

MACKENZIE COUNTY

ORGANIZATIONAL COUNCIL MEETING

OCTOBER 23, 2013

10:00 A.M.

COUNCIL CHAMBERS
FORT VERMILION, AB

**MACKENZIE COUNTY
ORGANIZATIONAL COUNCIL MEETING**

**Wednesday, October 23, 2013
10:00 a.m.**

Council Chambers – Fort Vermilion, Alberta

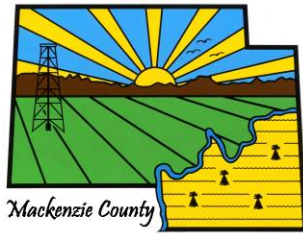
AGENDA

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MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 23, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Voting Procedure

BACKGROUND / PROPOSAL:

To ensure the secrecy of a vote, administration recommends that all elections held during the Organizational Meeting be held by secret ballot.

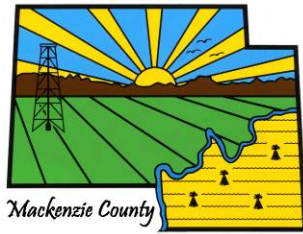
OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That all elections required at the Organizational Meeting be held by secret ballot.

Author: C. Gabriel Reviewed By: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 23, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Oath of Office – All Council

BACKGROUND / PROPOSAL:

Section 156 of the Municipal Government Act states:

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

The Oath of Office for all Councillors will be performed by the following:

- Barry Sjolie, Q.C., Brownlee LLP
- S/Sgt. Jeff Simpson, Fort Vermilion RCMP

A copy of the Oath is attached.

Author: C. Gabriel Reviewed By: _____ CAO _____

CANADA)
PROVINCE OF ALBERTA)
TO WIT)

AFFIDAVIT

I, _____, of Mackenzie County, in the

Province of Alberta, MAKE OATH AND SAY:

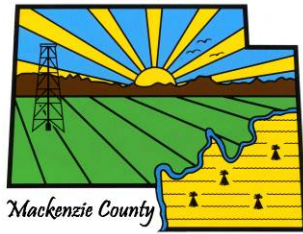
1. THAT I will execute according to law and to the best of my ability the duties required of me as a Councillor in the public service of the Mackenzie County in the Province of Alberta.
2. THAT I will not, without due authorization, disclose or make known any matter or thing which comes to my knowledge by reason of my appointment as Councillor.

SWORN (or AFFIRMED) before me)
)
in the Hamlet of Fort Vermilion)
)
in the Province of Alberta, this)
)
23rd day of October, 2013.)
)
)
)
)
)

Councillor

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

Witness



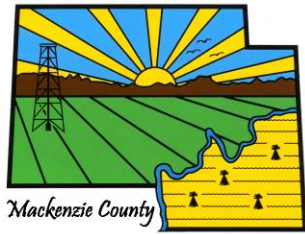
MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 23, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Overview of Roles & Responsibilities of the Reeve and Deputy Reeve

BACKGROUND / PROPOSAL:

An overview of the roles and responsibilities of the Reeve and Deputy Reeve will be presented by Barry Sjolie, Q.C., Brownlee LLP.

Author: C. Gabriel Reviewed By: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 23, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Election of Reeve

BACKGROUND / PROPOSAL:

The Reeve of the municipality is elected from within its members on an annual basis at the organizational meeting. A simple majority vote is required when electing the Reeve (Chief Elected Officer) in the manner prescribed in the Council Procedural Bylaw).

NOMINATIONS:

Call for nominations:

First Call: _____

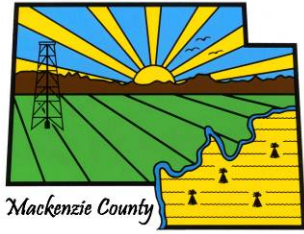
Second Call: _____

Third Call: _____

RECOMMENDED ACTION:

_____ was elected/acclaimed as Reeve for Mackenzie County for the period October 23, 2013 to October 2014.

Author: C. Gabriel Review By: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 23, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Election of Deputy Reeve

BACKGROUND / PROPOSAL:

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

NOMINATIONS:

Call for nominations:

First Call: _____

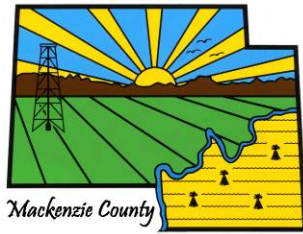
Second Call: _____

Third Call: _____

RECOMMENDED ACTION:

_____ was elected/acclaimed as Deputy Reeve for Mackenzie County for the period October 23, 2013 to October 2014.

Author: C. Gabriel **Review By:** _____ **CAO** _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 23, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Oath of Office – Reeve and Deputy Reeve

BACKGROUND / PROPOSAL:

The Oath of Office for the Reeve and Deputy Reeve will be performed by Barry Sjolie, Q.C., Brownlee LLP.

A copy of the oaths are attached.

Author: C. Gabriel Reviewed By: _____ CAO _____

CANADA)
PROVINCE OF ALBERTA)
TO WIT)

AFFIDAVIT

I, _____, of Mackenzie County, in the

Province of Alberta, MAKE OATH AND SAY:

1. THAT I will execute according to law and to the best of my ability the duties required of me as a Reeve in the public service of the Mackenzie County in the Province of Alberta.
2. THAT I will not, without due authorization, disclose or make known any matter or thing which comes to my knowledge by reason of my appointment as Reeve.

SWORN (or AFFIRMED) before me)
)
in the Hamlet of Fort Vermilion)
)
in the Province of Alberta, this)
)
23rd day of October, 2013.)
)
)
)
)
)
)

Reeve

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

Witness

CANADA)
PROVINCE OF ALBERTA)
TO WIT)

AFFIDAVIT

I, _____, of Mackenzie County, in the

Province of Alberta, MAKE OATH AND SAY:

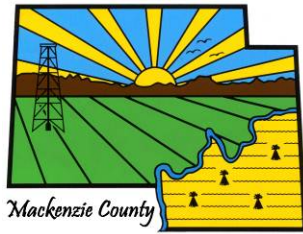
1. THAT I will execute according to law and to the best of my ability the duties required of me as a Deputy Reeve in the public service of the Mackenzie County in the Province of Alberta.
2. THAT I will not, without due authorization, disclose or make known any matter or thing which comes to my knowledge by reason of my appointment as Deputy Reeve.

SWORN (or AFFIRMED) before me)
)
in the Hamlet of Fort Vermilion)
)
in the Province of Alberta, this)
)
23rd day of October, 2013.)
)
)
)
)
)

Deputy Reeve

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

Witness



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 23, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	DELEGATION Barry Sjolie, Q.C., Brownlee LLP

BACKGROUND / PROPOSAL:

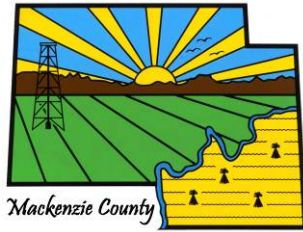
Council orientation presentation by Barry Sjolie, Q.C. from Brownlee LLP.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

Author: C. Gabriel Review By: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 23, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Bylaw 887-13 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members

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.

The following topics have been addressed over the past year and administration recommends that further discussion be held regarding:

- Honorariums for attendance at Pre-Construction Meetings for Major Road Projects (Council Motion 13-05-599)
- Monthly honorariums – what types of meetings, etc. is included in the base amount.
- Internet Access Allowance – Councillors currently have internet access via their municipal iPads.
- Personal Computer Allowance – Councillors are all provided with an iPad for conducting municipal business.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Expenses associated with councillors' honorariums and reimbursements are included in the County's annual operating budgets.

Author: C. Gabriel **Review by:** _____ **CAO** _____

RECOMMENDED ACTION:

For review.

Author: C. Gabriel **Review by:** CAO

BYLAW NO. 887-13

**BEING A BY-LAW OF THE
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:

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 \$1050.00 per month
 - (b) Deputy Reeve \$ 900.00 per month
 - (c) Councillor \$ 750.00 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 maximum of two meetings may be claimed per day.
 - (a) Council Meeting/Special Council Meetings \$300.00
 - (b) Committee Meeting/Seminars/Conventions \$200.00

3. Members-at-large appointed to approved council committees shall be paid \$150.00 per day when in attendance at approved council committee meetings, seminars and conventions, plus mileage and meal allowance, where applicable.

When two or more meetings are attended in one day, a total of \$225 (1.5 per diems) shall be paid.

4. Travel time to and from any council meeting, approved council committee meeting, seminar and/or convention shall be paid mileage and meal allowance, where applicable. Councillors driving to a seminar/convention shall be paid \$200.00 for one travel day there and one travel day back. Only one per diem per day shall be allowed.
5. A monthly communication allowance shall be paid
 - (a) an internet access allowance of \$75, and
 - (b) a personal computer allowance of \$50, if applicable, and
 - (c) a telephone allowance of \$60 for Councillors, and
 - (d) a telephone allowance of \$100 for the Reeve.

TRANSPORTATION EXPENSES

6. Mileage shall be paid at the current non-taxable rate (as per Canada Revenue Agency Appendix B – CRA Kilometric Rates) for each kilometer travelled by each Councillor and member-at-large who is travelling with their personal vehicle on business of the municipality or its committees. Such mileage shall be calculated from the place of residence of the Councillor or member-at-large to the place of the meeting and return. In addition, such mileage allowance shall apply to any approved convention or seminar.
7. Taxi fares, automobile rental, parking charges and public transportation fares will be reimbursed upon presentation of a receipt.

REIMBURSEMENT FOR ACCOMMODATIONS AND MEALS

8. 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 \$50.00 per night
 - (b) in respect of each breakfast, lunch, or dinner, either
 - (i) reimbursement of the cost of the meal, excluding alcoholic beverages, and of an amount equal to the amount of the gratuity paid on the meal to a maximum of 15% of the cost of the meal as shown on the receipt, or
 - (ii) the appropriate meal allowance, without receipt, as follows:
 - breakfast - \$15 including GST
(if time of departure is prior to 7:30 a.m.)
 - lunch - \$15 including GST
(if time of return is after 1:00 p.m.)
 - dinner - \$25.00 including GST
(if time of return is after 6:30 p.m.)
9. Meal claims will be calculated based on reasonable travel times to get to and return from meeting commencement and conclusion times.
10. A Councillor may claim reasonable government networking expenses while representing the County without prior approval. Reimbursement of these expenses will require approval by the Finance Committee based on the submission of actual receipts.
11. A Councillor and 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).
 - (b) reasonable telephone expenses on County business.

BENEFITS

12. A group benefits package shall be made available to each Councillor at 50% of the cost of the benefit premiums.

SIGNING AUTHORITY

13. 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.
14. In the event that a discrepancy is noted on an expense or honorarium claim, Administration shall forward the claim to the Finance Committee for final decision. A Councillor shall have the option to appeal a decision of the Finance Committee to Council as a Whole.
15. Council members will supply their expense claims and honorariums within 60 days after the incurrence of the expenditure. After this time, the expense claims will not be paid, unless there are special circumstances.
16. Council members will submit their December expense claim and honorarium by January 31 of the following year in order to expedite the closing of the year-end accounts.
17. No expenses other than those listed in this bylaw may be claimed.
18. This bylaw shall come into effect the day that it is passed and rescinds Bylaw 877-12 and all amendments made thereto.

First Reading given on the 27th day of March, 2013.

Second Reading given on the 27th day of March, 2013.

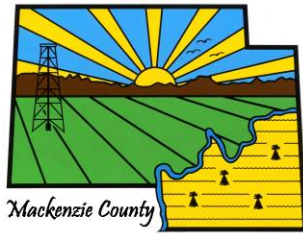
Third Reading and Assent given on the 27th day of March, 2013.

(original signed)

Bill Neufeld
Reeve

(original signed)

Joulia Whittleton
Chief Administrative Officer



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 23, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Bylaw 876-12 Organizational and Procedural Matters of Council, Council Committees and Councillors

BACKGROUND / PROPOSAL:

The organizational/procedural bylaw is reviewed annually at the organizational meeting. The current bylaw is attached for review and discussion.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

For review and discussion.

Author: C. Gabriel Review By: _____ CAO _____

BYLAW NO. 876-12

**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.
 - f. "Corporate Office" means the office located at 4511-46 Avenue in the Hamlet of Fort Vermilion, Alberta.

- g. "Council Committee" means a committee, board, or other body established by Council under the Act;
- h. "Councillors" means a duly elected Member of Council, including the Reeve.
- i. "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.
- j. "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.
- k. "In-Camera" means the portion of the meeting at which only members of Council and other persons designated by Council may attend.
- l. "Meeting" means an organizational, regular, or special meeting of Council or Committee.
- m. "Member" means a duly elected Member of Council or a duly appointed Member of a Committee.
- n. "Municipality" means Mackenzie County.
- o. "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;
- p. "Reeve" means the Chief Elected Official for the Municipality pursuant to the Act.
- q. "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 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. When the Chairperson wishes to make a motion he/she shall vacate the Chair and request the Vice-Chairperson to assume the Chair.
17. 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)

18. 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

19. An Organizational Meeting of Council shall be held not later than two weeks after the third Monday in October each year.
20. The CAO or designate shall fix the time, date and place of the Organizational Meeting.
21. The CAO or designate 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.
22. 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. The establishment of Council Committees and Boards;
 - f. The establishment of membership on Committees and Boards;
 - g. The establishment of regular Council meeting dates for the year;
 - h. Other business as required by the Act, or which Council or the CAO may direct.

23. 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.
24. 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.
25. Where there is more than one nomination for Reeve or Deputy Reeve, the CAO shall request that voting be done by secret ballot.
26. If, on the first ballot, no Councillor receives a clear majority of votes, the Council Member who received the least number of votes shall be dropped from the ballot and the second ballot shall be taken.
27. On subsequent ballots, a Council Member who receives the least number of votes shall be dropped from the ballot until a Councillor receives a clear majority.
28. When there is a tie vote between two candidates, each candidate's name shall be written on a blank sheet of paper, of equal size and color, and deposited into a receptacle and someone shall be directed to withdraw one of the sheets. The candidate whose name appears on the sheet shall be considered to have one more vote than the other candidate.
29. 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*.
30. 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

31. Quorum of Council is a majority of Councillors.
32. 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.

33. 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

34. 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.
35. All Committee appointments shall be reviewed annually at the Organizational Meeting, unless otherwise specified in this Bylaw or the Terms of Reference.
36. Each Committee shall elect one (1) of its Members to be the Chairperson unless Council designates.
37. 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

38. Council may appoint alternate committee members to ensure that proper representation and quorum is achieved.
39. 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.
40. Alternate members at large cannot attend committee meetings as a member of the committee unless 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.
41. Alternate committee members are eligible to receive the same training that their respective committee is authorized to attend.

REGULAR AND SPECIAL MEETINGS

42. The date and time of regular Council meetings shall be established by resolution at the Organizational Meeting or at any future Meeting of Council.

43. Regular meetings are generally held on the second Tuesday and the fourth Wednesday of the month, unless otherwise specified.
44. 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.
45. Council may, by resolution (unanimous consent), change the date, time and location of any of its Meetings.
46. All Meetings shall be open to members of the public, except for the In-Camera portions of the Meeting.
47. The CAO or designate will post a schedule of regular meetings in the front foyer of all municipal offices and on the Municipality's website.
48. 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 website is sufficient notice to the public if administration is unable to advertise the change in a local newspaper.
49. Council has the authority to move "In-Camera" 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.
50. Matters which may be discussed "In-Camera" 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.
51. 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.

52. 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.

CANCELLATION OF REGULAR AND SPECIAL MEETINGS

53. 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

54. 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.
55. A Council Member must advise the CAO or designate at least one (1) day in advance of their intention to participate through electronic communications.
56. A Council Member may attend regular or special Council Meetings by means of electronic communication to a maximum of three (3) times per calendar year, unless otherwise approved by Council resolution.
57. 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.
58. A Council Member attending a meeting via electronic communications must declare if any other persons are present in the room.
59. 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.
60. When a Council Member attends an "In-Camera" session, via electronic communication, they will be required to confirm that they have attended the "In-Camera" session alone in keeping with the definition in this Bylaw of "In-Camera", by providing a statutory declaration or affidavit sworn or declared before the CAO or Commissioner for Oaths prior to the next regular Council meeting.

COUNCIL AGENDA

61. 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.
62. Any member of Council, administration or any other person wishing to have an item of business placed on the agenda, shall make the submission to the CAO or designate 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.
63. 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.
64. Documentation for “In-Camera” items shall be distributed at the Council Meeting and must be returned to the CAO immediately after the Meeting. Large volume documentation may be distributed to Council prior to the Meeting.
65. The agenda shall list the order of business, as determined by the CAO, in consultation with the Reeve.

MEETING MINUTES OF COUNCIL

66. The CAO or designate shall ensure that all Council Meeting minutes are recorded in the English language, without note or comment.
67. The CAO or designate 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.
68. A Councillor may make a motion requesting that the Minutes be amended to correct an inaccuracy or omission. However, the CAO or designate 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.

69. 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.
70. Draft/unapproved Council Meeting Minutes will be made available to the public and media upon request.
71. The minutes of each Council Meeting shall be presented to Council for adoption at the next regular Meeting.
72. Adopted minutes of Council shall be made available at all municipal offices and posted on the Municipality's website.

PROCEEDINGS

73. The Reeve or presiding officer, shall preserve order and decorum and shall decide order of questions.
74. Every member wishing to speak to a question or resolution shall address himself to the Reeve or presiding officer.
75. A resolution submitted to Council does not require a seconder.
76. A motion may be withdrawn by the mover at any time before voting.
77. 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
78. 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.

79. 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.
80. 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.
81. 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.
82. If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.
83. 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.
84. Council shall hear all delegations who have brought their items onto the agenda in the order in which they are placed on the agenda or the order may be changed by consensus of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation.
85. 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"*.

DEBATE OF RESOLUTIONS

86. A member may ask a question, stated concisely, of the previous speaker to explain any part of the previous speaker's remarks.
87. 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.
88. 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.
89. 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.

90. 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.
91. The Reeve or presiding officer shall determine when a resolution is to be put to a vote.

MOTIONS OUT OF ORDER

92. 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.
93. The Chair shall advise the Members that a motion is out of order and cite the applicable rule or authority without further comment.
94. 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.
95. 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

96. 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.
97. Notwithstanding the above, if Notice of Motion was not given, the requirement for Notice may be waived on a Two-Thirds vote.

98. 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.
99. 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.
100. 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.
101. A motion to reconsider or rescind is debatable only when the motion being reconsidered is debatable.

NOTICE OF MOTION

102. A notice of motion may be given at any council meeting, but may not be dealt with at that meeting.
103. 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.
104. 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

105. 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

106. The CAO 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.
107. Each proposed bylaw must include:
- a. The bylaw number assigned to it by the CAO or designate; and
 - b. A concise title.
108. Where a Bylaw is presented to Council for enactment, the CAO or designate shall cause the number and short title of the Bylaw to appear on the Agenda.
109. The CAO must make available a copy of the bylaw to each Councillor before the first reading of the bylaw.
110. 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.
111. 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.
112. 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.
 113. 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.
 114. 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.
 115. When all amendments have been accepted or rejected the motion for second reading of the bylaw shall be voted on.
 116. 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.
 117. 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.
 118. 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.
 119. 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.
 120. A bylaw is passed and comes into effect when it has received third and final reading and has been signed by the Reeve and CAO, unless otherwise provided by statute.
 121. After passage, a bylaw shall be impressed with the corporate seal.

CODE OF ETHICS

122. 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.
123. 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.
124. 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.
125. 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

126. 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-Camera", and where the matter remains confidential, disclose a confidential matter or the substance of deliberations at an in-camera session, 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 an in-camera session is confidential. Members of Council shall not release, reproduce, copy or make public any information or material considered at an in-camera session, 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.
127. 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.
128. 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.

TWO-THIRDS MAJORITY VOTE

129. Order in Council No. 54/201 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 other matter designated by Council within this Bylaw.

RECORDING DEVICES AT MEETINGS

130. 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.
131. 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

132. Bylaw No. 841-11 and all amendments thereto are hereby repealed.
133. This Bylaw shall come into effect upon receiving third and final reading.

READ a first time this 24th day of October, 2012.

READ a second time this 30th day of October, 2012.

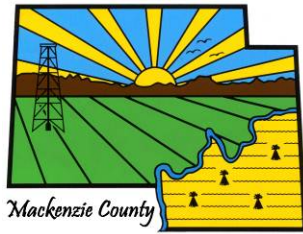
READ a third time and finally passed this 30th day of October, 2012.

(original signed)

Bill Neufeld
Reeve

(original signed)

Joulia Whittleton
Chief Administrative Officer



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 23, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Policy ADM050 Council/Administration Protocol

BACKGROUND / PROPOSAL:

According to Section 11, Policy ADM050 Council/Administration Protocol is scheduled to be reviewed annually at the organizational meeting of Council.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

For review and discussion.

Author: C. Gabriel Review By: _____ CAO _____

Mackenzie County

Title	Council/Administration Protocol	Policy No:	ADM050
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Legislation Reference	MGA
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PURPOSE

To establish a framework to clarify the roles of Council and Administration and set out communication standards between Council and Administration and to identify tools that may guide to the overall efficiency and effectiveness in decision making and assist in building and fostering respectful relationship between Council and Administration.

POLICY STATEMENT

1. Statement:

Mackenzie County Council recognizes that in order to create an environment for the effective management and operation of the County, Council and Administration must have a clear understanding of their respective roles and responsibilities.

Further, Mackenzie County Council wishes to establish a regime of protocol for regulating relations and communication between Council and Administration in order to promote a sound working relationship. This can be achieved through a comprehensive framework that guides their interaction.

In order to build effective partnerships and relationships, Council will use a self-evaluation tool (Schedule A) to assist Council in determining Council's strength, areas for improvement, and ultimately increase Council's efficiency and effectiveness.

GUIDELINES

2. Definitions:

- a) "Administration" means CAO and Managers for the County;
- b) "County" means Mackenzie County;
- c) "CAO" means Chief Administrative Officer for the County;
- d) "Council" means the duly elected council for the County;
- e) "Councillor" means a member of Council including the Reeve;
- f) "Managers" means the Directors, Agricultural Fieldman, Zama Site Supervisor, and Executive Assistant to CAO and Council for the County;

- g) "Reeve" means the Chief Elected Official or in his/her absence the Deputy Reeve for the County;
- h) "Policy" means a policy, bylaw or other formal resolution of Council;

3. Municipal Governance Framework:

- a) Council is the political and policy-making arm of the County, while Administration is the administrative and operational arm of the County;
- b) The legal responsibilities, functions and powers of Council and Administration are both inter-dependent and interrelated.
- c) The statutory powers of Council and the CAO are set out in the *Municipal Government Act*.
- d) Council is lead by the Reeve who is the Chief Elected Official as defined in the *Municipal Government Act*.
- e) Administration is led by the CAO whose roles and responsibilities are defined in the *Municipal Government Act*.

4. Roles and Responsibilities:

- a) Council provides direction, makes strategic policy decisions, represents the public's interests, and performs the duties of Councillors as per the *Municipal Government Act*.
- b) Council's effectiveness depends on Councillors providing input on their areas while thinking and voting for the whole municipality.
- c) Council is responsible to hire, supervise, and terminate the CAO. Council has one employee: the CAO.
- d) The Reeve acts as Council's spokesperson, facilitates the Council/Administration interface, and performs the duties of the Chief Elected Official as per the *Municipal Government Act*.
- e) The CAO coordinates the organization's systems, manages organizational resources, facilitates the Administration/Council interface, performs the duties as outlined in the Chief Administrative Officer Bylaw, and performs the duties of chief administrative officer as per the *Municipal Government Act*.
- f) The CAO is responsible for the hiring, managing, and terminating of all the employees of the County.
- g) Administration implements Council's policies and programs, assists Council in

meeting their annual business plan priorities, provides decisions-making advice, and communicates customer needs under the direction of CAO.

- h) Council and Administration will adhere to formal channels of communication between each other as established by this policy.

5. Council/Administration General Protocol:

- a) Council and Administration will treat each other with respect and integrity.
- b) Council recognizes the complexities and volume of operational tasks and activities of Administration.
- c) Administration recognizes the value of Councillors' input through the local knowledge of their wards.
- d) The Reeve will advise Council when a Councillor's activities are affecting Administration's performance.
- e) Council will deal with Administration performance concerns by communicating them to the CAO as concerns arise.
- f) The CAO will provide information to all of Council as deemed appropriate in responding to a request from a Councillor.
- g) Managers will advise the CAO if a request for information and/or action from a Councillor may create a significant impact on performance/workload.

6. Council/Administration Communication Protocol (Internal):

- a) Council will channel formal communications to Administration with regard to a municipal matter through the CAO. Council will make information requests to Administration with the following understanding:
 - Information that is readily available to the public can be requested from the appropriate Manager directly;
 - Information on the status of ongoing programs, activities and/or projects can be requested from the appropriate Manager directly;
 - All other requests for information and/or action will be directed to the CAO.
- b) Administration will channel communication to Council through the CAO if a municipal matter is outside of existing County Policy and/or Council approved budget.

- c) The municipal matters not addressed in existing Council Policy will be brought forward to the attention of Council and/or a committee of Council as appropriate.
- d) Council will provide direction to Administration through bylaws and resolutions of Council on all matters outside of existing County Policy and/or Council approved budget.

7. Council/Administration Communication Protocol (External):

- a) Administration will forward external correspondence directed to a Councillor or Council without delay.
- b) If Council receives requests from residents for service or information, Council will refer residents to the appropriate County department or the CAO for action.
- c) Administration will maintain a log of external communications, which come as a request for service, into the County's customer service system. Each Manager will be responsible for maintaining the log for their appropriate department(s).
- d) The Reeve may coordinate and direct Council regarding action and response to be taken by Councillors to verbal or written communications received from external sources. The Reeve will also coordinate these action and responses with the CAO.
- e) The CAO will coordinate and direct Administration regarding action and response to be taken by employees of the County to verbal or written communications received from external sources. The CAO will also coordinate these actions and responses with Council when appropriate.

8. Organizational Tools:

The following organizational tools will be utilized to contribute to a successful working relationship between Council and Administration:

- a) Monthly CAO reports to Council regarding Administration's activities to be presented during regular Council meetings;
- b) Monthly progress capital project report to be presented during regular Council meetings;
- c) Requests for decisions which provide the information required for decision-making;

- d) Clear and concise direction to Administration through resolutions made at Council meetings;
- e) Updates from the Reeve and Councillors as necessary at Council meetings;
- f) An up-to-date organizational chart which shows a clear chain of command and indication of who has duties in which areas;
- g) Council Procedural Bylaw which provides the framework for parliamentary procedure, current legislation and the specific governance preferences of Council;
- h) A clear understanding of Council's and Administration's roles, activities and capacities;
- i) An annual business planning process which outlines the strategic direction set by Council.
- j) An annual council self-evaluation (Schedule A) undertaken in conjunction with mandatory CAO evaluation as per MGA.

9. Success Indicators:

The following are indicators of the success of this policy:

- a) Flexibility in organizational hierarchy to deal with urgent matters;
- b) Excellent customer service;
- c) No direct supervision of Administration by individual members of Council;
- d) A clear chain of command;
- e) Higher employee satisfaction;
- f) Achieving Council's business priorities;
- g) Timely communication, both internal and external; and
- h) An informed and involved Council.

10. Policy Implementation and Monitoring:

- a) The Reeve will be responsible for monitoring compliance with this policy by Council.
- b) The CAO will be responsible for monitoring compliance with this policy by

Administration.

11. Policy Review:

This policy shall be reviewed annually during the organizational meeting.

	Date	Resolution Number
Approved	01-May-12	12-05-309
Amended	24-Apr-13	13-04-294
Amended		

SCHEDULE A

COUNCIL SELF-EVALUATION TOOL

PURPOSE:

Just like going to the doctor once a year for an annual checkup, governing bodies should periodically take time to do a “checkup” on their performance. Periodic reviews do the same thing as a doctor’s visit; they provide an opportunity to implement preventative measures; identify issues that need attention that are not immediately apparent; and/or just verify that all is going well. And just like an annual checkup; once all the data is collected, an action plan for optimum health (performance) for the future can be developed.

The following questionnaire has been developed to assess Council’s performance. The statements below reflect optimum performance measures for Council and this questionnaire reflects how Council views its performance in relation to these optimum performance measures.

INSTRUCTIONS:

Please rank yourself and your colleagues on a scale of 1-4. Mark the number you feel most accurately describes the current Council context:

- 1 = We “**Never**” meet this performance measure
- 2 = We “**Sometimes**” meet this performance measure
- 3 = We “**Often**” meet this performance measure
- 4 = We “**Always**” meet this performance measure

DECISION-MAKING

1. Council members use rational, objective decision-making processes that are supported by administrative recommendations, appropriate consultation with stakeholders and research of options.

1 2 3 4

2. Council members listen actively, respect diverse opinions and view constructive disagreement and discussion as positive and necessary to effective decision-making.

1 2 3 4

3. Council members stay focused on the issue being debated.

1 2 3 4

4. Council members come to meetings prepared; with their “homework” and research done.

1 2 3 4

5. Council members focus their energy on issues that have strategic, organization-wide impacts.

1 2 3 4

6. Council members recognize that decision-making authority resides with the Council “as a whole” – not with individual Council members.

1 2 3 4

7. Council members avoid placing themselves in positions where there may be a real or perceived conflict of interest and avoid any conflict of interest with respect to their pecuniary responsibility in accordance with legislation.

1 2 3 4

COMMUNICATIONS AND PROTOCOLS

8. Council members protect the confidentiality of privileged, protected, and in camera information.

1 2 3 4

9. Council members are respectful of each other and staff in their communications with the public and the media.

1 2 3 4

10. Once a decision has been made by the Council, Council members publicly support the decision. Council members are free to indicate why they may not have voted for a decision in a Council meeting; however, they should make it clear that once the decision has been made, they respect the legitimacy of the democratic process and the decision.

1 2 3 4

11. Council members represent Council's position as a whole when attending board or committee meetings.

1 2 3 4

12. Council actively seeks partnerships (with both public and private organizations) which provides enhanced and/or more efficient provision of services and/or facilities to residents.

1 2 3 4

COUNCIL MEMBER RELATIONS

13. Council members deal with conflicts in a timely and issues focused manner; i.e., significant conflicts and problems are not ignored.

1 2 3 4

14. All Council members have equal and timely access to relevant information to support decision making.

1 2 3 4

15. Council reviews its performance periodically with a view to continuously improving its effectiveness.

1 2 3 4

STAFF RELATIONS

16. Council members respect the authority of the CAO, as delegated by the CAO Bylaw and Council governance policies, to direct staff and the work of the organization. They do not attempt to direct the activities of staff or departments except through established channels of authority.

1 2 3 4

17. Where there are council/staff interaction issues and/or role clarity issues; Council members convey their concerns to the CAO. Conversely if staff has concerns with council/staff interaction issues and/or role clarity issues; the CAO conveys these concerns to Council.

1 2 3 4

18. Council members direct any criticisms of staff through the CAO and refrain from criticizing staff in public or the media (praise publicly, criticize privately).

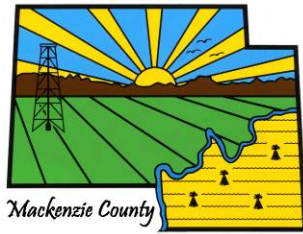
- 1 2 3 4

FINAL QUESTIONS

19. Council should be taking take action in the following areas to improve Council's capacity and effectiveness:

20. Council should take advantage of the following educational/development opportunities to improve governance capabilities:

21. Please provide any additional comments:



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 23, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Policy ADM052 Electronic Access and Acceptable Use Policy

BACKGROUND / PROPOSAL:

This policy is being presented for review to ensure that Councillors are aware of the usage guidelines for the use of Mackenzie County owned electronic devices.

Please note that it is mandatory for Councillors to attend iPad training sessions as the iPad is the electronic device provided by the municipality to Councillors for municipal business (Section 12.5). These sessions include basic use, how to access municipal documents (agendas, minutes, etc.), completing and submitted expense claims, etc.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

For review.

Author: C. Gabriel **Review By:** _____ **CAO** _____

Mackenzie County

Title	Electronic Access and Acceptable Use Policy	Policy No:	ADM052
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Legislation Reference	Municipal Government Act Sections 3 (a) (b) and 5 (b)
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Purpose

A secure, sustainable and stable technological work environment requires information technology standards that are both enabling and responsible. The purpose of this policy is to identify access to technology for municipal purposes and to identify appropriate use of corporate technology.

Guidelines/Procedures:

This policy applies to all Employees and Elected Officials of Mackenzie County.

This policy pertains to various electronic devices provided by the Municipality for the purposes of conducting municipal business, which include, but are not limited to:

- Computers
- Laptops
- iPads and Other Tablet Devices
- iPhones, Smart Phones, and other cellular devices

Definitions:

“Electronic Devices” – includes, but is not limited to, computers, laptops, iPads, iPhones, etc.

“Employee” – means all persons employed by Mackenzie County or an Elected Official elected to Mackenzie County Council.

“Municipality” – means Mackenzie County.

“IT Services” – Mackenzie County employees who are authorized to perform hardware and software maintenance on Mackenzie County computer systems.

1. Access to Communications

- 1.1 All electronic devices are Mackenzie County property. All applications and software purchased by the Municipality for use on electronic devices are considered Mackenzie County property. Upon termination of employment with Mackenzie County, all electronic devices and purchased software are

to be returned to IT Services immediately, unless otherwise specified in this Policy.

1.2 The Municipality reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other County policies.

1.3 Employees should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

2. Electronic Mail (Email)

2.1 Each authorized user must conduct himself or herself in a responsible and professional manner while using email.

2.2 Email messages, and any content or attachments contained in said email, which is marked as "confidential" must not be distributed or released unless you have the authority from the sender to do so.

2.3 County email is not to be used to forward spam, petitions, or pleas for help.

2.4 County email is not to be used to sign up for personal activities or networks (ie. shopping, facebook, msn, etc.)

2.5 County documents shall not be emailed to your personal email account unless approved by your supervisor.

2.6 Routine clean-up/archiving of emails is strongly encouraged to free up server space.

3. Lost, Damaged or Stolen

3.1 In the event that electronic equipment is lost, damaged, or stolen, IT Services must be contacted immediately.

4. Passwords

4.1 All user-level passwords shall be changed every 90 days, unless it meets the complexity requirements indicated below.

4.2 Passwords shall not be inserted into email messages or other forms of electronic communication (ie. chat, instant messaging).

- 4.3 If an account or password is suspected to have been compromised, report the incident to IT Services and change all passwords.
- 4.4 Passwords must comply with the following complexity requirements:
- a. Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
 - b. Be at least **eight** characters in length
 - c. Contain characters from **three** of the following **four** categories:
 - i. English uppercase characters (A through Z)
 - ii. English lowercase characters (a through z)
 - iii. Base 10 digits (0 through 9)
 - iv. Non-alphabetic characters (for example: !, \$, #, %)
- 4.5 It is also strongly encouraged to set your electronic device to lock after 10 minutes of inactivity.

5. Personal Use

- 5.1 The electronic media and services provided by the Municipality are primarily for business use to assist employees and elected officials in the performance of their job duties. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and all such use should be done in a manner that does not negatively affect the system's use for business purposes.
- 5.2 Personal use outside of a limited or occasional use should be with the expressed approval of an employee's supervisor. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege. Email humor and jokes should be minimized to adequately comply with the provisions of the policy. Communications and information research of a personal nature, not related to business activities, should be conducted outside normal working hours.

6. Portable Electronic Devices (iPads, iPhones, Laptops)

- 6.1 It is the responsibility of the user to ensure that municipal equipment remains in a good state of repair and that the following guidelines are followed:
- Usage of protective covers/cases. These will be provided to the user on initial distribution and should be used to prevent damage.
 - The iPad and iPhone screens are made of glass and therefore are subject to cracking and breaking if misused. Never drop nor place heavy objects on top of the iPad or iPhone.
 - Only use a soft cloth or approved laptop screen cleaning solution to clean the screen.
 - Do not subject the iPad/iPhone to extreme heat or cold.

- Users may not photograph any other person, without that persons' consent.
 - For security purposes, users are encouraged to set a passcode on their iPad/iPhone.
- 6.2 All iPads/iPhones have 3G capability, however, users must access free wireless internet wherever possible to reduce the cost to the Municipality. When travelling outside of the Country it is recommended that the data roaming be turned off.
- 6.3 iPad users will be allowed a maximum data plan of \$50 per month, any overages will be the responsibility of the Employee and deducted through the municipalities payroll system.
- 6.4 Designated personnel may be issued a cell phone or qualify to receive a monthly reimbursement for the purpose of conducting municipal business, see Schedule B attached. County Management shall be responsible for the authorizing and monitoring of Employee cell phone usage to ensure appropriate use and costs incurred are financially responsible.
- 6.5 The Municipality may approve the installation of various Apps in order for users to conduct municipal business. The cost of these approved applications may be submitted for reimbursement upon approval by their supervisor. (for example: Pages, Numbers, DocuMob, etc.)
- 6.6 Personal laptops, vendor laptops or laptops not owned by the Municipality will not be allowed on Mackenzie County's network unless pre-approved by IT Services before each connection to the network.
- 6.7 Virtual Private Networking (VPN) access may be available to users that require network access outside the office.
- 6.8 When connected to the Municipality's network from inside/outside the office, it is the responsibility of the authorized user to adhere to this policy in its entirety and to ensure that family members, colleges, and general public do not gain access to the Municipality's network.
- 6.9 Mobile devices are kept on our persons, removed from company locations on a daily basis, and are in danger of being lost or stolen. Whenever sensitive business data is stored on the device, the mobile device must be password protected.
- 6.10 Never leave a portable electronic device in an unlocked vehicle, even if the vehicle is in your driveway or garage, and never leave it in plain sight. If you must leave your device in a vehicle, the best place is a locked trunk. If you don't have a trunk, cover it up and lock the doors.

7. Prohibited Communications

- 7.1 Electronic media cannot knowingly be used for transmitting, retrieving, or storing any communication that is:
- Discriminatory or harassing;
 - Derogatory to any individual or group;
 - Obscene, sexually explicit or pornographic;
 - Defamatory or threatening;
 - In contravention to a signed “confidentiality agreement”;
 - In violation of any license governing the use of software;
 - Engaged in for any purpose that is illegal or contrary to Mackenzie County policy or business interests, or
 - Used in such a way to damage the name or reputation of Mackenzie County, its employees, or elected officials.

8. Replacement

- 8.1 A replacement device shall be made available to the Employee in the event that the device becomes lost, damaged, or stolen.
- 8.2 In the event that the device is found to have been damaged as a result of neglect by the Employee, the Employee may be liable for the cost of replacement.

9. Security/Appropriate Use

- 9.1 Employees must respect the confidentiality of other individuals’ electronic communications. Except in cases in which explicit authorization has been granted by County Management, employees are prohibited from engaging in, or attempting to engage in:
- Monitoring or intercepting the files or electronic communications of other employees or third parties;
 - “Hacking” or obtaining access to systems or accounts they are not authorized to use;
 - Using other people’s log-ins or passwords; and
 - Breaching, testing, or monitoring computer or network security measures.
- 9.2 No email or other electronic communications can be sent that attempts to hide the identity of the sender or represent the sender as someone else.
- 9.3 Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

- 9.4 Authorized users must respect the copyrights, software licensing rules, property rights, privacy rights and all federal, provincial and international laws.
- 9.5 All created files, being either business related or personal, should be stored on the Municipality's network servers. Computer users are strongly encouraged to avoid storing files on the local hard drive of a computer system. Workstation hard drives are reserved for operating systems and application installations only. Compliance with this recommendation will help ensure the integrity of the Municipality's data and ensure that daily business is not dependent on a specific work station.
- 9.6 Municipal technology resources are to be used in a manner consistent with the Freedom of Information and Protection of Privacy Act and related County policies.

10. Software/External Storage Devices

- 10.1 To prevent computer viruses from being transmitted through the County's system, unauthorized downloading of any unauthorized software is strictly prohibited.
- 10.2 Only software registered through or approved by IT Services may be downloaded. Employees should contact IT Services if they have any questions.
- 10.3 External storage devices shall not be used without consent by IT Services as they could contain viruses or malicious software. These include external hard drives, USB thumb drives, personal cameras, etc.
- 10.4 No personal network hardware should ever be connected to the County network, such as Wireless Access Point, Hotspot, router, switches, etc.

11. Technical Support

- 11.1 IT Services is authorized to:
- Determine the need for and permit an authorized user to access and use the internet and/or email through the Municipality's computer systems provided such access is restricted to municipal business purposes only;
 - Arrange for training for authorized users;
 - Assist in establishing rules, regulations, procedures and/or guidelines governing such access and use and the enforcement thereof;
 - Deny, amend or revoke access by any authorized user and regarding any computer or group of computers in consultation with the Manager/Director or CAO;

- Make all users aware of the Electronic Access and Acceptable Use Policy.

11.2 IT Services shall satisfy that reasonable safeguards (hardware and/or software, encryption, passwords, etc.) are in place to adequately protect the Municipality's computers, computer systems, computer networks and all data and other information stored on or communicated through the computers, systems and networks from unauthorized access, theft, corruption, misdirection or any other reasonably foreseeable harm that may result from connection to the World Wide Web, the Internet or an external network.

12. Technology for Elected Officials

12.1 Elected Officials will receive technology equipment with their assignment to municipal office, which may include:

- Computer or Laptop
- iPad

12.2 All technology equipment provided to an Elected Official must be returned at the end of their term of office or have the option to purchase their technology equipment at current fair market value. The decision to purchase equipment must be made as soon as practicable following a municipal election or upon resignation and prior to final payment being issued to the outgoing Elected Official.

12.3 Upon completion of a term in office all personal data will be destroyed unless the equipment is purchased by the Elected Official.

12.4 Elected Officials have the option to purchase extended warranty for their iPad, at their expense.

12.5 Elected Officials are required to attend training sessions as necessary to become familiar with County technology equipment and acceptable use policies.

13. Violations

13.1 It is a condition of using any of the Municipality's computers, computer systems or computer networks that any information created on, transferred to, transferred through, stored on or processed by any of the Municipality's computers, computer systems or computer networks is the property of the municipality and can be retrieved, examined, printed, copied, deleted, manipulated or otherwise dealt with by the Municipality without notice to anyone. The Municipality may, at its discretion, monitor, by a variety of means, the use being made of any of its computers,

computer systems or networks to manage the systems, ensure their security and ensure compliance with this Policy.

- 13.2 The Municipality does not control material on the Internet and the Municipality is therefore unable to control the content of data or material that a user may discover or encounter through the use of the Internet. Authorized users are specifically prohibited from commencing, participating in or continuing any unacceptable use of any Municipal computer, computer system or computer network. Furthermore, authorized users are responsible for ascertaining the accuracy or quality of information obtained through the Internet. Authorized users are encouraged to consider the source of any information they obtain and consider how valid that information may be prior to using or acting on it.
- 13.3 Any Employee who abuses the privilege of his/her access to electronic media and services in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

14. Agreement

- 14.1 All Employees will be required to sign a copy of the “Electronic Access Use Agreement” (Schedule “A” attached) to acknowledge their understanding of the policy, its content and the consequence of uses that contravene this policy.

	Date	Resolution Number
Approved	07-May-13	13-05-328
Amended		
Amended		

Schedule "A"

Electronic Access Use Agreement

I certify that I have read, understand, and agree to the terms set forth in the Mackenzie County Electronic Access and Acceptable Use Policy in its entirety.

I further certify that I have received a copy of this Policy.

I acknowledge that the IT Administrator may remotely wipe my mobile device, if applicable, including all data (email, music, pictures, apps) if suspicious activity has occurred or the device has become compromised.

I acknowledge that using the Municipality's systems is a privilege that may be revoked in the sole discretion of the Municipality for any reason, and that it automatically terminates when I leave the employment of the Municipality.

I hereby authorize the Municipality to deduct the amount in excess of the maximum data plan allowed, as stated in Section 6.3, through the Municipality's payroll system.

Signature

Date

Name (Please Print)

Schedule "B"

**Persons Authorized to Receive Municipal Cell Phone
or Monthly Reimbursement**

1. The following personnel may be provided a municipal issued cell phone to conduct municipal business.
 - Chief Administrative Officer
 - Directors
 - Managers
 - Supervisors
 - Senior Utilities Officers
 - Lead Hands / Foreman
 - Fire Chiefs / Deputy Fire Chiefs
2. All other personnel requiring a municipal cell phone must obtain written authorization from their direct Supervisor and the Chief Administrative Officer.
3. Any Employee listed in Section 1 above may elect to use their personal cell phone and be given an appropriate monthly reimbursement as approved by the Chief Administrative Officer.
4. The following personnel may be provided a monthly reimbursement for utilizing their personal cell phones in order to conduct municipal business:
 - Fire Fighters \$30.00
 - Equipment Operators \$30.00
 - General Maintenance Laborers \$30.00
 - Weed Inspectors \$30.00
 - Seasonal Staff \$30.00
5. All other personnel, not identified in Section 4 above, who are required to use their personal cell phone for municipal business must obtain written authorization from their direct Supervisor and the Chief Administrative Officer.
6. All Employees must complete the Employee Cell Phone Authorization Form (Schedule C attached) prior to receiving a municipal issued cell phone or monthly reimbursement.
7. Reimbursement for cell phones for Elected Officials is covered in the Honorariums and Related Expense Reimbursement for Councillor and Approved Committee Members Bylaw.

Schedule "C"

Employee Cell Phone Authorization Form

EMPLOYEE INFORMATION

Name: _____
Address: _____
Position/Title: _____
Department: _____

CELL PHONE OPTIONS

Option 1

County Issued Cell Phone

Check all that apply:

- iPhone
- Smart Phone
- Mobile Phone
- Phone Case
- Car Charger
- Other _____

Option 2

Personal Cell Phone

Please complete the following:

Cell Phone # _____

Monthly Reimbursement \$ _____

Employees must attach a copy of the first page of their personal bill as evidence of continued eligibility for cell phone allowance payments.

Signing authorizes the release of your number for internal use only.

APPROVAL

Employee Signature: _____

Date: _____

Supervisor Name: _____

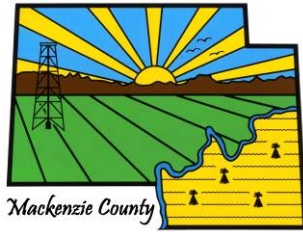
Supervisor Signature: _____

Date Approved: _____

FOR OFFICE USE ONLY

County Issued Cell Phone Number _____

Financial Code/GL Account _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 23, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Bylaw 920-13 Agricultural Service Board – Authority to Make Administrative Decisions

BACKGROUND / PROPOSAL:

First and second reading of Bylaw 920-13 Agricultural Service Board was given at the October 8, 2013 council meeting. A copy of the bylaw is attached.

As a result of the changes to the Local Authorities Election Act, a Councillor's term of office is now four years, the previous Bylaw 290/01 was brought back to Council to adjust the term of office.

The Bylaw was amended to change the terms of office to:

- Council Members – 2 (two) years
- Members at Large – 2 (two) years

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

N/A

COMMUNICATION:

Approved bylaws are posted on the County's website. Individual appointment letters are sent to members indicating their term of office.

Author: C. Gabriel **Reviewed by:** _____ **CAO** _____

RECOMMENDED ACTION:

That third reading be given to Bylaw 920-13 being a bylaw to authorize the Agricultural Service Board to make administrative decisions.

Author: _____ Reviewed by: _____ CAO _____

BYLAW No. 920-13

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

**TO AUTHORIZE THE AGRICULTURAL SERVICE BOARD TO MAKE
ADMINISTRATIVE DECISIONS**

WHEREAS, Section 203(1) of the Municipal Government Act states “A council may by bylaw delegate any of its powers, duties or functions under this or any other enactment or a bylaw to a council committee...”, and

WHEREAS, Section 2(a) of the Agricultural Service Board Act states “ The duties of an agricultural service board are “to act as an advisory body and to assist the council and the Minister, in matters of mutual concern”, and

WHEREAS Section 3(1) of the Agricultural Service Board Act states “A council may establish and appoint members to an agricultural service board....”, and Council desires to appoint members to a board, and

WHEREAS, Section 3(2) of the Agricultural Service Board Act states “The council is to determine the chair, the number of voting members, the voting status and the term of office of the members of the board”, and

WHEREAS, Section 5 (1) of the Agricultural Service Board Act states “A council may appoint one or more advisory committees with respect to any matter related to agriculture”, and Section 5 (2) states “an advisory committee appointed under this section shall act in an advisory capacity to the board and council”, and

WHEREAS, Council finds it expedient to delegate its powers, duties or functions under the above sections of the Municipal Government Act and the Agricultural Service Board Act,

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

1. Council shall appoint members to an Agricultural Service Board. Board membership shall consist of five voting members (two councillors and three members-at-large) and one non-voting member (Alberta Agriculture, Food and Rural Development’s Cereal and Oilseed Crop Specialist). The term of office shall be:
 - Council Members – 2 (two) years
 - Members at Large – 2 (two) years

2. The Agricultural Service Board members thus appointed shall determine the chair.
3. The Agricultural Service Board shall determine its own procedural and operational policies.
4. The Agricultural Service Board shall appoint
 - (1) Agricultural Service Board representatives to the Board of Directors of the Mackenzie Applied Research Association, and
 - (2) Two members-at-large to the Veterinary Advisory Committee, and
 - (3) Agricultural Service Board representatives to any other agriculture related committees formed, or requesting A.S.B. representation.
5. That this Bylaw and shall come into force and take effect upon third and final reading thereof.
6. That Bylaw 290/01 is hereby rescinded.

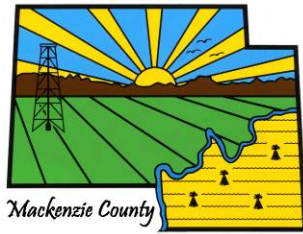
READ a first time this 8th day of October, 2013.

READ a second time this 8th day of October, 2013.

READ a third time and finally passed this _____ day of October, 2013.

Bill Neufeld
Reeve

Joulia Whittleton
Chief Administrative Officer



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 23, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Abolishment of Committees

BACKGROUND / PROPOSAL:

Upper Hay Recreational Hunting and Fishing Advisory Committee

At the Tri-Council meeting held on September 4, 2013, discussion was held in regards to the Upper Hay Recreational Hunting and Fishing Advisory Committee. This Committee was established as a joint municipal committee on recreational hunting and fishing with members appointed from Mackenzie County, Town of High Level, and the Town of Rainbow Lake. As this Committee has not been active in many years the Tri-Council decided that they could deal with any future necessary business. The following motion was made and carried at the meeting:

*Resolution #03-13 Moved by Councillor MacLeod (Town of High Level)
That Tri-Council dissolve the Upper Hay Recreational Hunting and Fishing Advisory Committee.*

Administration therefore recommends that the Upper Hay Recreation Hunting & Fishing Advisory Committee be official abolished as a County Committee.

Veterinary Advisory Committee

The general responsibilities of the Veterinary Advisory Committee are to:

- Review service level provided by Veterinarian.
- Meet with Veterinarian to discuss issues and concerns from community.
- Negotiate and provide recommendations to Council any contract amendments or renewals.
- Monitor the terms of the contract.
- Ongoing vet services.

Author: C. Gabriel **Review By:** _____ **CAO** _____

Administration feels that the duties of the Veterinary Advisory Committee could be dealt with by the Agricultural Service Board.

The Veterinary Advisory Committee met only once in 2012 and held no meetings in 2013.

Members at Large are appointed to this Committee every three years, no applications were received for this term.

Therefore, administration recommends that the Veterinary Advisory Committee be abolished and that their duties be referred to the Agricultural Service Board.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

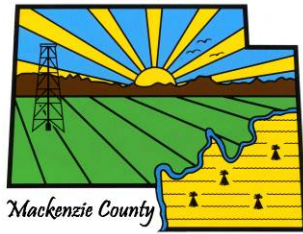
Motion 1

That the Upper Hay Recreational Hunting and Fishing Advisory Committee be abolished.

Motion 2

That the Veterinary Advisory Committee be abolished and that the duties of the Veterinary Advisory Committee be referred to the Agricultural Service Board.

Author: _____ Review Date: _____ CAO _____



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 23, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Appointment of Council Members to Council Committees, Boards and Task Forces

BACKGROUND / PROPOSAL:

A current list of Council Committees, Boards, and Task Forces is attached.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

Appointments to be made by Council to the various Boards and Committees.

Author: C. Gabriel Review By: _____ CAO _____



Mackenzie County

MACKENZIE COUNTY
BOARDS AND COMMITTEE LIST
2012 – 2013

ABORIGINAL CONSULTATION COMMITTEE (Terms of Reference)

All Council

*Julia Whittleton
Bill Kostiw**

AGRICULTURAL LAND USE PLANNING COMMITTEE (Terms of Reference)

Reeve (Ex-officio)
Councillor Bateman
Councillor Derksen
Councillor D. Driedger
Councillor Jorgensen

Julia Whittleton

AGRICULTURE SERVICE BOARD (Policy ASB005)

Deputy Reeve Sarapuk (2013)
Councillor D. Driedger (2013)

Carla Komarnicki (2013)
Danny Friesen (2013)
Joe Peters (2013)

Grant Smith

AMALGAMATION OF HOUSING BOARDS IMPLEMENTATION COMMITTEE (13-02-095)

Councillor Flett
Councillor Jorgensen
Councillor Bateman
Councillor J. Driedger

Julia Whittleton

ASSESSMENT REVIEW BOARD (Bylaw 760/10)

Councillor Braun (2013)
Councillor D. Driedger (alt) (2013)

Joe. W. Driedger (2014)
Wally Schroeder (2015)
Jerry Chomiak (2013)

Carol Gabriel

COMMUNITY SERVICES COMMITTEE (Terms of Reference)

Reeve (Ex-officio)
Councillor Braun
Councillor D. Driedger
Councillor Flett
Councillor Wardley

Ron Pelensky
John Klassen
Alison Kilpatrick*

COMMUNITY SUSTAINABILITY COMMITTEE (Terms of Reference)

Reeve (Ex-officio)
Councillor Braun
Councillor J. Driedger
Councillor Jorgensen
Councillor Wardley

Julia Whittleton
Alison Kilpatrick
Bill Kostiw*

DRAINAGE MASTER PLAN AD HOC TASK FORCE (12-06-432)

Reeve
ASB Chair
Ag Land Use Planning Committee Chair



Mackenzie County

MACKENZIE COUNTY
BOARDS AND COMMITTEE LIST
2012 – 2013

EDUCATION COMMITTEE (Terms of Reference)

Reeve (Ex-officio) *Julia Whittleton*
Councillor Braun
Councillor D. Driedger
Councillor Flett

EMERGENCY RESPONSE COMMITTEE (Bylaw 721/09)

Reeve Neufeld *Julia Whittleton*
Deputy Reeve Sarapuk *Bill Kostiw**
Councillor Flett

FINANCE COMMITTEE (Terms of Reference)

Reeve (Ex-officio) *Alison Kilpatrick*
Deputy Reeve Sarapuk
Councillor Braun
Councillor J. Driedger
Councillor Wardley

INTER-MUNICIPAL PLANNING COMMISSION (Agreement)

Deputy Reeve Sarapuk Beverley Hilhorst *Byron Peters*
Councillor Bateman

INTER-MUNICIPAL SUBDIVISION & DEVELOPMENT APPEAL BOARD (Agreement)

Councillor Wardley Joe Peters *Carol Gabriel*
Councillor D. Driedger (alternate) Ray Toews

LAND USE FRAMEWORK AD HOC JOINT COMMITTEE (Terms of Reference)

Councillor Wardley Greg Newman *Julia Whittleton*
*Byron Peters**
Bill Kostiw

MACKENZIE HOUSING MANAGEMENT BOARD (Ministerial Order)

Councillor Flett Mike G. Kowal *Julia Whittleton (liaison)*
Councillor J. Driedger (alternate) Peter H. Wieler
Jack Eccles
Wally Schroeder

MACKENZIE LIBRARY BOARD (Bylaw 150/98)

Councillor J. Driedger Beth Kappelar (2013) (HL) *Julia Whittleton (liaison)*
Councillor Wardley La Dawn Dachuk (2013) (FV)
Wally Schroeder (2013) (LC)
Lorraine Peters (2014) (Rural)
Lucille Labrecque (2014) (Rural)
Susan McNeil (2014) (FV)
Vacant (2013) (Zama/Rotating)



Mackenzie County

MACKENZIE COUNTY
BOARDS AND COMMITTEE LIST
2012 – 2013

MUNICIPAL PLANNING COMMISSION (Bylaw 563/06)

Councillor Bateman	Beth Kappelar	<i>Byron Peters</i>
Councillor Derksen	Jack Eccles	
	Wally Schroeder	

PUBLIC WORKS COMMITTEE (Terms Of Reference)

Reeve (Ex-officio)	<i>John Klassen*</i>
Deputy Reeve Sarapuk	<i>Bill Kostiw</i>
Councillor Derksen	
Councillor J. Driedger	
Councillor Jorgensen	

REGIONAL SERVICE SHARING AGREEMENT NEGOTIATING COMMITTEE (13-03-163)

Reeve	<i>Joulia Whittleton</i>
Deputy Reeve Sarapuk	
Councillor Wardley (alternate)	

REGIONAL COLLABORATIVE GOVERNANCE INITIATIVE COMMITTEE

Reeve	<i>Joulia Whittleton</i>
Councillor Bateman	
Councillor Jorgensen	
Councillor J. Driedger	
Councillor Wardley	

SENIORS HOUSING AD HOC COMMITTEE (Terms Of Reference)

Reeve (Ex-officio)	<i>Joulia Whittleton</i>
Councillor Bateman	
Councillor J. Driedger	

SUBDIVISION & DEVELOPMENT APPEAL BOARD (Bylaw 079/97)

Councillor Wardley	Ray Toews (2013)	<i>Carol Gabriel</i>
Councillor D. Driedger (alternate)	Joe Peters (2013)	
	Jerry Chomiak (2013)	

TOMPKINS CROSSING COMMITTEE (Terms of Reference)

Reeve (Ex-officio)	<i>John Klassen*</i>
Councillor Derksen	<i>Bill Kostiw</i>
Councillor D. Driedger	
Councillor J. Driedger	

UPPER HAY RECREATIONAL HUNTING & FISHING ADVISORY COMMITTEE (Terms of Reference)

Councillor Derksen (2013)	Mike Kowal (2013)	<i>Bill Kostiw</i>
	Danny Friesen (2013)	
	Jake J. Wolfe (2013)	



Mackenzie County

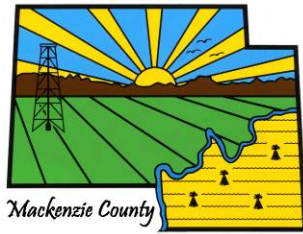
MACKENZIE COUNTY
BOARDS AND COMMITTEE LIST
2012 – 2013

VETERINARY ADVISORY COMMITTEE (Terms of Reference)

Councillor J. Driedger (2013)	Henry G. Friesen (2013)	<i>Grant Smith</i>
Councillor D. Driedger (2013)	Joe Peters (2013)	
	Jim Wieler (Grazing Reserve Rep)	
	Walter Sarapuk (ASB Member)	

WEED CONTROL APPEAL BOARD

All Council (except ASB members)	<i>Joulia Whittleton</i>
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MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 23, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Appointment of Members at Large to County Boards/Committees

BACKGROUND / PROPOSAL:

Advertisements were placed for various Member at Large positions on County Boards/Committees (a copy of the advertisement is attached). The deadline for application was October 16, 2013. A copy of the applications will be provided at the meeting.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That Members at Large be appointed to the various Council Committees.

Author: C. Gabriel Review By: _____ CAO _____

SEEKING APPLICATIONS FOR VARIOUS BOARDS AND COMMITTEES



AGRICULTURE SERVICE BOARD—3 Positions

Mackenzie County is seeking applications to fill three (3) positions from the public at large, on the Agriculture Service Board. Appointments to the Board are for a three-year term.

The Agriculture Service Board acts as an advisory body and to assist the Council and the Minister in matters of mutual concern; to advise on and help organize and direct weed and pest control and soil and water conservation programs; to assist in the control of livestock disease; to promote, enhance and protect viable and sustainable agriculture; and to promote and develop agricultural policies to meet the needs of the municipality. The Board meets bi-monthly, or as necessary.

ASSESSMENT REVIEW BOARD – 1 Position

Mackenzie County is seeking applications to fill one (1) position from the public at large, on the Assessment Review Board. Appointments to the Board are for either a two or three-year term.

The responsibility of the Board is to hear matters relating to assessment complaints. A Local Assessment Review Board hears complaints about residential property with 3 or less dwelling units, farm land or matters shown on a tax notice. A Composite Assessment Review Board hears complaints about residential property with 4 or more dwelling units or non-residential property.

Individuals appointed to this Board must successfully complete a training program set or approved by the Minister. Assessors, employees of the municipality, or agents are ineligible to apply.

INTER-MUNICIPAL PLANNING COMMISSION – 1 Position

The Inter-Municipal Planning Commission is seeking one (1) public member to sit on the Commission.

Appointments to the Commission are for a one-year term.

The Commission's duties are to determine all subdivision applications and development permit applications which relate to lands in the Inter-municipal Development Plan area (40 km radius around the Town of High Level) and determine applications for water service for lands in the Service Area.

INTER - MUNICIPAL SUBDIVISION & DEVELOPMENT APPEAL BOARD – 2 Positions

The Inter-municipal Subdivision & Development Appeal Board is seeking two (2) public members to sit on the Board. Appointments to the Board are for a one-year term.

The Board's duties are primarily to review appeals on decisions related to subdivision and development applications which relate to lands within the Inter-Municipal Development Plan area (40 km radius around the Town of High Level). A background in building construction and development is not required.

MACKENZIE HOUSING MANAGEMENT BOARD – 4 Positions

Mackenzie County is seeking applications to fill four (4) positions from the public at large, on the Mackenzie Housing Management Board. Two members will be appointed to represent the Fort Vermilion area and two will be appointed to represent the La Crete area. Appointments to the Board are for a one-year term.

It is the responsibility of the Mackenzie Housing Management Board to manage community and senior housing in the region. The Board meets once every month, plus additional meetings as necessary.

MACKENZIE LIBRARY BOARD – 4 Positions

Mackenzie County is seeking applications to fill four (4) positions,

from the public at large, on the Mackenzie Library Board. Two members will be appointed from Fort Vermilion, one member from the La Crete Rural area, and one member from Zama (if possible). Appointments to the Board are for either a two or three-year term.

The Library Board oversees the operation and funding requirements of the Fort Vermilion, La Crete, and Zama community libraries. The Board meets on a monthly basis. For more information visit www.mclboard.com.

MUNICIPAL PLANNING COMMISSION – 3 Positions

Mackenzie County is seeking applications to fill three (3) positions from the public at large, on the Municipal Planning Commission. If possible, one member will be selected from the High Level, Fort Vermilion, and La Crete areas. Appointments to the Board are for a one-year term.

It is the responsibility of the Municipal Planning Commission to assist with all information relating to subdivision applications and development permits within the County. The Board meets monthly, or as necessary, to assist with decisions for all subdivision applications and discretionary development permits within the County.

SUBDIVISION AND DEVELOPMENT APPEAL BOARD – 3 Positions

Mackenzie County is seeking applications to fill three (3) positions from the public at large, on the Subdivision and Development Appeal Board. Appointments to the Board are for a one-year term.

It is the responsibility of the Subdivision and Development Appeal Board to hear all information relating to a subdivision or development appeal at the local level. The Board meets as necessary to hear appeals of subdivisions and development.

(Continued on page 5)

MACKENZIE COUNTY MAPPING SERVICES



The mapping department of Mackenzie County has undergone some significant progress of late and is continuing to push forward in the midst of the busy season.

Our goal in this department is to consistently collect and update mapping data to be distributed for public use as quickly as possible, as well as to aid Agencies such as the four Mackenzie County sub-offices, Fire Departments, EMS stations and RCMP detachments. Steps are presently being taken to create a new map base which will be "project specific" and in line with current organizational requirements. This will serve as the framework around which new data is imported and represented as it is created or

purchased, and will increase our efficiency in these tasks.

Despite the demands of the development and construction oriented season, several notable accomplishments have been made in the mapping department. Ownership, cadastral, rural civic addressing and legal description mapping has been made current and up to date, although the scope of these projects has left some time-consuming maintenance jobs to ensure informational accuracy. Working in collaboration with other departments tends to create some pressure in relation to deadlines, as most projects are time-sensitive and not conducive to achieving long term GIS deadlines with current staffing levels. With the hiring

of a mapping student for the summer of 2013 some of these pressures have been alleviated and the department has been able to obtain full orthophoto coverage for the entire County, complete a rural addressing framework and update the entire

ownership and legal description mapping around which current map projects are created.

Mackenzie County is anticipating more such progress in the future with plans to create a GIS system for map distribution, a GPS system for data input, a County utility base map and a geo-coded address system for County and Agency use. The completion of these projects will be greatly helpful for increased organization within the department as well as increased efficiency. A cautious approach for attaining current software packages consistent with creating map data and distributing it throughout the organization is also included in future actions. In consideration to long-term objectives, focusing on creating a framework where database information is readily portrayed in a mapping environment instead of as a series of engineering base maps is imperative.

With these goals in mind, the mapping department of Mackenzie County has high hopes for many great future accomplishments beneficial to Mackenzie County.



SEEKING APPLICATIONS FOR VARIOUS BOARDS AND COMMITTEES

VETERINARY ADVISORY COMMITTEE—2 Positions

Mackenzie County is seeking applications to fill two (2) positions, from the public at large, on the Veterinary Advisory Committee. Appointments to the Committee are for a three-year term.

This Advisory Committee reviews the service level provided by the Veterinarian, meets with the Veterinarian to discuss issues and concerns from the community, negotiates and provides recommendations to Council regarding contract amendments and renewals,

monitors the terms of the contract and ongoing vet services. The Committee meets as required.

Appointments to the Board

All appointments will be made by County Council at their Organizational Meeting. Members-at-large, appointed to council committees, are paid a per diem according to the current Honorarium and Expense bylaw.

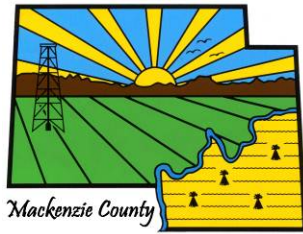
Application Process

To apply, please complete the Member at Large Application Form (available at any County Office or on our website) and forward to:

Carol Gabriel, Manager of Legislative & Support Services
Mackenzie County
P.O. Box 640,
Fort Vermilion, AB T0H 1N0
cgabriel@mackenziecounty.com
Phone: 780.927.3718
Fax: 780.927.4266

In order to qualify, you must be a taxpayer of Mackenzie County and be at least 18 years of age. Must be able to attend daytime meetings.

Deadline for applications is **Wednesday, October 16, 2013.**



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 23, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Appointment of Council Representatives to Other Committees

BACKGROUND / PROPOSAL:

Council representatives are appointed each year at their organizational meeting to sit on various associations, advisory committees, local recreation boards, etc. See attached current list of Council representatives.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

Appointments to be made by Council for period the October 23, 2013 to October 2014.

Author: C. Gabriel Review By: _____ CAO _____



Mackenzie County

MACKENZIE COUNTY
EXTERNAL COMMITTEES WITH COUNTY REPRESENTATION
2012 – 2013

CAANA

Councillor Jorgensen
Councillor J. Driedger (alt)

CARIBOU MOUNTAINS WILDLAND ADVISORY COMMITTEE

Councillor Jorgensen *Bill Kostiw*
Deputy Reeve Sarapuk (alt)

COMMUNITY FUTURES NORTHWEST

Councillor J. Driedger *Alison Kilpatrick*

GREEN HECTARES

Councillor Jorgensen *Grant Smith*
Councillor Flett (alt)

HAY ZAMA BISON ADVISORY COMMITTEE

Councillor Wardley *Bill Kostiw*

HAY ZAMA COMMITTEE

Councillor Flett *Joulia Whittleton*
Councillor Wardley

HAY ZAMA TOURISM SUB-COMMITTEE

Councillor Flett *Don Roberts*
Councillor Wardley

HIGH LEVEL FORESTS PUBLIC ADVISORY COMMITTEE

Deputy Reeve Sarapuk *Bill Kostiw*

HIGH LEVEL RECREATION FACILITY TASK FORCE

Councillor Bateman (13-02-092) *Ron Pelensky*

MACKENZIE APPLIED RESEARCH ASSOCIATION

Member appointed by ASB *Grant Smith*

MACKENZIE FRONTIER TOURIST ASSOCIATION

Councillor Braun *Carol Gabriel*
Councillor Wardley

MACKENZIE REGIONAL COMMUNITY POLICING SOCIETY (VSU)

Councillor Flett *Joulia Whittleton*

MACKENZIE REGIONAL WASTE MANAGEMENT

Councillor Braun (2013) *Bill Kostiw*
Councillor J. Driedger (2013)

MIGHTY PEACE WATERSHED ALLIANCE REP.

Councillor Flett (12-06-433) *Bill Kostiw*

NORTHERN LIGHTS FOREST EDUCATION SOCIETY

Councillor J. Driedger *Grant Smith*

NORTHWEST CORRIDOR DEVELOPMENT CORPORATION

Councillor Braun *Bill Kostiw*
Councillor D. Driedger
Councillor Jorgensen

PARTNERS IN PREVENTION COMMITTEE

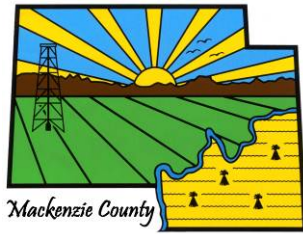
Councillor Wardley *Don Roberts*

REGIONAL ECONOMIC DEVELOPMENT INITIATIVE (REDI)

Councillor D. Driedger *Joulia Whittleton*
Councillor Wardley *Bill Kostiw*
Byron Peters

VETERINARY SERVICES INCORPORATED

Deputy Reeve Sarapuk *Grant Smith*
Councillor D. Driedger (alt)



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 23, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	2014 Council Meeting Dates

BACKGROUND / PROPOSAL:

Council Meeting Dates

Council meetings generally fall on the second Tuesday and the fourth Wednesday of the month. Exceptions have been made in January, May, July, October, and November as a result of conflicts with other scheduled events. Only one meeting is held in December.

Council Meeting Times

Administration recommends that meeting times remain at 10:00 a.m.

Council Meeting Locations

Normally Council meetings are held at the Corporate Office in Fort Vermilion. However, meetings have been held once or twice a year in the communities of Zama, High Level and La Crete. Council may wish to establish these dates now or at a later date.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

Author: C. Gabriel Review By: _____ CAO _____

RECOMMENDED ACTION:

That the 2014 Regular Council meetings be scheduled as follows:

Date	Location	Time
Tuesday, January 14, 2014	Fort Vermilion	10:00 a.m.
Tuesday, February 11, 2014	Fort Vermilion	10:00 a.m.
Wednesday, February 26, 2014	Fort Vermilion	10:00 a.m.
Tuesday, March 11, 2014	Fort Vermilion	10:00 a.m.
Wednesday, March 26, 2014	Fort Vermilion	10:00 a.m.
Tuesday, April 8, 2014	Fort Vermilion	10:00 a.m.
Wednesday, April 23, 2014	Fort Vermilion	10:00 a.m.
Tuesday, May 6, 2014	Fort Vermilion	10:00 a.m.
Wednesday, May 21, 2014	Fort Vermilion	10:00 a.m.
Tuesday, June 10, 2014	Fort Vermilion	10:00 a.m.
Wednesday, June 25, 2014	Fort Vermilion	10:00 a.m.
Wednesday, July 16, 2014	Fort Vermilion	10:00 a.m.
Tuesday, August 12, 2014	Fort Vermilion	10:00 a.m.
Wednesday, August 27, 2014	Fort Vermilion	10:00 a.m.
Tuesday, September 9, 2014	Fort Vermilion	10:00 a.m.
Wednesday, September 24, 2014	Fort Vermilion	10:00 a.m.
Tuesday, October 14, 2014	Fort Vermilion	10:00 a.m.
Wednesday, October 29, 2014	Fort Vermilion	10:00 a.m.
Wednesday, November 12, 2014	Fort Vermilion	10:00 a.m.
Wednesday, November 26, 2014	Fort Vermilion	10:00 a.m.
Tuesday, December 9, 2014	Fort Vermilion	10:00 a.m.

Author: C. Gabriel Reviewed By: _____ CAO _____

January 2014



Mackenzie County

Sun	Mon	Tue	Wed	Thu	Fri	Sat		
			1 New Years Day County Offices Closed	2	3	4		
5	6	7	8	9	10	11		
12	13	14 Council Meeting 10 am (FV)	15	16 Tri-County Meeting 10 am (Zama)	17 NAEL	18		
19	20	21	22	23	24	25		
26	27	28	29	30	31			
<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">Provincial ASB Conference (Medicine Hat)</td> </tr> <tr> <td style="text-align: center;">Farm Tech Conference (Edmonton)</td> </tr> </table>							Provincial ASB Conference (Medicine Hat)	Farm Tech Conference (Edmonton)
Provincial ASB Conference (Medicine Hat)								
Farm Tech Conference (Edmonton)								

February 2014



Mackenzie County

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11 Council Meeting 10 am (FV)	12	13	14	15
16	17 Family Day County Offices Closed	18	19	20	21	22
		Growing the North Conference (GP)				
23	24	25	26 Council Meeting 10 am (FV)	27	28	

March 2014



Mackenzie County

Mackenzie County

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
			LGAA Conference (Red Deer)			
9	10	11 Council Meeting 10 am (FV)	12	13	14	15
16	17	18	19	20	21	22
	AAMDC Spring Convention (Edm)					
23	24	25	26 Council Meeting 10 am (FV)	27	28	29
30	31					

April 2014



Mackenzie County

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8 Council Meeting 10 am (FV)	9	10	11	12
13	14	15	16	17	18 Good Friday County Offices Closed	19
20	21 Easter Monday County Offices Closed	22	23 Council Meeting 10 am (FV)	24	25	26
27	28	29	30			

May 2014



Mackenzie County

Mackenzie County

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 Council Meeting 10 am (FV)	7	8	9	10
11	12	13	14	15	16	17
18	19 Victoria Day County Offices Closed	20	21 Council Meeting 10 am (FV)	22	23	24
25	26	27	28	29	30	31
					FCM Conference (ON)	

June 2014



Mackenzie County

Mackenzie County

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
FCM Conference (ON)						
8	9	10 Council Meeting 10 am (FV)	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 Council Meeting 10 am (FV)	26	27	28
29	30					

July 2014



Mackenzie County

Mackenzie County

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Canada Day County Offices Closed	2	3	4	5
6	7	8	9	10	11	12
2014 Provincial ASB Tour (County of Newell)						
13	14	15	16 Council Meeting 10 am (FV)	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2014



Mackenzie County

Mackenzie County

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Civic Holiday County Offices Closed	5	6	7	8	9
10	11	12 Council Meeting 10 am (FV)	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27 Council Meeting 10 am (FV)	28	29	30
31						

September 2014



Mackenzie County

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Labor Day County Offices Closed	2	3	4	5	6
7	8	9 Council Meeting 10 am (FV)	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 Council Meeting 10 am (FV)	25	26	27
		AUMA Conference (Calgary)				
28	29	30				

October 2014



Mackenzie County

Mackenzie County

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13 Thanksgiving County Offices Closed	14 Council Meeting 10 am (FV)	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29 Council Meeting 10 am (FV)	30	31	

November 2014



Mackenzie County

Mackenzie County

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11 Remembrance Day County Offices Closed	12 Council Meeting 10 am (FV)	13	14	15
16	17	18	19	20	21	22
		AAMDC Fall Convention (Edm)				
23	24	25	26 Council Meeting 10 am (FV)	27	28	29
30						

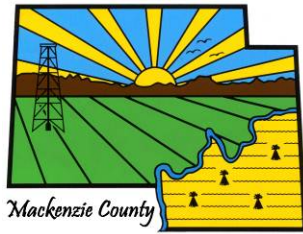
December 2014



Mackenzie County

Mackenzie County

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9 Council Meeting 10 am (FV)	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Christmas Day County Offices Closed	26 Boxing Day County offices Closed	27
28	29	30	31			



MACKENZIE COUNTY REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 23, 2013
Presented By:	Joulia Whittleton, Chief Administrative Officer
Title:	Destruction of Ballots

BACKGROUND / PROPOSAL:

A motion is required for the destruction of all ballots used for the election of members to various positions.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

RECOMMENDED ACTION:

That all ballots used during the 2013 organizational meeting be destroyed.

Author: C. Gabriel Reviewed By: _____ CAO _____