



MACKENZIE COUNTY

# REGULAR COUNCIL MEETING

**OCTOBER 26, 2022  
10:00 AM**

FORT VERMILION COUNCIL  
CHAMBERS

 780.927.3718

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

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**Mackenzie County**



**MACKENZIE COUNTY  
BUDGET COUNCIL MEETING**

**Wednesday, October 26, 2022  
10:00 a.m.**

**Fort Vermilion Council Chambers**

**Fort Vermilion, Alberta**

**AGENDA**

|  |    |   | Page |
|--|----|---|------|
| <b>CALL TO ORDER:</b>                    | 1. | a) Call to Order  |      |
| <b>AGENDA:</b>                           | 2. | a) Adoption of Agenda   |      |
| <b>ADOPTION OF<br/>PREVIOUS MINUTES:</b> | 3. | a) Regular Council Meeting<br>October 19 <sup>th</sup> , 2022   | 7    |
|  |    | b) Business arising from the minutes  |      |
| <b>CLOSED MEETING:</b>                   |    | <i>Freedom of Information and Protection of Privacy Act Division<br/>2, Part 1 Exceptions to Disclosure</i> |      |
|  | 4. | a)  |      |
|  |    | b)  |      |
| <b>TENDERS:</b>                          |    | Tender openings are scheduled for 11:00 a.m.  |      |
|  | 5. | a) None   |      |
| <b>PUBLIC HEARINGS:</b>                  |    | Public Hearings are scheduled for 1:00 p.m.   |      |
|  | 6. | a) None   |      |
| <b>DELEGATIONS</b>                       | 7. | a) None   |      |
| <b>GENERAL REPORTS:</b>                  | 8. | a) None   |      |
|  |    | b) None   |      |
| <b>AGRICULTURE<br/>SERVICES:</b>         | 9. | a)  |      |
|  |    | b)  |      |

|                                      |     |    |  |    |
|--------------------------------------|-----|----|--|----|
| <b>COMMUNITY SERVICES:</b>           | 10. | a) | 2022 Budget Amendment - Fort Vermilion Residential Garbage Pick Up – Bin Purchase                          | 19 |
|                                      |     | b) | None   |    |
|                                      |     | c) |  |    |
|                                      |     | d) |  |    |
| <b>FINANCE:</b>                      | 11. | a) | Draft 2023 Operating Budget  | 21 |
|                                      |     | b) | 2022 One Time Projects – Carry Forward   | 35 |
|                                      |     | c) | 2023 One Time Projects   | 39 |
|                                      |     | d) | Organizational Chart Review  | 43 |
|                                      |     | e) | Mill Rate Review   | 55 |
|                                      |     | f) | Special Tax Bylaw  | 59 |
| <b>OPERATIONS:</b>                   | 12. | a) | None   |    |
|                                      |     | b) |  |    |
| <b>UTILITIES:</b>                    | 13. | a) | None   |    |
|                                      |     | b) |  |    |
| <b>PLANNING &amp; DEVELOPMENT:</b>   | 14. | a) | None.  |    |
|                                      |     | b) |  |    |
| <b>ADMINISTRATION</b>                | 15. | a) | Bylaw 1272-22 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members | 63 |
|                                      |     | b) | Bylaw 1273-22 Procedural Bylaw   | 71 |
|                                      |     | c) |  |    |
| <b>COMMITTEE OF THE WHOLE ITEMS:</b> | 16  | a) | N/A  |    |
|                                      |     | b) |  |    |
| <b>COUNCIL COMMITTEE REPORTS:</b>    | 17. | a) | N/A  |    |
|                                      |     | b) |  |    |

- INFORMATION /  
CORRESPONDENCE:** 18. a) None
- NOTICE OF MOTION:** 19. a)
- NEXT MEETING  
DATES:** 20. a) Budget Council Meeting  
November 1, 2022  
10:00 a.m.  
Fort Vermilion Council Chambers
- b) Budget Council Meeting  
November 2, 2022  
10:00 a.m.  
Fort Vermilion Council Chambers
- ADJOURNMENT:** 21. a) Adjournment



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, October 19, 2022  
10:00 a.m.**

**Fort Vermilion Council Chambers  
Fort Vermilion, AB**

**PRESENT:**

|                  |   |
|------------------|---|
| Josh Knelsen     | Reeve   |
| Walter Sarapuk   | Deputy Reeve  |
| Jacque Bateman   | Councillor  |
| Peter F. Braun   | Councillor  |
| Cameron Cardinal | Councillor  |
| Darrell Derksen  | Councillor  |
| Garrell Smith    | Councillor (left the meeting at 3:00 p.m.)  |
| Lisa Wardley     | Councillor  |
| Ernest Peters    | Councillor  |
| David Driedger   | Councillor (virtual left at 10:24 a.m., rejoined at 1:05 p.m., left at 4:10 p.m.) |

**REGRETS:**

**ADMINISTRATION:**

|                |   |
|----------------|---|
| James Thackray | Chief Administrative Officer                                      |
| Byron Peters   | Director of Projects & Infrastructure                             |
| Louise Flooren | Manager of Legislative & Support Services/<br>Recording Secretary |
| Jennifer Batt  | Director of Finance   |
| Don Roberts    | Director of Community Services                                    |
| Caitlin Smith  | Director of Planning and Agriculture                              |
| John Zacharias | Director of Utilities   |

**ALSO PRESENT:** Members of the Public  
Grade 8/9 Students, Buffalo Head Prairie School

Minutes of the Regular Council Meeting for Mackenzie County held on October 19, 2022 in the Council Chambers at the Fort Vermilion County Office.

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

Reeve Knelsen called the meeting to order at 10:00 a.m.

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

**MOTION 22-10-654 MOVED** by Councillor Wardley

That the agenda be adopted with the following additions:

9. a) Range Road 15-5 Drainage

15. a) Empire Hydrogen

**CARRIED**

**COMMUNITY  
SERVICES:**

**10. a) Bylaw 1268-22 to Rescind Bylaw 231-00 - The Curfew  
Bylaw**

**MOTION 22-10-655**

**MOVED** by Councillor Peters

That first reading be given to Bylaw 1268-22 to Rescind Bylaw 231-00 - The Curfew Bylaw.

**CARRIED**

**MOTION 22-10-656**

**MOVED** by Councillor Bateman

That second reading be given to Bylaw 1268-22 to Rescind Bylaw 231-00 - The Curfew Bylaw.

**CARRIED**

**MOTION 22-10-657**  
Requires Unanimous

**MOVED** by Councillor Wardley

That consideration be given to go to third and final reading to Bylaw 1268-22 to Rescind Bylaw 231-00 being The Curfew Bylaw at this meeting.

**CARRIED UNANIMOUSLY**

**MOTION 22-10-658**

**MOVED** by Councillor Braun

That third and final reading to Bylaw 1268-22 to Rescind Bylaw 231-00 being The Curfew Bylaw at this meeting.

**CARRIED**

Councillor Driedger left the meeting virtually at 10:24 a.m.

**DELEGATIONS:**

**7. a) Buffalo Head Prairie – Grade 8/9 Students**



The grade 8/9 students were given an opportunity to present questions to Council, these included:

- What is most time consuming part of being a County Councillor?
- In your opinion what are the big decisions that Mackenzie County faces daily?
- Do you feel residents have a strong enough voice in Federal politics?
- If any student wanted to become a County Councillor what steps would they take?

Reeve Knelsen recessed the meeting at 10:39 a.m. and reconvened at 10:56 a.m.

**ADOPTION OF PREVIOUS MINUTES:**

**3. a) Minutes of the September 26, 2022 Regular Council Meeting**

**MOTION 22-10-659**

**MOVED** by Councillor Bateman

That the minutes of the September 26, 2022 Regular Council Meeting be Adopted as presented.

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES:**

**3. b) Business Arising out of the Minutes**

**CLOSED MEETING:**

**4. a) CLOSED MEETING**

**MOTION 22-10-660**

**MOVED** by Councillor Braun

That Council move into a closed meeting at 11:01 a.m. to discuss the following:

- 4.a) Union Negotiations (*FOIP, Div. 2, Part 1, s. 23, 24*)

**CARRIED**

The following individuals were present during the closed meeting discussion. (*MGA Section 602.08(1)(6)*)

- All Councillors Present excluding Councillor Driedger
- James Thackray, Chief Administrative Officer
- Byron Peters, Director of Projects & Infrastructure
- Jennifer Batt, Director of Finance

- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

**MOTION 22-10-661**      **MOVED** by Councillor Derksen

That Council move out of a closed meeting at 12:15 p.m.

**CARRIED**

**CLOSED MEETING:**      **4. a) Union Negotiations (FOIP, Div. 2, Part 1, s. 23, 24)**

**MOTION 22-10-662**      **MOVED** by Councillor Bateman

That the union negotiations be received for information.

**CARRIED**

Reeve Knelsen recessed the meeting at 12:24 p.m. and reconvened at 12:59 p.m.

**TENDERS:**                      **5. a) None**

**PUBLIC HEARINGS:**        **6. a) Bylaw 1262-22 Water Services Franchise**

Reeve Knelsen called the public hearing for Bylaw 1262-22 to order at 1:00 p.m.

Reeve Knelsen asked if the public hearing for proposed bylaw 1262-22 was properly advertised. Byron Peters, Director of Projects & Infrastructure answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Director of Projects & Infrastructure to outline the proposed Bylaw 1262-22 Water Service Franchise. Byron Peters, Director of Projects & Infrastructure presented the following:

*The Regional Service Sharing Agreement (RSSA) discussion brought forth the need to create a Bylaw for Water Service Franchise between Mackenzie County and the Town of High Level.*

*The Water Services Franchise Agreement allows the Town of High Level the exclusive right to provide potable*

*water services to a specified part of Mackenzie County for a period of not more than twenty (20) years.*

Reeve Knelsen asked if Council has any questions of the proposed Bylaw. Council had the following question:

- *Would this stop or hamper the water line? No*

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1262-22. There we no submissions.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1262-22. There was no one present to speak.

Councillor Driedger rejoined the meeting virtually at 1:05 p.m.

Reeve Knelsen closed the public hearing for Bylaw 1262-22 at 1:10 p.m.

**MOTION 22-10-663**

**MOVED** by Councillor Bateman

That the second reading be given to Bylaw 1262-22, being a bylaw to approve the water franchise agreement between the Town of High Level and Mackenzie County for the provision of potable water services.

**CARRIED**

**MOTION 22-10-664**

**MOVED** by Councillor Braun

That the third and final reading be given to Bylaw 1262-22, being a bylaw to approve the water franchise agreement between the Town of High Level and Mackenzie County for the provision of potable water services.

**CARRIED**

**GENERAL REPORTS:**

**8. a) CAO & Director Reports for September 2022**

**MOTION 22-10-665**

**MOVED** by Councillor Cardinal

That the CAO & Director reports for September 2022 be received for information.

**CARRIED**

**GENERAL  
REPORTS:**

**8. b) Fort Vermilion Mitigation Construction Update – 2020  
Overland Flood (STANDING ITEM)**

**MOTION 22-10-666**

**MOVED** by Deputy Reeve Sarapuk

That the Fort Vermilion Mitigation Construction Update – 2020 Overland Flood report of October 19, 2022 be received for information.

**CARRIED**

Reeve Knelsen recessed the meeting at 2:07 p.m. and reconvened at 2:17 p.m.

**AGRICULTURE  
SERVICES:**

**9. a) Range Road 15-5 Drainage (ADDITION)**

**MOTION 22-10-667**  
Requires Unanimous

**MOVED** by Councillor Cardinal

That the Range Road 15-5 Drainage be received for information.

**CARRIED UNANIMOUSLY**

**COMMUNITY  
SERVICES:**

**10. b) Bylaw 1267-22 To Repeal and Replace Bylaw 985-15  
Fire Services**

**MOTION 22-10-668**

**MOVED** by Councillor Braun

That first reading be given to Bylaw 1267-22 being the Mackenzie County Fire Services Bylaw.

**CARRIED**

**MOTION 22-10-669**

**MOVED** by Councillor Deputy Reeve Sarapuk

That second reading be given to Bylaw 1267-22 being the Mackenzie County Fire Services Bylaw.

**CARRIED**

**MOTION 22-10-670**  
Requires Unanimous

**MOVED** by Councillor Wardley

That consideration be given to go to third and final reading of Bylaw 1267-22 being the Mackenzie County Fire Services Bylaw at this meeting.

**CARRIED UNANIMOUSLY**

**MOTION 22-10-671**      **MOVED** by Councillor Derksen

That third and final reading be given to Bylaw 1267-22 being the Mackenzie County Fire Services Bylaw.

**CARRIED**

**FINANCE:**                      **11. a) Financial Reports – January – September 30, 2022**

**MOTION 22-10-672**      **MOVED** by Councillor Bateman

That the financial reports for January to September 30, 2022 be received for information.

**CARRIED**

**FINANCE:**                      **11. b) Expense Claims – Councillors**

**MOTION 22-10-673**      **MOVED** by Councillor Wardley

That the Councillor Expense Claims for September 2022 be received for information.

**CARRIED**

**FINANCE:**                      **11. c) Expense Claims August – Members at Large**

**MOTION 22-10-674**      **MOVED** by Councillor Braun

That the Member at Large Expense Claims for September 2022 be received for information.

**CARRIED**

**FINANCE:**                      **11. d) Amend - Policy FIN028 Credit Card Policy**

**MOTION 22-10-675**      **MOVED** by Councillor Wardley

That Credit Card Policy FIN028 be amended as discussed.

**CARRIED**

**MOTION 22-10-676**      **MOVED** by Councillor Cardinal

That the following Councillors be authorized to receive a credit card:

Reeve Knelsen  
Councillor Wardley  
Councillor Cardinal  
Councillor Smith

**CARRIED**

**FINANCE:**                      **11. e) Proposed Budget 2023 Council Meeting Dates**

**MOTION 22-10-677**      **MOVED** by Councillor Wardley

That the previously scheduled Regular Council Meeting on October 26, 2022 be identified as a Budget Council meeting.

**CARRIED**

**MOTION 22-10-678**      **MOVED** by Councillor Braun

That Budget Council meetings be scheduled as follows:

|           |                   |
|-----------|-------------------|
| Tuesday   | November 1, 2022  |
| Wednesday | November 2, 2022  |
| Wednesday | November 16, 2022 |
| Tuesday   | December 6, 2022  |
| Wednesday | December 7, 2022  |

**CARRIED**

**OPERATIONS:**                      **12. a) Electric Vehicle Charging – La Crete Location Options**

**MOTION 22-10-679**      **MOVED** by Councillor Wardley  
Requires 2/3

That the 2022 Capital Project – Budget for the Electric Vehicle Charging Station be amended by \$4,000 from the General Capital Reserve.

**CARRIED**

**OPERATIONS:** 12. b) **LOC Acquisition (Paramount)**

**MOTION 22-10-680** **MOVED** by Councillor Bateman

That administration proceed with acquiring the following four accesses and bring forward information to a future Council meeting:

- Road to Bistcho Lake
- Part of Shekile Road
- Chateh/Zama Access Road
- Roads to Zama Water Wells

**CARRIED**

Councillor Smith left the meeting at 3:00 p.m.

**UTILITIES:** 13. a) **None**

**PLANNING & DEVELOPMENT:** 14. a) **Bylaw 1265-22 Land Use Bylaw Amendment to Rezone Plan 882 1687, Block 12, Lot 15 from Zama City – Residential Business “Z-RB” to Zama City – Mixed Use “Z-MU”.**

**MOTION 22-10-681** **MOVED** by Councillor Cardinal

That first reading be given to Bylaw 1265-22 being a Land Use Bylaw Amendment to Rezone Plan 882 1687, Block 12, Lot 15 from Zama City – Residential Business “Z-RB” to Zama City – Mixed Use “Z-MU”, subject to public hearing input.

**CARRIED**

**PLANNING & DEVELOPMENT:** 14. b) **Bylaw 1266-22 Land Use Bylaw Amendment to Rezone Part of NW 12-105-15-W5M from Agriculture “A” to Rural Country Residential 3 “RCR3”**

**MOTION 22-10-682** **MOVED** by Deputy Reeve Sarapuk

That first reading be given to Bylaw 1266-22 being a Land Use Bylaw Amendment to Rezone Part of NW

12-105-15-W5M from Agriculture "A" to Rural Country Residential 3 "RCR3", subject to public hearing input.

**CARRIED**

**PLANNING &  
DEVELOPMENT:**

**14. c) Development Statistics Report – January to September 2022**

**MOTION 22-10-683**

**MOVED** by Councillor Wardley

That the development statistics report for January to September 2022 be received for information.

**CARRIED**

**ADMINISTRATION:**

**15. a) Empire Hydrogen (ADDITION)**

**MOTION 22-10-684**  
Requires Unanimous

**MOVED** by Councillor Cardinal

That the Empire Hydrogen discussion be received for information.

**CARRIED UNANIMOUSLY**

**COMMITTEE OF THE  
WHOLE ITEMS:**

**16. a) None**

**COUNCIL  
COMMITTEE  
REPORTS:**

**17. a) Council Committee Reports (verbal)**

**MOTION 22-10-685**

**MOVED** by Councillor Peters

That a letter of congratulations be sent to The Honourable Danielle Smith on her appointment as Premier.

**CARRIED**

Councillor Driedger left the meeting virtually at 4:10 p.m.

**INFORMATION/  
CORRESPONDENCE:**

**18. a) Information/Correspondence**

**MOTION 22-10-686**

**MOVED** by Councillor Wardley



That administration invite the Fort Vermilion School Division Superintendent and the Chair of the Board of Trustees to the October 26, 2022 Budget Council Meeting in regards to the school closure for Grades 10-12 at the Rocky Lane School.

**CARRIED**

**NOTICE OF MOTION: 19. a) None**

**NEXT MEETING DATES: 20. a) Next Meeting Dates**

Organizational Council Meeting  
October 25, 2022  
10:00 a.m.  
Fort Vermilion Council Chambers

Budget Council Meeting  
October 26, 2022  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT: 21. a) Adjournment**

**MOTION 22-10-687 MOVED** by Councillor Derksen

That the Council meeting be adjourned at 4:21 p.m.

**CARRIED**

These minutes will be presented for approval at the October 26, 2022 Budget Council Meeting.

---

Josh Knelsen  
Reeve

---

James Thackray  
Chief Administrative Officer





**Mackenzie County**

# REQUEST FOR DECISION

|                      |  |
|----------------------|--|
| <b>Meeting:</b>      | <b>Budget Council Meeting</b>  |
| <b>Meeting Date:</b> | <b>October 26<sup>th</sup>, 2022</b>   |
| <b>Presented By:</b> | <b>Donny Roberts, Director of Community Services</b>                                     |
| <b>Title:</b>        | <b>2022 Budget Amendment - Fort Vermilion Residential Garbage Pick Up – Bin Purchase</b> |

**BACKGROUND / PROPOSAL:**

In May Council made the following resolution:

*That Administration conduct a 2022 Fort Vermilion Residential Garbage Pick Up Survey and bring the results back to Council.*

In September Council made a second resolution

*That Administration develop a Residential Garbage Pick Up Tender to include both Fort Vermilion and La Crete and awarding in December 2022 to commence April 1, 2023.*

Administration has completed an estimated count of hamlet residents that have current utility accounts and are not commercial or industrial. This figure is 230

With an understanding that there will be extra residential residents within the next 2 years and some residents may elect to have an extra bin, administration requested a quote for 300 bins from the manufacture. (see attached)

It must also be pointed out that the purchase of all bins will be charged back to the users.

Bylaws, and Policies require amendment to ensure delivery of this program.

**OPTIONS & BENEFITS:**

**Option 1**

To amend the 2022 Operational budget by \$22,500 for the purchase of 300 Garbage bins. This option would ensure all bins are in place for the April 1<sup>st</sup> deadline. The manufacture has stated they require 30-90 days’ lead time to produce the bins and 5-7 days’ delivery.

**Author:** D. Roberts      **Reviewed by:** J. Batt      **CAO:** \_\_\_\_\_

**Option 2**

Defer the purchase until the 2023 year and insure the funding is within the 2023 Operational budget.

This would delay the purchase of the bins until January 2023. It is unsure if production and delivery of the bins would make the March 31<sup>st</sup> deadline. This is only 3 months.

**COSTS & SOURCE OF FUNDING:**

\$22,500 – General Operating Reserve

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

Advertise publically with the following:

Social Media

Website

Newspaper

**POLICY REFERENCES:**

Bylaw 893-13 Hamlet Residential Waste Collection  
PW038 Waste Collection and Handling Service Policy

**RECOMMENDED ACTION:**

**Motion 1**

Simple Majority       Requires 2/3       Requires Unanimous

That 2022 Operating Budget be amended by \$22,500 with funds coming from the General Operating Reserve.

**Motion 1**

Simple Majority       Requires 2/3       Requires Unanimous

That the revenue for the anticipated garbage cans sold to residents of Fort Vermilion that participated in the waste program, be incorporated into the 2023 operating budget with funds returned to the General Operating Reserve.

Author: D. Roberts      Reviewed by: J. Batt      CAO: \_\_\_\_\_



**Mackenzie County**

# REQUEST FOR DECISION

|                      |   |
|----------------------|---|
| <b>Meeting:</b>      | <b>Budget Council Meeting</b>             |
| <b>Meeting Date:</b> | <b>October 26, 202</b>                    |
| <b>Presented By:</b> | <b>Jennifer Batt, Director of Finance</b> |
| <b>Title:</b>        | <b>Draft 2023 Operating Budget</b>        |

## **BACKGROUND / PROPOSAL:**

Administration has drafted the 202 Operating Budget for Councils review.

The 2023 Operating Budget presented is based on current expense review, and service levels as identified by Council in 2022. Administration will gain information from this Council meeting to review and update the draft operating budget for presentation to the newly elected or acclaimed Councilors at the next Budget Council meeting.

Included in this draft budget is:

- Administration’s review of expenditures, and required budgets to maintain current service levels
- Tax Revenue estimated adjustment for reduction in linear, non-residential, and estimated residential growth increase.
- 2023 Police Costing Model Municipal Share (attached)
- Council Committees - current
- Regraveling program
- 2022 funding allocated to Non Profit Organizations
- Anticipated increases in Utilities
- Funding of Reserves as per Policy (attached)
- Approved Organizations Chart as of 2022-09-13 (attached)

Not Included in this draft budget:

- Proposed 2022 One Time Projects – Carry Forwards & Additional Funding
- Proposed 2023 One Time projects

Author: J. Batt Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

- Any service level changes not approved by Council motion

2022 One Time Projects being carried forward are fully funded, and will have no negative impact on the 2023 operating budget, unless additional funds are being requested. Once approved to be carried forward administration will include the budgets for these projects in upcoming budget meetings once projects have finalized spending.

\*2022 Year to Date (YTD) Actuals are as of September 30, 2022.

While drafting the 2023 Operating Budget, administration will ensure to incorporate any service level changes into the 2024 & 2025 operating budgets for Councils review, and approval in subsequent Budget Council Meetings.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION/PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

FIN022 Budget Development Policy

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For review and discussion.

Author: J. Batt      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

# EXECUTIVE SUMMARY

## 2023 OPERATING DRAFT BUDGET HIGHLIGHTS – OCTOBER 26, 2022

Mackenzie County administration has drafted this budget on the current service levels adopted by Council. Administration is requesting Councils direction to assist in gaining additional information and direction which Council would like administration to ensure the County is providing value for the property tax dollar reflected in the proposed 2023 Operating and Capital Budgets.

Administration has developed the 2023 budget on a tax and user pay supported budget, while limiting the effect of service levels. User pay revenue assists in offsetting the shortfall in revenue from tax levies, while not effecting the residential, and non-residential mill rates. This is a budget that looks at the now – it prioritizes maintaining essential services and programs and supports initiatives to help decrease the burden on our residents during these challenging times. It is also forward-thinking, ensuring our investments support community sustainability and quality of life today.

Expenditure shifts are primarily due to anticipated, increase in utility costs such as fuel, electricity, fuel, natural gas, and electricity. Insurance increases, as well as the increased Police Costing Model share weighted heavily on this year’s budget development. Included in this draft budget are contributions to reserves while budgeting for bad debt/write off of taxes, and while maintaining the current regraveling program, and need for culvert replacements.

Overall the County’s taxation expenditures after budget meeting amendments are proposed at \$34,766,438 which is a decrease of \$978,611 compared to the 2022 budget. As one time projects are not incorporated into this draft budget, \$902,394 of this decrease is comprised of this decrease, as well as the gravel crushing program. Unfortunately, the increase in utilities, and costs outside of administrations control weighted heavily on this budget offsetting these reductions.

There is an anticipated reduction in linear assessment, a 1-2% increase in residential growth, and user pay revenues, to fund these changes.

The County’s objective is to have a balanced budget once all budget deliberations, and Council service level amendments are incorporated.

The County continues to be affected by many factors that put upward pressure on the budget. These include industry shutdowns, non-payment of taxes, inflation, reductions in provincial/federal funding, escalating infrastructure renewal and maintenance costs, changing legislative requirements and fuel/electrical utility cost pressures.

### Provincial & Federal Fiscal Retrenchment & Impacts

The following are examples of additional challenges the County has managed as a direct result of fiscal retrenchment and policy impacts of the upper tier governments:

- Estimated Provincial Municipal Sustainability Initiative funding for operating has been incorporated into the draft budget.
- The provinces ongoing changes to taxing Oil & Gas companies, or more specifically the Machinery & Equipment reductions has a negative impact on Municipal taxes.
- The future impact of the Carbon Tax has been budgeted as an expenditure of approximately \$166,400 by the County on the goods (fuel, utilities, etc.) required for service delivery.
- Imposing service standards changes via legislation and regulations without any financial support.
- Police costing model, where municipalities are responsible for funding a portion of the cost of Provincial Police Services.



**OPERATING BUDGET OVERVIEW**

The 2023 Proposed Operating Budget was prepared on the premise that the County will deliver the same level and quality of services approved in the 2022 Operating Budget. The decrease in the base operating budget is \$998,611. This is comprised of a combination of negative and positive expenditure and revenue shifts including an increase in reserve allocations for future projects.

**Exhibit 1:** Revenue Changes included in the Operating Budget details the shifts and reasons driving these revenue changes. These revenue changes show an overall decrease of \$3,711,160. These changes are detailed in Exhibit 1 below.

**Exhibit 2:** Expenditure Changes Included in the Operating Budget details the shifts and reasons driving these changes. These expenditure changes show an overall decrease of \$998,611. The major changes are detailed in the notes explaining Exhibit 2 below.

**Exhibit 1: Revenue Changes in the Operating Budget \$3,711,160**

[100] Municipal Taxes has an overall estimated decrease of \$5,646. Anticipated reduction in linear assessment due to industry shutdown while taking into account residential & Non-residential growth at the current mill rate, and farmland minimum.

[420] Sale of Goods and Services has been decreased by \$180,584 to reflect an average user pay model for services such as dust control, waste management, and campground user fees.

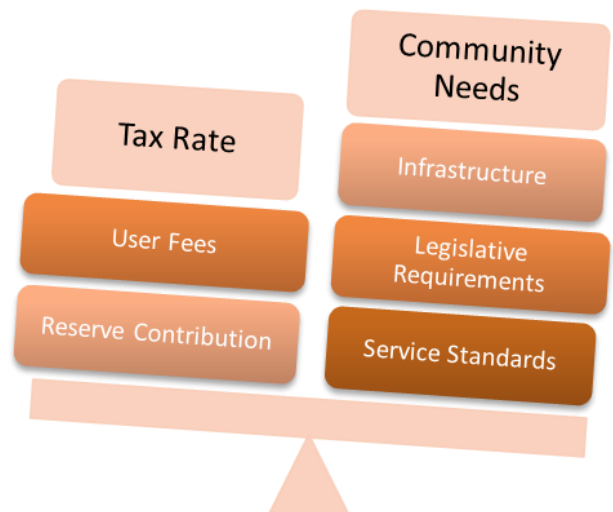
[421] Water Metered has been increased by \$52,870 to reflect three-year sales average and growth factor. New anticipated customers have been included in this calculation.

[422] Bulk Water Sales has been increased by \$13,485 to reflect the growth forecast.

[840] Provincial Grants have decreased by \$48,502. The decrease is for the agreement to for Linear assessment services expiring in March 2023.

The 2018 Overland flooding, 2019 Chuckegg Creek Wildfire, and 2020 and 2021 Overland Flooding are reflected in each year respectively in both Expenses & Revenues, as the County funded expenses for these events and made grant applications under the Disaster Recovery Program for reimbursement.

[930/940] Contribution from Operating/Capital Reserves have decreased by \$2,981,411 in large part for the gravel crushing program, and that the one time projects are not incorporated into the existing draft budget. Included in the 2022 operating budget is funding for the gravel crushing program, and numerous one-time projects which are funded from reserve draws and or external grant funding. Reserve draws were approved to off set costs for 3 Planning & Development projects, and the gravel crushing in 2022, allocations to the gravel reclamation, roads, water / sewer, and municipal reserves. The only reserve funding currently allocated in the draft 2023 operating budget is \$50,000 for gravel reclamation that operations anticipated completing this year.





Revenues by Object Code

|  | 2020 Actual         | 2021 Actual         | 2022 YTD            | 2022                | 2023                | \$ Variance          |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
|  | Total               | Total               | Total               | Budget              | Budget              | 2022/23              |
| <b>OPERATING REVENUES</b>                |                     |                     |                     |                     |                     |                      |
| 100-Municipal Taxes                      | \$23,617,379        | \$23,676,633        | \$24,308,064        | \$24,358,080        | <b>\$24,352,434</b> | (\$5,646)            |
| 124-Frontage                             | (\$2,224)           | \$26,932            | \$53,204            | \$99,450            | <b>\$35,000</b>     | (\$64,450)           |
| 261-Ice Bridge                           | \$130,000           | \$120,000           | \$135,000           | \$140,000           | <b>\$130,000</b>    | (\$10,000)           |
| 420-Sales of goods and services          | \$801,414           | \$898,402           | \$605,957           | \$1,005,720         | <b>\$875,136</b>    | (\$180,584)          |
| 421-Sale of water - metered              | \$3,396,053         | \$3,553,735         | \$2,563,211         | \$3,529,675         | <b>\$3,582,545</b>  | \$52,870             |
| 422-Sale of water - bulk                 | \$862,607           | \$962,702           | \$891,039           | \$937,608           | <b>\$951,093</b>    | \$13,485             |
| 424-Sale of land                         | \$556               | \$33,328            | \$0                 | \$10,000            | <b>\$10,000</b>     | \$0                  |
| 510-Penalties on taxes                   | \$1,074,843         | \$720,214           | \$198,335           | \$700,000           | <b>\$300,000</b>    | (\$400,000)          |
| 511-Penalties of AR and utilities        | \$23,822            | \$26,280            | \$14,822            | \$21,000            | <b>\$25,000</b>     | \$4,000              |
| 520-Licenses and permits                 | \$59,045            | \$54,820            | \$46,486            | \$55,000            | <b>\$54,000</b>     | (\$1,000)            |
| 521-Offsite levy                         | \$80,967            | \$358,744           | \$175,910           | \$20,000            | <b>\$20,000</b>     | \$0                  |
| 522-Municipal reserve revenue            | \$245,377           | \$271,084           | \$33,320            | \$150,000           | <b>\$80,000</b>     | (\$70,000)           |
| 526-Safety code permits                  | \$332,055           | \$395,308           | \$180,709           | \$300,000           | <b>\$300,000</b>    | \$0                  |
| 525-Subdivision fees                     | \$52,249            | \$103,777           | \$55,414            | \$75,000            | <b>\$75,000</b>     | \$0                  |
| 530-Fines                                | \$6,825             | \$9,688             | \$5,461             | \$9,000             | <b>\$9,000</b>      | \$0                  |
| 531-Safety code fees                     | \$17,765            | \$17,780            | \$7,970             | \$8,000             | <b>\$12,000</b>     | \$4,000              |
| 550-Interest revenue                     | \$357,803           | \$240,793           | \$387,664           | \$325,000           | <b>\$425,000</b>    | \$100,000            |
| 551-Market value changes                 | \$15,602            | (\$3,361)           | \$4,896             | \$0                 | <b>\$0</b>          | \$0                  |
| 560-Rental and lease revenue             | \$180,134           | \$204,626           | \$120,195           | \$174,127           | <b>\$203,367</b>    | \$29,240             |
| 570-Insurance proceeds                   | \$4,120             | \$22,799            | \$0                 | \$0                 | <b>\$0</b>          | \$0                  |
| 597-Other revenue                        | \$24,411            | \$37,357            | \$19,675            | \$28,662            | <b>\$25,000</b>     | (\$3,662)            |
| 598-Community aggregate levy             | \$109,834           | \$111,686           | \$0                 | \$85,000            | <b>\$0</b>          | (\$85,000)           |
| 630-Sale of non-TCA equipment            | (\$107,227)         | (\$12,485)          | \$150               | \$0                 | <b>\$500</b>        | \$500                |
| 830-Federal grants                       | \$10,490            | \$31,500            | \$0                 | \$0                 | <b>\$0</b>          | \$0                  |
| 840-Provincial grants                    | \$8,693,567         | \$7,873,774         | \$530,661           | \$602,353           | <b>\$553,851</b>    | (\$48,502)           |
| 890-Gain (Loss) Penny Rounding           | \$2                 | \$1                 | \$0                 | \$0                 | <b>\$0</b>          | \$0                  |
| 909- Other Sources-Grants                | \$586,741           | \$108,822           | \$0                 | \$118,566           | <b>\$10,820</b>     | (\$65,000)           |
| 930-Contribution From Operating Reserves | \$281,270           | \$1,346,230         | \$0                 | \$2,989,811         | <b>\$50,000</b>     | (\$2,961,411)        |
| 940-Contribution From Capital            | \$5,697             | \$4,380             | \$0                 | \$20,000            | <b>\$0</b>          | (\$20,000)           |
| <b>TOTAL REVENUE</b>                     | <b>\$40,861,177</b> | <b>\$41,195,549</b> | <b>\$30,338,144</b> | <b>\$35,762,052</b> | <b>\$32,079,746</b> | <b>(\$3,711,160)</b> |

## **Exhibit 2: Expenditure Changes in the Operating Budget \$998,611**

[110] [132] [136] Wages and Benefits had an increase of \$164,152. The changes from the 2022 approval reflect the following: Approved position additions to summer staffing, public works, and operations while ensuring service levels, and other adjustments and benefit premiums account for the balance.

[151] Honoraria's have increased by \$28,401 to reflect a projected increase for council attendance at conferences, workshops, and meetings. It is anticipated that Council will be able to attend more conferences with Covid 19 restrictions removed and the wish to engage with new Provincial Ministers

[211] Travel and Subsistence increased by \$55,836 which reflects an increase of administration and Council attending scheduled conferences, and training courses due to conferences and courses returning to pre-Covid restrictions.

[214] Memberships & Conference fees increase of \$16,607 which reflects the increase in Council and administration courses being offered.

[215] Freight increase of \$29,500 which reflects the increase in freight costs due to the continual rising cost of fuel.

[236] Enhanced Policing fee increased by \$248,577 based off of the Police Costing Model for 2022-2023.

[252] Repairs and Maintenance Buildings reflects a small decrease of \$15,790 based on anticipated repairs identified for 2023.

[253] Repairs and Maintenance Equipment reflects an increase of \$58,600 based on anticipated increase in costs for repairs identified for equipment.

[260] Roadside Mowing and Spraying reflects an increase of \$47,361 due to contract obligations, and the rising cost of fuel.

[274] Insurance increased by \$111,244 based on multiple natural disaster events province wide being reflected in insurance premiums.

[511] Goods and Supplies increased by \$302,060 based on the high demand for culverts and the replacement of culverts throughout the county. Operations, and the Agriculture department are

requesting funds to assist in identified operational needs. Some costs are being offset by inventory as administration has obtained culverts before anticipated increase in pricing.

[521] Fuel and Oil reflects an increase of \$516,904 based on staffing, current actual averages, and the continual increase to cost of fuel.

[534] Gravel Regraveling cost, and gravel crushing fees are included within this budget. Gravel crushing in undertaken every 3 years, and funded primarily from reserve funding that is allocated on a yearly basis when able. Culvert allocated from inventory are also included within this budget line.

[543] [544] Utilities (Natural Gas & Electricity) increase of approximately \$235,112 reflecting current actual averages, with anticipated increased pricing for 2023.

[735] Grants to Organizations increased slightly by \$13,800 due in large part to anticipated increase in utility costs. Grants awarded in 2022 have been included in this draft operating budget.

[831] [832] Interest & Principle on Debt is reduced by \$206,265 as projects funded by debenture were fully funded.

[763] [764] Contributions to reserves are reflected at \$3,697,272 to assist with funding future operating & capital expenditures. Included in these contributions are specific revenues that should be contributed to the reserves namely: Municipal Reserve Revenue; Gravel Reclamation Reserve; and Off-Site Levies totalling, Water/Sewer Reserve, and Road Reserve. Refer to Exhibit 5 which shows the 2023 contributions/draws to/from reserves.

[921] Bad Debt has been budgeted for \$1,005,000, a reduction of \$495,000 from 2022. The municipality has entered into multiple large dollar tax payment agreements in 2021, and 2022, however based on anticipated needs and analysis of aging schedules related to various taxes outstanding, to ensure fiscal responsibility, this bad debt amount is best practice.

[One Time Projects] No One Time Projects have been incorporated into the draft operating budget.

Expenditures by Object Code

|                                       | 2020 Actual | 2021 Actual | 2022 YTD    | 2022        | 2023               | \$ Variance |
|---------------------------------------|-------------|-------------|-------------|-------------|--------------------|-------------|
|                                       | Total       | Total       | Total       | Budget      | Budget             | 2022/23     |
| <b>OPERATING EXPENSES</b>             |             |             |             |             |                    |             |
| 110-Wages and salaries                | \$6,692,824 | \$6,666,942 | \$4,813,478 | \$6,770,291 | <b>\$6,867,406</b> | \$97,115    |
| 132-Benefits                          | \$1,283,183 | \$1,207,646 | \$936,166   | \$1,319,040 | <b>\$1,389,820</b> | \$70,780    |
| 136-WCB contributions                 | \$127,940   | \$76,293    | \$50,570    | \$127,393   | <b>\$123,650</b>   | (\$3,743)   |
| 142-Recruiting                        | \$4,588     | \$15,274    | \$0         | \$15,000    | <b>\$15,000</b>    | \$0         |
| 150-Isolation cost                    | \$49,154    | \$41,649    | \$37,041    | \$43,200    | <b>\$57,600</b>    | \$14,400    |
| 151-Honoraria                         | \$553,572   | \$605,143   | \$369,338   | \$587,360   | <b>\$615,761</b>   | \$28,401    |
| 152-Business Expense                  | \$0         | \$0         | \$0         | \$0         | <b>\$0</b>         | \$0         |
| 211-Travel and subsistence            | \$229,044   | \$180,952   | \$156,713   | \$336,614   | <b>\$392,450</b>   | \$55,836    |
| 212-Promotional expense               | \$21,024    | \$26,583    | \$8,852     | \$36,000    | <b>\$43,000</b>    | \$7,000     |
| 214-Memberships & conference fees     | \$62,899    | \$60,911    | \$70,912    | \$129,977   | <b>\$146,584</b>   | \$16,607    |
| 215-Freight                           | \$76,427    | \$89,033    | \$71,619    | \$98,450    | <b>\$127,950</b>   | \$29,500    |
| 216-Postage                           | \$49,743    | \$52,906    | \$38,298    | \$62,050    | <b>\$62,000</b>    | (\$50)      |
| 217-Telephone                         | \$119,864   | \$121,976   | \$82,317    | \$118,420   | <b>\$119,930</b>   | \$1,510     |
| 221-Advertising                       | \$65,991    | \$65,356    | \$66,798    | \$77,400    | <b>\$76,100</b>    | (\$1,300)   |
| 223-Subscriptions and publications    | \$11,219    | \$8,888     | \$9,768     | \$12,600    | <b>\$11,700</b>    | (\$900)     |
| 231-Audit fee                         | \$87,800    | \$147,000   | \$108,500   | \$115,000   | <b>\$120,000</b>   | \$5,000     |
| 232-Legal fee                         | \$61,773    | \$151,117   | \$44,457    | \$100,000   | <b>\$85,000</b>    | (\$15,000)  |
| 233-Engineering consulting            | \$94,306    | \$279,291   | \$77,807    | \$192,000   | <b>\$217,000</b>   | \$25,000    |
| 235-Professional fee                  | \$404,079   | \$202,012   | \$155,525   | \$215,700   | <b>\$210,700</b>   | (\$5,000)   |
| 236-Enhanced policing fee             | \$38,050    | \$596,850   | \$97,186    | \$531,924   | <b>\$780,501</b>   | \$248,577   |
| 239-Training and education            | \$26,833    | \$46,588    | \$33,144    | \$101,340   | <b>\$83,938</b>    | (\$17,402)  |
| 242-Computer programming              | \$208,973   | \$191,070   | \$36,920    | \$214,675   | <b>\$220,655</b>   | \$5,980     |
| 243-Waste Management                  | \$539,273   | \$426,899   | \$293,600   | \$531,800   | <b>\$534,800</b>   | \$3,000     |
| 251-Repair & maintenance - bridges    | \$18,201    | \$35,237    | \$103,003   | \$159,500   | <b>\$159,500</b>   | \$0         |
| 252-Repair & maintenance - buildings  | \$147,859   | \$171,919   | \$88,485    | \$155,640   | <b>\$139,850</b>   | (\$15,790)  |
| 253-Repair & maintenance - equipment  | \$415,833   | \$398,277   | \$291,870   | \$409,950   | <b>\$471,550</b>   | \$58,600    |
| 255-Repair & maintenance - vehicles   | \$82,622    | \$109,764   | \$71,685    | \$102,400   | <b>\$117,300</b>   | \$14,900    |
| 258-Contracted Services               | \$1,157,214 | \$904,382   | \$492,567   | \$776,302   | <b>\$787,152</b>   | \$10,850    |
| 259-Repair & maintenance - structural | \$1,198,785 | \$1,019,055 | \$651,968   | \$1,545,700 | <b>\$1,572,000</b> | \$26,300    |
| 260-Roadside Mowing & Spraying        | \$310,769   | \$338,967   | \$309,637   | \$415,133   | <b>\$462,494</b>   | \$47,361    |
| 261-Ice bridge construction           | \$82,194    | \$111,645   | \$117,521   | \$125,000   | <b>\$125,000</b>   | \$0         |
| 262-Rental - building and land        | \$75,500    | \$64,369    | \$52,720    | \$64,650    | <b>\$67,100</b>    | \$2,450     |
| 263-Rental - vehicle and equipment    | \$75,172    | \$69,945    | \$71,966    | \$104,530   | <b>\$66,253</b>    | (\$38,277)  |
| 266-Communications                    | \$143,471   | \$135,355   | \$100,009   | \$155,992   | <b>\$155,967</b>   | (\$25)      |

|                                      |                     |                     |                     |                     |                     |                    |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------------|
| 271-Licenses and permits             | \$6,050             | \$9,213             | \$863               | \$23,000            | \$15,300            | (\$7,700)          |
| 272-Damage claims                    | \$0                 | \$355               | \$5,788             | \$0                 | \$0                 | \$0                |
| 274-Insurance                        | \$574,759           | \$567,089           | \$531,578           | \$590,534           | \$701,778           | \$111,244          |
| 342-Assessor fees                    | \$221,328           | \$220,088           | \$100,478           | \$282,502           | \$247,820           | (\$34,682)         |
| 290-Election cost                    | \$0                 | \$16,197            | \$0                 | \$3,000             | \$3,000             | \$0                |
| 511-Goods and supplies               | \$898,911           | \$790,496           | \$967,940           | \$963,313           | \$1,265,373         | \$302,060          |
| 515-Lab Testing Water/Sewer          | \$41,816            | \$45,675            | \$36,429            | \$50,500            | \$52,000            | \$1,500            |
| 521-Fuel and oil                     | \$595,069           | \$760,392           | \$555,814           | \$645,700           | \$1,162,604         | \$516,904          |
| 530-Oil dust control                 | \$0                 | \$0                 | \$0                 | \$0                 | \$600,000           | \$600,000          |
| 531-Chemicals and salt               | \$436,241           | \$387,761           | \$218,751           | \$456,800           | \$428,800           | (\$28,000)         |
| 532-Calcium dust control             | \$480,559           | \$675,998           | \$937,089           | \$890,000           | \$290,000           | (\$600,000)        |
| 533-Grader blades                    | \$142,048           | \$149,989           | \$59,994            | \$143,000           | \$143,000           | \$0                |
| 534-Gravel (apply; supply and apply) | \$551,199           | \$4,354,767         | \$2,935,062         | \$3,578,583         | \$1,767,084         | (\$1,811,499)      |
| 535-Gravel reclamation cost:         | \$0                 | \$0                 | \$0                 | \$0                 | \$50,000            | \$50,000           |
| 543-Natural gas                      | \$111,262           | \$124,159           | \$125,317           | \$128,013           | \$202,061           | \$74,048           |
| 544-Electrical power                 | \$662,523           | \$664,479           | \$548,002           | \$717,093           | \$878,157           | \$161,064          |
| 550-Carbon Tax                       | \$71,966            | \$107,216           | \$107,595           | \$104,000           | \$166,400           | \$62,400           |
| 710-Grants to local governments      | \$1,793,917         | \$2,585,852         | \$2,250,000         | \$2,250,000         | \$2,250,000         | \$0                |
| 735-Grants to other organizations    | \$2,108,278         | \$1,965,625         | \$2,158,936         | \$2,329,147         | \$2,342,947         | \$13,800           |
| 763/764-Contributed to Reserves      | \$3,347,133         | \$7,748,602         | \$0                 | \$2,407,959         | \$3,697,272         | \$1,289,313        |
| 810-Interest and service charges     | \$24,827            | \$22,720            | \$17,371            | \$22,360            | \$22,360            | \$0                |
| 831-Interest - long term debt        | \$426,794           | \$388,712           | \$156,644           | \$366,662           | \$333,735           | (\$32,927)         |
| 832-Principle - Long term debt       | \$1,538,281         | \$1,361,746         | \$736,227           | \$1,356,458         | \$1,183,120         | (\$173,338)        |
| 921-Bad Debt                         | \$1,673,586         | \$578,265           | \$17,603            | \$1,500,000         | \$1,005,000         | (\$495,000)        |
| 994-Change in Inventory              | (\$30,712)          | (\$1,461)           | \$0                 | \$300,000           | (\$467,084)         | (\$767,084)        |
| One Time projects                    | \$6,011,414         | \$6,391,567         | \$858,236           | \$902,394           | \$0                 | (\$902,394)        |
|                                      |                     |                     |                     |                     |                     |                    |
| <b>TOTAL</b>                         | <b>\$36,203,428</b> | <b>\$44,534,792</b> | <b>\$23,236,158</b> | <b>\$35,762,049</b> | <b>\$34,766,438</b> | <b>(\$998,611)</b> |

**Exhibit 3: One-Time Projects 2023**

Historically the County has considered items during budget deliberations that have been identified as one-time projects. As Council was very budget conscious in 2022, minimal new one-time Projects were approved. Administration will be presenting the current one time projects that administration has identified as completed, is requesting be carried forward, or requiring additional funds.

There is only 1 one-time project for 2023 that administration is requesting of Council, and will be presented during this budget meeting.

While all the initiatives proposed by staff address legitimate County concerns, Council has the opportunity during and after budget deliberations to amend, defer, or delete, any or all of the proposed items.

**Exhibit 4: 2023 New/Amended Fees for Service Initiatives**

Departments demonstrated financial constraint by submitting a limited number of funding requests to maintain service levels, funding sources, or offer new programs which are included in the budget summaries presented above. The 2023 draft budget would be amended based on Council’s directive of these New Initiatives.

While all the initiatives proposed by staff address legitimate County concerns, Council has the opportunity during budget deliberations to amend, defer, or delete, any or all of the proposed items.

While the County must collect municipal taxes to fund essential services like fire, waste management, road maintenance, and water supply, Council continues to request administration review, and identify areas to reflect more of a user pay model.

Some service levels requested to review are noted below. Any approved new/amended fees for service initiatives have been incorporated into the 2023 operating budget.

The following Exhibit 4 summarizes these requests.

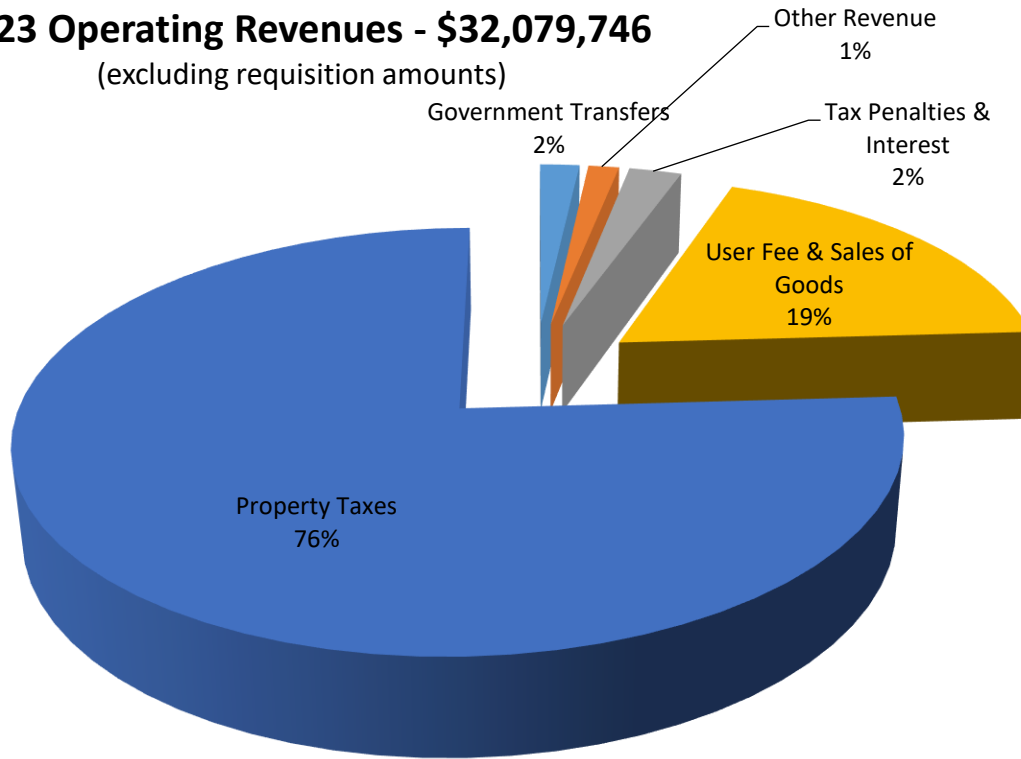
| Description   |
|---|
| User Pay Model – Dust Control, Snow plow services, Sidewalk Maintenance, Waste Management |
| Minimum Tax Rate - Farmland   |
| Any other amendments as identified by Council and administration                          |



Total Revenues

**2023 Operating Revenues - \$32,079,746**

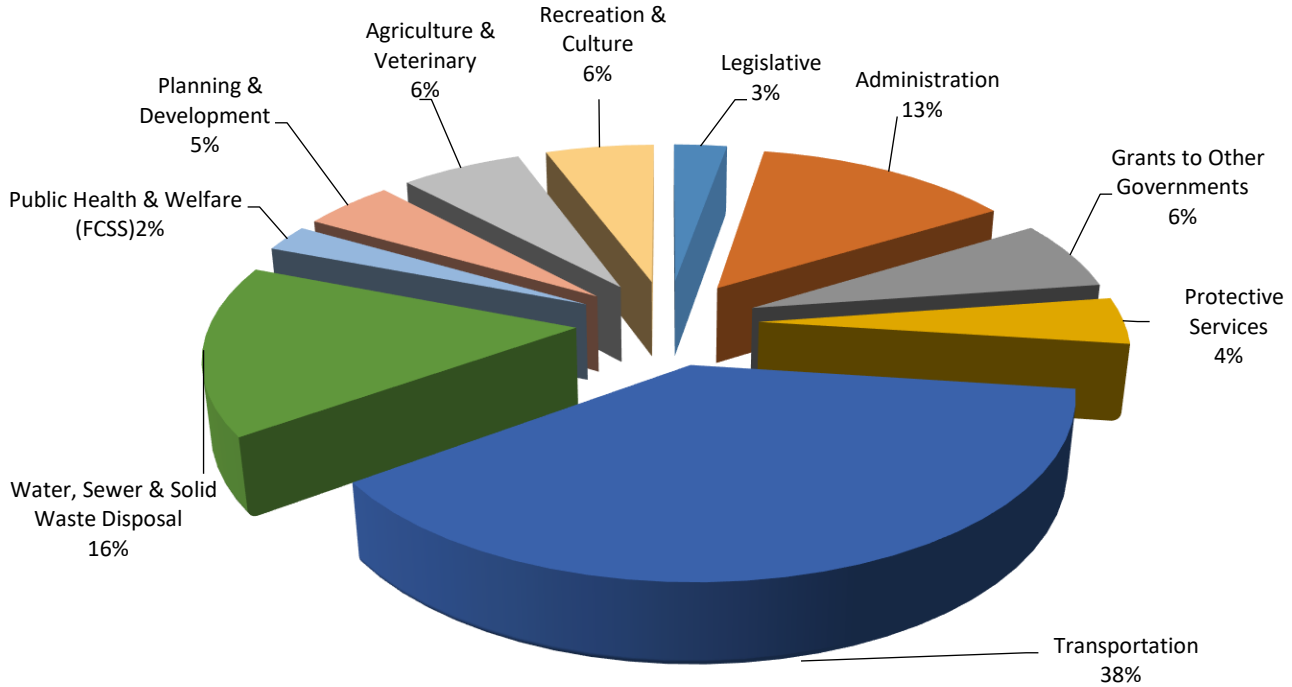
(excluding requisition amounts)



|                                   | 2020 Actual         | 2021 Actual         | 2022 YTD            | 2022                | 2023                |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|                                   | Total               | Total               | Total               | Budget              | Budget              |
| <b>Taxes</b>                      | \$23,617,379        | \$23,676,633        | \$24,308,064        | \$24,358,080        | \$24,352,434        |
| <b>Administration</b>             | \$8,595,500         | \$7,583,698         | \$759,751           | \$1,392,852         | \$889,620           |
| <b>Fire Services</b>              | \$2,297,716         | \$1,488,194         | \$27,719            | \$203,900           | \$126,000           |
| <b>Ambulance</b>                  | \$8,100             | \$35,100            | \$27,000            | \$40,500            | \$40,500            |
| <b>Enforcement Services</b>       | \$20,662            | \$3,751             | \$16,983            | \$23,827            | \$22,827            |
| <b>Public Works</b>               | \$273,793           | \$1,183,669         | \$499,257           | \$2,793,115         | \$593,698           |
| <b>Airports</b>                   | \$53,689            | \$178,266           | \$48,989            | \$94,750            | \$94,562            |
| <b>Water Distribution</b>         | \$3,376,546         | \$3,843,135         | \$2,925,480         | \$3,647,806         | \$3,482,763         |
| <b>Sewer Disposal</b>             | \$1,158,860         | \$1,175,788         | \$792,454           | \$1,158,407         | \$1,151,875         |
| <b>Waste Management</b>           | \$101,995           | \$243,679           | \$187,407           | \$297,000           | \$258,000           |
| <b>Non Profit Organizations</b>   | \$340,732           | \$303,794           | \$224,012           | \$327,344           | \$298,682           |
| <b>Planning &amp; Development</b> | \$456,606           | \$773,196           | \$262,818           | \$739,385           | \$385,000           |
| <b>Agriculture</b>                | \$161,123           | \$180,305           | \$179,149           | \$298,686           | \$169,785           |
| <b>Subdivisions</b>               | \$297,892           | \$394,699           | \$86,719            | \$235,000           | \$165,000           |
| <b>Recreation Boards</b>          | \$21,782            | \$7,797             | \$0                 | \$6,000             | \$0                 |
| <b>Parks &amp; Playgrounds</b>    | \$78,802            | \$123,847           | \$39,421            | \$125,400           | \$49,000            |
| <b>Library</b>                    | \$0                 | \$0                 | \$0                 | \$20,000            | \$0                 |
| <b>TOTAL REVENUES</b>             | <b>\$40,861,175</b> | <b>\$41,195,549</b> | <b>\$30,385,224</b> | <b>\$35,762,052</b> | <b>\$32,079,746</b> |

**Total Expenditures**

**2023 Operating Expenses - \$34,163,438**



|                                   | 2020 Actual               | 2021 Actual         | 2022 YTD            | 2022                | 2023                |
|-----------------------------------|---------------------------|---------------------|---------------------|---------------------|---------------------|
|                                   | Total                     | Total               | Total               | Budget              | Budget              |
| <b>Council</b>                    | \$709,258                 | \$705,978           | \$537,114           | \$853,682           | \$960,411           |
| <b>Administration</b>             | \$15,311,079              | \$16,985,229        | \$4,610,036         | \$7,684,950         | \$6,935,523         |
| <b>Fire Services</b>              | \$589,934                 | \$354,007           | \$315,782           | \$652,891           | \$645,532           |
| <b>Ambulance</b>                  | \$5,621                   | \$7,201             | \$6,329             | \$10,434            | \$11,599            |
| <b>Enforcement Services</b>       | \$207,348                 | \$630,273           | \$128,269           | \$598,989           | \$844,226           |
| <b>Public Works</b>               | \$8,582,239               | \$14,728,752        | \$10,246,754        | \$13,626,540        | \$12,976,307        |
| <b>Airports</b>                   | \$264,857                 | \$154,058           | \$119,644           | \$292,396           | \$260,729           |
| <b>Water Distribution</b>         | \$2,925,966               | \$2,969,149         | \$1,613,690         | \$3,647,806         | \$3,482,763         |
| <b>Sewer Disposal</b>             | \$1,115,780               | \$1,133,234         | \$477,090           | \$1,158,407         | \$1,151,875         |
| <b>Waste Management</b>           | \$816,253                 | \$693,500           | \$467,221           | \$810,103           | \$831,954           |
| <b>Non Profit Organizations</b>   | \$791,618                 | \$739,751           | \$762,577           | \$865,509           | \$864,846           |
| <b>Planning &amp; Development</b> | \$1,393,425               | \$1,306,486         | \$840,368           | \$1,526,697         | \$1,173,681         |
| <b>Agriculture</b>                | \$1,298,304               | \$1,854,198         | \$1,112,532         | \$1,506,965         | \$2,199,747         |
| <b>Subdivisions</b>               | \$286,179                 | \$437,944           | \$267,894           | \$478,677           | \$460,152           |
| <b>Recreation Boards</b>          | \$1,170,855               | \$1,114,086         | \$1,134,447         | \$1,234,795         | \$1,224,968         |
| <b>Parks &amp; Playgrounds</b>    | \$423,711                 | \$404,247           | \$249,610           | \$497,957           | \$447,890           |
| <b>Tourism</b>                    | \$21,661                  | \$1,645             | \$19,648            | \$28,500            | \$28,500            |
| <b>Library</b>                    | \$260,779                 | \$239,628           | \$258,158           | \$286,751           | \$265,735           |
| <b>TOTAL EXPENDITURES</b>         | <b>\$36,174,867</b>       | <b>\$44,459,366</b> | <b>\$23,167,165</b> | <b>\$35,762,050</b> | <b>\$34,766,438</b> |
|                                   | Disaster Recovery Program |                     |                     |                     |                     |

| Revenues                                  | 2020 Actual         | 2021 Actual         | 2022 YTD            | 2022                | 2023                 | \$ Variance          |
|---|---------------------|---------------------|---------------------|---------------------|----------------------|----------------------|
|   | Total               | Total               | Total               | Budget              | Budget               | 2022/23              |
| Taxes                                     | \$23,617,379        | \$23,676,633        | \$24,308,064        | \$24,358,080        | \$24,352,434         | (\$5,646)            |
| User Fees/Sales /Rentals                  | \$981,548           | \$1,103,028         | \$726,152           | \$1,179,847         | \$1,078,503          | (\$151,344)          |
| Water/Sewer Rates                         | \$4,258,660         | \$4,516,437         | \$3,454,250         | \$4,467,283         | \$4,533,638          | \$66,355             |
| Penalties- Overdue Accounts               | \$1,098,665         | \$746,494           | \$223,171           | \$721,000           | \$325,000            | (\$396,000)          |
| Permit & Fees                             | \$461,114           | \$571,685           | \$290,580           | \$438,000           | \$441,000            | \$3,000              |
| Interest Earnings                         | \$373,405           | \$237,432           | \$392,560           | \$325,000           | \$425,000            | \$100,000            |
| Grants                                    | \$9,290,798         | \$8,014,096         | \$567,727           | \$720,919           | \$564,671            | (\$113,502)          |
| Other Revenue                             | \$492,641           | \$979,134           | \$422,720           | \$542,112           | \$309,500            | (\$232,612)          |
| Reserve Draws                             | \$286,967           | \$1,350,610         | \$0                 | \$3,009,811         | \$50,000             | (\$2,981,411)        |
| 2020 CF One Time Projects - Reserve Draws |                     |                     |                     |                     |                      |                      |
| <b>Total Revenues</b>                     | <b>\$40,861,177</b> | <b>\$41,195,549</b> | <b>\$30,385,224</b> | <b>\$35,762,052</b> | <b>\$32,079,746</b>  | <b>(\$3,711,160)</b> |
| <b>Expenditures</b>                       |                     |                     |                     |                     |                      |                      |
|   | 2020 Actual         | 2021 Actual         | 2022 YTD            | 2022                | 2023                 | \$ Variance          |
|   | Total               | Total               | Total               | Budget              | Budget               | 2022/23              |
| Salaries and Benefits                     | \$8,711,261         | \$8,612,947         | \$6,206,593         | \$8,862,284         | \$9,069,237          | \$206,953            |
| Materials and Supplies                    | \$3,230,399         | \$7,096,033         | \$5,611,860         | \$7,403,802         | \$5,194,550          | (\$2,209,252)        |
| Contracted Services                       | \$5,746,142         | \$6,004,502         | \$3,803,642         | \$6,647,757         | \$7,089,065          | \$438,308            |
| Utilities                                 | \$1,560,684         | \$1,778,220         | \$1,419,044         | \$1,713,226         | \$2,529,152          | \$815,926            |
| Debt/Capital Financing                    | \$7,010,621         | \$10,100,045        | \$927,846           | \$5,653,439         | \$6,291,487          | \$638,048            |
| Grants                                    | \$3,902,195         | \$4,551,477         | \$4,408,936         | \$4,579,147         | \$4,592,947          | \$13,800             |
| One Time Projects                         | \$6,011,414         | \$6,391,567         | \$858,236           | \$902,394           | \$0                  | (\$902,394)          |
| Amortization                              | \$10,146,270        | \$10,250,146        | \$0                 | \$10,250,393        | \$0                  | (\$10,250,393)       |
| <b>Total Expenditures</b>                 | <b>\$36,172,716</b> | <b>\$44,534,792</b> | <b>\$23,236,158</b> | <b>\$35,762,049</b> | <b>\$34,766,438</b>  | <b>(\$998,611)</b>   |
| <b>Estimated 2023 Shortfall</b>           |                     |                     |                     |                     | <b>(\$2,686,692)</b> | <b>(\$2,712,549)</b> |





**Mackenzie County**  
**2023 Budget**  
**Contributions to Reserves as per Policy**

| <b>Reserves</b>                        | <b>2023 Operating Budget</b> | <b>Minimal contribution</b> | <b>Reserve Policy #</b> |
|--|------------------------------|-----------------------------|-------------------------|
| Roads                                  | 500,000                      | 500,000                     | Reserve Policy #4       |
| Vehicle & Equipment/Emergency Services | 250,000                      | 250,000                     | Reserve Policy #6       |
| Recreation and Parks                   | 50,000                       | 50,000                      | Reserve Policy #8       |
| Surface Water Management               | 500,000                      | 500,000                     | Reserve Policy #9       |
| Gravel Crushing                        | 500,000                      | 500,000                     | Reserve Policy #14      |
| Street Light Replacement               | 253,750                      | 253,750                     | Reserve Policy #19      |
| Grants to Other Organizations          | 20,000                       | 20,000                      | Reserve Policy #20      |
| Bridge Reserve                         | 200,000                      | 200,000                     | Reserve Policy #21      |
| Recreation Reserve - LC                | 20,000                       | 20,000                      | Reserve Policy #23      |
| Recreation Reserve - FV                | 20,000                       | 20,000                      | Reserve Policy #22      |
| Recreation Reserve - ZA                | 20,000                       | 20,000                      | Reserve Policy #24      |
| <b>Total</b>                           | <b>2,333,750</b>             | <b>2,333,750</b>            |                         |

|   |                  |                  |                    |
|---|------------------|------------------|--------------------|
| <b>Contributions to Reserves as per Revenues/Policies</b> |                  |                  |                    |
| Municipal Reserve   | 80,000           | 80,000           | Reserve Policy #10 |
| Gravel Reclamation Reserve                                | -                | 50,000           | Reserve Policy #5  |
| Off Site Levy Reserve                                     | 55,000           | 55,000           | Reserve Policy #3  |
| Water/Sewer (2023 Operating)                              | 1,228,522        | 1,228,522        | Reserve Policy #13 |
| <b>Total</b>  | <b>1,363,522</b> | <b>1,413,522</b> |                    |

**TOTAL CONTRIBUTIONS TO RESERVES  
 IN THE 2023 BUDGET**

**3,697,272**

**3,747,272**

**Draws from Reserves**

|                            |        |
|----------------------------|--------|
| Gravel Reclamation Reserve | 50,000 |
|----------------------------|--------|

**TOTAL DRAWS FROM RESERVES  
 IN THE 2023 OPERATING BUDGET**

**50,000**

**3,647,272**





**Mackenzie County**

# REQUEST FOR DECISION

|                      |   |
|----------------------|---|
| <b>Meeting:</b>      | <b>Budget Council Meeting</b>                         |
| <b>Meeting Date:</b> | <b>October 26, 2022</b>                               |
| <b>Presented By:</b> | <b>Jennifer Batt, Director of Finance</b>             |
| <b>Title:</b>        | <b>Review 2022 One Time Projects – Carry Forwards</b> |

**BACKGROUND / PROPOSAL:**

Attached is the 2022 One Time projects that administration is recommending be completed, or carried forward.

The 2022 One Time projects are not currently incorporated into the 2023 Draft Operating Budget, and will be incorporated into the Draft 2023 Operating Budget once approved by Council.

All One Time projects are funded by various reserves, and would have no negative impact on the budget, however 2 One Time projects requested to be carried forward require additional funding to complete these projects:

- Airport Master Plan (CF 2016) – additional \$15,000
- Municipal Development Plan – additional \$10,000
- LC - Atlas Landing Dispositions (2022) – additional \$20,000

If approved, the additional request could be funded through 2023 tax levy, or from reserve.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

2023 tax levy, or General Operating Reserve

Author: J. Batt Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION/PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That administration incorporate the 2022 One Time Carry Forward projects in the Draft 2023 Operating budget as discussed.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**MACKENZIE COUNTY**

**ONE TIME Projects 2022 INCLUDING CARRY FORWARDS**

| Project Description                                       | TOTAL PROJECT BUDGET | 2022 BUDGET    | TOTAL COSTS    | 2022 COSTS     | 2022 REMAINING BUDGET | External Funding |           |                |                           | Internal Funding |                                     |         | CARRY FORWARD Y/N | ADDITIONAL FUNDS    |  |
|---|----------------------|----------------|----------------|----------------|-----------------------|------------------|-----------|----------------|---------------------------|------------------|-------------------------------------|---------|-------------------|---------------------|--|
|   |                      |                |                |                |                       | CCBF Grant       | MSI Grant | Other Grant    | Other Sources (non-grant) | Municipal levy   | Restricted Surplus (previous years) | RS-type |                   |                     |  |
| <b>(12) - Administration Department</b>                   |                      |                |                |                |                       |                  |           |                |                           |                  |                                     |         |                   |                     |  |
| FV - Asset Management (2021)                              | 125,000              | 125,000        | 1,752          | 1,752          | 123,248               |                  |           | 50,000         |                           |                  | 75,000                              | GOR     | Y                 |                     |  |
| <b>Total department 12</b>                                | <b>125,000</b>       | <b>125,000</b> | <b>1,752</b>   | <b>1,752</b>   | <b>123,248</b>        | -                | -         | <b>50,000</b>  | -                         | -                | <b>75,000</b>                       | -       |                   |                     |  |
| <b>(23) - Fire Department</b>                             |                      |                |                |                |                       |                  |           |                |                           |                  |                                     |         |                   |                     |  |
| FV - Fire Dept Training Props (2018)                      | 30,000               | 30,000         | -              | -              | 30,000                |                  |           |                | 15,000                    |                  | 15,000                              | GOR     | Y                 |                     |  |
| <b>Total department 23</b>                                | <b>30,000</b>        | <b>30,000</b>  | -              | -              | <b>30,000</b>         | -                | -         | -              | <b>15,000</b>             | -                | <b>15,000</b>                       | -       |                   |                     |  |
| <b>(32) - Public Works</b>                                |                      |                |                |                |                       |                  |           |                |                           |                  |                                     |         |                   |                     |  |
| FV - Repair Shop Operations Fence                         | 6,600                | 6,600          | -              | -              | 6,600                 |                  |           |                |                           |                  | 6,600                               | GOR     | N                 |                     |  |
| <b>Total department 32</b>                                | <b>6,600</b>         | <b>6,600</b>   | -              | -              | <b>6,600</b>          | -                | -         | -              | -                         | -                | <b>6,600</b>                        | -       |                   |                     |  |
| <b>(33) - Airport</b>                                     |                      |                |                |                |                       |                  |           |                |                           |                  |                                     |         |                   |                     |  |
| Airport Master Plan (CF 2016)                             | 75,000               | 32,707         | 42,293         | -              | 32,707                |                  |           |                |                           |                  | 32,708                              | GOR     | Y                 | \$ 15,000           |  |
| <b>Total department 33</b>                                | <b>75,000</b>        | <b>32,707</b>  | <b>42,293</b>  | -              | <b>32,707</b>         | -                | -         | -              | -                         | -                | <b>32,708</b>                       | -       |                   |                     |  |
| <b>(41) - Water</b>                                       |                      |                |                |                |                       |                  |           |                |                           |                  |                                     |         |                   |                     |  |
| LC - La Crete Future Water Supply Concept (2018)          | 200,000              | 190,910        | 9,090          | -              | 190,910               |                  |           |                |                           |                  | 190,910                             | GOR     | Y                 |                     |  |
| Water Diversion License Review                            | 55,000               | 29,170         | 32,100         | 6,270          | 22,900                |                  |           |                |                           |                  | 29,170                              | GOR     | Y                 |                     |  |
| <b>Total department 41</b>                                | <b>255,000</b>       | <b>220,080</b> | <b>41,190</b>  | <b>6,270</b>   | <b>213,810</b>        | -                | -         | -              | -                         | -                | <b>220,080</b>                      | -       |                   |                     |  |
| <b>(61) - Planning &amp; Development Department</b>       |                      |                |                |                |                       |                  |           |                |                           |                  |                                     |         |                   |                     |  |
| Municipal Development Plan                                | 305,000              | 36,384         | 295,280        | 26,664         | 9,720                 |                  |           |                |                           |                  | 36,385                              | GOR     | Y                 | \$ 10,000           |  |
| LC - Atlas Landing Dispositions (2022)                    | 25,000               | 25,000         | 23,310         | 23,310         | 1,690                 |                  |           |                |                           |                  | 25,000                              | GOR     | Y                 | \$ 20,000           |  |
| LC - Storm Water Plan (2022)                              | 151,000              | 151,000        | -              | -              | 151,000               |                  |           |                |                           |                  | 151,000                             | MR      | Y                 |                     |  |
| La Crete Area Structure Plan (2022)                       | 150,000              | 150,000        | -              | -              | 150,000               |                  |           |                |                           |                  | 150,000                             | MR      | Y                 |                     |  |
| <b>Total department 61</b>                                | <b>631,000</b>       | <b>362,384</b> | <b>318,590</b> | <b>49,974</b>  | <b>312,410</b>        | -                | -         | -              | -                         | -                | <b>362,385</b>                      | -       |                   |                     |  |
| <b>(63) - Agricultural Services Department</b>            |                      |                |                |                |                       |                  |           |                |                           |                  |                                     |         |                   |                     |  |
| Irrigation District Feasibility Study                     | 30,000               | 30,000         | -              | -              | 30,000                |                  |           |                |                           |                  | 30,000                              | GOR     | N                 |                     |  |
| FV - 2022 Agricultural Fair & Tradeshow (2022)            | 51,221               | 51,221         | 30,856         | 30,856         | 20,365                |                  |           |                | 38,566                    |                  | 12,655                              | GOR     | N                 |                     |  |
| <b>Total department 63</b>                                | <b>81,221</b>        | <b>81,221</b>  | <b>30,856</b>  | <b>30,856</b>  | <b>50,365</b>         | -                | -         | -              | <b>38,566</b>             | -                | <b>42,655</b>                       | -       |                   |                     |  |
| <b>(72) - Parks</b>                                       |                      |                |                |                |                       |                  |           |                |                           |                  |                                     |         |                   |                     |  |
| LC Walking Trail  | 6,000                | 6,000          | -              | -              | 6,000                 |                  |           |                |                           |                  | 6,000                               | GOR     | Y                 |                     |  |
| La Crete Walking Trail LOC                                | 15,400               | 15,400         | 15,386         | 15,386         | 14                    |                  |           |                |                           |                  | 15,400                              | GOR     | N                 |                     |  |
| Wadlin lake Phase 2 Campground Expansion Development Plan | 3,000                | 3,000          | -              | -              | 3,000                 |                  |           |                |                           |                  | 3,000                               | GOR     | N                 |                     |  |
| <b>Total department 72</b>                                | <b>24,400</b>        | <b>24,400</b>  | <b>15,386</b>  | <b>15,386</b>  | <b>9,014</b>          | -                | -         | -              | -                         | -                | <b>24,400</b>                       | -       |                   |                     |  |
| <b>(74) - Library</b>                                     |                      |                |                |                |                       |                  |           |                |                           |                  |                                     |         |                   |                     |  |
| LC Library - Building Extension Engineering (2022)        | 20,000               | 20,000         | -              | -              | 20,000                |                  |           |                |                           |                  | 20,000                              | GCR     | Y                 |                     |  |
| <b>Total department 63</b>                                | <b>20,000</b>        | <b>20,000</b>  | -              | -              | <b>20,000</b>         | -                | -         | -              | -                         | -                | <b>20,000</b>                       | -       |                   |                     |  |
| <b>TOTAL 2022 ONE TIME Projects</b>                       | <b>1,248,221</b>     | <b>902,392</b> | <b>450,067</b> | <b>104,238</b> | <b>798,154</b>        | -                | -         | <b>50,000</b>  | <b>53,566</b>             | -                | <b>798,828</b>                      | -       |                   | <b>\$ 45,000.00</b> |  |
| <b>2022 Contingent on Grant Funding</b>                   |                      |                |                |                |                       |                  |           |                |                           |                  |                                     |         |                   |                     |  |
| Bridge Maintenance (7 bridges) (2021)                     | 250,000              |                |                |                |                       |                  |           | 250,000        |                           |                  |                                     |         | Contingent        |                     |  |
| <b>2022 Contingent on Grant Funding- Total</b>            | <b>250,000</b>       | -              | -              | -              | -                     | -                | -         | <b>250,000</b> | -                         | -                | -                                   | -       |                   |                     |  |

Funding Sources for the 2022 Approved Non TCA projects is as follows:

|                           |           |                |
|---------------------------|-----------|----------------|
| Other Grants/Sources      | \$        | 103,566        |
| Municipal Reserve         | \$        | 301,000        |
| General Operating Reserve | \$        | 477,828        |
| General Capital Reserve   | \$        | 20,000         |
| <b>Total</b>              | <b>\$</b> | <b>902,394</b> |





**Mackenzie County**

# REQUEST FOR DECISION

|                      |   |
|----------------------|---|
| <b>Meeting:</b>      | <b>Budget Council Meeting</b>             |
| <b>Meeting Date:</b> | <b>October 26, 2022</b>                   |
| <b>Presented By:</b> | <b>Jennifer Batt, Director of Finance</b> |
| <b>Title:</b>        | <b>Review 2023 One Time Projects</b>      |

## **BACKGROUND / PROPOSAL:**

Attached is the 2023 Requested One Time Project that administration is recommending for review by Council to be incorporated into the 2023 Budget. This project, if approved would be funded by the 2023 Tax Levy.

## **OPTIONS & BENEFITS:**

N/A

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

2022 Tax Levy

## **SUSTAINABILITY PLAN:**

N/A

## **COMMUNICATION/PUBLIC PARTICIPATION:**

N/A

Author: J. Batt Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That administration incorporate the 2023 One Time project in the Draft 2023 Operating budget.



# Form B - Capital Budget Template: Non-Growth Related Projects

MACKENZIE COUNTY  
ONE TIME PROJECT JUSTIFICATION SHEET  
2023 TO 2032 CAPITAL FORECAST

NEW PROJECT

CARRY OVER PROJECT

**PROJECT** Fire-proof safe

|                   |                |                  |       |                                   |           |
|-------------------|----------------|------------------|-------|-----------------------------------|-----------|
| <b>DEPARTMENT</b> | Administration | <b>PROJECT #</b> | 12-54 | <b>CHANGE OF LEVEL OF SERVICE</b> | No change |
| <b>LOCATION</b>   |                | <b>PRIORITY</b>  | High  | <b>NEW OR REPLACEMENT ASSET</b>   | New asset |
|                   |                |                  | #     | <b>EXPECTED LIFE OF ASSET</b>     | 25 years  |

|                         |   |
|-------------------------|---|
| <b>DESCRIPTION</b>      | Fireproof safe for ORIGINAL minutes (all departments), bylaws, and policies.  |
| <b>NEED FOR PROJECT</b> | Currently we have 2 fire proof safes, and require an additional safe to ensure that the all Original records are secure in the event of a fire. |
| <b>ADDITIONAL INFO</b>  | It would be good practice to budget for another safe every 7 years  |

| ANNUAL IMPACT ON CURRENT OPERATING BUDGET FOR MAINTENANCE AND OPERATIONS |              |          | PRIORITY CRITERIA         |                          |                                 |                                     |
|--|--------------|----------|---------------------------|--------------------------|---------------------------------|-------------------------------------|
|  | 1st Year     | 2nd Year |                           |                          |                                 |                                     |
| LABOUR   | -            | -        | MANDATED BY LAW           | <input type="checkbox"/> | SOCIAL BENEFIT / COMMUNITY NEED | <input type="checkbox"/>            |
| PURCHASED MATERIALS  | 4,800        | -        | PREVIOUSLY COMMITTED      | <input type="checkbox"/> | HIGH EXTERNAL FUNDING           | <input type="checkbox"/>            |
| PURCHASED SERVICES   | -            | -        | HEALTH & SAFETY           | <input type="checkbox"/> | GROWTH RELATED                  | <input checked="" type="checkbox"/> |
| TRSF TO RES / RES FUND   | -            | -        | FUTURE STRATEGIC PLANNING | <input type="checkbox"/> | ENVIRONMENTAL ISSUES            | <input type="checkbox"/>            |
| OTHER  | -            | -        |                           |                          |                                 |                                     |
| <b>TOTAL OPERATING COST</b>  | <u>4,800</u> | <u>-</u> |                           |                          |                                 |                                     |
| <b>FINANCING COST</b>  | <u>4,800</u> | <u>-</u> |                           |                          |                                 |                                     |
| <b>TOTAL COST</b>  | <u>9,600</u> | <u>-</u> |                           |                          |                                 |                                     |
| <b>REVENUE</b>   | <u>-</u>     | <u>-</u> |                           |                          |                                 |                                     |
| <b>NET COST</b>  | <u>9,600</u> | <u>-</u> |                           |                          |                                 |                                     |

| ESTIMATED CAPITAL COST     | Previous Years | 2023         | 2024     | 2025     | 2026     | 2027     | 2028     | 2029     | 2030         | 2031     | 2032     | Total        |
|----------------------------|----------------|--------------|----------|----------|----------|----------|----------|----------|--------------|----------|----------|--------------|
| Predevelopment Costs       | -              | -            | -        | -        | -        | -        | -        | -        | -            | -        | -        | -            |
| Architect/Engineering Fees | -              | -            | -        | -        | -        | -        | -        | -        | -            | -        | -        | -            |
| Construction               | -              | -            | -        | -        | -        | -        | -        | -        | -            | -        | -        | -            |
| Equipment/Furniture        | -              | 4,800        | -        | -        | -        | -        | -        | -        | 5,000        | -        | -        | 9,800        |
| Land                       | -              | -            | -        | -        | -        | -        | -        | -        | -            | -        | -        | -            |
| Contingency/Miscellaneous  | -              | -            | -        | -        | -        | -        | -        | -        | -            | -        | -        | -            |
|                            |                | <u>4,800</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>5,000</u> | <u>-</u> | <u>-</u> | <u>9,800</u> |
| PROPOSED FINANCING         | Previous Years | 2023         | 2024     | 2025     | 2026     | 2027     | 2028     | 2029     | 2030         | 2031     | 2032     | Total        |
| Off-Site Levies            | -              | -            | -        | -        | -        | -        | -        | -        | -            | -        | -        | -            |
| Reserves                   | -              | -            | -        | -        | -        | -        | -        | -        | -            | -        | -        | -            |
| Grants                     | -              | -            | -        | -        | -        | -        | -        | -        | -            | -        | -        | -            |
| Tax Levy                   | -              | -            | -        | -        | -        | -        | -        | -        | -            | -        | -        | -            |
| Debt                       | -              | -            | -        | -        | -        | -        | -        | -        | -            | -        | -        | -            |
| Other                      | -              | -            | -        | -        | -        | -        | -        | -        | -            | -        | -        | -            |
|                            |                | <u>-</u>     | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u>     | <u>-</u> | <u>-</u> | <u>-</u>     |

## 2023 One Time Budget Request – Administration

### FireKing 72" H Fire-Rated 4-Shelf Storage Cabinet - Parchment

Item#: FIRCFT7236D    Manufacturer/Brand: FireKing

☆☆☆☆☆ (0 reviews)



Order Total  
**\$5,011.43**

**Checkout**

#### Order Summary

You have achieved maximum savings with this order.

[Read More](#)

|                |            |
|----------------|------------|
| Product total  | \$4,752.79 |
| Fee total      | \$20.00    |
| Area surcharge | \$20.00    |
| Taxes total    | \$238.64   |
| GST            | \$238.64   |



**Mackenzie County**

# REQUEST FOR DECISION

|                      |   |
|----------------------|---|
| <b>Meeting:</b>      | <b>Budget Council Meeting</b>                       |
| <b>Meeting Date:</b> | <b>October 26, 2022</b>                             |
| <b>Presented By:</b> | <b>James Thackray, Chief Administrative Officer</b> |
| <b>Title:</b>        | <b>Organization Chart Review</b>                    |

**BACKGROUND / PROPOSAL:**

As part of the 2023 budget development, Council reviews the Organization Chart for review of levels of service, and any amendments recommended by administration.

All positions approved in the September 13, 2022 Organizational Chart are included in the 2023 Draft Operating Budget. Any amendments presented would be incorporated in to the budget once approved.

Over the past several months, it has been identified that the records management system is several years behind in scanning, and ensuring documentation is available on DocuShare. With the transition to DocuShare a couple years ago, there was information on in hardcopy that required scanning, along with and documents that administration may have stored within their offices. This backlog, along with the additional documentation being received, as well as the yearly information has caused not all documentation to be most current on DocuShare. To assist in ensuring that the information is processed, administration is requesting that a one year Temporary Records Clerk be incorporated into the 2023 Draft Operating Budget.

Administration is continuing to review required service deliveries which may impact the organizational chart. Administration will present any recommendations to Council at a future meeting.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

Temporary Salary & Benefits Range - \$62,640 - \$81,348

Author: J. Batt Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

*\*Temp employees do not include STD, LTD, LAPP, Sick Leave, Special Leave, and Vac is auto paid out at 6%.*

*Benefits available to employee Medical, Dental, Life, Dependent Life, ADD*

To be funded by the 2023 tax levy

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION/PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the September 13, 2022 Organizational Chart be amended as discussed.

**OR**

Simple Majority       Requires 2/3       Requires Unanimous

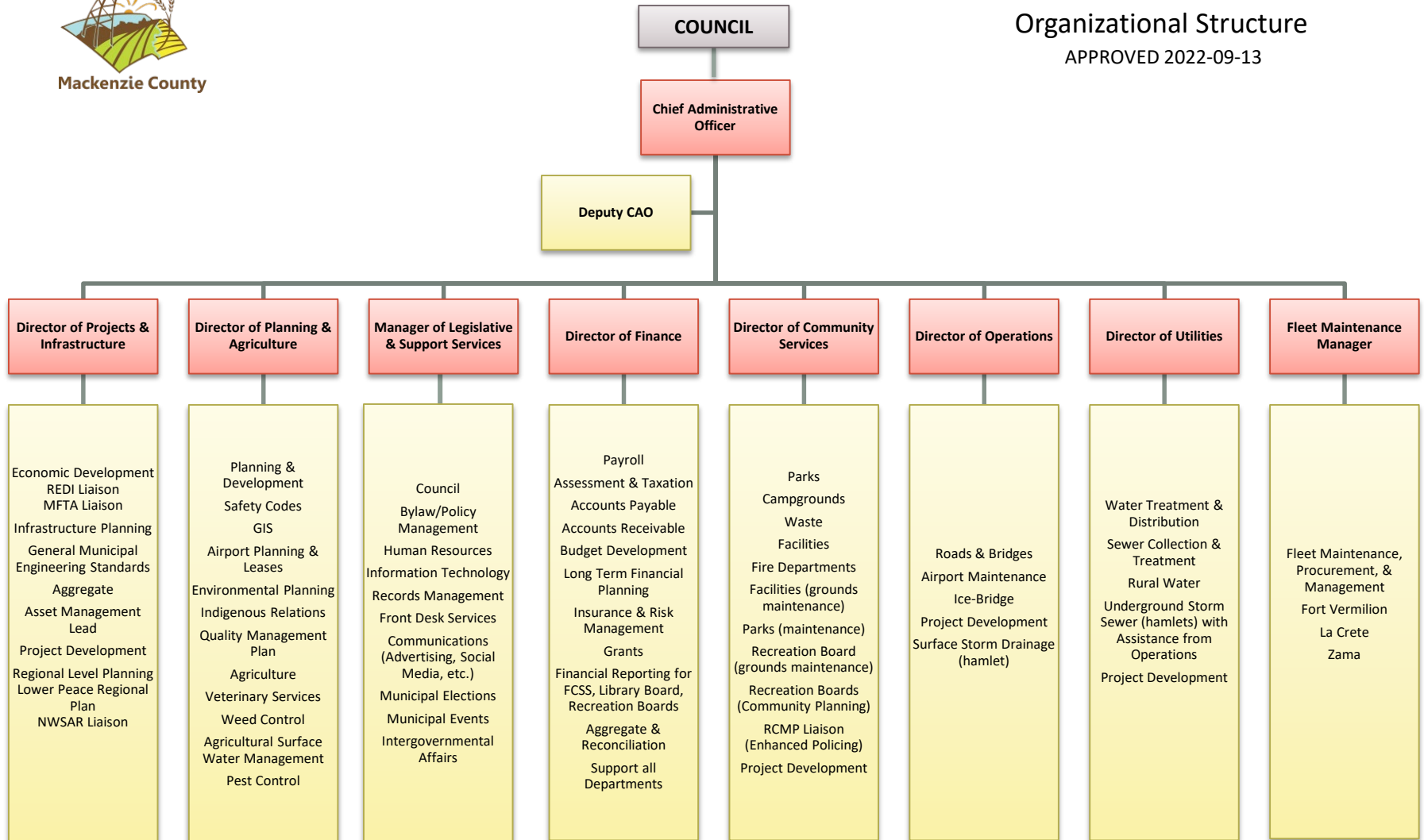
That the September 13, 2022 Organizational Chart be received for information

Author: J. Batt      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



# Organizational Structure

APPROVED 2022-09-13



Out of Scope/Contract Staff

Function

# Legislative & Support Services

Manager of Legislative & Support Services

Administrative Assistant  
(1)  
*(and front desk back-up)*

Front Desk Customer Service

Communications Coordinator (1)

Information Technologist (1)

Human Resources Coordinator (1)

Custodians  
(2 @ 0.4 FTE)

Fort Vermilion (1)

Assistant Information Technologist (1)

Records Management Clerk (1)

La Crete (1)

Summer Staff (1)

Out of Scope/Contract Staff

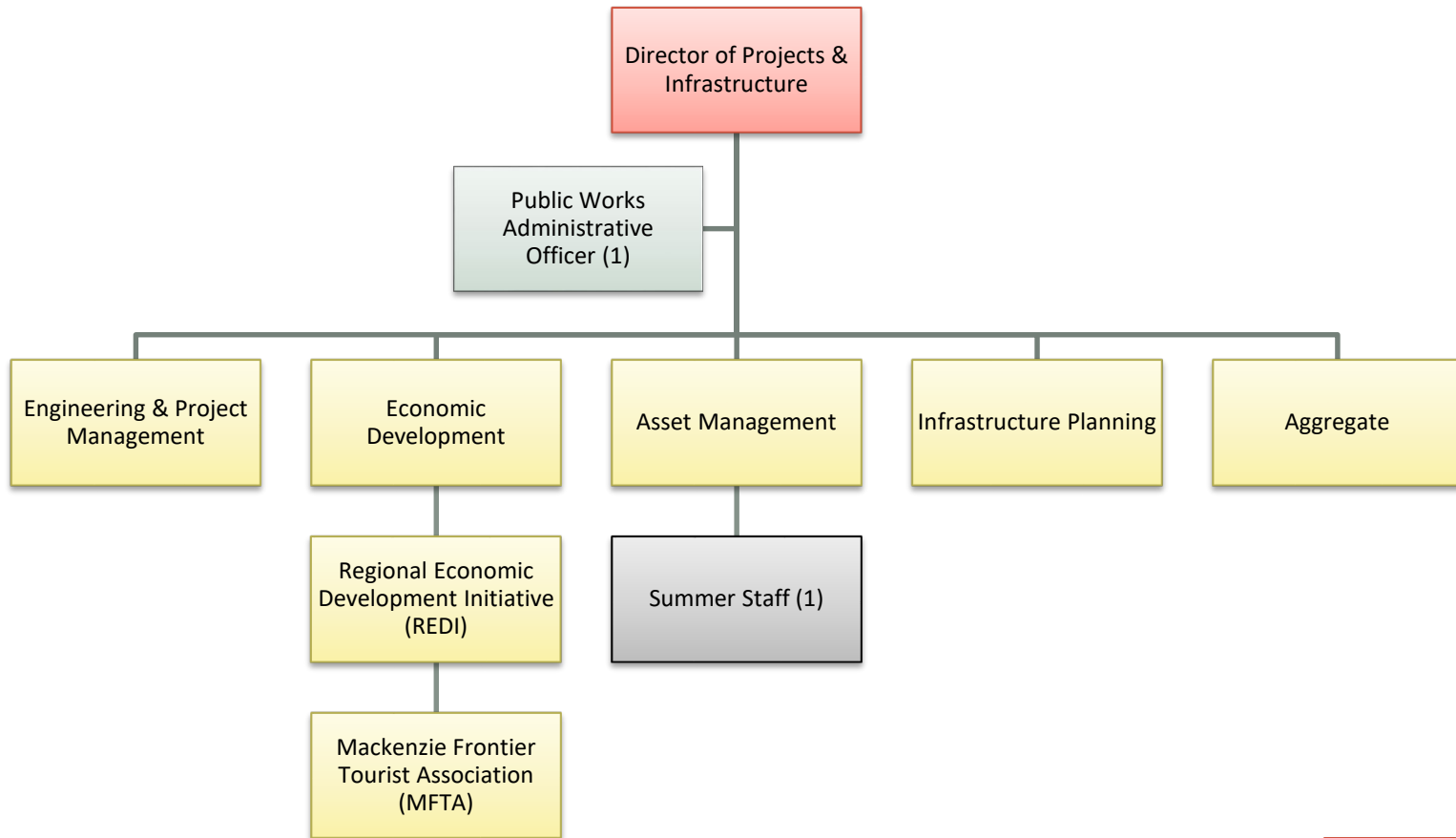
Union Positions

Function

Summer/Seasonal



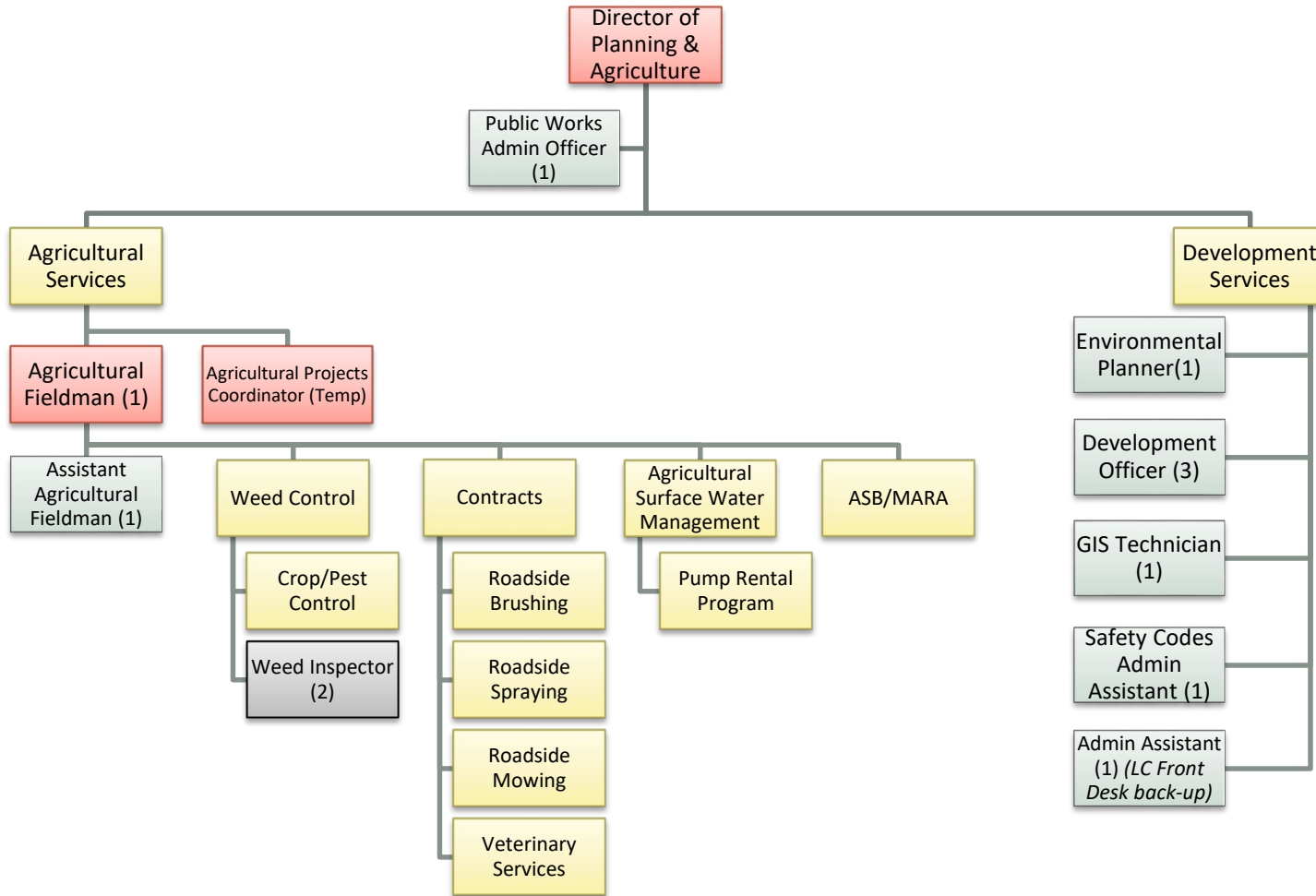
# Projects & Infrastructure Services



|                             |
|-----------------------------|
| Out of Scope/Contract Staff |
| Union Positions             |
| Function                    |
| Summer/Seasonal             |



# Planning & Agricultural Services

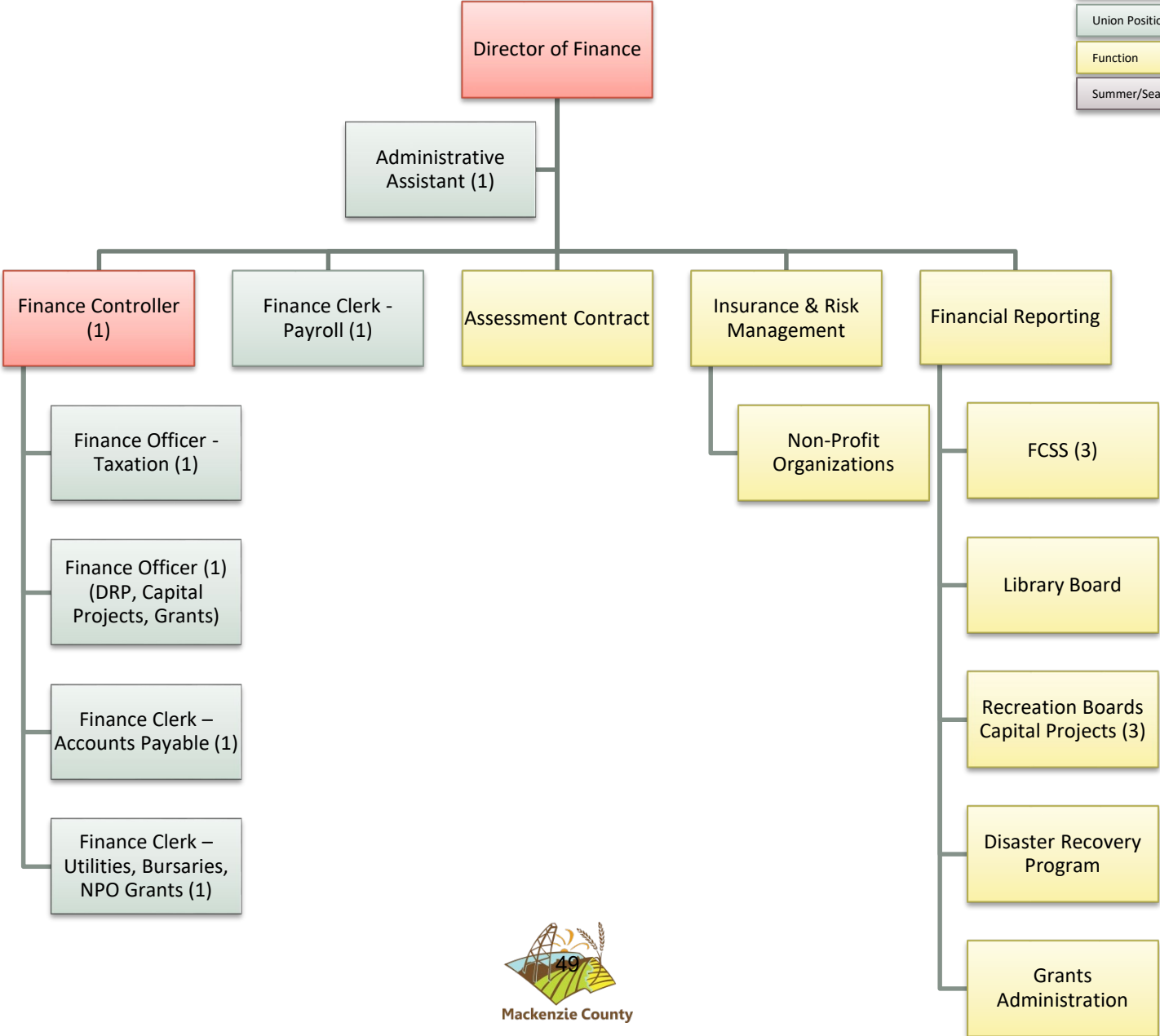


|                             |
|-----------------------------|
| Out of Scope/Contract Staff |
| Union Positions             |
| Function                    |
| Summer/Seasonal             |

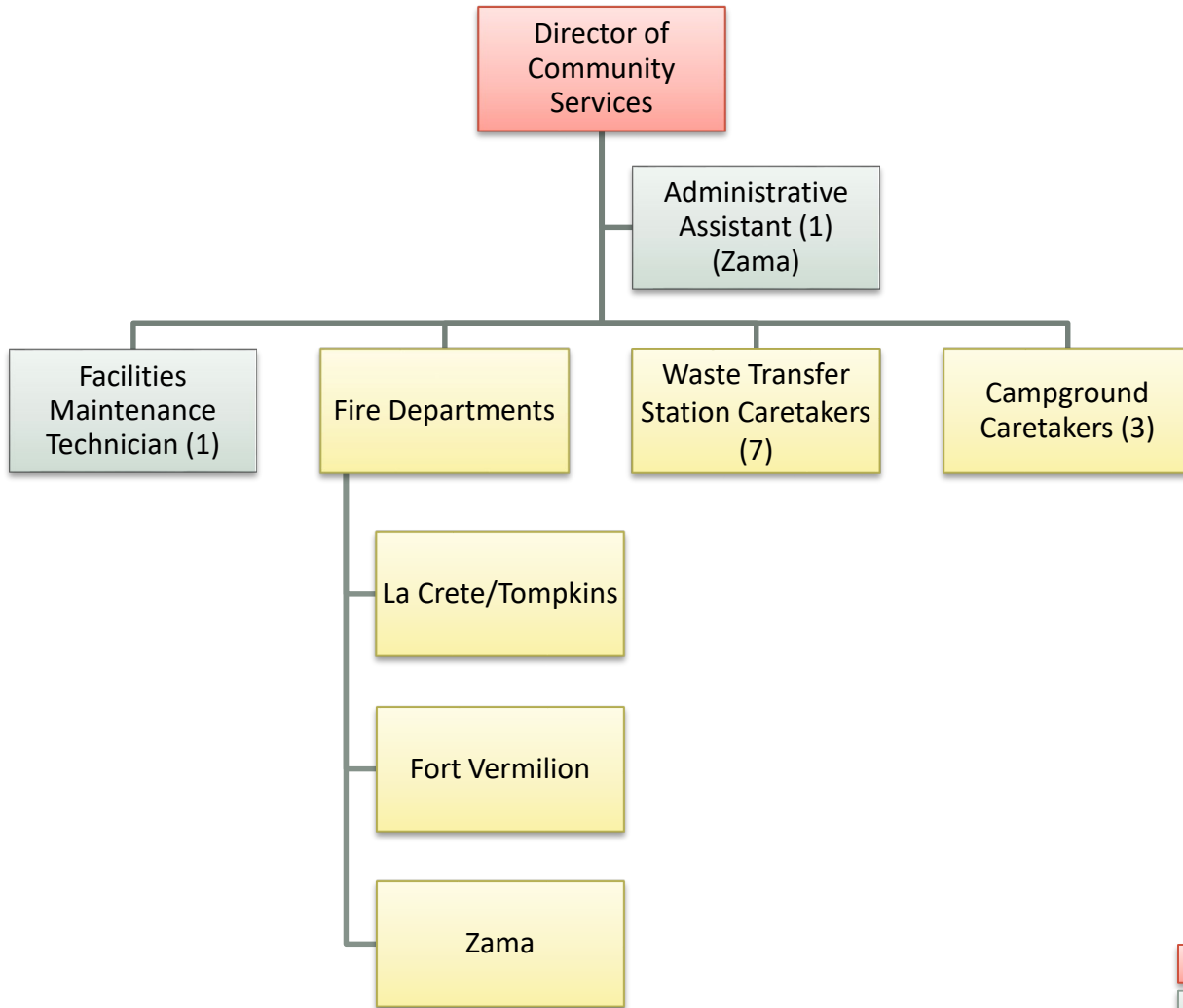


# Finance Services

|                             |
|-----------------------------|
| Out of Scope/Contract Staff |
| Union Positions             |
| Function                    |
| Summer/Seasonal             |



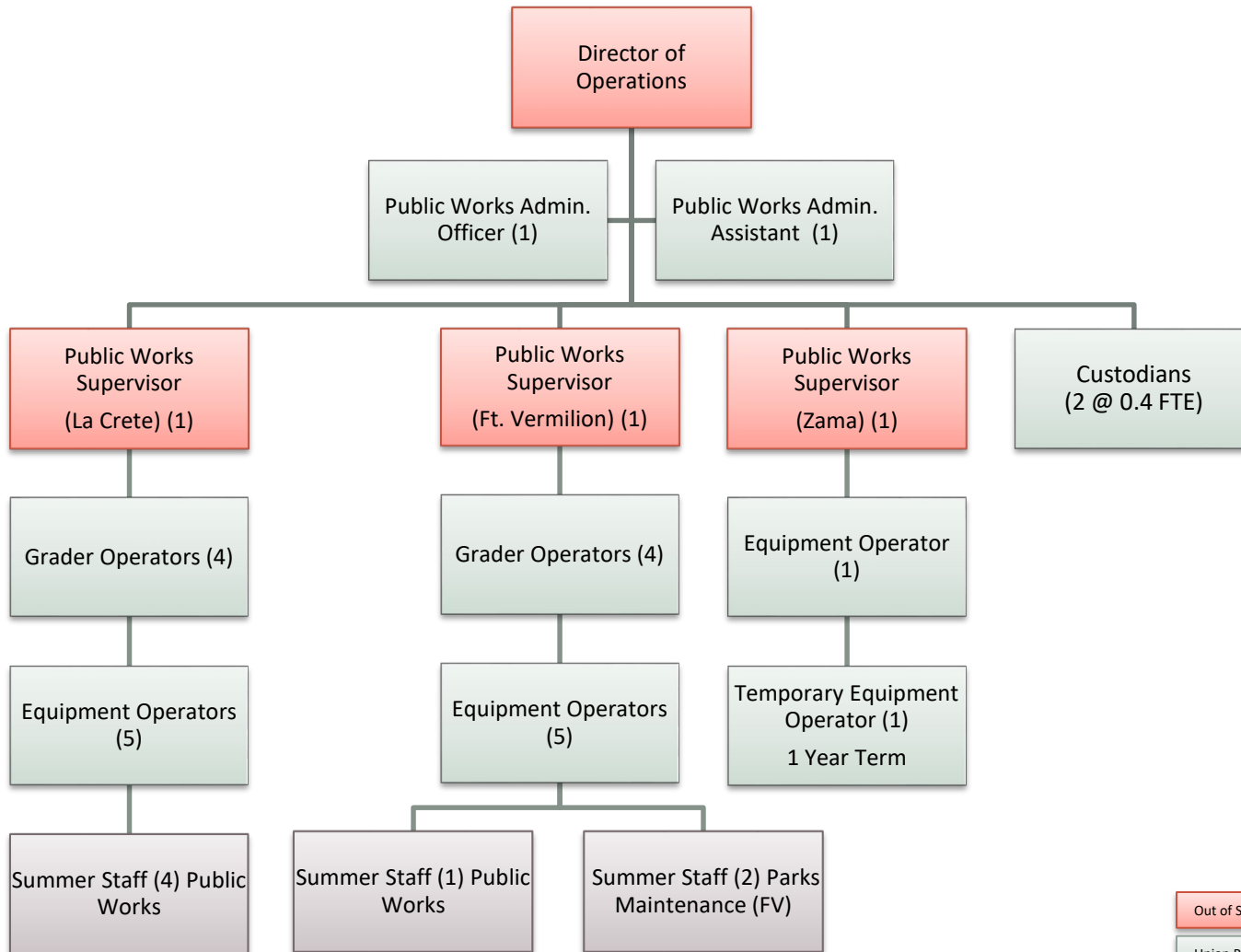
# Community Services



|                             |
|-----------------------------|
| Out of Scope/Contract Staff |
| Union Positions             |
| Function                    |
| Summer/Seasonal             |



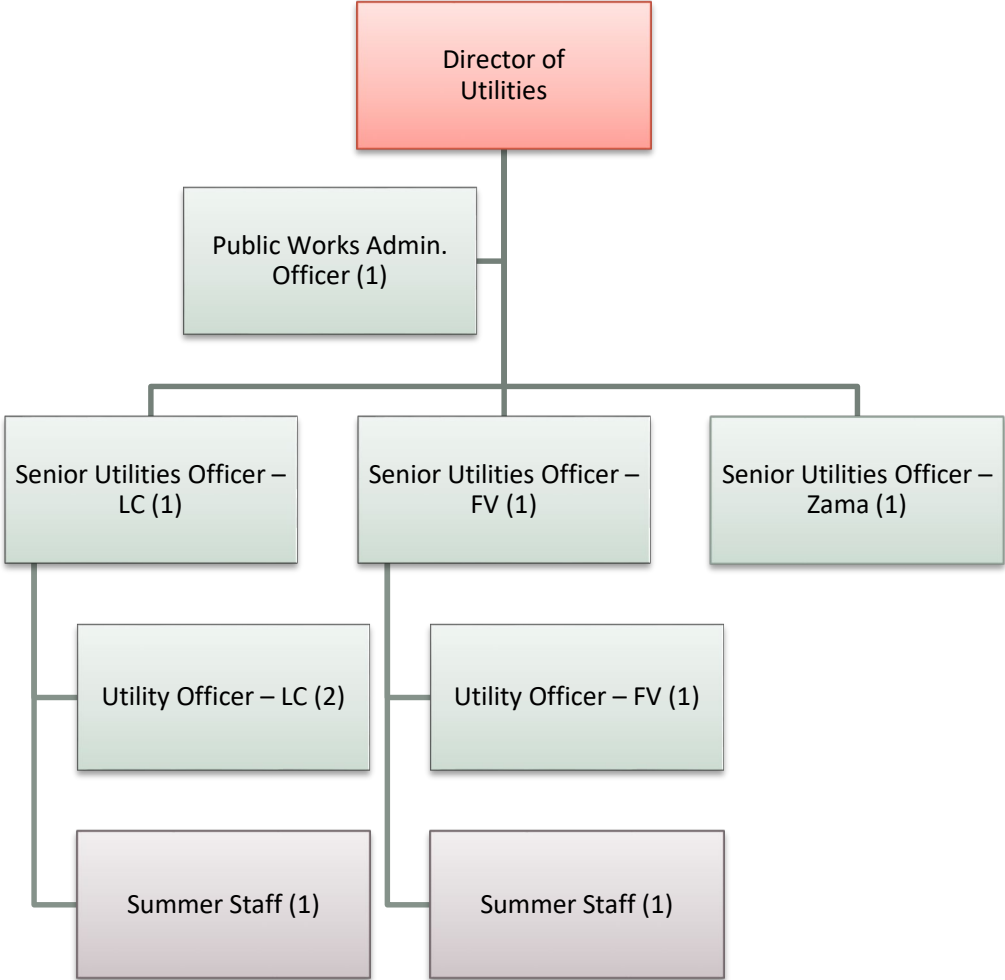
# Operations Services



|                             |
|-----------------------------|
| Out of Scope/Contract Staff |
| Union Positions             |
| Function                    |
| Summer/Seasonal             |

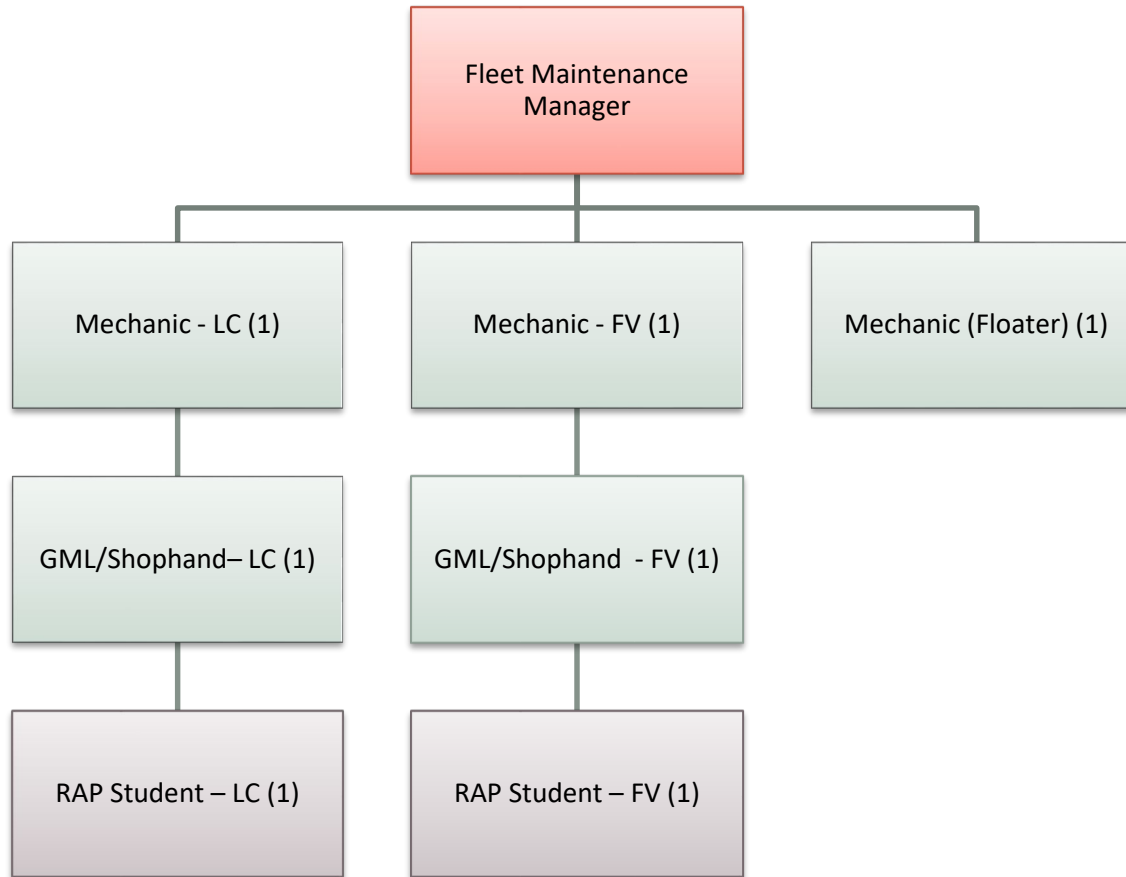


# Utilities Services



|                             |
|-----------------------------|
| Out of Scope/Contract Staff |
| Union Positions             |
| Function                    |
| Summer/Seasonal             |

# Fleet Services



|                             |
|-----------------------------|
| Out of Scope/Contract Staff |
| Union Positions             |
| Function                    |
| Summer/Seasonal             |







**Mackenzie County**

# REQUEST FOR DECISION

|                      |   |
|----------------------|---|
| <b>Meeting:</b>      | <b>Budget Council Meeting</b>             |
| <b>Meeting Date:</b> | <b>October 26, 2022</b>                   |
| <b>Presented By:</b> | <b>Jennifer Batt, Director of Finance</b> |
| <b>Title:</b>        | <b>Mill Rate Review</b>                   |

**BACKGROUND / PROPOSAL:**

During the October 17 – 18<sup>th</sup>, 2022 Infrastructure workshop, Council requested further information regarding comparable Mill Rates in other Municipalities, and for administration to bring back the current Farmland Mill Rate for review..

Attached, administration has provided 2022 mill rates for Mackenzie County, and comparisons for 8 other Municipalities.

Current Farmland mill rates for Mackenzie County will also be provided, with varying options for discussion, to assist in operational costs for infrastructure demands, and maintenance impacted by farmland services.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

2023 Operating Budget

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION/PUBLIC PARTICIPATION:**

N/A

Author: J. Batt Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

Author: J. Batt      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_



## MILL RATE COMPARISONS

| MUNICIPALITY  | RESIDENTIAL     | NON-RESIDENTIAL | FARMLAND        | MINIMUM            |
|---|-----------------|-----------------|-----------------|--------------------|
| <b>Mackenzie County</b>                                     | <b>0.006919</b> | <b>0.012745</b> | <b>0.010295</b> | <b>\$200/\$400</b> |
| <i>County of Grande Prairie</i>                             | 0.004075        | 0.013851        | 0.0085609       | N/A                |
| <i>County of Grande Prairie - Hamlet of Hythe</i>           | 0.0082252       | 0.0180179       | 0.0093467       | N/A                |
| <i>County of Northern Lights</i>                            | 0.0064075       | 0.0148499       | 0.0091904       | \$50               |
| <i>County of Wetaskiwin</i>                                 | 0.0033051       | 0.0167313       | 0.0185706       | N/A                |
| <i>MD of Greenview</i>                                      | 0.0024977       | 0.006685        | 0.0024977       | \$20               |
| <i>MD of Greenview-Grande Cache</i>                         | 0.0071748       | 0.006685        | N/A             | \$20               |
| <i>MD of Greenview-Grande Cache (Special Tax Borrowing)</i> | 0.0012141       | 0.0012141       |                 |                    |
| <i>MD of Smoky River</i>                                    | 0.0053          | 0.017408        | 0.0187          | N/A                |
| <i>Northern Sunrise County</i>                              | 0.005           | 0.013           | 0.0076          | \$50               |
| <i>Woodlands County</i>                                     | 0.0032099       | 0.0125515       | 0.0125515       | N/A                |





**Mackenzie County**

# REQUEST FOR DECISION

|                      |   |
|----------------------|---|
| <b>Meeting:</b>      | <b>Budget Council Meeting</b>             |
| <b>Meeting Date:</b> | <b>October 26, 2022</b>                   |
| <b>Presented By:</b> | <b>Jennifer Batt, Director of Finance</b> |
| <b>Title:</b>        | <b>Special Tax Bylaw</b>                  |

## **BACKGROUND / PROPOSAL:**

During the October 17 – 18<sup>th</sup>, 2022 Infrastructure workshop, Council requested further information regarding a Special Tax Bylaw for Road & Bridges, specifically related to Farmland.

As per the Municipal Government Act, Part 10, Division 5, Sections 382-387 Council may impose a Special Tax, if the following applies, and is implemented.

### **Special Tax Bylaw**

**382(1)** *Each council may pass a special tax bylaw to raise revenue to pay for a specific service or purpose by imposing one or more of the following special taxes:*

- (a) *a waterworks tax;*
- (b) *a sewer tax;*
- (c) *a boulevard tax;*
- (d) *a dust treatment tax;*
- (e) *a paving tax;*
- (f) *a tax to cover the cost of repair and maintenance of roads, boulevards, sewer facilities and water facilities;*
- (g) *repealed 2008 cE-6.6 s55;*
- (h) *a tax to enable the municipality to provide incentives to health professionals to reside and practice their professions in the municipality;*
- (i) *a fire protection area tax;*
- (j) *a drainage ditch tax;*
- (k) *a tax to provide a supply of water for the residents of a hamlet;*
- (l) *a recreational services tax.*

Author: J. Batt Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

(2) *A special tax bylaw must be passed annually.*

*RSA 2000 cM-26 s382;2008 cE-6.6 s55*

### **Taxable property**

**383(1)** *The special tax bylaw authorizes the council to impose the tax in respect of property in any area of the municipality that will benefit from the specific service or purpose stated in the bylaw.*

*1994 cM-26.1 s383*

### **Contents of special tax bylaw**

**384** *The special tax bylaw must*

- (a) *state the specific service or purpose for which the bylaw is passed,*
  - (b) *describe the area of the municipality that will benefit from the service or purpose and in which the special tax is to be imposed,*
  - (c) *state the estimated cost of the service or purpose, and*
  - (d) *state whether the tax rate is to be based on*
    - (i) *the assessment prepared in accordance with Part 9,*
    - (ii) *each parcel of land,*
    - (iii) *each unit of frontage, or*
    - (iv) *each unit of area,*
- and set the tax rate to be imposed in each case.*

*1994 cM-26.1 s384*

### **Condition**

**385** *A special tax bylaw must not be passed unless the estimated cost of the specific service or purpose for which the tax is imposed is included in the budget of the municipality as an estimated expenditure.*

*1994 cM-26.1 s385*

### **Use of revenue**

**386(1)** *The revenue raised by a special tax bylaw must be applied to the specific service or purpose stated in the bylaw.*

(2) *If there is any excess revenue, the municipality must advertise the use to which it proposes to put the excess revenue.*

*1994 cM-26.1 s386*

### **Person liable to pay special tax**

**387** *The person liable to pay the tax imposed in accordance with a special tax bylaw is the owner of the property in respect of which the tax is imposed.*

*1994 cM-26.1 s387;1999 c11 s20*

Council may choose to approve a Special Tax Bylaw on any or all of the specific services identified in Section 382, by way of Council resolution, and specific Bylaw.

Author: J. Batt Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

Special Tax Bylaw

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION/PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That administration continue to investigate options for a Special Tax Bylaw for any identified projects incorporated into the 2023 Capital Budget as approved by Council.

Author: J. Batt      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_





**Mackenzie County**

# REQUEST FOR DECISION

|                      |   |
|----------------------|---|
| <b>Meeting:</b>      | <b>Organizational Council Meeting</b>   |
| <b>Meeting Date:</b> | <b>October 26, 2022</b>   |
| <b>Presented By:</b> | <b>Jennifer Batt, Director of Finance</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:** \_\_\_\_\_

During the October 25, 2022 Organizational Meeting, Council passed 1<sup>st</sup> and 2<sup>nd</sup> reading of Bylaw 1272-22 with amendments, and defeated consideration to 3<sup>rd</sup>. Administration is bringing forward Bylaw 1272-22 with the amendments made during this meeting for 3<sup>rd</sup> approval.

**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 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: J. Batt      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

(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~~ three 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.

## **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, 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:

|           |   |
|-----------|---|
| Breakfast | \$25.00 including GST<br>(if time of departure is prior to 7:30 a.m.) |
| Lunch     | \$30.00 including GST<br>(if time of return is after 1:00 p.m.)       |
| Dinner    | \$45.00 including GST<br>(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.)*

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.

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



**Mackenzie County**

# REQUEST FOR DECISION

|                      |  |
|----------------------|--|
| <b>Meeting:</b>      | <b>Budget Council Meeting</b>                          |
| <b>Meeting Date:</b> | <b>October 26, 2022</b>                                |
| <b>Presented By:</b> | <b>Louise Flooren, Manager of Legislative Services</b> |
| <b>Title:</b>        | <b>Bylaw 1273-22 Procedural Bylaw</b>                  |

## **BACKGROUND / PROPOSAL:**

Mackenzie County’s 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. It also includes the conduct of Councillors and members of Council committees.

At the October 25, 2022 Organizational Meeting a motion was made to bring back the Procedural Bylaw with the following changes:

- 67. *A Council member may attend Regular Council Meetings by means of electronic communication to a maximum of three (3) consecutive times per calendar year unless otherwise approved by Council resolution.*

*and*

- 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 of~~ Documentation may be distributed to Council prior to the Meeting via a secured file in DocuShare.*

## **OPTIONS & BENEFITS:**

Approve the proposed bylaw as presented or with further amendments.

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

N/A

**SUSTAINABILITY PLAN:**

N/A

**COMMUNICATION/PUBLIC PARTICIPATION:**

Municipal bylaws are made available on the Mackenzie County website.

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1273-22 being the procedural bylaw for Mackenzie County.

Motion 2

Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1273-22 being the procedural bylaw for Mackenzie County.

Motion 3

Simple Majority       Requires 2/3       Requires Unanimous

That consideration be given to go to third reading of Bylaw 1273-22 being the procedural bylaw for Mackenzie County, at this meeting.

Motion 4

Simple Majority       Requires 2/3       Requires Unanimous



That third and final reading be given to Bylaw 1273-22 being the procedural bylaw for Mackenzie County.



**BYLAW NO. ~~1240-21~~ 1273-22**

**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.

- 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.

## **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.

## **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.

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.

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.



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 :

- 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.

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.

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) **consecutive** 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.

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 of~~ Documentation may be distributed to Council prior to the Meeting ~~via~~ **secured file in DocuShare.**
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.

## 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.

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**

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.



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;
  - 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
  - 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**

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.
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:
  - 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;
  - 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.

## **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. 1240-21 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 \_\_\_\_ day of \_\_\_\_\_, 2022.

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2022.

READ a third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 2022.

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Joshua Knelsen  
Reeve

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James Thackray  
Chief Administrative Officer