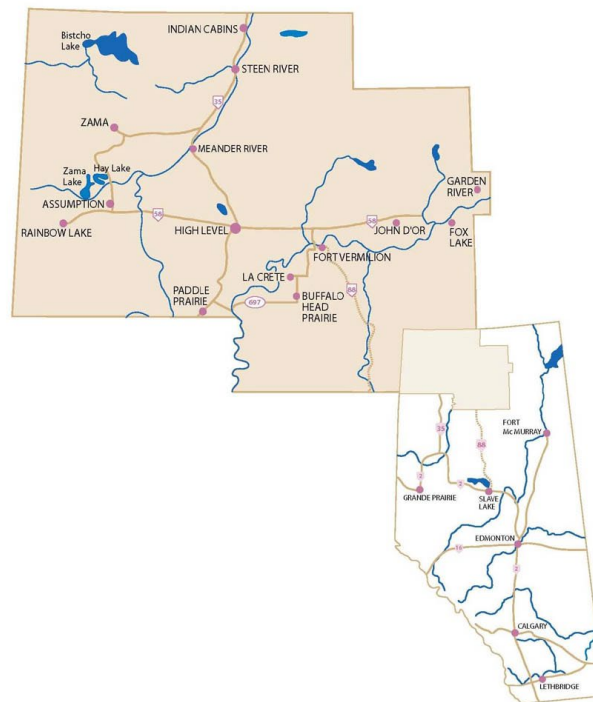
Community Futures Northwest Alberta office is a non-profit organization that's dedicated to building an economically diverse future for the communities of our beautiful region.

Staffed by seasoned business professionals, and guided by a volunteer Board of Directors, we're more than just a business lender. With over 30 years of experience helping rural entrepreneurs grow and thrive as small business owners, we understand where you are now, and where you want to go in the future.

Our services for small businesses are designed to help Northwest Alberta residents start, grow, expand, franchise, or sell their business.

With a number of specialized business training programs, regular business networking events, and flexible business loans on offer, we're here to help you achieve your business goals.

Community Futures Northwest Alberta is funded by Western Economic Diversification Canada, as a part of the larger Community Futures organization. Community Futures of Canada has been supporting small business and rural economic diversification since 1986, and now has 267 offices across the country.



# Community Futures Northwest Alberta

## Who We Help

We help entrepreneurs and small business owners throughout Northwest Alberta, including: Rainbow Lake, Zama City, High Level, Paddle Prairie, Fort Vermilion, La Crete, Steen River, Chateh, Meander River, Buffalo Head Prairie, Garden River, John D'or, and Fox Lake.

Our ultimate goal is to help our area grow and thrive through economic diversification. We help companies across all industries including first nations start-ups, oil & gas, retail, and heavy equipment.

## Rural Economic Diversification

Rural Economic Diversification is the core of what we do. We work alongside community leaders and other key stakeholders to create Community Economic Development plans and implement projects that support value-added activity and expansion into new sectors.

We take the pulse of our business community and provide guidance on business retention and succession planning strategies.

## Board of Directors

**Chair Walter Sarapuk**  
Rocky Lane, Mackenzie County

**Vice Chair Willie Wheeler**  
La Crete, Mackenzie County

**Secretary/Treasurer Clark McAskile**  
Town of High Level

**Jan Welke, Board Member**  
Town of High Level

**Bill Boese, Board Member**  
Fort Vermilion, Mackenzie County

**Tim Driedger, Board Member**  
La Crete, Mackenzie County

**Don Werner, Board Member**  
Town of Rainbow Lake

**Crystal McAteer**  
Town of High Level



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>EXTERNAL COMMITTEE REPRESENTATION The Northern Lights Forest Education Society</b>

## **BACKGROUND / PROPOSAL:**

Council previously had representation on this board. This representation would benefit Mackenzie County as they have been successful in gaining \$750,000 in funding over three years to develop and implement a regional wide educational program which include the schools, bringing forestry and our forestry committees to the forefront.

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – unknown.

## **OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

## **COSTS & SOURCE OF FUNDING:**

Operating Budget – for meeting attendance.

## **SUSTAINABILITY PLAN:**

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Motion 1:

Simple Majority       Requires 2/3       Requires Unanimous

That Mackenzie County appoint a representative to **The Northern Lights Forest Education Society**.

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillor be appointed to the **The Northern Lights Forest Education Society** for a one-year term – October 25, 2022 to October 2023.

1.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>EXTERNAL COMMITTEE REPRESENTATION Hay Zama Committee</b>

**BACKGROUND / PROPOSAL:**

Membership – two Council members are appointed

Term – one year appointment.

Meeting Frequency – unknown.

**OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

**COSTS & SOURCE OF FUNDING:**

Operating Budget – for meeting attendance.

**SUSTAINABILITY PLAN:**

**COMMUNICATION/PUBLIC PARTICIPATION:**

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillors be appointed to the **Hay Zama Committee** for a one-year term – October 25, 2022 to October 2023.

- 1.
- 2.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>EXTERNAL COMMITTEE REPRESENTATION High Level Recreation Facility Task Force</b>

## **BACKGROUND / PROPOSAL:**

The High Level Recreation Facility Task Force was established in 2013 to develop a report that identifies the Town’s current and future needs for recreational facilities.

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – unknown.

## **OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

## **COSTS & SOURCE OF FUNDING:**

Operating Budget – for meeting attendance.

## **SUSTAINABILITY PLAN:**

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillor be appointed to the **High Level Recreation Facility Task Force** for a one-year term – October 25, 2022 to October 2023.

1.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>EXTERNAL COMMITTEE REPRESENTATION Indigenous Joint Mutual Aid Committee</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County entered into a Mutual Aid Agreement with Tallcree First Nation in 2017. Within the agreement is a Joint Mutual Aid Committee to which each municipality appoints a representative.

Membership – one Council member is appointed and another as an alternate

Term – one year appointment.

Meeting Frequency – once per year to review the Agreement and consult with the Fire Department representative to determine if any changes are required to the Agreement.

## **OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

## **COSTS & SOURCE OF FUNDING:**

Operating Budget – for meeting attendance.

## **SUSTAINABILITY PLAN:**

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Tallcree First Nation Mutual Aid Agreement

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillor be appointed to the **Indigenous Joint Mutual Aid Committee** for a one-year term – October 25, 2022 to October 2023.

1.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>EXTERNAL COMMITTEE REPRESENTATION La Crete Community Adult Learning Council</b>

**BACKGROUND / PROPOSAL:**

The La Crete Community Adult Learning Council recognizes the educational needs of the community and then implements these needs in providing programs and courses to meet these needs.

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – unknown.

**OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

**COSTS & SOURCE OF FUNDING:**

Operating Budget – for meeting attendance.

**SUSTAINABILITY PLAN:**

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillor be appointed to the **La Crete Community Adult Learning Council** for a one-year term – October 25, 2022 to October 2023.

1.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>EXTERNAL COMMITTEE REPRESENTATION Mackenzie Applied Research Association (MARA)</b>

## **BACKGROUND / PROPOSAL:**

The Mackenzie Applied Research Association [MARA] is a not for profit producer driven applied research association. MARA serves producers in the Mackenzie County, the largest County in Alberta and the northernmost commercial agriculture region in Canada. MARA conducts agriculture and environmental research from its Fort Vermilion, Alberta location.

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – approximately six times per year.

## **OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

## **COSTS & SOURCE OF FUNDING:**

Operating Budget – for meeting attendance.

## **SUSTAINABILITY PLAN:**

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillor be appointed to the **Mackenzie Applied Research Association (MARA)** for a one-year term – October 25, 2022 to October 2023.

1.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>EXTERNAL COMMITTEE REPRESENTATION Mackenzie Frontier Tourist Association (MFTA)</b>

## **BACKGROUND / PROPOSAL:**

The Mackenzie Frontier Tourist Association is a not-for-profit, industry led, collaboratively managed organization whose mandate is to support and grow tourism in Northwestern Alberta through the provision of strategic leadership and through active, effective partnerships with government and key stakeholders.

Membership – two Council members are appointed

Term – one year appointment.

Meeting Frequency – approximately six -twelve times per year.

## **OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

## **COSTS & SOURCE OF FUNDING:**

Operating Budget – for meeting attendance.

## **SUSTAINABILITY PLAN:**

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillors be appointed to the **Mackenzie Frontier Tourist Association (MFTA)** for a one-year term – October 25, 2022 to October 2023.

- 1.
- 2.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_





**Mackenzie Frontier Tourist Association**  
**Terms of Reference**  
*Approved: May 2019*

## **1. Introduction**

The Regional Economic Development Initiative for Northwest Alberta (REDI) led a project to establish the creation of a Destination Marketing Organization for Northwest Alberta that would support the municipalities of Mackenzie County, the Town of High Level and the Town of Rainbow Lake. In January 2011, the group passed a motion that the board would consist of six (6) industry members and six (6) municipal elected officials for a total of twelve (12) board members.

### **1.1 Vision**

The Mackenzie Frontier Tourist Association will be a not-for-profit, industry led, collaboratively managed organization whose mandate is to support and grow tourism in Northwestern Alberta through the provision of strategic leadership and through active, effective partnerships with government and key stakeholders.

The vision is to be recognized and respected as an innovative leader in destination marketing and management for all tourism sectors in the region and to position the Mackenzie Frontier as a premier tourism destination within the provincial landscape.

The mission is to provide strategic leadership that builds economic, social, cultural and environmentally sustainable tourism across the entire region.

### **1.2 Mandate**

The Mackenzie Frontier Tourist Association will provide governance and be responsible for the planning and activities necessary to facilitate a not-for-profit organization to operate on behalf of the Mackenzie Frontier Region.

Key Responsibilities:

1. Develop and Implement a Mackenzie Frontier Creation Plan, consisting of
  - Administration/Implementation Plan
  - Stakeholder Engagement/Communication Plan
  - Budget and Work Plan
2. Establish and operate the Mackenzie Frontier Tourist Association as a not-for-profit corporation with appropriate by-laws and governance policies.



**Mackenzie Frontier Tourist Association**  
**Terms of Reference – Page 2**  
*Approved: May 2019*

3. Develop a board structure and oversee the installation of the Mackenzie Frontier Tourist Association board.

### **1.3 Engagement and Communication**

The Mackenzie Frontier Tourist Association will operate with accountability and ensure that communication with its members and with the tourism industry is regular, open and transparent.

### **1.4 Code of Conduct**

The Mackenzie Frontier Tourist Association will work as a team that seeks to minimize competition and enhance cooperation. Members will:

- Serve in an objective manner, representing and advocating for the greater good of all tourism operators with the Mackenzie Frontier Region
- Participate in good faith and with the intention of producing balanced and broadly accepted results
- Recognize the value and contributions of each member
- Show respect for others and demonstrate empathy and practice active listening
- Focus on issues, not personal feelings and/or positions
- Support decisions reached through due process and communicate the Committee's position to external stakeholders as required
- Openly and promptly declare all potential conflicts of interest

### **1.5 Roles and Responsibilities**

Board Members:

1. Understand the vision and mandate of the MFTA and support its achievement
2. Attend and actively participate in meetings and discussion by providing candid and constructive advice and input on behalf of respective Member Partner organizations
3. Actively contribute to working groups, projects or other initiatives

Chair:

1. Chair meetings and ensure decorum, professionalism and diligence in the successful completion of business, ensure active participation of members and that all sides of issues are fully heard and fairly stated.



## **Mackenzie Frontier Tourist Association Terms of Reference – Page 3**

*Approved: May 2019*

2. Ensure voting is properly conducted by clarifying issues under discussion and ensuring decisions reached by the Mackenzie Frontier Tourist Association are clearly communicated.
3. Represent the MFTA in meetings and conduct of business with Alberta Tourism, and other stakeholders.

### Vice Chair:

1. Understand the responsibilities of the Chair and perform these duties in the Chair's absence and/or as delegated
2. Provide leadership and undertake assignments on behalf of the chair and the Mackenzie Frontier Board

### Working Groups:

At its discretion, the Mackenzie Frontier DMO will delegate specific responsibilities and projects to specific working groups, e.g. planning, marketing, communication, etc.

1. Each Working Group will have a designated chair that will be responsible for outcomes and reporting to the Mackenzie Frontier Tourist Association
2. To ensure balance and inclusiveness, Working Groups will be comprised of at least three (3) board members

### **1.6 Meetings and Quorum**

The Mackenzie Frontier Tourist Association requires a minimum of 50%+1 of board members to be present in order to establish quorum. Any motions or undertakings must be approved by 50%+1 of those in attendance in order to be accepted.

In order to conduct the business of the MFTA, the Board reserves the right to declare quorum of any duly called, scheduled Board meeting, 20 minutes after official start time, this will be recorded in the meeting minutes. Any motions or actions completed during this meeting are legal and binding.

Voting must take place in person or by teleconference or by electronic means if email vote is required and distributed by the Chair or designate; no delegates may take the place of approved board members.

The members of the Mackenzie Frontier Tourist Association agree to meet on a monthly basis, and more frequently as required in person or by conference call. The board agrees that their role is to represent and recommend strategies and plans that represent the overall interests of the regional tourism industry, and not specifically their own individual goals or objectives.



## **Mackenzie Frontier Tourist Association Terms of Reference – Page 4**

*Approved: May 2019*

Physical meeting location will remain High Level, although venue may change with adequate notice. Teleconference will be available for individuals unable to travel.

Members who miss three consecutive meetings may be removed as a voting member by a motion of the MFTA Board. If this is a municipal member, a letter requesting a new appointment will be sent to the Municipality. If an Industry Member, members will recruit, or a posting will be placed to fill the vacancy.

To assist industry board members (i.e. board members who are not from the municipalities, or applicable to Municipal Board members if no other compensation is applicable, and by motion of the MFTA), the following compensation schedule will be used. (expense amounts also apply to any staff members)

- expenses for meals (if not provided), such as might occur when traveling on behalf of the MFTA: Breakfast: \$15, Lunch: \$20, Dinner: \$35
- hotel rooms (if not provided, and required) based upon receipt
- Mileage paid at CRA Rates for Alberta, example as of November 2018 are \$0.58/km for first 5000 km per year, then \$0.54/km above that
- \$200 per day honorarium for work/attend events such as Trade Shows, conferences. Prior Board approval is required.

To recognize the special duties and responsibilities of the Chair, an honorarium of \$200/month shall be paid.

Municipalities are responsible for compensation, for their appointed members.

As the Mackenzie Frontier Tourist Association requires persons of a working capacity to see its goals and responsibilities brought to fruition, the Board by way of motion may enter into partnerships, contacts or hire employees that are deemed necessary.

### **1.7 Indemnification and Insurance**

Due to its current transitional role, the board will secure insurance coverage upon incorporation, if deemed necessary. Could include such coverage as WCB.



**Mackenzie Frontier Tourist Association**  
**Terms of Reference – Page 5**  
*Approved: May 2019*

**1.8 Finance, Procurement and Expense Control**

The Mackenzie Frontier Tourist Association has established a distinct bank account at the Alberta Treasury Branch. It will maintain a minimum of two designated members appointed as co-signers.

The society's year shall run from October 1 to September 30, and all official documents, financials and annual general meeting schedule shall use this Fiscal year.

**1.9 Communications and Engagement**

The Mackenzie Frontier Tourist Association will be responsible for providing regional tourism industry stakeholder with updates on the status of Working Groups, as well as updates on tourism initiatives.

The board will establish a communications strategy that will utilize the existing resources, industry lists and communication vehicles from REDI, Mackenzie County, the Town of High Level and the Town of Rainbow Lake, as well as any provincial information or resources available.

MFTA will support and maintain a website and other social media accounts for the promotion of the region and our members.





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>EXTERNAL COMMITTEE REPRESENTATION Mackenzie Regional Community Policing Society</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County has appointed a council member to the Mackenzie Regional Community Policing Society since 2011.

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – approximately six times per year.

## **OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

## **COSTS & SOURCE OF FUNDING:**

Operating Budget – for meeting attendance.

## **SUSTAINABILITY PLAN:**

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillor be appointed to the **Mackenzie Regional Community Policing Society** for a one-year term – October 25, 2022 to October 2023.

1.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>EXTERNAL COMMITTEE REPRESENTATION Mackenzie Regional Waste Management Commission</b>

## **BACKGROUND / PROPOSAL:**

The Mackenzie Regional Waste Management Commission was established in 2003 and the members include Mackenzie County, the Town of High Level, and the Town of Rainbow Lake. The Commission provides solid waste management services.

Membership – two Council members are appointed

Term – two year appointment.

Meeting Frequency – meetings on a monthly basis.

## **OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

## **COSTS & SOURCE OF FUNDING:**

Operating Budget – for meeting attendance.

## **SUSTAINABILITY PLAN:**

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillors be appointed to the **Mackenzie Regional Waste Management Commission** for a two-year term – October 25, 2022 to October 2023.

- 1.
- 2.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>EXTERNAL COMMITTEE REPRESENTATION Mighty Peace Watershed Alliance</b>

## **BACKGROUND / PROPOSAL:**

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – unknown.

## **OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

## **COSTS & SOURCE OF FUNDING:**

Operating Budget – for meeting attendance.

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION/PUBLIC PARTICIPATION:**

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillor be appointed to the **Mighty Peace Watershed Alliance** for a one-year term – October 25, 2022 to October 2023.

1.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>EXTERNAL COMMITTEE REPRESENTATION Northern Lakes College Community Education Committee</b>

## **BACKGROUND / PROPOSAL:**

Northern Lakes College is committed to meeting the needs of local residents. Northern Lakes College has a special relationship with the communities it serves. Many communities have a Community Education Committee (CEC). These committees ensure that local residents have access to education and training suitable to their needs and goals. Committee and council members also promote and share College programs and news. Together, we are able to meet the needs of northern learners.

Membership – one Council member is appointed for Fort Vermilion and one for La Crete

Term – one year appointment.

Meeting Frequency – Committees meet five times a year.

## **OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

## **COSTS & SOURCE OF FUNDING:**

Operating Budget – for meeting attendance.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**SUSTAINABILITY PLAN:**

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillors be appointed to the **Northern Lakes College Community Education Committee** for a one-year term – October 25, 2022 to October 2023.

1. La Crete –
2. Fort Vermilion -

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>EXTERNAL COMMITTEE REPRESENTATION Northwest Species at Risk Committee</b>

## **BACKGROUND / PROPOSAL:**

The purpose of the Northwest Species at Risk Committee is to collectively provide and share information, ideas and resources relating to the continued and future prosperity of Northwest Alberta. Instill effective regional adaptive management and transparency, which allows all stakeholders to play a vital role in shaping our collective future. Develop tangible solutions founded upon an evidence-based approach, to ensure a balance of smart economic growth, a sustained quality of life, and an enhanced natural environment for all of our businesses, communities and wildlife.

Membership – two Council members are appointed and one alternate

Term – one year appointment.

Meeting Frequency – meetings are held monthly.

## **OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

An updated Terms of Reference as of November 2021 is attached for your information.

## **COSTS & SOURCE OF FUNDING:**

Operating Budget – for meeting attendance.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**SUSTAINABILITY PLAN:**

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillors be appointed to the **Northwest Species at Risk Committee** for a one-year term – October 25, 2022 to October 2023.

- 1.
- 2.
3. Alternate -

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



## TERMS OF REFERENCE

### ALBERTA NORTHWEST SPECIES AT RISK COMMITTEE

#### **Background:**

The northwest region of Alberta encompasses high economic development value in a variety of natural resource sectors. Notwithstanding this, the region is requested to carry the highest burden of environmental protection of any other region within Alberta.

Current and proposed Provincial policy and strategies requires the Lower Peace Region to subsidize economic activity in other regions to allow, both, the Federal and Provincial governments to achieve conservation targets for the natural environment. Cumulatively, multiple conservation initiatives and species at risk recovery strategies have the ability to adversely affect the rural communities of Northwest Alberta.

We, the local tenants of this region have collaborated in an attempt to secure smart economic growth, a sustained quality of life, and well-balanced environmental protection for our future generations. Through optimal adaptive management, transparent stakeholder engagement, and effective environmental stewardship we endeavour to achieve this purpose.

#### **Purpose:**

To collectively provide and share information, ideas and resources relating to the continued and future prosperity of Northwest Alberta. Instill effective regional adaptive management and transparency, which allows all stakeholders to play a vital role in shaping our collective future. Develop tangible solutions founded upon an evidence-based approach, to ensure a balance of smart economic growth, a sustained quality of life, and an enhanced natural environment for all of our businesses, communities and wildlife.

#### **Responsibilities:**

To ensure that any impending species recovery or conservation initiative, that has the ability to affect the smart growth of Northwest Alberta is prefaced with a robust regional socio-economic impact analysis.

Proactively work with all other levels of government, including Indigenous Peoples to create well-balanced working groups with all key stakeholders relevant to impending conservation areas and species recovery.

Emphasizing that, Northwest Alberta currently encompasses a vast amount of protected lands. Impending species recovery and conservation initiatives should aim to enhance the value of these areas for species at risk recovery and biodiversity, rather than seeking to protect unjustifiable additional areas of land.

**Structure:**

Two (2) councillors and one (1) alternate appointed by each of the Voting municipalities.

Alternate members may attend all meetings.

Associate membership is available to other municipalities. Associate members shall not have voting rights.

Meetings are open to the public as per Section 197 and Section 198 of the Municipal Government Act.

Meetings may, in part, be closed to the public if matters to be addressed are recognized under; Section 197(2) of the Municipal Government Act, and/or Division 2 – Part 1 of the Freedom of Information and Protection of Privacy Act.

The Committee shall pursue grant opportunities to fund any larger projects.

**Quorum and Costs:**

Decisions shall be reached by consensus, consisting of two appointed members from each of the Voting municipalities. Alternates shall not be considered for consensus, unless standing in for an appointed member.

Unless set differently by Alberta Northwest Species at Risk Committee, all meetings shall be hosted by the Town of High Level at the Town of High Level Office.

Unless set differently by Alberta Northwest Species at Risk Committee, meeting costs shall come from Alberta Northwest Species at Risk Committee budget managed by the Town of High Level.

Each municipality and other delegates are expected to cover the costs of their members. Additional costs, such as those derived from committee motions, will be subject to additional discussion and approval from each of the Voting municipalities.

All decisions reached by consensus which are within the scope of the Terms of Reference, are binding upon all municipalities.

Voting members shall pay a \$50,000 (fifty-thousand dollars) annual Voting membership fee.

Associate members shall pay a \$1,000 (one-thousand dollars) annual Associate membership fee.

**Communication:**

An electronic data-sharing forum will be created and maintained, with access for all of the Committee members.

Meetings will be held monthly, or as required by the Chair. Community stakeholder meetings will be scheduled by Alberta Northwest Species at Risk Committee.

## **FINANCIAL TERMS OF REFERENCE**

### **ALBERTA NORTHWEST SPECIES AT RISK COMMITTEE**

#### **Financial Responsibility:**

The Town of High Level shall be the party responsible for administration and management of all financial matters relating to Alberta Northwest Species at Risk Committee.

Funds held in trust by the Town of High Level will only be used to further the goals of the Northwest Species at Risk Committee. No funds will be released by the Town of High Level without approval by consensus of Alberta Northwest Species at Risk Committee.

The Town of High Level will develop and maintain a budget report for Alberta Northwest Species at Risk Committee, which will provide all known revenues and expenses. At no time will the Town of High Level reimburse expenses incurred by Alberta Northwest Species at Risk Committee that will exceed those funds held in trust for Alberta Northwest Species at Risk Committee as described in the budget report.

In the event of dissolution of the Alberta Northwest Species at Risk Committee, any remaining funds held by the Town of High Level, after all expenses due have been paid, will be returned to Voting members, as a proportional share of the amounts originally invested.

#### **Appendix: Alberta Northwest Species at Risk Committee Municipal Members**

Voting members:

- County of Northern Lights
- Mackenzie County
- Town of High Level
- Town of Rainbow Lake
- Clear Hills County

Associate members:

- Northern Sunrise County
- MD of Opportunity No.17
- County of Grande Prairie
- MD of Fairview No.136
- Big Lakes County
- Town of High Prairie
- MD of Peace No.135
- Saddle Hills County
- Town of Fox Creek





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>EXTERNAL COMMITTEE REPRESENTATION Regional Economic Development Initiative</b>

## **BACKGROUND / PROPOSAL:**

The Regional Economic Development for Northwest Alberta (REDI) formed in 2002 to promote and enhance economic growth amongst its member communities and to promote the region as a whole. REDI is geographically located in the far northwest portion of Alberta and is located within Mackenzie County and the Metis settlement of Paddle Prairie.

Membership – two Council members are appointed to the Board of Directors

Term – one year appointment.

Meeting Frequency – meetings are held monthly.

## **OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

## **COSTS & SOURCE OF FUNDING:**

Operating Budget – for meeting attendance.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**SUSTAINABILITY PLAN:**

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillors be appointed to the **Regional Economic Development Initiative** for a one-year term – October 25, 2022 to October 2023.

- 1.
- 2.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

**REGIONAL ECONOMIC DEVELOPMENT INITIATIVE ASSOCIATION  
FOR NORTHWEST ALBERTA**

**BY-LAWS**

**Revised December 09, 2020**

**ARTICLE I**

The name of the Society shall be Regional Economic Development Initiative Association for Northwest Alberta.

**ARTICLE II**

**Membership in the Society**

- Section I Any corporation or organization operating in Alberta may become a member upon payment of the annual membership fee.
- Section II Regional Economic Development Initiative (hereafter written as REDI) staff are eligible for membership in the Society but can not sit on the Board of Directors. No former employee of REDI may be elected to the Board of Directors, until two years has passed since their last day of employment with the Society.
- Section III A voting member may vote in any Annual General or Special Meeting, may be appointed to any committee and may be elected to office in the Society under the provisions of these by-laws.
- Section IV Non-voting members may speak at Annual General or Special Meetings.
- Section V Members are expected to attend meetings when notified and generally support the objectives of the Society.
- Section VI
- (a) Any member wishing to withdraw from membership may do so upon one year's notice in writing, served on or before March 31, to the Board through its Secretary-Treasurer.
  - (b) No membership privileges or powers in the Society will be granted until the membership fee has been paid.
  - (c) Any member upon two-thirds vote of all members in good standing may be expelled from membership for any reason which the Society may deem reasonable.
- Section VII
- (a) The Society may choose to allow proxy votes.
  - (b) The Society may choose to allow on-line voting

**ARTICLE III**

**Board of Directors**

- Section I The Board of Directors shall consist of two (2) representatives from each of Mackenzie County, the Town of High Level and the Town of Rainbow Lake, and one (1) representative

from each of any other organization or corporation in good standing with the Society, and such ex-officio members as these by-laws hereafter provide.

- Section II      The Board of Director members from the founding Municipalities shall choose from amongst the representatives from Mackenzie County, the Town of High Level and the Town of Rainbow Lake, individuals to fill the following positions:
- a)      Chair
  - b)      Vice-Chair
  - c)      Secretary-Treasurer
- Section III      REDI Board of Director members from the founding Municipalities shall choose the positions listed in Article III Section II at a general meeting. The date of the general meeting for the purpose of choosing the said positions shall be set in the month of November in any given year. The term of office for the positions listed in Article III Section II shall be two (2) years. The term of office for the newly chosen officers shall commence immediately upon selection.
- Section IV      The following people shall be ex-officio members of the Board:
- a)      Immediate Past-Chair
  - b)      Regional Economic Development Officer/Manager
- Section V      Any vacancy occurring among the Board of Directors prior to an Annual General Meeting may be filled by the organization or corporation from which the individual was originally appointed, or if the organization or corporation chooses not to fill the vacant position by a vote of the Board of Directors from candidates presented by the other two eligible municipalities. Such members shall serve for the unexpired term of their predecessor.
- Section VI      If the job performance of a member of the Board is challenged, a majority vote of 50 percent plus one by the Board of Directors shall determine that member's eligibility to remain on the Board.
- Section VII      When a member of the Board has been absent for three consecutive meetings, without consent of the Board of Directors, on the third absence a majority vote of 50 percent plus one, by the Board of Directors shall determine that member's eligibility to remain on the Board.

## **ARTICLE IV**

### **Duties and Powers of the Executive and the Board of Directors**

- Section I      The executive power of the Society shall be vested in the Board of Directors, who shall have charge of the affairs and funds of the Society, and shall have the power and authority to do and perform all acts and functions in accordance with these by-laws.
- Section II      The Chair or Vice-chair shall preside at all meetings of the Society, Board of Directors. The Chair and the Regional Economic Development Officer shall be ex-officio members of all Committees. The Chair shall present a report on the activities of the Society at the Annual Meeting. The Vice-chair shall perform such duties as may be delegated by the Chair of the Board of Directors.



- Section III In the event of a vacancy in the office of Chair, the Vice-chair shall assume the vacancy for the remainder of the unexpired term, or until the position can be filled at the next Annual General Meeting.
- Section IV In the event of a vacancy in the Vice-chair, or Secretary-Treasurer positions between Annual General Meetings, the vacant position will be filled according to Article III, Section V.
- Section V The Secretary-Treasurer, or designate, shall present monthly statements to the Board of the financial status of REDI, in particular respecting operational, capital and other funds supported by the accountant's statements. The Secretary-Treasurer shall on a quarterly basis present to the Board a statement of comparison of budget to actual cost.
- Section VI The Secretary-Treasurer, or designate, shall, in conjunction with the accountant, present the audited financial statement of the Annual General Meeting of REDI.
- Section VII The Secretary-Treasurer shall bring to the Board any recommendations regarding the use of surplus funds.
- Section VIII The Secretary-Treasurer, or designate, shall be expected to attend all meetings of the Society and the Board and keep accurate minutes of the same. In the Secretary-Treasurer's absence the Board will appoint a substitute. The Secretary-Treasurer, or designate, shall be responsible for preparing all Board and Society correspondence. The Secretary-Treasurer shall have charge of the Seal of the Society which, whenever used, shall be authenticated by the signature of the Secretary-Treasurer and the President.  
The Seal is to be kept at a location as determined by the Board of Directors, under lock and key. Records of the Society will be kept at a location as determined by the Board of Directors.

## **ARTICLE V**

### **Committees**

- Section I There shall be such Committees as are necessary for the conduct of the business and programs of the Society. These Committees may be created from time to time by the Board of Directors to undertake specific functions or projects as delegated by the Board of Directors. Unless otherwise indicated in these by-laws, the Board of Directors shall:
- (a) appoint a chairperson for each Committee at the time the Committee is created.
  - (b) designate the Board Chair as ex-officio chair of all committees
  - (c) The final authority for the selection of chairperson of the Committees and their membership shall be the Board except where otherwise noted.
- Section II **Personnel Committee**
- There shall be a Personnel Committee which shall consist of three Board Members appointed by the Board and such other members as the Board appoints. The Personnel Committee shall make recommendations to the Board of Directors for the filling of the positions of Society General Manager or Interim Society General Manager.

## **ARTICLE VI**

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

## **ARTICLE VII**

### **Borrowing Powers**

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

## **ARTICLE VIII**

### **Auditing**

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

## **ARTICLE IX**

### **Execution of Papers**

- Section I All documents, made, accepted, or executed by the Society shall be signed by the Chair or assigned designate.
- Section II All cheques drawn against the funds of the Society shall have any two of the following signatures:  
Chair  
Vice Chair  
Secretary-Treasurer  
Regional Economic Development Officer/Manager  
Designated Board Member
- Section III All records, documents, minutes and correspondence of the Society and Board shall be kept at a premises designated by the Board of Directors.

## **ARTICLE X**

### **Meetings**

- Section I The Annual General Meeting shall be held on or before the 15<sup>th</sup> day of December in each year. The Meeting shall be held for the hearing and approval of all annual reports, plus such other business as may properly come before the Meeting. Meeting location to be determined by the Board.
- Section II The Board of Directors shall meet at least nine (9) times per annum, or as needed, as decided by the Board of Directors. At the first meeting following the Annual General Meeting the Board of Directors will set an annual meeting schedule. All meetings, with the exception of the AGM, to be held at the Town of High Level Administration Building.
- Section III A Special Meeting of the Board will be called by the president as required or when any two Board members submit a written request. An on-line request shall be considered as a written request.
- Section IV All meetings of the Board of Directors require at least 72 hours notice by phone or in writing.
- Section V A quorum for a Board of Director's meeting shall be 50 per cent plus one of the total members of the Board of Directors, two (2) of which must be members of the Executive. If a quorum is not present at a regular meeting of the Board of Director's, as set Under Article X Section II, within thirty (30) minutes from the time appointed for a meeting, the meeting shall either be dissolved or, from time to time, the Board may fix the quorum necessary to transact business, provided however that at least two (2) members of the Executive Committee are present.
- Section VI Notification of a Special or Annual General Meeting shall be by letter to the last known address of each member, delivered in the mail at least eight days prior to the meeting or published in the local newspaper in two issues prior to the meeting date.
- Section VII Quorum for Annual and Special Meetings shall be eight (8) voting members of the Society in good standing.

## **ARTICLE XI**

### **Affiliations**

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

## **ARTICLE XII**

### **Fiscal Year**

- Section I The fiscal year of the Society shall be April 1<sup>st</sup> of each year to March 31<sup>st</sup> of the next year.

**ARTICLE XIII**

**Parliamentary Authority**

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

**ARTICLE XIV**

**Amendments**

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

**ARTICLE XV**

**Remuneration**

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

**ARTICLE XVI**

**In Event of Dissolution**

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

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Chair

---

Secretary-Treasurer



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>EXTERNAL COMMITTEE REPRESENTATION Rural Health Professions Action Plan (RhPAP)</b>

## BACKGROUND / PROPOSAL:

For three decades, the Rural Health Professions Action Plan (RhPAP) has supported the efforts of rural Albertans to maintain an accessible health workforce close to home. Established in 1991 by the Government of Alberta as the Alberta Rural Physician Action Plan, and originally focused on supporting practising rural physicians, RhPAP has grown to be a broader rural community health workforce attraction and retention resource, an ally with Alberta’s medical schools, as well as a trusted, collaborative partner for rural Alberta communities trying to achieve greater access to health care.

Rural health policies describe a vision of what health care should look like for rural people and communities. Within Pillar II, Rural Health Policy, you can explore the following topics:

A vision for rural health – Policies are important frameworks that establish the priority actions and allocation of resources at different government levels. Decisions established through policies in many different sectors can have a profound influence on the health of communities. This section highlights some polices that influence the health of rural Albertans.

Advocacy – Rural communities have many reasons to advocate for services and infrastructure that support rural health. In this section, explore resources to help you advocate for your community’s needs.

Membership – one Council member can be appointed

Term – one year appointment.

Meeting Frequency – Unknown

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

**COSTS & SOURCE OF FUNDING:**

Operating Budget – for meeting attendance.

**SUSTAINABILITY PLAN:**

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Motion 1:

Simple Majority       Requires 2/3       Requires Unanimous

That Mackenzie County appoint a representative to the **Rural Health Professions Action Plan**.

Motion 2:

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillor be appointed to the **Rural Health Professions Action Plan** for a one-year term – October 25, 2022 to October 2023.

1.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>EXTERNAL COMMITTEE REPRESENTATION Upper Hay Forest Public Advisory Committee</b>

## **BACKGROUND / PROPOSAL:**

The Public Advisory Committee (PAC) was formed in 1997 with the initial mandate to bring forestry-related issues to the attention of the companies and to distribute information about forestry and the PAC's role in forest planning and operations to members of the general public.

Membership – two Council members are appointed

Term – one year appointment.

Meeting Frequency – approximately twelve meetings per year.

## **OPTIONS & BENEFITS:**

At the October 18, 2022 PAC meeting the name was changed from High Level Forest Public Advisory Committee to Upper Hay Forest Public Advisory Committee and a new Terms of Reference will be provided to Mackenzie County once completed.

Council appointments are made annually to internal council committees and boards.

Nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

## **COSTS & SOURCE OF FUNDING:**

Operating Budget – for meeting attendance.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**SUSTAINABILITY PLAN:**

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillors be appointed to the **Upper Hay Forest Public Advisory Committee** for a one-year term – October 25, 2022 to October 2023.

- 1.
- 2.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>EXTERNAL COMMITTEE REPRESENTATION Veterinary Services Incorporated (VSI)</b>

## **BACKGROUND / PROPOSAL:**

Mackenzie County is a participating member of the Veterinary Services Incorporated (VSI) which is a service available to livestock owners.

Membership – one Council member is appointed and one Councillor as an alternate

Term – one year appointment.

Meeting Frequency – unknown.

## **OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

## **COSTS & SOURCE OF FUNDING:**

Operating Budget – for meeting attendance.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**SUSTAINABILITY PLAN:**

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillor be appointed to the **Veterinary Services Incorporated (VSI)** for a one-year term – October 25, 2022 to October 2023.

- 1.
2. Alternate -

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>EXTERNAL COMMITTEE REPRESENTATION Water North Coalition (WNC)</b>

## **BACKGROUND / PROPOSAL:**

The Water North Coalition’s vision is to seek to ensure, through collaboration, that sustainable water systems are available to every northern community.

Membership – two Council members are appointed

Term – one year appointment.

Meeting Frequency – meets quarterly.

## **OPTIONS & BENEFITS:**

Council appointments are made annually to internal council committees and boards.

Nominations to committees are made on a self-nomination process. If more nominations are received than positions available, a secret ballot shall be held.

## **COSTS & SOURCE OF FUNDING:**

Operating Budget – for meeting attendance.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**SUSTAINABILITY PLAN:**

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the following Councillors be appointed to the **Water North Coalition (WNC)** for a one-year term – October 25, 2022 to October 2023.

- 1.
- 2.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



## TERMS OF REFERENCE

<b>Name</b>	Water North Coalition (WNC)
<b>Members</b>	<b><i>Voting members:</i></b> Northern Municipalities, First Nations, Metis Settlements <b><i>Non-voting members:</i></b> Water/Wastewater Commissions and Professionals, Provincial/Federal Governments, Rural Water Co-ops, Owners and Operators.
<b>Mission</b>	To find and implement northern solutions to water sourcing and water challenges through: <ul style="list-style-type: none"><li>• Advocacy</li><li>• Public Education</li><li>• Attraction and retention</li><li>• Training</li></ul>
<b>Vision</b>	The group seeks to ensure, through collaboration, that sustainable water systems are available to every northern community.
<b>Principles</b>	Our group will: <ul style="list-style-type: none"><li>• Share information on water and wastewater regulations and responsibilities</li><li>• Work collaboratively with members and partners</li><li>• Identify emergent workforce needs</li><li>• Advocate for “made in the north” solutions and funding for training, education, recruitment and retention, and succession planning for municipal water/wastewater personnel</li></ul>

### **Administrative practices**

The group will:

- Keep membership open
- Meet quarterly or as needed in rotating locations for 4 hours
- Create an action list following each meeting (NADC to draft)
- Elect a Chair and Vice Chair for a one year term with elections to be held after November 1<sup>st</sup>
- Request that NADC provide administrative and other support within its mandate





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>Louise Flooren, Manager of Legislative &amp; Support Services</b>
<b>Title:</b>	<b>Bylaw 1272-22 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members</b>

## **BACKGROUND / PROPOSAL:**

A municipal council establishes a bylaw that outlines types of meetings and activities for which the honorariums and reimbursable expenses, and at what levels, can be claimed.

This bylaw is reviewed annually by Council at the organizational meeting.

## **OPTIONS & BENEFITS:**

The current Bylaw 1241-21 which was approved on December 7, 2021 states the following in regards to transportation expenses:

8. *Mileage shall be paid at a flat rate of \$0.63 for each kilometer travelled by each Councillor or Committee Member 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 Committee Member to the place of the meeting and return. In addition, such mileage allowance shall apply to any approved convention or seminar.*

The discussion at the time was that mileage shall be paid at the Canada Revenue Agency Reasonable allowance rate plus an additional \$0.04.

As the Reasonable allowance rate fluctuates, administration is recommending that a reference to the Canada Revenue Agency Reasonable allowance rate replace the dollar (\$) value within the bylaw for consistency with Councils request.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**COSTS & SOURCE OF FUNDING:**

Expenses associated with councillors' honorariums and reimbursements are included in the County's annual operating budgets.

**SUSTAINABILITY PLAN:**

**COMMUNICATION/PUBLIC PARTICIPATION:**

Municipal bylaws are made available on the Mackenzie County website.

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1272-22 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1272-22 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members.

Motion 3

Simple Majority       Requires 2/3       Requires Unanimous

That consideration be given to go to third reading of Bylaw 1272-22 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members, at this meeting.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



Motion 4

Simple Majority       Requires 2/3       Requires Unanimous

That third and final reading be given to Bylaw 1272-22 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_



**BYLAW NO. ~~1241-21~~ 1272-22**

**BEING A BY-LAW OF  
MACKENZIE COUNTY  
IN THE PROVINCE OF ALBERTA**

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

**WHEREAS**, the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, 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 Mackenzie County, duly assembled, enacts as follows:

**DEFINITIONS:**

“Council Meeting/Special Council Meeting” – refers to a duly called meeting according to the Municipal Government Act.

“Committee of the Whole Meetings” - refers to a duly called meeting sitting as a deliberative recommending body to Council.

“Committee Meetings” – refers to meetings related to Council Committee Meetings, Rural Municipalities of Alberta Zone Meetings, Tri-Council Meetings, Ratepayer Meetings, Mackenzie County Open Houses, and meeting invitations issued by the Chief Administrative Officer.

“Committee Members” – means a public member-at-large appointed by Council to a Council Board or Committee.

**HONORARIUMS**

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

(a) Reeve \$1,500.00 per month

(b) Deputy Reeve \$1,350.00 per month

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(c) Councillor \$1,200.00 per month

2. Councillors in attendance at council meetings, approved council committee meetings, seminars and conventions shall be paid according to the following rates plus mileage and meal allowance, where applicable.

(a) Council Meeting/Special Council Meetings \$340.00

(b) Committee of Whole Meetings \$340.00

(c) Committee Meetings \$240.00

(d) Seminars/Conventions/Workshops \$340.00

2.1 Councillors attending less than half of a Council Meeting may claim only half the honorarium.

2.2 A combined maximum of two meetings may be claimed per day under Section 2 (a), 2 (b), and 2 (c).

2.3 Honorariums claimed under Section 2. (d) are all inclusive. Only one (1) per diem may be claimed per day.

3. The Reeve or designate is eligible to claim honorariums and expenses when representing the municipality at community or other functions.

4. Committee Members appointed to approved council committees shall be paid \$240.00 per meeting when in attendance at approved council committee meetings, seminars and conventions, plus mileage and meal allowance, where applicable.

5. 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.

(a) Councillors or Committee Members driving to a seminar/convention shall be paid \$240.00 for one travel day there and one travel day back.

(b) An additional travel day may be allowed when travel is out of province and in excess of 1,000 kilometers from the individual's home and their destination via the shortest route.

6. Councillors are authorized to participate in two in class courses and two online courses per year, subject to successful completion, through the Elected Officials Education Program.

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## **COMMUNICATION ALLOWANCES**

7. Councillors are eligible for a monthly communication allowance as follows:
  - (a) an internet access allowance of \$75, and
  - (b) a laptop allowance of \$50, if compliant with policy ADM052 – Electronic Access and Acceptable Use, and
  - (c) a telephone allowance of \$60 for Councillors, and
  - (d) a telephone allowance of \$100 for the Reeve.

## **TRANSPORTATION EXPENSES**

8. Mileage shall be paid ~~at a flat rate of \$0.63~~ as per Canada Revenue Agency Reasonable allowance rate plus an additional \$0.04, for each kilometer travelled by each Councillor or Committee Member 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 Committee Member to the place of the meeting and return. In addition, such mileage allowance shall apply to any approved convention or seminar.
9. Taxi fares, automobile rental, parking charges and public transportation fares will be reimbursed upon presentation of a receipt.

## **REIMBURSEMENT FOR ACCOMMODATIONS AND MEALS**

10. Where a Councillor or Committee Member is required to travel on municipal 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 \$100.00 per night
  - (b) in respect of each breakfast, lunch, or dinner,
    - (i) a meal allowance may be claimed as follows:

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Breakfast	\$25.00 including GST (if time of departure is prior to 7:30 a.m.)
Lunch	\$30.00 including GST (if time of return is after 1:00 p.m.)
Dinner	\$45.00 including GST (if time of return is after 6:30 p.m.)

11. Meal claims will be calculated based on reasonable travel times to get to and return from meeting commencement and conclusion times.
12. When the combined travel and session time exceeds 10 hours, overnight accommodation may be claimed.
13. A Councillor may claim reasonable government networking expenses while representing the County without prior approval. Reimbursement of these expenses will require approval by a resolution of Council based on the submission of actual receipts.
14. A Councillor or Committee Member may claim
  - (a) an allowance for personal expenses for each full 24-hour period on travel status (as per the Canada Revenue Agency Appendix C – Meals and Allowances 1.2 Incidental Expense Allowance).

### **ATTENDANCE AT COMMUNITY EVENTS**

15. Councillors are eligible to claim expenses when representing the municipality at a County supplied ticketed event.

### **ATTENDANCE AT POLITICAL EVENTS**

In accordance with the Election Finances and Contributions Disclosure Act:

16. Should a member of Council be approved to attend a political event, on behalf of Mackenzie County, for which proceeds support a political party or candidate, Mackenzie County will reimburse the value of the meal or event upon submission of receipt. Mackenzie County will not reimburse any portion of a meal or event expense that constitutes proceeds to a political party or candidate. *(For example: If the individual charge is more than \$50, \$25 shall be allowed for expenses and the balance shall be considered as a contribution to the registered party, registered constituency association or registered candidate, as the case may be.)*

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17. The individual purchasing the ticket may retain the tax receipt for his or her own purposes. The tax receipt issued by the party or candidate should be in the name of the individual purchasing the ticket.
18. Councillors are eligible to claim honorariums and mileage expenses to attend political functions.

### **BENEFITS**

19. A group benefits package shall be made available to each Councillor at 50% of the cost of the benefit premiums.

### **SIGNING AUTHORITY**

20. Administration shall have the authority to verify and sign the Reeve and Councillor expense claims and honorariums under the following conditions:
  - (a) Councillors have attended Council meetings in person or by teleconference.
  - (b) Workshops, conferences, conventions that have been approved by Council prior to submission of expense claim.
  - (c) Attendance at Committee meetings or Task Force meetings will be in accordance with the bylaws or Terms of Reference of that committee or task force.
21. In the event that a discrepancy is noted on an expense or honorarium claim, Administration shall recommend a resolution of Council for approval of the expense in question. If the expense in question is not approved, the amount will be deducted from their next expense claim.
22. Councillors and Committee Members must submit their expense claims by the 5<sup>th</sup> of each month in order to be paid in that month.
23. Expense claims submitted 60 days after the due date will not be paid, unless there are special circumstances. A resolution of Council shall be required prior to payment of the claim.
24. Councillors and Committee Members will submit their December expense claim and honorarium by December 15<sup>th</sup> in order to expedite the closing of the year-end accounts. Meetings held after the 15<sup>th</sup> shall be added to the January claim.
25. No expenses other than those listed in this bylaw may be claimed.

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26. This bylaw shall come into effect the day that it is passed and **repeals and replaces** ~~rescinds~~ Bylaw ~~1202-20~~ 1241-21 and all amendments made thereto.

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

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

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

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Joshua Knelsen  
Reeve

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James Thackray  
Chief Administrative Officer

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**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>Louise Flooren, Manager of Legislative &amp; Support Services</b>
<b>Title:</b>	<b>Bylaw 1240-21 Procedural Bylaw</b>

## **BACKGROUND / PROPOSAL:**

The Procedural Bylaw is reviewed annually at the organizational meeting.

The Procedural Bylaw 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.

## **OPTIONS & BENEFITS:**

Receive the bylaw for information or amend with changes.

## **COSTS & SOURCE OF FUNDING:**

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION/PUBLIC PARTICIPATION:**

Municipal bylaws are made available on the Mackenzie County website.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the Procedural Bylaw be received for information.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**BYLAW NO. 1240-21**

**BEING A BYLAW OF MACKENZIE COUNTY  
IN THE PROVINCE OF ALBERTA**

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

**WHEREAS**, the Municipal Government Act, RSA 2000, c. M-26 provides for the establishment of Council committees and other bodies, procedure and conduct of Council, Council committees and other bodies established by Council and the conduct of Councillors and members of Council committees and other bodies established by Council; and

**WHEREAS**, the MGA provides for organizational and procedural matters of Council, Council committees and Councillors.

**NOW THEREFORE**, the Council of Mackenzie County, duly assembled, enacts as follows:

**TITLE**

1. This bylaw shall be cited as the "Procedural Bylaw".

**DEFINITIONS**

2. In this bylaw:
  - a. "Act" means the *Municipal Government Act*, RSA 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto;
  - b. "Administration" means the Chief Administrative Officer or an employee accountable to the CAO employed by the Municipality.
  - c. "Agenda" is the list of items and orders of business for any meeting of Council or a Council Committee;
  - d. "Chief Administrative Officer" (otherwise known as the "CAO") means the person appointed by Council into the position of CAO pursuant to the *Act*.
  - e. "Chairperson" means the person who presides at a Meeting, and, when in attendance at a Council Meeting, shall mean the Reeve or alternate chair.
  - f. "Closed Meeting" means the portion of the meeting at which only members of Council and other persons designated by Council may attend.

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- g. "Committee of the Whole" means a committee comprised of all Councillors which conducts itself as a committee of council;
- h. "Corporate Office" means the office located at 4511-46 Avenue in the Hamlet of Fort Vermilion, Alberta.
- i. "Council Committee" or "Committee" means a committee, board, or other body established by Council under the Act;
- j. "Councillors" means a duly elected Member of Council, including the Reeve.
- k. "Deputy Reeve" means the Deputy Chief Elected Official or Councillor who is appointed by Council pursuant to the *Act* to act as Reeve in the absence or incapacity of the Reeve.
- l. "Ex-Officio" means a member of a Committee, by virtue of the right to hold a public office such as a Reeve, and has the right to make motions and vote.
- m. "Meeting" means an organizational, regular, or special meeting of Council, Committee of the Whole or Committee.
- n. "Member" means a duly elected Member of Council or a duly appointed Member of a Committee.
- o. "Municipality" means Mackenzie County.
- p. "Non-statutory public hearing" means a meeting of Council or Committee of the Whole at which members of the public may attend and may be invited to make submissions to Council, but which is not a Public Hearing;
- q. "Public Hearing" means a meeting or portion of a meeting that council is required to hold under the *Act* or another enactment for the primary purpose of hearing submissions;
- r. "Reeve" means the Chief Elected Official for the Municipality pursuant to the Act.
- s. "Quorum" is the majority of all members, being fifty (50) percent plus one (1), unless Council provides otherwise in this bylaw.

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## **APPLICATION**

3. This Bylaw applies to all Council, Committee of the Whole and Committee Meetings and shall be binding on all Councillors and Committee Members.
4. Notwithstanding Paragraph 3, where the Terms of Reference give Permission to a Committee to establish its own Meeting procedure, if there is a conflict between the Committee's established Meeting procedures and this Bylaw, that Committee's established Meeting procedures will have precedence over this Bylaw for the purposes of that Committee's Meetings.

## **INTERPRETATION**

5. When any matter relating to Meeting procedures is not addressed in this Bylaw, the matter shall be decided by reference to the most current edition of Roberts Rules of Order, if applicable.
6. Procedure is a matter of interpretation by the Reeve or the Committee Chair.
7. In the event of a conflict between the provisions of this Bylaw and Roberts Rules of Order, the provisions of this Bylaw shall apply.
8. In the absence of any statutory obligation, any provision of this Bylaw may be waived by Special Resolution of the Members in attendance at the Meeting.
9. In all cases throughout this Bylaw, reference to "he" or "she" shall mean males and females equally.

## **ROLE OF THE REEVE**

10. The Reeve, when present, shall preside as Chairperson over all Meetings of Council.
11. In the absence, incapacity, or inability, of the Reeve or Deputy Reeve to act, Council Members will elect from among themselves a Chairperson for the day to act as Reeve. This Member shall be referred to as "Acting Reeve" for the duration of that Meeting.
12. Unless otherwise provided in a bylaw, the Reeve shall be an ex-officio Member of all Committees.
13. The Reeve has all of the rights and privileges of other Committee Members.

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## **ROLE OF THE CHAIRPERSON**

14. The Chairperson shall preside over the conduct of the Meeting, including the preservation of good order and decorum, ruling on Points of Order, replying to Points of Procedure and deciding on all questions relating to the orderly procedure of the meeting, subject to an appeal by a Councillor from any ruling of the Chairperson.
15. The Chairperson shall make reasonable efforts, including the calling of a recess, to ensure all Councillors in attendance at a Meeting are present while a vote is being taken, unless a Councillor is excused from voting in accordance with the Act or this Bylaw.
16. No Councillor shall leave the Council meeting after a question is put to a vote until the vote is taken, unless the Act requires or permits them to abstain from voting.
17. When the Chairperson wishes to make a motion he/she shall vacate the Chair and request the Vice-Chairperson to assume the Chair.
18. The Chairperson may invite Persons to come forward from the audience to speak with permission of Council if it is deemed to be within the best interests of the issue being discussed, the public, and the conduct of good business.

## **ROLE OF THE CHIEF ADMINISTRATIVE OFFICER (CAO)**

19. The Chief Administrative Officer, in accordance with Sections 207 and 208 of the Act and in accordance with Bylaw 030/95, which created the position of the Chief Administrative Officer, is required to advise and inform Council in writing of its legislative responsibilities and ensure that the Municipality's policies and programs are implemented as well as to advise Council on the operation and affairs of the Municipality.

## **ORGANIZATIONAL MEETINGS**

20. An Organizational Meeting of Council shall be held not later than two weeks after the third Monday in October each year.
21. The CAO or Delegate shall fix the time, date and place of the Organizational Meeting.
22. The CAO or Delegate shall advertise at least three weeks prior to the Organizational Meeting, inviting applications for Committee vacancies which will be required to be filled that year.

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23. The Organizational Meeting Agenda shall be restricted to:
  - a. The election of the Reeve and Deputy Reeve annually;
  - b. The administration of the Oath of Office;
    - i. to the Reeve and Deputy Reeve annually
    - ii. to the entire Council following the municipal election
  - c. Review of honorariums and expense reimbursement;
  - d. Review of procedural bylaw;
  - e. Review of the council/administration protocol policy;
  - f. The establishment of Council Committees and Boards;
  - g. The establishment of membership on Committees and Boards;
  - h. The establishment of regular Council meeting and Committee of the Whole meeting dates for the year;
  - i. Other business as required by the Act, or which Council or the CAO may direct.
  
24. At the Organizational Meeting the CAO shall:
  - a. Call the Meeting to Order;
  - b. Preside over the Meeting until the Reeve has been elected and has taken the Oaths of Office as Reeve.
  
25. In the event that only one nomination is received for the position of Reeve or Deputy Reeve, that nominee shall be declared elected by acclamation by the CAO.
  
26. Where there is more than one nomination for Reeve or Deputy Reeve, the CAO shall request that voting be done by secret ballot.
  
27. If, on the first ballot, no Councillor receives a clear majority of votes, the Council Member who received the least number of votes shall be dropped from the ballot and the second ballot shall be taken. This shall apply to both the Reeve and Deputy Reeve elections.
  
28. On subsequent ballots, a Council Member who receives the least number of votes shall be dropped from the ballot until a Councillor receives a clear majority.
  
29. When there is a tie vote between two candidates, each candidate's name shall be written on a blank sheet of paper, of equal size and color, and deposited into a receptacle and someone shall be directed to withdraw one of the sheets. The candidate whose name appears on the sheet shall be considered to have one more vote than the other candidate.

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30. All Members of Council hold office from the beginning of the Organizational Meeting following the General Election until immediately before the beginning of the Organizational Meeting following the next General Election, in accordance with the *Local Authorities Election Act*.
31. The appointment of Councillors and Members at Large to Committees shall be for a term of one year, unless otherwise specified, and by secret ballot if a vote is required.

### **QUORUM**

32. Quorum of Council is a majority of Councillors.
33. If quorum is not achieved within 30 minutes after the time the meeting was scheduled to begin, the CAO shall record the names of the members present, and the Council shall stand adjourned until the next regular or special meeting.
34. If at any time during a meeting the quorum is lost, the meeting shall be recessed and if quorum is not achieved again within 15 minutes, the meeting shall be deemed to be adjourned.

### **COMMITTEES**

35. Council may, by resolution or by Bylaw, establish Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Municipality and establish the Terms of Reference and duration of a Committee.
36. All Committee appointments shall be reviewed annually at the Organizational Meeting, unless otherwise specified in this Bylaw or the Terms of Reference.
37. Each Committee shall elect one (1) of its Members to be the Chairperson unless Council designates.
38. A Special or Ad-hoc Committee may be appointed at any time by Council providing that a motion has been adopted specifying the matters, duration of the Committee, and Terms of Reference to be dealt with by the Committee.

### **ALTERNATE COMMITTEE MEMBERS**

39. Council may appoint alternate committee members to ensure that proper representation and quorum is achieved.

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40. Alternate representatives from Council may attend all committee meetings, except where legislation disallows. The alternate Council member may only vote at the committee meeting when the regular Council member is absent from the meeting.
41. Alternate members at large may attend committee meetings as a member of the committee when a regular member at large is absent from the meeting. They cannot vote on matters of the committee unless a regular member at large is absent from the meeting.
42. Alternate committee members are eligible to receive the same training that their respective committee is authorized to attend.

### **REGULAR AND SPECIAL MEETINGS**

43. The date and time of regular Council meetings shall be established by resolution at the Organizational Meeting or at any future Meeting of Council.
44. Regular meetings are generally held on the second Tuesday and the fourth Wednesday of the month, unless otherwise specified.
45. Regular meetings shall commence at 10:00 a.m. and shall be held in the Council Chambers located at the Municipality's Corporate Office, unless otherwise specified.
46. Council may, by resolution (unanimous consent), change the date, time and location of any of its Regular Council meetings.
47. All Meetings shall be open to members of the public, except for the Closed Meeting portions of the Meeting.
48. The CAO or Delegate will post a schedule of regular meetings in the front foyer of all municipal offices and on the Municipality's website.
49. If there are changes to the date and time of a regular meeting, the municipality must give at least twenty-four (24) hours' notice of the change to all members and post the notice in a public office. Posting a public notice in the front foyer of the municipal offices and on the Municipality's Social Media is sufficient notice to the public if administration is unable to advertise the change in a local newspaper.
50. Council has the authority to move into a Closed Meeting pursuant to Section 197 (2) of the Act for the purposes of :

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- a. Protecting the Municipality, its operations, economic interests and delivery of its mandate from harm that could result from the release of certain information; and,
  - b. To comply with Division Two of Part One of the Freedom of Information and Protection of Privacy Act.
51. Matters which may be discussed in a Closed Meeting include the following:
  - a. Personnel matters;
  - b. Any information regarding contract negotiations;
  - c. Negotiations regarding acquisition, sale, lease or exchange of land;
  - d. Matters involving litigation, or the discussion of legal advice provided to the Municipality; and
  - e. Matters concerning RCMP investigations or confidential reporting; and
  - f. Any other item that may be considered a private matter under the Freedom of Information and Protection of Privacy Act.
52. The Reeve may call a special council meeting whenever he/she considers it appropriate to do so or if he/she receives a written request for the meeting, stating its purpose, from a majority of the Councillors, in accordance with Section 194 of the Act.
53. No business other than that stated in the notice shall be conducted at any Special Meeting of Council unless all the Members of Council are present at the Special Meeting and the Council agrees to deal with the matter in question.

#### **COMMITTEE OF THE WHOLE**

54. There shall be a Committee of the Whole comprising all Councillors.
55. Subject to the Act, Committee of the Whole may consider any matter that Council may consider, including but not limited to discussion and debate of the following matters:
  - a. the budget;
  - b. the audit;
  - c. transportation issues;
  - d. development issues;
  - e. strategic planning;
  - f. legislative reform;
  - g. policing matters; and
  - h. policy formation.
56. Committee of the Whole may:
  - a. Conduct non-statutory public hearings;
  - b. Receive delegations and submissions; and
  - c. Meet with other municipalities and other levels of governments.

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57. Council may receive briefings in Committee of the Whole.
58. In addition to the restrictions contained in Section 203(2) of the Act, the Committee of the Whole shall not hold statutory public hearings.
59. Committee of the Whole may make the following motions:
  - a. To receive agenda reports as information.
  - b. To refer matters to Administration or a Committee for review.
  - c. Make recommendations to Council.
60. A quorum of Committee of the Whole is a majority of Councillors.
61. At a Committee of the Whole meeting, the procedures of Council shall be relaxed as follows:
  - a. A Councillor may speak even though there is no motion on the floor, but if there is a motion on the floor a Councillor shall address that motion;
  - b. A Councillor may speak more than once, on a matter provided that each Councillor who wishes to speak to the matter has already been permitted to do so;
62. Committee of the Whole may consider a matter in Closed Meeting, in accordance with the Act and Freedom of Information and Protection of Privacy Act, RSA 2000, c-F-25.
63. No motions may be made when Committee of the Whole is sitting in Closed Meeting in accordance with the Freedom of Information and Protection of Privacy Act, RSA, 2000, c-F-25 except motions to reconvene the Committee of the Whole meeting.

#### **CANCELLATION OF REGULAR, COMMITTEE OF THE WHOLE AND SPECIAL MEETINGS**

64. A Council Meeting may be cancelled:
  - a. By resolution of a majority of Members at a previously held Meeting; or
  - b. With written consent of a majority of the Members and by providing not less than twenty-four (24) hours notice to Members and the public.

#### **ELECTRONIC PARTICIPATION AT MEETINGS**

65. Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include through the use of telephone, ensuring that dialogue is available for both parties; through the use of a personal computer; or other means as technology advances.

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66. A Council Member must advise the CAO or Delegate at least one (1) day in advance of their intention to participate through electronic communications.
67. A Council Member may attend Regular, Council Meetings by means of electronic communication to a maximum of three (3) times per calendar year, unless otherwise approved by Council resolution.
68. A Council Member or Committee Member may participate in Committee Meetings, Committee of the Whole Meetings or Special Council Meetings by means of electronic communication.
69. A Council Member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active and will be recorded in the minutes as being present via electronic communication.
70. A Council Member attending a meeting via electronic communications must declare if any other persons are present in the room.
71. When a vote is called, Council Members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council Members have cast their votes by a show of hands.
72. When a Council Member attends a Closed Meeting, via electronic communication, they will be required to confirm that they have attended the Closed Meeting alone in keeping with the definition in this Bylaw of Closed Meeting.

## **COUNCIL AGENDA**

73. The agenda for each regular and special Meeting shall be organized by the CAO and compiled together with copies of all pertinent correspondence, statements, and reports provided to each member of Council at least two (2) working days prior to each regular meeting.
74. Any member of Council wishing to have an item of business placed on the agenda, shall make the submission to the Reeve and CAO not later than seven (7) calendar days prior to the scheduled Council meeting date.
75. Administration wishing to have an item of business placed on the agenda, shall make the submission to the CAO or Delegate not later than seven (7) calendar days prior to the scheduled Council meeting date. The submission shall contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter.

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76. Additions placed on the agenda at the Meeting shall be discouraged however an addition may be made to the agenda with a simple majority consent of the Members present. Actions resulting from the agenda additions require unanimous consent given by those Members present. Exceptions to actions requiring unanimous consent are a tabling motion or that the agenda item be received as information.
77. Documentation for “Closed Meeting” items shall be distributed at the Council Meeting and must be returned to the CAO immediately after the Meeting. Large volume documentation may be distributed to Council prior to the Meeting.
78. The agenda shall list the order of business, as determined by the CAO, in consultation with the Reeve.

#### **MEETING MINUTES OF COUNCIL**

79. The CAO or Delegate shall ensure that all Council Meeting minutes are recorded in the English language, without note or comment.
80. The CAO or Delegate shall ensure that the draft/unapproved Minutes of each Council Meeting be distributed to each Member of Council and administration within a reasonable amount of time after the holding of the Meeting.
81. A Councillor may make a motion requesting that the Minutes be amended to correct an inaccuracy or omission. However, the CAO or Delegate shall be advised of the challenge to the Minutes at least 24 hours before the Council Meeting at which the Minutes are to be officially adopted.
82. Only minor changes may be made to correct errors in grammar, spelling, and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence; but no change shall be allowed which would alter or affect, in a material way, the actual decision made by Council.
83. Draft/unapproved Council Meeting Minutes will be made available to the public and media upon request.
84. The minutes of each Council Meeting shall be presented to Council for adoption at the next regular Meeting.
85. Adopted minutes of Council shall be made available at all municipal offices and posted on the Municipality’s website.

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## PROCEEDINGS

86. The Reeve or presiding officer, shall preserve order and decorum and shall decide order of questions.
87. Every member wishing to speak to a question or resolution shall address himself to the Reeve or presiding officer.
88. A resolution submitted to Council does not require a seconder.
89. A motion may be withdrawn by the mover at any time before voting.
90. The following motions are not debatable:
  - a. Adjournment
  - b. Take a recess
  - c. Question or 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
91. When a resolution has been made and is being considered by Council, no other resolution may be made and accepted, except:
  - a. To amend the motion;
  - b. To refer the main motion to committee of the whole, administration, a council committee or some other person or group for consideration;
  - c. To postpone consideration of the main motion; or
  - d. To table the motion.
92. After any question is finally put to vote by the Reeve or other presiding officer, no member shall speak to the question, nor shall any other resolution be made until after the result of the vote has been declared.
93. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer.
94. Every member of Council attending a Council meeting must vote on a matter put to vote at the meeting unless the Councillor is required or permitted to abstain from voting.
95. If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.

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96. When it is requested that a vote be recorded, the minutes must show the names of the Councillors present and whether each Councillor voted for and against a resolution or bylaw or abstained. A request for a recorded vote must be made before the vote is called.
97. Any matter of meeting conduct that is not provided for in this Bylaw shall be determined in accordance with the current *Robert's "Rules of Order, Newly Revised"*.

## DELEGATIONS

98. All requests for delegations shall be submitted in writing to the CAO or Delegate, for approval, at least seven (7) calendar days prior to the proposed date for the delegation. The submission shall contain all relevant information relating to the topic of their request to the satisfaction of the CAO or Delegate to enable Council to deal with the matter.
99. The CAO or Delegate will review all delegation requests and determine if the request will be heard by Council, by a Council Committee or referred to Administration for a response. The CAO may consult with the Reeve when required.
100. Delegations will not be heard if their matter falls under a legislated appeal process (ie. Assessment Review Board, Subdivision & Development Appeal Board, Agricultural Appeal Board).
101. If it is recommended that Council hear the matter, the CAO or Delegate shall contact the person and provide a time in which they can speak.
102. If the request to speak is received after the time required or without the written submission, the CAO or Delegate may:
  - a. Refer the matter to a Committee; or
  - b. Recommend that Council hear from the person; or
  - c. Offer to include the person on the agenda of a future Council meeting; or
  - d. Refuse to hear from the person and refer the matter to Administration for reply.
103. Delegations will be limited to two (2) per Council meeting unless otherwise approved by the Reeve.
104. Delegations will be limited to fifteen (15) minutes to present their matter and be limited to one (1) speaker, except where the Chair permits otherwise.

## PUBLIC HEARINGS

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105. Public Hearings will be held in conjunction with a regular Council meeting, unless otherwise approved by resolution of Council.
106. Council shall hold a Public Hearing when an enactment requires Council to hold a Public Hearing on a proposed bylaw or resolution or any other matter at the direction of Council. The Public Hearing will be held before second reading of the proposed bylaw or before Council votes on a resolution.
107. Any Person who wishes to speak at a Public Hearing must be present at the scheduled time of the Hearing.
108. Any Person wishing to provide a written submission may deliver it to the CAO or Delegate at least seven (7) calendar days prior to the Public Hearing. Written submissions received will be included with the Agenda and will be released to the public.
109. Unless otherwise approved by resolution of Council, the following shall be the procedure for the conduct of the Public Hearing:
  - a. The Chair of the Public Hearing shall declare the Public Hearing open;
  - b. The Development Authority shall provide a brief background on the proposed bylaw or resolution, ensure public notification has been given, and present any written submissions received;
  - c. The Chair shall call for anyone wishing to speak;
  - d. Persons speaking will have only one opportunity to speak;
  - e. Presentations shall be limited to five (5) minutes, unless the Chair permits otherwise;
  - f. Each Person making a presentation shall give his/her name to be recorded in the Minutes;
  - g. Council may ask questions of the speakers after each presentation if clarification on any matter is required;
  - h. The Chair of the Public Hearing shall declare the Public Hearing closed.
110. After the close of the Public Hearing, Council may:
  - a. Pass the proposed bylaw or resolution; or
  - b. Defeat the proposed bylaw or resolution; or
  - c. Make any amendment to the proposed bylaw or resolutions and proceed to pass it without further advertisement or hearing.
111. If there is more than one Public Hearing on the agenda, the Chair must close one Public Hearing before another Public Hearing is opened.
112. Council may change the date, time and place of a Public Hearing by resolution. If the date, time or place of the Public Hearing is changed, then the Public Hearing must be re-advertised.

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113. Public participation through teleconference shall be made available at each County Office for major public hearings, as determined by resolution of Council.

### **DEBATE OF RESOLUTIONS**

114. A member may ask a question, stated concisely, of the previous speaker to explain any part of the previous speaker's remarks.
115. A member may ask questions of the CAO or administration to obtain information relating to a report presented to Council or to any clause contained therein, at the commencement of the debate on the report or on the clause.
116. When it is a member's turn to speak during debate, before speaking he/she may ask questions of the CAO, or administration in order to obtain information relating to the report or clause in question.
117. Any member may require the question or resolution under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.
118. When the resolution has been declared as having been put to a vote, no member shall debate further on the question or speak any words except to request that the resolution be read aloud.
119. The Reeve or presiding officer shall determine when a resolution is to be put to a vote.

### **MOTIONS OUT OF ORDER**

120. It is the duty of the Chair to determine what motions are amendments to motions that are in order subject to challenge by a Member, and decline to put a motion deemed to be out of order.
121. The Chair shall advise the Members that a motion is out of order and cite the applicable rule or authority without further comment.
122. The Chair may refuse to accept a motion to refer, that has the effect of defeating the motion to which it refers, e.g. time constraints.
123. The following motions are out of order:
- a. A motion, similar to a motion voted on in the previous six (6) months, without reconsidering the original motion;
  - b. A motion contrary to law or a previous motion;

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- c. A motion similar to an item which has been tabled;
- d. A motion to reconsider a motion to reconsider;
- e. A motion referring an item to a Committee, if the final report of the Committee is complete; and
- f. A motion which is out of scope of Council business.

## **RECONSIDERING AND RESCINDING A MOTION**

124. A Member wishing to reconsider, alter or rescind a motion already passed, or an action taken at a previous Meeting and when the matter does not appear on the Agenda, shall bring the matter forward by a Notice of Motion, which shall:
- a. Be considered at a Council Meeting;
  - b. Specify the Meeting proposed to bring the matter to; and
  - c. Indicate, in the substantive portion of the motion, the action which is proposed to be taken on the matter.
125. Notwithstanding the above, if Notice of Motion was not given, the requirement for Notice may be waived on a Two-Thirds vote.
126. Notwithstanding the other provisions of this section, no motion made or action taken shall be reconsidered unless:
- a. It is a motion made or an action taken at the same Meeting; or
  - b. It is a motion made or an action taken at a Meeting held six (6) months or more before its reconsideration; or
  - c. Approval for reconsideration of a motion made or an action taken less than six (6) months earlier is given by a Two-Thirds vote prior to reconsideration.
127. A Member who voted with the prevailing side may move to reconsider a motion only at the same meeting or during any continuation of the meeting at which it was decided.
128. The following motions cannot be reconsidered:
- a. A motion which created a contractual liability or obligation, shall not be reconsidered, altered, varied, revoked, rescinded or replaced except to the extent that it does not attempt to avoid or interfere with the liability or obligation;
  - b. A motion to adjourn;
  - c. A motion to close nominations;
  - d. A request for division of a question;
  - e. A point of order, a point of privilege or a point of information;
  - f. A motion to recess;
  - g. A motion to suspend the Procedural Bylaw;
  - h. A motion to lift from the table;
  - i. A motion to bring forward; and

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- j. Motion to adopt the agenda.
129. A motion to reconsider or rescind is debatable only when the motion being reconsidered is debatable.

### **NOTICE OF MOTION**

130. A notice of motion may be given at any council meeting, but may not be dealt with at that meeting.
131. A notice of motion shall be given verbally and in writing to all members of council present. A copy of such notice of motion shall be given to the CAO upon adjournment of the meeting at which the notice is given.
132. Every notice of motion shall precisely specify the entire content of the motion to be considered, and shall be on the agenda for the next regular meeting of Council unless otherwise specified.

### **PECUNIARY INTEREST**

133. When a Member has a pecuniary interest in a matter before Council, a Council Committee or any other body, board, commission, committee or agency to which the Member is appointed as a representative of the Council, the Member shall, if present:
- a. Disclose the general nature of the pecuniary interest prior to any discussion on the matter;
  - b. Abstain from any discussion and voting on any question relating to the matter;
  - c. Leave the room in which the meeting is being held until discussion and voting on the matter are concluded; if required;
  - d. If the matter with respect to which the Member has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the Councillor to leave the room; and
  - e. If the matter with respect to which the Member has a pecuniary interest is a question on which the Member as a tax payer, an elector or an owner has a right to be heard by the Council;
    - i. It is not necessary for the Member to leave the room; and
    - ii. The Member may exercise the right to be heard in the same manner as a person who is not a Member.

### **BYLAWS**

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134. The CAO or Delegate must review the form of each proposed bylaw to ensure that it is consistent with the form of bylaw that Council may adopt from time to time.
135. Each proposed bylaw must include:
  - a. The bylaw number assigned to it by the CAO or Delegate; and
  - b. A concise title.
136. Where a Bylaw is presented to Council for enactment, the CAO or Delegate shall cause the number and short title of the Bylaw to appear on the Agenda.
137. The CAO or Delegate must make available a copy of the bylaw to each Councillor before the first reading of the bylaw.
138. A Bylaw shall be introduced for first reading by a motion that the Bylaw, specifying its number and short title, be read a first time.
139. When a Bylaw is subject to a Public Hearing, a Council, without amendment or debate, shall vote on the motion for first reading of a Bylaw and the setting of a public hearing date in accordance with the applicable form of notice. A Member may ask a question or questions concerning the bylaw provided that such questions are to clarify the intent, purpose or objective of the bylaw, and do not indicate the Member's opinion for or against the bylaw.
140. After the holding of the required public hearing, a bylaw shall be introduced for second reading by a motion that it be read a second time specifying the number of the bylaw.
141. After a motion for second reading of the bylaw has been presented, Council may:
  - a. Debate the substance of the bylaw; and
  - b. Propose and consider amendments to the bylaw.
142. A proposed amendment shall be put to a vote and if carried, shall be considered as having been incorporated into the bylaw at second reading.
143. When all amendments have been accepted or rejected the motion for second reading of the bylaw shall be voted on.
144. A bylaw shall not be given more than two readings at one meeting unless the Members present at the meeting unanimously agree that the bylaw may be presented for third reading at the same meeting at which it received two readings, provided that Council is not prohibited from giving more than two readings to a bylaw at one meeting by any valid enactment.

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145. When Council unanimously agrees that a bylaw may be presented for third reading at a meeting at which it has received two readings, the third reading requires no greater majority of affirmative votes to pass the bylaw than if it has received third reading at a subsequent meeting.
146. A bylaw shall be adopted when a majority of the Members present vote in favour of third reading, provided that any applicable provincial statute does not require a greater majority.
147. A bylaw, which has been defeated at any stage, may be subject to a motion to reconsider in accordance with the provisions of this Bylaw.
148. A bylaw is passed and comes into effect when it has received third and final reading unless otherwise provided by statute.
149. The Reeve and CAO shall sign and seal the bylaw as soon as reasonably possible after third reading.
150. The CAO or Delegate is authorized to consolidate one or more bylaws as deemed convenient.

## **CODE OF ETHICS**

151. 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.
152. Accordingly, it is the purpose of these guidelines of conduct to outline certain basic rules for Mackenzie County 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.
153. To further these objectives, certain ethical principles should govern the conduct of Mackenzie County 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.
154. Councillors shall:

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- a. Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta and as specified in this Bylaw.
- b. Not use confidential information for personal profit of themselves or any other person.
- c. Not communicate confidential information to anyone not entitled to receive the applicable confidential information.
- d. Not use their position to secure special privileges, favours, or exemptions for themselves or any other person.
- e. Preserve the integrity and impartiality of Council.
- f. 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.
- g. 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.

## **CONDUCT OF MEMBERS DURING THE MEETING**

155. No Member shall:

- a. Use offensive language, inappropriate actions or unparliamentary language in or against Council or against any Member of Council or any administration or any member of the public;
- b. Speak disrespectfully of any member of the Royal Family, the Governor General, the Lieutenant Governor of any Province, Council, any municipality, an Member or any official or employee of the Municipality;
- c. Engage in private conversations while in the Council Meeting or use personal electronic devices including cellular phones, media players, etc. in any manner that disrupts the Member speaking or interrupts the business of Council;
- d. Leave his/her seat or make noise or disturbance while a vote is being taken and until the result of the vote is announced;
- e. Speak on any subject other than the subject under debate;
- f. Not interrupt the speaker, except on a point of order;
- g. Where a matter has been discussed in a Closed Meeting, and where the matter remains confidential, disclose a confidential matter or the substance of deliberations at a Closed Meeting, except to the extent that Council has previously released or disclosed the matter in public. All information, documentation or deliberations received, reviewed or provided in a Closed Meeting is confidential. Members of Council shall not release, reproduce, copy or make public any information or material considered at a Closed Meeting, or discuss the content of such a meeting with persons other than members of Council or relevant staff members, prior to it being reported in public by Council;

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- h. Criticize any decision of Council except for the purpose of moving that the question be reconsidered;
  - i. Contravene the rules of Council or a decision of the Chair or of Council on questions of order or practice or upon the interpretation of the rules of Council. In case a Member persists in any such contravention, after having been called to order by the Chair, the Chair shall not recognize that Member, except for the purpose of receiving an apology from the Member tendered at that Meeting or any subsequent Meeting.
156. Members of the public during a Meeting shall:
- a. Address the Members of Council or Committee at the permission of the Chair;
  - b. Maintain order and remain quiet;
  - c. Not applaud nor otherwise interrupt a speech or action of the Members or other Person addressing the Members.
157. The Chair may cause to be expelled and excluded from any Meeting any person who creates any disturbance during a meeting or who, in the opinion of the Chair, has been guilty of improper conduct and for that purpose the Chair may direct that such a person be removed by a Peace Officer or RCMP.
158. A Councillor that displays inappropriate and abusive behavior towards other members of council, administration or the public while on County business may be reprimanded in a form as may be acceptable by 2/3 vote of Council.

## **TWO-THIRDS MAJORITY VOTE**

159. Order in Council No. 54/2001 establishing Mackenzie County as a Specialized Municipality, requires a Two-Thirds (2/3) majority vote for the following:
- a. Procedural Bylaw
  - b. Council Remuneration Bylaw
    - i. A simple majority vote is required when authorized Councillors to attend a seminar, convention, workshop, or any other function that Councillors may attend for reimbursement of expenses.
  - c. All issues regarding property taxes
  - d. A bylaw to change the number of Councillors, the boundaries of wards or the method of electing a Chief Elected Officer.
    - i. A simple majority vote is required when electing a Chief Elected Officer in the manner prescribed in this Bylaw.
  - e. The appointment or termination of the Chief Administrative Officer; however, any direction given to the CAO shall be done by a simple majority vote.
  - f. A resolution for the adoption and amendment of the budget.
  - g. Any amendments to the Organizational Chart.
  - h. Any other matter designated by Council within this Bylaw.

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**RECORDING DEVICES AT MEETINGS**

- 160. The CAO may authorize the use of any mechanical or electronic means of recording proceedings of Council and Council Committee meetings necessary to assist with the preparation of an accurate set of minutes. Any such recording will be erased or destroyed after the Council or Council Committee meeting has approved the minutes.
- 161. 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.

**REPEAL AND COMING INTO FORCE**

- 162. Bylaw No. 1204-20 and all amendments thereto are hereby repealed.
- 163. This Bylaw shall come into effect upon receiving third and final reading.

READ a first time this 14<sup>th</sup> day of December, 2021.

READ a second time this 14<sup>th</sup> day of December, 2021.

READ a third time and finally passed this 14<sup>th</sup> day of December, 2021.

(original signed)  
\_\_\_\_\_  
Joshua Knelsen  
Reeve

(original signed)  
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Byron Peters  
Interim Chief Administrative Officer

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**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>James Thackray, Chief Administrative Officer</b>
<b>Title:</b>	<b>Policy ADM050 Council/Administration Protocol</b>

## **BACKGROUND / PROPOSAL:**

According to Section 11, Policy ADM050 Council/Administration Protocol is scheduled to be reviewed annually at the organizational meeting of Council.

## **OPTIONS & BENEFITS:**

For review and recommendation should any amendments be required.

## **COSTS & SOURCE OF FUNDING:**

## **SUSTAINABILITY PLAN:**

## **COMMUNICATION/PUBLIC PARTICIPATION:**

Municipal policies are made available on the Mackenzie County website.

## **POLICY REFERENCES:**

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Policy ADM050 Council/Administration Protocol be received for information.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

## Mackenzie County

<b>Title</b>	<b>Council/Administration Protocol</b>	<b>Policy No:</b>	<b>ADM050</b>
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<b>Legislation Reference</b>	<b>MGA</b>
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### **PURPOSE**

To establish a framework to clarify the roles of Council and Administration and set out communication standards between Council and Administration and to identify tools that may guide to the overall efficiency and effectiveness in decision making and assist in building and fostering respectful relationship between Council and Administration.

### **POLICY STATEMENT**

#### **1. Statement:**

Mackenzie County Council recognizes that in order to create an environment for the effective management and operation of the County, Council and Administration must have a clear understanding of their respective roles and responsibilities.

Further, Mackenzie County Council wishes to establish a regime of protocol for regulating relations and communication between Council and Administration in order to promote a sound working relationship. This can be achieved through a comprehensive framework that guides their interaction.

In order to build effective partnerships and relationships, Council will use a self-evaluation tool (Schedule A) to assist Council in determining Council's strength, areas for improvement, and ultimately increase Council's efficiency and effectiveness.

### **GUIDELINES**

#### **2. Definitions:**

- a) "Administration" means CAO and Managers for the County;
- b) "County" means Mackenzie County;
- c) "CAO" means Chief Administrative Officer for the County;
- d) "Council" means the duly elected council for the County;
- e) "Councillor" means a member of Council including the Reeve;
- f) "Managers" means the Directors, Agricultural Fieldman, and the Zama Site Supervisor for the County;

- g) "Reeve" means the Chief Elected Official or in his/her absence the Deputy Reeve for the County;
- h) "Policy" means a policy, bylaw or other formal resolution of Council;

### **3. Municipal Governance Framework:**

- a) Council is the political and policy-making arm of the County, while Administration is the administrative and operational arm of the County;
- b) The legal responsibilities, functions and powers of Council and Administration are both inter-dependent and interrelated.
- c) The statutory powers of Council and the CAO are set out in the *Municipal Government Act*.
- d) Council is lead by the Reeve who is the Chief Elected Official as defined in the *Municipal Government Act*.
- e) Administration is led by the CAO whose roles and responsibilities are defined in the *Municipal Government Act*.

### **4. Roles and Responsibilities:**

- a) Council provides direction, makes strategic policy decisions, represents the public's interests, and performs the duties of Councillors as per the *Municipal Government Act*.
- b) Council's effectiveness depends on Councillors providing input on their areas while thinking and voting for the whole municipality.
- c) Council is responsible to hire, supervise, and terminate the CAO. Council has one employee: the CAO.
- d) The Reeve acts as Council's spokesperson, facilitates the Council/Administration interface, and performs the duties of the Chief Elected Official as per the *Municipal Government Act*.
- e) The CAO coordinates the organization's systems, manages organizational resources, facilitates the Administration/Council interface, performs the duties as outlined in the Chief Administrative Officer Bylaw, and performs the duties of chief administrative officer as per the *Municipal Government Act*.
- f) The CAO is responsible for the hiring, managing, and terminating of all the employees of the County.
- g) Administration implements Council's policies and programs, assists Council in

meeting their annual business plan priorities, provides decisions-making advice, and communicates customer needs under the direction of CAO.

- h) Council and Administration will adhere to formal channels of communication between each other as established by this policy.

**5. Council/Administration General Protocol:**

- a) Council and Administration will treat each other with respect and integrity.
- b) Council recognizes the complexities and volume of operational tasks and activities of Administration.
- c) Administration recognizes the value of Councillors' input through the local knowledge of their wards.
- d) The Reeve will advise Council when a Councillor's activities are affecting Administration's performance.
- e) Council will deal with Administration performance concerns by communicating them to the CAO as concerns arise.
- f) The CAO will provide information to all of Council as deemed appropriate in responding to a request from a Councillor.
- g) Managers will advise the CAO if a request for information and/or action from a Councillor may create a significant impact on performance/workload.

**6. Council/Administration Communication Protocol (Internal):**

- a) Council will channel formal communications to Administration with regard to a municipal matter through the CAO. Council will make information requests to Administration with the following understanding:
  - Information that is readily available to the public can be requested from the appropriate Manager directly;
  - Information on the status of ongoing programs, activities and/or projects can be requested from the appropriate Manager directly;
  - All other requests for information and/or action will be directed to the CAO.
- b) Administration will channel communication to Council through the CAO if a municipal matter is outside of existing County Policy and/or Council approved budget.

- c) The municipal matters not addressed in existing Council Policy will be brought forward to the attention of Council and/or a committee of Council as appropriate.
- d) Council will provide direction to Administration through bylaws and resolutions of Council on all matters outside of existing County Policy and/or Council approved budget.

**7. Council/Administration Communication Protocol (External):**

- a) Administration will forward external correspondence directed to a Councillor or Council without delay.
- b) If Council receives requests from residents for service or information, Council will refer residents to the appropriate County department or the CAO for action.
- c) Administration will maintain a log of external communications, which come as a request for service, into the County's customer service system. Each Manager will be responsible for maintaining the log for their appropriate department(s).
- d) The Reeve may coordinate and direct Council regarding action and response to be taken by Councillors to verbal or written communications received from external sources. The Reeve will also coordinate these action and responses with the CAO.
- e) The CAO will coordinate and direct Administration regarding action and response to be taken by employees of the County to verbal or written communications received from external sources. The CAO will also coordinate these actions and responses with Council when appropriate.

**8. Organizational Tools:**

The following organizational tools will be utilized to contribute to a successful working relationship between Council and Administration:

- a) Monthly CAO reports to Council regarding Administration's activities to be presented during regular Council meetings;
- b) Monthly progress capital project report to be presented during regular Council meetings;
- c) Requests for decisions which provide the information required for decision-making;

- d) Clear and concise direction to Administration through resolutions made at Council meetings;
- e) Updates from the Reeve and Councillors as necessary at Council meetings;
- f) An up-to-date organizational chart which shows a clear chain of command and indication of who has duties in which areas;
- g) Council Procedural Bylaw which provides the framework for parliamentary procedure, current legislation and the specific governance preferences of Council;
- h) A clear understanding of Council's and Administration's roles, activities and capacities;
- i) An annual business planning process which outlines the strategic direction set by Council.
- j) An annual council self-evaluation (Schedule A) undertaken in conjunction with mandatory CAO evaluation as per MGA.

**9. Success Indicators:**

The following are indicators of the success of this policy:

- a) Flexibility in organizational hierarchy to deal with urgent matters;
- b) Excellent customer service;
- c) No direct supervision of Administration by individual members of Council;
- d) A clear chain of command;
- e) Higher employee satisfaction;
- f) Achieving Council's business priorities;
- g) Timely communication, both internal and external; and
- h) An informed and involved Council.

**10. Policy Implementation and Monitoring:**

- a) The Reeve will be responsible for monitoring compliance with this policy by Council.
- b) The CAO will be responsible for monitoring compliance with this policy by

Administration.

**11. Policy Review:**

This policy shall be reviewed annually during the organizational meeting.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2012-05-01	12-05-309
<b>Amended</b>	2013-04-24	13-04-294
<b>Amended</b>	2017-10-23	17-10-724



## SCHEDULE A

### COUNCIL SELF-EVALUATION TOOL

#### **PURPOSE:**

Just like going to the doctor once a year for an annual checkup, governing bodies should periodically take time to do a “checkup” on their performance. Periodic reviews do the same thing as a doctor’s visit; they provide an opportunity to implement preventative measures; identify issues that need attention that are not immediately apparent; and/or just verify that all is going well. And just like an annual checkup; once all the data is collected, an action plan for optimum health (performance) for the future can be developed.

The following questionnaire has been developed to assess Council’s performance. The statements below reflect optimum performance measures for Council and this questionnaire reflects how Council views its performance in relation to these optimum performance measures.

#### **INSTRUCTIONS:**

Please rank yourself and your colleagues on a scale of 1-4. Mark the number you feel most accurately describes the current Council context:

- 1 = We “**Never**” meet this performance measure
- 2 = We “**Sometimes**” meet this performance measure
- 3 = We “**Often**” meet this performance measure
- 4 = We “**Always**” meet this performance measure

#### **DECISION-MAKING**

1. Council members use rational, objective decision-making processes that are supported by administrative recommendations, appropriate consultation with stakeholders and research of options.

1       2       3       4

2. Council members listen actively, respect diverse opinions and view constructive disagreement and discussion as positive and necessary to effective decision-making.

1       2       3       4

3. Council members stay focused on the issue being debated.

1       2       3       4

4. Council members come to meetings prepared; with their “homework” and research done.

1       2       3       4

5. Council members focus their energy on issues that have strategic, organization-wide impacts.

1       2       3       4

6. Council members recognize that decision-making authority resides with the Council “as a whole” – not with individual Council members.

1       2       3       4

7. Council members avoid placing themselves in positions where there may be a real or perceived conflict of interest and avoid any conflict of interest with respect to their pecuniary responsibility in accordance with legislation.

1       2       3       4

## **COMMUNICATIONS AND PROTOCOLS**

8. Council members protect the confidentiality of privileged, protected, and in camera information.

1       2       3       4

9. Council members are respectful of each other and staff in their communications with the public and the media.

1       2       3       4

10. Once a decision has been made by the Council, Council members publicly support the decision. Council members are free to indicate why they may not have voted for a decision in a Council meeting; however, they should make it clear that once the decision has been made, they respect the legitimacy of the democratic process and the decision.

1       2       3       4

11. Council members represent Council's position as a whole when attending board or committee meetings.

1       2       3       4

12. Council actively seeks partnerships (with both public and private organizations) which provides enhanced and/or more efficient provision of services and/or facilities to residents.

1       2       3       4

### **COUNCIL MEMBER RELATIONS**

13. Council members deal with conflicts in a timely and issues focused manner; i.e., significant conflicts and problems are not ignored.

1       2       3       4

14. All Council members have equal and timely access to relevant information to support decision making.

1       2       3       4

15. Council reviews its performance periodically with a view to continuously improving its effectiveness.

1       2       3       4

### **STAFF RELATIONS**

16. Council members respect the authority of the CAO, as delegated by the CAO Bylaw and Council governance policies, to direct staff and the work of the organization. They do not attempt to direct the activities of staff or departments except through established channels of authority.

1       2       3       4

17. Where there are council/staff interaction issues and/or role clarity issues; Council members convey their concerns to the CAO. Conversely if staff has concerns with council/staff interaction issues and/or role clarity issues; the CAO conveys these concerns to Council.

1       2       3       4

18. Council members direct any criticisms of staff through the CAO and refrain from criticizing staff in public or the media (praise publicly, criticize privately).

- 1       2       3       4

**FINAL QUESTIONS**

19. Council should be taking take action in the following areas to improve Council's capacity and effectiveness:

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20. Council should take advantage of the following educational/development opportunities to improve governance capabilities:

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21. Please provide any additional comments:

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**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>Louise Flooren, Manager of Legislative &amp; Support Services</b>
<b>Title:</b>	<b>2023 Council Meeting Dates</b>

**BACKGROUND / PROPOSAL:**

A 2023 calendar is attached which includes suggested Council meeting dates, statutory holidays, and conferences typically attended by Councillors and/or management.

Council meetings generally fall on the second Tuesday and the fourth Wednesday of the month; however this varies depending on conflicting events. Only one meeting is being recommended for July, August and December.

The Procedural Bylaw states that:

**REGULAR AND SPECIAL MEETINGS**

- 43. The date and time of regular Council meetings shall be established by resolution at the Organizational Meeting or at any future Meeting of Council.
- 44. Regular meetings are generally held on the second Tuesday and the fourth Wednesday of the month, unless otherwise specified.
- 45. Regular meetings shall commence at 10:00 a.m. and shall be held in the Council Chambers located at the Municipality’s Corporate Office, unless otherwise specified.
- 46. Council may, by resolution (unanimous consent), change the date, time and location of any of its Meetings.

Committee of the Whole meetings have been scheduled monthly with the exception of May, September, October, November and December.

**OPTIONS & BENEFITS:**

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION/PUBLIC PARTICIPATION:**

Council meeting dates are advertised on the County website calendar and in the weekly newspaper.

**POLICY REFERENCES:**

Procedural Bylaw

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the 2023 Council meetings be scheduled as follows:

Date	Meeting Type	Location	Time
January 10, 2023	Regular	Fort Vermilion	10:00 a.m.
January 24, 2023	Committee of the Whole	Fort Vermilion	10:00 a.m.
January 25, 2023	Regular	Fort Vermilion	10:00 a.m.
February 7, 2023	Regular	Fort Vermilion	10:00 a.m.
February 21, 2023	Committee of the Whole	Fort Vermilion	10:00 a.m.
February 22, 2023	Regular	Fort Vermilion	10:00 a.m.
March 7, 2023	Regular	Fort Vermilion	10:00 a.m.
March 28, 2023	Committee of the Whole	Fort Vermilion	10:00 a.m.
March 29, 2023	Regular	Fort Vermilion	10:00 a.m.
April 4, 2023	Regular	Fort Vermilion	10:00 a.m.
April 25, 2023	Committee of the Whole	Fort Vermilion	10:00 a.m.
April 26, 2023	Regular	Fort Vermilion	10:00 a.m.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

May 9, 2023	Regular	Fort Vermilion	10:00 a.m.
May 24, 2023	Regular	Fort Vermilion	10:00 a.m.
June 6, 2023	Regular	Fort Vermilion	10:00 a.m.
June 27, 2023	Committee of the Whole	Fort Vermilion	10:00 a.m.
June 28, 2023	Regular	Fort Vermilion	10:00 a.m.
July 11, 2023	Committee of the Whole	Fort Vermilion	10:00 a.m.
July 12, 2023	Regular	Fort Vermilion	10:00 a.m.
August 15, 2023	Committee of the Whole	Fort Vermilion	10:00 a.m.
August 16, 2023	Regular	Fort Vermilion	10:00 a.m.
September 6, 2023	Regular	Fort Vermilion	10:00 a.m.
September 19, 2023	Organizational Meeting	Fort Vermilion	10:00 a.m.
October 18, 2023	Regular	Fort Vermilion	10:00 a.m.
October 24, 2023	Regular	Fort Vermilion	10:00 a.m.
October 25, 2023	Regular	Fort Vermilion	10:00 a.m.
November 14, 2023	Regular	Fort Vermilion	10:00 a.m.
November 28, 2023	Regular	Fort Vermilion	10:00 a.m.
December 12, 2023	Regular	Fort Vermilion	10:00 a.m.

Author: L. Flooren Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_





# January 2023



Mackenzie County

**Mackenzie County**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 New Years Day	2	3	4	5	6 Epiphany La Crete Facilities Closed	7
8	9	10 Council Meeting 10 am (FV)	11	12	13	14
15	16	17	18	19	20	21
22	23	24 Committee of the Whole Meeting 10 am (FV)	25 Council Meeting 10 am (FV)	26	27	28
29	30	31				

# February 2023



Mackenzie County

**Mackenzie County**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 Council Meeting 10 am (FV)	8	9	10	11
12	13	14	15	16	17	18
19	20 Family Day County Facilities Closed	21 Committee of the Whole Meeting 10 am (FV)	22 Council Meeting 10 am (FV)  Growing the North Conference (GP)	23	24	25
26	27	28				

# March 2023



Mackenzie County

**Mackenzie County**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 <b>Council Meeting</b> 10 am (FV)	8	9	10	11
12	13	14	15	16	17	18
19	20 <b>RMA Spring Convention (Edm)</b>	21	22	23	24	25
26	27	28 <b>Committee of the Whole Meeting</b> 10 am (FV)	29 <b>Council Meeting</b> 10 am (FV)	30	31	

# April 2023

Mackenzie County



**Mackenzie County**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 <b>Council Meeting</b> 10 am (FV)	5	6	7 Good Friday County Facilities Closed	8
9	10 Easter Monday County Facilities Closed	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25 <b>Committee of the Whole Meeting</b> 10 am (FV)	26 <b>Council Meeting</b> 10 am (FV)	27	28	29
30						

# May 2023

Mackenzie County



**Mackenzie County**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9 Council Meeting 10 am (FV)	10	11	12	13
14	15	16	17	18 Ascension Day La Crete Facilities Closed	19	20
21	22 Victoria Day County Facilities Closed	23	24 Council Meeting 10 am (FV)	25-27 FCM Conference (Toronto, Ont)		
28 FCM	29 CAMA Conference Deerhurst Resort, Ontario	30	31	Pentecost—La Crete Facilities Closed		

# June 2023

Mackenzie County



**Mackenzie County**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 Council Meeting 10 am (FV)	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 Aboriginal Day Fort Vermilion Facilities Closed	22	23	24
25	26	27 Committee of the Whole Meeting 10 am (FV)	28 Council Meeting 10 am (FV)	29	30	

# July 2023

Mackenzie County



**Mackenzie County**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Canada Day County Facilities Closed
2	3	4	5	6	7	8
9	10	11 Committee of the Whole Meeting 10 am (FV)	12 Council Meeting 10 am (FV)	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# August 2023

Mackenzie County



**Mackenzie County**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 Civic Holiday County Facilities Closed	8	9	10	11	12
13	14	15 Committee of the Whole Meeting 10 am (FV)	16 Council Meeting 10 am (FV)	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



# September 2023



Mackenzie County

**Mackenzie County**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Labour Day County Facilities Closed	5	6 Council Meeting 10 am (FV)	7	8	9
10	11	12	13	14	15	16
17	18	19 Council Meeting 10 am (FV)	20	21	22	23
24	25	26	27	28	29	30
			ABmunis Conference (Edmonton)			
	AFPA—AGM & Conference (Jasper)					

# October 2023



Mackenzie County

**Mackenzie County**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 Thanksgiving County Facilities Closed	10	11	12	13	14
15	16	17	18 Council Meeting 10 am (FV)	19	20	21
22	23	24 Organizational Council Meeting 10 am (FV)	25 Council Meeting 10 am (FV)	26	27	28
29	30	31				

# November 2023

Mackenzie County



**Mackenzie County**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11 Remembrance Day County Facilities Closed
	RMA Fall Convention (Edmonton)					
12	13	14 Council Meeting 10 am (FV)	15	16	17	18
19	20	21	22	23	24	25
26	27	28 Council Meeting 10 am (FV)	29	30		

# December 2023



Mackenzie County

**Mackenzie County**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12 Council Meeting 10 am (FV)	13	14	15	16
17	18	19	20	21	22	23
24	25 Christmas Day County Facilities Closed	26 Boxing Day County Facilities Closed	27 Floater Day County Facilities Closed	28	29	30
31						



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 25, 2022</b>
<b>Presented By:</b>	<b>Louise Flooren, Manager of Legislative &amp; Support Services</b>
<b>Title:</b>	<b>Destruction of Ballots</b>

**BACKGROUND / PROPOSAL:**

A motion is required for the destruction of all ballots used for the election of members to various positions.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**SUSTAINABILITY PLAN:**

**COMMUNICATION/PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

**RECOMMENDED ACTION:**

- Simple Majority
  Requires 2/3
  Requires Unanimous

That all ballots used during the 2022 organizational meeting be destroyed.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_