




MACKENZIE COUNTY

ORGANIZATIONAL COUNCIL MEETING

**OCTOBER 27, 2020
10:00 AM**

FORT VERMILION COUNCIL
CHAMBERS

 780.927.3718

 www.mackenziecounty.com

 4511-46 Avenue, Fort Vermilion

 office@mackenziecounty.com



Mackenzie County

**MACKENZIE COUNTY
ORGANIZATIONAL COUNCIL MEETING**

**Tuesday, October 27, 2020
10:00 a.m.**

Council Chambers – Fort Vermilion, Alberta

AGENDA

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(NTAB)

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Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	Election of Reeve

BACKGROUND / PROPOSAL:

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

The Council Procedural Bylaw states that:

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

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

NOMINATIONS:

Call for nominations:

First Call: _____

Second Call: _____

Third Call: _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

_____ was elected/acclaimed as Reeve for Mackenzie County for the period October 27, 2020 to October 2021.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	Oath of Office – Reeve

BACKGROUND / PROPOSAL:

Section 156 of the Municipal Government Act states:

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

A copy of the Oath is attached.

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

CANADA)
PROVINCE OF ALBERTA)
TO WIT)

AFFIDAVIT

I, _____, of Mackenzie County, in the

Province of Alberta:

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

So help me God.

SWORN before me)
)
in the Hamlet of Fort Vermilion)
)
in the Province of Alberta, this)
)
27th day of October, 2020.)
)
)
)
)
)
)

Reeve

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

Witness

CANADA)
PROVINCE OF ALBERTA)
TO WIT)

AFFIDAVIT

I, _____, of Mackenzie County, in the

Province of Alberta:

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

AFFIRMED before me)
)
in the Hamlet of Fort Vermilion)
)
in the Province of Alberta, this)
)
27th day of October, 2020.)
)
)
)
)
)
)
)
)

Reeve

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

Witness



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	Election of Deputy Reeve

BACKGROUND / PROPOSAL:

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

The Council Procedural Bylaw states that:

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

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

NOMINATIONS:

Call for nominations:

First Call: _____

Second Call: _____

Third Call: _____

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

_____ was elected/acclaimed as Deputy Reeve for Mackenzie County for the period October 27, 2020 to October 2021.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	Oath of Office – Deputy Reeve

BACKGROUND / PROPOSAL:

Section 156 of the Municipal Government Act states:

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

A copy of the Oath is attached.

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

CANADA)
PROVINCE OF ALBERTA)
TO WIT)

AFFIDAVIT

I, _____, of Mackenzie County, in the

Province of Alberta:

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

So help me God.

SWORN before me)
)
in the Hamlet of Fort Vermilion)
)
in the Province of Alberta, this)
)
27th day of October, 2020.)
)
)
)
)
)
)

Deputy Reeve

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

Witness

CANADA)
PROVINCE OF ALBERTA)
TO WIT)

AFFIDAVIT

I, _____, of Mackenzie County, in the

Province of Alberta:

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

AFFIRMED before me)
)
in the Hamlet of Fort Vermilion)
)
in the Province of Alberta, this)
)
27th day of October, 2020.)
)
)
)
)
)
)

Deputy Reeve

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

Witness



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	Abolishment of Committees

BACKGROUND / PROPOSAL:

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

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Procedural Bylaw

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Council Committees be abolished:

- 1.
- 2.
- 3.

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



Mackenzie County

**Mackenzie County
Boards, Commissions, Committee List
2019 – 2020**

Committee Name	Council Members	Members-at-Large	Administration
Agricultural Appeal Board <i>(Bylaw 943-14)</i>	Deputy Reeve Sarapuk Councillor Jorgensen Councillor Wardley	None	Carol Gabriel (Clerk)
Agricultural Service Board <i>(Policy ASB005)</i>	Reeve Knelsen (Ex-officio) Councillor A. Peters (2021) Councillor E. Peters (2021)	Terry Batt (2021) Dicky Driedger (2021) Joe Peters (2021)	Len Racher Grant Smith*
Assessment Review Board <i>(Bylaw 1106-18)</i>	Councillor Cardinal Councillor Wardley	Jerry Chomiak (2022) Joe Froese (2021) Boyd Langford (2022)	Carol Gabriel (Clerk)
Committee of the Whole <i>(Procedural Bylaw)</i>	All Council	None	Len Racher Directors
Community Services Committee <i>(Terms of Reference)</i>	Reeve Knelsen (Ex-officio) Councillor Braun Councillor Cardinal Councillor Jorgensen Councillor Wardley	None	Len Racher Don Roberts* David Fehr
Community Streetscape Implementation Committee – Fort Vermilion <i>(Terms of Reference)</i>	Councillor Cardinal	Carson Flett (2021) Danny Friesen (2021) Jolene Lizotte (2021) Leah Lizotte (2021) Sara Schmidt (2021)	Byron Peters*
Community Streetscape Implementation Committee – La Crete <i>(Terms of Reference)</i>	Councillor Braun	John W. Driedger (2021) Krishanthi Vithanage (2022)	Byron Peters*
Emergency Advisory Committee <i>(Regional Emergency Management Bylaw)</i>	All Council	None	Len Racher Fred Wiebe (DEM)* Don Roberts (DDEM) Directors
Indigenous Liaison Committee <i>(Terms of Reference)</i>	All Members of Council	None	Len Racher Don Roberts*

Committee Name	Council Members	Members-at-Large	Administration
Inter-Municipal Planning Commission <i>(Bylaw 712-09)</i>	Councillor Bateman Councillor Driedger	John W. Driedger (2020)	Caitlin Smith*
Inter-Municipal Subdivision & Development Appeal Board <i>(Bylaw 712-09)</i>	Councillor Cardinal Councillor Wardley	Joe Froese (2020)	Carol Gabriel
Mackenzie Library Board <i>(Bylaw 150-98)</i>	Councillor Cardinal Councillor Wardley	La Dawn Dachuk (2020-FV) Beth Kappelar (2021-HLR) Tamie McLean (2021-FV) Sandra Neufeld (2021-LC) Lorraine Peters (2021-Rural) Wally Schroeder (2022-LC) Kayla Wardley (2020-ZA)	N/A
Municipal Planning Commission <i>(Bylaw 563-06)</i>	Councillor Bateman Councillor Driedger	Erick Carter (2020-FV) John W. Driedger (2020-LC) Beth Kappelar (2020-HLR)	Caitlin Smith*
Northwest Alberta Regional Emergency Advisory Committee <i>(Regional Emergency Management Bylaw)</i>	Reeve Knelsen Councillor E. Peters Deputy Reeve Sarapuk (alt)	None	Len Racher Fred Wiebe
Subdivision & Development Appeal Board <i>(Bylaw 1096-18)</i>	Councillor Cardinal Councillor Wardley	Jerry Chomiak (2022)* Joe Froese (2021)* Ray Toews (2021)* Karen Holditch (2021)* Carson Flett (2023) Wally Schroeder (2023) Karen Egge (2023)* Denise van Rootselaar (2023)* John Croken (2023)*	Carol Gabriel (Clerk)

Ad Hoc Committees

Committee Name	Council Members	Members-at-Large	Administration
Inter-Municipal Agreement Committee with Rural Municipalities <i>(Motion 18-08-569)</i>	Reeve Deputy Reeve	None	Len Racher
Inter-Municipal Agreement Committee – Town of High Level <i>(RRSA Agreement and Motion 18-09-715)</i>	Reeve Deputy Reeve Councillor Bateman	None	Len Racher

External Committees with County Representation

Committee Name	Council Members	Administration
Boreal Housing Foundation	Reeve Knelsen Councillor Cardinal John W. Driedger (Member at Large)	N/A
Caribou Mountains Wildland Advisory Committee	Deputy Reeve Sarapuk Councillor Jorgensen	N/A
Community Futures Northwest	Deputy Reeve Sarapuk	N/A
FCSS – Fort Vermilion	Councillor Cardinal	N/A
FCSS – La Crete	Councillor Braun	N/A
FCSS – Zama	Councillor Wardley	N/A
Hay Zama Committee	Reeve Knelsen Councillor Wardley	N/A
High Level Forests Public Advisory Committee	Councillor Wardley Councillor A. Peters (Alternate)	N/A
High Level Recreation Facility Task Force	Councillor Bateman	Don Roberts
Indigenous Joint Mutual Aid Committee	Councillor Cardinal Councillor Jorgensen (Alternate)	Don Roberts
La Crete Community Adult Learning Council	Councillor Braun	N/A
Mackenzie Applied Research Association (MARA)	Councillor Jorgensen	Grant Smith
Mackenzie Frontier Tourist Association (MFTA)	Councillor Cardinal Councillor Wardley	N/A
Mackenzie Regional Community Policing Society (Victim Services)	Councillor Cardinal	N/A
Mackenzie Regional Waste Management Commission	Reeve Knelsen (2021) Councillor Bateman (2021)	N/A
Mighty Peace Watershed Alliance	Councillor Jorgensen	N/A
Northern Lakes College CEC – Fort Vermilion	Councillor Cardinal	N/A
Northern Lakes College CEC – High Level	Councillor Jorgensen	N/A
Northern Transportation Advocacy Bureau (NTAB)	Councillor Jorgensen Councillor A. Peters Councillor Wardley (REDI Chair)	N/A
Northwest Species at Risk (NWSAR)	Councillor Jorgensen Councillor Wardley Councillor Cardinal (Alternate)	Byron Peters
Recreation Board – Fort Vermilion	Councillor Cardinal	Don Roberts
Recreation Board – La Crete	Councillor Braun	Don Roberts
Recreation Board – Zama	Councillor Wardley	Don Roberts
Regional Economic Development Initiative (REDI)	Councillor Braun Councillor Wardley	Byron Peters
Veterinary Services Incorporated (VSI)	Deputy Reeve Sarapuk Councillor Driedger (Alternate)	Grant Smith
Water North Coalition (WNC)	Reeve Knelsen Councillor Jorgensen	Fred Wiebe



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Agricultural Appeal Board

BACKGROUND / PROPOSAL:

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

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

Term – one year appointment.

Meeting Frequency – meets as required based on appeals received.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Bylaw 943-14 Agricultural Appeal Board

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Agricultural Appeal Board** for a one-year term – October 27, 2020 to October 2021.

- 1.
- 2.
- 3.

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

BYLAW NO. 943-14

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

ESTABLISHMENT OF AN AGRICULTURAL APPEAL BOARD

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

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

Section 1 Definitions

1.1. The following words and phrases mean:

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

Section 2 Establishment of the Board and Membership

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

Section 3 Appeal Fees

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

Section 4 Remuneration

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

Section 5 Quorum

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

Section 6 Absent Board Members

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

Section 7 Chairman and Vice-Chairman

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

Section 8 Duties

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

Section 9 Signing Authority

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

Section 10 Decisions

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

Section 11 Special Meeting

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

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

Section 12 Public Hearing

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

Section 13 Secretary of the Board

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

13.3 Functions of the Secretary:

The Secretary shall:

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

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

READ a first time this 11th day of March, 2014.

READ a second time this 11th day of March, 2014.

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

(original signed)

Bill Neufeld
Reeve

(original signed)

Joulia Whittleton
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Agricultural Service Board

BACKGROUND / PROPOSAL:

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

Membership – the Board is comprised of the following:

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

Term – two year appointments (current appointments will expire in 2021)

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

OPTIONS & BENEFITS:

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

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

Member at Large appointments are made by secret ballot.

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

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

AGRICULTURAL SERVICE BOARD TERMS OF REFERENCE

Refer to Agriculture Service Board Policies & Bylaws

Purpose:

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

Committee Structure:

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

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

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

Quorum:

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

Term:

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

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

Authority:

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

Meeting Schedule:

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

General Responsibilities:

The Board shall (ASB001):

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

Responsible for review of the following Bylaws/Documents:

- Agriculture Service Board Policies & Bylaws

Approved External Activities:

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

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Assessment Review Board

BACKGROUND / PROPOSAL:

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

Membership – the Board is comprised of the following:

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

Term – no longer than three year appointments.

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

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

OPTIONS & BENEFITS:

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

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

Member at Large appointments are made by secret ballot. There are currently no vacancies.

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

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Bylaw 1106-18 Assessment Review Board

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Assessment Review Board** for a one year term – October 27, 2020 to October 2021, subject to eligibility.

- 1.
- 2.

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

BY-LAW NO. 1106-18

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

TO ESTABLISH ASSESSMENT REVIEW BOARDS

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

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

TITLE

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

DEFINITIONS

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

ASSESSMENT REVIEW BOARDS

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

MEMBERSHIP

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

CLERK OF THE ASSESSMENT REVIEW BOARD

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

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

COMMENCEMENT OF APPEALS

15. A taxpayer may commence an assessment appeal by:

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

REFUND OF FEES

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

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

ENACTMENT

18. That Bylaw 760-10 is hereby rescinded.

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

First Reading given on the 25th day of July, 2018.

Second Reading given on the 25th day of July, 2018.

Third Reading and Assent given on the 25th day of July, 2018.

(original signed)

Peter F. Braun
Reeve

(original signed)

Len Racher
Chief Administrative Officer

SCHEDULE “A”

Assessment Review Boards
Complaint Fees

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

ASSESSMENT REVIEW BOARD TERMS OF REFERENCE

Refer to Bylaw 760/10 Assessment Review Board

Purpose:

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

Committee Structure:

The membership of the Board shall consist of the following:

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

Quorum:

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

- One member of Council
- Two members at large

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

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

Term:

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

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

Authority:

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

Meeting Schedule:

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

General Responsibilities:

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

Responsible for review of the following Bylaws/Documents:

- Not applicable.

Approved External Activities:

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

	Date	Resolution Number
Approved		
Amended	2015-10-27	
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Community Services Committee

BACKGROUND / PROPOSAL:

The Community Services Committee provides:

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

Membership – the Board is comprised of the following:

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

Term – one year term.

Meeting Frequency – Meets monthly.

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

OPTIONS & BENEFITS:

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

Purpose	
Remove “to provide recommendations to Council on Bylaw enforcement issues.”	Due to the abolishment of the Bylaw Officer and the division of they Bylaw enforcement matters across the various departments and Directors. Any updates are recommended to be provided to Council as a whole.
Committee Structure	
Remove “Zama Site Manager”	The Zama Site Manager position was previously abolished and is no longer relevant.
General Responsibilities	
Remove “Review and recommend solutions on Bylaw enforcement issues (ie. Dog Complaints)”	For reasons identified above.
Remove “Review and recommend Fire & Rescue Services”	Levels of service have been reviewed and set during the budget deliberations.
Remove “Review and recommend Peace Officer Services”	Peace Officer position was previously abolished and is no longer relevant.
Add “Responsible to review the Community Streetscape recommendations and advise Council on priorities and objectives along with additional local context.”	This will align with the Community Streetscape Terms of Reference.
Relevant Bylaws/Documents	
Remove Bylaw Enforcement, Peace Officer Services, and Fire and Rescue Services	For reasons identified above.
Add Streetscape Design Concept	For reasons identified above.

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

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Terms of Reference

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the **Community Services Committee** Terms of Reference be amended as presented.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Community Services Committee** for a one year term – October 27, 2020 to October 2021.

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

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

COMMUNITY SERVICES COMMITTEE TERMS OF REFERENCE

Purpose:

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

Committee Structure:

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

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

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

Quorum:

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

Term:

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

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

Authority:

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

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

Meeting Schedule:

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

General Responsibilities:

The Committee shall:

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

Responsible for review of all Bylaws/Documents relating to:

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

Approved External Activities:

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

	Date	Resolution Number
Approved		
Amended	2013-11-29	
Amended	2014-10-28	
Amended	2015-01-13	
Amended	2015-10-27	
Amended	2015-11-10	
Amended	2017-10-23	17-10-736
Amended	2018-08-14	18-08-584
Amended	2019-10-22	19-10-572
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Community Streetscape Implementation Committee

BACKGROUND / PROPOSAL:

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

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

Membership – the Committee is comprised of the following:

- Local Councillor
- 7 – 9 community members
 - (Fort Vermilion - five members are currently appointed which will expire in 2021)
 - (La Crete – two members are currently appointed which will expire in 2021 and 2022)

Term – two year term.

Meeting Frequency – 2 meetings per year.

OPTIONS & BENEFITS:

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

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

Member at Large appointments are made by secret ballot.

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

One application was received for the Fort Vermilion Community Streetscape Committee and will be presented at the meeting. No applications were received for La Crete.

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Terms of Reference

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the following Members at Large be appointed to the **Community Streetscape Implementation Committee** for a two year term – October 27, 2020 to October 2022.

La Crete

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

Fort Vermilion

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

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

COMMUNITY STREETScape IMPLEMENTATION COMMITTEE TERMS OF REFERENCE

Purpose:

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

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

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

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

Committee Structure:

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

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

Quorum:

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

Term:

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

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

Authority:

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

Meeting Schedule & Remuneration:

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

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

General Responsibilities:

The Committee shall:

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

Responsible for review of all Bylaws/Documents relating to:

- None

Approved External Activities:

- None

Budget and Spending Authority and Approval Process:

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

	Date	Resolution Number
Approved	2016-07-12	
Amended	2019-10-22	19-10-573
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Emergency Advisory Committee

BACKGROUND / PROPOSAL:

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

Membership – Membership is comprised of the following:

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

Term – Not applicable.

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

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

Operating Budget

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

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Bylaw 1090-18 Regional Emergency Management Bylaw

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

EMERGENCY ADVISORY COMMITTEE – MACKENZIE COUNTY TERMS OF REFERENCE

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

Purpose:

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

Committee Structure:

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

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

Quorum:

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

Term:

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

Authority:

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

Meeting Schedule:

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

General Responsibilities:

The Committee shall:

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

Responsible for review of the following Bylaws/Documents:

- Municipal Emergency Plan
- Regional Emergency Management Bylaw

Approved External Activities:

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

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Indigenous Liaison Committee

BACKGROUND / PROPOSAL:

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

Membership – Membership is comprised of the following:

- All members of Council
- CAO or Designate

Term – Not applicable.

Meeting Frequency – meets a minimum of twice a year.

OPTIONS & BENEFITS:

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

COSTS & SOURCE OF FUNDING:

Operating Budget

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

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Terms of Reference

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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

INDIGENOUS LIAISON COMMITTEE TERMS OF REFERENCE

Purpose:

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

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

Committee Structure:

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

- Whole Council
- Chief Administrative Officer or designate

Quorum:

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

Term:

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

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

Authority:

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

Meeting Schedule:

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

General Responsibilities:

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

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

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

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

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

Responsible for review of the following Bylaws/Documents:

- Shared Services Agreements with Indigenous Communities
- Internal Consultation Policy

Approved External Activities:

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

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Inter-Municipal Planning Commission

BACKGROUND / PROPOSAL:

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

Membership – the Board is comprised of the following:

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

Term – one year term

Meeting Frequency – meetings are held as required.

OPTIONS & BENEFITS:

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

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

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

Member at Large appointments are made by secret ballot.

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

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Inter-Municipal Planning Commission Agreement
Regional Service Sharing Agreement

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Inter-Municipal Planning Commission** for a one year term – October 27, 2020 to October 2021.

- 1.
- 2.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the following Member at Large be appointed to the **Inter-Municipal Planning Commission** for a one year term – October 27, 2020 to October 2021.

- 1.

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

INTER-MUNICIPAL PLANNING COMMISSION (IMPC) TERMS OF REFERENCE

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

Purpose:

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

Committee Structure:

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

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

Quorum:

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

Term:

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

Authority:

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

Meeting Schedule:

Meetings are generally held on a monthly basis.

General Responsibilities:

The Inter-municipal Planning Commission shall:

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

Responsible for review of the following Bylaws/Documents:

- Inter-municipal Development Plan (IDP)

Approved External Activities:

- N/A

	Date	Resolution Number
Approved		
Amended	2019-10-22	19-10-579
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Inter-Municipal Subdivision & Development Appeal Board

BACKGROUND / PROPOSAL:

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

Membership – the Board is comprised of the following:

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

Term – one year term

Meeting Frequency – meetings are held as required.

OPTIONS & BENEFITS:

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

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

Member at Large appointments are made by secret ballot.

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the **Inter-Municipal Subdivision & Development Appeal Board** for a one year term – October 27, 2020 to October 2021.

1.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the following Member at Large be appointed to the **Inter-Municipal Subdivision & Development Appeal Board** for a one year term – October 27, 2020 to October 2021.

1.

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

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

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

Purpose:

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

Committee Structure:

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

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

Quorum:

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

Term:

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

Authority:

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

Meeting Schedule:

As required.

General Responsibilities:

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

Responsible for review of the following Bylaws/Documents:

- Not applicable.

Approved External Activities:

- Training workshops.

	Date	Resolution Number
Approved		
Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Mackenzie Library Board

BACKGROUND / PROPOSAL:

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

Membership – the Board is comprised of the following:

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

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

Meeting Frequency – Board meets on a monthly basis.

OPTIONS & BENEFITS:

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

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

Member at Large appointments are made by secret ballot.

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

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

1. Fort Vermilion – 1 Position (3 Year Term)
2. Zama – 1 Position (2 Year Term)

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Mackenzie Library Board** for a one year term – October 27, 2020 to October 2021.

- 1.
- 2.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

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

1. Fort Vermilion (3 Year Term) -
2. Zama (2 Year Term) -

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

MACKENZIE LIBRARY BOARD TERMS OF REFERENCE

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

Purpose:

To manage, regulate, and control the municipal libraries.

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

Committee Structure:

The Board is comprised of seven members as follows:

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

Quorum:

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

Term:

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

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

Authority:

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

Meeting Schedule:

Meetings are held on a monthly basis. (1.11.2.1)

General Responsibilities:

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

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

(1.3.4)

Responsible for review of the following Bylaws/Documents:

- Not applicable.

Approved External Activities:

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

	Date	Resolution Number
Approved		
Amended	2016-10-25	
Amended	2019-10-22	19-10-586



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Municipal Planning Commission

BACKGROUND / PROPOSAL:

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

Membership – the Commission is comprised of the following:

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

Term – one year term.

Meeting Frequency – Commission meets twice a month.

OPTIONS & BENEFITS:

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

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

Member at Large appointments are made by secret ballot.

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Bylaw 563/06 Subdivision & Development Authorities

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Municipal Planning Commission** for a one year term – October 27, 2020 to October 2021.

- 1.
- 2.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the following Members at Large be appointed to the **Municipal Planning Commission** for a one year term – October 27, 2020 to October 2021.

- 1.
- 2.
- 3.

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

MUNICIPAL PLANNING COMMISSION TERMS OF REFERENCE

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

Purpose:

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

Committee Structure:

The Commission shall consist of five members as follows:

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

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

Quorum:

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

Term:

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

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

Authority:

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

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

Meeting Schedule:

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

General Responsibilities:

The Municipal Planning Commission has the following functions and duties:

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

Responsible for review of the following Bylaws/Documents:

- Land Use Bylaw

Approved External Activities:

- N/A

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Northwest Alberta Regional Emergency Advisory Committee

BACKGROUND / PROPOSAL:

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

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

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

Term – one year appointment.

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

OPTIONS & BENEFITS:

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

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Bylaw 1090-18 Regional Emergency Management Bylaw

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Northwest Alberta Regional Emergency Advisory Committee** for a one-year term – October 27, 2020 to October 2021.

- 1.
- 2.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	COUNCIL INTERNAL COMMITTEES Subdivision & Development Appeal Board

BACKGROUND / PROPOSAL:

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

Membership – the Board is comprised of the following:

- Two members of Council
- A pool of five members at large (nine members are currently appointed which expire between 2021 and 2023)
- Subdivision & Development Appeal Board Clerk

Term – no longer than three year appointments.

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

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

OPTIONS & BENEFITS:

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

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

Member at Large appointments are made by secret ballot.

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

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Bylaw 1096-18 Subdivision & Development Appeal Board

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Subdivision & Development Appeal Board** for a one year term – October 27, 2020 to October 2021, subject to eligibility.

- 1.
- 2.

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

SUBDIVISION & DEVELOPMENT APPEAL BOARD (SDAB) TERMS OF REFERENCE

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

Purpose:

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

Committee Structure:

The membership of the Board shall consist of the following:

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

Quorum:

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

Term:

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

Authority:

Pursuant to the MGA.

Meeting Schedule:

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

General Responsibilities:

The Board shall:

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

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

Responsible for review of the following Bylaws/Documents:

- Not applicable.

Approved External Activities:

- Training as required by the Municipal Government Act.

	Date	Resolution Number
Approved		
Amended		
Amended		



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Boreal Housing Foundation

BACKGROUND / PROPOSAL:

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

Membership – see attached Ministerial Order.

Term – one year appointment.

Meeting Frequency – meets monthly.

OPTIONS & BENEFITS:

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

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

Member at Large appointments are made by secret ballot.

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

COSTS & SOURCE OF FUNDING:

Operating Budget

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

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Ministerial Order H:042/16

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Boreal Housing Foundation** for a one-year term – October 27, 2020 to October 2021.

- 1.
- 2.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That the following Member at Large be appointed to the **Boreal Housing Foundation** for a one year term – October 27, 2020 to October 2021.

- 1.

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



ALBERTA
SENIORS AND HOUSING

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

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

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

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

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

Lori Sigurdson
Minister of Seniors and Housing

APPENDIX

Boreal Housing Foundation

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

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Caribou Mountains Wildland Advisory Committee

BACKGROUND / PROPOSAL:

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

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

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

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Community Futures Northwest Alberta

BACKGROUND / PROPOSAL:

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

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – meets monthly.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the **Community Futures Northwest Alberta** for a one-year term – October 27, 2020 to October 2021.

1.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Hay Zama Committee

BACKGROUND / PROPOSAL:

Membership – two Council members are appointed

Term – one year appointment.

Meeting Frequency – unknown.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Hay Zama Committee** for a one-year term – October 27, 2020 to October 2021.

- 1.
- 2.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION High Level Forests Public Advisory Committee

BACKGROUND / PROPOSAL:

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

Membership – two Council members are appointed

Term – one year appointment.

Meeting Frequency – approximately seven meetings per year.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **High Level Forests Public Advisory Committee** for a one-year term – October 27, 2020 to October 2021.

- 1.
- 2.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION High Level Recreation Facility Task Force

BACKGROUND / PROPOSAL:

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

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – unknown.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the **High Level Recreation Facility Task Force** for a one-year term – October 27, 2020 to October 2021.

1.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Indigenous Joint Mutual Aid Committee

BACKGROUND / PROPOSAL:

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

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

Term – one year appointment.

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

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

Tallcree First Nation Mutual Aid Agreement

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the **Indigenous Joint Mutual Aid Committee** for a one-year term – October 27, 2020 to October 2021.

1.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION La Crete Community Adult Learning Council

BACKGROUND / PROPOSAL:

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

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – unknown.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the **La Crete Community Adult Learning Council** for a one-year term – October 27, 2020 to October 2021.

1.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Mackenzie Applied Research Association (MARA)

BACKGROUND / PROPOSAL:

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

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – approximately six times per year.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the **Mackenzie Applied Research Association (MARA)** for a one-year term – October 27, 2020 to October 2021.

1.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Mackenzie Frontier Tourist Association (MFTA)

BACKGROUND / PROPOSAL:

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

Membership – two Council members are appointed

Term – one year appointment.

Meeting Frequency – approximately six times per year.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Mackenzie Frontier Tourist Association (MFTA)** for a one-year term – October 27, 2020 to October 2021.

- 1.
- 2.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Mackenzie Regional Community Policing Society

BACKGROUND / PROPOSAL:

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

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – approximately six times per year.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the **Mackenzie Regional Community Policing Society** for a one-year term – October 27, 2020 to October 2021.

1.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Mackenzie Regional Waste Management Commission

BACKGROUND / PROPOSAL:

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

Membership – two Council members are appointed

Term – two year appointment.

Meeting Frequency – meetings on a monthly basis.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Mackenzie Regional Waste Management Commission** for a two-year term – October 27, 2020 to October 2021.

- 1.
- 2.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Mighty Peace Watershed Alliance

BACKGROUND / PROPOSAL:

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – unknown.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

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

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the **Mighty Peace Watershed Alliance** for a one-year term – October 27, 2020 to October 2021.

1.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Northeast Community Adult Learning Council

BACKGROUND / PROPOSAL:

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

Membership – one Council member is appointed

Term – one year appointment.

Meeting Frequency – unknown.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

SUSTAINABILITY PLAN:

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

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the **Northeast Community Adult Learning Council** for a one-year term – October 27, 2020 to October 2021.

1.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Northern Lakes College Community Education Committee

BACKGROUND / PROPOSAL:

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

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

Term – one year appointment.

Meeting Frequency – Committees meet five times a year.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

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

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Northern Lakes College Community Education Committee** for a one-year term – October 27, 2020 to October 2021.

1. La Crete –
2. Fort Vermilion -

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Northern Transportation Advocacy Bureau

BACKGROUND / PROPOSAL:

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

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

Membership – two Council members are appointed

Term – one year appointment.

Meeting Frequency – unknown.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

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

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Northern Transportation Advocacy Bureau** for a one-year term – October 27, 2020 to October 2021.

- 1.
- 2.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Northwest Species at Risk Committee

BACKGROUND / PROPOSAL:

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

Membership – two Council members are appointed and one alternate

Term – one year appointment.

Meeting Frequency – meetings are held monthly.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

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

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Northwest Species at Risk Committee** for a one-year term – October 27, 2020 to October 2021.

- 1.
- 2.
3. Alternate -

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Regional Economic Development Initiative

BACKGROUND / PROPOSAL:

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

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

Term – one year appointment.

Meeting Frequency – meetings are held monthly.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

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

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Regional Economic Development Initiative** for a one-year term – October 27, 2020 to October 2021.

- 1.
- 2.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Veterinary Services Incorporated (VSI)

BACKGROUND / PROPOSAL:

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

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

Term – one year appointment.

Meeting Frequency – unknown.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

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

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillor be appointed to the **Veterinary Services Incorporated (VSI)** for a one-year term – October 27, 2020 to October 2021.

- 1.
2. Alternate -

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	EXTERNAL COMMITTEE REPRESENTATION Water North Coalition (WNC)

BACKGROUND / PROPOSAL:

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

Membership – two Council members are appointed

Term – one year appointment.

Meeting Frequency – meets quarterly.

OPTIONS & BENEFITS:

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

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

COSTS & SOURCE OF FUNDING:

Operating Budget – for meeting attendance.

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

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the following Councillors be appointed to the **Water North Coalition (WNC)** for a one-year term – October 27, 2020 to October 2021.

- 1.
- 2.

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Carol Gabriel, Deputy Chief Administrative Officer Legislative & Support Services
Title:	Bylaw 1202-20 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members

BACKGROUND / PROPOSAL:

A municipal council establishes a bylaw that outlines types of meetings and activities for which the honorariums and reimbursable expenses, and at what levels, can be claimed.

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

OPTIONS & BENEFITS:

In 2012 Council made a motion with respect to Councillors participating in taking courses through the Elected Officials Education Program. Courses are typically available in class in conjunction with either the Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) conferences or available online/virtual means.

Approval was given at that time, by way of Council motion (Motion 12-02-146 and Motion 12-10-744), that Councillors be authorized to participate in two in class courses and two online courses per year, subject to successful completion.

Administration recommends including this activity in the Bylaw for ease of reference.

COSTS & SOURCE OF FUNDING:

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

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

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

Municipal bylaws are made available on the Mackenzie County website.

POLICY REFERENCES:

RECOMMENDED ACTION:

Motion 1

Simple Majority Requires 2/3 Requires Unanimous

That first reading be given to Bylaw 1202-20 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members.

Motion 2

Simple Majority Requires 2/3 Requires Unanimous

That second reading be given to Bylaw 1202-20 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members.

Motion 3

Simple Majority Requires 2/3 Requires Unanimous

That consideration be given to go to third reading of Bylaw 1202-20 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members, at this meeting.

Motion 4

Simple Majority Requires 2/3 Requires Unanimous

That third and final reading be given to Bylaw 1202-20 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members.

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

BYLAW NO. ~~1161-19~~ 1202-20

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

**TO PROVIDE FOR HONORARIUMS AND RELATED EXPENSE
REIMBURSEMENT FOR COUNCILLORS
AND APPROVED COMMITTEE MEMBERS**

WHEREAS, the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, hereinafter referred to as the “M.G.A.” provides for decisions of council to be made by resolution or bylaw, and

WHEREAS, the Council is desirous of establishing compensation of Councillors and approved committee members for their meeting time and their out of pocket expenses while on official municipal business,

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

DEFINITIONS:

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

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

“Committee Members” – means a public member-at-large appointed by Council to a Council Board or Committee.

HONORARIUMS

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

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

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

COMMUNICATION ALLOWANCES

7. Councillors are eligible for a monthly communication allowance as follows:
 - (a) an internet access allowance of \$75, and
 - (b) a personal computer allowance of \$50, if applicable, and
 - (c) a telephone allowance of \$60 for Councillors, and
 - (d) a telephone allowance of \$100 for the Reeve.

TRANSPORTATION EXPENSES

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

REIMBURSEMENT FOR ACCOMMODATIONS AND MEALS

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

Breakfast	\$25.00 including GST
	(if time of departure is prior to 7:30 a.m.)

Lunch	\$30.00 including GST (if time of return is after 1:00 p.m.)
Dinner	\$45.00 including GST (if time of return is after 6:30 p.m.)

11. Meal claims will be calculated based on reasonable travel times to get to and return from meeting commencement and conclusion times.
12. When the combined travel and session time exceeds 10 hours, overnight accommodation may be claimed.
13. A Councillor may claim reasonable government networking expenses while representing the County without prior approval. Reimbursement of these expenses will require approval by a resolution of Council based on the submission of actual receipts.
14. A Councillor or Committee Member may claim
 - (a) an allowance for personal expenses for each full 24-hour period on travel status (as per the Canada Revenue Agency Appendix C – Meals and Allowances 1.2 Incidental Expense Allowance).

ATTENDANCE AT COMMUNITY EVENTS

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

ATTENDANCE AT POLITICAL EVENTS

In accordance with the Election Finances and Contributions Disclosure Act:

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

18. Councillors are eligible to claim honorariums and mileage expenses to attend political functions.

BENEFITS

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

SIGNING AUTHORITY

20. Administration shall have the authority to verify and sign the Reeve and Councillor expense claims and honorariums under the following conditions:
 - (a) Councillors have attended Council meetings in person or by teleconference.
 - (b) Workshops, conferences, conventions that have been approved by Council prior to submission of expense claim.
 - (c) Attendance at Committee meetings or Task Force meetings will be in accordance with the bylaws or Terms of Reference of that committee or task force.
21. In the event that a discrepancy is noted on an expense or honorarium claim, Administration shall recommend a resolution of Council for approval of the expense in question. If the expense in question is not approved, the amount will be deducted from their next expense claim.
22. Councillors and Committee Members must submit their expense claims by the 5th of each month in order to be paid in that month.
23. Expense claims submitted 60 days after the due date will not be paid, unless there are special circumstances. A resolution of Council shall be required prior to payment of the claim.
24. Councillors and Committee Members will submit their December expense claim and honorarium by December 15th in order to expedite the closing of the year-end accounts. Meetings held after the 15th shall be added to the January claim.
25. No expenses other than those listed in this bylaw may be claimed.
26. This bylaw shall come into effect the day that it is passed and rescinds Bylaw ~~1135-19~~ 1161-19 and all amendments made thereto.

First Reading given on the _____ day of _____, 2020.

Second Reading given on the _____ day of _____, 2020.

Third Reading and Assent given on the _____ day of _____, 2020.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Carol Gabriel, Director of Legislative & Support Services
Title:	Bylaw 1186-20 Procedural Bylaw

BACKGROUND / PROPOSAL:

The Procedural Bylaw is reviewed annually at the organizational meeting.

The Procedural Bylaw provides for:

- the establishment of Council committees and other bodies,
- procedure and conduct of Council, Council committees and other bodies established by Council, and
- the conduct of Councillors and members of Council committees and other bodies established by Council.

OPTIONS & BENEFITS:

Receive the bylaw for information or amend with changes.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

Municipal bylaws are made available on the Mackenzie County website.

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

POLICY REFERENCES:

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the Procedural Bylaw be received for information.

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

BYLAW NO. 1186-20

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

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

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

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

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

TITLE

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

DEFINITIONS

2. In this bylaw:

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

- g. "Committee of the Whole" means a committee comprised of all Councillors which conducts itself as a committee of council;
- h. "Corporate Office" means the office located at 4511-46 Avenue in the Hamlet of Fort Vermilion, Alberta.
- i. "Council Committee" means a committee, board, or other body established by Council under the Act;
- j. "Councillors" means a duly elected Member of Council, including the Reeve.
- k. "Deputy Reeve" means the Deputy Chief Elected Official or Councillor who is appointed by Council pursuant to the *Act* to act as Reeve in the absence or incapacity of the Reeve.
- l. "Ex-Officio" means a member of a Committee, by virtue of the right to hold a public office such as a Reeve, and has the right to make motions and vote.
- m. "Meeting" means an organizational, regular, or special meeting of Council, Committee of the Whole or Committee.
- n. "Member" means a duly elected Member of Council or a duly appointed Member of a Committee.
- o. "Municipality" means Mackenzie County.
- p. "Non-statutory public hearing" means a meeting of Council or Committee of the Whole at which members of the public may attend and may be invited to make submissions to Council, but which is not a Public Hearing;
- q. "Public Hearing" means a meeting or portion of a meeting that council is required to hold under the *Act* or another enactment for the primary purpose of hearing submissions;
- r. "Reeve" means the Chief Elected Official for the Municipality pursuant to the Act.
- s. "Quorum" is the majority of all members, being fifty (50) percent plus one (1), unless Council provides otherwise in this bylaw.

APPLICATION

3. This Bylaw applies to all Council, Committee of the Whole and Committee Meetings and shall be binding on all Councillors and Committee Members.
4. Notwithstanding Paragraph 3, where the Terms of Reference give Permission to a Committee to establish its own Meeting procedure, if there is a conflict between the Committee's established Meeting procedures and this Bylaw, that Committee's established Meeting procedures will have precedence over this Bylaw for the purposes of that Committee's Meetings.

INTERPRETATION

5. When any matter relating to Meeting procedures is not addressed in this Bylaw, the matter shall be decided by reference to the most current edition of Roberts Rules of Order, if applicable.
6. Procedure is a matter of interpretation by the Reeve or the Committee Chair.
7. In the event of a conflict between the provisions of this Bylaw and Roberts Rules of Order, the provisions of this Bylaw shall apply.
8. In the absence of any statutory obligation, any provision of this Bylaw may be waived by Special Resolution of the Members in attendance at the Meeting.
9. In all cases throughout this Bylaw, reference to "he" or "she" shall mean males and females equally.

ROLE OF THE REEVE

10. The Reeve, when present, shall preside as Chairperson over all Meetings of Council.
11. In the absence, incapacity, or inability, of the Reeve or Deputy Reeve to act, Council Members will elect from among themselves a Chairperson for the day to act as Reeve. This Member shall be referred to as "Acting Reeve" for the duration of that Meeting.
12. Unless otherwise provided in a bylaw, the Reeve shall be an ex-officio Member of all Committees.
13. The Reeve has all of the rights and privileges of other Committee Members.

ROLE OF THE CHAIRPERSON

14. The Chairperson shall preside over the conduct of the Meeting, including the preservation of good order and decorum, ruling on Points of Order, replying to Points of Procedure and deciding on all questions relating to the orderly procedure of the meeting, subject to an appeal by a Councillor from any ruling of the Chairperson.
15. The Chairperson shall make reasonable efforts, including the calling of a recess, to ensure all Councillors in attendance at a Meeting are present while a vote is being taken, unless a Councillor is excused from voting in accordance with the Act or this Bylaw.
16. No Councillor shall leave the Council meeting after a question is put to a vote until the vote is taken, unless the Act requires or permits them to abstain from voting.
17. When the Chairperson wishes to make a motion he/she shall vacate the Chair and request the Vice-Chairperson to assume the Chair.
18. The Chairperson may invite Persons to come forward from the audience to speak with permission of Council if it is deemed to be within the best interests of the issue being discussed, the public, and the conduct of good business.

ROLE OF THE CHIEF ADMINISTRATIVE OFFICER (CAO)

19. The Chief Administrative Officer, in accordance with Sections 207 and 208 of the Act and in accordance with Bylaw 030/95, which created the position of the Chief Administrative Officer, is required to advise and inform Council in writing of its legislative responsibilities and ensure that the Municipality's policies and programs are implemented as well as to advise Council on the operation and affairs of the Municipality.

ORGANIZATIONAL MEETINGS

20. An Organizational Meeting of Council shall be held not later than two weeks after the third Monday in October each year.
21. The CAO or Delegate shall fix the time, date and place of the Organizational Meeting.
22. The CAO or Delegate shall advertise at least three weeks prior to the Organizational Meeting, inviting applications for Committee vacancies which will be required to be filled that year.

23. The Organizational Meeting Agenda shall be restricted to:
 - a. The election of the Reeve and Deputy Reeve annually;
 - b. The administration of the Oath of Office;
 - i. to the Reeve and Deputy Reeve annually
 - ii. to the entire Council following the municipal election
 - c. Review of honorariums and expense reimbursement;
 - d. Review of procedural bylaw;
 - e. Review of the council/administration protocol policy;
 - f. The establishment of Council Committees and Boards;
 - g. The establishment of membership on Committees and Boards;
 - h. The establishment of regular Council meeting and Committee of the Whole meeting dates for the year;
 - i. Other business as required by the Act, or which Council or the CAO may direct.

24. At the Organizational Meeting the CAO shall:
 - a. Call the Meeting to Order;
 - b. Preside over the Meeting until the Reeve has been elected and has taken the Oaths of Office as Reeve.

25. In the event that only one nomination is received for the position of Reeve or Deputy Reeve, that nominee shall be declared elected by acclamation by the CAO.

26. Where there is more than one nomination for Reeve or Deputy Reeve, the CAO shall request that voting be done by secret ballot.

27. If, on the first ballot, no Councillor receives a clear majority of votes, the Council Member who received the least number of votes shall be dropped from the ballot and the second ballot shall be taken. This shall apply to both the Reeve and Deputy Reeve elections.

28. On subsequent ballots, a Council Member who receives the least number of votes shall be dropped from the ballot until a Councillor receives a clear majority.

29. When there is a tie vote between two candidates, each candidate's name shall be written on a blank sheet of paper, of equal size and color, and deposited into a receptacle and someone shall be directed to withdraw one of the sheets. The candidate whose name appears on the sheet shall be considered to have one more vote than the other candidate.

30. All Members of Council hold office from the beginning of the Organizational Meeting following the General Election until immediately before the beginning of the Organizational Meeting following the next General Election, in accordance with the *Local Authorities Election Act*.
31. The appointment of Councillors and Members at Large to Committees shall be for a term of one year, unless otherwise specified, and by secret ballot if a vote is required.

QUORUM

32. Quorum of Council is a majority of Councillors.
33. If quorum is not achieved within 30 minutes after the time the meeting was scheduled to begin, the CAO shall record the names of the members present, and the Council shall stand adjourned until the next regular or special meeting.
34. If at any time during a meeting the quorum is lost, the meeting shall be recessed and if quorum is not achieved again within 15 minutes, the meeting shall be deemed to be adjourned.

COMMITTEES

35. Council may, by resolution or by Bylaw, establish Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Municipality and establish the Terms of Reference and duration of a Committee.
36. All Committee appointments shall be reviewed annually at the Organizational Meeting, unless otherwise specified in this Bylaw or the Terms of Reference.
37. Each Committee shall elect one (1) of its Members to be the Chairperson unless Council designates.
38. A Special or Ad-hoc Committee may be appointed at any time by Council providing that a motion has been adopted specifying the matters, duration of the Committee, and Terms of Reference to be dealt with by the Committee.

ALTERNATE COMMITTEE MEMBERS

39. Council may appoint alternate committee members to ensure that proper representation and quorum is achieved.

40. Alternate representatives from Council may attend all committee meetings, except where legislation disallows. The alternate Council member may only vote at the committee meeting when the regular Council member is absent from the meeting.
41. Alternate members at large may attend committee meetings as a member of the committee when a regular member at large is absent from the meeting. They cannot vote on matters of the committee unless a regular member at large is absent from the meeting.
42. Alternate committee members are eligible to receive the same training that their respective committee is authorized to attend.

REGULAR AND SPECIAL MEETINGS

43. The date and time of regular Council meetings shall be established by resolution at the Organizational Meeting or at any future Meeting of Council.
44. Regular meetings are generally held on the second Tuesday and the fourth Wednesday of the month, unless otherwise specified.
45. Regular meetings shall commence at 10:00 a.m. and shall be held in the Council Chambers located at the Municipality's Corporate Office, unless otherwise specified.
46. Council may, by resolution (unanimous consent), change the date, time and location of any of its Regular Council meetings.
47. All Meetings shall be open to members of the public, except for the Closed Meeting portions of the Meeting.
48. The CAO or Delegate will post a schedule of regular meetings in the front foyer of all municipal offices and on the Municipality's website.
49. If there are changes to the date and time of a regular meeting, the municipality must give at least twenty-four (24) hours' notice of the change to all members and post the notice in a public office. Posting a public notice in the front foyer of the municipal offices and on the Municipality's Social Media is sufficient notice to the public if administration is unable to advertise the change in a local newspaper.
50. Council has the authority to move into a Closed Meeting pursuant to Section 197 (2) of the Act for the purposes of :

- a. Protecting the Municipality, its operations, economic interests and delivery of its mandate from harm that could result from the release of certain information; and,
 - b. To comply with Division Two of Part One of the Freedom of Information and Protection of Privacy Act.
51. Matters which may be discussed in a Closed Meeting include the following:
- a. Personnel matters;
 - b. Any information regarding contract negotiations;
 - c. Negotiations regarding acquisition, sale, lease or exchange of land;
 - d. Matters involving litigation, or the discussion of legal advice provided to the Municipality; and
 - e. Matters concerning RCMP investigations or confidential reporting; and
 - f. Any other item that may be considered a private matter under the Freedom of Information and Protection of Privacy Act.
52. The Reeve may call a special council meeting whenever he/she considers it appropriate to do so or if he/she receives a written request for the meeting, stating its purpose, from a majority of the Councillors, in accordance with Section 194 of the Act.
53. No business other than that stated in the notice shall be conducted at any Special Meeting of Council unless all the Members of Council are present at the Special Meeting and the Council agrees to deal with the matter in question.

COMMITTEE OF THE WHOLE

54. There shall be a Committee of the Whole comprising all Councillors.
55. Subject to the Act, Committee of the Whole may consider any matter that Council may consider, including but not limited to discussion and debate of the following matters:
- a. the budget;
 - b. the audit;
 - c. transportation issues;
 - d. development issues;
 - e. strategic planning;
 - f. legislative reform;
 - g. policing matters; and
 - h. policy formation.
56. Committee of the Whole may:
- a. Conduct non-statutory public hearings;
 - b. Receive delegations and submissions; and
 - c. Meet with other municipalities and other levels of governments.

57. Council may receive briefings in Committee of the Whole.
58. In addition to the restrictions contained in Section 203(2) of the Act, the Committee of the Whole shall not hold statutory public hearings.
59. Committee of the Whole may make the following motions:
 - a. To receive agenda reports as information.
 - b. To refer matters to Administration or a Committee for review.
 - c. Make recommendations to Council.
60. A quorum of Committee of the Whole is a majority of Councillors.
61. At a Committee of the Whole meeting, the procedures of Council shall be relaxed as follows:
 - a. A Councillor may speak even though there is no motion on the floor, but if there is a motion on the floor a Councillor shall address that motion;
 - b. A Councillor may speak more than once, on a matter provided that each Councillor who wishes to speak to the matter has already been permitted to do so;
62. Committee of the Whole may consider a matter in Closed Meeting, in accordance with the Act and Freedom of Information and Protection of Privacy Act, RSA 2000, c-F-25.
63. No motions may be made when Committee of the Whole is sitting in Closed Meeting in accordance with the Freedom of Information and Protection of Privacy Act, RSA, 2000, c-F-25 except motions to reconvene the Committee of the Whole meeting.

CANCELLATION OF REGULAR, COMMITTEE OF THE WHOLE AND SPECIAL MEETINGS

64. A Council Meeting may be cancelled:
 - a. By resolution of a majority of Members at a previously held Meeting; or
 - b. With written consent of a majority of the Members and by providing not less than twenty-four (24) hours notice to Members and the public.

ELECTRONIC PARTICIPATION AT MEETINGS

65. Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include through the use of telephone, ensuring that dialogue is available for both parties; through the use of a personal computer; or other means as technology advances.

66. A Council Member must advise the CAO or Delegate at least one (1) day in advance of their intention to participate through electronic communications.
67. A Council Member may attend Regular, Committee of the Whole or Special Council Meetings by means of electronic communication to a maximum of three (3) times per calendar year, unless otherwise approved by Council resolution.
68. A Council Member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active and will be recorded in the minutes as being present via electronic communication.
69. A Council Member attending a meeting via electronic communications must declare if any other persons are present in the room.
70. When a vote is called, Council Members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council Members have cast their votes by a show of hands.
71. When a Council Member attends a Closed Meeting, via electronic communication, they will be required to confirm that they have attended the Closed Meeting alone in keeping with the definition in this Bylaw of Closed Meeting.

COUNCIL AGENDA

72. The agenda for each regular and special Meeting shall be organized by the CAO and compiled together with copies of all pertinent correspondence, statements, and reports provided to each member of Council at least two (2) working days prior to each regular meeting.
73. Any member of Council wishing to have an item of business placed on the agenda, shall make the submission to the Reeve and CAO not later than seven (7) calendar days prior to the scheduled Council meeting date.
74. Administration wishing to have an item of business placed on the agenda, shall make the submission to the CAO or Delegate not later than seven (7) calendar days prior to the scheduled Council meeting date. The submission shall contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter.
75. Additions placed on the agenda at the Meeting shall be discouraged however an addition may be made to the agenda with a simple majority consent of the Members present. Actions resulting from the agenda additions require

unanimous consent given by those Members present. Exceptions to actions requiring unanimous consent are a tabling motion or that the agenda item be received as information.

76. Documentation for "Closed Meeting" items shall be distributed at the Council Meeting and must be returned to the CAO immediately after the Meeting. Large volume documentation may be distributed to Council prior to the Meeting.
77. The agenda shall list the order of business, as determined by the CAO, in consultation with the Reeve.

MEETING MINUTES OF COUNCIL

78. The CAO or Delegate shall ensure that all Council Meeting minutes are recorded in the English language, without note or comment.
79. The CAO or Delegate shall ensure that the draft/unapproved Minutes of each Council Meeting be distributed to each Member of Council and administration within a reasonable amount of time after the holding of the Meeting.
80. A Councillor may make a motion requesting that the Minutes be amended to correct an inaccuracy or omission. However, the CAO or Delegate shall be advised of the challenge to the Minutes at least 24 hours before the Council Meeting at which the Minutes are to be officially adopted.
81. Only minor changes may be made to correct errors in grammar, spelling, and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence; but no change shall be allowed which would alter or affect, in a material way, the actual decision made by Council.
82. Draft/unapproved Council Meeting Minutes will be made available to the public and media upon request.
83. The minutes of each Council Meeting shall be presented to Council for adoption at the next regular Meeting.
84. Adopted minutes of Council shall be made available at all municipal offices and posted on the Municipality's website.

PROCEEDINGS

85. The Reeve or presiding officer, shall preserve order and decorum and shall decide order of questions.
86. Every member wishing to speak to a question or resolution shall address himself to the Reeve or presiding officer.
87. A resolution submitted to Council does not require a seconder.
88. A motion may be withdrawn by the mover at any time before voting.
89. The following motions are not debatable:
 - a. Adjournment
 - b. Take a recess
 - c. Question or privilege
 - d. Point of order
 - e. Limit debate on the matter before council
 - f. Division of a question
 - g. Table the matter to another meeting
90. When a resolution has been made and is being considered by Council, no other resolution may be made and accepted, except:
 - a. To amend the motion;
 - b. To refer the main motion to committee of the whole, administration, a council committee or some other person or group for consideration;
 - c. To postpone consideration of the main motion; or
 - d. To table the motion.
91. After any question is finally put to vote by the Reeve or other presiding officer, no member shall speak to the question, nor shall any other resolution be made until after the result of the vote has been declared.
92. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer.
93. Every member of Council attending a Council meeting must vote on a matter put to vote at the meeting unless the Councillor is required or permitted to abstain from voting.
94. If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.

95. When it is requested that a vote be recorded, the minutes must show the names of the Councillors present and whether each Councillor voted for and against a resolution or bylaw or abstained. A request for a recorded vote must be made before the vote is called.
96. Any matter of meeting conduct that is not provided for in this Bylaw shall be determined in accordance with the current *Robert's "Rules of Order, Newly Revised"*.

DELEGATIONS

97. All requests for delegations shall be submitted in writing to the CAO or Delegate, for approval, at least seven (7) calendar days prior to the proposed date for the delegation. The submission shall contain adequate information to the satisfaction of the CAO and Reeve to enable Council to deal with the matter.
98. The CAO or Delegate will review all delegation requests and determine if the request will be heard by Council, by a Council Committee or referred to Administration for a response. The CAO may consult with the Reeve when required.
99. Delegations will not be heard if their matter falls under a legislated appeal process.
100. If it is recommended that Council hear the matter, the CAO or Delegate shall contact the person and provide a time in which they can speak.
101. If the request to speak is received after the time required or without the written submission, the CAO or Delegate may:
 - a. Refer the matter to a Committee; or
 - b. Recommend that Council hear from the person; or
 - c. Offer to include the person on the agenda of a future Council meeting; or
 - d. Refuse to hear from the person and refer the matter to Administration for reply.
102. Delegations will be limited to fifteen (15) minutes to present their matter and be limited to one (1) speaker, except where the Chair permits otherwise.

PUBLIC HEARINGS

103. Public Hearings will be held in conjunction with a regular Council meeting, unless otherwise approved by resolution of Council.

104. Council shall hold a Public Hearing when an enactment requires Council to hold a Public Hearing on a proposed bylaw or resolution or any other matter at the direction of Council. The Public Hearing will be held before second reading of the proposed bylaw or before Council votes on a resolution.
105. Any Person who wishes to speak at a Public Hearing must be present at the scheduled time of the Hearing.
106. Any Person wishing to provide a written submission may deliver it to the CAO or Delegate at least seven (7) calendar days prior to the Public Hearing. Written submissions received will be included with the Agenda and will be released to the public.
107. Unless otherwise approved by resolution of Council, the following shall be the procedure for the conduct of the Public Hearing:
 - a. The Chair of the Public Hearing shall declare the Public Hearing open;
 - b. The Development Authority shall provide a brief background on the proposed bylaw or resolution, ensure public notification has been given, and present any written submissions received;
 - c. The Chair shall call for anyone wishing to speak;
 - d. Persons speaking will have only one opportunity to speak;
 - e. Presentations shall be limited to five (5) minutes, unless the Chair permits otherwise;
 - f. Each Person making a presentation shall give his/her name to be recorded in the Minutes;
 - g. Council may ask questions of the speakers after each presentation if clarification on any matter is required;
 - h. The Chair of the Public Hearing shall declare the Public Hearing closed.
108. After the close of the Public Hearing, Council may:
 - a. Pass the proposed bylaw or resolution; or
 - b. Defeat the proposed bylaw or resolution; or
 - c. Make any amendment to the proposed bylaw or resolutions and proceed to pass it without further advertisement or hearing.
109. If there is more than one Public Hearing on the agenda, the Chair must close one Public Hearing before another Public Hearing is opened.
110. Council may change the date, time and place of a Public Hearing by resolution. If the date, time or place of the Public Hearing is changed, then the Public Hearing must be re-advertised.
111. Public participation through teleconference shall be made available at each County Office for major public hearings, as determined by resolution of Council.

DEBATE OF RESOLUTIONS

112. A member may ask a question, stated concisely, of the previous speaker to explain any part of the previous speaker's remarks.
113. A member may ask questions of the CAO or administration to obtain information relating to a report presented to Council or to any clause contained therein, at the commencement of the debate on the report or on the clause.
114. When it is a member's turn to speak during debate, before speaking he/she may ask questions of the CAO, or administration in order to obtain information relating to the report or clause in question.
115. Any member may require the question or resolution under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.
116. When the resolution has been declared as having been put to a vote, no member shall debate further on the question or speak any words except to request that the resolution be read aloud.
117. The Reeve or presiding officer shall determine when a resolution is to be put to a vote.

MOTIONS OUT OF ORDER

118. It is the duty of the Chair to determine what motions are amendments to motions that are in order subject to challenge by a Member, and decline to put a motion deemed to be out of order.
119. The Chair shall advise the Members that a motion is out of order and cite the applicable rule or authority without further comment.
120. The Chair may refuse to accept a motion to refer, that has the effect of defeating the motion to which it refers, e.g. time constraints.
121. The following motions are out of order:
 - a. A motion, similar to a motion voted on in the previous six (6) months, without reconsidering the original motion;
 - b. A motion contrary to law or a previous motion;
 - c. A motion similar to an item which has been tabled;
 - d. A motion to reconsider a motion to reconsider;
 - e. A motion referring an item to a Committee, if the final report of the Committee is complete; and

- f. A motion which is out of scope of Council business.

RECONSIDERING AND RESCINDING A MOTION

- 122. A Member wishing to reconsider, alter or rescind a motion already passed, or an action taken at a previous Meeting and when the matter does not appear on the Agenda, shall bring the matter forward by a Notice of Motion, which shall:
 - a. Be considered at a Council Meeting;
 - b. Specify the Meeting proposed to bring the matter to; and
 - c. Indicate, in the substantive portion of the motion, the action which is proposed to be taken on the matter.
- 123. Notwithstanding the above, if Notice of Motion was not given, the requirement for Notice may be waived on a Two-Thirds vote.
- 124. Notwithstanding the other provisions of this section, no motion made or action taken shall be reconsidered unless:
 - a. It is a motion made or an action taken at the same Meeting; or
 - b. It is a motion made or an action taken at a Meeting held six (6) months or more before its reconsideration; or
 - c. Approval for reconsideration of a motion made or an action taken less than six (6) months earlier is given by a Two-Thirds vote prior to reconsideration.
- 125. A Member who voted with the prevailing side may move to reconsider a motion only at the same meeting or during any continuation of the meeting at which it was decided.
- 126. The following motions cannot be reconsidered:
 - a. A motion which created a contractual liability or obligation, shall not be reconsidered, altered, varied, revoked, rescinded or replaced except to the extent that it does not attempt to avoid or interfere with the liability or obligation;
 - b. A motion to adjourn;
 - c. A motion to close nominations;
 - d. A request for division of a question;
 - e. A point of order, a point of privilege or a point of information;
 - f. A motion to recess;
 - g. A motion to suspend the Procedural Bylaw;
 - h. A motion to lift from the table;
 - i. A motion to bring forward; and
 - j. Motion to adopt the agenda.
- 127. A motion to reconsider or rescind is debatable only when the motion being reconsidered is debatable.

NOTICE OF MOTION

128. A notice of motion may be given at any council meeting, but may not be dealt with at that meeting.
129. A notice of motion shall be given verbally and in writing to all members of council present. A copy of such notice of motion shall be given to the CAO upon adjournment of the meeting at which the notice is given.
130. Every notice of motion shall precisely specify the entire content of the motion to be considered, and shall be on the agenda for the next regular meeting of Council unless otherwise specified.

PECUNIARY INTEREST

131. When a Member has a pecuniary interest in a matter before Council, a Council Committee or any other body, board, commission, committee or agency to which the Member is appointed as a representative of the Council, the Member shall, if present:
 - a. Disclose the general nature of the pecuniary interest prior to any discussion on the matter;
 - b. Abstain from any discussion and voting on any question relating to the matter;
 - c. Leave the room in which the meeting is being held until discussion and voting on the matter are concluded; if required;
 - d. If the matter with respect to which the Member has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the Councillor to leave the room; and
 - e. If the matter with respect to which the Member has a pecuniary interest is a question on which the Member as a tax payer, an elector or an owner has a right to be heard by the Council;
 - i. It is not necessary for the Member to leave the room; and
 - ii. The Member may exercise the right to be heard in the same manner as a person who is not a Member.

BYLAWS

132. The CAO or Delegate must review the form of each proposed bylaw to ensure that it is consistent with the form of bylaw that Council may adopt from time to time.
133. Each proposed bylaw must include:
 - a. The bylaw number assigned to it by the CAO or Delegate; and

- b. A concise title.
134. Where a Bylaw is presented to Council for enactment, the CAO or Delegate shall cause the number and short title of the Bylaw to appear on the Agenda.
 135. The CAO or Delegate must make available a copy of the bylaw to each Councillor before the first reading of the bylaw.
 136. A Bylaw shall be introduced for first reading by a motion that the Bylaw, specifying its number and short title, be read a first time.
 137. When a Bylaw is subject to a Public Hearing, a Council, without amendment or debate, shall vote on the motion for first reading of a Bylaw and the setting of a public hearing date in accordance with the applicable form of notice. A Member may ask a question or questions concerning the bylaw provided that such questions are to clarify the intent, purpose or objective of the bylaw, and do not indicate the Member's opinion for or against the bylaw.
 138. After the holding of the required public hearing, a bylaw shall be introduced for second reading by a motion that it be read a second time specifying the number of the bylaw.
 139. After a motion for second reading of the bylaw has been presented, Council may:
 - a. Debate the substance of the bylaw; and
 - b. Propose and consider amendments to the bylaw.
 140. A proposed amendment shall be put to a vote and if carried, shall be considered as having been incorporated into the bylaw at second reading.
 141. When all amendments have been accepted or rejected the motion for second reading of the bylaw shall be voted on.
 142. A bylaw shall not be given more than two readings at one meeting unless the Members present at the meeting unanimously agree that the bylaw may be presented for third reading at the same meeting at which it received two readings, provided that Council is not prohibited from giving more than two readings to a bylaw at one meeting by any valid enactment.
 143. When Council unanimously agrees that a bylaw may be presented for third reading at a meeting at which it has received two readings, the third reading requires no greater majority of affirmative votes to pass the bylaw than if it has received third reading at a subsequent meeting.

144. A bylaw shall be adopted when a majority of the Members present vote in favour of third reading, provided that any applicable provincial statute does not require a greater majority.
145. A bylaw, which has been defeated at any stage, may be subject to a motion to reconsider in accordance with the provisions of this Bylaw.
146. A bylaw is passed and comes into effect when it has received third and final reading unless otherwise provided by statute.
147. The Reeve and CAO shall sign and seal the bylaw as soon as reasonably possible after third reading.
148. The CAO or Delegate is authorized to consolidate one or more bylaws as deemed convenient.

CODE OF ETHICS

149. 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.
150. Accordingly, it is the purpose of these guidelines of conduct to outline certain basic rules for Mackenzie County Council so that they may carry out their duties with impartiality and equality of services to all, recognizing that the basic functions of elected local government officials are, at all times, services to their community and the public.
151. To further these objectives, certain ethical principles should govern the conduct of Mackenzie County Council in order that they shall maintain the highest standards of conduct in public office and faithfully discharge the duties of office without fear or favour.
152. Councillors shall:
 - a. Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta and as specified in this Bylaw.
 - b. Not use confidential information for personal profit of themselves or any other person.

- c. Not communicate confidential information to anyone not entitled to receive the applicable confidential information.
- d. Not use their position to secure special privileges, favours, or exemptions for themselves or any other person.
- e. Preserve the integrity and impartiality of Council.
- f. For a period of twelve (12) months after leaving office, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity.
- g. Not assume that any unethical activities (not covered by or specifically prohibited by these ethical guidelines of conduct, or by any legislation) will be condoned.

CONDUCT OF MEMBERS DURING THE MEETING

153. No Member shall:

- a. Use offensive language, inappropriate actions or unparliamentary language in or against Council or against any Member of Council or any administration or any member of the public;
- b. Speak disrespectfully of any member of the Royal Family, the Governor General, the Lieutenant Governor of any Province, Council, any municipality, an Member or any official or employee of the Municipality;
- c. Engage in private conversations while in the Council Meeting or use personal electronic devices including cellular phones, media players, etc. in any manner that disrupts the Member speaking or interrupts the business of Council;
- d. Leave his/her seat or make noise or disturbance while a vote is being taken and until the result of the vote is announced;
- e. Speak on any subject other than the subject under debate;
- f. Not interrupt the speaker, except on a point of order;
- g. Where a matter has been discussed in a Closed Meeting, and where the matter remains confidential, disclose a confidential matter or the substance of deliberations at a Closed Meeting, except to the extent that Council has previously released or disclosed the matter in public. All information, documentation or deliberations received, reviewed or provided in a Closed Meeting is confidential. Members of Council shall not release, reproduce, copy or make public any information or material considered at a Closed Meeting, or discuss the content of such a meeting with persons other than members of Council or relevant staff members, prior to it being reported in public by Council;
- h. Criticize any decision of Council except for the purpose of moving that the question be reconsidered;
- i. Contravene the rules of Council or a decision of the Chair or of Council on questions of order or practice or upon the interpretation of the rules of Council. In case a Member persists in any such contravention, after having been called to order by the Chair, the Chair shall not recognize that Member,

except for the purpose of receiving an apology from the Member tendered at that Meeting or any subsequent Meeting.

154. Members of the public during a Meeting shall:
 - a. Address the Members of Council or Committee at the permission of the Chair;
 - b. Maintain order and remain quiet;
 - c. Not applaud nor otherwise interrupt a speech or action of the Members or other Person addressing the Members.

155. The Chair may cause to be expelled and excluded from any Meeting any person who creates any disturbance during a meeting or who, in the opinion of the Chair, has been guilty of improper conduct and for that purpose the Chair may direct that such a person be removed by a Peace Officer or RCMP.

156. A Councillor that displays inappropriate and abusive behavior towards other members of council, administration or the public while on County business may be reprimanded in a form as may be acceptable by 2/3 vote of Council.

TWO-THIRDS MAJORITY VOTE

157. Order in Council No. 54/2001 establishing Mackenzie County as a Specialized Municipality, requires a Two-Thirds (2/3) majority vote for the following:
 - a. Procedural Bylaw
 - b. Council Remuneration Bylaw
 - i. A simple majority vote is required when authorized Councillors to attend a seminar, convention, workshop, or any other function that Councillors may attend for reimbursement of expenses.
 - c. All issues regarding property taxes
 - d. A bylaw to change the number of Councillors, the boundaries of wards or the method of electing a Chief Elected Officer.
 - i. A simple majority vote is required when electing a Chief Elected Officer in the manner prescribed in this Bylaw.
 - e. The appointment or termination of the Chief Administrative Officer; however, any direction given to the CAO shall be done by a simple majority vote.
 - f. A resolution for the adoption and amendment of the budget.
 - g. Any other matter designated by Council within this Bylaw.

RECORDING DEVICES AT MEETINGS

158. The CAO may authorize the use of any mechanical or electronic means of recording proceedings of Council and Council Committee meetings necessary to assist with the preparation of an accurate set of minutes. Any such recording will be erased or destroyed after the Council or Council Committee meeting has approved the minutes.

159. No person shall, unless a Two-Thirds majority consent of Council is given, record the proceedings of Council through tape recorder, video camera, or other devices.

REPEAL AND COMING INTO FORCE

160. Bylaw No. 1083-17 and all amendments thereto are hereby repealed.

161. This Bylaw shall come into effect upon receiving third and final reading.

READ a first time this 10th day of June, 2020.

READ a second time this 10th day of June, 2020.

READ a third time and finally passed this 10th day of June, 2020.

(original signed)

Joshua Knelsen
Reeve

(original signed)

Lenard Racher
Chief Administrative Officer



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Len Racher, Chief Administrative Officer
Title:	Policy ADM050 Council/Administration Protocol

BACKGROUND / PROPOSAL:

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

OPTIONS & BENEFITS:

For review and recommendation should any amendments be required.

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

Municipal policies are made available on the Mackenzie County website.

POLICY REFERENCES:

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

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That Policy ADM050 Council/Administration Protocol be received for information.

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

Mackenzie County

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

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

POLICY STATEMENT

1. Statement:

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

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

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

GUIDELINES

2. Definitions:

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

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

3. Municipal Governance Framework:

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

4. Roles and Responsibilities:

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

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

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

5. Council/Administration General Protocol:

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

6. Council/Administration Communication Protocol (Internal):

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

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

7. Council/Administration Communication Protocol (External):

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

8. Organizational Tools:

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

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

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

9. Success Indicators:

The following are indicators of the success of this policy:

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

10. Policy Implementation and Monitoring:

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

Administration.

11. Policy Review:

This policy shall be reviewed annually during the organizational meeting.

	Date	Resolution Number
Approved	2012-05-01	12-05-309
Amended	2013-04-24	13-04-294
Amended	2017-10-23	17-10-724

SCHEDULE A
COUNCIL SELF-EVALUATION TOOL

PURPOSE:

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

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

INSTRUCTIONS:

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

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

DECISION-MAKING

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

1 2 3 4

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

1 2 3 4

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

1 2 3 4

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

1 2 3 4

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

1 2 3 4

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

1 2 3 4

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

1 2 3 4

COMMUNICATIONS AND PROTOCOLS

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

1 2 3 4

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

1 2 3 4

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

1 2 3 4

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

1 2 3 4

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

1 2 3 4

COUNCIL MEMBER RELATIONS

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

1 2 3 4

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

1 2 3 4

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

1 2 3 4

STAFF RELATIONS

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

1 2 3 4

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

1 2 3 4

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

- 1 2 3 4

FINAL QUESTIONS

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

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

21. Please provide any additional comments:



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Carol Gabriel, Deputy Chief Administrative Officer Legislative & Support Services
Title:	2021 Council Meeting Dates

BACKGROUND / PROPOSAL:

A 2021 calendar is attached which includes suggested Council meeting dates, statutory holidays, and conferences typically attended by Councillors and/or management.

Council meetings generally fall on the second Tuesday and the fourth Wednesday of the month; however this varies depending on conflicting events. Only one meeting is being recommended for July, August and December.

Additionally as a result of the 2021 Municipal Election, Administration is recommending that no Council meetings be held between September 20, 2021 (Nomination Day) and October 18, 2021 (Election Day). In the event that an urgent matter arises requiring Council motion a Special Council Meeting can be called to deal with the matter. Approximately 50% of municipalities cease council meetings during this time.

The Procedural Bylaw states that:

REGULAR AND SPECIAL MEETINGS

43. The date and time of regular Council meetings shall be established by resolution at the Organizational Meeting or at any future Meeting of Council.
44. Regular meetings are generally held on the second Tuesday and the fourth Wednesday of the month, unless otherwise specified.
45. Regular meetings shall commence at 10:00 a.m. and shall be held in the Council Chambers located at the Municipality's Corporate Office, unless otherwise specified.
46. Council may, by resolution (unanimous consent), change the date, time and location of any of its Meetings.

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

Committee of the Whole meetings have been scheduled monthly with the exception of May, September, October, November and December.

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

N/A

SUSTAINABILITY PLAN:

N/A

COMMUNICATION/PUBLIC PARTICIPATION:

Council meeting dates are advertised on the County website calendar and in the weekly newspaper.

POLICY REFERENCES:

Procedural Bylaw

RECOMMENDED ACTION:

Simple Majority Requires 2/3 Requires Unanimous

That the 2021 Council meetings be scheduled as follows:

Date	Meeting Type	Location	Time
January 12, 2021	Regular	Fort Vermilion	10:00 a.m.
January 26, 2021	Committee of the Whole	Fort Vermilion	10:00 a.m.
January 27, 2021	Regular	Fort Vermilion	10:00 a.m.
February 9, 2021	Regular	Fort Vermilion	10:00 a.m.
February 23, 2021	Committee of the Whole	Fort Vermilion	10:00 a.m.
February 24, 2021	Regular	Fort Vermilion	10:00 a.m.
March 9, 2021	Regular	Fort Vermilion	10:00 a.m.
March 23, 2021	Committee of the Whole	Fort Vermilion	10:00 a.m.

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

March 24, 2021	Regular	Fort Vermilion	10:00 a.m.
April 13, 2021	Regular	Fort Vermilion	10:00 a.m.
April 27, 2021	Committee of the Whole	Fort Vermilion	10:00 a.m.
April 28, 2021	Regular	Fort Vermilion	10:00 a.m.
May 11, 2021	Regular	Fort Vermilion	10:00 a.m.
May 26, 2021	Regular	Fort Vermilion	10:00 a.m.
June 8, 2021	Regular	Fort Vermilion	10:00 a.m.
June 22, 2021	Committee of the Whole	Fort Vermilion	10:00 a.m.
June 23, 2021	Regular	Fort Vermilion	10:00 a.m.
July 13, 2021	Committee of the Whole	Fort Vermilion	10:00 a.m.
July 14, 2021	Regular	Fort Vermilion	10:00 a.m.
August 17, 2021	Committee of the Whole	Fort Vermilion	10:00 a.m.
August 18, 2021	Regular	Fort Vermilion	10:00 a.m.
September 14, 2021	Regular	Fort Vermilion	10:00 a.m.
October 26, 2021	Organizational Meeting	Fort Vermilion	10:00 a.m.
October 27, 2021	Regular	Fort Vermilion	10:00 a.m.
November 9, 2021	Regular	Fort Vermilion	10:00 a.m.
November 30, 2021	Regular	Fort Vermilion	10:00 a.m.
December 14, 2021	Regular	Fort Vermilion	10:00 a.m.

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

January 2021

Mackenzie County



Mackenzie County

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 New Years Day County Facilities Closed Nomination Period Opens 2021 Municipal Election	2
3	4	5	6 Epiphany La Crete Facilities Closed	7	8	9
10	11	12 Council Meeting 10 am (FV)	13	14	15	16
17	18	19	20	21	22	23
	Provincial ASB Conference (Virtual Event)					
24	25	26 Committee of the Whole Meeting 10 am (FV)	27 Council Meeting 10 am (FV)	28	29	30
	Farm Tech Conference (CANCELLED)					
31						

February 2021



Mackenzie County

Mackenzie County

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

March 2021



Mackenzie County

Mackenzie County

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

April 2021

Mackenzie County



Mackenzie County

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

May 2021



Mackenzie County

Mackenzie County

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

June 2021

Mackenzie County



Mackenzie County

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
	CAMA Conference (QC)			FCM Conference (QC) June 3-6 or 10-13, 2021		
6	7	8 Council Meeting 10 am (FV)	9	10	11	12
				FCM Conference (QC) June 3-6 or 10-13, 2021		
13	14	15	16	17	18	19
20	21 Aboriginal Day Fort Vermilion Facilities Closed	22 Committee of the Whole Meeting 10 am (FV)	23 Council Meeting 10 am (FV)	24	25	26
27	28	29	30			

July 2021

Mackenzie County



Mackenzie County

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

August 2021

Mackenzie County



Mackenzie County

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

September 2021



Mackenzie County

Mackenzie County

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 Labour Day County Facilities Closed	7	8	9	10	11
12	13	14 Council Meeting 10 am (FV)	15	16	17	18
19	20 Nomination Period Ends 2021 Municipal Election 12 pm (FV)	21	22	23	24	25
2021 Municipal Election Period						
26	27	28	29	30		
2021 Municipal Election Period						
AFPA Conference (Jasper)						

October 2021

Mackenzie County



Mackenzie County

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
			AFPA Conference (Jasper)			
2021 Municipal Election Period						
3	4	5	6	7	8	9
2021 Municipal Election Period						
10	11 Thanksgiving County Facilities Closed	12	13	14	15	16
2021 Municipal Election Period						
17	18 Election Day 2021 Municipal Election	19	20	21	22	23
24	25	26 Organizational Council Meeting 10 am (FV)	27 Council Meeting 10 am (FV)	28	29	30
31						

November 2021



Mackenzie County

Mackenzie County

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

December 2021



Mackenzie County

Mackenzie County

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



Mackenzie County

REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 27, 2020
Presented By:	Carol Gabriel, Deputy Chief Administrative Officer Legislative & Support Services
Title:	Destruction of Ballots

BACKGROUND / PROPOSAL:

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

OPTIONS & BENEFITS:

COSTS & SOURCE OF FUNDING:

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

POLICY REFERENCES:

RECOMMENDED ACTION:

- Simple Majority
 Requires 2/3
 Requires Unanimous

That all ballots used during the 2020 organizational meeting be destroyed.

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

