

MACKENZIE COUNTY

ORGANIZATIONAL COUNCIL MEETING

**OCTOBER 22, 2019
10:00 AM**

FORT VERMILION COUNCIL
CHAMBERS

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

 office@mackenziecounty.com



Mackenzie County

**MACKENZIE COUNTY
ORGANIZATIONAL COUNCIL MEETING**

**Tuesday, October 22, 2019
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 22, 2019
Presented By:	Len Racher, 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.

The Council Procedural Bylaw states that:

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

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

NOMINATIONS:

Call for nominations:

First Call: _____

Second Call: _____

Third Call: _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

_____ was elected/acclaimed as Reeve for Mackenzie County for the period October 22, 2019 to October 2020.

Author: L. Lambert Reviewed by: _____ CAO: JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	Oath of Office – Reeve

BACKGROUND / PROPOSAL:

Section 156 of the Municipal Government Act states:

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

A copy of the Oath is attached.

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

CANADA)
PROVINCE OF ALBERTA)
TO WIT)

AFFIDAVIT

I, _____, of Mackenzie County, in the

Province of Alberta:

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

So help me God.

SWORN before me)
)
in the Hamlet of Fort Vermilion)
)
in the Province of Alberta, this)
)
22nd day of October, 2019.)
)
)
)
)
)
)

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 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	Election of Deputy Reeve

BACKGROUND / PROPOSAL:

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

The Council Procedural Bylaw states that:

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

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

NOMINATIONS:

Call for nominations:

First Call: _____

Second Call: _____

Third Call: _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

_____ was elected/acclaimed as Deputy Reeve for Mackenzie County for the period October 22, 2019 to October 2020.

Author: L. Lambert Reviewed by: _____ CAO: JW



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	Oath of Office – Deputy Reeve

BACKGROUND / PROPOSAL:

Section 156 of the Municipal Government Act states:

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

A copy of the Oath is attached.

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

CANADA)
PROVINCE OF ALBERTA)
TO WIT)

AFFIDAVIT

I, _____, of Mackenzie County, in the

Province of Alberta:

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

So help me God.

SWORN before me)
)
in the Hamlet of Fort Vermilion)
)
in the Province of Alberta, this)
)
22nd day of October, 2019.)
)
)
)
)
)
)

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 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	Abolishment of Committees

BACKGROUND / PROPOSAL:

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

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Procedural Bylaw

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Council Committees be abolished:

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

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



Mackenzie County

**Mackenzie County
Boards, Commissions, Committee List
2018 – 2019**

Committee Name	Council Members	Members-at-Large	Administration
Agricultural Appeal Board <i>(Bylaw 943-14)</i>	Councillor Cardinal Councillor Jorgensen Councillor Wardley	None	Carol Gabriel (Clerk)
Agricultural Land Use Planning Committee <i>(Terms of Reference)</i>	Reeve Knelsen (Ex-officio) Councillor Bateman Councillor Cardinal Councillor Jorgensen Councillor A. Peters	None	Len Racher Byron Peters*
Agricultural Service Board <i>(Policy ASB005)</i>	Reeve Knelsen (Ex-officio) Councillor A. Peters (2019) Councillor E. Peters (2019)	Terry Batt (2019) Dicky Driedger (2019) Joe Peters (2019)	Len Racher Grant Smith*
Assessment Review Board <i>(Bylaw 1106-18)</i>	Councillor Cardinal Councillor Wardley	Jerry Chomiak (2019) Tony DelleRose (2019) Joe Froese (2021) Boyd Langford (2022)	Carol Gabriel (Clerk)
Community Services Committee <i>(Terms of Reference)</i>	Reeve Knelsen (Ex-officio) Councillor Braun Councillor Cardinal Councillor Driedger Councillor Wardley	None	Len Racher Doug Munn* David Fehr Don Roberts
Community Streetscape Implementation Committee – Fort Vermilion <i>(Terms of Reference)</i>	Councillor Cardinal	Erick Carter (2019) Danny Friesen (2019) Eric Jorgensen (2019) Charles LaForge (2019) Sara Schmidt (2019)	Byron Peters*
Community Streetscape Implementation Committee – La Crete <i>(Terms of Reference)</i>	Councillor Braun	Agatha Driedger (2019) Frank Driedger (2019) John W. Driedger (2019) Robin Dyck (2019) Brandon Froese (2019) Darryl Friesen (2019) Trudy Peters (2019)	Byron Peters*
Emergency Advisory Committee <i>(Regional Emergency Management Bylaw)</i>	All Council	None	Len Racher Fred Wiebe (DEM)* Don Roberts (DDEM) Doug Munn (DDEM) Directors

Committee Name	Council Members	Members-at-Large	Administration
Finance Committee <i>(Terms of Reference)</i>	Reeve Knelsen (Ex-officio) Councillor Bateman Councillor Braun Councillor Driedger Councillor A. Peters	None	Len Racher Jennifer Batt*
Indigenous Liaison Committee <i>(Terms of Reference)</i>	All Members of Council	None	Len Racher Doug Munn*
Inter-Municipal Planning Commission <i>(Bylaw 712-09)</i>	Councillor Bateman Councillor Driedger	Beth Kappelar (2019)	Byron Peters*
Inter-Municipal Subdivision & Development Appeal Board <i>(Bylaw 712-09)</i>	Councillor Cardinal Councillor Wardley	John W. Driedger (2019) Joe Froese (2019)	Carol Gabriel
Land Stewardship Committee <i>(Terms of Reference)</i>	Councillor Bateman (MPC) Councillor Jorgensen (ALUPC) Councillor E. Peters (ASB) Councillor Wardley (Councillor at Large)	Mike Alsterlund (2019) Cameron Cardinal (2019) John W. Driedger (2019) Ernie Dyck (2019) Beth Kappelar (2019) Anthony Peters (2019) Joe Peters (2019)	Byron Peters*
Mackenzie Library Board <i>(Bylaw 150-98)</i>	Councillor Cardinal Councillor Wardley	Vacant (2019-Rural) Lorraine Peters (2019-LC) Lucille Labrecque (2019-FV) Wally Schroeder (2019-Rural) La Dawn Dachuk (2020-FV) Beth Kappelar (2021-HLR) Kayla Wardley (2020-ZA)	N/A
Municipal Planning Commission <i>(Bylaw 563-06)</i>	Councillor Bateman Councillor Driedger	John W. Driedger (2019-LC) Erick Carter (2019-FV) Beth Kappelar (2019-HLR)	Byron Peters*
Northwest Alberta Regional Emergency Advisory Committee <i>(Regional Emergency Management Bylaw)</i>	Reeve Knelsen Councillor E. Peters	None	Len Racher Fred Wiebe
Public Works Committee <i>(Terms of Reference)</i>	Reeve Knelsen (Ex-officio) Councillor Bateman Councillor Braun Councillor Cardinal Councillor Driedger	None	Len Racher David Fehr* Doug Munn Fred Wiebe

Committee Name	Council Members	Members-at-Large	Administration
Subdivision & Development Appeal Board <i>(Bylaw 1096-18)</i>	Councillor Cardinal Councillor Wardley	Jerry Chomiak (2019)* Joe Froese (2021)* Ray Toews (2021)* Karen Holditch (2021)*	Carol Gabriel (Clerk)
Tompkins Crossing Committee <i>(Terms of Reference)</i>	Reeve Knelsen (Ex-officio) Councillor Braun Councillor A. Peters Councillor E. Peters	None	Len Racher David Fehr*

Ad Hoc Committees

Committee Name	Council Members	Members-at-Large	Administration
Inter-Municipal Agreement Committee with Rural Municipalities <i>(Motion 18-08-569)</i>	Reeve Deputy Reeve	None	Len Racher Byron Peters*
Inter-Municipal Agreement Committee – Town of High Level <i>(RRSA Agreement and Motion 18-09-715)</i>	Reeve Deputy Reeve Councillor Bateman	None	Len Racher Byron Peters*
AUPE Negotiating Committee	Reeve Knelsen Councillor Bateman Councillor Driedger Councillor A. Peters	None	Len Racher Byron Peters Carol Gabriel*
Ad Hoc Smoke Committee	Deputy Reeve Sarapuk Councillor A. Peters Councillor Bateman Councillor E. Peters	None	Len Racher

External Committees with County Representation

Committee Name	Council Members	Administration
Boreal Housing Foundation	Reeve Knelsen Councillor Cardinal Bill Neufeld (Member at Large)	N/A
Caribou Mountains Wildland Advisory Committee	Deputy Reeve Sarapuk Councillor Jorgensen	N/A
Community Futures Northwest	Deputy Reeve Sarapuk	N/A
FCSS – Fort Vermilion	Councillor Cardinal	N/A
FCSS – La Crete	Councillor Braun	N/A
FCSS – Zama	Councillor Wardley	N/A
Friends of St. Theresa Society	Councillor Jorgensen	N/A
Hay Zama Bison Advisory Committee	Councillor Wardley	N/A

Committee Name	Council Members	Administration
Hay Zama Committee & Tourism Sub-Committee	Reeve Knelsen Councillor Wardley	N/A
High Level Forests Public Advisory Committee	Councillor Bateman Councillor Wardley	N/A
High Level Recreation Facility Task Force	Councillor Bateman	Doug Munn
Indigenous Joint Mutual Aid Committee	Reeve Knelsen (Ex-Officio) Councillor Cardinal Councillor Jorgensen (alt) Other Councillors as required	Doug Munn
La Crete Community Adult Learning Council	Councillor Braun	N/A
Mackenzie Applied Research Association	Councillor Jorgensen	Grant Smith
Mackenzie Frontier Tourist Association	Councillor Cardinal Councillor Wardley	N/A
Mackenzie Regional Community Policing Society (Victim Services)	Councillor Cardinal	N/A
Mackenzie Regional Charity Golf	Reeve Knelsen Councillor Bateman	Carol Gabriel
Mackenzie Regional Waste Management Commission	Councillor Bateman (2019) Councillor Knelsen (2019)	N/A
Mighty Peace Watershed Alliance	Councillor Jorgensen	N/A
Northeast Community Adult Learning Council	Councillor Jorgensen	N/A
Northern Lakes College CEC – Fort Vermilion	Councillor Cardinal	N/A
Northern Lakes College CEC – High Level	Councillor Jorgensen	N/A
Northern Lights Forest Education Society	Councillor Wardley	N/A
Northern Transportation Advocacy Bureau (NTAB)	Councillor Jorgensen Councillor A. Peters Councillor Wardley (REDI Chair)	N/A
Northwest Species at Risk	Councillor Cardinal Councillor Jorgensen Councillor Wardley	Byron Peters
Recreation Board – Fort Vermilion	Councillor Cardinal	Doug Munn
Recreation Board – La Crete	Councillor Braun	Doug Munn
Recreation Board – Zama	Councillor Wardley	Doug Munn
Regional Economic Development Initiative	Councillor Braun Councillor Wardley	Byron Peters
Tompkins Improvement Board	Reeve Knelsen	Byron Peters
Veterinary Services Incorporated	Deputy Reeve Sarapuk Councillor Driedger (alt)	Grant Smith
Water North Coalition	Reeve Knelsen Councillor Jorgensen	Fred Wiebe



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Agricultural Fair Committee – Member Appointments

BACKGROUND / PROPOSAL:

The Agricultural Fair Committee was established to provide advice and recommendations regarding the annual Agricultural Fair and Tradeshow.

Due to the transition of this Committee to the community in 2019, Administration recommends that the Agricultural Fair Committee Terms of Reference be abolished.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Mackenzie County Agricultural Fair Committee be abolished.

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

AGRICULTURAL FAIR COMMITTEE TERMS OF REFERENCE

Purpose:

To provide advice and recommendations regarding the Annual Agricultural Fair and Tradeshow.

Committee Structure:

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

- All ASB Members (voting members)
- Chief Administrative Officer or designate (non-voting member)
- Agricultural Fieldman (non-voting member)
- Two Representatives from MARA (voting members)
- Two Members from each local Agricultural Society. (High Level, La Crete, Fort Vermilion, & Rocky Lane) (voting members)
- Support Staff (non-voting members)

The committee shall appoint its own Chair and Vice-Chair at the first Committee meeting.

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

Quorum:

Members present shall constitute quorum. CAO or designate must be in attendance.

Term:

Members shall sit on the Committee for a one year term.

Authority:

Mackenzie County Council.

Meeting Schedule:

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

General Responsibilities:

The Agricultural Fair Committee shall:

- Organize the Annual Agricultural Fair & Tradeshow
- Manage budget and assume fiscal responsibilities
- Set meeting dates

Approved External Activities:

- N/A

	Date	Resolution Number
Approved	2016-02-09	
Amended	2017-10-23	17-10-726
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Agricultural Service Board – Member Appointments

BACKGROUND / PROPOSAL:

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

Membership – the Board is comprised of the following:

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

Term – two year appointments

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

OPTIONS & BENEFITS:

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

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

Member at Large appointments are made by secret ballot.

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

The following Member at Large applications were received:

1. Terry Batt, High Level Rural
2. Dicky Driedger, Tompkins Landing
3. John W. Driedger, La Crete Rural
4. Ernie Dyck, La Crete Rural
5. Joseph Peters, Buffalo Head Prairie

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Agricultural Service Board** for a two year term – October 22, 2019 to October 2021.

- 1.
- 2.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the following Members at Large be appointed to the **Agricultural Service Board** for a two year term – October 22, 2019 to October 2021.

- 1.
- 2.
- 3.

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

AGRICULTURAL SERVICE BOARD TERMS OF REFERENCE

Refer to Agriculture Service Board Policies & Bylaws

Purpose:

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

Committee Structure:

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

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

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

Quorum:

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

Term:

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

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

Authority:

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

Meeting Schedule:

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

General Responsibilities:

The Board shall (ASB001):

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

Responsible for review of the following Bylaws/Documents:

- Agriculture Service Board Policies & Bylaws

Approved External Activities:

- Provincial ASB Conference
- Regional Meetings (regularly scheduled)
- ASB Tours
- One additional conference per member, subject to ASB approval.

	Date	Resolution Number
Approved		
Amended	2014-10-28	
Amended	2015-10-27	
Amended	2017-10-23	17-10-729
Amended	2018-08-29	18-08-618



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEE Agricultural Appeal Board – Member Appointments

BACKGROUND / PROPOSAL:

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

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

Term – one year appointment.

Meeting Frequency – meets as required based on appeals received.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Bylaw 943-14 Agricultural Appeal Board

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Agricultural Appeal Board** for a one-year term – October 22, 2019 to October 2020.

- 1.
- 2.
- 3.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Assessment Review Board – Member Appointments

BACKGROUND / PROPOSAL:

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

Membership – the Board is comprised of the following:

- Two members of Council
- A pool of three members at large (two members are currently appointed which expire in 2021 and 2022)
- Assessment Review Board Clerk

Term – no longer than three year appointments.

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

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

OPTIONS & BENEFITS:

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

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

Member at Large appointments are made by secret ballot.

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

The following Member at Large applications were received:

1. Jerry Chomiak, High Level

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Bylaw 1106-18 Assessment Review Board

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Assessment Review Board** for a one year term – October 22, 2019 to October 2020, subject to eligibility.

- 1.
- 2.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the following Member at Large be appointed to the **Assessment Review Board** for a three year term – October 22, 2019 to October 2022, subject to eligibility.

- 1.

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

ASSESSMENT REVIEW BOARD TERMS OF REFERENCE

Refer to Bylaw 760/10 Assessment Review Board

Purpose:

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

Committee Structure:

The membership of the Board shall consist of the following:

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

Quorum:

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

- One member of Council
- Two members at large

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

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

Term:

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

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

Authority:

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

Meeting Schedule:

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

General Responsibilities:

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

Responsible for review of the following Bylaws/Documents:

- Not applicable.

Approved External Activities:

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

	Date	Resolution Number
Approved		
Amended	2015-10-27	
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Community Services Committee – Member Appointments

BACKGROUND / PROPOSAL:

The Community Services Committee provides:

- recommendations to Council determining the levels of service at existing and future recreational facilities;
- is a liaison with local Recreation Boards and Family and Community Support Services groups;
- recommendations to Council on Bylaw enforcement issues.

Membership – the Board is comprised of the following:

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

Term – one year term.

Meeting Frequency – Meets monthly.

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

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Terms of Reference

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Community Services Committee** for a one year term – October 22, 2019 to October 2020.

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

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

COMMUNITY SERVICES COMMITTEE TERMS OF REFERENCE

Purpose:

To provide recommendations to Council determining the levels of service at existing and future recreational facilities; to liaison with local Recreation Boards and Family and Community Support Services groups: to provide recommendations to Council on Bylaw enforcement issues

Committee Structure:

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

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

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

Quorum:

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

Term:

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

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

Authority:

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

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

Meeting Schedule:

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

General Responsibilities:

The Committee shall:

- Review and recommend service levels for municipal recreational facilities;
- Review and recommend priorities for improvement to existing and development of new recreational facilities, including multi-year forecast;
- Give consideration to how recreational facilities within Mackenzie County promote tourism in the region;
- Review and recommend policies and bylaws relating to;
- Review and recommend improvements to operating agreements with the local Recreation Boards for the municipally owned recreational facilities;
- Liaison with the local Recreation Boards with aim to enhance programs and services at municipal facilities, including participation in their local regular meetings;
- Review annual Family and Community Support Services reports and liaison with the local FCSS groups with aim to enhance programs and services, including participation in their local regular meetings;
- Develop and maintain a public information program related to available recreational and social services opportunities.
- Liaison with other non-profit organizations (ie. La Crete Ferry Campground).
- Review provincial lease agreements (ie. Machesis, etc.)
- Review and recommend solutions on Bylaw enforcement issues (ie. Dog Complaints)
- Review and recommend Fire & Rescue Services
- Review and recommend Peace Officer Services

Responsible for review of all Bylaws/Documents relating to:

- Municipal Parks
- Mackenzie County Recreational Areas
- Bylaw Enforcement
- Peace Officer Services
- Recreational Capital
- Fire and Rescue Services

Approved External Activities:

- Attendance of Recreation Boards' local regular meetings with the same privileges as any other Board Director (one member per community).
- Attendance of FCSSs' local regular meetings as a voting member (one member per community)
- Parks Conference (one member per year)
- FCSS Conference (one member per year)

	Date	Resolution Number
Approved		
Amended	2013-11-29	
Amended	2014-10-28	
Amended	2015-01-13	
Amended	2015-10-27	
Amended	2015-11-10	
Amended	2017-10-23	17-10-736
Amended	2018-08-14	18-08-584



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Byron Peters, Deputy Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Community Streetscape Implementation Committee – Member Appointments

BACKGROUND / PROPOSAL:

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

Membership – the Committee is comprised of the following:

- Local Councillor
- 7 – 9 community members

Term – one year term.

Meeting Frequency – 4 – 6 meetings per year.

OPTIONS & BENEFITS:

Discussion was held at the Community Services Committee in September 2019 and the Committee recommended some changes to the Committee’s mandate. A copy of the proposed amended Terms of Reference is attached for consideration.

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

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

Member at Large appointments are made by secret ballot.

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

The following Member at Large applications were received:

La Crete

1. John W. Driedger

Fort Vermilion

1. Carson Flett
2. Danny J. Friesen
3. Leah Lizotte
4. Sara Schmidt

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Terms of Reference

RECOMMENDED ACTION:

Motion 1

- Simple Majority Requires 2/3 Requires Unanimous

That the Community Streetscape Implementation Committee Terms of Reference be amended as presented.

Motion 2

- Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the Community Streetscape Implementation Committee for a two year term – October 22, 2019 to October 2021.

1. La Crete -
2. Fort Vermilion -

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

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the following Members at Large be appointed to the **Community Streetscape Implementation Committee** for a two year term – October 22, 2019 to October 2021.

La Crete

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Fort Vermilion

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

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

COMMUNITY STREETSCAPE IMPLEMENTATION COMMITTEE TERMS OF REFERENCE

Purpose:

Streetscape and façade design guidelines that established a framework for infrastructure improvements and future development were approved in May 2016. The design concepts require a long-term implementation plan for each community. The plan will be created by the County with ongoing input from the Community Streetscape Implementation Committee in each community.

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

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

The primary role of the Committee is to make recommendations to Council regarding implementation of streetscape improvements.

Committee Structure:

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

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

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

Quorum:

The Councillor appointed by Council, and an overall majority of members at large present at a meeting shall be considered a quorum. In order for the meeting to take place ~~the Director of Community Services or~~ the Director of Planning & Development or his/her designate must be present.

Term:

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

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

Authority:

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

Meeting Schedule & Remuneration:

The committee shall meet as required in order to adequately address its Scope of Work, anticipating ~~four (4) to six (6)~~ two (2) meetings per year. Meetings will typically be held at the County office in the applicable community.

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

General Responsibilities:

The Committee shall:

- Identify priorities
- Advise on implementation strategies and sequence
- Assist in identifying and creating community partnerships
- ~~Promote the adoption of the façade standards with private developers~~
- Provide local knowledge to further inform design details

Responsible for review of all Bylaws/Documents relating to:

- None

Approved External Activities:

- None

Budget and Spending Authority and Approval Process:

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

	Date	Resolution Number
Approved	2016-07-12	
Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Emergency Advisory Committee – Member Appointments

BACKGROUND / PROPOSAL:

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

Membership – Membership is comprised of the following:

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

Term – Not applicable.

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

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

Operating Budget

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

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Bylaw 1090-18 Regional Emergency Management Bylaw

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Emergency Advisory Committee be received for information.

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

EMERGENCY ADVISORY COMMITTEE – MACKENZIE COUNTY TERMS OF REFERENCE

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

Purpose:

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

Committee Structure:

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

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

Quorum:

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

Term:

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

Authority:

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

Meeting Schedule:

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

General Responsibilities:

The Committee shall:

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

Responsible for review of the following Bylaws/Documents:

- Municipal Emergency Plan
- Regional Emergency Management Bylaw

Approved External Activities:

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

	Date	Resolution Number
Approved		
Amended	2014-10-28	
Amended	2015-10-27	
Amended	2016-10-25	
Amended	2017-06-28	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Finance Committee – Member Appointments

BACKGROUND / PROPOSAL:

The Finance Committee provides oversight over the municipalities financial matters.

Membership – the Committee is comprised of the following:

- Reeve (Ex-Officio)
- Four members of Council
- CAO or Designate
- Director of Finance
- Other resources as required

Term – one year term.

Meeting Frequency – Meets monthly.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget

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

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Terms of Reference

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Finance Committee** for a one year term – October 22, 2019 to October 2021.

- 1.
- 2.
- 3.
- 4.

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

FINANCE COMMITTEE TERMS OF REFERENCE

Purpose:

To provide oversight over the municipality's financial matters.

Committee Structure:

The membership of the Committee will be comprised as follows:

- Reeve – Ex-officio (voting member)
- Four members of Council
- Chief Administrative Officer or designate
- Director of Finance
- Others as required

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

Quorum:

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

Term:

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

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

Authority:

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

Meeting Schedule:

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

General Responsibilities:

The Finance Committee shall be responsible for oversight of any matters involving finances and in particular:

Financial oversight duties:

1. Review financial reports as and if required.
2. Review municipal investments and make recommendations to Council pursuant to Section 250 of the Municipal Government Act.
3. Review auditor's management letters and other audit related communications.

Advisory duties, provide recommendations to Council:

4. Review financial policies, reserve policies, and the format of monthly reports (operating and capital), and make recommendations to Council.
5. Review any Regional matters that may have financial implications, such as Regional Airports.
6. Explore/review and recommend options regarding sale and/or lease of the County owned lands (for example: airport lots/stalls)
7. Review fees and charges (including water, sewer, and garbage) payable by ratepayers under the various bylaws.
8. Review WCB, and Insurance rates, and fees.
9. In general - provide recommendations to Council regarding the financial affairs and the financial management of the County, or as requested or required.

Delegated organizational duties:

10. Award and administer the Bursary Program.
11. Review monthly MasterCard statements.
12. Review Council, and CAO monthly expenses and honorariums and make decisions on any discretionary honorarium and expenses.
13. Administer the use of the annually budgeted funds (if any) for the local recreational boards for emergent items.
14. Review Members at Large expenses and honorariums and make decisions on any discretionary honorarium and expenses.

Responsible for review of the following Bylaws/Documents:

- Fee Schedule Bylaw
- Financial Policies

Approved External Activities:

- Not Applicable

	Date	Resolution Number
Approved		
Amended	2014-03-27	

Amended	2015-10-27	
Amended	2017-10-23	17-10-744
Amended	2018-01-09	18-01-036



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Indigenous Liaison Committee – Member Appointments

BACKGROUND / PROPOSAL:

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

Membership – Membership is comprised of the following:

- All members of Council
- CAO or Designate

Term – Not applicable.

Meeting Frequency – meets a minimum of twice a year.

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

Operating Budget

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

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Terms of Reference

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Indigenous Liaison Committee be received for information.

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

INDIGENOUS LIAISON COMMITTEE TERMS OF REFERENCE

Purpose:

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

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

Committee Structure:

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

- Whole Council
- Chief Administrative Officer or designate

Quorum:

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

Term:

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

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

Authority:

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

Meeting Schedule:

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

General Responsibilities:

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

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

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

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

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

Responsible for review of the following Bylaws/Documents:

- Shared Services Agreements with Indigenous Communities
- Internal Consultation Policy

Approved External Activities:

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

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Inter-Municipal Planning Commission – Member Appointments

BACKGROUND / PROPOSAL:

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

Membership – the Board is comprised of the following:

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

Term – one year term

Meeting Frequency – meetings are held as required.

OPTIONS & BENEFITS:

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

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

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

Member at Large appointments are made by secret ballot.

The following Member at Large applications were received:

1. John W. Driedger, La Crete Rural
2. Beth Kappelar, High Level Rural

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Inter-Municipal Planning Commission Agreement
Regional Service Sharing Agreement

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Inter-Municipal Planning Commission** for a one year term – October 22, 2019 to October 2020.

- 1.
- 2.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the following Member at Large be appointed to the **Inter-Municipal Planning Commission** for a one year term – October 22, 2019 to October 2020.

- 1.

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

INTER-MUNICIPAL PLANNING COMMISSION (IMPC) TERMS OF REFERENCE

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

Purpose:

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

Committee Structure:

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

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

Quorum:

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

Term:

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

Authority:

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

Meeting Schedule:

Meetings are generally held on a monthly basis.

General Responsibilities:

The Inter-municipal Planning Commission shall:

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

Responsible for review of the following Bylaws/Documents:

- Inter-municipal Development Plan (IDP)

Approved External Activities:

- Training workshops.

	Date	Resolution Number
Approved		
Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Inter-Municipal Subdivision & Development Appeal Board – Member Appointments

BACKGROUND / PROPOSAL:

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

Membership – the Board is comprised of the following:

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

Term – one year term

Meeting Frequency – meetings are held as required.

OPTIONS & BENEFITS:

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

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

Member at Large appointments are made by secret ballot.

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

No Member at Large applications were received.

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the **Inter-Municipal Subdivision & Development Appeal Board** for a one year term – October 22, 2019 to October 2020.
1.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That administration contact members appointed to the Subdivision & Development Appeal Board to see if they are interested in being appointed to the **Inter-Municipal Subdivision & Development Appeal Board**.

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

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

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

Purpose:

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

Committee Structure:

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

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

Quorum:

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

Term:

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

Authority:

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

Meeting Schedule:

As required.

General Responsibilities:

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

Responsible for review of the following Bylaws/Documents:

- Not applicable.

Approved External Activities:

- Training workshops.

	Date	Resolution Number
Approved		
Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Mackenzie Library Board – Member Appointments

BACKGROUND / PROPOSAL:

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

Membership – the Board is comprised of the following:

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

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

Meeting Frequency – Board meets on a monthly basis.

OPTIONS & BENEFITS:

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

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

Member at Large appointments are made by secret ballot.

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

The following Member at Large applications were received:

1. John W. Driedger, La Crete Rural
2. Carson Flett, Fort Vermilion
3. Tamie McLean, Fort Vermilion
4. Sandra Neufeld, La Crete
5. Lorraine Peters, La Crete Rural
6. Wally Schroeder, La Crete

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the Mackenzie Library Board for a one year term – October 22, 2019 to October 2020.

- 1.
- 2.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

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

1. La Crete (3 Year Term) -
2. La Crete (2 Year Term) -
3. Fort Vermilion (2 Year Term) -
4. County Rural (2 Year Term) -

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

MACKENZIE LIBRARY BOARD TERMS OF REFERENCE

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

Purpose:

To manage, regulate, and control the municipal libraries.

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

Committee Structure:

The Board is comprised of seven members as follows:

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

Quorum:

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

Term:

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

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

Authority:

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

Meeting Schedule:

Meetings are held on a monthly basis. (1.11.2.1)

General Responsibilities:

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

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

(1.3.4)

Responsible for review of the following Bylaws/Documents:

- Not applicable.

Approved External Activities:

- Grande Prairie Regional Library Conference (funded by the Library Board except members of Council)

	Date	Resolution Number
Approved		
Amended	2016-10-25	
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Municipal Planning Commission – Member Appointments

BACKGROUND / PROPOSAL:

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

Membership – the Commission is comprised of the following:

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

Term – one year term.

Meeting Frequency – Commission meets twice a month.

OPTIONS & BENEFITS:

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

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

Member at Large appointments are made by secret ballot.

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

The following Member at Large applications were received:

1. Erick Carter, Fort Vermilion Rural
2. John W. Driedger, La Crete Rural
3. Beth Kappelar, High Level Rural
4. Lucille Labrecque, Fort Vermilion
5. Charles LaForge, Fort Vermilion

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Bylaw 563/06 Subdivision & Development Authorities

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Municipal Planning Commission** for a one year term – October 22, 2019 to October 2020.

- 1.
- 2.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the following Members at Large be appointed to the **Municipal Planning Commission** for a one year term – October 22, 2019 to October 2020.

- 1.
- 2.
- 3.

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

MUNICIPAL PLANNING COMMISSION TERMS OF REFERENCE

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

Purpose:

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

Committee Structure:

The Commission shall consist of five members as follows:

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

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

Quorum:

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

Term:

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

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

Authority:

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

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

Meeting Schedule:

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

General Responsibilities:

The Municipal Planning Commission has the following functions and duties:

- Upon request of Council, to advise Council with respect to achieving the orderly, economical and beneficial development, use of land and pattern of settlement in Mackenzie County.
- To serve as the Subdivision Authority⁷ pursuant to Part 17 of the MGA and of the Subdivision and Development Authority Bylaw.
- To serve as the Development Authority pursuant to Part 17 of the MGA and of the Subdivision and Development Authority Bylaw.

Responsible for review of the following Bylaws/Documents:

- Land Use Bylaw

Approved External Activities:

- Choice of one of the following conferences (three members per year):
 - Alberta Development Officers Association Conference
 - Community Planning Association of Alberta Conference

	Date	Resolution Number
Approved		
Amended	2014-06-11	
Amended	2015-10-27	



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Northwest Alberta Regional Emergency Advisory Committee – Member Appointments

BACKGROUND / PROPOSAL:

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

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

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

Term – one year appointment.

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

OPTIONS & BENEFITS:

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

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Bylaw 1090-18 Regional Emergency Management Bylaw

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Northwest Alberta Regional Emergency Advisory Committee** for a one-year term – October 22, 2019 to October 2020.

- 1.
- 2.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Public Works Committee – Appointment of Members

BACKGROUND / PROPOSAL:

The Public Works Committee assists Council in providing direction and guidance on issues relating to public works, water, wastewater, sewer, and solid waste management services.

Membership – the Committee is comprised of the following:

- Reeve (Ex-Officio)
- Four members of Council
- One member of the Mackenzie Regional Waste Management Commission (when waste is discussed)
- CAO or Designate
- Director of Operations
- Director of Community Services
- Director of Utilities
- Other resources as required

Term – one year term.

Meeting Frequency – Committee meets as required. The Committee has not held a meeting to date in 2019.

OPTIONS & BENEFITS:

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

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Terms of Reference

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Public Works Committee** for a one year term – October 22, 2019 to October 2020.

- 1.
- 2.
- 3.
- 4.

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

PUBLIC WORKS COMMITTEE TERMS OF REFERENCE

Purpose:

To assist Council in providing direction and guidance on issues relating to public works, water, wastewater, sewer, and solid waste management services.

Committee Structure:

The membership of the Committee will be comprised as follows:

- Reeve – Ex-officio (voting member)
- Four members of Council
- One member of the Mackenzie Regional Waste Management Commission (when waste is discussed)
- Chief Administrative Officer or designate
- Director of Operations
- Director of Community Services
- Director of Utilities
- Others as required

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

Quorum:

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

Term:

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

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

Authority:

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

Meeting Schedule:

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

General Responsibilities:

The Committee shall assist Council in monitoring the activities and programs as follows:

General

- The Committee shall stay informed and respond to federal and provincial environmental initiatives affecting municipal operations and surface water management;
- Provide overall guidance and direction in areas of environmental protection, including water supply, solid waste management.

Public Works Services:

- Review and recommend priorities for municipal road improvements, including a multi-year plan for municipal roadway infrastructure;
- Review rural and hamlet road maintenance and service level policies and recommend improvements as applicable;
- Review and recommend priorities for major municipal equipment replacement, including a multi-year forecast;
- Review and recommend policies for municipal equipment replacement;
- Develop and maintain a public information program related to municipal roadway use.

Water, Wastewater and Sewer Services:

- Review and recommend policies for sustainable development of municipal water, and sewer services infrastructure;
- Review and recommend priorities for continuing rural water line development, including a multi-year forecast;
- Develop and recommend policies related to rural water line laterals system development;
- Develop and maintain a public information program related to rural water line laterals system development.

Solid Waste Disposal Services:

- Review and recommend improvement to bylaws and policies for solid waste collection and disposal;
- Review and recommend priorities for development of solid waste collection and disposal facilities, including a multi-year forecast;

- Review existing operational programs (e.g. tires, batteries, recyclables collections), service levels and recommend improvements as necessary;
- Encourage continuing implementation of recycling programs;
- Develop and maintain a public information program related to sustainable and responsible solid waste disposal practices.

Responsible for review of the following Bylaws/Documents:

- Public Works Policies
- Equipment Replacement Policies
- Water & Sewer Systems Bylaw
- Solid Waste Disposal Policies & Bylaws

Approved External Activities:

- Recycling Council of Alberta Conference (two members per year)

	Date	Resolution Number
Approved		
Amended	2014-01-14	
Amended	2015-10-27	
Amended	2016-10-25	
Amended	2017-10-23	17-10-760



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Subdivision & Development Appeal Board – Appointment of Members

BACKGROUND / PROPOSAL:

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

Membership – the Board is comprised of the following:

- Two members of Council
- A pool of five members at large (three members are currently appointed which expire in 2021)
- Subdivision & Development Appeal Board Clerk

Term – no longer than three year appointments.

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

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

OPTIONS & BENEFITS:

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

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

Member at Large appointments are made by secret ballot.

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

The following Member at Large applications were received:

1. Joe Froese, Rocky Lane
2. Ray Toews, Fort Vermilion (already has an appointment until 2021)

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Bylaw 1096-18 Subdivision & Development Appeal Board

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Subdivision & Development Appeal Board** for a one year term – October 22, 2019 to October 2020, subject to eligibility.

- 1.
- 2.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the following Member at Large be appointed to the **Subdivision & Development Appeal Board** for a three year term – October 22, 2019 to October 2022, subject to eligibility.

- 1.

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

SUBDIVISION & DEVELOPMENT APPEAL BOARD (SDAB) TERMS OF REFERENCE

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

Purpose:

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

Committee Structure:

The membership of the Board shall consist of the following:

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

Quorum:

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

Term:

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

Authority:

Pursuant to the MGA.

Meeting Schedule:

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

General Responsibilities:

The Board shall:

- Decide upon all appeals referred to it by the Secretary of the Board, including an:

- Appeal of a development permit decision issued by the development authority;
- Appeal of a stop order issued by the development authority; and
- Appeal of a notice of decision for subdivision issued by the subdivision approving authority.
- Perform any other such duties as described or implied in the SDAB Bylaw or as may be assigned to it by Council.

Responsible for review of the following Bylaws/Documents:

- Not applicable.

Approved External Activities:

- Training as required by the Municipal Government Act.

	Date	Resolution Number
Approved		
Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Tompkins Crossing Committee – Appointment of Members

BACKGROUND / PROPOSAL:

The Tompkins Crossing Committee provides advice and recommendations regarding the Tompkins ferry and ice-bridge operations.

Membership – the Committee is comprised of the following:

- Reeve (Ex-Officio)
- Three members of Council
- CAO or Designate
- Director of Operations
- Other resources as required

Term – one year term.

Meeting Frequency – Committee meets as required at the call of the Chair.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget

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

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Terms of Reference

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Tompkins Crossing Committee** for a one year term – October 22, 2019 to October 2020.

- 1.
- 2.
- 3.

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

TOMPKINS CROSSING COMMITTEE TERMS OF REFERENCE

Purpose:

The Tompkins Crossing Committee is a Council Committee established by Mackenzie County Council to provide advice and recommendations regarding the Tompkins ferry and ice-bridge operations.

Committee Structure:

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

- Reeve – Ex-officio (voting member)
- Three members of Council
- Chief Administrative Officer or designate
- Director of Operations
- Other resources as required

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

Quorum:

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

Term:

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

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

Authority:

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

Meeting Schedule:

The committee shall meet as required in order to adequately address its Scope of Work in a timely manner. The Committee shall meet at the call of the chair or the Chief Administrative Officer.

General Responsibilities:

The objective, scope of activities and duties of the Tompkins Crossing Committee shall encompass:

- Review current ferry and ice-bridge operations;
- Provide recommendations to Council regarding appropriate actions to provide high quality service;
- The CAO and Director will inspect and ensure compliance with regulations and contract;
- Review options for ferry replacement;
- Develop and recommend a strategy for lobbying for a permanent crossing.

Responsible for review of the following Bylaws/Documents:

- Not applicable.

Approved External Activities:

- Not applicable.

	Date	Resolution Number
Approved		
Amended	2015-10-27	
Amended	2017-10-23	17-10-765



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Land, Stewardship And Sustainability Committee – Member Appointments

BACKGROUND / PROPOSAL:

The Agricultural Land Use Planning Committee was established to promote continuing maintenance and expansion of agricultural land base within the Region. This committee plays an important role, but with its narrow focus it is unable to provide ongoing policy advice to matters related to agricultural development.

The Land Stewardship Committee was established to provide recommendations to Council regarding land stewardship practices. The committee was originally established in 2016, and has struggled since inception on implementing changes to policy. It is proposed that by combining the mandate of this committee with other complementary committees there will be greater opportunity to implement policy changes.

The Community Sustainability Committee was established to monitor and provide guidance for the implementation of the Community Sustainability Plan. This committee was abolished at the 2018 Organizational Meeting, but it is now proposed that within an amalgamated terms of reference that review of the Plan be delegated back to an amalgamated committee, while leaving the priority setting for all of council.

Administration recommends combining the three committees into one committee, tasked with overall policy specifically pertaining to land use and practices to meet council objectives for sustainable and continued development.

It is envisioned that this committee would have a public engagement focus in order to address issues of public concern. This committee would also be involved in growth strategies and other high level community development projects.

The attached Draft Terms of Reference combines the mandates of the three committees.

Author: C. Gabriel/B. Peters **Reviewed by:** B Peters **CAO:** _____

Membership

Currently the Agricultural Land Use Planning Committee is comprised of the following:

- Reeve (Ex-Officio)
- Four members of Council
- CAO or Designate
- Director of Planning & Development
- Others as required

Currently the Land Stewardship Committee is comprised of the following:

- Four members of Council
- 5 – 10 Members at Large
- CAO or Designate
- Director of Planning & Development
- Agricultural Fieldman
- Two members appointed by the Town of High Level
- Two members appointed by the Town of Rainbow Lake
- Others as required

Term – one year term.

Meeting Frequency – Meets as required.

OPTIONS & BENEFITS:

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

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

Please note that the proposed new Terms of Reference does not include Members at Large. Should Council choose to remain with the current Terms of Reference the list of applications received will be provided at that time.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

Author: C. Gabriel/B. Peters Reviewed by: _____ CAO: _____

POLICY REFERENCES:

Community Sustainability Plan

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the Terms of Reference for the **Land, Stewardship and Sustainability Committee** be approved as presented and replace the current Agricultural Land Use Planning Committee and Land Stewardship Committee Terms of Reference.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Land, Stewardship and Sustainability Committee** for a one year term – October 22, 2019 to October 2020.

1. Agricultural Service Board Member -
2. Municipal Planning Commission Member -
- 3.
- 4.

Author: C. Gabriel/B. Peters Reviewed by: _____ CAO: _____

LAND, STEWARDSHIP AND SUSTAINABILITY COMMITTEE TERMS OF REFERENCE

Purpose:

To provide guidance to Council regarding land stewardship practices, encouraging best practices for industry in order to maintain a healthy environment that will vibrantly serve our region into the future. This includes expanding the agricultural land base, reviewing and reporting on the Community Sustainability Plan, and other initiatives that will improve the viability of the County.

Committee Structure:

The membership of the committee shall be comprised of:

- Reeve—Ex-officio (voting member)
- Four (4) members of Mackenzie County Council
 - One (1) to represent the Agricultural Service Board
 - One (1) to represent the Municipal Planning Commission
- Chief Administrative Officer or designate
- Director of Planning & Development
- Environmental Planner
- Others as required

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

Quorum:

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

Term:

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

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

Authority:

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

Meeting Schedule:

The Committee shall meet as required in order to adequately address its Scope of Work in a timely manner—four (4) meetings are recommended each year.

General Responsibilities:

Overall the Committee shall provide high level policy direction considering agricultural land expansion, sustainable economic development, land stewardship and community sustainability. The Committee will lead public engagement efforts on behalf of Council for land use, sustainability and stewardship items.

- Liaise with various industry groups (i.e. forestry, oil & gas, farming) to inform them of potential issues and to gather their perspective on issues.

For Agricultural Land Expansion:

- Review and provide recommendations to Alberta Agriculture & Forestry and Alberta Environment & Parks (via Council) on which productive green zone land should be converted to white zone.
- Review and provide recommendations to Alberta Agriculture & Forestry and Alberta Environment & Parks (via Council) on the procedures of white zone disposition.
- Liaise with the Province on identifying suitable agricultural land to fulfill the original commitment to open up new agricultural land plus additional farmland.
- Review and provide recommendation on agricultural land use policies and expansion in the County.

For Stewardship:

- Be familiar with the Alberta Land Stewardship Act and Regulation; the Alberta Wetland Policy; the Alberta Water Act and Regulation; the Alberta Public Lands Act and Regulation; the Species at Risk Act (SARA) and make recommendations for changes to County policies in order to best capitalize on the opportunities that these provincial legislations provide;
- Liaise with the Mighty Peace Watershed Alliance, and understand their mandate, and how this impacts the County and/or its residents;
- Be familiar with the County's Municipal Development Plan, Community Sustainability Plan, Agricultural Service Board Business Plan
 - Utilize this familiarity to identify potential conflicts between provincial and/or federal regulations and County plans and priorities
 - Provide recommendations on whether to revise County plans to comply with provincial and/or federal requirements or to lobby for changes to provincial and/or federal documents;
- During the creation of the Lower Peace Regional Plan (LPRP) stay abreast of the progress and be informed of potential implications on the County.

For Community Sustainability:

In August 2010, Mackenzie County Council approved the Four-Step Community Sustainability Plan.

In general, the County will follow the Community Sustainability Plan. The plan is a comprehensive plan and discusses matters of community sustainability with respect of economic, environment, social and cultural factors. The Community Sustainability Plan includes a document outlining the key performance indicators and the associated deadlines for achieving these.

The Committee will monitor and provide guidance in plan implementation to Council, with all of Council involved in confirming regional and local priorities.

Council as a Whole will be responsible for the following:

- Regional and local priorities for communication to the Ministers and/or during a meeting with the Minister's personnel;
- Regional and/or local priorities in an order of importance to the other local government supporting agencies to which a Council member(s) has been appointed, such as Regional Economic Development Initiative.

The Committee will provide recommendations to Council regarding modifications to future goals and strategies as opportunities arise and threats emerge.

The Committee shall make efforts to stay informed and educated regarding the methods of strengthening the community capacity and make strategy recommendations to Council regarding solving communities' and regional problems.

Responsible for review of the following Bylaws/Documents:

- Community Sustainability Plan

Approved External Activities:

- Regional meetings with industry and/or provincial representatives.

	Date	Resolution Number
Approved	2016-01-12	
Amended	2016-05-10	
Amended		
Amended		

AGRICULTURAL LAND USE PLANNING COMMITTEE TERMS OF REFERENCE

Purpose:

To promote continuing maintenance and expansion of the agricultural land base within the Region.

Committee Structure:

The membership of the Committee will be comprised as follows:

- Reeve – Ex-officio (voting member)
- Four members of Council
- Chief Administrative Officer or designate
- Director of Planning & Development
- Others as required

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

Quorum:

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

Term:

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

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

Authority:

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

Meeting Schedule:

The committee shall meet as required in order to adequately address its Scope of Work in a timely manner. The Committee shall meet as required at the call of the Chair or the Chief Administrative Officer.

General Responsibilities:

- Review and provide recommendations to Alberta Agriculture & Forestry and Alberta Environment & Parks (via Council) on which productive green zone land should be converted to white zone.
- Review and provide recommendations to Alberta Agriculture & Forestry and Alberta Environment & Parks (via Council) on the procedures of white zone disposition.
- Liaison with the Province on identifying suitable agricultural land to fulfill the original commitment to open up new agricultural land plus additional farmland.
- Review and provide recommendation on agricultural land use policies and expansion in the County.

Responsible for review of the following Bylaws/Documents:

- Not applicable.

Approved External Activities:

- Not applicable.

	Date	Resolution Number
Approved		
Amended	2014-10-28	
Amended	2017-10-23	17-10-727

LAND STEWARDSHIP COMMITTEE TERMS OF REFERENCE

Purpose:

To provide recommendations to Council regarding land stewardship practices. The Committee's primary role is to learn and understand the issues and impacts of current, pending and proposed legislation as it relates to land use, deriving strategies on how to mitigate the negative impacts on the County, and provide recommendations to Council on how to best address the issues.

Committee Structure:

The membership of the committee shall be comprised as follows: include four (4) Councillors and between five (5) and ten (10) members at large.

- Four (4) members of Mackenzie County Council
- Five (5) to ten (10) members at large
- Chief Administrative Officer or designate
- Director of Planning & Development
- Agricultural Fieldman
- Two (2) members appointed by the Town of High Level
- Two (2) members appointed by the Town of Rainbow Lake
- Others as required

The Councillors appointed to the Committee shall represent these existing committees:

- Agricultural Service Board
- Agricultural Land Use Planning Committee
- Municipal Planning Commission
- Councillor at Large

The members at large shall ideally represent varying industries, interests and communities within the County.

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

Quorum:

Any three (3) Mackenzie County Councillors and an overall majority of members present at a meeting shall be considered a quorum. In order for the meeting to take place the Chief Administrative Officer or his/her designate must be present.

In the event that quorum cannot be reached, Mackenzie County has the right to declare quorum.

Term:

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

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

Authority:

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

Meeting Schedule:

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

General Responsibilities:

The Committee shall:

- Be familiar with the Alberta Land Stewardship Act and Regulation and how this impacts the County and/or its residents
- Be familiar with the Alberta Wetland Policy and how this impacts the County and/or its residents
- Be familiar with the Alberta Water Act and Regulation and how this impacts the County and/or its residents
- Be familiar with the Alberta Public Lands Act and Regulation and how this impacts the County and/or its residents
- Be familiar with the Species at Risk Act (SARA) and how this impacts the County and/or its residents
- Be familiar with the Mighty Peace Watershed Alliance, their mandate, and how this impacts the County and/or its residents
- Be familiar with the County's Municipal Development Plan, Community Sustainability Plan, Agricultural Service Board Business Plan
 - Utilize this familiarity to identify potential conflicts between provincial and/or federal regulations and County plans and priorities
 - Provide recommendations on whether to revise County plans to comply with provincial and/or federal requirements or to lobby for changes to provincial and/or federal documents

- During the creation of the Lower Peace Regional Plan (LPRP) stay abreast the progress and be informed of potential implications on the County
- Liaise with various industry groups (ie. forestry, oil & gas, farming) to inform them of potential issues and to gather their perspective on issues
- Seek to understand the provincial cumulative effects management framework and how this is likely to impact the County
- Provide recommendations for educational type sessions that would be beneficial for local residents and/or industries as they relate to land use
- Be generally knowledgeable about provincial and federal legislation as it relates to land use and become a local subject matter expert on the relevant issues

Responsible for review of the following Bylaws/Documents:

- N/A

Approved External Activities:

- Regional meetings with industry and/or provincial representatives

Compensation:

- Municipalities shall be responsible for their respective appointees in regards to honorariums and expenses.

	Date	Resolution Number
Approved	2016-01-12	
Amended	2016-05-10	
Amended	2018-10-23	18-10-778



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Boreal Housing Foundation

BACKGROUND / PROPOSAL:

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

Membership – see attached Ministerial Order.

Term – one year appointment.

Meeting Frequency – meets monthly.

OPTIONS & BENEFITS:

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

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

Member at Large appointments are made by secret ballot.

The following Member at Large applications were received:

1. John W. Driedger, La Crete Rural
2. Lucille Labrecque, Fort Vermilion
3. William Neufeld, La Crete Rural
4. Ray Toews, Fort Vermilion
5. Bernard Wiebe, La Crete

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

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Ministerial Order H:042/16

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Boreal Housing Foundation** for a one-year term – October 22, 2019 to October 2020.

- 1.
- 2.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the following Member at Large be appointed to the **Boreal Housing Foundation** for a one year term – October 22, 2019 to October 2020.

- 1.

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



ALBERTA
SENIORS AND HOUSING

*Office of the Minister
M.L.A. Edmonton-Riverview*

MINISTERIAL ORDER NO. H:042/16
DEPARTMENT OF SENIORS AND HOUSING
PROVINCE OF ALBERTA
BOREAL HOUSING FOUNDATION

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

1. **Boreal Housing Foundation** is established as a management body with all the powers, functions and duties prescribed in the attached Appendix with respect to the operation and administration of housing accommodation as identified in Schedule "A" of this Order.
2. The assets, property, liabilities, obligations and all other concerns of the High Level Housing Authority and the Mackenzie Housing Management Board, as established under Section 5 of the Act, are transferred to and assumed by the Boreal Housing Foundation as established by this Order, and any references in an enactment, order, agreement or document shall be construed accordingly.
3. This Ministerial Order comes into effect on January 1, 2017.

Dated at Edmonton, Alberta the 5th day of December, 2016.

Lori Sigurdson
Minister of Seniors and Housing

APPENDIX

Boreal Housing Foundation

1. **Boreal Housing Foundation** (hereafter referred to as the “management body”) is hereby established as a management body.
2. The members of the management body are as follows:
 - Mackenzie County
 - Town of High Level
 - Town of Rainbow Lake
 - La Crete Municipal Nursing Association
 - Dene Tha First Nation
 - Beaver First Nation
 - Tall Cree First Nation
 - Little Red Cree First Nation
3. (1) The management body shall be governed by a board (hereafter referred to as “the board”), comprised of a maximum of thirteen (13) members appointed from within the borders of Mackenzie County as follows, and in accordance to subsection (2):
 - (a) Three (3) members of the board shall be appointed by Mackenzie County.
 - (b) Two (2) members of the board shall be appointed by the Town of High Level.
 - (c) Two (2) members of the board shall be appointed by the Town of Rainbow Lake.
 - (d) Two (2) members of the Board shall be appointed by La Crete Municipal Nursing Association.
 - (e) One (1) member of the Board shall be appointed by the Dene Tha First Nation.
 - (f) One (1) member shall be appointed by the Beaver First Nation.
 - (g) One (1) member shall be appointed by the Tall Cree First Nation.
 - (h) One (1) member shall be appointed by Little Red Cree First Nation.
- (2) For the purposes of subsection 3(1), the members of the management body have the sole discretion to determine:
 - (a) The boundaries of the areas from which the members of the board may be appointed;
 - (b) How residency in the areas from which members of the board may be determined.
- (3) The board shall be appointed as follows:
 - (a) Members of the board shall be appointed by the member of the management body in accordance with the Order and at the times the board requests the member of the management body.
 - (b) The term of office for each member of the board shall be for a one (1) year term.
 - (c) Members of the board appointed under clause 3(a), may hold consecutive terms of office.

- (d) If the office of a board member is vacated, an individual shall be appointed to the board in the same manner as the vacating member of the board, on the vacancy occurring or as soon as possible thereafter, as a member of the board to complete the term of the vacating member.
 - (e) The chairperson, vice-chairperson or any other officer of the board; as the board determines necessary shall be appointed from among the board members in the manner and at the times the board determines appropriate.
 - (f) The term of office for the chairperson, vice-chairperson or any other officers of the board shall be for a one (1) year term.
 - (g) The chairperson, vice-chairperson or any other officers of the board may hold consecutive terms of office, as long as each officer is a member of the board.
- (4) The lodge reserve policy cannot be changed without the unanimous approval of all the members of the Board.
- (5) The board is a continuing body.
- (6) The board shall provide the Deputy Minister with the name of its chairperson and vice-chairperson as soon as possible on selection, and shall notify the Deputy Minister of any change of chairperson and vice-chairperson.
4. The board shall:
- (a) designate the offices of the management body; and
 - (b) immediately notify the Deputy Minister of the location of its primary place of business in Alberta and any other offices, the management body address for service, and any change in the location of such offices or address for service.
5. For the purpose of providing lodge accommodation, the management body may requisition the following municipalities:
- a. Mackenzie County;
 - b. Town of High Level; and
 - c. Town of Rainbow Lake.
6. A minimum of seven (7) voting board members is considered quorum.
7. All financial matters of the lodge require a three quarter (6) majority approval of the requisitioning board appointees to pass the motion; and a two thirds (9) approval of the full board. All other matters require a majority vote of the full board.
8. (1) The management body is responsible for the operation and administration of the housing accommodation listed in Schedule "A".
- (2) In addition to the housing accommodation operated under subsection 8(1), the management body may operate Rent Supplement housing accommodation as designations are allocated to the management body by the Minister under the Rent Supplement Program Regulation.
9. For the purpose of the Act, the management body has and is subject to the powers, functions or duties as provided in the following Regulations:
- (a) *Management Body Operations and Administration Regulation*;
 - (b) *Social Housing Accommodation Regulation*;
 - (c) *Housing Accommodation Tenancies Regulation*;
 - (d) *Rent Supplement Regulation*; and
 - (e) *Lodge Assistance Program Regulation*.



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Caribou Mountains Wildland Advisory Committee

BACKGROUND / PROPOSAL:

The Caribou Mountains Wildland Advisory Committee established by the Provincial Government which no longer exists therefore no appointments are necessary.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Caribou Mountains Wildland Advisory Committee be received for information.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Community Futures Northwest Alberta

BACKGROUND / PROPOSAL:

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

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – meets monthly.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the **Community Futures Northwest Alberta** for a one-year term – October 22, 2019 to October 2020.

1.

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



About Us

May 2010

Community Futures Northwest Alberta, a Community Futures Development Corporation, is a federally sponsored, but community directed, not for profit organization. Our geographic area of service includes all the communities and residents of the North Western corner of Alberta, from Keg River to the south and the NWT border to the north, from the BC border to the west and east into Wood Buffalo National park. CFNWA is directed by a volunteer Board of Directors recruited for their expertise in various industrial and community sectors as well as for geographic representation.

The community development role of our organization within the region is to facilitate or enable communities to help themselves. The corporation assists with this bottom-up approach by acting as a resource at every step of the way. We can help with establishing community and regional goals, plans and programs, and implementing courses of action to pursue them, ensuring that planning is followed by action. CFNWA may become involved with any project or program that has the opportunity of improving the lifestyle of the region's residents.

Typical areas of service include:

- Making connections
- Assisting with research, proposal preparation or other required processes
- Providing information on and assisting in the exploration of economic development opportunities and issues
- Maintaining current information regarding our region, its communities, its economic base, and its small business community
- Partnering with others in the region to address community and regional development
- Referrals to appropriate service organizations

The business development role of the corporation is to provide individuals and businesses with the following services:

- Technical Assistance – assisting with business planning and research
- Financial Assistance – providing non traditional financing to viable business ventures
- Training – delivering or facilitating access to training in various business capacities.

These business advisory services assist the potential and existing entrepreneur to establish or improve a business. Clients are assisted in every way from development of a business plan to preparing cash-flow projections to exploring options for financing or training. Our extensive business resource library also provides a wide range of information that is available to clients and the general public

OUR MISSION:

The Mission of Community Futures Northwest Alberta is:

Community Futures Northwest Alberta assists and encourages this region's residents to enhance their Economic, Community Development and Industry Diversification efforts.

The Corporation undertakes it's Mission by:

- Maintaining an "apolitical", advocacy and facilitation role building upon the

corporation's established tradition of integrity.

- Support regional development; industry sectors, business development and diversification opportunities & initiatives, assisting as possible with capacity building with First Nations;
- Promote the region, keeping aware of regional community issues and encouraging awareness throughout the region
- Advocate and lobby for the region;
- Collect, communicate and distribute information
- Administering our corporate resources effectively and efficiently.

Check Out our Community Futures Online Small Business Loan Web site

<http://www.roadahead.biz/index.php>

The service region of Community Futures Northwest Alberta spans more than 87,000 square kilometres. That's larger than New Brunswick and Prince Edward Island combined!

Approximately 20 small communities are home to more than 24,000 residents in communities like Rainbow Lake, High Level, Fort Vermilion and La Crete. Ten Aboriginal communities and Alberta's largest Métis Settlement are located within our region's borders.

Community Futures Northwest Alberta is one of 27 Community Futures Development Corporations in the province of Alberta. A non-profit organization working in partnership with [Western Economic Diversification Canada](#), the Corporation's services provide community economic development and business services to its region.

Encouraging a local development process in communities with local labour markets is one of the hallmarks of the Corporation. It participates in a local process to assess economic opportunities and promote community economic development.

"We work toward achieving long-term employment growth and diversification, enhanced quality of life, and retention of young people in our communities," reports CFNWA General Manager Mike Osborn.

"We are a community directed corporation with a volunteer Board of Directors recruited for their expertise in an array of industrial and community sectors as well as geographic representation."

780.926.4233 | info@cfnwa.ab.ca | [Home](#)

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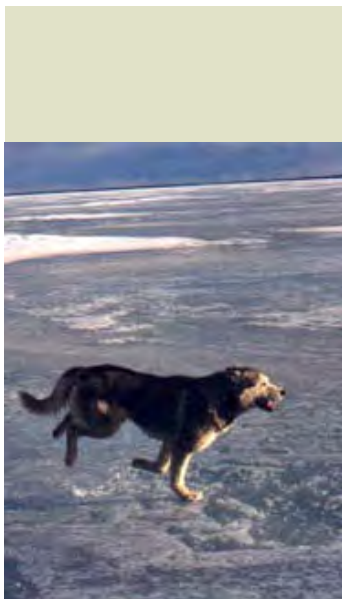
Supported by:



Western Economic
Diversification Canada

Diversification de l'économie
de l'Ouest Canada





BOARD OF DIRECTORS

The Board of Directors has the principal responsibility for fulfilling the organization's mission and legal accountability for its operations. As a group, the board is responsible for establishing a clear organizational mission, formulating a strategic plan to accomplish the mission, and overseeing and evaluating the plan's success.

For the board of directors to function well, its members must be committed, skilled, and work well together.

The following traits are found in all of the board members that work diligently Community Futures Northwest Alberta.

- **Commitment:** personal understanding and support for the organization's mission statement
- **Competence:** skills and knowledge appropriate to the demands of the job
- **Acceptance:** determining the role that they play within the organization's team
- **Diversity:** reflection of the community being served
- **Creativity and flexibility:** ability to plan for and deal with change
- **Collective decision-making:** ability to share decisions, allowing for differences in opinion

Bill Boese, Chair
Fort Vermilion

Walter Sarapuk, Treasurer
Rocky Lane

Jan Welke, Board Member
High Level

John W Driedger, Board Member
La Crete

Ellis Forest, Vice Chair
High Level

Clark McAskile, Board Member
High Level

[Board Composition Matrix](#)

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Supported by:



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de l'Ouest Canada





Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Friends of St. Theresa Society

BACKGROUND / PROPOSAL:

The Friends of St. Theresa Society is a local community group established to advocate for the St. Theresa General Hospital needs.

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – unknown.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the **Friends of St. Theresa Society** for a one-year term – October 22, 2019 to October 2020.

1.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Hay Zama Bison Advisory Committee

BACKGROUND / PROPOSAL:

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – unknown.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the **Hay Zama Bison Advisory Committee** for a one-year term – October 22, 2019 to October 2020.

1.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Hay Zama Committee & Tourism Sub-Committee

BACKGROUND / PROPOSAL:

Membership – two Council members are appointed

Term – one year appointment.

Meeting Frequency – unknown.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Hay Zama Committee & Tourism Sub-Committee** for a one-year term – October 22, 2019 to October 2020.

- 1.
- 2.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION High Level Forests Public Advisory Committee

BACKGROUND / PROPOSAL:

The Public Advisory Committee (PAC) was formed in 1997 with the initial mandate to bring forestry-related issues to the attention of the companies and to distribute information about forestry and the PAC's role in forest planning and operations to members of the general public.

Membership – two Council members are appointed

Term – one year appointment.

Meeting Frequency – approximately seven meetings per year.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **High Level Forests Public Advisory Committee** for a one-year term – October 22, 2019 to October 2020.

- 1.
- 2.

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

High Level Forests Public Advisory Committee (PAC)
Terms of Reference
March 19, 2019

Background

The direction and focus of the High Level Forests Public Advisory Committee (PAC) process has evolved throughout the years in support of the Detailed Forest Management Plan (DFMP) and the previous Tolko CSAZ809 Sustainable Forest Management Plan (SFMP).

The original Terms of Reference document for the PAC was drafted in 2003 and has since been revised periodically as appropriate. Effective January 1, 2018 the Tolko CSA certification has expired and replaced with Forest Management and Fiber Sourcing certifications to the Sustainable Forestry Initiative (SFI) standards.

Changes to this version of the Terms of Reference reflect that change.

Goals

The primary goal of the Public Advisory Committee is to provide a forum for information exchange between (LaCrete Sawmills, Norbord, and Tolko Industries (the Companies), First Nations, Metis peoples, other stakeholders and the general public related to the Companies areas of forestry operations and pertinent SFI certifications, along with other items as jointly agreed to by the Committee. Specifically:

1. For the Companies to provide information on Sustainable Forest Management (including science and research), forest management planning and operational activities to the PAC, and
2. For the PAC to provide constructive community input, advice and recommendations to ensure local interests are effectively involved in forest management planning and operations; and
3. For all to ensure operational safety issues are reviewed to protect the safety of forest workers and the public.

¹The companies recognize the Aboriginal and Treaty Rights of local Aboriginal peoples. These rights will not be prejudiced by taking part in the Public Advisory Committee.

Operating Guidelines

The Companies will consider and respond to input and strive to incorporate recommendations of the Public Advisory Committee into forest management plans and forestry operations. These recommendations will represent the needs of a variety of industrial and non-industrial groups with interests in the companies' areas of forestry operations including (but not limited to):

- | | |
|-------------------------------|--|
| - Local Government | - Oil & Gas Industry |
| - Recreation | - Fish & Game |
| - Trappers | - Local mills |
| - Outfitters | - Local logging & forestry contractors |
| - Environmental Organizations | - Economic development organizations |
| - Tourism | - First Nations |
| - Traditional Users | - Métis |
| - General Public | - Education |

Participation in the Public Advisory Committee is open to all interested members of the public. New members will be accepted providing there is balance in the interests represented.

The public have the opportunity to provide responses and feedback through the public feedback function on www.highlevelwoodlands.com, or by contacting a member of the PAC to bring forward an item at the next meeting.

Committee members agree to work by the following principles:

1. Consider and respect the opinions and views of other members of the PAC;
2. Participate as a member of the PAC and adhere to their specific roles, responsibilities, and obligations;
3. Act and participate in "good faith" in all aspects of the process;
4. Address items that are within the Companies ability to control or influence, and respect existing laws and regulations;
5. Support an open and transparent process in both the development and implementation of the public advisory process or FMPs;
6. Comply with this Terms of Reference document.

Timelines

The PAC will plan to meet once per quarter, or as needed, in order to maintain the public involvement process associated with forest management planning and operations on the Companies' **areas of forestry** operations.

Roles, Responsibilities, and Obligations of Participants

The PAC will consist of the following:

1. PAC Chair – The Companies will maintain chairmanship of the meetings. A facilitator may be brought in as deemed necessary by the group.
2. Company Staff – will participate in all discussions and serve as information sources to the PAC
3. First Nations and Metis peoples can participate without prejudice towards the Alberta Consultation Policy or erosion of their Constitutional Rights.
4. Other Stakeholder Members – will participate in all discussions, and will be included when seeking consensus.
5. Guests – will consist of Alberta Government, special speakers, or other stakeholder representatives that may be invited to meetings to provide information and clarity regarding DFMP, SFI related items or topics of interest. Guests will not participate when the PAC is seeking consensus.

i. Chair Responsibility

The Chair will:

1. Create meeting agendas;

2. Notify Committee members of upcoming meetings;
3. Manage the flow of meetings;
4. Ensure Minutes have captured what was discussed;
5. Hold members to Action Items;
6. Ensure the Terms of Reference is current;
7. Ensure Committee members understand their roles and responsibilities;
8. Ensure members are informed of Sustainable Forest Management (SFM) items;
9. Recommend participation of external parties (Guests) to provide clarity on SFM related items as required;
10. Contact government representatives to access government technical information as required to keep PAC informed;
11. Develop procedures for monitoring the effectiveness of the public advisory process;

ii. Company (Staff) Responsibility

Company Staff will:

1. Ensure clear and understandable information is provided to the Committee regarding Sustainable Forest Management, forest management planning and forestry operations.
2. Provide safety and operational bulletins as necessary.
3. Provide reasonable access to company data, resources, and access to information from outside the PAC (ie. experts in particular subject area(s)).
4. Maintain a database of public concerns, including the company responses and actions towards them.

iii. First Nation and Metis peoples, and Other Stakeholder Member Responsibility

Committee members will:

1. Read and understand this Terms of Reference;
2. Contribute to the development of the Forest Management Plan (FMP) & provide input on Sustainable Forest Management issues;
3. Adhere to the discussion items outlined in the meeting agenda. Additional discussion items not included in the agenda shall be tabled to a future meeting(s);
4. Keep their organization informed of developments in meetings and gather opinions for subsequent meetings. In the event a member is not able to attend an alternate representative can attend subject to notifying the Chair.
5. Follow process for assessing items raised;
6. Identify areas where further information and education may be needed by participants to better understand and contribute to the PAC;
7. Be open to receiving and bringing forward public inquiries

Resolving Items of Discussion

1. All members of the Committee will strive to make decisions based on consensus¹. If a consensus recommendation of the PAC is not acceptable to the Companies, a written explanation of the decision will be provided and included in the FMP as such.
2. Written records regarding agreement, or lack thereof, will be retained in the meeting minutes. Ratification of the meeting minutes will indicate agreement to the item or decision(s) made about how the outstanding item will be addressed.
3. All items, including those of which there is no resolution, will be identified and recorded as such and outlined in the FMP.
4. All decisions made by PAC members at PAC meetings will be recorded in the minutes as being ratified by the PAC.

Conflicts of Interest

Should the situation arise, members, including the Chair, will declare any possible or perceived conflict of interest pertaining to a specific discussion or item. In such a case(s), the PAC member should withdraw from discussion on that particular item unless otherwise agreed to by the remaining PAC members.

In instances where the Chair has declared or is perceived to be in a conflict of interest, members will appoint a temporary Chair for that meeting.

Information and Communication

1. Any documentation generated through the process will be provided to each of the participants of the Public Advisory Committee through company support staff. This information may include (but is not limited to) meeting schedules, agendas, and meeting minutes;
2. The Companies will make available to PAC members, information about the SFM requirements, copies of FMPs, Annual Performance Reports, and the results of internal and/or external audits or public advisory initiatives;
3. Allowance will be made for different linguistic, cultural, geographic or informational needs of PAC members and other interested parties;
4. Meeting agendas and advertisements will be made available to PAC members in the preferred format, posted on the www.highlevelwoodlands.com website, and sent to visible locations in each of the communities in the region at least one week prior to the scheduled meeting. Meeting advertisements may also be posted in The Echo-Pioneer at least one week prior to the scheduled meeting.
5. Meeting minutes will also be distributed to PAC members in the preferred format, posted on the www.highlevelwoodlands.com website and will be made available to the general public upon request. In addition, summaries for previous meeting may also be posted in The Echo-Pioneer within two weeks of the meeting.
6. Digital (or otherwise) copies of Forest Management Plans (FMPs), Annual Performance Reports, and the results of internal or external third-party results will be made available to the public upon request.

¹ Consensus is defined as a substantial agreement reached by concerned interests. Consensus includes an attempt to remove all objections and implies that although participants may not agree with all aspects of the agreement, they are willing to accept the total package.

7. All items discussed will be treated as public information, unless otherwise requested by the company, or by any other PAC member providing information.

Resources

The companies will establish an annual budget and will cover expenses to allow the public process to function.

Mechanisms To Adjust

The Terms of Reference (ToR) document may be modified as deemed necessary by the Companies through discussion with the PAC.

Measuring Participant Satisfaction

An annual questionnaire will be used to gauge the satisfaction of participants with the public advisory committee process.

Approval of Changes to Terms of Reference:

Effective date: March 19, 2019

Persons present for review of Terms of Reference:

Boyd Langford
Jessica Juneau
Mike Alsterlund
John Thurston
Bill Schnarr
Aaron Doepel
Faron Dyck
Robin Cumine
Fred Radersma
Curtis Cole
Ashley Hazlett
Melanie Plantinga



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION High Level Recreation Facility Task Force

BACKGROUND / PROPOSAL:

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

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – unknown.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

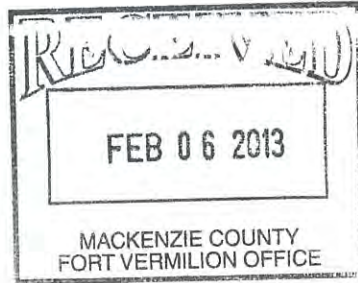
That the following Councillor be appointed to the **High Level Recreation Facility Task Force** for a one-year term – October 22, 2019 to October 2020.

1.

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



Town of High Level
10511 - 103rd Street
High Level, AB Canada
T0H 1Z0
Telephone: (780) 926-2201
Facsimile: (780) 926-2899
town@highlevel.ca
www.highlevel.ca



January 30, 2013

Mackenzie County
Box 640
Fort Vermillion, AB.
T0H 1N0

RE: TOHL Recreation Facility Task Force – Invitation for representative

Dear Reeve Neufeld:

At the January 28, 2013 Regular Council Meeting, Council passed a resolution establishing a Recreation Facility Task Force. The goal of this task force is to develop a report that identifies the Town's current and future needs for recreational facilities.

The residents in rural High Level and throughout the County represent a significant amount of our daily users at our recreation facilities. The Town of High Level Council would like to extend an invitation for a Mackenzie County Councillor to participate in this task force. Attached are the Terms of Reference that will guide the process.

Should you require more information regarding this request, please feel free to contact me at 780-841-5261 or CAO Dean Krause at 780-926-2201. We look forward to your reply by February 19, 2013.

Yours truly,

Peter Ernst
Mayor
Town of High Level
mayor@highlevel.ca

cc: Town of High Level Council
Dean Krause, CAO, Town of High Level

Encl. 1

Gateway To The South



TERMS OF REFERENCE RECREATION FACILITY TASK FORCE

Purpose: To provide a forum that allows Council, community stakeholders and the public to identify the recreational facility needs for the community.

Goal: To develop a report that identifies the Town's current and future needs for recreational facilities.

Members: The Task Force shall consist of:

- ❖ two Town of High Level Councillors;
- ❖ one member from the High Level Play Association;
- ❖ two members of the public;
- ❖ one member from a local Public School;
- ❖ one Mackenzie County Councillor

Members of the Task Force are required to be a resident or ratepayer of High Level in accordance to Policy #236-11.

Administration shall support and provide technical advice to the task force. Meetings are to be conducted in accordance to the Procedural Bylaw #911-11.

Guidelines: The Recreation Task Force shall:

1. Review the Community Sustainability Plan, Municipal Development Plan and Active Community Strategy for recreational goals.
2. Review an inventory of High Level's recreational facility assets and usage.
3. Identify recreational facility needs through engagement with the public and stakeholders as per Communication and Citizen Engagement policy #239-11.
4. Develop a report that identifies the need and demand for recreational facilities. Provide suggested timelines or milestones for recreational facility development.
5. Present draft report to Committee of the Whole for discussion.
6. Consult with the public via an open house.
7. Report the recommendations at a Regular Council Meeting for Council's review and consideration.

Completion: The Task Force shall continue until June 24, 2013.

Advancement of Municipal Development Plan:

4.4 Social Amenities

4.4.8 The Town should encourage social amenity facilities to locate where they can be conveniently accessed and ideally to locate in one of the Focus Areas (as outlined in Section 8.5 and identified on Figure 4).

4.7 Leisure and Recreation

4.7.5 The Town should develop a *Parks, Recreation and Culture Master Plan* to ensure that the Town has access to appropriate facilities to meet the needs of changing recreation preferences and demographic changes, to update and maintain the capital and operational plans for facilities.

4.7.6 The Town should encourage multi-use recreation facilities.

4.7.9 The Town should collaborate with regional partners to conduct a Regional Needs and Market Assessment for recreation and leisure programming and facilities.

8.2 General Policy

8.2.4 The Town shall identify, preserve and enhance scenic routes with principal views of natural and constructed features in High Level as part of the overall *Parks, Recreation and Culture Master Plan*.

12.2.2 The Town should monitor the usage and demands for Town's recreational facilities. The Town shall use this information to plan for improvements and facility expansions in conjunction with the long-term capital plan.

Advancement of Community Sustainability Plan:

Foundation Area Four: Effective Governance

Municipal Infrastructure

1. To ensure that Town infrastructure effectively meets the needs of the community.
 - a. Ensure that infrastructure is regularly updated and/or built for future needs.
 - b. Develop a regional plan for community and educational infrastructure.

Community Services

1. To provide safe programs and clean facilities that effectively adapts to meet the needs of the community.
 - a. Provide safe and clean facilities, trails and green spaces to the public
 - b. Offer a variety of programs and services that meet the needs of the community.
 - c. Continue positive relationships and open communication with user groups.

Recreation & Leisure

1. To have ample recreational facilities and opportunities that are accessible by everyone
 - c. Secure funding.
 - d. Host major recreation events.

Approved by Council Resolution _____, January 28, 2013



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Indigenous Joint Mutual Aid Committee

BACKGROUND / PROPOSAL:

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

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

Term – one year appointment.

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

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Tallcree First Nation Mutual Aid Agreement

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the **Indigenous Joint Mutual Aid Committee** for a one-year term – October 22, 2019 to October 2020.

1.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION La Crete Community Adult Learning Council

BACKGROUND / PROPOSAL:

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

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – unknown.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the **La Crete Community Adult Learning Council** for a one-year term – October 22, 2019 to October 2020.

1.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Mackenzie Applied Research Association (MARA)

BACKGROUND / PROPOSAL:

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

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – approximately six times per year.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the **Mackenzie Applied Research Association (MARA)** for a one-year term – October 22, 2019 to October 2020.

1.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Mackenzie Frontier Tourist Association (MFTA)

BACKGROUND / PROPOSAL:

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

Membership – two Council members are appointed

Term – one year appointment.

Meeting Frequency – approximately six times per year.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Mackenzie Frontier Tourist Association (MFTA)** for a one-year term – October 22, 2019 to October 2020.

- 1.
- 2.

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



Mackenzie Frontier Tourist Association

Terms of Reference

Approved: May 2019

1. Introduction

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

1.1 Vision

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

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

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

1.2 Mandate

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

Key Responsibilities:

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



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

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

1.3 Engagement and Communication

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

1.4 Code of Conduct

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

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

1.5 Roles and Responsibilities

Board Members:

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

Chair:

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



Mackenzie Frontier Tourist Association Terms of Reference – Page 3

Approved: May 2019

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

Vice Chair:

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

Working Groups:

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

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

1.6 Meetings and Quorum

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

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

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

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



Mackenzie Frontier Tourist Association Terms of Reference – Page 4

Approved: May 2019

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

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

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

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

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

Municipalities are responsible for compensation, for their appointed members.

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

1.7 Indemnification and Insurance

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



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

1.8 Finance, Procurement and Expense Control

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

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

1.9 Communications and Engagement

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

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

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Mackenzie Regional Community Policing Society

BACKGROUND / PROPOSAL:

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

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – approximately six times per year.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the **Mackenzie Regional Community Policing Society** for a one-year term – October 22, 2019 to October 2020.

1.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Mackenzie Regional Charity Golf Committee

BACKGROUND / PROPOSAL:

The Mackenzie Regional Charity Golf tournament is held annually and currently supports the Northwest Health Foundation. This is a regional event with joint membership with the Town of High Level and the Town of Rainbow Lake to support the Foundation in organizing the event.

Membership – two Council members are appointed

Term – one year appointment.

Meeting Frequency – approximately four times per year.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Mackenzie Regional Charity Golf Committee** for a one-year term – October 22, 2019 to October 2020.

- 1.
- 2.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Mackenzie Regional Waste Management Commission

BACKGROUND / PROPOSAL:

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

Membership – two Council members are appointed

Term – two year appointment.

Meeting Frequency – meetings on a monthly basis.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Mackenzie Regional Waste Management Commission** for a two-year term – October 22, 2019 to October 2021.

- 1.
- 2.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Mighty Peace Watershed Alliance

BACKGROUND / PROPOSAL:

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – unknown.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the **Mighty Peace Watershed Alliance** for a one-year term – October 22, 2019 to October 2020.

1.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Northeast Community Adult Learning Council

BACKGROUND / PROPOSAL:

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

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – unknown.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the **Northeast Community Adult Learning Council** for a one-year term – October 22, 2019 to October 2020.

1.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Northern Lakes College Community Education Committee

BACKGROUND / PROPOSAL:

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

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

Term – one year appointment.

Meeting Frequency – Committees meet five times a year.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

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

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Northern Lakes College Community Education Committee** for a one-year term – October 22, 2019 to October 2020.

1. La Crete –
2. Fort Vermilion -

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Northern Lights Forest Education Society

BACKGROUND / PROPOSAL:

The Northern Lights Forest Education Society (NLFES) represents a non-profit group of organizations and individuals committed to enhancing the forests for the benefit of communities in Northwest Alberta.

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – unknown.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Northern Lights Forest Education Society** for a one-year term – October 22, 2019 to October 2020.

1.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Northern Transportation Advocacy Bureau

BACKGROUND / PROPOSAL:

The Northern Transportation Advocacy Bureau (NTAB) is a joint committee created through a partnership of PREDA and REDI.

The focus of this committee is to highlight the need for transportation infrastructure in Alberta's Northwest to ensure our region is competitive and efficiently access the global markets.

Membership – two Council members are appointed

Term – one year appointment.

Meeting Frequency – unknown.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

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

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Northern Transportation Advocacy Bureau** for a one-year term – October 22, 2019 to October 2020.

- 1.
- 2.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Northwest Species at Risk Committee

BACKGROUND / PROPOSAL:

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

Membership – two Council members are appointed and one alternate

Term – one year appointment.

Meeting Frequency – meetings are held monthly.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

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

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Northwest Species at Risk Committee** for a one-year term – October 22, 2019 to October 2020.

- 1.
- 2.
3. Alternate -

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

TERMS OF REFERENCE

NORTHWEST SPECIES AT RISK COMMITTEE

Background:

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

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

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

Purpose:

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

Responsibilities:

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

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

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

Structure:

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

Alternate members may attend all meetings.

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

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

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

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

Quorum and Costs:

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

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

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

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

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

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

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

Communication:

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

Meetings will be held monthly, or as required by the Chair. Community stakeholder meetings will be scheduled by NWSAR.

Voting and Associate member logos will be included on all future communications materials.

FINANCIAL TERMS OF REFERENCE
NORTHWEST SPECIES AT RISK COMMITTEE

Financial Responsibility:

The Town of High Level shall be the party responsible for administration and management of all financial matters relating to the Northwest Species at Risk Committee.

Funds held in trust by the Town of High Level will only be used to further the goals of the Northwest Species at Risk Committee. No funds will be released by the Town of High Level without approval by consensus of the Northwest Species at Risk Committee.

The Town of High Level will develop and maintain a budget report for the Northwest Species at Risk Committee, which will provide all known revenues and expenses. At no time will the Town of High Level reimburse expenses incurred by the Northwest Species at Risk Committee that will exceed those funds held in trust for the Northwest Species at Risk Committee as described in the budget report.

In the event of dissolution of the Northwest Species at Risk Committee, any remaining funds held by the Town of High Level, after all expenses due have been paid, will be returned to Voting members, as a proportional share of the amounts originally invested.

Appendix: Northwest Species at Risk Committee Municipal Members

Voting members:

- County of Northern Lights
- Mackenzie County
- Town of High Level
- Town of Rainbow Lake
- Clear Hills County

Associate members:

- Northern Sunrise County
- MD of Opportunity No.17
- County of Grande Prairie
- MD of Fairview No.136
- Big Lakes County
- Town of High Prairie
- MD of Peace No.135
- Saddle Hills County
- Town of Fox Creek
- Peace River Regional District



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Regional Economic Development Initiative

BACKGROUND / PROPOSAL:

The Regional Economic Development for Northwest Alberta (REDI) formed in 2002 to promote and enhance economic growth amongst its member communities and to promote the region as a whole. REDI is geographically located in the far northwest portion of Alberta and is located within Mackenzie County and the Metis settlement of Paddle Prairie.

Membership – two Council members are appointed to the Board of Directors

Term – one year appointment.

Meeting Frequency – meetings are held monthly.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

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

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Regional Economic Development Initiative** for a one-year term – October 22, 2019 to October 2020.

- 1.
- 2.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Tompkins Improvement Board

BACKGROUND / PROPOSAL:

The Tompkins Improvement Board was created in 2017 for the purpose of developing a proposal for a multi-purpose community complex at the Blue Hills Community School.

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – unknown.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

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

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the **Tompkins Improvement Board** for a one-year term – October 22, 2019 to October 2020.

- 1.
- 2.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Veterinary Services Incorporated (VSI)

BACKGROUND / PROPOSAL:

Mackenzie County is a participating member of the Veterinary Services Incorporated (VSI) which is a service available to livestock owners.

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

Term – one year appointment.

Meeting Frequency – unknown.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

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

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the **Veterinary Services Incorporated (VSI)** for a one-year term – October 22, 2019 to October 2020.

- 1.
2. Alternate -

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Water North Coalition (WNC)

BACKGROUND / PROPOSAL:

The Water North Coalition’s vision is to seek to ensure, through collaboration, that sustainable water systems are available to every northern community.

Membership – two Council members are appointed

Term – one year appointment.

Meeting Frequency – meets quarterly.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

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

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Water North Coalition (WNC)** for a one-year term – October 22, 2019 to October 2020.

- 1.
- 2.

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



TERMS OF REFERENCE

Name	Water North Coalition (WNC)
Members	<i>Voting members:</i> Northern Municipalities, First Nations, Metis Settlements <i>Non-voting members:</i> Water/Wastewater Commissions and Professionals, Provincial/Federal Governments, Rural Water Co-ops, Owners and Operators.
Mission	To find and implement northern solutions to water sourcing and water challenges through: <ul style="list-style-type: none">• Advocacy• Public Education• Attraction and retention• Training
Vision	The group seeks to ensure, through collaboration, that sustainable water systems are available to every northern community.
Principles	Our group will: <ul style="list-style-type: none">• Share information on water and wastewater regulations and responsibilities• Work collaboratively with members and partners• Identify emergent workforce needs• Advocate for “made in the north” solutions and funding for training, education, recruitment and retention, and succession planning for municipal water/wastewater personnel

Administrative practices

The group will:

- Keep membership open
- Meet quarterly or as needed in rotating locations for 4 hours
- Create an action list following each meeting (NADC to draft)
- Elect a Chair and Vice Chair for a one year term with elections to be held after November 1st
- Request that NADC provide administrative and other support within its mandate



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Bylaw 1135-19 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.

This bylaw is reviewed annually by Council at the organizational meeting.

OPTIONS & BENEFITS:

At the Finance Committee meeting held August 26, 2019 the following motion was made:

6. c) Councillors' Honorariums and Expense Claims

MOTION FC-19-08-073

MOVED by Councillor Bateman

That for any Councillor Expense Claims submitted 60 days after the due date, only the expenses will be paid, and for any submitted 90 days past the due date, that no expenses or honorariums be paid, unless there are special circumstances.

CARRIED

This Motion should have been a recommendation to Council to consider amending the Honorariums and Expense Reimbursement Bylaw. Therefore, should Council agree with the Finance Committee's direction, an amendment to the Bylaw would be required.

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

COSTS & SOURCE OF FUNDING:

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

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

Municipal bylaws are made available on the Mackenzie County website.

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Honorariums & Expense Reimbursement Bylaw be brought back with the following changes:

- Section 22 be changed to "Expense Claims submitted 60 days after the due date shall be reimbursed for expenses only, Expense Claims submitted 90 days after the due date shall not receive reimbursement for expenses or honoraria, unless there are special circumstances. The Finance Committee shall review and make the final decision.
-
-
-

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

BYLAW NO. 1135-19
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:

DEFINITIONS:

“Council Meeting/Special Council Meeting” – refers to a duly called meeting according to the Municipal Government Act.

“Committee Meetings” – refers to meetings related to Council Committee Meetings, Committee of the Whole Meetings, Rural Municipalities of Alberta Zone Meetings, Tri-Council Meetings, Ratepayer Meetings, Mackenzie County Open Houses, and meeting invitations issued by the Chief Administrative Officer.

HONORARIUMS

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

- | | |
|------------------|----------------------|
| (a) Reeve | \$1,500.00 per month |
| (b) Deputy Reeve | \$1,350.00 per month |
| (c) Councillor | \$1,200.00 per month |

2. Councillors in attendance at council meetings, approved council committee meetings, seminars and conventions shall be paid according to the following rates plus mileage and meal allowance, where applicable.

- | | |
|--|----------|
| (a) Council Meeting/Special Council Meetings | \$340.00 |
| (b) Committee Meetings | \$240.00 |
| (c) Seminars/Conventions/Workshops | \$340.00 |
- 2.1 Councillors attending less than half of a Council Meeting may claim only half the honorarium.
- 2.2 A combined maximum of two meetings may be claimed per day under Section 2 (a) and 2 (b).
- 2.3 Honorariums claimed under Section 2. (c) are all inclusive. Only one (1) per diem may be claimed per day.
3. The Reeve or designate is eligible to claim honorariums and expenses when representing the municipality at community or other functions.
4. Members-at-large appointed to approved council committees shall be paid \$240.00 per meeting when in attendance at approved council committee meetings, seminars and conventions, plus mileage and meal allowance, where applicable.
5. Travel time to and from any council meeting, approved council committee meeting, seminar and/or convention shall be paid mileage and meal allowance, where applicable.
- (a) Councillors or committee members driving to a seminar/convention shall be paid \$240.00 for one travel day there and one travel day back.
- (b) An additional travel day may be allowed when travel is out of province and in excess of 1,000 kilometers from the individual's home and their destination via the shortest route.

COMMUNICATION ALLOWANCES

6. 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

7. Mileage shall be paid at a flat rate of \$0.58 for each kilometer travelled by each Councillor or committee member who is travelling with their personal vehicle on business of the municipality or its committees. Such mileage shall be calculated from the place of residence of the Councillor or committee member to the place of the meeting and return. In addition, such mileage allowance shall apply to any approved convention or seminar.
8. Taxi fares, automobile rental, parking charges and public transportation fares will be reimbursed upon presentation of a receipt.

REIMBURSEMENT FOR ACCOMMODATIONS AND MEALS

9. Where a Councillor or committee member is required to travel on municipal business and overnight accommodation away from his/her regular place of residence is necessary, he/she may claim in respect of the time spent on travel status
 - (a) Either
 - (i) reimbursement of the cost of accommodation in a hotel, motel, guest-house, inn or other similar establishment, on a receipt submitted with the municipal expense account form, or
 - (ii) an allowance of \$100.00 per night
 - (b) in respect of each breakfast, lunch, or dinner,
 - (i) a meal allowance may be claimed as follows:

Breakfast	\$25.00 including GST (if time of departure is prior to 7:30 a.m.)
Lunch	\$30.00 including GST (if time of return is after 1:00 p.m.)
Dinner	\$45.00 including GST (if time of return is after 6:30 p.m.)
10. Meal claims will be calculated based on reasonable travel times to get to and return from meeting commencement and conclusion times.
11. When the combined travel and session time exceeds 10 hours, overnight accommodation may be claimed.

12. 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.
13. A Councillor or committee member may claim
 - (a) an allowance for personal expenses for each full 24-hour period on travel status (as per the Canada Revenue Agency Appendix C – Meals and Allowances 1.2 Incidental Expense Allowance).

ATTENDANCE AT COMMUNITY EVENTS

14. Councillors are eligible to claim expenses when representing the municipality at a County supplied ticketed event.

ATTENDANCE AT POLITICAL EVENTS

In accordance with the Election Finances and Contributions Disclosure Act:

15. Should a member of Council be approved to attend a political event, on behalf of Mackenzie County, for which proceeds support a political party or candidate, Mackenzie County will reimburse the value of the meal or event upon submission of receipt. Mackenzie County will not reimburse any portion of a meal or event expense that constitutes proceeds to a political party or candidate. *(For example: If the individual charge is more than \$50, \$25 shall be allowed for expenses and the balance shall be considered as a contribution to the registered party, registered constituency association or registered candidate, as the case may be.)*
16. The individual purchasing the ticket may retain the tax receipt for his or her own purposes. The tax receipt issued by the party or candidate should be in the name of the individual purchasing the ticket.
17. Councillors are eligible to claim honorariums and mileage expenses to attend political functions.

BENEFITS

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

SIGNING AUTHORITY

19. 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.
20. 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.
21. Council members must submit their expense claims by the 5th of each month in order to be paid in that month.
22. Expense claims submitted 60 days after the due date will not be paid, unless there are special circumstances. The Finance Committee shall review and make the final decision.
23. Council members will submit their December expense claim and honorarium by December 15th in order to expedite the closing of the year-end accounts. Meetings held after the 15th shall be added to the January claim.
24. No expenses other than those listed in this bylaw may be claimed.
25. This bylaw shall come into effect the day that it is passed and rescinds Bylaw 1125-18 and all amendments made thereto.

First Reading given on the 12th day of March, 2019.

Second Reading given on the 12th day of March, 2019.

Third Reading and Assent given on the 12th day of March, 2019.

(original signed)

Joshua Knelsen
Reeve

(original signed)

Lenard Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Bylaw 1083-17 Organizational and Procedural Matters of Council, Council Committees and Councillors

BACKGROUND / PROPOSAL:

The organizational/procedural bylaw is reviewed annually at the organizational meeting.

OPTIONS & BENEFITS:

Receive the bylaw for information or amend with changes.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

Municipal bylaws are made available on the Mackenzie County website.

POLICY REFERENCES:

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

RECOMMENDED ACTION:

- Simple Majority Requires 2/3 Requires Unanimous

That the Procedural Bylaw be received for information.

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

BYLAW NO. 1083-17

**BEING A BYLAW OF MACKENZIE COUNTY
IN THE PROVINCE OF ALBERTA**

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

WHEREAS, the Municipal Government Act, RSA 2000, c. M-26 provides for the establishment of Council committees and other bodies, procedure and conduct of Council, Council committees and other bodies established by Council and the conduct of Councillors and members of Council committees and other bodies established by Council; and

WHEREAS, the MGA provides for organizational and procedural matters of Council, Council committees and Councillors.

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

TITLE

1. This bylaw shall be cited as the "Procedural Bylaw".

DEFINITIONS

2. In this bylaw:
 - a. "Act" means the *Municipal Government Act*, RSA 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto;
 - b. "Administration" means the Chief Administrative Officer or an employee accountable to the CAO employed by the Municipality.
 - c. "Agenda" is the list of items and orders of business for any meeting of Council or a Council Committee;
 - d. "Chief Administrative Officer" (otherwise known as the "CAO") means the person appointed by Council into the position of CAO pursuant to the *Act*.
 - e. "Chairperson" means the person who presides at a Meeting, and, when in attendance at a Council Meeting, shall mean the Reeve or alternate chair.
 - f. "Closed Meeting" means the portion of the meeting at which only members of Council and other persons designated by Council may attend.

- g. "Corporate Office" means the office located at 4511-46 Avenue in the Hamlet of Fort Vermilion, Alberta.
- h. "Council Committee" means a committee, board, or other body established by Council under the Act;
- i. "Councillors" means a duly elected Member of Council, including the Reeve.
- j. "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.
- k. "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.
- 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. No Councillor shall leave the Council meeting after a question is put to a vote until the vote is taken, unless the Act requires or permits them to abstain from voting.
17. When the Chairperson wishes to make a motion he/she shall vacate the Chair and request the Vice-Chairperson to assume the Chair.
18. The Chairperson may invite Persons to come forward from the audience to speak with permission of Council if it is deemed to be within the best interests of the issue being discussed, the public, and the conduct of good business.

ROLE OF THE CHIEF ADMINISTRATIVE OFFICER (CAO)

19. The Chief Administrative Officer, in accordance with Sections 207 and 208 of the Act and in accordance with Bylaw 030/95, which created the position of the Chief Administrative Officer, is required to advise and inform Council in writing of its legislative responsibilities and ensure that the Municipality's policies and programs are implemented as well as to advise Council on the operation and affairs of the Municipality.

ORGANIZATIONAL MEETINGS

20. An Organizational Meeting of Council shall be held not later than two weeks after the third Monday in October each year.
21. The CAO or Delegate shall fix the time, date and place of the Organizational Meeting.
22. The CAO or Delegate shall advertise at least three weeks prior to the Organizational Meeting, inviting applications for Committee vacancies which will be required to be filled that year.
23. The Organizational Meeting Agenda shall be restricted to:
 - a. The election of the Reeve and Deputy Reeve annually;
 - b. The administration of the Oath of Office;
 - i. to the Reeve and Deputy Reeve annually
 - ii. to the entire Council following the municipal election
 - c. Review of honorariums and expense reimbursement;
 - d. Review of procedural bylaw;
 - e. Review of the council/administration protocol policy;

- f. The establishment of Council Committees and Boards;
 - g. The establishment of membership on Committees and Boards;
 - h. The establishment of regular Council meeting dates for the year;
 - i. Other business as required by the Act, or which Council or the CAO may direct.
24. At the Organizational Meeting the CAO shall:
- a. Call the Meeting to Order;
 - b. Preside over the Meeting until the Reeve has been elected and has taken the Oaths of Office as Reeve.
25. In the event that only one nomination is received for the position of Reeve or Deputy Reeve, that nominee shall be declared elected by acclamation by the CAO.
26. Where there is more than one nomination for Reeve or Deputy Reeve, the CAO shall request that voting be done by secret ballot.
27. If, on the first ballot, no Councillor receives a clear majority of votes, the Council Member who received the least number of votes shall be dropped from the ballot and the second ballot shall be taken. This shall apply to both the Reeve and Deputy Reeve elections.
28. On subsequent ballots, a Council Member who receives the least number of votes shall be dropped from the ballot until a Councillor receives a clear majority.
29. When there is a tie vote between two candidates, each candidate's name shall be written on a blank sheet of paper, of equal size and color, and deposited into a receptacle and someone shall be directed to withdraw one of the sheets. The candidate whose name appears on the sheet shall be considered to have one more vote than the other candidate.
30. All Members of Council hold office from the beginning of the Organizational Meeting following the General Election until immediately before the beginning of the Organizational Meeting following the next General Election, in accordance with the *Local Authorities Election Act*.
31. The appointment of Councillors and Members at Large to Committees shall be for a term of one year, unless otherwise specified, and by secret ballot if a vote is required.

QUORUM

32. Quorum of Council is a majority of Councillors.
33. If quorum is not achieved within 30 minutes after the time the meeting was scheduled to begin, the CAO shall record the names of the members present, and the Council shall stand adjourned until the next regular or special meeting.
34. If at any time during a meeting the quorum is lost, the meeting shall be recessed and if quorum is not achieved again within 15 minutes, the meeting shall be deemed to be adjourned.

COMMITTEES

35. Council may, by resolution or by Bylaw, establish Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Municipality and establish the Terms of Reference and duration of a Committee.
36. All Committee appointments shall be reviewed annually at the Organizational Meeting, unless otherwise specified in this Bylaw or the Terms of Reference.
37. Each Committee shall elect one (1) of its Members to be the Chairperson unless Council designates.
38. A Special or Ad-hoc Committee may be appointed at any time by Council providing that a motion has been adopted specifying the matters, duration of the Committee, and Terms of Reference to be dealt with by the Committee.

ALTERNATE COMMITTEE MEMBERS

39. Council may appoint alternate committee members to ensure that proper representation and quorum is achieved.
40. Alternate representatives from Council may attend all committee meetings, except where legislation disallows. The alternate Council member may only vote at the committee meeting when the regular Council member is absent from the meeting.
41. Alternate members at large may attend committee meetings as a member of the committee when a regular member at large is absent from the meeting. They cannot vote on matters of the committee unless a regular member at large is absent from the meeting.

42. Alternate committee members are eligible to receive the same training that their respective committee is authorized to attend.

REGULAR AND SPECIAL MEETINGS

43. The date and time of regular Council meetings shall be established by resolution at the Organizational Meeting or at any future Meeting of Council.
44. Regular meetings are generally held on the second Tuesday and the fourth Wednesday of the month, unless otherwise specified.
45. Regular meetings shall commence at 10:00 a.m. and shall be held in the Council Chambers located at the Municipality's Corporate Office, unless otherwise specified.
46. Council may, by resolution (unanimous consent), change the date, time and location of any of its Meetings.
47. All Meetings shall be open to members of the public, except for the Closed Meeting portions of the Meeting.
48. The CAO or Delegate will post a schedule of regular meetings in the front foyer of all municipal offices and on the Municipality's website.
49. If there are changes to the date and time of a regular meeting, the municipality must give at least twenty-four (24) hours' notice of the change to all members and post the notice in a public office. Posting a public notice in the front foyer of the municipal offices and on the Municipality's Social Media is sufficient notice to the public if administration is unable to advertise the change in a local newspaper.
50. Council has the authority to move into a Closed Meeting pursuant to Section 197 (2) of the Act for the purposes of :
 - a. Protecting the Municipality, its operations, economic interests and delivery of its mandate from harm that could result from the release of certain information; and,
 - b. To comply with Division Two of Part One of the Freedom of Information and Protection of Privacy Act.
51. Matters which may be discussed in a Closed Meeting include the following:
 - a. Personnel matters;
 - b. Any information regarding contract negotiations;
 - c. Negotiations regarding acquisition, sale, lease or exchange of land;

- d. Matters involving litigation, or the discussion of legal advice provided to the Municipality; and
 - e. Matters concerning RCMP investigations or confidential reporting; and
 - f. Any other item that may be considered a private matter under the Freedom of Information and Protection of Privacy Act.
52. The Reeve may call a special council meeting whenever he/she considers it appropriate to do so or if he/she receives a written request for the meeting, stating its purpose, from a majority of the Councillors, in accordance with Section 194 of the Act.
53. No business other than that stated in the notice shall be conducted at any Special Meeting of Council unless all the Members of Council are present at the Special Meeting and the Council agrees to deal with the matter in question.

CANCELLATION OF REGULAR AND SPECIAL MEETINGS

54. 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

55. 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.
56. A Council Member must advise the CAO or Delegate at least one (1) day in advance of their intention to participate through electronic communications.
57. 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.
58. 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.
59. A Council Member attending a meeting via electronic communications must declare if any other persons are present in the room.

60. 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.
61. When a Council Member attends a Closed Meeting, via electronic communication, they will be required to confirm that they have attended the Closed Meeting alone in keeping with the definition in this Bylaw of Closed Meeting.

COUNCIL AGENDA

62. 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.
63. Any member of Council wishing to have an item of business placed on the agenda, shall make the submission to the Reeve and CAO not later than seven (7) calendar days prior to the scheduled Council meeting date.
64. Administration wishing to have an item of business placed on the agenda, shall make the submission to the CAO or Delegate not later than seven (7) calendar days prior to the scheduled Council meeting date. The submission shall contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter.
65. 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.
66. Documentation for "Closed Meeting" items shall be distributed at the Council Meeting and must be returned to the CAO immediately after the Meeting. Large volume documentation may be distributed to Council prior to the Meeting.
67. The agenda shall list the order of business, as determined by the CAO, in consultation with the Reeve.

MEETING MINUTES OF COUNCIL

68. The CAO or Delegate shall ensure that all Council Meeting minutes are recorded in the English language, without note or comment.

69. The CAO or Delegate shall ensure that the draft/unapproved Minutes of each Council Meeting be distributed to each Member of Council and administration within a reasonable amount of time after the holding of the Meeting.
70. A Councillor may make a motion requesting that the Minutes be amended to correct an inaccuracy or omission. However, the CAO or Delegate shall be advised of the challenge to the Minutes at least 24 hours before the Council Meeting at which the Minutes are to be officially adopted.
71. 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.
72. Draft/unapproved Council Meeting Minutes will be made available to the public and media upon request.
73. The minutes of each Council Meeting shall be presented to Council for adoption at the next regular Meeting.
74. Adopted minutes of Council shall be made available at all municipal offices and posted on the Municipality's website.

PROCEEDINGS

75. The Reeve or presiding officer, shall preserve order and decorum and shall decide order of questions.
76. Every member wishing to speak to a question or resolution shall address himself to the Reeve or presiding officer.
77. A resolution submitted to Council does not require a seconder.
78. A motion may be withdrawn by the mover at any time before voting.
79. 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
80. 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.
81. 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.
82. 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.
83. 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.
84. If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.
85. 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.
86. Any matter of meeting conduct that is not provided for in this Bylaw shall be determined in accordance with the current *Robert's "Rules of Order, Newly Revised"*.

DELEGATIONS

87. All requests for delegations shall be submitted in writing to the CAO or Delegate, for approval, at least seven (7) calendar days prior to the proposed date for the delegation. The submission shall contain adequate information to the satisfaction of the CAO and Reeve to enable Council to deal with the matter.
88. The CAO or Delegate will review all delegation requests and determine if the request will be heard by Council, by a Council Committee or referred to

Administration for a response. The CAO may consult with the Reeve when required.

89. Delegations will not be heard if their matter falls under a legislated appeal process.
90. If it is recommended that Council hear the matter, the CAO or Delegate shall contact the person and provide a time in which they can speak.
91. If the request to speak is received after the time required or without the written submission, the CAO or Delegate may:
 - a. Refer the matter to a Committee; or
 - b. Recommend that Council hear from the person; or
 - c. Offer to include the person on the agenda of a future Council meeting; or
 - d. Refuse to hear from the person and refer the matter to Administration for reply.
92. Delegations will be limited to fifteen (15) minutes to present their matter and be limited to one (1) speaker, except where the Chair permits otherwise.

PUBLIC HEARINGS

93. Public Hearings will be held in conjunction with a regular Council meeting, unless otherwise approved by resolution of Council.
94. Council shall hold a Public Hearing when an enactment requires Council to hold a Public Hearing on a proposed bylaw or resolution or any other matter at the direction of Council. The Public Hearing will be held before second reading of the proposed bylaw or before Council votes on a resolution.
95. Any Person who wishes to speak at a Public Hearing must be present at the scheduled time of the Hearing.
96. Any Person wishing to provide a written submission may deliver it to the CAO or Delegate at least seven (7) calendar days prior to the Public Hearing. Written submissions received will be included with the Agenda and will be released to the public.
97. Unless otherwise approved by resolution of Council, the following shall be the procedure for the conduct of the Public Hearing:
 - a. The Chair of the Public Hearing shall declare the Public Hearing open;
 - b. The Development Authority shall provide a brief background on the proposed bylaw or resolution, ensure public notification has been given, and present any written submissions received;
 - c. The Chair shall call for anyone wishing to speak;

- d. Persons speaking will have only one opportunity to speak;
 - e. Presentations shall be limited to five (5) minutes, unless the Chair permits otherwise;
 - f. Each Person making a presentation shall give his/her name to be recorded in the Minutes;
 - g. Council may ask questions of the speakers after each presentation if clarification on any matter is required;
 - h. The Chair of the Public Hearing shall declare the Public Hearing closed.
98. After the close of the Public Hearing, Council may:
- a. Pass the proposed bylaw or resolution; or
 - b. Defeat the proposed bylaw or resolution; or
 - c. Make any amendment to the proposed bylaw or resolutions and proceed to pass it without further advertisement or hearing.
99. If there is more than one Public Hearing on the agenda, the Chair must close one Public Hearing before another Public Hearing is opened.
100. Council may change the date, time and place of a Public Hearing by resolution. If the date, time or place of the Public Hearing is changed, then the Public Hearing must be re-advertised.
101. Public participation through teleconference shall be made available at each County Office for major public hearings, as determined by resolution of Council.

DEBATE OF RESOLUTIONS

102. A member may ask a question, stated concisely, of the previous speaker to explain any part of the previous speaker's remarks.
103. 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.
104. 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.
105. 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.
106. 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.

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

MOTIONS OUT OF ORDER

108. 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.
109. The Chair shall advise the Members that a motion is out of order and cite the applicable rule or authority without further comment.
110. 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.
111. 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

112. 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.
113. Notwithstanding the above, if Notice of Motion was not given, the requirement for Notice may be waived on a Two-Thirds vote.
114. 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.
115. 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.
116. 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.
117. A motion to reconsider or rescind is debatable only when the motion being reconsidered is debatable.

NOTICE OF MOTION

118. A notice of motion may be given at any council meeting, but may not be dealt with at that meeting.
119. 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.
120. 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

121. 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

122. The CAO or Delegate must review the form of each proposed bylaw to ensure that it is consistent with the form of bylaw that Council may adopt from time to time.
123. Each proposed bylaw must include:
 - a. The bylaw number assigned to it by the CAO or Delegate; and
 - b. A concise title.
124. Where a Bylaw is presented to Council for enactment, the CAO or Delegate shall cause the number and short title of the Bylaw to appear on the Agenda.
125. The CAO or Delegate must make available a copy of the bylaw to each Councillor before the first reading of the bylaw.
126. 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.
127. 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.

128. 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.
129. 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.
130. 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.
131. When all amendments have been accepted or rejected the motion for second reading of the bylaw shall be voted on.
132. 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.
133. 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.
134. 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.
135. 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.
136. A bylaw is passed and comes into effect when it has received third and final reading unless otherwise provided by statute.
137. The Reeve and CAO shall sign and seal the bylaw as soon as reasonably possible after third reading.
138. The CAO or Delegate is authorized to consolidate one or more bylaws as deemed convenient.

CODE OF ETHICS

139. 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.
140. 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.
141. 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.
142. Councillors shall:
- a. Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta and as specified in this Bylaw.
 - b. Not use confidential information for personal profit of themselves or any other person.
 - c. Not communicate confidential information to anyone not entitled to receive the applicable confidential information.
 - d. Not use their position to secure special privileges, favours, or exemptions for themselves or any other person.
 - e. Preserve the integrity and impartiality of Council.
 - f. For a period of twelve (12) months after leaving office, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity.
 - g. Not assume that any unethical activities (not covered by or specifically prohibited by these ethical guidelines of conduct, or by any legislation) will be condoned.

CONDUCT OF MEMBERS DURING THE MEETING

143. No Member shall:
- a. Use offensive language, inappropriate actions or unparliamentary language in or against Council or against any Member of Council or any administration or any member of the public;
 - b. Speak disrespectfully of any member of the Royal Family, the Governor General, the Lieutenant Governor of any Province, Council, any municipality, an Member or any official or employee of the Municipality;
 - c. Engage in private conversations while in the Council Meeting or use personal electronic devices including cellular phones, media players, etc. in any manner that disrupts the Member speaking or interrupts the business of Council;
 - d. Leave his/her seat or make noise or disturbance while a vote is being taken and until the result of the vote is announced;
 - e. Speak on any subject other than the subject under debate;
 - f. Not interrupt the speaker, except on a point of order;
 - g. Where a matter has been discussed in a Closed Meeting, and where the matter remains confidential, disclose a confidential matter or the substance of deliberations at a Closed Meeting, except to the extent that Council has previously released or disclosed the matter in public. All information, documentation or deliberations received, reviewed or provided in a Closed Meeting is confidential. Members of Council shall not release, reproduce, copy or make public any information or material considered at a Closed Meeting, or discuss the content of such a meeting with persons other than members of Council or relevant staff members, prior to it being reported in public by Council;
 - h. Criticize any decision of Council except for the purpose of moving that the question be reconsidered;
 - i. Contravene the rules of Council or a decision of the Chair or of Council on questions of order or practice or upon the interpretation of the rules of Council. In case a Member persists in any such contravention, after having been called to order by the Chair, the Chair shall not recognize that Member, except for the purpose of receiving an apology from the Member tendered at that Meeting or any subsequent Meeting.
144. 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.
145. The Chair may cause to be expelled and excluded from any Meeting any person who creates any disturbance during a meeting or who, in the opinion of the Chair,

has been guilty of improper conduct and for that purpose the Chair may direct that such a person be removed by a Peace Officer or RCMP.

146. A Councillor that displays inappropriate and abusive behavior towards other members of council, administration or the public while on County business may be reprimanded in a form as may be acceptable by 2/3 vote of Council.

TWO-THIRDS MAJORITY VOTE

147. Order in Council No. 54/2001 establishing Mackenzie County as a Specialized Municipality, requires a Two-Thirds (2/3) majority vote for the following:
- a. Procedural Bylaw
 - b. Council Remuneration Bylaw
 - i. A simple majority vote is required when authorized Councillors to attend a seminar, convention, workshop, or any other function that Councillors may attend for reimbursement of expenses.
 - c. All issues regarding property taxes
 - d. A bylaw to change the number of Councillors, the boundaries of wards or the method of electing a Chief Elected Officer.
 - i. A simple majority vote is required when electing a Chief Elected Officer in the manner prescribed in this Bylaw.
 - e. The appointment or termination of the Chief Administrative Officer; however, any direction given to the CAO shall be done by a simple majority vote.
 - f. A resolution for the adoption and amendment of the budget.
 - g. Any other matter designated by Council within this Bylaw.

RECORDING DEVICES AT MEETINGS

148. 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.
149. 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

150. Bylaw No. 977-14 and all amendments thereto are hereby repealed.
151. This Bylaw shall come into effect upon receiving third and final reading.

READ a first time this 23rd day of October, 2017.

READ a second time this 23rd day of October, 2018.

READ a third time and finally passed this 13th day of November, 2018.

(original signed)

Joshua Knelsen
Reeve

(original signed)

Lenard Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Len Racher, 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:

For review and recommendation should any amendments be required.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

Municipal policies are made available on the Mackenzie County website.

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy ADM050 Council/Administration Protocol be received for information.

Author: C. Gabriel **Reviewed 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, and the Zama Site Supervisor for the County;

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

3. Municipal Governance Framework:

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

4. Roles and Responsibilities:

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

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

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

5. Council/Administration General Protocol:

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

6. Council/Administration Communication Protocol (Internal):

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

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

7. Council/Administration Communication Protocol (External):

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

8. Organizational Tools:

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

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

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

9. Success Indicators:

The following are indicators of the success of this policy:

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

10. Policy Implementation and Monitoring:

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

Administration.

11. Policy Review:

This policy shall be reviewed annually during the organizational meeting.

	Date	Resolution Number
Approved	2012-05-01	12-05-309
Amended	2013-04-24	13-04-294
Amended	2017-10-23	17-10-724

SCHEDULE A

COUNCIL SELF-EVALUATION TOOL

PURPOSE:

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

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

INSTRUCTIONS:

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

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

DECISION-MAKING

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

1 2 3 4

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

1 2 3 4

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

1 2 3 4

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

1 2 3 4

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

1 2 3 4

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

1 2 3 4

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

1 2 3 4

COMMUNICATIONS AND PROTOCOLS

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

1 2 3 4

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

1 2 3 4

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

1 2 3 4

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

1 2 3 4

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

1 2 3 4

COUNCIL MEMBER RELATIONS

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

1 2 3 4

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

1 2 3 4

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

1 2 3 4

STAFF RELATIONS

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

1 2 3 4

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

1 2 3 4

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

- 1 2 3 4

FINAL QUESTIONS

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

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 22, 2019
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	2020 Council Meeting Dates

BACKGROUND / PROPOSAL:

A 2020 calendar is attached which includes suggested Council meeting dates, statutory holidays, and conferences typically attended by Councillors and/or management.

Council meetings generally fall on the second Tuesday and the fourth Wednesday of the month; however this varies depending on conflicting events. Only one meeting is being recommended for July, August and December.

The Procedural Bylaw states that:

REGULAR AND SPECIAL MEETINGS

43. The date and time of regular Council meetings shall be established by resolution at the Organizational Meeting or at any future Meeting of Council.
44. Regular meetings are generally held on the second Tuesday and the fourth Wednesday of the month, unless otherwise specified.
45. Regular meetings shall commence at 10:00 a.m. and shall be held in the Council Chambers located at the Municipality's Corporate Office, unless otherwise specified.
46. Council may, by resolution (unanimous consent), change the date, time and location of any of its Meetings.

Committee of the Whole meetings have been scheduled monthly with the exception of September, October, and December.

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

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION/PUBLIC PARTICIPATION:

Council meeting dates are advertised on the County website calendar and in the weekly newspaper.

POLICY REFERENCES:

Procedural Bylaw

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2020 Council meetings be scheduled as follows:

Date	Meeting Type	Location	Time
January 14, 2020	Regular	Fort Vermilion	10:00 a.m.
January 28, 2020	Committee of the Whole	Fort Vermilion	10:00 a.m.
January 29, 2020	Regular	Fort Vermilion	10:00 a.m.
February 11, 2020	Regular	Fort Vermilion	10:00 a.m.
February 25, 2020	Committee of the Whole	Fort Vermilion	10:00 a.m.
February 26, 2020	Regular	Fort Vermilion	10:00 a.m.
March 10, 2020	Regular	Fort Vermilion	10:00 a.m.
March 24, 2020	Committee of the Whole	Fort Vermilion	10:00 a.m.
March 25, 2020	Regular	Fort Vermilion	10:00 a.m.
April 7, 2020	Regular	Fort Vermilion	10:00 a.m.
April 21, 2020	Committee of the Whole	Fort Vermilion	10:00 a.m.

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

April 22, 2020	Regular	Fort Vermilion	10:00 a.m.
May 12, 2020	Regular	Fort Vermilion	10:00 a.m.
May 26, 2020	Committee of the Whole	Fort Vermilion	10:00 a.m.
May 27, 2020	Regular	Fort Vermilion	10:00 a.m.
June 9, 2020	Regular	Fort Vermilion	10:00 a.m.
June 23, 2020	Committee of the Whole	Fort Vermilion	10:00 a.m.
June 24, 2020	Regular	Fort Vermilion	10:00 a.m.
July 14, 2020	Committee of the Whole	Fort Vermilion	10:00 a.m.
July 15, 2020	Regular	Fort Vermilion	10:00 a.m.
August 18, 2020	Committee of the Whole	Fort Vermilion	10:00 a.m.
August 19, 2020	Regular	Fort Vermilion	10:00 a.m.
September 8, 2020	Regular	Fort Vermilion	10:00 a.m.
September 21, 2020	Regular	Fort Vermilion	10:00 a.m.
October 13, 2020	Regular	Fort Vermilion	10:00 a.m.
October 27, 2020	Organizational Meeting	Fort Vermilion	10:00 a.m.
October 28, 2020	Regular	Fort Vermilion	10:00 a.m.
November 10, 2020	Regular	Fort Vermilion	10:00 a.m.
November 24, 2020	Committee of the Whole	Fort Vermilion	10:00 a.m.
November 25, 2020	Regular	Fort Vermilion	10:00 a.m.
December 8, 2020	Regular	Fort Vermilion	10:00 a.m.

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

January 2020



Mackenzie County - Council Calendar

Mackenzie County

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 New Years Day County Facilities Closed	2	3	4
5	6 Epiphany La Crete Facilities Closed	7	8	9	10	11
12	13	14 Council Meeting 10 am (FV)	15	16	17	18
19	20	21	22	23	24	25
Provincial ASB Conference (Banff)						
26	27	28 COW Meeting 10 am (FV)	29 Council Meeting 10 am (FV)	30	31	
Farm Tech Conference (Edmonton)						

February 2020



Mackenzie County - Council Calendar

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 Facilities Closed	18	19	20	21 RMA Zone Meeting 10 am	22
			Growing the North Conference (GP)			
23	24	25 COW Meeting 10 am (FV)	26 Council Meeting 10 am (FV)	27	28	29

March 2020



Mackenzie County - Council Calendar

Mackenzie County

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

April 2020



Mackenzie County - Council Calendar

Mackenzie County

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
(TENTATIVE) Growing Rural Tourism Conference (Camrose)						
5	6	7 Council Meeting 10 am (FV)	8	9	10 Good Friday County Facilities Closed	11
12	13 Easter Monday County Facilities Closed	14 Mennonite Holiday La Crete Facilities Closed	15	16	17	18
19	20	21 COW Meeting 10 am (FV)	22 Council Meeting 10 am (FV)	23	24	25
26	27	28	29	30		
Alberta Municipal Clerks Association Annual Conference (Canmore)						

May 2020



Mackenzie County - Council Calendar

Mackenzie County

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

June 2020



Mackenzie County - Council Calendar

Mackenzie County

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
	CAMA Conference (ON)			FCM Conference (Toronto)		
Pentecost—La Crete Facilities Closed						
7	8	9	10	11	12	13
			Council Meeting 10 am (FV)			
	FCM		Alberta Government Finance Officers Association Conference (Red Deer)			
14	15	16	17	18	19	20
21	22	23	24	25	26	27
		COW Meeting 10 am (FV)	Council Meeting 10 am (FV)			
28	29	30				

July 2020



Mackenzie County - Council Calendar

Mackenzie County

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

August 2020



Mackenzie County - Council Calendar

Mackenzie County

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

September 2020



Mackenzie County - Council Calendar

Mackenzie County

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

October 2020



Mackenzie County - Council Calendar

Mackenzie County

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

November 2020



Mackenzie County - Council Calendar

Mackenzie County

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

December 2020



Mackenzie County - Council Calendar

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	19
20	21	22	23	24 Floater Day County Facilities Closed	25 Christmas Day County Facilities Closed	26 Boxing Day
27	28 Day in Lieu of Boxing Day County Facilities Closed	29	30	31		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 22, 2019
Presented By:	Carol Gabriel, Director of Legislative & Support Services
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:

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That all ballots used during the 2019 organizational meeting be destroyed.

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

