

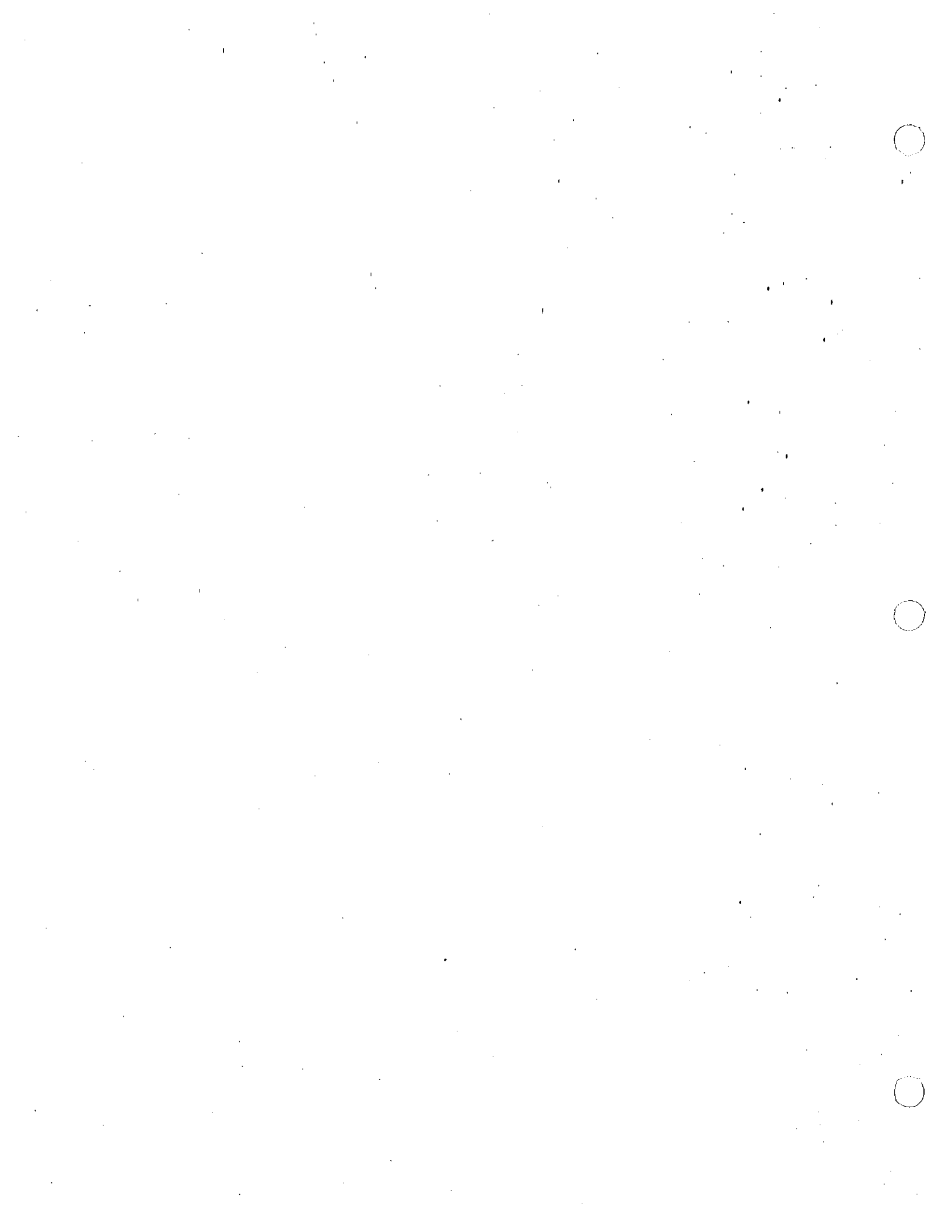
**MUNICIPAL DISTRICT OF MACKENZIE NO. 23
COUNCIL ORGANIZATIONAL MEETING**

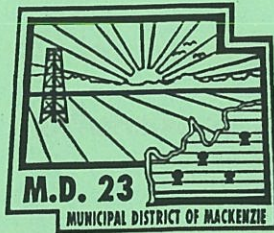
**Wednesday, October 27, 2004
10:00 a.m.**

**Council Chambers
Municipal District of Mackenzie
Fort Vermillion, Alberta**

AGENDA

- | | | | | |
|--|-----|----|--|----|
| <u>CALL TO ORDER:</u> | 1. | a) | Call to Order | |
| <u>COUNCIL AFFIDAVITS</u> | 2. | a) | Oath of Council | |
| <u>ADOPTION OF
AGENDA:</u> | 3. | a) | Adoption of Agenda | |
| <u>ELECTION:</u> | 4. | a) | Election of Reeve | |
| | | b) | Election of Deputy Reeve | |
| | | c) | Oath of Reeve and Deputy Reeve | |
| <u>COUNCIL
COMMITTEES:</u> | 5. | a) | Appoint Members to Council Committees..... | 3 |
| <u>COUNCIL
TASK FORCES</u> | 6. | a) | Appoint Members to Council Task Forces..... | 17 |
| <u>APPOINT
REPRESENTATIVES:</u> | 7. | a) | Appoint Council Representatives to Other Committees.... | 33 |
| <u>BYLAWS / POLICIES:</u> | 8. | a) | Bylaw 469/04 – Organizational Bylaw.....
To Provide the Organizational and Procedural Matters of
Council, Council Committees and Councillors | 37 |
| <u>OTHER
BUSINESS:</u> | 9. | a) | Establish Council Meeting Dates, Times and Places..... | 47 |
| | | b) | Establish Budget Meeting Dates..... | 51 |
| <u>ADJOURNMENT:</u> | 10. | a) | Adjournment | |





M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Organizational Meeting
Meeting Date:	October 27, 2004
Presented By:	Barb Spurgeon, Executive Assistant
Title:	Representative Appointments
Agenda Item No:	

BACKGROUND / PROPOSAL:

The Municipal District of Mackenzie is asked to provide council representation on various committees, boards and task forces.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Caribou Mountains Wildland Advisory Committee – Requires appointment of 1 Councillor and 1 alternate.

Cooperative Management Planning Board – Requires appointment of 1 Councillor and 1 alternate

Deh Cho Travel Connection – Requires appointment of 1 Councillor (Should be same councillor as appointed to Mighty Peace Tourism Association)

Hay-Zama Committee – Requires appointment of 2 Councillors

Hay-Zama Tourism Sub-Committee – Requires appointment of 4 Councillors (2 from the Hay-Zama Committee, 1 Councillor from Tourism and the Reeve)

High Level Forest Public Advisory Board – Requires appointment of 1 Councillor

Mackenzie Economic Development Corporation – Requires appointment of 1 Councillor

Mighty Peace Tourism Association – Requires appointment of 1 Councillor

North Peace Applied Research Association – Appointed by the Agricultural Service Board

Northern Lights Forest Education Society – Requires appointment of 1 Councillor

Northwest Alberta NAIT Advisory Committee – Requires appointment of 1 Councillor

Northwest Corridor Development Corporation – Requires appointment of 1 Councillor

Recreation Board – Fort Vermilion – Requires appointment of 1 Councillor

Recreation Society – La Crete – Requires appointment of 1 Councillor

Recreation Board – Zama – Requires appointment of 1 Councillor

Regional Economic Development Initiative – Requires appointment of 2 Councillors

Regional Landfill Commission – Requires appointment of 2 Councillors for a three year term

COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION:

Motion 1

That Councillor _____ be appointed to the Caribou Mountains Wildland Advisory Committee and Councillor _____ as alternate.

Motion 2

That Councillor _____ be appointed to the Cooperative Management Planning Board with Councillor _____ as alternate.

Motion 3

That Councillor _____ be appointed to the Deh Cho Travel Connection.

Motion 4

That Councillor _____, be appointed to the Hay-Zama Committee with Councillor _____ as alternate.

Motion 5

That Reeve _____ and Councillors _____, _____ be appointed to the Hay-Zama Tourism Sub Committee with Councillor _____ as alternate.

Motion 6

That Councillor _____ be appointed to the High Level Forest Public Advisory Committee.

Motion 7

That Councillor _____ be appointed to the Mackenzie Economic Development Corporation.

Motion 8

That Councillor _____ be appointed to the Mighty Peace Tourism Association.

Motion 9

That Councillor _____ be appointed to the Northern Lights Forest Education Society.

Motion 10

That Councillor _____ be appointed to the Northwest Alberta NAIT Advisory Committee

Motion 11

That Councillor _____ be appointed to the Northwest Corridor Development Corporation.

Motion 12

That Councillor _____ be appointed to the Fort Vermilion Recreational Board.

Motion 13

That Councillor _____ be appointed to the La Crete Recreational Society.

Motion 14

That Councillor _____ be appointed to the Zama Recreation Board.

Motion 15

That Councillors _____ and _____ be appointed to the Regional Economic Development Initiative.

Motion 16

That Councillors _____ and _____ be appointed to the Regional Landfill Commission.

Motion 17

That Councillor _____ be appointed to the Veterinary Services Incorporated with Councillor _____ as alternate.

Author:

Reviewed:

C.A.O.:



Other Committees with MD Council Representation			
Committee	Contact	Mailing Address	MD Members
Caribou Mountains Wildland Advisory Committee	Ken Zurfluh, Chair	Room 1905 10320-99 Street Grande Prairie AB T8V 6J4	Councillor Newman Councillor Thiessen (Alternate)
Cooperative Management Planning Board	Jamie Honda-McNeil	11th Floor South Petroleum Plaza 9915-108 Street Edmonton AB T5K 2G8	Councillor Thiessen, Councillor Wieler (Alternate)
Deh Cho Travel Connection			Councillor Kulscar
Hay Zama Committee	Pat Cabezas		Councillor Thiessen, Councillor Peters (alternate)
Hay Zama Tourism Sub-Committee	Pat Cabezas	204, 9919-99 Ave Grande Prairie AB T8V 0R6	Councillor Thiessen, Councillor Peters (alternate) Reeve Neufeld & Councillor Kulscar
High Level Forests Public Advisory Committee	Rachel Wiebe	Box 210 High Level AB T0H 1Z0	Deputy Reeve Sarapuk
Mackenzie Economic Development Corporation	Mike Osborne, General Manager	Box 210 High Level AB T0H 1Z0	Councillor Kulscar
Mighty Peace Tourist Association	Judy Pimm	Box 419 Berwyn AB T0H 0E0	Councillor Kulscar
North Peace Applied Research Association	Maryse Maurice	Box 750, Manning AB T0H 2M0	(ASB Appoints One Member and One at Large)
Northern Lights Forest Education Society	Fraser Deacon, Chairperson	Box 414 High Level AB T0H 1Z0	Deputy Reeve Sarapuk, Councillor Thiessen and Councillor Bateman (Alternate)
Northwest Alberta NAIT College Advisory Committee	Fairview College	10901-93 Street High Level AB T0H 1Z0	Councillor Kulscar
Northwest Corridor Development Corporation	Reeve Neufeld	Box 210 High Level AB T0H 1Z0	Reeve Neufeld
Recreation Board - Fort Vermillion	Maarten Braat, Chair	Box 115 Fort Vermillion AB T0H 1N0	Councillor Flett
Recreation Board - Zama		Box 73 Zama AB T0H 4E0	Councillor Bateman
Recreation Society - La Crete	John Martens, Chair	Box 20 La Crete AB T0H 2H0	Councillor Wieler
Regional Economic Development Initiative (REDI)	Mike Osbourne, Executive Director	Box 210 High Level AB T0H 1Z0	Councillor Wieler, Deputy Reeve Sarapuk
Regional Landfill Commission	c/o Town of High Level	Box 485, 9813-102 St. High Level AB T0H 1Z0	Councillor Thiessen, Councillor Kulscar
Veterinary Services Incorporated		Box 165 Eaglesham AB T0H 1H0	Councillor Peters, Councillor Sarapuk (alternate)

6. CAO Recruitment Task Force Administrative and Financial Support:

- The M.D. of Mackenzie shall provide resource and financial support.
- The M.D. office shall provide meeting space.
- Task Force members shall be reimbursed for their expenses as per the Honorariums and Related Expense Reimbursement Bylaw.

M.D. of Mackenzie
Fire Services Task Force

Terms of Reference

1. Task Force Designation:

M.D. of Mackenzie Fire Services Task Force is to provide recommendations to Council determining the level of service in providing rural fire protection and internal safety requirements for emergency responses. Hereinafter it shall be referred to as the "Task Force".

2. Task Force Members

The M.D. of Mackenzie Fire Services Task Force shall be comprised of:

- Three M.D. of Mackenzie Councillors
- Chief Administrative Officer, M.D. of Mackenzie
- Director of Emergency Services, M.D. of Mackenzie
- Fire Chief for each Hamlet (Fort Vermilion, La Crete, and Zama)

3. Task Force Objective, Scope of Activities, and Duties:

The M.D. of Mackenzie Fire Services Task Force shall:

- Research options for rural fire protection.
- Determine the feasibility of non-profit society status.
- Examine levels of service, current and future.

4. Time Period Necessary for the Task Force to Carry Out its Purpose:

The Fire Services Task Force will meet as required preferably at least once a month during the period of April 1, 2002 to July 31, 2002 and make recommendations to Council regarding options for rural fire protection.

5. Reporting Structure:

The Task Force shall report directly to the M.D. Council through its Council members.

6. Task Force Administrative and Financial Support:

- The M.D. of Mackenzie shall provide resource and financial support.
- The M.D. of Mackenzie shall provide meeting space.

Medical Clinic Task Force

Terms of Reference

DRAFT

1. **Task Force Objective:**
To construct a community owned medical clinic.
2. **Task Force Members:**
Municipal District of Mackenzie - Chair
Town of High Level
Town of Rainbow Lake
North Peace Tribal Council
1 RHA Representative
3. **Resource Persons:**
CAO's
Physician representation
4. **Meeting Schedule and Time Period:**
Meetings as needed
5. **Time Period Necessary for the Task Force to Carry Out its Purpose:**
March 1, 2005
6. **Reporting Structure:**
Each Member will report directly to their respective Councils or Boards
7. **Decision Making:**
By consensus
8. **Administrative Support:**
Administrative support will be provided by the Municipal District of Mackenzie.

M.D. of Mackenzie

La Crete M.D. Office Building Task Force

Terms of Reference

1. Members

The La Crete M.D. Office Building Task Force shall be comprised of:

- Three M.D. of Mackenzie Councillors (Joe Peters, Willie Wieler, Greg Newman)
- Chief Administrative Officer, M.D. of Mackenzie
- Eva Schmidt, Development Officer – La Crete

2. Objective, Scope of Activities, and Duties

The La Crete M.D. Office Building Task Force is established to determine the needs of the M.D. office in La Crete and to research options including the feasibility of:

- Selling the Mustus Lake Centre to Fairview College or other party and building a stand alone M.D. office.
- Purchasing the Fairview College portion of the Mustus Lake Centre.

The La Crete M.D. Office Building Task Force shall:

- do a needs assessment
- discuss the future of the Mustus Lake Center with Fairview College
- research funding available to construct an M.D. office
- provide report to Council on feasibility including costs & benefits

3. Time Period

The Task Force will meet twice monthly during the period of July to November 2003 and will provide the M.D. Council with a final report by December 2003.

4. Reporting Structure

The Task Force shall report directly to the M.D. Council through its Council members.

5. Administrative and Financial Support

- The M.D. of Mackenzie shall provide resource and financial support.
- The M.D. office shall provide meeting space.
- MD Council Task Force members shall be reimbursed for their expenses as per the Honorariums and Related Expense Reimbursement Bylaw.

M.D. of Mackenzie
Solid Waste Task Force
Terms of Reference

1. Task Force Designation:

M.D. of Mackenzie Task Force on the feasibility of constructing and operating another regional landfill facility within the municipality.

2. Task Force Members

The M.D. of Mackenzie Solid Waste Task Force shall be comprised of:

- Four (4) M.D. of Mackenzie Councilors two (2) of which are from the Mackenzie Regional Waste Management Authority
- Chief Administrative Officer, M.D. of Mackenzie
- Director of Operational Services

3. Task Force Objective, Scope of Activities, and Duties:

The M.D. of Mackenzie Solid Waste Task Force shall determine the feasibility of constructing and operating another solid waste site within the municipality, included but not limited to the following:

- Review the Proposed Southeast Region Landfill Feasibility study that was completed by Associated Engineering.
- Determine if Alberta Environment will support registration of an addition landfill site, and seek grant funding sources.
- Investigate and determine potential sites for a landfill.
- Investigate and determine road infrastructure to landfill site.
- Review recycling legislation and the costs associated with recycling.

- Determine costs and impacts of second landfill on the existing regional landfill.
- Explore the possibility of partnering with other stakeholders.

4. Time Period Necessary for the Committee to Carry Out its Purpose:

The Task Force will meet once a month during the period of June 1, 2003 to May 31, 2004 and will provide recommendations to the M.D. Council for approval and provide a Final Report for the public.

5. Reporting Structure:

The Task Force shall report directly to the M.D. Council through its Council members.

6. Task Force Administrative and Financial Support:

- The M.D. of Mackenzie shall provide resource and financial support.
- The M.D. office shall provide meeting space.

M.D. of Mackenzie – Ambulance Services Task Force

Terms of Reference

1. Task Force Designation:

M.D. of Mackenzie Ambulance Services Task Force is to assist with the transition of ground ambulance from the Municipality to the Health Region. Hereinafter it shall be referred to as the "Task Force".

2. Task Force Members

The M.D. of Mackenzie Ambulance Services Task Force shall be comprised of:

- Four M.D. of Mackenzie Councillors (Kulscar, Wieler, Flett and Bateman)
- Chief Administrative Officer, M.D. of Mackenzie
- Director of Emergency Services, M.D. of Mackenzie

3. Task Force Objective, Scope of Activities, and Duties:

The M.D. of Mackenzie Ambulance Services Task Force shall:

- Attend meetings pertaining to the transition of ambulance services from the Municipality to the Health Region.
- Negotiate transition on behalf of the Municipality to the Health Region.
- Ensure the current level of service is maintained as a minimum level of service.
- Ensure appropriate plans are drafted for the implementation of the ambulance services from the Municipality to the Health Region.

4. Time Period Necessary for the Task Force to Carry Out its Purpose:

The Ambulance Services Task Force will meet as required until the transition of the ground ambulance service from the Municipality to the Health Region has been implemented.

5. Reporting Structure:

The Task Force shall report directly to the M.D. Council through its Council members.

6. Task Force Administrative and Financial Support:

- The M.D. of Mackenzie shall provide resource and financial support.
- The M.D. of Mackenzie shall provide meeting space.

M.D. of Mackenzie Chief Administrative Officer Recruitment Task Force

Terms of Reference

1. Committee Designation:

Municipal District of Mackenzie Chief Administrative Officer (CAO)
Recruitment Task Force

2. CAO Recruitment Task Force Committee Members

The M.D. of Mackenzie CAO Recruitment Task Force shall be comprised of:

- Three Councillors
- Director of Corporate Services

3. Task Force Objective, Scope of Activities, and Duties:

The M.D. of Mackenzie CAO Recruitment Task Force shall:

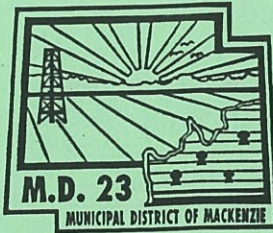
- Advertise for the position of Chief Administrative Officer with the Municipal District of Mackenzie
- Be responsible to conduct reference checks on all applicants
- Short list the applicants
- Create interview questions
- Negotiate and enter into an employment contract

4. Time Period Necessary for the Committee to Carry Out its Purpose:

The CAO Recruitment Task Force shall be dissolved upon completion of their objectives.

5. Reporting Structure:

The CAO Recruitment Task Force shall report directly to the M.D. Council through its Council members.



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Organizational Meeting
Meeting Date:	October 27, 2004
Presented By:	Barb Spurgeon, Executive Assistant
Title:	Task Forces - Appointments
Agenda Item No:	

BACKGROUND / PROPOSAL:

Council from time to time establishes Task Forces to complete a specific task. Task Forces should have an established time frame.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Agricultural Land Task Force – Completion date – April 30, 2003 – Required 4 Councillors and the CAO. See Terms of Reference. This Task Force requires another 2 months to develop Terms of Reference for a “Local Integrated Planning Committee” at which time the Agricultural Land Task Force will have fulfilled its purpose.

Ambulance Services Task Force – Completion – At time of transition to Health Authorities – Requires 4 Councillors to be appointed. (See note under Policing Task Force)

CAO Recruitment Task Force – Completion on negotiation of contract for CAO. See Terms of Reference. Recommend current Task Force stay in place.

Development Task Force - This Task Force has been in place for over two years, but has never had a meeting and have no Terms of Reference. Administration suggests this Task Force be abolished.

Fire Services Task Force – Completed the mandate. (See note under Policing Task Force)

Highway 88 Task Force – Completion date - upon provincial commitment to pave. Requires 4 Councillors

Inter-municipal Development Plan Task Force – Completed July 2004.

Medical Clinic Task Force – Completion date – March 1, 2005. Requires 4 appointees (Currently has 3 Councillors and 1 staff)

Mustus Lake Building Task Force – Completion date - December 2003 - Final report was given to Council at their October 13, 2004 meeting.

Policing Task Force – Completion date – The end date for this Task Force is past, however needs to be in place until after the meeting with K-Division at the AAMD&C Conference in November. Requires 3 Councillors.

(Administration will be bringing forward at a later date with proposal to establish an Emergency Services Committee which would encompass policing, fire services and ambulance services)

Solid Waste Task Force – Completion date – May 31, 2004. Only met once and delegated responsibility to the Landfill Commission. Required 4 Councillors.

Waterfront Cottage Development Task Force – (in partnership with other 2 municipalities) Completion - at time of provincial approval for waterfront development. Should be Reeve and 1 Councillor

COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION:

Motion 1

That the Agricultural Land Task Force extend the termination date to the December 31, 2004.

Motion 2

That Councillors _____, _____, _____, and _____ be appointed to the Agricultural Land Task Force.

Motion 3

That Councillors _____, _____, _____ and _____ be appointed to the Ambulance Services Task Force.

Motion 4

That Councillors Neufeld, Sarapuk and Newman continue as members of the CAO Recruitment Task Force.

Motion 5

That Councillors _____, _____, _____ and _____ be appointed to the Highway 88 Task Force.

Motion 6

That Councillors _____, _____, _____ and _____ be appointed to the Medical Clinic Task Force.

Motion 7

That the Policing Task Force completion date be extended until November 30, 2004.

Motion 8

That Councillors _____, _____, and _____ be appointed to the Policing Task Force.

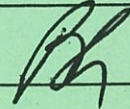
Motion 9

That Councillors _____ and _____ be appointed to the Waterfront Cottage Development Task Force.

Author: BLS

Reviewed:

C.A.O.:



Council Task Forces 2003-2004			
Task Force	Contact	Members	End Date
Agricultural Land Task Force	Paul Driedger	Councillor Sarapuk, Reeve Neufeld, Councillor Thiessen, Councillor Newman	May 13, 2003
Ambulance Services Task Force	Paul Driedger	Councillors Kulacar, Wieler, Bateman, and Flett	Until Transition Complete
CAO Recruitment Task Force	Bill Landiuk	Reeve Neufeld, Councillor Newman and Deputy Reeve Sarapuk	Until CAO in place
Development Task Force	Paul Driedger	Reeve Neufeld, and Councillor Wieler. Councillor Bateman (for Zama), Councillor Flett (for FV)	No Terms of Reference/have not met
Fire Services Task Force	Paul Driedger	Councillor Peters, Councillor Thiessen, Councillor Kulscar	July 31, 2003
Highway 88 Task Force	Michel Savard, Director of Operations	Councillor Thiessen, Councillor Wieler, Councillor Driedger	until paving complete
Inter-municipal Development Plan Task Force	CAO	Reeve Neufeld, Councillor Kulscar	complete July 2004
Medical Clinic Task Force	Barb Spurgeon	Reeve Neufeld, Councillor Kulscar, Councillor Bateman, Barb Spurgeon	March 1, 2005
Mustus Lake Building Task Force	Eva Schmidt	Councillor Wieler, Councillor Peters, Councillor Newman, Eva Schmidt	complete October 2004
Policing Task Force	Paul Driedger	Councillors Newman, Kulscar, and Reeve Neufeld	No Terms of Reference
Solid Waste Task Force	Michel Savard, Director of Operations	Deputy Reeve Sarapuk, Councillors Kulscar, Thiessen, and Driedger	May 31, 2004
Waterfront Cottage Development Task Force	Paul Driedger	Reeve Neufeld, Deputy Reeve Sarapuk	Terms of Reference being developed

M.D. of Mackenzie
Agricultural Land Task Force

Terms of Reference

1. Task Force Designation:

M.D. of Mackenzie Task Force on agricultural land.

2. Task Force Members

The M.D. of Mackenzie Agricultural Land Task Force shall be comprised of:

- Reeve Neufeld and Councillors Thiessen, Newman, and Sarapuk
- Harvey Prockiw, CAO

3. Task Force Objective, Scope of Activities, and Duties:

The M.D. of Mackenzie Agricultural Land Task Force shall maintain and expand the agricultural land base in the Municipal District of Mackenzie by:

- Lobbying forest companies to work through farmers rather than own property for the purpose of developing woodlots.
- Providing recommendations to Minister of Sustainable Resource Development, Mike Cardinal, on which productive green zone land should be converted into white zone.
- Lobbying the provincial government for the reinstatement of the land disposition process by implementing a local committee that provides recommendations to Public Lands on the procedures of white zone dispositions.

4. Time Period Necessary for the Committee to Carry Out its Purpose:

* The Task Force will meet once a month during the period of December 2002 to April 30, 2003 and will provide the M.D. Council and public with a Final Report at the May 13, 2003 Council meeting.

At call of chair

5. Reporting Structure:

The Task Force shall report directly to the M.D. Council through its Council members. The Task Force shall report to the public through newspaper articles, press releases, web site, and public meetings throughout the process.

6. Task Force Administrative and Financial Support:

- The M.D. of Mackenzie shall provide resource and financial support.
- The M.D. office shall provide meeting space.
- Task Force members shall be reimbursed for their expenses as per the Honorariums and Related Expense Reimbursement Bylaw.

Municipal District of Mackenzie

Rural Water Services Board

Terms of Reference

1. Board Mandate:

Rural Water Services Board is established to provide recommendations to Council in determining options and feasibility of providing rural residences with a rural water pipeline. Hereinafter it shall be referred to as the "Board".

2. Board Members:

The Board shall be comprised of the following:

- Two council members.
- Eight members at large - Four representing Fort Vermilion rural area; and
Four representing La Crete rural area
- Members at large shall be appointed by Council for a three year term.
- Chairman and vice-chairman position to be elected annually.

3. Board Objective, Scope of Activities, and Duties:

The Board shall:

- Meet quarterly, or as required.
- Move forward on issues and recommendations based on consensus.
- Research options for rural water service in conjunction with PFRA and M.D. administration.
- Research of information and establish procedures.
- Recommend the feasibility of services to be provided.
- Recommend water rates and connection fees to council.
- Canvass rural homeowners for support of project.

4. Reporting Structure:

- The Board shall report directly to Council through its members.
- The Board shall provide information to the public as needed.

5. Administrative and Financial Support:

The M.D. of Mackenzie Shall:

- Provide administrative support.
- Assist in areas such as grant applications and engineering.

6. Remuneration

- Members at large appointed by Council are to be remunerated and to be paid for all expenses as per Bylaw No. 372/03.

BYLAW No. 290/01

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

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

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

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

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

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

WHEREAS, Section 8(1) of the Agricultural Service Board Act states "A council may appoint one or more advisory committees with respect to any matter related to agriculture", and Section 8(2) states "an advisory committee appointed under this section shall act in an advisory capacity to the board and council", and

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

NOW THEREFORE the Council of the Municipal District of Mackenzie No. 23, duly assembled, enacts as follows:

1. Council shall appoint members to an Agricultural Service Board. Board membership shall consist of five voting members (two councilors and three members-at-large) and one non-voting member (Alberta Agriculture, Food and Rural Development's Cereal and Oilseed Crop Specialist). The term of office shall be three years coinciding with the municipal elections.

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

First Reading given on the 5th day of February, 2002

"B. Neufeld" (Signed)
William Neufeld, Reeve

"E. Schmidt" (Signed)
Eva Schmidt, Executive Assistant

Second Reading given on the 5th day of February, 2002

"B. Neufeld" (Signed)
William Neufeld, Reeve

"E. Schmidt" (Signed)
Eva Schmidt, Executive Assistant

Third Reading and Assent given on the 5th day of February, 2002

"B. Neufeld" (Signed)
William Neufeld, Reeve

"E. Schmidt" (Signed)
Eva Schmidt, Executive Assistant

M.D. of Mackenzie Finance Committee

Terms of Reference

1. Committee Designation:

Municipal District of Mackenzie Committee.

2. Finance Committee Members

The M.D. of Mackenzie Finance Committee shall be comprised of:

- Three Councillors
- Chief Administrative Officer
- Director of Corporate Services

3. Committee Objective, Scope of Activities, and Duties:

The M.D. of Mackenzie Finance Committee shall:

- Review financial policies, reserve policies, and format of monthly reports (operating and capital).
- Be responsible for Union negotiations.
- Review fees and charges (including water, sewer, and garbage) payable by ratepayers under the various bylaws.
- Review monthly financial reports in detail
- Review funding requests and make recommendations to Council
- Review and preliminary negotiations of the following Agreements:

Economic Development Incentive Agreement – Town of High Level

Cost Sharing Agreement – Town of High Level

Revenue Sharing Agreement – Town of Rainbow Lake

Airport Agreement

- Ensure that municipal investments are pursuant to Section 250 of the Municipal Government Act.
- Award and administer the Bursary Program
- Initiate audits and bank proposals.

4. Time Period Necessary for the Committee to Carry Out its Purpose:
Ongoing

The Finance Committee will meet as required.

5. Reporting Structure:

The Finance Committee shall report directly to the M.D. Council through its Council members.

6. Finance Committee Administrative and Financial Support:

- The M.D. of Mackenzie shall provide resource and financial support.
- The M.D. office shall provide meeting space.
- Committee members shall be reimbursed for their expenses as per the Honorariums and Related Expense Reimbursement Bylaw.

Upper Hay Recreational Hunting and Fishing Advisory Committee

Terms of Reference

1. Committee Designation:

Joint municipal committee on recreational hunting and fishing.

2. Committee Members

a. The Upper Hay Recreational Hunting and Fishing Advisory Committee shall be comprised of:

- 1 Municipal District of Mackenzie Councillor
- 3 Municipal District of Mackenzie members at large
- 1 Town of High Level Councillor and 1 alternate
- 3 Town of High Level members at large
- 1 Town of Rainbow Lake Councillor
- 3 Town of Rainbow Lake members at large

b. Members shall be appointed at Council Organizational Meetings for a three year term to coincide with general elections.

c. Quorum shall consist of representation from two municipalities and a total of four members.

3. Task Force Objective, Scope of Activities, and Duties:

The Upper Hay Recreational Hunting and Fishing Advisory Committee shall:

- Enhance hunting and fishing opportunities for local area residents.
- Work with wildlife management agencies
- Work to ensure sustainability of local fish and wildlife populations
- Represent local sportspersons on issues pertinent to the region (i.e. local advisory committees)

4. Time Period Necessary for the Committee to Carry Out its Purpose:

The Upper Hay Recreational Hunting and Fishing Advisory Committee is a permanent committee and shall meet a minimum of twice a year and as necessary to address issues as they arise.

5. Reporting Structure:

The Upper Hay Recreational Hunting and Fishing Advisory Committee shall report directly to local Councils through its respective Council members. The committee shall report to the public through newspaper articles, press releases, web site, and public meetings throughout the process.

6. Committee Administrative and Financial Support:

- Administrative and financial costs shall be divided equally between the Municipal District of Mackenzie, Town of High Level, and Town of Rainbow Lake. The Municipal District of Mackenzie shall invoice the Town of High Level and Town of Rainbow Lake annually for these costs.
- The Municipal District of Mackenzie shall provide administrative personnel.
- The Town of High Level shall provide meeting space.
- Committee members shall be reimbursed for their expenses as per the honorariums and related expense reimbursement bylaw within their respective municipalities.
- Alberta Fish and Wildlife shall act as a resource through personnel participating as ex-officio committee members.

M.D. of Mackenzie Vet Advisory Committee

Terms of Reference

1. Committee Designation:

Municipal District of Mackenzie Veterinary Advisory Committee.

2. Veterinary Advisory Committee Members

The M.D. of Mackenzie Veterinary Advisory Committee shall be comprised of:

- One Councilor
- One Agricultural Service board member
- One representative from the Grazing reserve
- Two members at large

Term of office shall be a three-year term, to coincide with general elections.

The Veterinary Advisory Committee shall appoint its own chairperson, with annual elections taking place after Council's Organizational Meeting.

3. Committee Objective, Scope of Activities, and Duties:

The M.D. of Mackenzie Veterinary Committee shall:

- 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

4. Time Period Necessary for the Committee to Carry Out its Purpose:
Ongoing

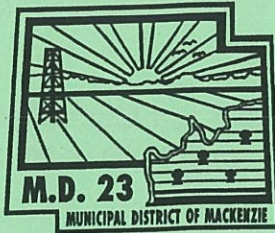
The Veterinary Advisory Committee will meet as required.

5. Reporting Structure:

The Veterinary Advisory Committee will report directly to the M.D. Council through its Council members.

6. The Veterinary Advisory Committee and Financial Support:

- The M.D. of Mackenzie shall provide resource and financial support.
- The M.D. office shall provide meeting space.
- Committee members shall be reimbursed for their expenses as per the Honorariums and Related Expense Reimbursement Bylaw.



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Organizational Meeting
Meeting Date:	October 27, 2004
Presented By:	Barb Spurgeon, Executive Assistant
Title:	Committee Appointments
Agenda Item No:	

BACKGROUND / PROPOSAL:

Council appoints both Council members and members at large at their Organizational meeting.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Agricultural Service Board – requires the appointment of 2 Councillors and 3 Members at Large for a three year term. Applications for members at large have been received from: Maarten Braat, Wayne Thiessen, Eric N. Jorgensen, Larry Wieler and Joe Peters.

Agricultural Services Appeal Board – requires the appointment of 3 Councillors. This Board has not been utilized for the past three years, however is legislated by the Weed Control Act and must be independent from the ASB. This Board **MUST** be appointed on an annual basis. It is recommended this Board be renamed the Weed Control Appeal Board as the only appeal that can be reviewed are specific items under the Weed Control Act.

Assessment Review Board – requires the appointment of 1 Councillor and 1 alternate; and 2 Members at Large and 1 alternate. This Board is legislated by the MGA. Applications for Members at Large have been received from: Alison Batt, Wally Schroeder, Eric N. Jorgensen, Ray Toews and Brad Tourangeau

Finance Committee – Requires the appointment of 3 Councillors.

Mackenzie Housing Management Board – Requires the appointment of 1 Councillor, 4 members at large – 2 from Fort Vermilion area and 2 from the La Crete area. Applications for Members at Large have been received from: Wally

Schroeder, Terry Ward, Jack Eccles, Dave Neufeld, John Wolfe, Robert Smith and Ray Toews

MD of Mackenzie Library Board – Requires the appointment of 1 Councillor and all 9 Board members – 3 each year for a three year term. No application have been received at this time.

Rural Water Service Board – Requires appointment of 1 Councillor from Fort Vermilion rural and 1 Councillor from the rural La Crete area. (Members at large are appointed until 2006)

Subdivision and Development Appeal Board – Requires the appointment of 1 Councillor and 1 alternate; and 2 Members at Large and 1 alternate. This Board is legislated by the MGA. Applications have been received from Terry Ward, Wally Schroeder, Ray Toews and Alison Batt.

Upper Hay Recreational Hunting and Fishing Advisory Committee – Requires the appointment of 1 councillor and 3 members at large. Applications have been received from Danny Friesen, Gregg McNeil and Allen Plantinga.

Veterinary Advisory Committee – Requires the appointment of 1 Councillor and 2 members at Large for a three year term. (the Member at Large appointments are made by the Agricultural Service Board). Applications have been forwarded to that Board for their consideration.

COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION:

Motion 1

That Councillors _____, _____ and _____, _____, _____ be appointed to the Agricultural Service Board for a three year term.

Motion 2

That the Appeal Board for Agricultural Services be changed to the Weed Control Appeal Board to better reflect the legislation.

Motion 3

That Councillors _____, _____, and _____ be appointed to the Weed Control Appeal Board.

Motion 4

That Councillor _____, _____, and _____ be appointed as members of the Assessment Appeal Board with Councillor _____ and _____ appointed as alternates.

Motion 5

That Councillors _____, _____, and _____ be appointed to the Finance Committee.

Motion 6

That Councillor _____, _____, _____, _____, and _____ be appointed to the Mackenzie Housing Management Board.

Motion 7

That Councillors _____ and _____ be appointed to the Rural Water Service Board

Motion 8

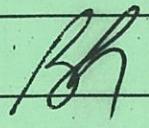
That Councillor _____, _____, and _____ be appointed as members of the Subdivision and Development Appeal Board with Councillor _____ and _____ appointed as alternates.

Motion 9

That Councillor _____, _____, _____, and _____ Be appointed to the Upper Hay Recreational and Fishing Advisory Committee.

Motion 10

That Councillor _____ be appointed to the Veterinary Advisory Committee for a three year term and applications for Members at Large be forwarded to the Agricultural Services Board.

Author: BLS	Reviewed:	C.A.O.: 
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Council Committees 2003-2004

Committees	Contact	MD Members	Members At Large	Other Members
Agricultural Service Board	Grant Smith	Councillor Newman, Councillor Peters	Martin Wieler, Peter Hawryliuk, Maarten Braat	Mike Hall, AAFRD Crop Specialist
Appeal Board for Agricultural Services	Grant Smith	Councillors Thiessen, Driedger and Deputy Reeve Sarapuk		
Assessment Review Board	Barb Spurgeon	Councillor Kulscar, Councillor Driedger (Alternate)	Wally Schroeder, Peter F. Braun, and alternate Brad Tourangeau	
Finance Committee	Bill Landiuk	Reeve Neufeld, Councillor Kulscar, Deputy Reeve Sarapuk		
Mackenzie Housing Management Board	Helen Braun, Executive Director	Councillor Driedger	George Beuckert, Wally Schroeder, Terry Ward, Ray Toews	
MD of Mackenzie Library Board	Lucille Labreque, Chairperson	Councillor Driedger	Lisa Wardley (Zama) Anne Martens (FV), vacancy (LC Trustee), vacancy (HL Rural Trustee) Lucille Labrecque and Samantha Hoffman (Trustees)	
Subdivision and Development Appeal Board	Barb Spurgeon	Deputy Reeve Sarapuk, Councillor Kulscar (alternate)	Wally Schroeder, Ray Towes, Peter F. Braun (alternate)	
Upper Hay Recreational Hunting and Fishing Advisory Committee	Greg Newman	Councillor Newman	Dale Anderson, Larry Neufeld, Jake J. Wolfe, Allen Platinga, Jerry Chomiak, Jim Wassing	J Mike Mihaly (T of HL), Owen Sabiston (FV Conserv Officer), Jaquie Gerwing, (HL F&W Officer)
Rural Water Services Board	Jason Gabriel	Councillor Driedger, Councillor Newman		
Veterinary Advisory Committee	Grant Smith	Councillor Peters	Wendy Parkin, Les Coulthard (ASB appoints)	

BYLAW No. 290/01

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

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

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

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

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

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

WHEREAS, Section 8(1) of the Agricultural Service Board Act states "A council may appoint one or more advisory committees with respect to any matter related to agriculture", and Section 8(2) states "an advisory committee appointed under this section shall act in an advisory capacity to the board and council", and

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

NOW THEREFORE the Council of the Municipal District of Mackenzie No. 23, duly assembled, enacts as follows:

1. Council shall appoint members to an Agricultural Service Board. Board membership shall consist of five voting members (two councilors and three members-at-large) and one non-voting member (Alberta Agriculture, Food and Rural Development's Cereal and Oilseed Crop Specialist). The term of office shall be three years coinciding with the municipal elections.

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

First Reading given on the 5th day of February, 2002

"B. Neufeld" (Signed)
William Neufeld, Reeve

"E. Schmidt" (Signed)
Eva Schmidt, Executive Assistant

Second Reading given on the 5th day of February, 2002

"B. Neufeld" (Signed)
William Neufeld, Reeve

"E. Schmidt" (Signed)
Eva Schmidt, Executive Assistant

Third Reading and Assent given on the 5th day of February, 2002

"B. Neufeld" (Signed)
William Neufeld, Reeve

"E. Schmidt" (Signed)
Eva Schmidt, Executive Assistant

M.D. of Mackenzie Finance Committee

Terms of Reference

1. Committee Designation:

Municipal District of Mackenzie Committee.

2. Finance Committee Members

The M.D. of Mackenzie Finance Committee shall be comprised of:

- Three Councillors
- Chief Administrative Officer
- Director of Corporate Services

3. Committee Objective, Scope of Activities, and Duties:

The M.D. of Mackenzie Finance Committee shall:

- Review financial policies, reserve policies, and format of monthly reports (operating and capital).
- Be responsible for Union negotiations.
- Review fees and charges (including water, sewer, and garbage) payable by ratepayers under the various bylaws.
- Review monthly financial reports in detail
- Review funding requests and make recommendations to Council
- Review and preliminary negotiations of the following Agreements:

Economic Development Incentive Agreement – Town of High Level

Cost Sharing Agreement – Town of High Level

Revenue Sharing Agreement – Town of Rainbow Lake

Airport Agreement

- Ensure that municipal investments are pursuant to Section 250 of the Municipal Government Act.
- Award and administer the Bursary Program
- Initiate audits and bank proposals.

4. Time Period Necessary for the Committee to Carry Out its Purpose:
Ongoing

The Finance Committee will meet as required.

5. Reporting Structure:

The Finance Committee shall report directly to the M.D. Council through its Council members.

6. Finance Committee Administrative and Financial Support:

- The M.D. of Mackenzie shall provide resource and financial support.
- The M.D. office shall provide meeting space.
- Committee members shall be reimbursed for their expenses as per the Honorariums and Related Expense Reimbursement Bylaw.

Upper Hay Recreational Hunting and Fishing Advisory Committee

Terms of Reference

1. Committee Designation:

Joint municipal committee on recreational hunting and fishing.

2. Committee Members

a. The Upper Hay Recreational Hunting and Fishing Advisory Committee shall be comprised of:

- 1 Municipal District of Mackenzie Councillor
- 3 Municipal District of Mackenzie members at large
- 1 Town of High Level Councillor and 1 alternate
- 3 Town of High Level members at large
- 1 Town of Rainbow Lake Councillor
- 3 Town of Rainbow Lake members at large

b. Members shall be appointed at Council Organizational Meetings for a three year term to coincide with general elections.

c. Quorum shall consist of representation from two municipalities and a total of four members.

3. Task Force Objective, Scope of Activities, and Duties:

The Upper Hay Recreational Hunting and Fishing Advisory Committee shall:

- Enhance hunting and fishing opportunities for local area residents.
- Work with wildlife management agencies
- Work to ensure sustainability of local fish and wildlife populations
- Represent local sportspersons on issues pertinent to the region (i.e. local advisory committees)

4. Time Period Necessary for the Committee to Carry Out its Purpose:

The Upper Hay Recreational Hunting and Fishing Advisory Committee is a permanent committee and shall meet a minimum of twice a year and as necessary to address issues as they arise.

5. Reporting Structure:

The Upper Hay Recreational Hunting and Fishing Advisory Committee shall report directly to local Councils through its respective Council members. The committee shall report to the public through newspaper articles, press releases, web site, and public meetings throughout the process.

6. Committee Administrative and Financial Support:

- Administrative and financial costs shall be divided equally between the Municipal District of Mackenzie, Town of High Level, and Town of Rainbow Lake. The Municipal District of Mackenzie shall invoice the Town of High Level and Town of Rainbow Lake annually for these costs.
- The Municipal District of Mackenzie shall provide administrative personnel.
- The Town of High Level shall provide meeting space.
- Committee members shall be reimbursed for their expenses as per the honorariums and related expense reimbursement bylaw within their respective municipalities.
- Alberta Fish and Wildlife shall act as a resource through personnel participating as ex-officio committee members.

M.D. of Mackenzie Vet Advisory Committee

Terms of Reference

1. Committee Designation:

Municipal District of Mackenzie Veterinary Advisory Committee.

2. Veterinary Advisory Committee Members

The M.D. of Mackenzie Veterinary Advisory Committee shall be comprised of:

- One Councilor
- One Agricultural Service board member
- One representative from the Grazing reserve
- Two members at large

Term of office shall be a three-year term, to coincide with general elections.

The Veterinary Advisory Committee shall appoint its own chairperson, with annual elections taking place after Council's Organizational Meeting.

3. Committee Objective, Scope of Activities, and Duties:

The M.D. of Mackenzie Veterinary Committee shall:

- 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

4. Time Period Necessary for the Committee to Carry Out its Purpose:
Ongoing

The Veterinary Advisory Committee will meet as required.

5. Reporting Structure:

The Veterinary Advisory Committee will report directly to the M.D. Council through its Council members.

6. The Veterinary Advisory Committee and Financial Support:

- The M.D. of Mackenzie shall provide resource and financial support.
- The M.D. office shall provide meeting space.
- Committee members shall be reimbursed for their expenses as per the Honorariums and Related Expense Reimbursement Bylaw.

Municipal District of Mackenzie

Rural Water Services Board

Terms of Reference

1. Board Mandate:

Rural Water Services Board is established to provide recommendations to Council in determining options and feasibility of providing rural residences with a rural water pipeline. Hereinafter it shall be referred to as the "Board".

2. Board Members:

The Board shall be comprised of the following:

- Two council members.
- Eight members at large - Four representing Fort Vermilion rural area; and
Four representing La Crete rural area
- Members at large shall be appointed by Council for a three year term.
- Chairman and vice-chairman position to be elected annually.

3. Board Objective, Scope of Activities, and Duties:

The Board shall:

- Meet quarterly, or as required.
- Move forward on issues and recommendations based on consensus.
- Research options for rural water service in conjunction with PFRA and M.D. administration.
- Research of information and establish procedures.
- Recommend the feasibility of services to be provided.
- Recommend water rates and connection fees to council.
- Canvass rural homeowners for support of project.

4. Reporting Structure:

- The Board shall report directly to Council through its members.
- The Board shall provide information to the public as needed.

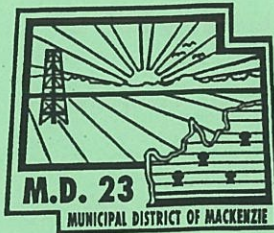
5. Administrative and Financial Support:

The M.D. of Mackenzie Shall:

- Provide administrative support.
- Assist in areas such as grant applications and engineering.

6. Remuneration

- Members at large appointed by Council are to be remunerated and to be paid for all expenses as per Bylaw No. 372/03.



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Organizational Meeting
Meeting Date:	October 27, 2004
Presented By:	Barb Spurgeon, Executive Assistant
Title:	Task Forces - Appointments
Agenda Item No:	

BACKGROUND / PROPOSAL:

Council from time to time establishes Task Forces to complete a specific task. Task Forces should have an established time frame.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Agricultural Land Task Force – Completion date – April 30, 2003 – Required 4 Councillors and the CAO. See Terms of Reference. This Task Force requires another 2 months to develop Terms of Reference for a “Local Integrated Planning Committee” at which time the Agricultural Land Task Force will have fulfilled its purpose.

Ambulance Services Task Force – Completion – At time of transition to Health Authorities – Requires 4 Councillors to be appointed. (See note under Policing Task Force)

CAO Recruitment Task Force – Completion on negotiation of contract for CAO. See Terms of Reference. Recommend current Task Force stay in place.

Development Task Force - This Task Force has been in place for over two years, but has never had a meeting and have no Terms of Reference. Administration suggests this Task Force be abolished.

Fire Services Task Force – Completed the mandate. (See note under Policing Task Force)

Highway 88 Task Force – Completion date - upon provincial commitment to pave. Requires 4 Councillors

Inter-municipal Development Plan Task Force – Completed July 2004.

Medical Clinic Task Force – Completion date – March 1, 2005. Requires 4 appointees (Currently has 3 Councillors and 1 staff)

Mustus Lake Building Task Force – Completion date - December 2003 - Final report was given to Council at their October 13, 2004 meeting.

Policing Task Force – Completion date – The end date for this Task Force is past, however needs to be in place until after the meeting with K-Division at the AAMD&C Conference in November. Requires 3 Councillors.

(Administration will be bringing forward at a later date with proposal to establish an Emergency Services Committee which would encompass policing, fire services and ambulance services)

Solid Waste Task Force – Completion date – May 31, 2004. Only met once and delegated responsibility to the Landfill Commission. Required 4 Councillors.

Waterfront Cottage Development Task Force – (in partnership with other 2 municipalities) Completion - at time of provincial approval for waterfront development. Should be Reeve and 1 Councillor

COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION:

Motion 1

That the Agricultural Land Task Force extend the termination date to the December 31, 2004.

Motion 2

That Councillors _____, _____, _____, and _____ be appointed to the Agricultural Land Task Force.

Motion 3

That Councillors _____, _____, _____ and _____ be appointed to the Ambulance Services Task Force.

Motion 4

That Councillors Neufeld, Sarapuk and Newman continue as members of the CAO Recruitment Task Force.

Motion 5

That Councillors _____, _____, _____ and _____ be appointed to the Highway 88 Task Force.

Motion 6

That Councillors _____, _____, _____ and _____ be appointed to the Medical Clinic Task Force.

Motion 7


That the Policing Task Force completion date be extended until November 30, 2004.

Motion 8

That Councillors _____, _____, and _____ be appointed to the Policing Task Force.

Motion 9

That Councillors _____ and _____ be appointed to the Waterfront Cottage Development Task Force.

Author: BLS	Reviewed:	C.A.O.: 
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Council Task Forces 2003-2004			
Task Force	Contact	Members	End Date
Agricultural Land Task Force	Paul Driedger	Councillor Sarapuk, Reeve Neufeld, Councillor Thiessen, Councillor Newman	May 13, 2003
Ambulance Services Task Force	Paul Driedger	Councillors Kulacar, Wieler, Bateman, and Flett	Until Transition Complete
CAO Recruitment Task Force	Bill Landiuk	Reeve Neufeld, Councillor Newman and Deputy Reeve Sarapuk	Until CAO in place
Development Task Force	Paul Driedger	Reeve Neufeld, and Councillor Wieler. Councillor Bateman (for Zama), Councillor Flett (for FV)	No Terms of Reference/have not met
Fire Services Task Force	Paul Driedger	Councillor Peters, Councillor Thiessen, Councillor Kulscar	July 31, 2003
Highway 88 Task Force	Michel Savard, Director of Operations	Councillor Thiessen, Councillor Wieler, Councillor Driedger	until paving complete
Inter-municipal Development Plan Task Force	CAO	Reeve Neufeld, Councillor Kulscar	complete July 2004
Medical Clinic Task Force	Barb Spurgeon	Reeve Neufeld, Councillor Kulscar, Councillor Bateman, Barb Spurgeon	March 1, 2005
Mustus Lake Building Task Force	Eva Schmidt	Councillor Wieler, Councillor Peters, Councillor Newman, Eva Schmidt	complete October 2004
Policing Task Force	Paul Driedger	Councillors Newman, Kulscar, and Reeve Neufeld	No Terms of Reference
Solid Waste Task Force	Michel Savard, Director of Operations	Deputy Reeve Sarapuk, Councillors Kulscar, Thiessen, and Driedger	May 31, 2004
Waterfront Cottage Development Task Force	Paul Driedger	Reeve Neufeld, Deputy Reeve Sarapuk	Terms of Reference being developed

M.D. of Mackenzie
Agricultural Land Task Force
Terms of Reference

1. Task Force Designation:

M.D. of Mackenzie Task Force on agricultural land.

2. Task Force Members

The M.D. of Mackenzie Agricultural Land Task Force shall be comprised of:

- Reeve Neufeld and Councillors Thiessen, Newman, and Sarapuk
- Harvey Prockiw, CAO

3. Task Force Objective, Scope of Activities, and Duties:

The M.D. of Mackenzie Agricultural Land Task Force shall maintain and expand the agricultural land base in the Municipal District of Mackenzie by:

- Lobbying forest companies to work through farmers rather than own property for the purpose of developing woodlots.
- Providing recommendations to Minister of Sustainable Resource Development, Mike Cardinal, on which productive green zone land should be converted into white zone.
- Lobbying the provincial government for the reinstatement of the land disposition process by implementing a local committee that provides recommendations to Public Lands on the procedures of white zone dispositions.

4. Time Period Necessary for the Committee to Carry Out its Purpose:

The Task Force will meet once a month during the period of December 2002 to April 30, 2003 and will provide the M.D. Council and public with a Final Report at the May 13, 2003 Council meeting.

5. Reporting Structure:

The Task Force shall report directly to the M.D. Council through its Council members. The Task Force shall report to the public through newspaper articles, press releases, web site, and public meetings throughout the process.

6. Task Force Administrative and Financial Support:

- The M.D. of Mackenzie shall provide resource and financial support.
- The M.D. office shall provide meeting space.
- Task Force members shall be reimbursed for their expenses as per the Honorariums and Related Expense Reimbursement Bylaw.

M.D. of Mackenzie – Ambulance Services Task Force

Terms of Reference

1. Task Force Designation:

M.D. of Mackenzie Ambulance Services Task Force is to assist with the transition of ground ambulance from the Municipality to the Health Region. Hereinafter it shall be referred to as the "Task Force".

2. Task Force Members

The M.D. of Mackenzie Ambulance Services Task Force shall be comprised of:

- Four M.D. of Mackenzie Councillors (Kulscar, Wieler, Flett and Bateman)
- Chief Administrative Officer, M.D. of Mackenzie
- Director of Emergency Services, M.D. of Mackenzie

3. Task Force Objective, Scope of Activities, and Duties:

The M.D. of Mackenzie Ambulance Services Task Force shall:

- Attend meetings pertaining to the transition of ambulance services from the Municipality to the Health Region.
- Negotiate transition on behalf of the Municipality to the Health Region.
- Ensure the current level of service is maintained as a minimum level of service.
- Ensure appropriate plans are drafted for the implementation of the ambulance services from the Municipality to the Health Region.

4. Time Period Necessary for the Task Force to Carry Out its Purpose:

The Ambulance Services Task Force will meet as required until the transition of the ground ambulance service from the Municipality to the Health Region has been implemented.

5. Reporting Structure:

The Task Force shall report directly to the M.D. Council through its Council members.

6. Task Force Administrative and Financial Support:

- The M.D. of Mackenzie shall provide resource and financial support.
- The M.D. of Mackenzie shall provide meeting space.

M.D. of Mackenzie Chief Administrative Officer Recruitment Task Force

Terms of Reference

1. Committee Designation:

Municipal District of Mackenzie Chief Administrative Officer (CAO)
Recruitment Task Force

2. CAO Recruitment Task Force Committee Members

The M.D. of Mackenzie CAO Recruitment Task Force shall be comprised of:

- Three Councillors
- Director of Corporate Services

3. Task Force Objective, Scope of Activities, and Duties:

The M.D. of Mackenzie CAO Recruitment Task Force shall:

- Advertise for the position of Chief Administrative Officer with the Municipal District of Mackenzie
- Be responsible to conduct reference checks on all applicants
- Short list the applicants
- Create interview questions
- Negotiate and enter into an employment contract

4. Time Period Necessary for the Committee to Carry Out its Purpose:

The CAO Recruitment Task Force shall be dissolved upon completion of their objectives.

5. Reporting Structure:

The CAO Recruitment Task Force shall report directly to the M.D. Council through its Council members.

6. CAO Recruitment Task Force Administrative and Financial Support:

- The M.D. of Mackenzie shall provide resource and financial support.
- The M.D. office shall provide meeting space.
- Task Force members shall be reimbursed for their expenses as per the Honorariums and Related Expense Reimbursement Bylaw.

M.D. of Mackenzie
Fire Services Task Force
Terms of Reference

1. Task Force Designation:

M.D. of Mackenzie Fire Services Task Force is to provide recommendations to Council determining the level of service in providing rural fire protection and internal safety requirements for emergency responses. Hereinafter it shall be referred to as the "Task Force".

2. Task Force Members

The M.D. of Mackenzie Fire Services Task Force shall be comprised of:

- Three M.D. of Mackenzie Councillors
- Chief Administrative Officer, M.D. of Mackenzie
- Director of Emergency Services, M.D. of Mackenzie
- Fire Chief for each Hamlet (Fort Vermilion, La Crete, and Zama)

3. Task Force Objective, Scope of Activities, and Duties:

The M.D. of Mackenzie Fire Services Task Force shall:

- Research options for rural fire protection.
- Determine the feasibility of non-profit society status.
- Examine levels of service, current and future.

4. Time Period Necessary for the Task Force to Carry Out its Purpose:

The Fire Services Task Force will meet as required preferably at least once a month during the period of April 1, 2002 to July 31, 2002 and make recommendations to Council regarding options for rural fire protection.

5. Reporting Structure:

The Task Force shall report directly to the M.D. Council through its Council members.

6. Task Force Administrative and Financial Support:

- The M.D. of Mackenzie shall provide resource and financial support.
- The M.D. of Mackenzie shall provide meeting space.

Medical Clinic Task Force

Terms of Reference

DRAFT

1. **Task Force Objective:**
To construct a community owned medical clinic.
2. **Task Force Members:**
Municipal District of Mackenzie - Chair
Town of High Level
Town of Rainbow Lake
North Peace Tribal Council
1 RHA Representative
3. **Resource Persons:**
CAO's
Physician representation
4. **Meeting Schedule and Time Period:**
Meetings as needed
5. **Time Period Necessary for the Task Force to Carry Out its Purpose:**
March 1, 2005
6. **Reporting Structure:**
Each Member will report directly to their respective Councils or Boards
7. **Decision Making:**
By consensus
8. **Administrative Support:**
Administrative support will be provided by the Municipal District of Mackenzie.

M.D. of Mackenzie

La Crete M.D. Office Building Task Force

Terms of Reference

1. Members

The La Crete M.D. Office Building Task Force shall be comprised of:

- Three M.D. of Mackenzie Councillors (Joe Peters, Willie Wieler, Greg Newman)
- Chief Administrative Officer, M.D. of Mackenzie
- Eva Schmidt, Development Officer – La Crete

2. Objective, Scope of Activities, and Duties

The La Crete M.D. Office Building Task Force is established to determine the needs of the M.D. office in La Crete and to research options including the feasibility of:

- Selling the Mustus Lake Centre to Fairview College or other party and building a stand alone M.D. office.
- Purchasing the Fairview College portion of the Mustus Lake Centre.

The La Crete M.D. Office Building Task Force shall:

- do a needs assessment
- discuss the future of the Mustus Lake Center with Fairview College
- research funding available to construct an M.D. office
- provide report to Council on feasibility including costs & benefits

3. Time Period

The Task Force will meet twice monthly during the period of July to November 2003 and will provide the M.D. Council with a final report by December 2003.

4. Reporting Structure

The Task Force shall report directly to the M.D. Council through its Council members.

5. Administrative and Financial Support

- The M.D. of Mackenzie shall provide resource and financial support.
- The M.D. office shall provide meeting space.
- MD Council Task Force members shall be reimbursed for their expenses as per the Honorariums and Related Expense Reimbursement Bylaw.

M.D. of Mackenzie
Solid Waste Task Force
Terms of Reference

1. Task Force Designation:

M.D. of Mackenzie Task Force on the feasibility of constructing and operating another regional landfill facility within the municipality.

2. Task Force Members

The M.D. of Mackenzie Solid Waste Task Force shall be comprised of:

- Four (4) M.D. of Mackenzie Councilors two (2) of which are from the Mackenzie Regional Waste Management Authority
- Chief Administrative Officer, M.D. of Mackenzie
- Director of Operational Services

3. Task Force Objective, Scope of Activities, and Duties:

The M.D. of Mackenzie Solid Waste Task Force shall determine the feasibility of constructing and operating another solid waste site within the municipality, included but not limited to the following:

- Review the Proposed Southeast Region Landfill Feasibility study that was completed by Associated Engineering.
- Determine if Alberta Environment will support registration of an addition landfill site, and seek grant funding sources.
- Investigate and determine potential sites for a landfill.
- Investigate and determine road infrastructure to landfill site.
- Review recycling legislation and the costs associated with recycling.

- Determine costs and impacts of second landfill on the existing regional landfill.
- Explore the possibility of partnering with other stakeholders.

4. Time Period Necessary for the Committee to Carry Out its Purpose:

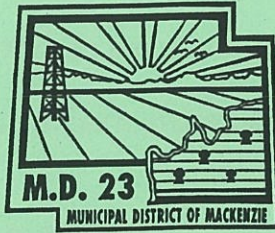
The Task Force will meet once a month during the period of June 1, 2003, to May 31, 2004 and will provide recommendations to the M.D. Council for approval and provide a Final Report for the public.

5. Reporting Structure:

The Task Force shall report directly to the M.D. Council through its Council members.

6. Task Force Administrative and Financial Support:

- The M.D. of Mackenzie shall provide resource and financial support.
- The M.D. office shall provide meeting space.



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Organizational Meeting
Meeting Date:	October 27, 2004
Presented By:	Barb Spurgeon, Executive Assistant
Title:	Representative Appointments
Agenda Item No:	

BACKGROUND / PROPOSAL:

The Municipal District of Mackenzie is asked to provide council representation on various committees, boards and task forces.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Caribou Mountains Wildland Advisory Committee – Requires appointment of 1 Councillor and 1 alternate.

Cooperative Management Planning Board – Requires appointment of 1 Councillor and 1 alternate

Deh Cho Travel Connection – Requires appointment of 1 Councillor (Should be same councillor as appointed to Mighty Peace Tourism Association)

Hay-Zama Committee – Requires appointment of 2 Councillors

Hay-Zama Tourism Sub-Committee – Requires appointment of 4 Councillors (2 from the Hay-Zama Committee, 1 Councillor from Tourism and the Reeve)

High Level Forest Public Advisory Board – Requires appointment of 1 Councillor

Mackenzie Economic Development Corporation – Requires appointment of 1 Councillor

Mighty Peace Tourism Association – Requires appointment of 1 Councillor

North Peace Applied Research Association – Appointed by the Agricultural Service Board

Northern Lights Forest Education Society – Requires appointment of 1 Councillor

Northwest Alberta NAIT Advisory Committee – Requires appointment of 1 Councillor

Northwest Corridor Development Corporation – Requires appointment of 1 Councillor

Recreation Board – Fort Vermilion – Requires appointment of 1 Councillor

Recreation Society – La Crete – Requires appointment of 1 Councillor

Recreation Board – Zama – Requires appointment of 1 Councillor

Regional Economic Development Initiative – Requires appointment of 2 Councillors

Regional Landfill Commission – Requires appointment of 2 Councillors for a three year term

COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION:

Motion 1

That Councillor _____ be appointed to the Caribou Mountains Wildland Advisory Committee and Councillor _____ as alternate.

Motion 2

That Councillor _____ be appointed to the Cooperative Management Planning Board with Councillor _____ as alternate.

Motion 3

That Councillor _____ be appointed to the Deh Cho Travel Connection.

Motion 4

That Councillor _____, be appointed to the Hay-Zama Committee with Councillor _____ as alternate.

Motion 5

That Reeve _____ and Councillors _____, _____ be appointed to the Hay-Zama Tourism Sub Committee with Councillor _____ as alternate.

Motion 6

That Councillor _____ be appointed to the High Level Forest Public Advisory Committee.

Motion 7

That Councillor _____ be appointed to the Mackenzie Economic Development Corporation.

Motion 8

That Councillor _____ be appointed to the Mighty Peace Tourism Association.

Motion 9

That Councillor _____ be appointed to the Northern Lights Forest Education Society.

Motion 10

That Councillor _____ be appointed to the Northwest Alberta NAIT Advisory Committee

Motion 11

That Councillor _____ be appointed to the Northwest Corridor Development Corporation.

Motion 12

That Councillor _____ be appointed to the Fort Vermilion Recreational Board.

Motion 13

That Councillor _____ be appointed to the La Crete Recreational Society.

Motion 14

That Councillor _____ be appointed to the Zama Recreation Board.

Motion 15

That Councillors _____ and _____ be appointed to the Regional Economic Development Initiative.

Motion 16

That Councillors _____ and _____ be appointed to the Regional Landfill Commission.

Motion 17

That Councillor _____ be appointed to the Veterinary Services Incorporated with Councillor _____ as alternate.

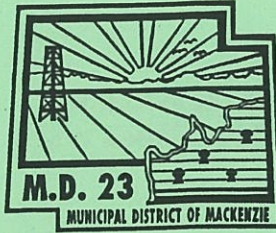
Author:

Reviewed:

C.A.O.:



Other Committees with MD Council Representation			
Committee	Contact	Mailing Address	MD Members
Caribou Mountains Wildland Advisory Committee	Ken Zurfluh, Chair	Room 1905 10320-99 Street Grande Prairie AB T8V 6J4	Councillor Newman Councillor Thiessen (Alternate)
Cooperative Management Planning Board	Jamie Honda-McNeil	11th Floor South Petroleum Plaza 9915-108 Street Edmonton AB T5K 2G8	Councillor Thiessen, Councillor Wieler (Alternate)
Deh Cho Travel Connection			Councillor Kulscar
Hay Zama Committee	Pat Cabezas		Councillor Thiessen, Councillor Peters (alternate)
Hay Zama Tourism Sub-Committee	Pat Cabezas	204, 9919-99 Ave Grande Prairie AB T8V 0R6	Councillor Thiessen, Councillor Peters (alternate) Reeve Neufeld & Councillor Kulscar
High Level Forests Public Advisory Committee	Rachel Wiebe	Box 210 High Level AB T0H 1Z0	Deputy Reeve Sarapuk
Mackenzie Economic Development Corporation	Mike Osborne, General Manager	Box 210 High Level AB T0H 1Z0	Councillor Kulscar
Mighty Peace Tourist Association	Judy Pimm	Box 419 Berwyn AB T0H 0E0	Councillor Kulscar
North Peace Applied Research Association	Maryse Maurice	Box 750, Manning AB T0H 2M0	(ASB Appoints One Member and One at Large)
Northern Lights Forest Education Society	Fraser Deacon, Chairperson	Box 414 High Level AB T0H 1Z0	Deputy Reeve Sarapuk, Councillor Thiessen and Councillor Bateman (Alternate)
Northwest Alberta NAIT College Advisory Committee	Fairview College	10901-93 Street High Level AB T0H 1Z0	Councillor Kulscar
Northwest Corridor Development Corporation	Reeve Neufeld	Box 210 High Level AB T0H 1Z0	Reeve Neufeld
Recreation Board - Fort Vermilion	Maarten Braat, Chair	Box 115 Fort Vermilion AB T0H 1N0	Councillor Flett
Recreation Board - Zama		Box 73 Zama AB T0H 4E0	Councillor Bateman
Recreation Society - La Crete	John Martens, Chair	Box 20 La Crete AB T0H 2H0	Councillor Wieler
Regional Economic Development Initiative (REDI)	Mike Osbourne, Executive Director	Box 210 High Level AB T0H 1Z0	Councillor Wieler, Deputy Reeve Sarapuk
Regional Landfill Commission	c/o Town of High Level	Box 485, 9813-102 St. High Level AB T0H 1Z0	Councillor Thiessen, Councillor Kulscar
Veterinary Services Incorporated		Box 165 Eaglesham AB T0H 1H0	Councillor Peters, Councillor Sarapuk (alternate)



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Organizational Meeting
Meeting Date:	October 27, 2004
Presented By:	Barb Spurgeon, Executive Assistant
Title:	Procedural Bylaw 469/04
Agenda Item No:	

BACKGROUND / PROPOSAL:

The Procedural Bylaw is how Council conducts their business and governs how their meetings will be structured.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

There are two amendments to be considered:

1. The bylaw stated the organizational meeting is to be held on the fourth Wednesday in October. Normally this is acceptable and works very well, however, this year, being an election year meant that we had to wait one and a half weeks before Council could be sworn in, essentially leaving the MD without a governing body. The amendment will allow the CAO to call the organizational meeting in accordance with the MGA.
2. The second amendment is brought forward at the suggestion of Councillors. The past term some Councillors have chosen to tie into the meeting via teleconference. It is very difficult to conduct the meetings this way as the phone system cuts off more than one speaker at a time and information provided at the meetings are not available to the councillor on phone. Although the ability to attend Council meetings via electronic communications is beneficial to Councillors when they can not attend in person, it should be the exception rather than the rule. The amendment will still allow electronic communications, but will ensure the majority of meetings are face-to-face.

COSTS / SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

Motion 1

That first reading be given to Bylaw 469/04, being a bylaw to provide the organizational and procedural matters of Council, Council Committees and Councillors.

Motion 2

That second reading be given to Bylaw 469/04, being a bylaw to provide the organizational and procedural matters of Council, Council Committees and Councillors

Motion 3

That consideration be given to go to third reading of Bylaw 469/04, being a bylaw to provide the organizational and procedural matters of Council, Council Committees and Councillors

Motion 4

That third reading be given to Bylaw 469/04, being a bylaw to provide the organizational and procedural matters of Council, Council Committees and Councillors.

Author: BLS

Reviewed:

C.A.O.:



BYLAW NO. 443/04469/04

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

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

WHEREAS, the Municipal Government Act, Being Chapter M-26.1 of the Revised Statutes of Alberta, 2000, hereinafter referred to as the "M.G.A." provides for the establishment of Council committees and other bodies, procedure and conduct of Council, Council committees and other bodies established by Council and the conduct of Councillors and members of Council committees and other bodies established by Council; and

WHEREAS, the M.G.A. provides for organizational and procedural matters of Council, Council committees and Councillors.

NOW THEREFORE, the Council of the Municipal District of Mackenzie No. 23, duly assembled, enacts as follows:

Code of Ethics

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

To this end it is imperative that:

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

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

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

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

Councillors shall:

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

Municipal Office

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

Chief and Deputy Chief Elected Official

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

Meetings of Council

Organizational Meetings

301. ~~301.~~—The organizational meeting of Council shall be held on the fourth Wednesday of October in each year not being an election year and commencing at 10:00 a.m. in Fort Vermilion. Any changes in the

date, time and location may be made at a regular Council meeting at least four weeks in advance and must be advertised.

302. In the year of an election, the organizational meeting shall be called by the CAO in accordance with the MGA and shall be no later than two weeks following the election day.

Regular Meetings

3032. The dates, times, and place of regular meetings of Council shall be established at the Organizational meeting annually and may be amended by motion at any time.

3043. The Chief Administrative Officer shall record the time of arrival and departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of the meeting.

3054. If a quorum is not present within thirty minutes after the time fixed for regular or special meetings, the Chief Administrative Officer shall record the names of the members present, and the Council shall stand adjourned until the next regular or special meeting.

3056. In the case that the Reeve and Deputy Reeve is not in attendance within thirty minutes after the hour appointed for a meeting and a quorum is present, the Chief Administrative Officer shall call the meeting to order and a Chairman shall be chosen by the Councillors present who shall preside during the meeting until the arrival of the Reeve or Deputy Reeve.

Electronic Communication System Meetings

401. Council meetings may be conducted by means of electronic communication systems provided the facilities allow all councillors at the meeting to participate and to hear the discussion by all other participants at the meeting.

402. A Councillor participating in a meeting described in section 401 will be considered to have voted in the affirmative unless that councillor voices a negative vote on the motion.

403. A councillor participating in a meeting described in section 401 is considered to be present at the meeting and will be recorded in the minutes as being present via electronic communication.

404. Council recognizes the importance of face-to-face interaction and as such limits each Councillor to a maximum of three meetings annually using electronic communications.

Conduct of Meetings

501. Every delegate to a regular Council meeting, and each member of Council shall address the chair but shall not speak until recognized by the chair.
502. The Reeve or other presiding officer may, upon request of a member of Council, authorize a person in the public gallery to address Council, only on the topic being debated at that time in the meeting and within time limits specified by the Reeve or other presiding officers.
503. A motion may be withdrawn by the mover at any time before voting.
504. The following motions are not debatable.
- a) Adjournment.
 - b) Take a Recess.
 - c) Question of Privilege.
 - d) Point of Order.
 - e) Limit Debate on the Matter before Council.
 - f) Division of a Question.
 - g) Table the Matter to Another Meeting.
505. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Reeve or other presiding officer so directs.
506. Whenever the Reeve or other presiding officer is of the opinion that a motion is contrary to the rules and privileges of the Council or Council Committee, he shall appraise the member thereof immediately, before putting the question, and shall cite the rule or authority applicable to the case without argument or comment, unless otherwise decided by a two-thirds majority vote of the members present.

507. In all cases not provided for in the proceedings of the Council and Council Committee, the "Revised Roberts Rule of Order" shall be followed and in such cases the decision of the Reeve or other presiding officer shall be final and accepted without debate.

Delegations

601. A person or a representative of any delegation or group of persons who wishes to bring any matter to the attention of the Council or who wishes to have any matter considered by the Council shall address a letter or other communication to the Council outlining the subject to be discussed. The letter shall be typewritten or legibly written, signed by the correct name of the writer, delivered or mailed to the office of the Chief Administrative Officer so that it arrives at least at 4:30 o'clock in the afternoon seven calendar days immediately preceding the meeting at which it is to be presented, and it shall contain the full mailing address of the writer. If he or she wishes to appear before Council it shall be so stated in the letter.
602. Delegations shall be granted a maximum of fifteen (15) minutes to present the matter outlined in their letter. Where the Reeve or other presiding officer determines that additional time shall be granted to a delegation, additional time shall be granted in the length specified by the Reeve or other presiding officer.
603. Notwithstanding Section 602, where the Reeve or other presiding officer determines that sufficient time has been granted to a delegation to present the matter outlined in their letter, the Reeve or other presiding officer may limit the length of time granted to the delegation.
604. Delegations who have not submitted a letter in accordance with Section 601 may be granted by the Reeve or other presiding officer a maximum of 15 minutes to outline the matter they wish to present to Council, and following that outline, the Reeve or other presiding officer shall determine if the delegation is to be granted time under Sections 602 and 603 to present the matter outlined.

Agenda and Order of Meetings

701. Prior to each regular meeting, the Chief Administrative Officer shall prepare a statement of the order of business to be known as the "Agenda" of all business to be brought before the Council at the regular meeting.
702. To enable the Chief Administrative Officer to prepare a proper agenda, all documents and notice of delegations intended to be submitted to the Council shall be submitted to the Chief

Administrative Officer not later than 4:30 p.m., seven calendar days before the regular meeting.

703. 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 Councillors present. Actions resulting from the agenda additions require unanimous consent given by those Councillors present. Exceptions to actions requiring unanimous consent are a tabling motion or that the agenda item be received as information.
704. The Chief Administrative Officer shall, to the best of his ability, place at the disposal of each member of Council, a copy of the agenda and all supporting materials not later than 4:30 p.m., four calendar days before the regular meeting.
705. The only exception to Section 704 shall be "in camera" issues, which shall be distributed at the Council meeting and shall be returned to the Chief Administrative Officer immediately after the Council meeting. Large volume documentation supporting "in camera" issues may be distributed to Council prior to the Council meeting.
706. Motions of Council or Council Committees do not require a seconder.
707. Prior to each regular Council meeting, Council may conduct a Committee of the Whole meeting. The Committee of the Whole meeting provides Council with an opportunity to discuss issues before they are brought to the table in the form of a Motion.

Individual Recording of Council Proceedings

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

Council Committees and Boards

901. Standing Committees shall be established by Council from time to time and shall be governed by the Terms of Reference adopted by Council.
902. Members of any M.D. of Mackenzie Committees or Boards that have legal decision making powers shall vote on all matters entertained by that Committee or Board.
903. Where a Committee or Board member fails to comply with Section 902 that member shall be automatically disqualified.

General

1001. By-law No. ~~335/03~~ 443/04 and all amendments thereto are hereby repealed.

First Reading given on the ~~18th day of May 2004~~ 27th day of October 2004.

"B. Neufeld" (signed)
Bill Neufeld, Reeve

"B. Spurgeon" (signed)
Barb Spurgeon, Executive Assistant

Second Reading given on the ~~18th day of May 2004~~ 27th day of October, 2004.

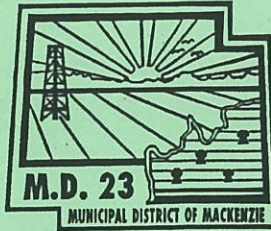
"B. Neufeld" (signed)
Bill Neufeld, Reeve

"B. Spurgeon" (signed)
Barb Spurgeon, Executive Assistant

Third Reading and Assent given on ~~18th day of May 2004~~ 27th day of October, 2004.

"B. Neufeld" (signed)
Bill Neufeld, Reeve

"B. Spurgeon" (signed)
Barb Spurgeon, Executive Assistant



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Organizational Meeting
Meeting Date:	October 27, 2004
Presented By:	Barb Spurgeon, Executive Assistant
Title:	Regular Council Meeting Dates
Agenda Item No:	

BACKGROUND / PROPOSAL:

Council is required to set the regular council meetings dates for the next twelve months at their organizational meeting.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Previously, Council had set aside the 2nd Tuesday of the month for a day meeting beginning at 10:00 a.m. and the fourth Tuesday of the month for an evening meeting beginning at 6:00 p.m. This schedule worked well for the previous Council, however with the majority of Council being changed, it may need to be changed.

COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION:

That Council meetings for the next twelve months be scheduled as follows with the first meeting of the month starting at 10 a.m. and the second meeting of the month starting at 6 p.m, in Fort Vermilion:

November 29
December 14
January
January
February
February
March
March
April
April
May
May
June
June
July
July
August
August
September
September
October
October

Author: BLS

Reviewed:

C.A.O.:

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2004

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2004

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2005

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

2005

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2005

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

2005

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2005

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2005

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2005

50

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

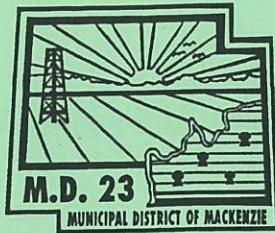
2005

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2005

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2005



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Organizational Meeting
Meeting Date:	October 27, 2004
Presented By:	Barb Spurgeon, Executive Assistant
Title:	Budget Meeting Dates
Agenda Item No:	

BACKGROUND / PROPOSAL:

Council must review the proposed budget and approve the 2005 budget.


DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

2004 budget deliberations required 4 Special Council meetings, however Administration would like to set 6 budget days to ensure the Budget is complete and approved prior to December 31, 2004. If the additional 2 days are not required, they can be cancelled.

COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION:

That November 2 and 3, November 25 and 26, and December 1 and 2, 2004 be approved as Special Council Meeting dates to discuss 2005 budget.

Author: BLS	Reviewed:	C.A.O.: 
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Budget Municipal District of Mackenzie No. 23

Title	Budget Development	Policy No:	FIN022
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Purpose

To provide an efficient and effective process for the development of the yearly operating and capital budgets.

Policy Statement and Guidelines

Step 1 – Budget Guidelines

Council will provide Administration, in September each year, with direction as to their expectation for the municipal tax rate; percent increase (or decrease) in operating or capital expenditures that is acceptable. This expectation will be based on factors such as assessment growth, union collective agreement, provincial funding, and ratepayers' wishes.

It is important to note, that the municipality has no control over the school and senior's lodge requisitions and has always "passed through" these expenditures to the ratepayers.

Approval of budget guidelines by September 15.

Step 2 - Management Review with each functional area

Based on the guidelines established by Council, each functional group will prepare a draft budget which contains the following expenditures: operating, capital, updated 5 year capital summary, 25 year equipment summary.

The CAO will meet with each of the functional area to discuss their requests and needs and make appropriate changes where necessary.

Management review to be completed by October 15.

Step 3 – Budget Compilation

Finance to compile all the individual documents into a budget package that will contain the following:

1. Summary of budget guidelines adopted by Council for the proposed year.

2. Summary of assumptions made by Administration in the preparation of the proposed budget. Items such as:

- a. Wages and benefits % and \$ increase
- b. Estimated assessment % and \$ growth
- c. General % factor used for utilities or typical expenditures
- d. Major dollar increases for "special" or known issues (e.g. insurance/debentures)
- e. Proposed staff additions and the corresponding wage and benefits etc costs
- f. New reserves or recommended changes to existing reserves
- g. The amount of engineering costs budgeted for projects that are pre-designed and will be completed in subsequent year(s)
- h. Summary of major increases or decreases for each function
- i. Any other items that would provide Council with information to make their decision making more effective and efficient

3. Budget package will contain the following:

- a. Summary of total operating revenue and total expenditures
- b. Revenue and expenditures by function
- c. Grant requests
- d. Five year capital project summary
- e. Twenty five year capital equipment
- f. Proposed capital project budget for up coming year
- g. Summary of increases and decreases to reserve balances
- h. Any capital projects carry forwards (if known at this time)
- i. Supporting charts or graphs for information that will prove beneficial for budget review (e.g. assessment information)

Where appropriate, information will be provided that shows previous year information, available current year information and percentage increases or decreases from one year to next.

Budget compilation to be completed by November 1.

Step 4 - Budget Meetings

The following timing and order will be set aside for the budget review:

- a. Grant requests – 2 days (includes any group delegations)
- b. Operating expenditures – 1 day
- c. Capital projects – 2 days

Budget meetings to be completed by December 21.

Step 5 – Formal Budget Ratification by Council first meeting in January

Administration will incorporate all changes/modifications that came about through the budget deliberations in step 4 and request formal budget ratification.

Budget ratification by January 10.

	Date	Resolution Number
Approved	September 24, 2002	02-681
Amended		
Amended		



November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9 ^x	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 ^x	25 ^x	26	27
28	29	30				

2004

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2004

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2005

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

2005

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2005

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

2005

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2005**June**

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

2005**July**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2005

50

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2005**September**

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

2005**October**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2005



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Organizational Meeting
Meeting Date:	October 27, 2004
Presented By:	Barb Spurgeon, Executive Assistant
Title:	Budget Meeting Dates
Agenda Item No:	

BACKGROUND / PROPOSAL:

Council must review the proposed budget and approve the 2005 budget.


DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

2004 budget deliberations required 4 Special Council meetings, however Administration would like to set 6 budget days to ensure the Budget is complete and approved prior to December 31, 2004. If the additional 2 days are not required, they can be cancelled.

COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION:

That November 2 and 3, November 25 and 26, and December 1 and 2, 2004 be approved as Special Council Meeting dates to discuss 2005 budget.

Author: BLS	Reviewed:	C.A.O.: 
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Budget Municipal District of Mackenzie No. 23

Title	Budget Development	Policy No:	FIN022
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Purpose

To provide an efficient and effective process for the development of the yearly operating and capital budgets.

Policy Statement and Guidelines

Step 1 – Budget Guidelines

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Approval of budget guidelines by September 15.

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Management review to be completed by October 15.

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Budget compilation to be completed by November 1.

Step 4 - Budget Meetings

The following timing and order will be set aside for the budget review:

- a. Grant requests – 2 days (includes any group delegations)
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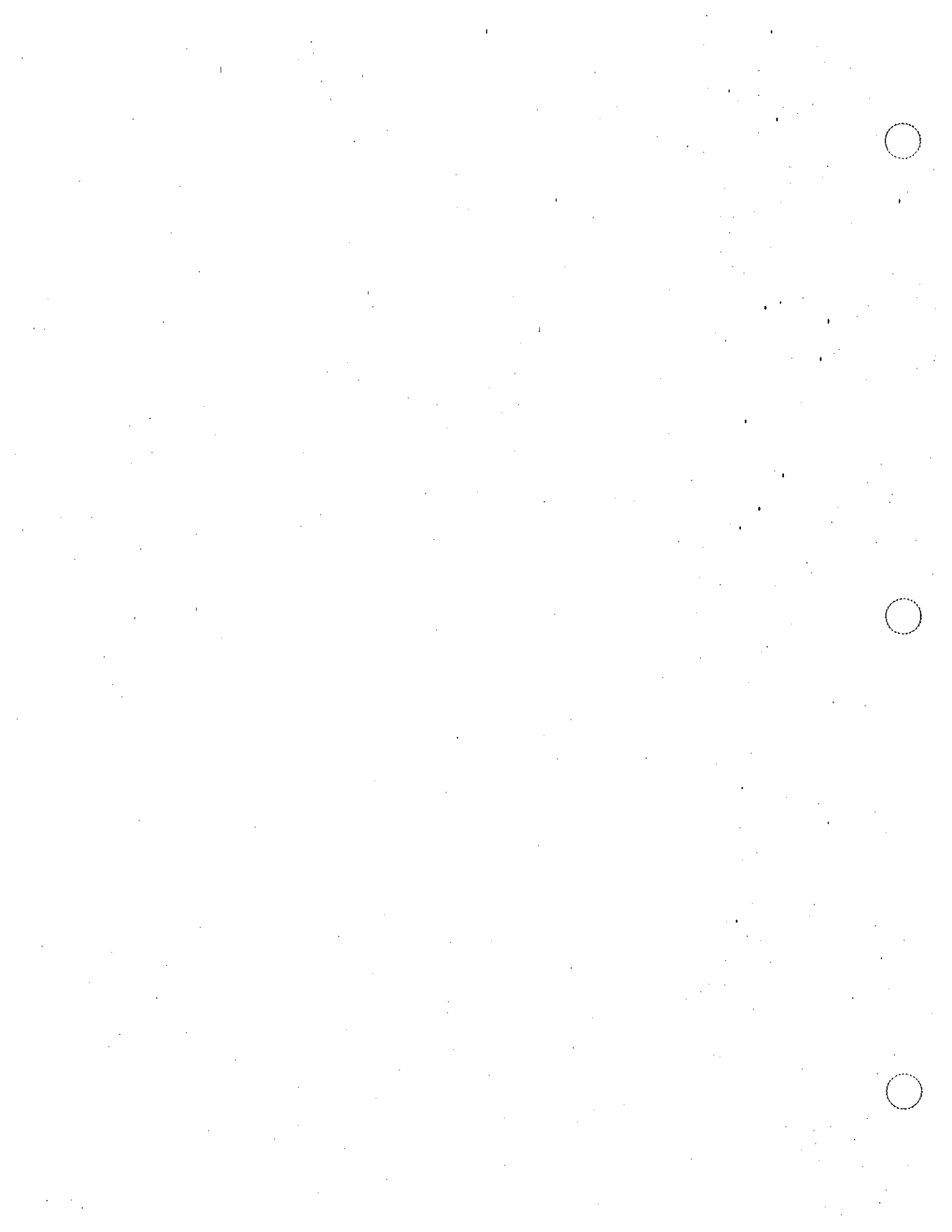
Budget meetings to be completed by December 21.

Step 5 – Formal Budget Ratification by Council first meeting in January

Administration will incorporate all changes/modifications that came about through the budget deliberations in step 4 and request formal budget ratification.

Budget ratification by January 10.

	Date	Resolution Number
Approved	September 24, 2002	02-681
Amended		
Amended		



507. In all cases not provided for in the proceedings of the Council and Council Committee, the "Revised Roberts Rule of Order" shall be followed and in such cases the decision of the Reeve or other presiding officer shall be final and accepted without debate.

Delegations

601. A person or a representative of any delegation or group of persons who wishes to bring any matter to the attention of the Council or who wishes to have any matter considered by the Council shall address a letter or other communication to the Council outlining the subject to be discussed. The letter shall be typewritten or legibly written, signed by the correct name of the writer, delivered or mailed to the office of the Chief Administrative Officer so that it arrives at least at 4:30 o'clock in the afternoon seven calendar days immediately preceding the meeting at which it is to be presented, and it shall contain the full mailing address of the writer. If he or she wishes to appear before Council it shall be so stated in the letter.
602. Delegations shall be granted a maximum of fifteen (15) minutes to present the matter outlined in their letter. Where the Reeve or other presiding officer determines that additional time shall be granted to a delegation, additional time shall be granted in the length specified by the Reeve or other presiding officer.
603. Notwithstanding Section 602, where the Reeve or other presiding officer determines that sufficient time has been granted to a delegation to present the matter outlined in their letter, the Reeve or other presiding officer may limit the length of time granted to the delegation.
604. Delegations who have not submitted a letter in accordance with Section 601 may be granted by the Reeve or other presiding officer a maximum of 15 minutes to outline the matter they wish to present to Council, and following that outline, the Reeve or other presiding officer shall determine if the delegation is to be granted time under Sections 602 and 603 to present the matter outlined.

Agenda and Order of Meetings

701. Prior to each regular meeting, the Chief Administrative Officer shall prepare a statement of the order of business to be known as the "Agenda" of all business to be brought before the Council at the regular meeting.
702. To enable the Chief Administrative Officer to prepare a proper agenda, all documents and notice of delegations intended to be submitted to the Council shall be submitted to the Chief

Administrative Officer not later than 4:30 p.m., seven calendar days before the regular meeting.

703. 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 Councillors present. Actions resulting from the agenda additions require unanimous consent given by those Councillors present. Exceptions to actions requiring unanimous consent are a tabling motion or that the agenda item be received as information.
704. The Chief Administrative Officer shall, to the best of his ability, place at the disposal of each member of Council, a copy of the agenda and all supporting materials not later than 4:30 p.m., four calendar days before the regular meeting.
705. The only exception to Section 704 shall be "in camera" issues, which shall be distributed at the Council meeting and shall be returned to the Chief Administrative Officer immediately after the Council meeting. Large volume documentation supporting "in camera" issues may be distributed to Council prior to the Council meeting.
706. Motions of Council or Council Committees do not require a seconder.
707. Prior to each regular Council meeting, Council may conduct a Committee of the Whole meeting. The Committee of the Whole meeting provides Council with an opportunity to discuss issues before they are brought to the table in the form of a Motion.

Individual Recording of Council Proceedings

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

Council Committees and Boards

901. Standing Committees shall be established by Council from time to time and shall be governed by the Terms of Reference adopted by Council.
902. Members of any M.D. of Mackenzie Committees or Boards that have legal decision making powers shall vote on all matters entertained by that Committee or Board.
903. Where a Committee or Board member fails to comply with Section 902 that member shall be automatically disqualified.

General

1001. By-law No. ~~335/03~~ 443/04 and all amendments thereto are hereby repealed.

First Reading given on the ~~18th day of May 2004~~ 27th day of October 2004.

"B. Neufeld" (signed)
Bill Neufeld, Reeve

"B. Spurgeon" (signed)
Barb Spurgeon, Executive Assistant

Second Reading given on the ~~18th day of May 2004~~ 27th day of October, 2004.

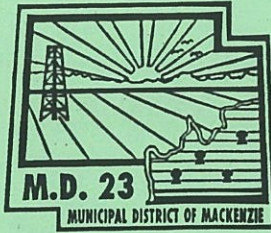
"B. Neufeld" (signed)
Bill Neufeld, Reeve

"B. Spurgeon" (signed)
Barb Spurgeon, Executive Assistant

Third Reading and Assent given on ~~18th day of May 2004~~ 27th day of October, 2004.

"B. Neufeld" (signed)
Bill Neufeld, Reeve

"B. Spurgeon" (signed)
Barb Spurgeon, Executive Assistant



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Organizational Meeting
Meeting Date:	October 27, 2004
Presented By:	Barb Spurgeon, Executive Assistant
Title:	Regular Council Meeting Dates
Agenda Item No:	

BACKGROUND / PROPOSAL:

Council is required to set the regular council meetings dates for the next twelve months at their organizational meeting.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Previously, Council had set aside the 2nd Tuesday of the month for a day meeting beginning at 10:00 a.m. and the fourth Tuesday of the month for an evening meeting beginning at 6:00 p.m. This schedule worked well for the previous Council, however with the majority of Council being changed, it may need to be changed.

COSTS / SOURCE OF FUNDING:

RECOMMENDED ACTION:

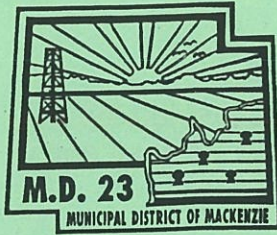
That Council meetings for the next twelve months be scheduled as follows with the first meeting of the month starting at 10 a.m. and the second meeting of the month starting at 6 p.m, in Fort Vermilion:

November 29
December 14
January
January
February
February
March
March
April
April
May
May
June
June
July
July
August
August
September
September
October
October

Author: BLS

Reviewed:

C.A.O.:



M.D. of Mackenzie No. 23

Request For Decision

Meeting:	Organizational Meeting
Meeting Date:	October 27, 2004
Presented By:	Barb Spurgeon, Executive Assistant
Title:	Procedural Bylaw 469/04
Agenda Item No:	

BACKGROUND / PROPOSAL:

The Procedural Bylaw is how Council conducts their business and governs how their meetings will be structured.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

There are two amendments to be considered:

1. The bylaw stated the organizational meeting is to be held on the fourth Wednesday in October. Normally this is acceptable and works very well, however, this year, being an election year meant that we had to wait one and a half weeks before Council could be sworn in, essentially leaving the MD without a governing body. The amendment will allow the CAO to call the organizational meeting in accordance with the MGA.
2. The second amendment is brought forward at the suggestion of Councillors. The past term some Councillors have chosen to tie into the meeting via teleconference. It is very difficult to conduct the meetings this way as the phone system cuts off more than one speaker at a time and information provided at the meetings are not available to the councillor on phone. Although the ability to attend Council meetings via electronic communications is beneficial to Councillors when they can not attend in person, it should be the exception rather than the rule. The amendment will still allow electronic communications, but will ensure the majority of meetings are face-to-face.

COSTS / SOURCE OF FUNDING:

N/A

RECOMMENDED ACTION:

Motion 1

That first reading be given to Bylaw 469/04, being a bylaw to provide the organizational and procedural matters of Council, Council Committees and Councillors.

Motion 2

That second reading be given to Bylaw 469/04, being a bylaw to provide the organizational and procedural matters of Council, Council Committees and Councillors

Motion 3

That consideration be given to go to third reading of Bylaw 469/04, being a bylaw to provide the organizational and procedural matters of Council, Council Committees and Councillors

Motion 4

That third reading be given to Bylaw 469/04, being a bylaw to provide the organizational and procedural matters of Council, Council Committees and Councillors.

Author: BLS

Reviewed:

C.A.O.:

