

ORGANIZATIONAL COUNCIL METING

OCTOBER 26, 2021 10:00 AM

FORT VERMILION COUNCIL CHAMBERS

- **1** 780.927.3718
- www.mackenziecounty.com
- (§) 4511-46 Avenue, Fort Vermilion
- office@mackenziecounty.com



MACKENZIE COUNTY ORGANIZATIONAL COUNCIL MEETING

Tuesday, October 26, 2021 10:00 a.m.

Council Chambers - Fort Vermilion, Alberta

AGENDA

CALL TO ORDER:	1.	a)	Call to Order by the Chief Administrative Officer	Page
AGENDA:	2.	a)	Adoption of Agenda	
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COUNCIL ORIENTATION – PART I:	4.	a)	Overview of Roles & Responsibilities of the Reeve and Deputy Reeve Jeneane Grundberg, Brownlee LLP	
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Councillors

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Meeting:	Organizational Council Meeting
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Meeting Date: October 26, 2021

Presented By: Len Racher, Chief Administrative Officer

Title: Oath of Office – All Council

BACKGROUND / PROPOSAL:

Section 156 of the Municipal Government Act states:

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

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

• Jeneane Grundberg, Brownlee LLP

A copy of the Oath is attached.

Author: C. Simpson Reviewed by: CAO:

Witness

AFFID	AVIT
l,	, of Mackenzie County, in the
Province of Alberta:	
Swear that I will diligently, faithfully according to law the office of COU	/, and to the best of my ability execute NCILLOR for Mackenzie County.
So help me God.	
SWORN before me)
in the Hamlet of Fort Vermilion)
in the Province of Alberta, this)
26 th day of October, 2021.) Councillor)
))
))
A Commissioner for Oaths/Notary Public in and for the Province of Alberta	

AFFI	DAVIT
l,	, of Mackenzie County, in the
Province of Alberta:	
	ly, faithfully, and to the best of my ability be of COUNCILLOR for Mackenzie
AFFIRMED before me)
in the Hamlet of Fort Vermilion)
in the Province of Alberta, this)
26 th day of October, 2021.) Councillor)
)))
A Commissioner for Oaths/Notary Public in and for the Province of Alberta)
Witness	



Meeting:	Organizational Council Meeting				
Meeting Date:	October 26, 2021				
Presented By:	Len Racher, Chief Administrative Officer				
Title:	Voting Procedure				
BACKGROUND / P	ROPOSAL:				
	recy of a vote, administration recommends that all elections held tional Meeting be held by secret ballot.				
OPTIONS & BENEF	FITS:				
COSTS & SOURCE OF FUNDING:					
SUSTAINABILITY PLAN:					
COMMUNICATION	<u>i</u>				
RECOMMENDED A	ACTION:				
☑ Simple Majority	☐ Requires 2/3 ☐ Requires Unanimous				
That all elections red	quired at the Organizational Meeting be held by secret ballot.				
Author: C. Simpson	Reviewed by: CAO:				



Meeting:	Organizational Council Meeting

Meeting Date: October 26, 2021

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. Simpson	Reviewed by:	CAO:	

<u>NOM</u>	INATIONS:				
Call fo	or nominations:				
First (Call:				_
Seco	nd Call:				_
Third	Call:				_
REC	OMMENDED ACTION	ON:			
	Simple Majority		Requires 2/3		Requires Unanimous
			was elected/ac	clair	ned as Reeve for Mackenzie
Coun	ty for the period Oc	tober 2	was elected/ac 26, 2021 to Octobe	er 20	22.
Autho	r: C. Simpson		Reviewed by:		CAO:



Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

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. Simpson	Reviewed by:	CAO:	

NON	IINATIONS:			
Call	for nominations:			
First	Call:			_
Seco	ond Call:			_
Third	d Call:			_
REC	OMMENDED ACT	ION:		
$\overline{\checkmark}$	Simple Majority	☐ Requires 2/	3 🗖	Requires Unanimous
Mac	kenzie County for th	was e period Octobe	ected/acclai r 26, 2021 to	med as Deputy Reeve for October 2022.
Auth	or: C. Simpson	Reviewe	d by:	CAO:



Meeting:	Organizational Council Meeting

Meeting Date: October 26, 2021

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:	

AFFI	DAVIT
I,	, of Mackenzie County, in the
Province of Alberta:	
	ly, faithfully, and to the best of my ability ce of REEVE for Mackenzie County.
AFFIRMED before me)
in the Hamlet of Fort Vermilion)
in the Province of Alberta, this))
26 th day of October, 2021.) Reeve))))
A Commissioner for Oaths/Notary Public in and for the Province of Alberta	
Witness	

Witness

AFFID	AVIT
l,	, of Mackenzie County, in the
Province of Alberta:	
Swear that I will diligently, faithfully according to law the office of REE\	y, and to the best of my ability execute VE for Mackenzie County.
So help me God.	
SWORN before me	
in the Hamlet of Fort Vermilion)	
in the Province of Alberta, this	
26 th day of October, 2021.	Reeve
)	
)	
A Commissioner for Oaths/Notary Public in and for the Province of Alberta	



Meeting:	Organizational Council Meeting

Meeting Date: October 26, 2021

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. Simpson	Reviewed by:	CAO:

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AFFIC	DAVIT
l,	, of Mackenzie County, in the
Province of Alberta:	
	v, faithfully, and to the best of my ability e of DEPUTY REEVE for Mackenzie
AFFIRMED before me)
in the Hamlet of Fort Vermilion))
in the Province of Alberta, this)
26 th day of October, 2021.) Deputy Reeve)
)))
A Commissioner for Oaths/Notary Public in and for the Province of Alberta)
Witness	

AFFIDA	AVIT
I,	, of Mackenzie County, in the
Province of Alberta:	
Swear that I will diligently, faithfully according to law the office of DEPL	, and to the best of my ability execute JTY REEVE for Mackenzie County.
So help me God.	
SWORN before me in the Hamlet of Fort Vermilion in the Province of Alberta, this 26 th day of October, 2021. A Commissioner for Oaths/Notary Public in and for the Province of Alberta	Deputy Reeve
Witness	



Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

Presented By: Len Racher, Chief Administrative Officer

Title: Overview of Roles & Responsibilities of Council

BACKGROUND / PROPOSAL:

An overview of the roles and responsibilities of Council will be presented by Jeneane Grundberg, Brownlee LLP.

The Municipal Government Act requires that a municipality must offer orientation training to each councillor within 90 days after the councillor takes the oath of office according Section 201.1.

The following orientation topics will be covered during this overview:

- Municipal Purposes and Powers
- Roles and Responsibilities
- Code of Conduct Bylaw
- Council Proceedings
- Bylaws and Resolutions
- Public Participation
- Pecuniary Interest and Bias
- Councillor Disqualification
- Budget & Finance
- Personal Liability of Councillors

The following orientation topics will be covered at a later date:

- Key municipal plans, policies, and projects
- Public participation

Author:	C. Simpson	Reviewed by:	CAO:	

Orientation training

- **201.1(1)** A municipality must, in accordance with the regulations, offer orientation training to each councillor, to be held within 90 days after the councillor takes the oath of office.
- (2) The following topics must be addressed in orientation training required under subsection (1):
 - (a) role of municipalities in Alberta;
 - (b) municipal organization and functions;
 - (c) key municipal plans, policies and projects;
 - (d) roles and responsibilities of council and councillors;
 - (e) the municipality's code of conduct;
 - (f) roles and responsibilities of the chief administrative officer and staff:
 - (g) budgeting and financial administration;
 - (h) public participation;
 - (i) any other topic prescribed by the regulations.
- (3) The Minister may make regulations respecting orientation training, including, without limitation, regulations
 - (a) respecting the delivery of orientation training;
 - (b) prescribing topics to be addressed in orientation training.
 2016 c24 s16

Addition: 0. dimpodit Reviewed by: GAO	Author:	C. Simpson	Reviewed by:	CAO:
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Presented by: - Jeneane S. Grundberg, Q.C. - Brownlee LLP - Edmonton Brownlee LLP - Edmonton

A. Municipal Purposes and Powers

B. Roles and Responsibilities

C. Code of Conduct Bylaw

D. Council Proceedings

E. Bylaws and Resolutions

F. Public Participation

G. Pecuniary Interest and Bias

H. Councillor Disqualification

I. Budget & Finance

J. Personal Liability of Councillors

Municipal Purposes and Powers



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What is a Municipality?

- ➤ a continuing corporation
- > created by statute
- ➤ a "creature of the Province" (delegated authority only)
- > not constitutionally recognized as an order of government



MGA, s. 4

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Municipal Structures

- ➤ City, Town, Village
- ➤ Municipal District (County)
- > Specialized Municipality
- ➤ Summer Village

Regardless of structure/size/resources the rules and requirements under the MGA apply equally to all municipalities (subject to limited exceptions)

MGA, s. 77



Municipal Purposes To provide good government To **foster** the well-being of the environment To provide services, facilities, or other things To work collaboratively necessary or desirable for with neighbouring the municipality municipalities to plan, deliver and fund To develop and maintain intermunicipal services safe and viable communities B BROWNLEE LLP Barrietses & Sulicitors BrownleeLaw.com

Municipal Powers and Duties

The old system of trying to list exhaustively each and every object and power that a municipality could pursue was abandoned...the <u>powers of a municipality were stated in the broadest forms</u>...the purposes of a municipality include "good government", which has obvious echoes to the "peace, order and good government" clause in the Canadian Constitution.

St Paul v Belland, 2006 ABCA 55



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Municipal Powers and Duties

- ✓ Pass bylaws
- ✓ Adopt budgets and impose local taxes
- ✓ Control roads within municipality
- ✓ Regulate land use
- ✓ Provides services and facilities:
 - √ Water/wastewater/solid waste services
 - ✓ Emergency services
 - ✓ Recreation facilities



Municipal Service Delivery

Methods of Service Delivery:

- √ In-house, municipal department
- ✓ Municipally controlled corporation
- Regional service commission
- Intermunicipal agreements
- ✓ Contracting out to private sector



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A "Natural Person"

A municipality has the powers of a "natural person", except as limited by the MGA or any other enactment



MGA, s. 6

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Natural Person Powers

Powers of a "real person" granted to a corporation:

- Right to own, sell and use property
- Right to enter into contracts, sue and be sued
- Right to do anything not expressly prohibited by law

In contrast, legislative and taxation powers held by municipalities are <u>not</u> available to corporations



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"Other Enactments"

Some examples:

- Alberta Human Rights Act
- Environmental Protection & Enhancement Act
- Freedom of Information & Protection of Privacy Act
- Forest and Prairie Protection Act
- Local Authorities Election Act
- Safety Codes Act
- Traffic Safety Act
- · Weed Control Act



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Roles and Responsibilities



ART B



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What is a Municipal Council?

- All municipalities governed by a Council
- Council consists of Councillors, including CEO
- Continuing body



MGA, s. **142**



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What is Council's Role?

- Governing body
- Policy-making body
- Law-making body
- Adjudicative body





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Council Responsibilities

- ✓ Developing and evaluating policies and programs
- ✓ Carrying out powers and duties expressly given to it under the MGA or another enactment

MGA, s. 201



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Council Must Not...

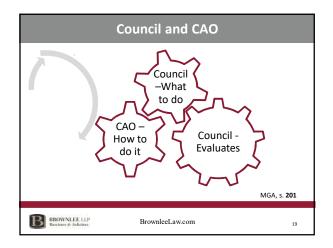
Exercise a power, function or duty that is specifically assigned to the CAO or a designated officer by the MGA or another enactment

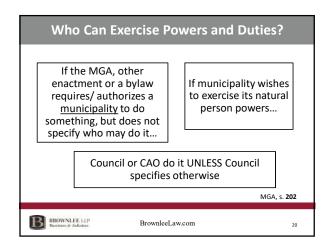


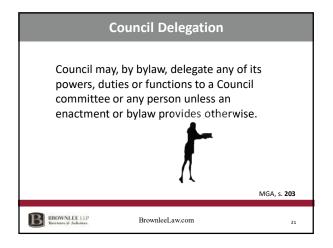
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MGA, s. 201







Council Cannot Delegate...

its power to:

- Pass bylaws;
- Make, suspend or revoke the appointment of CAO;
- Adopt budgets;
- Cancel, reduce, refund or defer taxes (MGA, s. 347); or
- Decide appeals <u>unless</u> delegated to a Council Committee by bylaw

MGA c 202



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Council Committees

 Means a committee, board or other body established by Council but does not include the ARB or SDAB



MGA, s. 1(1)(f)



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Council Committees

- Established by bylaw which outlines functions and procedures to be followed
- Council Committees may consist of persons who are Councillors, non-Councillors, or a combination of both



MGA, s. 145



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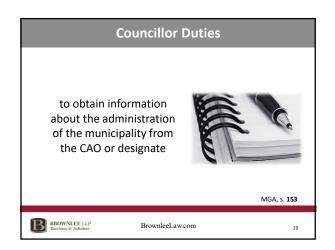
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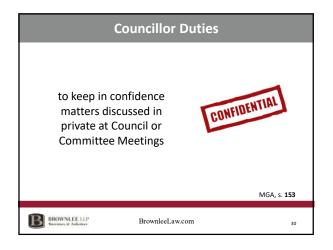
to consider and promote the welfare and interests of the municipality as a whole MGA, s. 153 Brownlee Law.com 25



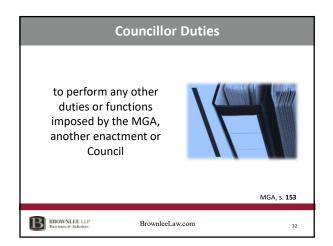


to participate in Council meetings, Committee meetings and meetings of other bodies to which they are appointed by Council MGA, s. 153





to adhere to the Code of Conduct established by Council MGA, s. 153 Brownlee Law.com 31



Chief Elected Official (CEO) • A Councillor • The head of Council • Council's spokesperson • Only 1 vote • No executive power MGA, ss. 150 & 154

CEO Responsibilities

- Mayor or Reeve
- · Elected or appointed
- · May preside over Council meetings
- Perform any other duty imposed by the MGA, another enactment or bylaw (e.g. signing bylaws, calling special meetings)

MGA, ss. **150** & **154**



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CEO Responsibilities

- CEO is a member of all Council committees and bodies that Council has the right to appoint members (ex officio)...UNLESS Council says otherwise
- Practical implications can be alternate, can stay informed, can vote unless Council says no

MGA, ss. 150 & 154



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CEO Responsibilities

• The CEO may be a member of a board, commission, subdivision authority or development authority only if the CEO is appointed in his or her personal name

MGA, s. 154



CAO Position

- Council must establish, by bylaw, a position of Chief Administrative Officer
- Appointed by Council resolution
- Can be one or more persons
- Council's only employee



MGA c 205



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CAO Responsibilities

- · Administrative head of the municipality
- Ensures that policies and programs are implemented
- Advises and informs Council on the operation and affairs of the municipality
- Performs duties and exercises powers assigned to the CAO by the MGA, other enactments and Council

MGA, s. 207



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CAO Duties

Ensures:

- √ minutes are recorded
- ✓ all bylaws, minutes, records, and documents of the municipality are kept safe
- ✓ the council is advised of its legislative responsibilities under the MGA
- ✓ information requested by a Councillor is provided to all other Councillors as soon as is practicable

MGA, ss. 153.1 & 208

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• May delegate any of their powers, duties or functions under the MGA or any other enactment or bylaw to a designated officer or employee of the municipality MGA, s. 209

CAO Evaluation Council must provide the CAO with an annual written performance evaluation Minimum requirement - should have constant dialogue MGA, s. 205.1 BrownleeLaw.com BrownleeLaw.com A1

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Staff in Administration

- > Implement the policies and programs of the municipality
- Carry out the instructions of, and report to, the Chief Administrative Officer (or their delegate)
- > No direct reporting relationship to Council



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Code of Conduct



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Code of Conduct Bylaw

- Council must adopt a code of conduct governing the conduct of Councillors
- Council may establish a code of conduct bylaw governing members who are on Council Committees and other bodies established by Council
- The Code must apply to all Councillors equally

MGA, s. **146.1**



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Code of Conduct Content

The Code must include the following topics:

- Representing the municipality
- Communicating on behalf of the municipality
- Respecting the decision-making process
- Adherence to policies, procedures and bylaws
- > Respectful interactions

Code of Conduct for Elected Officials Regulation



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Code of Conduct Content

The Code must include the following topics:

- > Confidential information
- Conflicts of interest
- > Improper use of influence
- Use of municipal assets and services
- Orientation and other training attendance

Code of Conduct for Elected Officials Regulation



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Complaints

The Code must establish a complaint system:

- > Who may lodge a complaint
- ➤ Method to lodge a complaint
- > Process used to determine the validity of the complaint
- > Process to determine how sanctions are imposed

Code of Conduct for Elected Officials Regulation



Adjudicative Function

Not every decision of a municipal council is necessarily legislative...Council is adjudicating misconduct complaints: interpreting the Code, finding facts, applying the Code to those facts, deciding whether the Applicants breached the Code, and determining a suitable sanction.

Kissel v Rocky View County, 2020 ABQB 406



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Complaint Investigations

The importance of transparent, accountable and trusted municipal governments would be supported by the appointment of an investigator who is, and is reasonably perceived by informed persons to be, independent and unbiased.

Kissel v Rocky View County, 2020 ABQB 406



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Complaint Investigations

Individuals are entitled to greater procedural protection when the decision in question involves the potential for significant personal impact or harm...A finding of a serious ethical breach or the imposition of a serious sanction threatens the Applicants' dignity (as public figures in local politics and the impact on their reputations) and livelihood (the compensation sanction).

Kissel v Rocky View County, 2020 ABQB 406



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Sanctions

Sanctions may include:

- · Letter of reprimand
- · Letter of apology
- Mandatory training
- Suspension/removal of CEO/Deputy appointment/duties
- Suspension/removal of committee appointment(s) and/or remuneration

Code of Conduct for Elected Officials Regulation



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Code of Conduct Bylaw

- Sanctions must not prevent a Councillor from fulfilling legislated duties of a Councillor
- Council must review and update the Code at least once every 4 years

Code of Conduct for Elected Officials Regulation

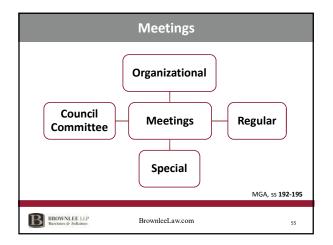


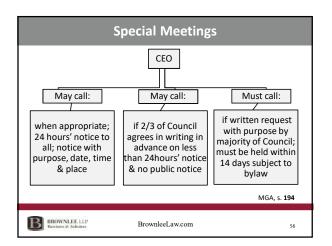
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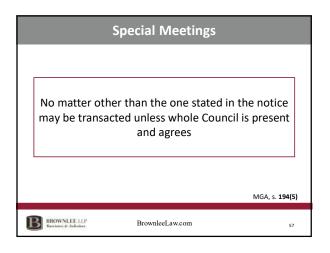
Council Proceedings



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How Does Council Act

Municipal law was changed to require that municipal governments hold meetings that are open to the public, in order to imbue municipal governments with a robust democratic legitimacy. The democratic legitimacy of municipal decisions does not spring solely from periodic elections, but also from a decision-making process that is transparent, accessible to the public, and mandated by <u>law</u>. When a municipal government improperly acts with secrecy, this undermines the democratic legitimacy of its decision, and such decisions, even when intra vires, are less worthy of deference.

London v RSJ Holdings, 2007 SCC 29



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Public Meetings

- Council must conduct meetings in public unless a statutory exception applies
- · Public is entitled to see and hear debate, discussion and decision making process
- No public right to participate, subject to statutory hearing process or approved delegation

MGA, s. 197-198



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Meeting in Private

All or part of a meeting may be closed to the public if the matter to be discussed is an exception to the disclosure requirements pursuant to the Freedom of Information and Protection of Privacy Act.

MGA, s. 197



Meeting in Private

MPC, subdivision authority, development authority or SDAB may deliberate and make its decision in a meeting closed to the public.

MGA, s. 197



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Meeting in Private

Process to go into closed session:

- Resolution to close meeting to public
- · State basis under FOIP

When in closed session, no resolution or bylaw may be passed, except a resolution to revert to a meeting held in public

MGA, s. 197(4)



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Meeting in Private

Mandatory exceptions to disclosure under FOIP include information the disclosure of which may be harmful to:

- Business interests of a third party (s. 16)
 - o E.g. Business inquiring in confidence about suitable available land for potential new store
- Personal privacy (s. 17)
 - o E.g. personnel matters

FOIP, Div. 2, Part 1



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Meeting in Private

Most common **discretionary** exceptions to disclosure under FOIP include information the disclosure of which may be harmful to:

- Confidential evaluations (s. 19)
 - o E.g. CAO performance appraisal
- Law Enforcement (s. 20)
 - o Police briefing on ongoing investigation

EOID Div 2 Part 1



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Meeting in Private

- Intergovernmental relations (s. 21)
 - Confidential briefing/negotiations with GOA, neighbouring municipality or local First Nation band council
 - Local public body confidences (s. 23)
 - o draft bylaw prior to consideration in public
 - Advice from officials (s. 24)
 - Preliminary policy options developed by Administration

FOIP, Div. 2, Part 1



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Meeting in Private

- Economic/other interests of public body (s. 25)
 - Negotiation mandate for collective bargaining
- Privileged information (s. 27)
 - o Legal opinion from municipality's solicitors

FOIP, Div. 2, Part 1

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Unauthorized Meetings

...the briefings...were structured meetings chaired by the Mayor which served many purposes including providing [the CAO] the opportunity to update council with information on civic affairs, but also provided the opportunity for aldermen to discuss ([CAO's] word) or debate ([Councillor's] word) civic $matters\ and\ give\ administration\ appropriate\ directions.$ Additionally, of course, the briefing sessions provided council with the opportunity to discuss confidential items without being required ...to pass a resolution permitting an in camera meeting.

Yellowknife Property Owners v Yellowknife, 1998 CanLII 29687



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Quorum

- Majority of all Councillors that comprise the Council
- · A Councillor is deemed to be absent from a vote if the Councillor is required/permitted to abstain, and does abstain

MGA, s. 167



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Voting

A Councillor in attendance must vote unless the Councillor is:

- · Required to abstain; or
- Permitted to abstain.



MGA, s. 183

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Voting

- Must abstain: pecuniary interest
- **Must** abstain: absent from <u>all</u> of public hearing
- May abstain: absent from only part of public hearing



MGA, ss. 172 & 185



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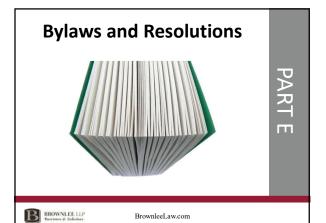
Voting

If a vote is a tie, the resolution or bylaw is defeated



MGA, s. 186





Methods of Council Action Council may only act by ✓ Resolution ✓ Bylaw MGA, s. 180 BrownleeLaw.com

Resolutions

- Used for discrete issues, often to give direction to Administration
- · Passed in one motion
- Needs a seconder (subject to bylaw)
- Must be clear and specific

Councillor xxxxx moves that Administration investigate funding options for the new community hall and report to Council at the February 1, 2022 meeting.



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Bylaws

- Used when creating laws of general application; creating regulatory offences/penalties
- Where a Council is required or authorized to do something by bylaw, it may ONLY be done by bylaw
- Bylaws passed in 3 readings

MGA, s. 180



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Valid Actions of Council

 A bylaw or resolution of Council is not valid unless it is passed at a Council meeting held in public at which there is a quorum present



MGA c 191



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Valid Actions of Council

A municipality's decisions and bylaws, like all administrative acts, may be reviewed in two ways. First, the requirements of procedural fairness...require that the municipality comply with certain procedural requirements, such as notice or voting requirements. If a municipality fails to abide by these procedures, a decision or bylaw may be invalid. But in addition to meeting these bare legal requirements, municipal acts may be set aside because they fall outside the scope of what the empowering legislative scheme contemplated.

Silver Willow Water Co-Op v Vermillion River County, 2018 ABQB 952



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Procedural Requirements

- Road closure (advertising, Ministerial approval if not a city)
- Disposal of land (advertising sale if less than market value)
- ➤ Election bylaw (must be passed by Dec 31 of year prior to election)

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Bylaw Purpose

Council may pass bylaws for municipal purposes respecting:

- the safety, health and welfare of people
- the protection of people and property
- people, activities and things in, on or near public places
- nuisances, including unsightly property

MGA s



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Bylaw Purpose

Council may pass bylaws for municipal purposes, respecting:

- transport and transportation systems
- business and business activities
- services provided by the municipality
- public utilities
- wild and domestic animals
- enforcement of bylaws

MGA, s. **7**



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Passing a Bylaw

- · 3 distinct and separate readings required
- Councillors must have the opportunity to review the full text of a proposed bylaw <u>before</u> 1st and 3rd reading
- No more than 2 readings at a Council meeting unless the Councillors present <u>unanimously</u> agree to consider a 3rd reading

MGA, s. 187



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Rescission Of Previous Readings

 Previous readings are rescinded if the proposed bylaw does not receive 3rd reading within 2 years after 1st reading or is defeated on 2nd or 3rd reading

MGA, s. 188



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Passing a Bylaw

A bylaw is passed when:

- it receives 3rd reading, and
- is signed by CEO and designate officer



MGA, ss. 189 & 213(3)



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Force And Effect

- A bylaw takes effect at the beginning of the day it is passed unless otherwise provided in the MGA, another enactment or the bylaw itself
- If the bylaw must be approved (e.g. by the Minister), it does not come into force until approval is given

MGA, s. **190**

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Amending And Repealing Bylaws • Must be done in the same way as the original bylaw was passed CHANGE AHEAD MGA, s. 191 Brownleelaw.com





Public Participation Policy

The policy must identify:

- Types/categories of approach to be used to engage with stakeholders
- Types/categories of circumstances when municipality will engage stakeholders

Must be available for public inspection

MGA, s. **216.1**



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Statutory Public Hearings

- ➤ Held before 2nd reading of the bylaw or before Council votes on the resolution.
- Must be advertised (s. 606)
- > Conducted during a regular or special meeting

E.g. statutory plans, LUB, MCC, disposal of reserve land, brownfield tax incentive

MGA, s. 230



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Statutory Public Hearings

- > Council may by bylaw establish procedures for public hearings.
- > Council must hear any person, group or person representing them who claims to be affected and has complied with the procedures.
- Council may hear from any other person whom Council agrees to hear.

MGA, s. 230



Petition of Electors

- ✓ Meetings with the public
- ✓ Vote on advertised bylaw or resolution
- ✓ For a new bylaw or a bylaw to amend or repeal a bylaw or resolution

MGA, Part 7

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Petitions

- CAO determined the validity of petitions
- If valid petition received, Council must either:
 - implement will of the petitioners, OR
 - conduct a vote of electors
- Vote of electors is binding on Council

MGA, ss. **219-229** & **231-240**

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Pecuniary Interest and Bias B BROWNLEE LLP Barristers & Sulleibers BrownleeLaw.com

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Pecuniary Interest

- A Councillor has a pecuniary interest in a matter if:
 - The matter could monetarily affect the Councillor or an employer of the Councillor; or
 - The Councillor knows or should know that the matter could monetarily affect the Councillor's family

MGA, s. 170



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Pecuniary Interest

"Pecuniary Interest" is a financial interest that could affect a person (objective).

The test is NOT whether the interest does affect the person (subjective).



MGA, s. 170



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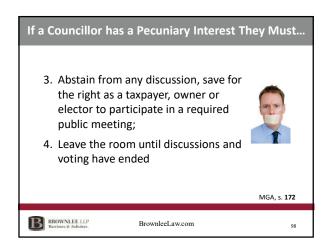
Application of Rules

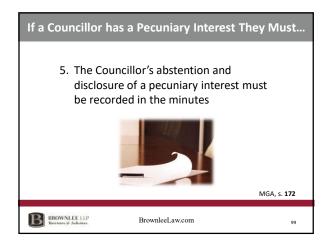
• The rules apply **every time** a matter comes before Council, a Council Committee or any other body to which the Councillor is appointed as a representative of Council

MGA, s. 172



1. Disclose the nature of the pecuniary interest before any discussion of the matter; 2. Abstain from voting on the matter; DO NOT VOTE MGA, s. 172 BrownleeLaw.com 97





A Councillor May Remain In Council Chambers If... · The pecuniary interest relates to the payment of an account for which funds have already been committed MGA, s. 172 B BROWNLEE LLP BrownleeLaw.com A Councillor May Remain In Council Chambers If... • The pecuniary interest matter is a question for which the Councillor as a taxpayer, an elector or an owner has a right to be heard by Council MGA, s. 172 BROWNLEE LLP Barrieters & Sulicitors BrownleeLaw.com Who Is A "Councillor's Family"? • Spouse; • Adult Interdependent Partner; · Children; · Parents; and • Parents of a Spouse or Adult

MGA, s. 169

Interdependent Partner

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• But NOT siblings

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Employer's Pecuniary Interest

- An Employer's Interest will also be a Councillor's Interest if the Councillor's Employer is monetarily affected by the decision
- BUT, not if an Employer of a Family Member is monetarily affected, UNLESS the Family Member is an employee of the municipality

MGA, s. 170



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Private Entity's Pecuniary Interest

- A Private Entity's Interest will also be a Councillor's Interest, if:
 - The Councillor is a director, shareholder or officer of a corporation, other than a distributing corporation;

MGA, s. 170



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Private Entity's Pecuniary Interest

- A Private Entity's Interest will also be a Councillor's Interest, if:
 - The Councillor owns shares in a distributing corporation constituting at least 10% of the voting rights; or
 - The Councillor is a member of a partnership or firm

MGA, s. **170**



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Exceptions to Pecuniary Interest...

- any interest as an elector, taxpayer or utility customer of the municipality
- Council appointment as a director or representative of Council to a municipal corporation (including remuneration)

MGA, s. 170



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Exceptions to Pecuniary Interest...

 any allowance, honorarium, remuneration or benefit to which the Councillor may be entitled by being a Councillor



MGA, s. 170



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Exceptions to Pecuniary Interest...

 being employed by the Government, except with respect to a matter directly affecting the department, corporation or agency they are an employee for

MGA, s. **170**

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Exceptions to Pecuniary Interest...

 any interest a member of the Councillor's family may have by having an employer, other than the municipality, that is affected by a decision of the municipality

MGA, s. 170



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Exceptions to Pecuniary Interest...

- being a member or director of a nonprofit organization as defined in s. 241(f)
- being appointed as the volunteer chief or other volunteer officer of a volunteer service, including any remuneration received in that capacity

MGA, s. 170



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Exceptions to Pecuniary Interest...

 any interest that is held in common with the majority of electors of the municipality, or if the matter affects only part of the municipality, with the majority of electors in that part

MGA, s. 170



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any interest that is so remote or insignificant that it cannot reasonably be regarded as likely to influence the Councillor MGA, s. 170

Exceptions to Pecuniary Interest...

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 discussing or voting on a bylaw that applies to a business that a Councillor, employer of the Councillor or a member of the Councillor's family holds a business interest in, unless the bylaw affects only that business

MGA, s. 170



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Pecuniary Interest Case Law

Councillor alleged to have pecuniary interest in rezoning matter – Court found no pecuniary interest

There [needs] to be a readily recognizable pecuniary incentive to vote other than for planning reasons.

This interpretation... excludes interests that are too remote, too contingent, too minimal, or in any other way too uncertain to lead reasonable people to think that the councillor in question might be influenced to vote for reasons other than the proper discharge of their democratic representational duties

Rocky View County v Wright, 2021 ABQB 422



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Pecuniary Interest Case Law

A further reason to strictly construe pecuniary interests under the MGA flows from the particular predicament the wording of the MGA places councillors in when deciding whether to vote on a matter that touches upon their interests to a limited extent. Specifically, the MGA forbids councillors from voting on matters where they have a pecuniary interest, on pain of disqualification, but conversely demands that they vote on matters unless they have declared a pecuniary interest...Failing to vote also triggers prima facie disqualification and the risk of losing one's seat.

Rocky View County v Wright, 2021 ABQB 422



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Pecuniary Interest Case Law

The MGA appears to provide no option for councillors to abstain from votes either out of an abundance of caution in close cases or on the basis of conflicts of interest other than direct financial ones as defined in section 170(1) – such as a spouse having taken a public position on an issue.

Rocky View County v Wright, 2021 ABQB 422



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Pecuniary Interest Case Law

It is unlikely that a Court would exercise its discretion under section 176 to remove a councillor for being circumspect where their potential pecuniary interest is somewhat vague or remote. Indeed, section 177 expressly provides for relief from disqualification where a councillor chooses not to vote "inadvertently or by reason of a genuine error in judgment."

Rocky View County v Wright, 2021 ABQB 422



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Pecuniary Interest Case Law

Nevertheless, the "damned if you do, damned if you don't" scheme created by the MGA warrants a more constrained interpretation of pecuniary interests. The MGA exists to facilitate effective local government. It should be read in a way that avoids putting councillors at risk of significant personal cost and distraction from their elected duties when deciding whether to vote on a matter that peripherally impacts them.

Rocky View County v Wright, 2021 ABQB 422



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Pecuniary Interest Case Law

[A] development approval for a neighbour's home or land almost always brings the possibility of some impact on one's own property. This is common sense...However, that is not the standard for finding a disqualifying pecuniary interest under the MGA.

Rocky View County v Wright, 2021 ABQB 422



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Pecuniary Interest Case Law

The MGA does not disqualify a councillor if a matter impacts their non-monetary interests such as, for example, their environmental philosophy or a desire to reduce personal conflict with their spouse. To the contrary, the purpose, structure and language of the MGA all evidence a desire that elected councillors actively represent their constituents on all decisions, including, and perhaps especially, those that touch their areas most directly, up to the line where a clear and material financial impact on the councillor or her family comes into focus.

Rocky View County v Wright, 2021 ABQB 422



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Pecuniary Interest

- Tips:
 - Review Agenda
 - -You are responsible (not staff)
 - -If in Doubt, Get Out!



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Bias Bias concerns natural justice and procedural fairness Quasi-Judicial/Administrative Legislative Decisions Decisions(affects (policies/bylaws) rights/interests of individuals) Closed Mind Test RAB Test Subjective Objective B BROWNLEE LLP Barrieters & Sellicitors BrownleeLaw.com

Legislative Decisions

Closed Mind Test

An opinion about the subject matter so strong as to produce fixed and unalterable conclusions. The Councillor has prejudged the matter to the extent of being no longer capable of persuasion.





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Legislative Decisions

In more modern times it has been increasingly recognized that municipal politicians, being elected by the citizens at large, are entitled to a great deal of deference, particularly in their legislative decisions.

St Paul v Belland, 2006 ABCA 55



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Legislative Decisions

...his opinion was formed before he became a Councillor...[he] did not run for election on the basis of a promised vote against the Rezoning Bylaw.

Further, [his] statements and actions as a councillor indicate an appreciation of the role of councillor. He made no public statements for or against the landfill and he resigned from Concerned Citizens. Finally, [his] statement at the commencement of the...public hearing reflected an understanding and acceptance of his role as councillor, and confirmed that he would maintain an open mind, capable of persuasion.

Waste Management v Thorhild, 2008 ABQB 762



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Legislative Decisions

The "closed mind" test needs to be applied in a way that accords with the realities facing elected officials. It does not require an elected official to remain in a state of uncertainty until the instant before a vote is taken. Rather, a "closed mind" exists when someone refuses to consider what they are supposed to consider, in this case relevant planning considerations...It would be an error to say that bias exists because a councillor takes into account the views of his constituents...[or] because he tells his constituents that he shares their views...

St John's (City) v Seanic Canada, 2016 NLCA 42



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Adjudicative Decisions

Reasonable Apprehension of Bias (RAB) Test

Whether a reasonable person properly informed would apprehend there was conscious or unconscious bias on the part of the Councillor (e.g. due to relationship to one of the parties)



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Adjudicative Decisions

Successful challenge to SDAB decision alleging RAB from participation of a Councillor who advocated against development

- · Highly fact specific
- Availability of other qualified SDAB Members
- Consider attitudinal and behaviour aspects to lack of impartiality

Beaverford v Thorild, 2013 ABCA 6



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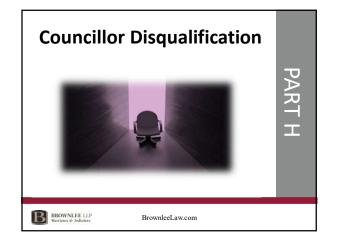
Adjudicative Decisions

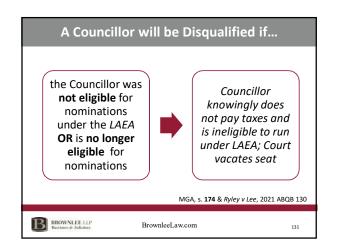
Successful challenge to SDAB decision alleging RAB

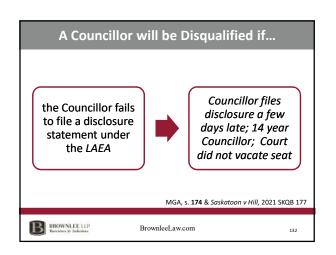
[Chair] acted appropriately in deciding to recuse himself...However, he tainted his recusal by stating his position and informing all those present that he would be advocating in favour of the appeal - all the while still in his position as chairperson. A reasonable person...would be concerned with the fairness of the proceedings... [Chair's] conduct gave the impression he was wielding his influence with his fellow board members, while still in a position of power.

Cartwright v Rocky View County SDAB, 2020 ABCA 408









A Councillor will be Disqualified if...

The Councillor becomes a judge, member of Senate, House of Commons or Legislature.



MGA c 174



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A Councillor will be Disqualified if...

The Councillor is absent from all regular meetings held during any period of 8 consecutive weeks

UNLESS...



MGA, s. 174



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A Councillor will be Disqualified if...

the Councillor is absent from all regular meetings held during a period of 8 consecutive weeks **UNLESS...** ...absence is approved by resolution prior to last regular meeting in the 8-week period.

...absence is due to being on Council business at Council direction.

... absence is in accordance with a bylaw for parental leave.

MGA, ss. 174 & 144.1



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convicted of an offence punishable by 5 or more years of imprisonment convicted of an offence under section 123, 124, or 125 of the Criminal Code (influence peddling). MGA, s. 174 BrownleeLaw.com





A Councillor will be Disqualified if... The Councillor has a CONTRACT pecuniary interest in an agreement not binding on the municipality (s. 173). B BROWNLEE LLP BrownleeLaw.com A Councillor will be Disqualified if... The Councillor uses information obtained through Council to gain a **pecuniary** benefit. MGA, s. 174 B BROWNLEE LLP BrownleeLaw.com A Councillor will be Disqualified if... The Councillor becomes an **employee** of the municipality. MGA, s. 174

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The Councillor is liable to the municipality under s. 249 of MGA (making or voting on unauthorized expenditure). MGA, s. 174



A Councillor will be	Disqualified if
If a Councillor does no or an Elector may app Queen's B	ly to the Court of
	MGA, s. 175
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A Councillor will be Disqualified if...

The Court may:

- · Declare the person disqualified and the position vacant;
- Declare the person able to remain on Council; or
- Dismiss the application





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A Disqualified Councillor May Run in the Next Election

...so long as they are otherwise qualified.



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Are Council Decisions Invalid Due to a Disqualified **Councillor?**

NO

The MGA protects Council decisions from challenges on the basis of disqualification.

MGA, s. **540**



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Disqualification Cases

Councillor failed to pay taxes; ceases to be qualified; Court finds Councillor disqualified and vacates seat

...Mr. Lee's failure to pay his taxes was not inadvertent...(a) Inadvertence is accidental or unintentional. It occurs where a person is not properly attentive, inobservant or heedless; (b) A bona fide error in judgment is an error that occurs in good faith or honestly. There is no fraud or collusion. It is a genuine error...This is not a situation where the respondent mailed a cheque to the wrong address, overdrew his personal account ..., or mis-diarized the deadline to pay the taxes...he had a balance owing...and chose not to pay it.

Ryley(Village) v Lee, 2021 ABQB 130



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Disqualification Cases

Councillor failed to pay taxes; ceases to be qualified; Court finds Councillor eligible to remain on Council and does not vacate seat

There is no evidence of a corrupt motive or any actual conflict of interest. What we are left with is a careless and irresponsible mistake, of some magnitude and duration, relating to a basic and significant civic obligation, albeit one that ultimately did no harm. The factor that tips the scales in the exercise of my discretion is the hasty, unfair, and extrinsically motivated manner in which Council treated Councillor Wright's tax issue ...basic procedural fairness was abandoned...

Rocky View County v Wright, 2021 ABQB 422



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Budget & Finance PART I SPENDING BANING BrownleeLaw.com

Annual Budget

- Council must adopt an operating budget and a capital budget for each calendar year before it may pass a property tax bylaw or business tax rate bylaw.
- > Budgets are a primary policy tool for Council, setting the "tone from the top", funding strategic priorities, services and service levels. Budgets define what kind of community you are/want to become.

MGA, ss. **242, 245** & **247**



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Financial Shortfalls

A municipality must include a budgeted expenditure in the next calendar year sufficient to recover any short fall in the previous year.



(can't run deficits!)



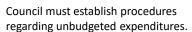
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Expenditures

A municipality may only expend money that is:

- Included in a budget or otherwise authorized by Council;
- · For an emergency, or
- · Legally required to be paid.





MGA, s. 248



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Investments

A municipality may only invest its money in securities authorized under the Municipal Government Act and the Investment Regulation.



MGA, s. 250



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Borrowing, Loans and Guarantees

A borrowing, loan or guarantee must:

- ✓ be authorized by bylaw
- √ be advertised unless exempted
- ✓ Not exceed the municipality's debt limit unless approved by the Minister
- ✓ only be used for the purpose for which the money was borrowed

MGA, s. **251-268**



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Borrowing, Loans and Guarantees

- · Money obtained under a borrowing may only be used for the purpose for which it is borrowed
- A municipality may only lend money or guarantee repayment of the loan if the loan or guarantee is made to:
 - A non-profit organization; or
 - A controlled corporation of the municipality.

MGA, s. 252 & 264

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Financial and Capital Plans

- A municipality <u>must</u> prepare a three year financial plan and a five year capital plan.
- Council may include more than three financial years in a financial plan or more than five financial years in a capital plan.
- Council must annually review and update its financial plan and capital plan.

MGA, s. 283.1



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Annual Financial Statements

- Each municipality must prepare annual financial statement for the preceding year in accordance with:
 - Canadian generally accepted accounting principals for municipal governments approved by the public sector accounting board; and
 - Any modified or supplementary principles established by regulation.

MGA, s. 276



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Financial Information Return

Each Municipality must prepare a financial information return and submit to the Minister by May 1.

MGA, s. **277** & **278**



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Audit

- Council must appoint an auditor for the municipality and for each of its controlled corporations.
- Council may not appoint a councillor, municipal employee or an employee of a controlled corporation to be an auditor.

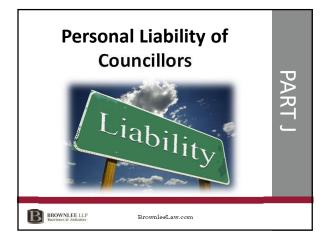


MGA, s. 280



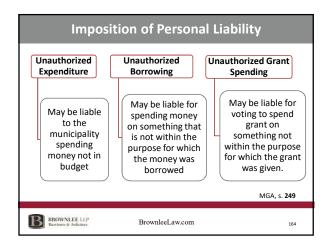
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Councillors are NOT protected from liability if the basis of the action is defamation. MGA, s. 535



Use of Confidential Information: • A disqualified Councillor who uses confidential information for financial gain, may be ordered to pay the municipality a sum of damages that a Court determines appropriate. MGA, s. 176

Imposition of Personal Liability

Exceeding Debt Limit:

 A Councillor who votes in favour of a bylaw authorizing borrowing, lending or guaranteeing of monies, exceeding the regulated debt limit, is liable for the amount.

MGA, s. 275

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QUESTIONS? • Jeneane S. Grundberg, Q.C. • Brownlee LLP, Edmonton • Direct: 780.497.4812 • Email: Jgrundberg@brownleelaw.com



REQUEST FOR DECISION

Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

Presented By: Carrie Simpson, Director of Legislative & Support Services

Title: Bylaw 1204-20 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. Simpson	Reviewed by:	CAO:

POLICY REFERENCES:

RECOMMENDED ACTION:					
	Simple Majority	☑ R	equires 2/3		Requires Unanimous
Tha	t the Procedural B	ylaw be re	ceived for inform	natior	า.
Auth	nor: C. Simpson		Reviewed by:		CAO:

BYLAW NO. 1204-20

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.
- "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.
- I. "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;
 - 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 :

- 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;
 - A Councillor may speak more than once, on a matter provided that each Councillor who wishes to speak to the matter has already been permitted to do so;
- 62. Committee of the Whole may consider a matter in Closed Meeting, in accordance with the Act and Freedom of Information and Protection of Privacy Act, RSA 2000, c-F-25.
- 63. No motions may be made when Committee of the Whole is sitting in Closed Meeting in accordance with the Freedom of Information and Protection of Privacy Act, RSA, 2000, c-F-25 except motions to reconvene the Committee of the Whole meeting.

CANCELLATION OF REGULAR, COMMITTEE OF THE WHOLE AND SPECIAL MEETINGS

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

ELECTRONIC PARTICIPATION AT MEETINGS

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

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

COUNCIL AGENDA

- 73. The agenda for each regular and special Meeting shall be organized by the CAO and compiled together will copies of all pertinent correspondence, statements, and reports provided to each member of Council at least two (2) working days prior to each regular meeting.
- 74. Any member of Council wishing to have an item of business placed on the agenda, shall make the submission to the Reeve and CAO not later than seven (7) calendar days prior to the scheduled Council meeting date.
- 75. Administration wishing to have an item of business placed on the agenda, shall make the submission to the CAO or Delegate not later than seven (7) calendar days prior to the scheduled Council meeting date. The submission shall contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter.

- 76. Additions placed on the agenda at the Meeting shall be discouraged however an addition may be made to the agenda with a simple majority consent of the Members present. Actions resulting from the agenda additions require unanimous consent given by those Members present. Exceptions to actions requiring unanimous consent are a tabling motion or that the agenda item be received as information.
- 77. Documentation for "Closed Meeting" items shall be distributed at the Council Meeting and must be returned to the CAO immediately after the Meeting. Large volume documentation may be distributed to Council prior to the Meeting.
- 78. The agenda shall list the order of business, as determined by the CAO, in consultation with the Reeve.

MEETING MINUTES OF COUNCIL

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

PROCEEDINGS

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

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

DELEGATIONS

- 98. All requests for delegations shall be submitted in writing to the CAO or Delegate, for approval, at least seven (7) calendar days prior to the proposed date for the delegation. The submission shall contain all relevant information relating to the topic of their request to the satisfaction of the CAO or Delegate to enable Council to deal with the matter.
- 99. The CAO or Delegate will review all delegation requests and determine if the request will be heard by Council, by a Council Committee or referred to Administration for a response. The CAO may consult with the Reeve when required.
- 100. Delegations will not be heard if their matter falls under a legislated appeal process (ie. Assessment Review Board, Subdivision & Development Appeal Board, Agricultural Appeal Board).
- 101. If it is recommended that Council hear the matter, the CAO or Delegate shall contact the person and provide a time in which they can speak.
- 102. If the request to speak is received after the time required or without the written submission, the CAO or Delegate may:
 - a. Refer the matter to a Committee; or
 - b. Recommend that Council hear from the person; or
 - c. Offer to include the person on the agenda of a future Council meeting; or
 - d. Refuse to hear form the person and refer the matter to Administration for reply.
- 103. 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

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

- 105. 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.
- 106. Any Person who wishes to speak at a Public Hearing must be present at the scheduled time of the Hearing.
- 107. 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.
- 108. 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.
- 109. 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.
- 110. If there is more than one Public Hearing on the agenda, the Chair must close one Public Hearing before another Public Hearing is opened.
- 111. 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.
- 112. 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

- 113. A member may ask a question, stated concisely, of the previous speaker to explain any part of the previous speaker's remarks.
- 114. 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.
- 115. 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.
- 116. 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.
- 117. 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.
- 118. The Reeve or presiding officer shall determine when a resolution is to be put to a vote.

MOTIONS OUT OF ORDER

- 119. 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.
- 120. The Chair shall advise the Members that a motion is out of order and cite the applicable rule or authority without further comment.
- 121. 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.
- 122. 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

- 123. 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.
- 124. Notwithstanding the above, if Notice of Motion was not given, the requirement for Notice may be waived on a Two-Thirds vote.
- 125. 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.
- 126. 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.
- 127. The following motions cannot be reconsidered:
 - 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.

128. A motion to reconsider or rescind is debatable only when the motion being reconsidered is debatable.

NOTICE OF MOTION

- 129. A notice of motion may be given at any council meeting, but may not be dealt with at that meeting.
- 130. 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.
- 131. 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

- 132. 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

133. 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.

- 134. Each proposed bylaw must include:
 - a. The bylaw number assigned to it by the CAO or Delegate; and
 - b. A concise title.
- 135. 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.
- 136. The CAO or Delegate must make available a copy of the bylaw to each Councillor before the first reading of the bylaw.
- 137. 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.
- 138. 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 clarity the intent, purpose or objective of the bylaw, and do not indicate the Member's opinion for or against the bylaw.
- 139. 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.
- 140. 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.
- 141. 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.
- 142. When all amendments have been accepted or rejected the motion for second reading of the bylaw shall be voted on.
- 143. 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.
- 144. 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.

- 145. 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.
- 146. 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.
- 147. A bylaw is passed and comes into effect when it has received third and final reading unless otherwise provided by statute.
- 148. The Reeve and CAO shall sign and seal the bylaw as soon as reasonably possible after third reading.
- 149. The CAO or Delegate is authorized to consolidate one or more bylaws as deemed convenient.

CODE OF ETHICS

- 150. 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.
- 151. 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.
- 152. 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.
- 153. 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

154. 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;
- 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.

- 155. 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.
- 156. 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.
- 157. 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

- 158. 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

159. 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.

160. 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

- 161. Bylaw No. 1186-20 and all amendments thereto are hereby repealed.
- 162. This Bylaw shall come into effect upon receiving third and final reading.

READ a first time this 25th day of November, 2020.

READ a second time this 25th day of November, 2020.

READ a third time and finally passed this 25th day of November, 2020.

(original signed)
Joshua Knelsen
Reeve

(original signed)
Lenard Racher
Chief Administrative Officer



REQUEST FOR DECISION

Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

Presented By: Carrie Simpson, Director of Legislative & Support Services

Bylaw 1202-20 Honorariums and Related Expense

Title: 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:

COSTS & SOURCE OF FUNDING:

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

SUSTAINABILITY PLAN:

COMMUNICATION/PUBLIC PARTICIPATION:

Municipal bylaws are made available on the Mackenzie County website.

Author: _ C	C. Simpson	Reviewed by:	CAO:
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RECOMMENDED ACTION: Motion 1 $\sqrt{}$ Simple Majority Requires 2/3 Requires Unanimous That Bylaw 1202-20 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members be received for information.

CAO:

Author: C. Simpson Reviewed by:

BYLAW NO. 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
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(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.
- 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 1161-19 and all amendments made thereto.

First Reading given on the 27th day of October, 2020.

Second Reading given on the 27th day of October, 2020.

Third Reading and Assent given on the 27th day of October, 2020.

(original signed)

Joshua Knelsen

Reeve

(original signed)

Lenard Racher

Chief Administrative Officer



REQUEST FOR DECISION

weeting:	Organizational Council Meeting					
Meeting Date:	October 26, 2021					
Presented By:	Len Racher, Chief Administrative Officer					
Title:	Policy ADM050 Council/Administration Protocol					
BACKGROUND / P	ROPOSAL:					
•	n 11, Policy ADM050 Council/Administration Protocol is scheduled ally at the organizational meeting of Council.					
OPTIONS & BENEF	FITS:					
For review and reco	mmendation should any amendments be required.					
COSTS & SOURCE OF FUNDING:						
SUSTAINABILITY F	PLAN:					
COMMUNICATION	PUBLIC PARTICIPATION:					
Municipal policies ar	re made available on the Mackenzie County website.					
POLICY REFEREN	CES:					

CAO:

Author: C. Simpson Reviewed by:

REC	RECOMMENDED ACTION:								
$\overline{\checkmark}$	Simple Majority		Requires 2/3		Requires Unanimous				
Tha	hat Policy ADM050 Council/Administration Protocol be received for information.								
Auth	or: C. Simpson		Reviewed by:		CAO:				

Mackenzie County

Title	Council/Administration Protocol	Policy No:	ADM050

Legislation Re	eference 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.
- 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;
- Requests for decisions which provide the information required for decisionmaking;

- 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.				spect diverse opinions and view constructive sitive and necessary to effective decision-						
	□ 1	□2	□ 3	□ 4						

3.	Council me	embers stay	focused on tl	he issue being debated.
	□1	□2	□ 3	□ 4
4.	Council me	embers come	e to meetings	s prepared; with their "homework" and research
	□ 1	□2	□ 3	□ 4
5.	Council me impacts.	embers focus	s their energy	on issues that have strategic, organization-wide
	□ 1	□ 2	□ 3	□ 4
6.			-	cision-making authority resides with the Council ouncil members.
	□1	□2	□ 3	□ 4
7.	or perceive	ed conflict of	interest and	mselves in positions where there may be a real avoid any conflict of interest with respect to their ace with legislation.
	□ 1	□ 2	□ 3	□ 4
CC	OMMUNICA	ATIONS AND	PROTOCO	LS
8.	Council me information	•	ect the confid	entiality of privileged, protected, and in camera
	□1	□2	□ 3	□ 4
9.		embers are r and the med	•	each other and staff in their communications with
	□1	□2	□ 3	□ 4
10	the decision	on. Council m in a Council as been mac	nembers are meeting; how	the Council, Council members publicly support free to indicate why they may not have voted for wever, they should make it clear that once the ect the legitimacy of the democratic process and

11.	Council me. committee	•	esent Council	I's position as a whole when attending board or
	□ 1	□2	□3	□ 4
12.		rides enhanc		(with both public and private organizations) ore efficient provision of services and/or facilities
	□ 1	□ 2	□ 3	□ 4
CC	OUNCIL ME	MBER REL	ATIONS	
13				s in a timely and issues focused manner; i.e., re not ignored.
	□ 1	□ 2	□ 3	□ 4
14.	. All Counci decision m		ave equal an	d timely access to relevant information to support
	□ 1	□ 2	□ 3	□ 4
15.	. Council re effectivene	•	ormance per	riodically with a view to continuously improving its
	□ 1	□ 2	□ 3	□ 4
ST	AFF RELA	TIONS		
16	and Counc They do no	cil governand	e policies, to direct the ac	rity of the CAO, as delegated by the CAO Bylaw direct staff and the work of the organization. tivities of staff or departments except through
	□1	□2	□3	□ 4
17	members	convey their of the street of	concerns to t	ction issues and/or role clarity issues; Council the CAO. Conversely if staff has concerns with or role clarity issues; the CAO conveys these
	□ 1	□ 2	□ 3	□ 4

18.					ugh the CAO and refrain f ly, criticize privately).	rom
	□ 1	□2	□ 3	□ 4		
FIN	NAL QUES	TIONS				
19.		nould be takir Ind effectiven		in the following	g areas to improve Cound	cil's
=						
=						
_						
20. _				e following edu e capabilities:	ıcational/development	
_						
=						
-						
21.	.Please pro	ovide any add	ditional comm	nents:		
-						
_						
-						
_						



REQUEST FOR DECISION

Meeting:	Organizational Council Meeting					
Meeting Date:	October 26, 2021					
Presented By:	Len Racher, Chief Administrative Officer					
Title:	Abolishment of Committees					
BACKGROUND / P	ROPOSAL:					
Annual review of cur abolishment.	rent committee list and discussion regarding co	mmittee				
OPTIONS & BENEF	FITS:					
COSTS & SOURCE	OF FUNDING:					
SUSTAINABILITY F	SUSTAINABILITY PLAN:					
COMMUNICATION/PUBLIC PARTICIPATION:						
POLICY REFEREN	CES:					
Procedural Bylaw						
Author: C. Simpson	Reviewed by:	CAO:				

RECOMMENDED ACTION:								
	Simple Majority		Requires 2/3		Requires Unanimous			
Tha	Simple Majority It the following Counce 1. 2. 3.				Requires Unanimous			

Author: C. Simpson Reviewed by: CAO:



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.

<u>Membership</u> – 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

SL	JS I	AIP	NABI	LIIY	PL	AN:
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Author:	C. Gabriel	Reviewed by:	CAO:

COMMUNICATION/PUBLIC PARTICIPATION:

<u>POI</u>	LICY REFERENC	CES:		
Byla	aw 943-14 Agricu	Itural Appe	al Board	
RE(COMMENDED A	CTION:		
V	Simple Majority	□ F	Requires 2/3	Requires Unanimous
one 2	-year term – Octo 1. 2. 3.		e appointed to the 20 to October 202	canticultural Appeal Board for a

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
 - I. 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



REQUEST FOR DECISION

Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

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.

<u>Membership</u> – 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 have expired)

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.

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Author:	N Friesen	Reviewed by:	CAO:
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CO	STS & SOURCE OF	<u>FUN</u>	DING:		
Оре	erating Budget				
<u>sus</u>	STAINABILITY PLAN	<u> :</u>			
CO	MMUNICATION/PUB	LIC	PARTICIPATION:		
<u>POI</u>	LICY REFERENCES:	ī			
ASE	3001 – ASB Mission S 3005 – ASB Duties ar 3006 – ASB Regular I	id Re	esponsibilities		
REC	COMMENDED ACTION	<u> </u>			
Mot	<u>ion 1</u>				
$\overline{\checkmark}$	Simple Majority		Requires 2/3		Requires Unanimous
yea	t the following Counc r term – October 26, 2 1. 2.			e Ag	riculture Service Board for a two-
Mot	ion 2				
$\overline{\checkmark}$	Simple Majority		Requires 2/3		Requires Unanimous
for a	t the following Membe a two-year term – Oct 1. 2. 3.				the Agriculture Service Board 23.
Auth	or: N Friesen		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

Title	AGRICULTURE SERVICE BOARD	Policy No.	ASB001
	MISSION STATEMENT		

Legislation Reference	Municipal Government Act, 5 (b)
Logiciation itolorono	mamorpar covernment hot, o (b)

Purpose

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

Policy Statement and Guidelines

The Agriculture Service Board is accountable to Council.

The Board's client is the Agricultural Sector.

OBJECTIVES:

- 1. To establish policies and programs which accomplish our mission.
- 2. To provide and promote programs that strives to improve the economic viability of farms.
- 3. To ensure programs address the changing needs of clients.
- 4. To have good public awareness of our policies and programs and those involved in implementing them.
- 5. To provide information /technology transfer to our Clients.
- 6. To ensure that the public sees the Agricultural Service Board as a receptive, responsible, concerned board and that employees show good work ethic.
- 7. To work with the Council in a positive and productive manner.
- 8. Continually assess and recognize the needs and direction of the local agricultural. industry
- Identifying obstacles and working to resolve problems that arise.
- 10. Work with other levels of government and stakeholders to expand the agricultural industry in our region.

The Agricultural Fieldman shall be responsible for policy compliance.

	Date	Resolution Number
Approved	December 18, 1998	98-390
Amended	April 22, 2004	04-27
Amended	February 5, 2014	ASB-14-02-005

Chief Administrative Officer	Chief Elected Official

MACKENZIE COUNTY

Title	AGRICULTURE SERVICE BOARD	Policy No.	ASB005
	DUTIES AND RESPONSIBILITIES		

Legislation Reference	Municipal Government Act, Section
	Agriculture Service Board Act 2 & 3

Purpose

To define the duties and responsibilities of the Agriculture Service Board.

Policy Statement and Guidelines

- (i) The duties of an Agricultural Service Board are described in the Agricultural Service Board Act (Section 2).
- (ii) The establishment of an Agricultural Service Board is described in the Agricultural Service Board Act (Section 3).

Members-at-large will be determined by Council from applications received in response to newspaper advertisements for members.

The Agricultural Service Board shall consist of two members of Council and three Members at Large.

The period of office for Agricultural Service Board members in Mackenzie County is for a three (3) year term appointed after each Municipal Election.

- (iii) Responsibilities and Obligations of the A.S.B. Members appointed to other Boards or Committees:
 - Council Appointees are responsible to Council. Agricultural Service Board Appointees are responsible to the Agricultural Service Board. As such Appointees shall represent the interests of the appointing organization.
 - Appointees shall serve as a liaison between the A.S.B. and the group to which appointed.
 - Appointees shall become knowledgeable about past and current activities of the organization to which appointed.
 - Appointee shall regularly attend all meetings of the organization and be an active member.

- Appointee shall be prepared to provide a current detailed written or verbal report at regular A.S.B. meetings, and provide a copy of any annual report which becomes available.
- If an appointee misses three consecutive meetings, without just cause, he/she may be removed at the discretion of the A.S.B.
- Appointments by the Agricultural Service Board shall be done at the annual organizational meeting or as needed.

	Date	Resolution Number
Approved	18-Dec-98	98-390
Amended	27-Oct-09	09-10-866
Amended		

MACKENZIE COUNTY

Title	AGRICULTURAL SERVICE BOARD	Policy No.	ASB006
	REGULAR MEETINGS	_	

Legislation Reference	Municipal Government Act, Section 5(b)
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Purpose

To set the guidelines for holding regular meetings of the **Agricultural Service Board.**

Policy Statement and Guidelines

(i) Regular Agricultural Service Board Meetings

- a) Meetings will be bimonthly or at the call of the Chair or Agricultural Fieldman.
- b) The Board shall determine the meeting dates.
- c) Budget recommendation will be submitted to the County as required.
- d) In advance of each meeting, the Agricultural Fieldman will send out:
 - written reminder of the meeting
 - an agenda
 - minutes of the previous meeting, and
 - the Agricultural Fieldman's report.
- e) Agricultural Service Board meetings are open to delegations and individuals.
- f) Notification of meetings will be given by posting on Mackenzie County bulletin boards in La Crete, Fort Vermilion, High Level, and Zama, 24 hours in advance of meeting date.

(ii) Meetings with other Boards or Committees

(a) Mackenzie County Council

The A.S.B. shall meet as the need arises with the Council to solicit input, discuss needs, program direction, budget and other concerns.

(iii) Task Forces

Task Forces shall be appointed as required with the terms of reference defined.

The Agricultural Fieldman shall be responsible for policy compliance.

	Date	Resolution Number
Approved	December 18, 1998	98-390
Amended	April 22, 2004	04/27
Amended	February 5, 2014	ASB-14-02-005



REQUEST FOR DECISION

Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

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.

<u>Membership</u> – the Board is comprised of the following:

- Two members of Council
- A pool of three members at large (two memberships expire in 2022 and one has expired)
- Assessment Review Board Clerk

<u>Term</u> – no longer that three-year appointments.

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

<u>Eligibility</u> – 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.

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Author:	N Friesen	Reviewed by:	CAO:
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One	One Member at Large application was received and will be presented.						
CO	COSTS & SOURCE OF FUNDING:						
Оре	Operating Budget						
<u>sus</u>	STAINABILITY PLAN	<u>l:</u>					
CO	MMUNICATION/PUB	LIC I	PARTICIPATIO	<u> </u>			
<u>PO</u>	LICY REFERENCES:						
Byla	aw 1106-18 Assessm	ent R	Review Board				
RE(COMMENDED ACTION	<u> </u>					
Mot	<u>ion 1</u>						
$\overline{\checkmark}$	Simple Majority		Requires 2/3		Requires Unanimous		
one	t the following Counc -year term – October 1. 2.				sessment Review Board for subject to eligibility.	а	
Mot	ion 2						
V	Simple Majority		Requires 2/3		Requires Unanimous		
for a					he Assessment Review Boa 2024, subject to eligibility.	rd	
Auth	nor: N Friesen		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		



REQUEST FOR DECISION

Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

Presented By: Len Racher, Chief Administrative Officer

Title: COUNCIL INTERNAL COMMITTEES
Community Services Committee

BACKGROUND / PROPOSAL:

On October 7, 2021 the Community Services Committee made the following motion

"That the Community Services Committee Terms of Reference be presented as amended at the Organizational meeting on October 26, 2021."

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

Membership - the Board is comprised of the following:

- Reeve (Ex-Officio)
- Four members of Council
 - o Fort Vermilion one member from Ward 6, 7, or 8
 - o 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
- Other resources as required

Term – one year term.

<u>Meeting Frequency</u> – As required.

Author:	D. Roberts	Reviewed by:	CAO:
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OPTIONS & BENEFITS:

Community Services Committee is recommending the following amendments to the Terms of Reference:

Purpose	
The addition of Fire and Rescue Services; Solid Waste facilities	The concept that all major functions of the Director of Community Services should fall under the Community Services Committee.
General Responsibilities	
Add - Review and recommend service levels for municipal Fire and Rescue Services facilities; Solid Waste facilities	Service levels may be reviewed in a smaller group setting and recommendations will be made to Council
Add - Review and recommend priorities for improvement to existing and development of new, fire services facilities and solid waste facilities.	The requirement of making improvements or upgrading Fire Halls/Training grounds and Waste Transfer Station facilities may be reviewed in a smaller group setting and recommendations will be made to Council
Add - Review and recommend policies and bylaws relating to; Recreational facilities; Fire and Rescue Services; Solid Waste facilities.	Clarification on what legislation to be reviewed.
Relevant Bylaws/Documents	
The addition of Solid Waste Disposal Fire and Rescue Services legislation review.	Clarification on what legislation to be reviewed.
Approved External Activities:	
The deletion of Growing Rural Tourism Conference and the addition of Travel Alberta – Activities/Events.	Travel Alberta offers a larger range of Activities and Events.

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

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

COSTS & SOURCE OF FUNDING:

Operating Rudget

Орегаш	ig budget			
Author:	D. Roberts	Reviewed by:	 CAO:	

SUSTAINABILITY PLAN: COMMUNICATION/PUBLIC PARTICIPATION: POLICY REFERENCES: Community Services Committee Terms of Reference **RECOMMENDED ACTION:** Motion 1 $\overline{\mathbf{A}}$ Simple Majority Requires 2/3 Requires Unanimous That the Community Services Committee Terms of Reference be amended as presented. Motion 2 $\mathbf{\Lambda}$ 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, 2021 to October 2022. 1. Fort Vermilion -2. La Crete -3. Zama – 4. Council Member at Large -

Reviewed by:

Author: D. Roberts

CAO:

COMMUNITY SERVICES COMMITTEE TERMS OF REFERENCE

Purpose:

To provide recommendations to Council determining the levels of service at existing and future recreational facilities; Fire and Rescue Services; Solid Waste facilities and to liaison with local Recreation Boards and Family and Community Support Services groups.

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
- 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;
 Fire and Rescue Services facilities; Solid Waste facilities
- Review and recommend priorities for improvement to existing and development of new recreational facilities, fire services facilities and solid waste 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; Recreational facilities;
 Fire and Rescue Services: Solid Waste facilities.
- 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
- Review provincial recreational lease agreements
- 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 (including review of associated fees in the Fee Schedule Bylaw)
- Mackenzie County Recreational Areas
- Recreational Boards and Facilities
- Streetscape Design Concept
- Solid Waste Disposal
- Fire and Rescue Services

Approved External Activities:

- Attendance of Recreation Boards' local regular meetings with the same privileges as any other Board Director (one member per community).
- Attendance of FCSSs' local regular meetings as a voting member (one member per community)
- Travel Alberta Activities/Events

	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	2020-10-27	20-10-642



REQUEST FOR DECISION

Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

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.

<u>Membership</u> – the Committee is comprised of the following:

- Local Councillor
- 7 9 community members
 - (Fort Vermilion six members are currently appointed, 5 of which have expired and one member which will expire in 2022)
 - (La Crete two members are currently appointed, one which has expired and one which will expire in 2022)

<u>Term</u> – 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:	N Friesen	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 following Members at Large be appointed Implementation Committee for a two-year term –					
La Crete 1. 2. 3. 4. 5. 5.					

Author: N Friesen 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		



REQUEST FOR DECISION

Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

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.

<u>Membership</u> – Membership is comprised of the following:

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

<u>Term</u> – Not applicable.

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

OPTIONS & BENEFITS:

Operating Budget

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

COSTS & SOURCE OF FUNDING:

Author:	C. Smith	Reviewed by:	CAO:	

SUSTAINABILITY PLAN:					
COMMUNICATION/PUBLIC PARTICIPATION:					
POLICY REFERENCES:					
Bylaw 1090-	18 Regional Emer	gency Management By	rlaw		
RECOMMEN	NDED ACTION:				
✓ Simple M	Majority 🔲	Requires 2/3	Requires Unanimous		
That the Em	ergency Advisor	y Committee be receiv	ed for information.		
Author: C. S	Smith	Reviewed by:	CAO:		

BYLAW NO. 1090-18

BEING A BYLAW OF MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A MUNICIPIAL EMERGENCY ADVISORY COMMITTEE, A REGIONAL EMERGENCY ADVISORY COMMITTEE AND REGIONAL EMERGENCY AGENCY

WHEREAS the *Municipal Government Act, RSA 2000, Chapter M-26*, provides that a Council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and for services provided by or on behalf of the municipality; and

WHEREAS, the Council of Mackenzie County is responsible for the direction and control of emergency response and is required under the *Emergency Management Act, Chapter E-6.8*, *Revised Statutes of Alberta 2000* (hereinafter referred to as the "Act"), to appoint and establish and a Municipal Emergency Advisory Committee, a Regional Emergency Advisory Committee and maintain a Regional Emergency Agency; and

WHEREAS it is desirable in the public interest, and in the interest of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Councils' statutory powers and obligations under the said *Emergency Management Act*; and

WHEREAS it is recognized that an emergency or disaster of jurisdictional or multijurisdictional nature could affect any or all of the municipalities of Mackenzie County, the Town of High Level or the Town of Rainbow Lake to such a degree that local resources would be inadequate to cope; and

WHEREAS it is desirable in the public interest and in the interest of public safety that a regional group be formed for a regional approach for such disasters and programs;

NOW THEREFORE, the Council of Mackenzie County, in the province of Alberta, duly assembled, hereby enacts as follows:

SECTION 1 NAME OF BYLAW

1.1. This Bylaw may be cited as the "Regional Emergency Management Bylaw".

SECTION 2 INTERPRETATION

2.1 Where there is a conflict between this bylaw and any other bylaw pertaining to the municipal emergency management agency in the Municipality, the provisions of this bylaw shall prevail.

SECTION 3 DEFINITIONS

3.1 In this bylaw

- a. "Act" means the *Emergency Management Act, Chapter E -6.8, RSA 2000* and all amendments hereto;
- b. "CAO" means the Chief Administrative Officer of Mackenzie County;
- c. "Council" means the Council of Mackenzie County;
- d. Community Emergency Management Programs ("CEMP") means the Emergency Plan for Mackenzie County.
- e. "Deputy Director of Emergency Management" ("DDEM") means the person responsible for the duties of the Director of Emergency Management in their absence;
- f. "Director of Emergency Management" ("DEM") means the person appointed by resolution of Council as the person who shall be responsible for the municipality's emergency program;
- g. "Disaster" means an event that can result in serious harm to the safety, health or welfare of people, or in widespread damage to property;
- h. "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit the damage of property;
- i. "Emergency Coordination Centre" ("ECC") means the physical location at which the coordination of information and resources to support incident management (on scene operations) activities normally take place. An ECC may be a temporary facility, perhaps a higher level of organization within a jurisdiction. ECC's may be organized by major functional disciplines (e.g., fire, law enforcement and medical services), by jurisdiction or some combination thereof:
- j. "Minister" means the Minister charged with the administration of the Act:
- k. "Mackenzie County Emergency Advisory Committee" ("MCEAC") is the local authorities advisory committee created under the *Emergency Management Act, Chapter E-6.8, RSA 2000.*

- I. "Northwest Alberta Regional Emergency Advisory Committee" ("NAREAC") means the regional emergency advisory committee established by agreement between and the by-laws of the respective municipal council of the Parties.
- m. "Northwest Alberta Regional Emergency Agency" ("NAREA") (the "Agency") means the regional emergency agency as established to act as the agent of Council to carry out its statutory powers and obligations under the Emergency Management Act, Chapter E-6.8, RSA 2000.
- n. "Parties" means the Municipality of Mackenzie County, the Town of High Level and the Town of Rainbow Lake:
- o. "Northwest Alberta Regional Emergency Plan" means the Northwest Alberta Regional Emergency Plan prepared by the Directors of Emergency (DEM's) Management to coordinate the response to an emergency or disaster.

SECTION 4 MACKENZIE COUNTY EMERGENCY ADVISORY COMMITTEE (MCEAC)

4.1 There is hereby established a committee of Council to be known as the "Mackenzie County Emergency Advisory Committee".

4.2 MEMBERSHIP:

The MCEAC shall:

- a. consist of all Members of Council:
- b. consist of non-voting members of which three must be present to hold a meeting;
 - I. the CAO of Mackenzie County;
 - II. the DEM as appointed by Council Bylaw;
 - III. the DDEM as appointed by Council Bylaw.
 - IV. All Municipal Directors
- c. Quorum for this committee shall be three Members of Council.

4.3 ROLES AND RESPONSIBILITES

The MCEAC 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.

4.4 DECLARATION, CANCELLATION OR TERMINATION OF STATE OF LOCAL EMERGENCY

- 4.4.1 The power to declare or renew a State of Local Emergency under the *Emergency Management Act* and the powers and requirements specified in section 4 of this bylaw are hereby delegated to the MCEAC.
- 4.4.2 When a state of local emergency is declared, the Local Authority or the Committee making the declaration shall:
 - a. ensure that the declaration identifies the nature of the emergency and the area in which it exists;
 - b. cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - c. forward a copy of the declaration to the Minister forthwith.
- 4.4.3 When a state of local emergency is declared the person or person (s) making the declaration may:
 - a. cause the Northwest Alberta Regional Emergency Plan to be put into operation;
 - b. acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
 - c. authorize or require any qualified person to render aid of a type the person is qualified to provide;
 - d. control or prohibit travel to or from any area in the County;
 - e. provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the County;
 - f. cause the evacuation of persons and the removal of livestock and personal property from any area of the County that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
 - g. authorize the entry into any building or on any land, without warrant, by any persons in the course of implementing an emergency plan or program;
 - h. cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene

- of a disaster, or to attempt to forestall its occurrence or to combat its progress;
- procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within Mackenzie County for the duration of the local state of emergency;
- j. authorize the conscription of persons needed to meet an emergency.
- 4.4.4 When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
- 4.4.5 A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
 - a. a resolution is passed under Section 4.4.4;
 - b. a period of seven (7) days has lapsed since it was declared, unless it was renewed by resolution;
 - c. the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
 - d. the Minister cancels the state of local emergency.
- 4.4.6 When a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.
- 4.4.7 No action lies against the County or a person acting under the County's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a state of local emergency.

SECTION 5 NORTHWEST ALBERTA REGIONAL EMERGENCY ADVISORY COMMITTEE (NAREAC)

5.1 There is hereby established a Northwest Alberta Regional Emergency Advisory Committee; to guide the creation, implementation and evaluation of the Northwest Alberta Regional Emergency Plan and Programs and to set the direction of the Northwest Regional Emergency Agency. This does not include the powers to declare, renew or terminate a state of local emergency.

5.2 MEMBERSHIP:

The NAREAC shall:

- a. consist of Voting members:
 - I. municipal councillors appointed by each of the Parties, with each municipality appointing two (2) members, each of whom shall have one (1) vote regarding any matter coming before the committee; and
- b. consist of Non-voting members:
 - I. CAO's from all Parties;
 - II. DEM/DDEM from all Parties;
- c. quorum for this committee is a minimum of four (4) with representation from each Council.
- d. A Chair shall be selected annually after municipal organizational meetings and be on a rotational basis from each Party;
- e. Each municipality shall be responsible for honorariums and expenses for respective members.
- f. The Parties shall host the meetings on a rotational basis.

5.3 ROLES AND RESPONSIBILTIES

The NAREAC shall:

- a. guide in the creation, implementation and evaluation of the Northwest Alberta Regional Emergency Plan;
- b. review the Northwest Regional Emergency Plan and related plans and programs on a regular basis; and
- c. advise Tri-Council committee, duly assembled, on the status of the Northwest Alberta Regional Emergency Plan and related plans and programs at least once each year.
- d. make recommendations to each respective Council for any regional agreements;
- e. committee members will attend the Northwest Alberta Regional Emergency Agency meetings.

SECTION 6 NORTHWEST ALBERTA REGIONAL EMERGENCY AGENCY (NAREA)

6.1 There is hereby established a Northwest Alberta Regional Emergency Agency to act in an advisory capacity and support local and regional emergency plans.

6.2 MEMBERSHIP:

The NAREA Agency shall:

a. be comprised of the CAO, DEM or DDEM of all of the Parties, which is a member of the Northwest Alberta Regional Emergency Committee.

6.2 ROLES AND RESPONSIBILTIES:

The NAREA shall:

- a. be familiar with the Northwest Alberta Regional Emergency Plan;
- b. provide input and make recommendation for the CEMP Emergency Plan and the Northwest Alberta Regional Emergency Plan;
- c. participate in local and regional training;
- d. provide updated contact information to the Agency;
- e. participate in regional Agency meetings;
- f. share information to the Agency;
- g. participate in providing public education within their organization;
- h. provide an up-to-date resource and inventory list to the Agency.

The Agency may request that the following persons join or advise the Committee for each period of time that the Agency deems appropriate:

- a. N.C.O. in Charge of RCMP, or designate;
- b. Fire Chiefs or designates;
- c. Enforcement Services Manager or designates;
- d. Emergency Public Information Officer or designates;
- e. Community Operations Director, or designates;
- f. Alberta Health Services representatives or designates;
- g. School Superintendent or designates;
- Disaster Social Services Managers or designates;
- Representative(s) from adjacent municipalities which have entered in the Agency;
- j. Representatives from local business;
- k. Representatives from local industry or industrial associations;
- Representatives from Alberta Municipal Affairs;
- m. Representatives from local utility companies; and

n. Anybody else who might serve as a useful purpose in the preparation or implementation of the Regional Emergency Plan.

SECTION 7 DIRECTOR OF EMERGENCY MANAGEMENT (DEM)

The DEM for all the Parties shall:

- a. assist in the preparation and coordination of the Northwest Alberta Regional Emergency Plan and prepare and coordinate related plans and programs for Mackenzie County;
- b. act as a director of emergency operations for his/her municipality, or ensure that someone is designated under the Northwest Alberta Regional Emergency Plan to act on behalf of the Municipal Emergency Advisory Committee;
- c. coordinate all emergency services or resources used in an emergency;
- d. coordinate and facilitate all necessary training exercises;
- e. responsible for the organization of any and all stakeholder meetings;
- f. responsible for all record keeping;
- g. responsible for all funding applications and for regional initiatives;
- h. responsible for public education and communication of the Emergency Plans;
- i. making recommendations to the Northwest Alberta Regional Emergency Advisory Committee;
- j. review the impacts of the incidents and be responsible for post-event debriefing;
- k. responsible for public education and communication of the Regional Emergency Plan; and the CEMP Emergency Plan;
- I. liaising with external agencies and surrounding municipalities;
- m. maintaining of all local and regional emergency agreements, which include HAZMAT, Emergency Social Services, etc.
- n. attend all of the Municipal Emergency Advisory Committee (MEAC) meetings, the Northwest Alberta Regional Emergency Advisory Committee (NAREAC) meetings; and the Northwest Alberta Regional Emergency Agency Meeting (NAREA).

SECTION 8 RESOURCING

8.1 The DEM of the affected municipality is to maintain executive control over its emergency operations. Once an Emergency Coordination Centre ("ECC") has been activated by any Party, the DEM for the impacted municipality may request assistance of the DEMs of other Parties. The intent is to ensure there is qualified leadership in the ECC is the DEM of the impacted municipality is not available for whatever reason.

SECTION 9 SEVERANCE

9.1 If any provision herein is adjudged by a Court of competent jurisdiction to be invalid for any reason, then the provision shall be severed from the remainder of this Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.

SECTION 10 COMING INTO EFFECT

- 10.1 This Bylaw shall come into force and effect on the final day of passing thereof.
- 10.2 This Bylaw will repeal Bylaw 1076-17.

READ a first time this 13th day of February, 2018.

READ a second time this 13th day of February, 2018.

READ a third time and finally passed this 13th day of February, 2018.

(original signed)

Peter F. Braun Reeve

(original signed)

Len Racher
Chief Administrative Officer

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	



REQUEST FOR DECISION

Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

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

SUSTAINABILITY PLAN:

Author: C. Smith Reviewed by: CAO:	
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COMMUNICATION/PUBLIC PARTICIPATION:

<u>POL</u>	ICY REFERENCES:	<u>!</u>				
Tern	Terms of Reference					
PEC	RECOMMENDED ACTION:					
KEC	COMMENDED ACTION	<u> </u>				
$\overline{\checkmark}$	Simple Majority	Requires 2	/3	Requires Unanimous		
That	t the Indigenous Lia i	ison Committe	e be receive	d for information.		
Auth	or: C. Smith	Review	ed 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



REQUEST FOR DECISION

Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

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

<u>Term</u> – one-year term

<u>Meeting Frequency</u> – 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: N Friesen Reviewed by: CAO:

Member	Member at Large appointments are made by secret ballot.				
One Me	One Member at Large application was received and will be presented.				
COSTS	& SOURCE OF I	UN	DING:		
Operatir	ng Budget				
SUSTA	INABILITY PLAN	<u>:</u>			
COMMU	JNICATION/PUB	LIC	PARTICIPATION:		
Inter-Mu	' REFERENCES: unicipal Planning (al Service Sharing		mission Agreemer eement	nt	
RECOM	IMENDED ACTIO	<u>N:</u>			
Motion '	<u>1</u>				
☑ Sim	nple Majority		Requires 2/3		Requires Unanimous
	•		be appointed to th erm – October 26,		er-Municipal Planning to October 2022.
Motion 2	<u>2</u>				
☑ Sim	nple Majority		Requires 2/3		Requires Unanimous
			Large be appointe erm – October 26,		he Inter-Municipal Planning to October 2022.
Author:	N Friesen		Reviewed hv		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		



REQUEST FOR DECISION

Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

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 Intermunicipal Planning Commission and the County's development authority and subdivision authority pertaining to applications relating to lands located within the Intermunicipal 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

Due to availability concerns, nine (9) Members at Large have previously been appointed by the County.

Three (3) expire in 2021 and Six (6) will expire in 2022 or 2023.

<u>Term</u> – one-year term

<u>Meeting Frequency</u> – meetings are held as required.

OPTIONS & BENEFITS:

Council	appointments	are made annually to internal cou	ıncil committees and boards	5.
Author:	N Friesen	Reviewed by:	CAO:	

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.					
No Member at Large applicat	tions were received. Pos	itions were advertised.			
COSTS & SOURCE OF FUN	IDING:				
Operating Budget					
SUSTAINABILITY PLAN:					
COMMUNICATION/PUBLIC	PARTICIPATION:				
POLICY REFERENCES:					
Inter-Municipal Subdivision & Regional Service Sharing Ag		oard Agreement			
RECOMMENDED ACTION:					
Motion 1					
✓ Simple Majority □	Requires 2/3	Requires Unanimous			
That the following Councillor Development Appeal Board 1.		r-Municipal Subdivision & October 26, 2021 to October 2022.			
Author: N Friesen	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		



REQUEST FOR DECISION

Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

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.

<u>Membership</u> – the Board is comprised of the following:

- Two members of Council
- Seven Members at Large
 - 2 La Crete and Area (one expired, one expires 2022)
 - o 2 Fort Vermilion and Area (one expired, one expires 2023)
 - 2 High Level Rural (two expired)
 - 1 Zama (Rotating Position) (expires 2022)

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

<u>Meeting Frequency</u> – 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.

Five (5)	Member at L	arge applications were received.		
Author:	N Friesen	Reviewed by:	CAO:	

COSTS & SOURCE OF FUNDING:				
Operating Budget				
SUSTAINABILITY PLAN	<u>l:</u>			
COMMUNICATION/PUB	LIC PARTICIPATION	<u>l:</u>		
POLICY REFERENCES:				
Bylaw 150/98 Municipal L Mackenzie Library Board		1anual		
RECOMMENDED ACTIO	<u>DN:</u>			
Motion 1				
☑ Simple Majority	Requires 2/3	□ F	Requires Unanimous	
That the following Counci year term – October 26, 2 1. 2.	• •		kenzie Library Board for a one-	
Motion 2				
☑ Simple Majority	Requires 2/3	□ F	Requires Unanimous	
That the following Members at Large be appointed to the Mackenzie Library Board : 1. La Crete (3 Year Term) – 2. Fort Vermilion (3 Year Term) – 3. High Level Rural (3 Year Term) – 4. High Level Rural (3 Year Term) –				
Author: N Friesen	Reviewed by:		CAO:	

BY-LAW NO. 150/98

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

TO ESTABLISH A MUNICIPAL LIBRARY BOARD

WHEREAS the Council of the Municipal District of Mackenzie No. 23 deems it expedient to propose the establishment of a Municipal Library Board,

NOW THEREFORE with the authority and under the provisions of Part 2 of "The Libraries Act", being Chapter L-12.1, 1983, the Council of the Municipal District of Mackenzie No. 23 duly assembled, enacts as follows:

- 1. There shall be established a Municipal Library Board for the Municipal District of Mackenzie No. 23, to be known as "M.D. of Mackenzie Library Board".
- 2. The Municipal Library Board shall manage, regulate, and control the municipal libraries.
- 3. Parts 2 and 5 of "The Libraries Act" and Amendments and Regulations pertaining thereto shall govern the policies of the Municipal Library Board.
- 4. This By-law shall take effect on the date of the final passing thereof and shall be reviewed by January 1, 2000.

First Reading given on the d	ay of, 1998.
Betty Bateman, Chairperson	Eva Schmidt, Municipal Secretary
Second Reading given on the	day of, 1998.
Betty Bateman, Chairperson	Eva Schmidt, Municipal Secretary
Third Reading and Assent given on	the, 1998.
Betty Bateman, Chairperson	Eva Schmidt, Municipal Secretary
Approved	Refused
Bryan Clark, Official Administrator Municipal Affairs	Bryan Clark, Official Administrator Municipal Affairs

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
 - o 2 La Crete and Area
 - 2 Fort Vermilion and Area
 - o 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

Mission Statement

To enrich lives and communities through universal access to knowledge, lifelong learning and literacy.

Policy & Procedure Manual

Policy & Procedure Manual

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Definitions

- "Board" means Mackenzie County Library Board
- "MCLB" means the Mackenzie County Library Board
- "Library" means the Community/Public Library. The terms Community and Public are interchangeable within the meaning of this document.
- "Society" means the individual Society that has signed Operating / Service Agreements for Library Operation
- "Head Community Librarian" means person hired to manage each of the Community Libraries.
- **"Employee"** means any person employed by the Mackenzie County Library Board and/or Library Societies
- **"Permanent"** employees are those given permanent appointment after satisfactory completion of a probationary period.
- "Casual" employees are those employed on an irregular basis for temporary replacement and/or supplement to, permanent employees.
- "Consortium" is an association of two or more individuals, companies, organizations or governments with the objective of participating in a common activity or pooling their resources for achieving a common goal.
- "Mackenzie County Library Consortium (MCLC)" is the creation of the MCLB with its three public/community libraries and any other formal partnership agreement that may be created to pool resources in regards to library service.
- "Home Library" means the Library where the patron attained their library card or the Library where the book/item was purchased.
- "Pecuniary Interest" is something or decision which could monetarily affect you, your spouse, or adult interdependent partner, or children, your parents or the parents of your spouse (in other words, immediate family), or a business which employs you in which you have an interest.
- "ILL" means inter-library loan



Introduction

We are very proud of our Northern library services and local partnerships

ackenzie County is located in the north-west corner and is the largest municipality in the Province of Alberta. It covers 80,478 square kilometers, which is bigger than the province of New Brunswick. County population is 10,927 (2011 Federal Census), although census numbers are highly disputed. The Mackenzie County Library Board (MCLB) was jointly created by the Province and Mackenzie County on November 12, 1998. The MCLB has three member libraries located in the Hamlets of Fort Vermilion, La Crete and Zama City.

Fort Vermilion Public/Community Library: Located in their own building, owned by the Society. Has provided service to the Fort Vermilion Community since the 1930s.

La Crete Public/Community Library: Located in the La Crete Public School, owned by Fort Vermilion School Division. Has provided services to the La Crete community since 1962.

Zama City Public/Community Library: Located in the Cornerstone Building owned by Mackenzie County. Has provided service to the Zama City community since 1974.

Our service areas are largely rural and spread out over the whole region. The MCLB has Service Agreements with the three local library societies. These Societies operate the Libraries on a day to day basis. The Board has a partnership agreement with the High Level Municipal/Public Library to additionally provide services to County residents.

The Mackenzie County Library Consortium (MCLC) was created in the fall of 2013; and joins together the strengths of the individual libraries, and provides county-wide services to all patrons. Additional partnerships into and within this consortium are being pursued.

All Things Board

2.0 Duties and Responsibilities of the Library Board

- 2.1 The Mackenzie County Library Board Trustees (hereinafter called the Board) shall be authorized to exercise any and all duties, powers, and responsibilities permitted by the *Alberta Libraries Act*.
- 2.2 Individual Board members are responsible for being aware of the *Libraries*Act and their duties as Board members.
- 2.3 All matters of policy, governance, and finance shall be conducted under the direction and control of the Board, which, to the extent permitted by law, may delegate to duly established committees of the Board.
- 2.4 Board powers and duties shall include, but shall not be limited to:
 - 2.4.1 Determining and adopting written policies to govern the operation and programs of the community libraries including but not limited to; personnel policies, financial policies and policies governing the use of the library buildings and the selection and use of library materials, supplies, and equipment.
 - 2.4.2 Assisting in the preparation of and seeking adequate financial support for annual operation.
 - 2.4.3 Reporting to and cooperating with governments, boards, and the region and community as a whole to support public awareness and relations.
 - 2.4.4 Developing long-range plans for the Board programs and working toward their achievement.

2.5 Authority

2.5.1 Powers of the Board exist in its action as corporate bodies, therefore members of the Board, collectively exercise full authority over all aspects of library operation. Individual Board members exercise their authority over library affairs only through their vote to take action at a legal meeting of the Board.

2.6 Management Rights

- 2.6.1 It is the exclusive right of the Board to operate and manage the business of the community library in all respects, unless otherwise provided by an Operating / Service Agreement.
- 2.6.2 The Board reserves the right to delegate the management of community library affairs to the community library societies, by legal Operating / Service Agreement, which are required to adhere to and respect MCLB policies.
- 2.6.3 Operating / Service agreements are only valid with a registered non-profit Society in good standing.

2.7 Honoraria and Expenses

- 2.7.2 Board members will adhere to the policies and procedures for honoraria and expenses as established by the Mackenzie County Council regarding Committees. See Mackenzie County Website for most current Honoraria Bylaw
- 2.7.3 Board members who incur out of pocket expenses while conducting Board business will be entitled, with prior Board approval, to reimbursement of all, or part of, expenses, upon submission of receipts to the Board

2.8 Liability

2.8.1 Alberta Interpretations Act, Chapter 1-7, Section 16; Board members are exempt from personal liability when conducting Board business, provided that their acts are not illegal.

2.9 Removal from Office

- 2.9.1 As per the Alberta Libraries Act, Part 5, Sec. 35, (1) and (2):
 - 2.9.1.1 A person is disqualified from remaining on the Board if he fails to attend, without being authorized by a resolution of the Board to do so, the meetings of the Board for three consecutive regular meetings.
 - 2.9.1.2 If a member of the Board is disqualified from remaining a member under subsection (1), he/she is deemed to resign his seat.
- 2.9.2 As a County Board, the Board recognizes that the Mackenzie County Council's power to appoint members to the Board carries with it the power to remove members from office.

2.10 Vacancies, Terms and Board Make Up

- 2.10.1 Procedure for Dealing with a Board Vacancy
 - 2.10.1.1 Vacancy is reported to Mackenzie County, vacancy, along with Term information is advertised, by Mackenzie County in local media with application closing date;
 - 2.10.1.2 The Mackenzie County Council appoints new member(s) as per the Alberta Libraries Act, and sends a letter to the Board to inform them of the appointment;
 - 2.10.1.3 The County ensures that appointees are informed in writing of the Council's decision and are informed of the next regular MCLB Meeting date, time and location;
 - 2.10.1.4 The County ensures that the Board is notified of Council's appointment and supplied with trustee's contact information
 - 2.10.1.5 The new Board member(s) assumes their duties at the next regular MCLB meeting.
- 2.10.2 Trustee Terms and Board Make Up
 - 2.10.2.1 The MCLB is made up of appointed representatives from across the County.
 - 2.10.2.2 Terms are rotating, to ensure that there is continuity of Board business during appointments. The Board Secretary will maintain a current listing of terms and supply to Mackenzie County yearly.
 - 2.10.2.3 A Maximum of nine (9) trustees are appointed to the Board by Mackenzie County Council
 - 2 Mackenzie Council Representatives
 - 2 La Crete Area Representatives
 - 2 Fort Vermilion Area Representatives
 - 1 Zama City Area Representative
 - 1 Rural High Level Area Representative
 - 1 Rural County Area Representative
 - 2.10.2.4 The Board reserves the right to recommend to County Council to fill a Board vacancy with a duly suitable member if the area representative cannot be found, as well as limit the term length to reflect this action.

2.11 New Board Member Orientation

- 2.11.1 The Board recognizes the need for orientation of new Board members and the need to acquire skills and knowledge relating to their roles as Library Board Trustees. The Board is prepared to provide resources and materials for orientation of new Board members.
- 2.11.2 Orientation may include, but may not be limited to:
 - 2.11.2.1 Board Policy Manual
 - 2.11.2.2 Financial Statements and Budget
 - 2.11.2.3 Plan of Service
 - 2.11.2.4 List of Board Members and contact information
- 2.11.3 New Board members will be given access to the following information: The Alberta Libraries Act, Alberta Library Trustees Handbook.
- 2.11.4 New Board members are expected to review all related data, and become familiar with the working of the Board
- 2.11.5 Board members are encouraged, within budget constraints, to take advantage of conference, symposium and workshop opportunities that will further assist in their positions as MCLB members.

2.12 Officers

- 2.12.1 Officers of the Board shall consist of a Chairperson, Vice-Chairperson, a Secretary, a Treasurer, and such other officers as the Board may from time to time elect or appoint. The Board will include two (2) Mackenzie County Council appointed members
- 2.12.2 Duties of the Chairperson:
 - 2.12.2.1 Presides at meetings of the Board: leads discussions, puts motions and amendments to vote, and declares results.
 - 2.12.2.2 Ensures that proper agendas, minutes, and records are prepared and kept.
 - 2.12.2.3 Acts as official spokesperson for the Board and is responsible for representing and interpreting its policies to public and governing bodies.
 - 2.12.2.4 Serves as ex officio member of all Board committees.

- 2.12.2.5 Ensures that all necessary documents and reports are filed with appropriate authorities and agencies, especially those required under the Alberta Libraries Act.
- 2.12.3 Duties of the Vice-Chairperson: (In the event of Chairperson absent duties include)
 - 2.12.3.1 Presides at meetings of the Board: leads discussions, puts motions and amendments to vote, and declares results.
 - 2.12.3.2 Ensures that proper agendas, minutes, and records are prepared and kept.
 - 2.12.3.3 Acts as official spokesperson for the Board and is responsible for representing and interpreting its policies to public and governing bodies.
 - 2.12.3.4 Serves as ex officio member of all Board committees.
 - 2.12.3.5 Ensures that all necessary documents and reports are filed with appropriate authorities and agencies, especially those required under the Alberta Libraries Act.

2.12.4 Duties of Secretary

- 2.12.4.1 Prepares and reserves agendas, minutes, and records of all Board meetings.
- 2.12.4.2 Directs and maintains correspondence.
- 2.12.4.3 Maintains Board Policies and Procedures binder.

2.12.5 Duties of Treasurer

- 2.12.5.1 Ensures that proper financial statements and reports are prepared for the Board.
- 2.12.5.2 Supervises expenditures, including cheque signing.
- 2.12.5.3 Serves in liaison capacity with authorities and/or agencies responsible for MCLB funding and budget approvals.
- 2.12.5.4 Advises the Board on the audit of the Board's financial statements.

2.12.6 Duties of County Council Members

2.12.6.1 Serves in liaison capacity with authorities and/or agencies responsible for MCLB funding and budget approvals.

2.12.6.2 Reports back to County Council on actions and activities of the MCLB.

2.12.7 Duties of All Board Members

- 2.12.7.1 Positive advocacy for Library Services and Board motions and direction
- 2.12.7.2 Communication with the Library Societies, attend Society Meetings and reporting back to the MCLB monthly
- 2.12.7.3 May or may not be a member of the local Library Society.

2.13 Meetings

- 2.13.1 Annual Meeting.
 - 2.13.1.1 The Board shall hold an annual organization meeting for the election of officers and for such other business as may come before the meeting.
- 2.13.2 Regular & Special Meetings
 - 2.13.2.1 Regular meetings shall be held monthly, with a minimum of nine meetings per calendar year; time and location to be determined by the Board.
 - 2.13.2.2 Special meetings may be held at any time at the call of the Chairperson, with consent of a 2/3 majority of the Board, for the transaction of business as stated in the call. Notice stating the time and place of any special meeting and the purpose for which called shall be given to each member at least two days in advance of the meeting
- 2.13.3 A quorum at any meeting shall consist of five (5) members, of which one must be the Chairperson or Vice Chairperson.
- 2.13.4 Meeting Procedures
 - 2.13.4.1 The Chairperson in cooperation with the Secretary shall prepare an agenda for the Board meetings.
 - 2.13.4.2 The Agenda format shall include: the adoption of minutes, business arising from minutes, correspondence and information, reports, and new business.

- 2.13.4.3 *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the Board.
- 2.13.5 All regular meetings of the Board are open to the public.

2.14 Adoption of Policies and Bylaws

- 2.14.1 A member, in the form of a motion, must present policy proposals to the Board. If the motion is carried, then the proposal becomes policy.
 - 2.14.1.1 Policies may be amended at any regular meeting of the Board with a quorum present, by majority vote of the members present, providing the amendment was stated in the meeting agenda.
- 2.14.2 A member, in the form of a motion, must present bylaw proposals to the Board.
 - 2.14.2.1 Three readings are required for passage of a bylaw.
 - 2.14.2.2 All three readings may occur at the same meeting, but unanimous consent is required to proceed to the third and final reading.
 - 2.14.2.3 After final reading, the bylaw is passed and forwarded to the Mackenzie County for acceptance.
 - 2.14.2.4The Board believes that developing policies provides effective parameters and guidelines for action for its members, Societies, and staff. The Board expects these people to know the policies related to their duties. The Board may seek the input of local library Societies, who consult with their head librarians, on board policies. In fulfilling its responsibility for policy-making, the Board will:
 - 2.14.2.4.1 Define the functions of the Board, and approve framework, Board self-governance, operational and advocacy policies.
 - 2.14.2.4.2 Make sure that policies comply with relevant legislation or regulations, with the Board's bylaws, and with existing Board policies and agreements, before approving new policy.

- 2.14.2.4.3 Work from the broadest, most general statement of policy when setting operational policy. The Board develops more specific policies until it is satisfied that it has reached the necessary level of control.
- 2.14.2.4.4 Make sure that the policies approved by the Board are available to Board members, committees, societies and staff.
- 2.14.2.4.5 Regularly monitor and review its policies and make necessary changes.
- 2.14.2.4.6 The Societies are responsible for implementing Board policy, with the exception of policies governing Board process.
- 2.14.2.4.7 The Societies may recommend policies to the Board regarding operation of the Library. Not all individual libraries may be governed by the same operational policy. Areas that could differ may be:
 - Hours of Operation
 - Personnel, job descriptions, pay scale
 - Programming
 - Fees for services
 - Building use policies
- 2.14.2.5 The policies of the Societies shall not contradict those of the Board.

.



All Things Library

3.0 Library Services

3.1 Library Use

- 3.1.1 The Library serves all members of the community and surrounding area. Service shall not be denied or abridged because of status, condition, or orientation.
- 3.1.2 The use of the Library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, damage to library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.
- 3.1.3 The MCLB shall ensure that Library hours for our Libraries are set in accordance with the Alberta Libraries Act and Regulations, Alta. Reg. 141/1998, section 17(c) which requires: regularly scheduled public hours of operation per week, including both daytime and evening, and/or weekend hours twelve months of the year. of hours of service to encourage library use by all residents of the community.
- 3.1.4 Individual Societies will set and maintain hours of operation in accordance with 3.1.3, and within their budget and staffing limitations.

3.2 The Library strives to:

- 3.2.1 Select, organize, and make available necessary books and materials;
- 3.2.2 Provide guidance and assistance to patrons;
- 3.2.3 Develop programs, exhibits, displays, book collections, etc;

- 3.2.4 Cooperate with other community agencies and organizations.
- 3.2.5 Share information and resources with other libraries and public agencies;
- 3.2.6 Develop and provide services to patrons with special needs;
- 3.2.7 Maintain a balance of services to various age groups;
- 3.2.8 Provide services that best meet the needs of the community;
- 3.2.9 Regularly review library services being offered.
- 3.2.10 Use media and other public relations mechanisms to promote the full range of available library services.

3.3 Program Policy

- 3.3.1 A library's "program" is a planned event for the purpose of promoting library materials, facilities or services, and offering the community information, entertainment or cultural experiences.
- 3.3.2 Library programs may include but are not limited to story time, films and activities on after and/or no school days, summer reading, guest speakers, planned events (workshops, festivals), book and/or author discussion groups, etc.
- 3.3.3 The MCLB, may establish a budget in which 'regional programs' may be applied for by one or more of the libraries, offered to one or more of the libraries.

3.4 Community Library Society

- 3.4.1 Each community library shall form a society to:
 - 3.4.1.1 Provide Library services through an Service Operating Agreement between the Society and the Board
 - 3.4.1.2 Serve as local advocate and liaison to the Board;
 - 3.4.1.3 Make recommendations to the Board.

3.5 Gifts and Donations

- 3.5.1 The MCLB encourages and appreciates gifts and donations.
- 3.5.2 The Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the librarian can dispose of them as he/she sees fit.
- 3.5.3 Current collection will be checked prior to disposal of donated materials. Donated items found not to be in the individual library collection, and upon deemed appropriate will be added to the Collection.
- 3.5.4 The same format for criteria selection is applied to gifts.
- 3.5.5 Memorial gifts of books are also accepted with suitable bookplates placed in the book.
- 3.5.6 It is desirable for gifts of or for specific titles to be offered after consultation with the librarian. The librarian will make book selection if no specific book is requested.
- 3.5.7 The library will provide an acknowledgment of receipt of the items if requested by the donor.

3.6 Selection & Acquisitions

- 3.6.1 The purpose of the MCLB is to provide all individuals within Mackenzie County with carefully selected books and other materials to aid in the pursuit of education, information, research, pleasure, and the creative use of leisure time.
- 3.6.2 Guidelines
 - 3.6.2.1 Responsibility of Selection: Approval for acquisitions and responsibility for the collection rests with the librarian and/or Society
- 3.6.3 Criteria of Selection
 - 3.6.3.1 Materials are selected based on the following criteria:

 (a) individual merit of each item, (b) cost, (b) popular appeal/demand, (d) suitability of subject

and style for intended audience, (e) and relevance to community culture and interests, as well as time and place.

- 3.6.3.2 The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the criteria stated in this policy.
- 3.6.4 The Head Community Librarian, in cooperation with the local operating Society will acquire and purchase books in consideration of selection criteria, patron demographics, budgets, and demand.
- 3.6.5 The Head Community Librarian and/or local operating Society will maintain records of acquisitions and purchase, and supply reports and/or statements to the Board, if and when necessary.
- 3.6.6 The Board may provide individual titles, and/or Collections to the Libraries. These acquisitions will be added to the Library collection and recorded appropriately.

3.4 Disposition of Library Materials

- 3.4.1 Library items may be removed if they are: (a) exhausted, (b) duplicated, (c) outdated, or (d) non-circulating.
- 3.4.2 With consideration to the state of the items, disposition remains at the discretion of the Head Community Librarian and/or Library Society.

3.5 Loans, Fines & Fees

- 3.5.1 Inter-Library Loans, please refer to Bylaw Schedule A
- 3.5.2 Loan Terms, Overdue Fines and Charges, please refer to Bylaw Schedule B
- 3.5.3 Library Fees, please refer to Bylaw Schedule C

3.6 Confidentiality & Information Collection

- 3.6.1 The MCLB and its staff and Societies that are under Operating Agreements are subject to the Freedom of Information and Protection of Privacy Act (FOIPP) and Alberta Libraries Act.
 - 3.6.1.1 All patron records will be kept confidential but may be shared with resource sharing libraries for the purposes of collecting fines and retrieving borrowed materials.
 - 3.6.1.2 Library board members, Society members, staff, and volunteers will hold all personal information on staff and patrons (including users of any other libraries) in confidence.
 - 3.6.1.3 The Library keeps no records of the frequency by patrons. Patrons include those using the computers and these users' names and frequency of their visits are not documented.
 - 3.6.1.4 Staff, Society members and volunteers are strongly discouraged from discussing the reading habits of patrons.
 - 3.6.1.5 Membership forms and membership database may contain relevant patron information that supports the lending and use of library materials. This will include: Patron Name, Patron ID, Address (physical & mailing), Date of Birth, Contact Phone Numbers, Email addresses, Membership type, and in the event of Youth accounts: Parent/Guardian contact information.
 - 3.6.1.6 In the event of transient or non-resident memberships, local employer information, or physical home community may also be collected.
 - 3.6.1.7 The Head Librarian shall be designated the FOIPP Director for each library.

3.7 Statement of Intellectual Freedom

3.7.1 The MCLB and its Libraries and Societies subscribes to the 'Statement of Intellectual Freedom' adopted by the Canadian Library Association:

"All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles."

3.8 Resource Sharing & Mackenzie County Library Consortium (MCLC)

Policy Statement: The MCLB, under the MCLC links the public libraries under our direction, and any other formal partnerships that may be formed, to provide greater access and service to our patrons. Regulating the lending of library resources aims to facilitate the use of resources and still allow sufficient materials, time and freedom for use by all persons wishing to access same.

- 3.8.1 The Library will participate with other libraries, under the MCLC by sharing resources, materials and services.
- 3.8.2 The Library may participate with non-consortium libraries upon request, by sharing resources, materials and services.
- 3.8.3 All inter-library loans made inside or outside (if applicable) of the MCLC are made in keeping with the Alberta Libraries Act and the guidelines of the Alberta Community Development, Libraries Branch and to MCLB Policies and Bylaws.
- 3.8.4 All library staff are required to process all ILL in a timely manner.
- 3.8.5 Only patrons in good standing with their 'Home' library are eligible for ILL services.
- 3.8.6 All fees surrounding ILL, such as late fees, damages or lost items levied by the 'item' home library are passed on to the patron/borrower. Payment of these fees are the responsibility of the 'patron' to their home library.
- 3.8.7 All fees surrounding ILL, such as late fees, damages or lost items levied by and owed to the 'item' home library are payable by the 'patron/borrower' home library.

- 3.8.8 Each Library will complete a statement/invoice to other MCLC libraries by June 15 and December 15 of each year for fees, fines and damages owed to them by non-home patrons/borrowers.
- 3.8.9 Each Library will ensure payment of these ILL statement/invoices are paid in a timely manner.
- 3.8.10 Patrons are responsible for all ILL materials charged to their library card, including proper care and control of items in their possession. If materials are lost or damaged, the borrower is responsible for all repair or replacement costs, in accordance to MCLB Schedule A & B
- 3.8.11 Patrons will not be charged user fees for ILL services, but are assessed late and/or damage fees as per MCLB Schedule A and B
- 3.8.12 The 'Home' library patrons, within reason, will take precedent on inter-library loan holds.
- 3.8.13 Patrons can have a maximum of five active requests at any one time.
- 3.8.14 The Libraries are required to check on holds and requests when completing their monthly collection purchases, in order to best meet the need of the patron base.
- 3.8.15 Non-ILL Materials are at the discretion of the Librarian and/or Library Society, some resources, including those deemed:
 - 3.8.15.1 to be irreplaceable;
 - 3.8.15.2 needed in the reference collection for basic informational services;
 - 3.8.15.3 of fragile state for shipping, such as magazines or journals;
 - 3.8.15.4 or special items, that are intended for in-library use such as puzzles, games, puppets, etc
- 3.8.16 Loan policy, fees and fines are listed under MCLB Bylaw Schedules A, B and C.

3.9 Language Materials

3.9.1 The MCLB recognizes the diverse cultures of the communities served and strives to provide access to materials in languages other than English.

3.10 Displays and Exhibits

- 3.10.1 As educational and cultural institutions, libraries welcome exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The librarian shall accept or reject material offered for display based on its suitability and availability.
- 3.10.2 The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the exhibitor's risk.
- 3.10.3 Areas available to the public for displays and exhibits may include library walls, meeting facility space, or a general public viewing designated area. The exhibitor must sign a release before any item can be placed in the library.

3.11 Internet Use

- 3.11.1 The Library shall provide access to the Internet as a means for patrons to gather information and enhance learning. The Board has established the Internet use policy to ensure appropriate and effective use of this resource.
- 3.11.2 Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with these guidelines.
- 3.11.3 Parents of minor children must assume responsibility for their children's use of the library's internet service; prior to being granted access to the internet, anyone under 18 years of age and a parent or guardian must sign the "Internet User Agreement" which can be obtained at any time from library personnel.

3.11.4 Expectations

- 3.11.4.1 Users should be aware that the inappropriate use of electronic information resources can be a violation of provincial and federal laws and can lead to prosecution.
- 3.11.4.2 Users will be held responsible for his/her actions using the internet.
- 3.11.4.3 Users are expected to abide by these policies. Unacceptable uses of the service will result in the suspension or revocation of internet use privileges and/or library membership.
- 3.11.4.4 The cannot assure that data or files downloaded by users are virus-free. Therefore patrons are not allowed to download to library computers; if downloading is necessary then personal flash drives are required. The Library encourages responsible use of its equipment or data, and caution when downloading data or files.

3.11.5 Limitations

- 3.11.5.1 The Internet is an un-moderated global network; the Board and the Library do not control or endorse the content found there. The Library is not responsible for the availability and accuracy of information found on the Internet. The Library may provide links within the computer and its software to specific content, and its personnel may provide patrons with suggestions or advice to assist with research or general purpose; such service is provided only as convenience and does not imply endorsement by the Library of the content.
- 3.11.5.2 Prohibited Communications: This applies to Library computers and/or Hot Spot Connections, cannot knowingly be used for transmitting, retrieving or storing any communication that is:
 - Discriminatory or harassing;
 - Derogatory to any individual or group;
 - Obscene, sexually explicit or pornographic;
 - Defamatory or threatening;
 - Engaged in for any purpose that is illegal or contrary to MCLB and/or Society Policies or Bylaws;
 - Used in such a way to damage the name or reputation of any organization or individual associated with MCLB Libraries.

- 3.11.5.3 The Library attempts to provide reasonable access to the computer and Internet for all patrons. This mandate is subject to the following restrictions:
 - 3.11.5.3.1 The Library's computers and related facilities should be considered by all patrons to be "dumb terminals". The Library implements both manual and automated maintenance tasks maintenance of the computers' software and hardware to ensure the reliability, availability, and security of the facilities. As such, the Library provides such facilities "as is" and "with all faults" basis. Users should not expect a computer to maintain state between or during their sessions and assumes the entire risk of loss in using the facilities. In no event will the Library be liable for any damages, claims, or losses.
 - 3.11.5.3.2 The Library's computers and related facilities may restrict users from "saving" or "opening" documents on the local file system.
 - 3.11.5.3.3 The Library's computers and related facilities may restrict users from "installing" software in the local operating system or from "executing" or "running" software from removable media. This limitation ensures the integrity of the computers' software configuration and prevents users from knowingly or unknowingly infecting the computers' operating system with a virus or other malicious software.
 - 3.11.5.3.4 For patrons over the age of 18, the Library's computers and Internet connection is provided "AS IS" subject only to the specific limitations discussed in this document. The Library neither censors nor restricts access to any materials found on the Internet through standard software tools and Internet protocols.
 - 3.11.5.3.5 The use of the computer and Internet, including e-mail, chat sessions, and "system" or "temporary" artifacts produced and maintained by the operating system, web browser such as "cookie", and other internet-related software, is not guaranteed to be private.

3.11.6 Guidelines

- 3.11.6.1 Users may use the Internet for research and the acquisition of information to address their educational, vocational, and cultural needs. (Users may use the Internet for research and the acquisition or perusal of information relating to their education and/or cultural and/or professional and/or vocational interests.) (However, while the Library attempts to provide a facility equipped with common tools such as computers, printers, network services, and the like, the Libraries facilities are not to be used for the "operation" related to the user's profession, occupation, or business.)
- 3.11.6.2 Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free and/or webbased e-mail service (such as Hotmail.com, Gmail.com, Yahoo.com, or similar service providers), which will establish and maintain an account for them; the Library is not obligated to manage e-mail accounts for any organizations or individuals.
- 3.11.6.3 The Library reserves the right to impose a time limit on Computer and/or Internet use.
- 3.11.6.4 Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes.
- 3.11.6.5 Users agree not to incur any costs for the Library through their use of the Internet service.
- 3.11.6.6 Users shall not create and/or distribute viruses (including worms, Trojan horses, malware, badware, or similarly intrusive software materials and/or tools) over the Internet.
- 3.11.6.7 Users shall not create and/or distribute "spam" email over the Internet.
- 3.11.6.8 Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.
- 3.11.6.9 Activity, email messages and other documents, and Internet usage relating to or in support of illegal activities will be reported to the proper authorities.

3.12 Wi-Fi / Hot Spot Policy

- 3.12.1 In keeping with our goal to provide services that meet the information needs of the community, we strive to provide internet access to all library users by way of Wi-Fi / Hot Spot access.
- 3.12.2 The Library is not responsible for the content of information accessed on the internet. Parents, legal guardians or caregivers are responsible for monitoring Internet sites and information accessed by their children.
- 3.12.3 Free Wi-Fi / Hot Spot access is governed by the MCLB Internet Policy.
- 3.12.4 Wi-Fi / Hot Spot services are not secure and are accessed at the user's risk.
- 3.12.5 Users shall use the Library's wireless service in a legal and responsible manner.
- 3.12.6 The Library reserves the right to terminate a wireless session at any time.

3.13 Social Media and Press Policy

- 3.13.1 The MCLB in partnership with its Societies and staff strive to enhance communication and build stronger community relationships through the use of social media, web presence and local press outlets.
- 3.13.2 Postings may include, but are not limited to programs, events, news and articles pertaining to libraries and literacy, announcements, acquisitions and reviews, changes in library hours, staffing and operations.
- 3.13.3 Social media sites, if applicable, will be monitored regularly by the administrators of the sites.
- 3.13.4 When representing the libraries on social media, and/or web, whether on official sites or personal accounts, employees and Society and Board members are expected to communicate in a respectful and professional manner. This applies to press outlets as well.
- 3.13.5 Administrators of the social media and/or web sites reserve the right to remove or restrict any inappropriate use such as:

- reflect negatively on Library and/or staff
- reflect negatively on MCLB and/or Society
- contain personal or confidential information
- do not abide by MCLB and/or Society policies
- do not abide by municipal, provincial and/or federal laws
- include profanity, copyright information, defamatory or offensive comments.
- contain any content deemed inappropriate by the Chair of the MCLB or the Chairs of the Societies.

3.14 Facility Use

- 3.14.1 The Board encourages public use of the Community Library.
- 3.14.2 Facility use policies are the responsibility of the Society.
- 3.14.3 Permission to use library facilities does not in any way constitute an endorsement by the Board or Society of any group or organization's policies or beliefs.

3.15 Equipment Use

- 3.15.1 The Library shall provide access to computers. Instructions for operating hardware will be displayed near the public access area. There will be no charge for use of the computers, but in order to make service available to as many patrons as possible, a time limit may be imposed. Staff may be available to provide assistance. However, staff members are not expected to train patrons in the use of application programs.
- 3.15.2 The Library may permit the use of printers and photocopiers. However, a printing and/or paper charge may be levied.
- 3.15.3 Other equipment may be provided to patrons as a service, i.e.: Disc cleaning, etc. The Societies are responsible for the use policy and/or fees levied for these services.



Authority and Personnel

4.0 Authority, Responsibilities and Purpose

- 4.0.1 By authority of Libraries Regulation 11.3, Section 40 of "The Alberta Libraries Act"; a municipal library board shall establish policies with respect to the following:
 - 4.0.1.1 Personnel, including job descriptions and performance appraisals for employees, qualifications for staff positions, working hours and conditions for employment.
 - 4.0.1.2 Orientation and continuing education of staff, including expenses for attendance at meetings, conferences, workshops and courses and for memberships in library associations.
- 4.0.2 Library Operation may be delegated to the Society.
 - 4.0.2.1 Operating / Service Agreement must be in place and current
 - 4.0.2.2 Society must follow all Policies and Bylaws of the Board
 - 4.0.2.3 Society Policies and Bylaws must not contravene Board Policy
- 4.0.3 Personnel policies are developed and recommended by the Society and/or the Head Community Librarian and approved by the MCLB according to procedures prescribed by the regulations of The Alberta Libraries Act and the Policies of the Board. They may differ among libraries.
- 4.0.4 The Societies and/or Head Community Librarian are responsible for the implementation of all policies.

4.1 Employment and Authority

- 4.1.1 The MCLB reserves the right to delegate Employer responsibilities to the Community Library Societies, through the Services Agreement, the Societies are required to adhere to and respect Board policies.
- 4.1.2 In all employment practices, the Board subscribes to the provisions of the current Alberta Employment Standards Code and the Individual Rights Protection Act.

4.2 Employee Duties and Job Descriptions

- 4.2.1 The Community Library Society in consultation with the Head Community Librarian shall develop job duties, description and responsibilities for each staff position.
 - 4.2.1.1 Job duties and responsibilities will be included as an amendment to the MCLB Policy Manual.
 - 4.2.1.2 Each description shall include: (a) job title, (b) salary range, (c) hours to be worked, and (d) general and specific duties.
- 4.2.2 Job descriptions shall be reviewed annually and updated as required.
- 4.2.3 The Head Community Librarian and/or Society shall file a copy of the job description in the employee's personnel file, and give a copy to the employee.

4.3 Employee Commencement and Hiring

4.3.1 The individual Library Societies are responsible for the hiring of all Library personnel.

4.4 Probationary Period

- 4.4.1 An initial probationary period of three months shall be established for each position on the library staff during which the Head Community Librarian and/or Community Library Society shall have an opportunity to assess the new Community Library staff's suitability for the position.
- 4.4.2 Any problems that occur during the probationary period shall be documented by the Head Librarian and/or Society and discussed with

the employee. The employee shall be provided with an opportunity to improve, within this probationary period.

4.4.3 At the end of the three month probationary period, the Society will review the employee performance, and any improvements, issues discussed. The decision to offer a permanent position or relieve employee of their duties is made in writing at this time and shared with the employee.

4.5 Evaluations

- 4.5.1 Staff evaluations will be conducted annually as follows:
 - 4.5.1.1 Head Community Librarian position by the Society.
 - 4.5.1.2 All other library positions by the Head Community Librarian and/or Society.

4.6 Pay Periods and Salaries

- 4.6.1 All salary ranges are set by the individual Societies, taking into account:
 - Budget available
 - Service level to community
 - Comparable wages within community
 - Retaining long-term staff
- 4.6.2 All library employees shall be paid on a schedule determined by the Society.
- 4.6.3 Staff members are not given honorarium.

4.7 Benefits

4.7.1 The Board and Societies are responsible for adhering to the Alberta Labour Standards Code

4.8 Holidays

4.8.1 Employees shall be entitled to a day off or compensation for working on the following Alberta statutory holidays: New Years Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day. Heritage Day and Boxing Day are optional and are at the discretion of the Society.

- 4.8.2 Each Community Library Society shall identify additional holidays to be taken by employees.
- 4.8.3 Each Community Library Society may decide whether to close operations on Statutory holidays, if deemed feasible to provide service, staff working shall be compensated as per Alberta Labour Code

4.9 Absences, Vacation and Leave Entitlement

4.9.1 Vacation

- 4.9.1.1 Employees shall be provided annual vacation leave with prior authorization.
- 4.9.1.2 Request for leave shall be made in writing. The Head Community Librarian shall authorize leave for other library employees. The Society shall authorize leave for the Head Community Librarian.
- 4.9.1.3 Vacation time is earned in accordance with the Alberta Labour Standards Code.

4.9.2 Leave of Absence

4.9.2.1 Leave without pay

- 4.9.2.1.1 Maternity leave shall be granted as required by Alberta Employment Standards Code.
- 4.9.2.1.2 In all cases other than pregnancy leave or parental leave, the Society may grant a leave of absence without pay.

4.10 Grievance

4.10.1 In the event a dispute arises regarding the interpretation, application or alleged violation of any MCLB and/or Library Policies, the employee may seek to reach settlement with the MCLB.

4.11 Disciplinary Action

- 4.11.1 The MCLB of their duties in a professional manner and in a way that reflects well on the library as an important and respected institution in the community.
- 4.11.2 The Board considers the following to be unacceptable conduct on the part of its employees: being rude to patrons, being absent without authorized leave, unauthorized use of library property for personal benefit, breach of confidentiality and trust, disloyalty to the Board and/or Community Library Society, and contravention of MCLB and/or Library Society policies.
- 4.11.3 The Society shall ensure that the unacceptable nature of such conduct is immediately brought to the attention of any employee found responsible, and shall demand that the offending conduct not be repeated.
- 4.11.4 For serious or repeated infractions or unacceptable conduct, the Society shall draft a written agreement, to be signed by the employee, outlining means for improvement within a specific time frame.
- 4.11.5 In the event that the measures outlined in paragraphs 4.12.3 and 4.12.4 fail to resolve the problem, the Society shall consider taking steps towards dismissal of the employee.

4.12 Termination

- 4.12.1 The Society may, with just cause, terminate any employee.
- 4.12.2 Every effort shall be made to assist an employee who is having difficulty doing his or her job properly. However, if all efforts fail and the employee is unable to fulfill job requirements, the interests of the library as a whole require that the employee be removed from the position.
- 4.12.3 The employee's problems, as well as attempts to help him or her improvement, shall be carefully documented. All such documents shall be retained in the library's personnel file for a period not exceeding two years and shall remain the property of the library.
- 4.12.4 Advance notice of termination in writing, or wages in lieu of advance notice, shall be given to the employee in accordance with the provisions of the current Employment Standards Code of Alberta.

- 4.12.5 No employee shall be dismissed without adequate reasons.
- 4.12.6 An employee wishing to terminate their employment must give the employer written notice of intent of at least:
 - 4.12.6.1 One week, if employed more than three months but less than two years.
 - 4.12.6.2 Two weeks, if employed two years or more.

Patron and Community Relations

5.0 Patrons and Community Relations

- 5.1 The existence of the MCLB, Library Societies and its staff and services is dependent on public patronage.
- 5.2 The MCLB and Societies strive to create opportunities for positive communications, relationships, and partnerships with and amongst and between the Board, all three County library societies, neighboring libraries, other organizations and community members.
- 5.3 The Mackenzie County Library's public relations goals are:
 - 5.3.1 To provide and improve library facilities so as to provide excellent service delivery to current library patrons, community members, service providers thereby attracting new patrons and creating greater community engagement opportunities.
 - 5.3.2 To promote interest and excitement as well as awareness and understanding of the Community Library's programs and services;
 - 5.3.3 To increase patronage by offering rewarding community oriented programs and services. Community Librarians and the Operating Societies must continually create new opportunities for dynamic programming that will involve patrons and potential patrons into a welcoming community library.
 - 5.3.4 To promote programs, services, opportunities and overall library awareness by utilizing any and all means available.

5.5 Communications between Board & Societies

- 5.5.1 Two-way communication is required between the Board and the local Societies, and is the responsibility of both to complete to the best of their ability.
- 5.5.2 All Societies may be requested to forward approved meeting minutes and supporting documentation to the MCLB
- 5.5.3 Societies will prepare either written or verbal Library report to be read into the minutes of the monthly Board meeting minutes, either in person or by way of Board member liaison
- 5.5.4 All MCLB approved minutes will be forwarded to all Societies and copied to the Mackenzie County Council.
- 5.5.5 All communications concerning partnerships and funding agreements with Alberta Community Development, Fort Vermilion School Division #52, High Level Municipal Library and Mackenzie County Council must be vetted through the MCLB.

Purchasing and Budgets

6.0 Purchasing

- 6.1 All purchases will consider the quality of the product and/or services purchased, at the most effective overall price.
- 6.2 Societies are urged to create relationships with suppliers of everyday supplies and/or services that offer quality product and/or services, maximum discounts available, and either local or reasonable shipping charges.
- 6.3 Any single large item purchases over \$2000.00 must have a minimum of three quotes attained; unless to complete a set, or matching furniture etc. Quotes required from available suppliers.
- 6.4 All building renovations exceeding \$5000.00 must be publicized, and receive three written quotes. All projects will be awarded based upon consideration of price, quality of product and/or services, delivery/completion time, warranty period. The lowest bid may not be accepted. Acceptance will follow the entire criteria listed in 6.4 and be by motion of the Society at a duly called Society meeting.
- 6.5 The MCLB Chair and Community Library Society Chairs are authorized to make purchases on behalf of their organization, within Budget limitations and if they do not fall under 6.3 or 6.4.
- 6.6 All Board, Society members and/or employees must declare pecuniary interests if it applies to any purchase, quote or tender.

6.1 Funding Capital Projects

- 6.1.1 The Board must approve any large-scale capital projects and will, where possible, assist in securing the necessary funding.
- 6.1.2 The local library Societies have the main responsibility for securing funding for approved capital projects.
- 6.1.3 The Board requires that they are kept current of the societies' capital plans, how they plan to secure the necessary funding and the progress they are making in securing the capital funds required to complete the projects.

6.2 Budgets & Financial

- 6.2.1 The MCLB is accountable for the effective management of all Library Services funding within and under the umbrella of Mackenzie County Library Services. While the day-to-day operation of Libraries falls to the library Societies, under the Operational / Service Agreement, the Board will continuously monitor the financial status and ensure compliance with legislation by requiring regular and timely financial reports.
- 6.2.2 Three Board members will be assigned signing authority for the Board, and will take place at a duly called board meeting, and be recorded in the minutes. Any two, of the approved board members will be required to sign cheques and legal documents related to banking services for the Board.
- 6.2.3 The Board's fiscal year shall be from January 1st to December 31st, financial statements shall be prepared on an annual basis.
- 6.2.4 The Board will compile its yearly audited financial statements by an outside auditor appointed by a motion of the Board.
- 6.2.5 The Board will prepare the annual budget request to Mackenzie County by Oct. 15 of each year.
- 6.2.6 Societies when developing their yearly budgets; will follow the budget parameters and requirements outlined in Schedule 'D'.
- 6.2.7 Societies will forward draft budgets to the Board, using the authorized format, no later than September 30 of each year for the subsequent year.
- 6.2.8 The Societies will forward a Society approved yearly budget once confirmation of transfer payment is communicated to the Societies.
- 6.2.9 The Board will then approve the yearly budget of the Societies.
- 6.2.10 The Societies will forward audited year end statements to the Board as soon as they are completely or by April 30 of each year. Refer to Schedule 'D' if additional reporting is required.
- 6.2.11 The Board will forward copies of the Board's Annual Audited year end as well as the submitted Societies Audited year ends to Mackenzie County by June 15 of each year.
- 6.2.12 The Board will work in conjunction with the Societies to complete the annual reports required by Alberta Municipal Affairs by the deadlines provided by same.
- 6.2.13 The Board reserves the right to set budget parameters in which operational funding is allocated. (such as percentages of operational on staffing, materials, programs, etc)
- 6.2.14 All Society fundraised or other granted funding, including savings accounts, investments will be shown on financial statements and within budgets.

6.2.15	The Board reserves	the right to	request 1	more o	detailed	financial	data,	than	what is	covered	l in
	the monthly reports	•	_								

6.2.16 Operational funding may not be used to pay honorariums to Society members

SCHEDULE 'A' ~ Inter-Library Loans (ILL)

MCLC, links the community/public libraries under our direction, La Crete Library, Fort Vermilion Library and Zama City Library as well as any other formal partnerships that may be formed, to provide greater access and service to our patrons. Regulating the lending of library resources aims to facilitate the use of resources and still allow sufficient materials, time and freedom for use by all persons wishing to access same.

Also refer to Policy 3.7 Resource Sharing & Mackenzie County Library Consortium.

- The Library will participate with other libraries, under the MCLC by sharing resources, materials and services.
- All Library staff are required to process all inter-library loans in a timely manner.
- Only patrons in good standing with their home library are eligible for ILL services. Patrons with more than \$10 in fees and/or fines are not eligible for ILL privileges.
- All fees surrounding ILL, such as late fees, damages or lost items levied by the Item Home library, are passed on to the patron/borrower. Payment of these fees, are the responsibility of the patron to their home library.
- All ILL fees as mentioned above levied by and owed to the 'item' home library are payable by the 'patron/borrower' home library.
- Patrons are responsible for all ILL materials charged to their library card, including proper care and control of items in their possession. If materials are lost or damaged, the borrower is responsible for all repair or replacement costs, in accordance to MCLB Schedule A & B
- Patrons will not be charged user fees for ILL services, but are assessed late and/or damage fees as per MCLB Schedule A and B
- The item Home library patron, within reason, will take precedent on ILL holds.
- Patrons can have a maximum of five active requests at any one time.
- The Libraries are required to check on holds and requests when completing their monthly collection purchases, in order to best meet the need of the patron base.
- Non-Circulating Materials are at the discretion of the Librarian and/or Library Society, some resources, including those deemed:
 - to be irreplaceable;
 - needed in the reference collection for basic informational services;
 - of fragile state for shipping, such as magazines or journals;
 - special items, that are intended for in-library use such as puzzles, games, puppets,
 etc
- Loan policy, fees and fines are listed under MCLB Bylaw Schedules A, B and C.

SCHEDULE 'B' ~ Loan Terms, Overdue Fines, Fees and Charges

In order to keep patrons on track and circulation moving within the libraries and our library collections in good repair, the following policies are applicable at all County Libraries

Loan Terms:

- The borrower is responsible for all items taken out on their card. Do not allow others to use your library card.
- The loan period for book materials is 2 weeks, and 1 week for Audio/Visual in regards to ILL
 materials; the lending period starts when the receiving library processes the item, and ends when
 the item is checked back in by any of our County libraries.
- Books that have not been requested by other patrons may be renewed up to two times, for a
 total of an additional 4 weeks.
- Audio/Visual items that have not been requested by other patrons may be renewed up to two times, for a total of an additional 2 weeks.
- You can renew your items: in person, by phone, or by using the MCLC web login

Overdue Fines & Fees:

- As our libraries are not open 7 days a week, a three-day grace period is levied on items before overdue fees are charged.
- \$0.25 / item /day is charged on all overdue books and materials (not including Audio/Visual) to a maximum replacement cost of the item
- \$1.00 / item / day is charged on all overdue Audio/Visual, to a maximum replacement cost of the item.
- Damaged items are billed to the borrower at the item replacement cost. Billing occurs the day after the item is returned damaged.
- Lost items are billed at their replacement cost. Items are considered lost 2 months after the check out date, or when the total fees pertaining to that item reach the replacement cost of the item.

SCHEDULE 'C' ~ Library Fees

- No County library will charge for in-library use. Anyone is welcome to visit the library, use in-house services, read, enjoy the atmosphere, utilize the computers and/or Wi-Fi, and any other in-house service that the library offers.
- The individual Library Societies are responsible for approving any and all library fees that are applicable in their library for non-in-house and/or individual goods and/or services.
- Individual Library Societies are responsible for deciding what type of non-traditional services it
 will provide and the fees associated.
- MCLC library cards replace any existing individual library cards, when replacement occurs Patron agrees to any and all policies surrounding the MCLC service.
- MCLC library cards are valid for service at any of the participating libraries.
- No County library may charge a patron in good standing for ILL service.
- No County library may charge a patron in good standing for services available through the MCLC.

SCHEDULE 'D' ~ Library Society Budget Parameters

- The Mackenzie County Library Board strives to provide excellent service at all our library points while working within our available budget.
- The Mackenzie County Library Board views that service levels and budgeting parameters are closely linked.
- Budget dollars allocated to collection development is directly linked to the currency, volume and availability of collection items within our libraries
- Budget dollars allocated to staffing is directly linked to hours of operation, programming and inhouse library service levels and availability.
- The Mackenzie County Library Board has developed a range of parameters that offer some flexibility to the individual Library Societies to allow for different circumstances.
- If any Library Society has budgeted outside this range of parameters in any given year a detailed explanation and financial report is required by the Board when the Budget is submitted.
- If any Library Society at year end is outside this range of parameters in any given year a detailed explanation and financial report is required by the Board when the following year Budget is submitted and included in their audited year end are submission.
- The following budget parameters will be followed by all Library Societies when developing and executing their yearly budgets.

Audio/ Visual 6-15% of total expenditures

Books / Periodicals
 15-20% of total expenditures

Staffing 40-55% of total expenditures

APPENDIX 1: Library Society Operating / Service Agreement: (copy)

LIBRARY SERVICE AGREEMENT

Between:
Mackenzie County Library Board
- and Fort Vermilion Library Society
La Crete Library Society
Zama City Library Society

- 1. The Societies as listed above (hereafter referred to as "the Society") are governed by the Province of Alberta Societies Act as well as the Alberta Libraries Act in respect to deliverance of library services. The Mackenzie County Library Board (hereafter referred to as "MCLB") is governed by the Province of Alberta Libraries Act.
- 2. The Society recognizes that the authority for the administration of community library services lies with the MCLB in accordance with the Alberta Libraries Act, and the MCLB Bylaws, Policies and Procedures, and any and all related Provincial or Municipal regulations.
- 3. The MCLB and Society recognizes that the day to day operation of the local library is transferred from the MCLB to the Society by agreement of this 'Library Service Agreement', as long as the Society meets and/or exceeds the terms of this agreement.
- 4. The Society recognizes that once purchased on behalf of the Library the ownership of all materials, collections, equipment and furniture lies with the MCLB.
- 5. The MCLB recognizes that in the case of Fort Vermilion Library Society the ownership of the Library Building lies with the Society. The Society will not charge the MCLB rent for the use of the facility.
- 6. The MCLB recognizes that in the case of the Zama City Library the ownership of the Library space lies with Mackenzie County. Building space under separate agreement.
- 7. The MCLB recognizes that in the case of the La Crete Community Library the ownership of the Library space lies with the Fort Vermilion School Division. Building space under separate agreement.

- 8. The Society recognizes that the requirement exists to follow the Alberta Libraries Act in the deliverance of library services as well as the MCLB Bylaws, Policies and Procedures.
- 9. Fundraising for any expenses other than the approved budgeted expenses that encompass the transfer payments remains the responsibility of the Society. Fundraising dollars will be shown within financial statements and all items purchased with fundraising funds fall under point #3.
- 10. Society honorariums, if applicable, are the responsibility of the Society, and will not be funded by operational grant dollars.
- 11. Members of the Society are recruited at the community level, and elected in accordance of the Society bylaws.
- 12. Members of the MCLB are appointed by Mackenzie County Council; the MCLB must ensure regional representation is maintained.
- 13. The following are areas of responsibility for the Society on behalf of the MCLB:
 - a. Comply with all MCLB Bylaws, Policies and Procedures, and Library Act;
 - b. Positive advocacy for the MCLB and local Library Services at the community level;
 - c. Assume all tasks associated with daily operations of the Library and all related services;
 - d. Responsible for collection management, maintenance, and development;
 - e. Monthly (for MCLB meetings, and/or when requested) provide a monthly report, either in person, or through the local MCLB representatives, including library's successes and challenges, statistics, program news, financial, and any other information felt relevant;
 - f. Responsible for all financial transactions required for the day to day operations of the Library;
 - g. Work hand in hand with MCLB, and other regional libraries for the efficient delivery of library services;
 - h. Ensure that expenditures adhere to the annual budget;
 - i. Adopt Library Policies, Procedures and Bylaws, that comply with MCLB, for the day to day operations of the Library;
 - j. The Society will ensure that adequate insurance is held on all assets of the Library, and provide proof of Insurance yearly to the MCLB;
 - k. No later than September 30 of each year, (or when requested) the Society will create and submit an annual budget for complete library services, including building expenses and fundraising information to the MCLB for approval;
 - 1. File current year bi-annual financial reports to the MCLB;
 - m. File annual past year audited financial year-end statements to the MCLB, for all financial activity, by April 30 of each year;

- Strive to keep abreast of new library developments, including provincial and federal legislation that will improve or affect services offered, adapt to new ideas and changing methods in order to offer improved library services;
- o. Will engage in strategic planning assessing community/use needs, setting
- p. objectives, evaluating, measuring effectiveness of library programs and making recommendations to the MCLB
- q. Assist in local recruitment for the MCLB vacancies;
- r. Make policy and procedure recommendations to the MCLB;
- s. Public Relations through promotion of awareness and participation of community library programs and services

14. The MCLB will:

- a. Provide funding through grants to fund library services;
- b. Provide regionally adopted Library Policies, Procedures and Bylaws that will govern the direction of the library;
- Provide in conjunction with local libraries and submit all required information for Provincial Libraries Branch requirement, i.e. Plan of Service and Needs Assessments, financial and program data, or other legislation as required;
- d. Compile and present annual Budget Requests to Mackenzie County for Library Services;
- e. Offer regional programming whenever possible;
- f. Provide a regional MCLB Website for promotion of Library services in our region;
- g. Actively promote regional library services and programs in our communities;
- h. The Board will undertake long range strategic planning including, but is not limited to the Plan of Service, Mission Statement, marketing plan.
- i. Provide educational and teambuilding workshops and seminars whenever possible.
- 15. The effective date of this agreement shall be from date listed below. This agreement will remain in force from year to year unless and until either party gives to the other party six months notice in writing of the intention to change or terminate this agreement. Any changes to this agreement must be as mutually agreed and evidenced in writing.
- 16. In the event of termination for whatever reason, the parties acknowledge and agree that the MCLB shall retain ownership of all library collections, materials, furniture and equipment.
- 17. In the event of termination for whatever reason, the parties acknowledge and agree that all funds that have been raised on behalf of the Library or remaining

Print Name & Position

budget dollars will be transferred to the MCLB, for continuation of local Library Services.

IN WITNESS WHEREOF the parties hereto have executed this agreement by the duly authorized officers on the following date.

Dated this	day of	, 2014		
THE MACKENZ	IE COUNTY LIBE	RARY BOARD		
Per:Print Name &	Position	-	Signature	
FORT VERMILION LI	IBRARY SOCIETY			
Per:Print Name &	Position	-	Signature	
LA CRETE LIBRARY S	SOCIETY			
Per: Print Name &	Position	-	Signature	
ZAMA CITY LIBRARY	Y SOCIETY			
Per:				

Signature

APPENDIX 2: MCLC Services Outline

To be developed and adopted at a later date.



REQUEST FOR DECISION

Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

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.

<u>Membership</u> – the Commission is comprised of the following:

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

Term – one-year term.

<u>Meeting Frequency</u> – 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: N Friesen Reviewed by: CAO:	
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Five (5) Member at Large applications were received.						
COSTS & SOURCE OF FUNDING:						
Opera	Operating Budget					
SUST	SUSTAINABILITY PLAN:					
COMM	COMMUNICATION/PUBLIC PARTICIPATION:					
POLIC	CY REFERENCES:					
Bylaw	563/06 Subdivision	. & C	evelopment Autho	rities		
RECC	MMENDED ACTIO	<u>N:</u>				
Motion	<u>n 1</u>					
 ✓ S	Simple Majority		Requires 2/3		Requires Unanimous	
That the following Councillors be appointed to the Municipal Planning Commission for a one-year term – October 26, 2021 to October 2022. 1. 2.						
Motion	<u>12</u>					
 ✓ S	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 26, 2021 to October 2022. 1. 2. 3.						
Author	: N Friesen		Reviewed by:		CAO:	

BYLAW NO. 563/06

BEING A BY-LAW OF THE MUNICIPAL DISTRICT OF MACKENZIE NO. 23 IN THE PROVINCE OF ALBERTA FOR THE ESTABLISHMENT OF A MUNICIPAL PLANNING COMMISSION

WHEREAS, under the provisions of the Municipal Government MGA Revised Statutes of Alberta 2000, being Chapter M-26.1 and amendments thereto, to provide for the establishment of a Subdivision Authority, a Development Authority and Municipal Planning Commission for the Municipal District of Mackenzie No. 23.

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

TITLE:

1. This bylaw may be cited as the "Subdivision and Development Authorities Bylaw".

DEFINITIONS:

- 2. In this bylaw, unless the context otherwise requires:
 - "C.A.O." means the Chief Administrative Officer of the Municipal District of Mackenzie No. 23 appointed by Council under Bylaw 030/95;
 - "COUNCIL", means the Council of the Municipal District of Mackenzie No. 23, duly assembled and acting as such;
 - "Land Use Bylaw" means Bylaw 462/04 and amendments thereto;
 - "M.D." means the Municipal District of Mackenzie No. 23.
 - "Member" means a member of the Municipal Planning Commission appointed pursuant to this Bylaw;
 - **"MGA"** means the Municipal Government MGA, Revised Statutes of Alberta, 2000, C. M-26.1 and amendments thereto;
 - "MPC" means the Municipal Planning Commission as established by this Bylaw;
 - "Pecuniary Interest" shall have the meaning as set out in Division 6 of Part 5 of the MGA as applied and adapted in the context of this Bylaw;

"Public Member" means a person who is not a member of Council and who otherwise qualifies as an elector in the Municipal District of Mackenzie No. 23:

PART 1 – Subdivision Authority

Establishment

3. The Subdivision Authority for the M.D. is the Municipal Planning Commission for all applications for subdivision approval.

Powers and Duties

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

Administration

- 5. The signing authority for all subdivision related matters is the Chair of the Municipal Planning Commission or delegate.
 - 6. When a registerable instrument is submitted for endorsement, the signing authority is authorized to accept minor modifications from that approved by the Subdivision Authority provided:
 - a. there is no increase to the number of parcels;
 - b. municipal, school or environmental reserves are not compromised;
 - c. municipal roads and standards are not compromised;
 - d. changes comply with municipal bylaws, with the exception that minor changes to the Land Use Bylaw standards may be included as provided in Section 654(2) of the MGA.

Part 2 – Development Authority

- 7. The Development Authority for the M.D. is:
 - a. the C.A.O. or delegate, for an application for development approval which is a permitted use under the Land Use Bylaw and which complies with the requirements and regulations set out in the Land Use Bylaw.
 - b. The Municipal Planning Commission established under this Bylaw, when the application for development permit is:
 - i. A discretionary use under the Land Use Bylaw; or

- ii. A permitted use under the Land Use Bylaw which does not otherwise comply with the requirements and regulations as set out in the Land Use Bylaw.
- 8. Notwithstanding Section 7, the C.A.O. or delegate may forward any application for development approval to the Municipal Planning Commission for a decision.

Powers and Duties

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

Part 3 – Municipal Planning Commission

Establishment

10. The Municipal Planning Commission is hereby established.

Membership and Term

- 11. The Commission shall consist of five (5) members with:
 - a. two (2) members being members of Council; and
 - b. three (3) members being public members.
- 12. A member of the Commission shall not include:
 - a. a member of the Subdivision and Development Appeal Board
 - b. an employee of the Municipal District of Mackenzie No. 23.
- 13. Each member of the Commission shall be appointed annually in conjunction with the Organizational Meeting.
- 14. If a member misses three (3) consecutive meetings without the authorization of the Commission, the person is disqualified and the position becomes vacant.
- 15. The Chairperson and Vice-Chair of the Commission shall be appointed from among the members of the Commission.

Procedure

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

- 17. In the absence or inability of the Chairperson to preside at an MPC meeting, the Vice-Chair shall preside; in the event or absence of both the Chair and Vice-Chair to preside at a meeting of the Commission, the members present in constituting a quorum shall elect one of its members to MGA as Chairperson at that meeting.
- 18. The Chief Administrative Officer or delegate shall serve as Secretary to the Board, and shall:
 - a. not have a vote;
 - b. notify all members of meetings of the Commission;
 - c. notify the public pursuant to Section 195 of the MGA;
 - d. prepare and maintain a file of written minutes of the business transacted at all meetings of the Commission;
 - e. record decisions of the Commission and issue the decision and/or permit forthwith to all parties affected;
 - f. be authorized to sign on behalf of the Commission any order, decision, approval, notice or other thing made, given or issued by the Commission;
 - g. undertake other duties as the Commission may require in the conduct of its business.
- 19. In the event of a tie vote, any motion of the Commission shall be deemed defeated.

Functions and Duties

- 20. The Municipal Planning Commission has the following functions and duties:
 - a. 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 the Municipal District of Mackenzie No. 23.
 - b. to serve as a Subdivision Authority pursuant to Part 17 of the MGA and of this bylaw; and
 - c. to serve as a Development Authority pursuant to Part 17 of the MGA and of this bylaw.
- 21. The Municipal Planning Commission shall hold meetings monthly or as required, and undertake such actions as are necessary to fulfill the powers and duties of the Commission.
- 22. Applications for subdivision approval shall be considered by the Commission and either approved, with or without conditions, or refused in accordance with the MGA Part 17 and any regulations made thereunder.

- 23. Development permit applications referred to the Commission shall be considered and either approved, with or without conditions, or refused in accordance with the Land Use Bylaw and the MGA Part 17 and any regulations made thereunder.
- 24. A decision of the Municipal Planning Commission is not considered final until notification of the decision is given in writing.
- 25. If a member has a pecuniary interest in the matter before the Commission, the member shall:
 - a. disclose the general nature of the pecuniary interest to the Commission prior to the Commission's consideration of the matter;
 - b. abstain from discussion and disposition on the matter; and
 - c. leave the room in which the meeting is taking place until discussion and disposition of the matter is completed.
- 26. The abstention of the member and the disclosure of the member's interest shall be recorded in the minutes.
- 27. Notwithstanding Section 19(f) of this bylaw, any order, decision or approval made, given or issued by the Commission may be signed by the Chairperson or Vice-Chair of the Commission.
- 28. Bylaws No. 549/05 and all amendments hereto is hereby repealed.
- 29. This bylaw shall come into full effect on March 15, 2006.

First Reading given on the 7th day of March, 2006. (06-156)

(signature on file) (signature on file)

Bill Neufeld, Reeve Christine Woodward, Executive Assistant

Second Reading given on the 7th day of March, 2006. (06-157)

(signature on file) (signature on file)

Bill Neufeld, Reeve Christine Woodward, Executive Assistant

Third and Final Reading given on the 7th day of March, 2006. (06-159)

(signature on file) (signature on file)

Bill Neufeld, Reeve Christine Woodward, Executive Assistant

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



Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

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.

<u>Membership</u> – Membership from Mackenzie County is comprised of the following:

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

<u>Term</u> – one year appointment.

<u>Meeting Frequency</u> – 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:	N Friesen	Reviewed by:	C/	AO:



Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

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.

<u>Membership</u> – the Board is comprised of the following:

- Two members of Council
- A pool of five members at large
- Subdivision & Development Appeal Board Clerk

Due to availability concerns, nine (9) Members at Large have previously been appointed by the County.

Three will expire in 2021. Six (6) will expire in 2022 or 2023.

<u>Term</u> – no longer than three-year appointments.

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

<u>Eligibility</u> – 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 board	ırds.
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Author:	C. Smith	Reviewed by:	CAO:
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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.
No Member at Large application were received. Positions were advertised.
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 26, 2021 to October 2022, subject to eligibility. 1. 2.
Author: C. Smith Reviewed by: CAO:

BYLAW NO. 1096-18

BEING A BYLAW OF MACKENZIE COUNTY IN THE PROVINCE OF ALBERTA

TO ESTABLISH THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD

WHEREAS, pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, Section 624, Council may establish a Development Authority, and

WHEREAS, pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, Section 627, Council may establish a Subdivision and Development Appeal Board, and

WHEREAS the Council of Mackenzie County in the Province of Alberta, has deemed it necessary to define the function of a Subdivision and Development Appeal Board, as it relates to the appeal process.

NOW THEREFORE, the Council of Mackenzie County in the Province of Alberta, duly assembled, hereby enacts as follows:

1. TITLE

a) This Bylaw shall be cited as the "Subdivision and Appeal Board Bylaw".

2. DEFINITIONS

In the Bylaw:

- a) "**Act**" means the *Municipal Government Act* Revised Statutes of Alberta, 2000, Chapter M-26 and amendments thereto.
- b) "Appellant" means the person who has served written notice of an appeal to the Clerk of the Board from a decision, order or development permit issued by the Development Authority or a notice of decision issued by the subdivision approving authority.
- c) "Board" means the Appeal Board established pursuant to this Bylaw.
- d) "Chairman" means a Member of the Board who is appointed to preside over a hearing in accordance with this bylaw.
- e) "Council" means the Mackenzie County Council.

- f) "Members at Large" are Members of the Board who are not Councillors of the Municipality.
- g) "Municipality" means the municipal corporation of Mackenzie County.
- h) "Clerk"- means a designated officer appointed by Council to act as Clerk of the Board.
- i) "Subdivision Approving Authority" is the authority appointed by Council to decide applications for subdivision.
- j) All other terms used in this Bylaw shall have the meaning assigned to them by the Act.

3. ESTABLISHMENT

- a) The Board is hereby established.
- b) The Members of the Board are hereby considered "authorized persons."

4. **DUTIES**

The Board shall:

- a) Decide upon all appeals referred to it by the Clerk of the Board, including an:
 - i) appeal of a development permit decision issued by the development authority;
 - ii) appeal of a stop order issued by the development authority; and
 - iii) appeal of a notice of decision for subdivision issued by the development authority.
- b) Perform other such duties as described or implied in this Bylaw or as may be assigned to it by Council.

5. MEMBERSHIP

- a) The Membership of the Board shall consist of:
 - i) two (2) Members of Council, of which one (1) will sit on the Board at any one hearing;
 - ii) five (5) Members at Large, of which two (2) will sit on the Board at any one

hearing.

- b) Council Members of the Board shall be appointed annually by resolution of Council at the Organizational Meeting held in October.
- c) Members at Large shall be appointed to the Board by resolution of Council for a three-year term or as otherwise designated by Council.
- d) Notwithstanding, Clause 5. c), a person may be reappointed upon expiration of their term.
- e) No person who is an employee of Mackenzie County or a member of the Municipal Planning Commission shall be appointed to the Board by Council, subject to the provisions of this Bylaw.
- f) A Member of Council's appointment to the Board terminates 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.
- g) Where a Board position is left vacant for any reason, Council may appoint a replacement for the remainder of that term.
- h) If a Member has any pecuniary interest, whether direct or indirect, in any matter before the Board, the Member shall declare such interest to the Board before discussion of the matter, and shall not participate in the hearing, or discuss or vote upon the matter, and such abstention shall be recorded in the minutes.
- i) 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.

6. QUORUM & MEETINGS

- a) Three (3) Members of the Board where Members of Council do not form the majority constitute a quorum.
- b) The Board shall meet at such intervals as are necessary to consider and decide appeals filed with it in accordance with the Act.
- c) The Board shall not permit electronic or similar recording devices to be used during a hearing by anyone in attendance, except the Clerk of the Board.

7. CHAIRMAN

a) The Members of the Board shall elect one of themselves as Chairman and one of themselves as Vice-Chairman at the commencement of each Hearing.

8. ABSENT BOARD MEMBERS

- a) A Member of the Board who is for any reason unable to attend the whole or part of an appeal, shall not participate in the deliberations or decision by the Board upon that appeal.
- b) 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. In the event of the Chairman and Vice-Chairman being absent or unable to act as Chairman, the remaining Members will elect a Chairman from amongst themselves.

9. **SIGNING AUTHORITY**

- a) An order, decision, approval, notice or other things made, given or issued by the Board may be signed on its behalf by its Chairman, Vice-Chairman or a Member elected to act as Chairman.
- b) An officer appointed by Council may sign on behalf of the Board.

10. CLERK OF THE BOARD

- a) The position of a designated officer for the limited purpose of carrying out the functions of the Clerk of the Board is hereby established.
 - i. For financial purposes, only that portion of salary and benefits related to carrying out the Clerk functions shall be disclosed as required by legislation.
- b) The Clerk(s) of the Board shall be appointed by resolution of Council and shall not be a member of the Board.

The Clerk shall:

- c) attend all meetings and hearings of the Board, but shall not vote on any matters before the Board.
- d) 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.
- e) attend all meetings of the Board and shall keep the following records with respect thereto:
 - i) the minutes of all meetings and hearings;
 - ii) all applications;
 - iii) records of all notices of hearings and of persons to whom they were sent;
 - iv) copies of all written representations to the Board;

- v) notes as to each representation;
- vi) the names and addresses of those making representations at the hearing;
- vii) the decision of the Board;
- viii) the reasons for the decision of the Board;
- ix) the vote of the Members of the Board on the decision;
- x) records of all notices of decision and of persons to whom they were sent;
- xi) all notices, decisions and orders made on appeal from the decisions of the Board, and
- xii) such other matters as the Board may direct or the Clerk may determine.
- f) notify all Members of the Board of the arrangements for the holding of each hearing and other meetings of the Board.
- g) 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, stop orders, 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.

11. PUBLIC HEARING

- a) 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.
- b) The Board shall meet for the hearing of appeals as frequently as is necessary, and in any event within thirty (30) days of receipt of a notice of appeal duly filed pursuant to the Act.

12. SPECIAL MEETING

- a) Upon receipt of a notice of appeal duly filed pursuant to the provisions of the Act, and of this Bylaw, the Clerk may convene a special meeting of the Board to consider what persons are affected by the appeal and should be notified thereof. Such a meeting shall be called not less than six days prior to the date of the public hearing by the Clerk of the Board. The Board is allowed to hold a special meeting to:
 - i) Determine who should be notified of the Board hearing, and
 - ii) Determine if any Members of the Board are unable to attend the hearing

due to absence or pecuniary interest.

13. ELECTRONIC RECORDINGS

- a) The Clerk shall keep an electronic record of all Hearings, except during breaks and those portions of Hearings held In-Camera.
- b) Electronic recordings will only be transcribed if they are required in connection with any audit or investigation in connection with litigation.
- c) The electronic recording for each Hearing will be retained and backed up for one (1) year.

14. DECISIONS

- a) The Board shall issue its decision upon an appeal in writing together with reasons for the decision pursuant to the provisions of the Act.
- b) 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.
- c) In the event of a tie vote, the appeal is defeated.
- d) The decision is not final and binding until the decision has been signed and given in writing in accordance with the Act.

15. PROVINCE OF ALBERTA APPEAL PROCEDURE

a) The Clerk shall keep on file all notices of applications made for leave to appeal to the Court of Appeal from decisions of the Board issued pursuant to the Act.

16. APPEAL FEES

- a) Appellants may be charged an appeal fee to cover the costs associated with a subdivision or development appeal. The appeal fee may be fixed from time to time by resolution of Council according to the Fee Schedule Bylaw.
- b) If the Subdivision & Development Appeal Board decides in favour of the appellant, the fees paid by the appellant shall be refunded.

17. REMUNERATION & TRAVEL EXPENSES

a) Members shall be compensated according to the Honorariums and Expense Reimbursement Bylaw in effect for Mackenzie County.

18. EFFECTIVE DATE AND REPEAL OF BYLAW

- a) That Bylaw 1087-18 and all amendments thereto are hereby repealed.
- b) The adoption of this bylaw is effective upon the date of the passing of the third and final reading thereof.

READ a first time this 25th day of July, 2018.

READ a second time this 25th day of July, 2018.

READ a third time and finally passed this 25th day of July, 2018.

(original signed)

Peter F. Braun

Reeve

(original signed)

Len Racher

Chief Administrative Officer

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;
- o 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		



Meeting:	Organizational Council Meeting

Meeting Date: October 26, 2021

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.

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

COSTS & SOURCE OF FUNDING:

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Author:	C. Smith	Reviewed by:	CAO:
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SUSTAINABILITY PLAN:							
CO	MMUNICATION/PUB	LIC	PARTICIPATION:				
	LICY REFERENCES: sterial Order H:042/1						
REC	COMMENDED ACTIO	<u>)N:</u>					
Mot	<u>ion 1</u>						
	Simple Majority		Requires 2/3		Requires Unanimous		
one	t the following Counci -year term – October 1. 2.				real Housing Foundation for a		
Mot	ion 2						
$\overline{\checkmark}$	Simple Majority		Requires 2/3		Requires Unanimous		
for a	t the following Membe a one year term – Octo I.	∍r at ober	Large be appointed 26, 2021 to Octob	d to th er 20	ne Boreal Housing Foundation 22.		



Office of the Minister MLA, Edmonton-Riverview

MINISTERIAL ORDER NO. H:042/16
DEPARTMENT OF SENIORS AND HOUSING
PROVINGE 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:

- 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 _______ day of ______ lecundor____, 2016

Lori Sigurdson

Minister of Seniors and Housing

404 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-415-9550 Fax 780-415-9411 9202B - 149 Street, Edmonton, Alberta T5R 1C3 Canada Telephone 780-414-0719 Fax 780-414-0721

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.



Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

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. Smith Reviewed by: CAO:	Author:	C. Smith	Reviewed by:	CAO:	
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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 26, 2021 to October 2022. 1.							

Author: C. Smith Reviewed by: CAO:



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About Us

May 2010

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

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

Typical areas of service include:

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

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

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

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

OUR MISSION:

The Mission of Community Futures Northwest Alberta is:

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

The Corporation undertakes it's Mission by:

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

corporation's established tradition of integrity.

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

Check Out our Community Futures Online Small Business Loan Web site

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

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

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

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

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

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

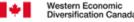
"We are a community directed corporation with a volunteer Board of Directors recruited for their expertise in an array of industrial and community sectors as well as geographic representation."

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BOARD OF DIRECTORS

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

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

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

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

Bill Boese, Chair	Walter Sarapuk, Treasurer
Fort Vermilion	Rocky Lane
Jan Welke, Board Member	John W Driedger , <i>Board Member</i>
High Level	La Crete
Ellis Forest, Vice Chair	Clark McAskile, Board Member
High Level	High Level

Board Composition Matrix

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Meeting:	Organizational Council Meeting

Meeting Date: October 26, 2021

Presented By: Len Racher, Chief Administrative Officer

Title: EXTERNAL COMMITTEE REPRESENTATION

Hay Zama Committee

BACKGROUND / PROPOSAL:

Membership – two Council members are appointed

<u>Term</u> – one year appointment.

<u>Meeting Frequency</u> – 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. Smith	Reviewed by:	 CAO:	

POLICY REFERENCES:

RECOMMENDED ACTION:						
ple Majority	□ F	Requires 2/3		Requires Unanimous		
following Counci	llors b	e appointed to th				
				CAO.		
	following Counci October 26, 2021	following Councillors be October 26, 2021 to October	rollowing Councillors be appointed to the October 26, 2021 to October 2022.	ple Majority		



Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

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. Smith	Reviewed by:	CAO:
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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 26, 2021 to October 2022.

1. 2.

Author: C. Smith

CAO:

Reviewed by:

High Level Forests Public Advisory Committee (PAC) Terms of Reference

March 19, 2019

Background

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

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

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

Goals

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

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

These rights will not be prejudiced by taking part in the Public Advisory Committee.

Operating Guidelines

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

Local Government

- Recreation

- Trappers

- Outfitters

- Environmental Organizations

Tourism

- Traditional Users - General Public Oil & Gas Industry

Fish & Game

Local mills

Local logging & forestry contractors

Economic development organizations

- First Nations

Métis

Education

Version: March 19, 2019

¹The companies recognize the Aboriginal and Treaty Rights of local Aboriginal peoples.

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

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

Committee members agree to work by the following principles:

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

Timelines

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

Roles, Responsibilities, and Obligations of Participants

The PAC will consist of the following:

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

i. Chair Responsibility

The Chair will:

1. Create meeting agendas;

Version: March 19, 2019

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

ii. Company (Staff) Responsibility

Company Staff will:

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

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

Committee members will:

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

Resolving Items of Discussion

Version: March 19, 2019 3

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

Conflicts of Interest

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

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

Information and Communication

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

Version: March 19, 2019 4

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



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Resources

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

Mechanisms To Adjust

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

Measuring Participant Satisfaction

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

Approval of Changes to Terms of Reference:

Effective date: March 19, 2019

Persons present for review of Terms of Reference:

Boyd Langford Jessica Juneau Mike Alsterlund John Thurston Bill Schnarr Aaron Doepel

Faron Dyck

Robin Cumine

Fred Radersma

Curtis Cole

Ashley Hazlett

Melanie Plantinga

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Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

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.

Author:	C. Smith	Reviewed by:	CAO:

COMMUNICATION/PUE	BLIC PARTICIPATION:	<u>:</u>	
POLICY REFERENCES	<u>:</u>		
RECOMMENDED ACTION	ON:		
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That the following Counce Force for a one-year term 1.	cillor be appointed to the m – October 26, 2021 to	ne High Level Recreation Facility To October 2022.	Γask

Author: C. Smith Reviewed by: CAO:	
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Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

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

<u>Term</u> – one year appointment.

<u>Meeting Frequency</u> – 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.

Author: C	C. Smith	Reviewed by:		CAO:	
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COMMUNICATION/PUBLIC PARTICIPATION:

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Auth	or:	C. Smith		Reviewed by:	CAO:	



Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

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

<u>Term</u> – 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. Smith	Reviewed by:	CAO:
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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 26, 2021 to October 2022. 1.

Author: C. Smith Reviewed by: CAO:



Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

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

<u>Term</u> – 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.

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Author:	C. Smith	Reviewed by:	CAO:

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Author: C. Smith Reviewed by: CAO:



Meeting: **Organizational Council Meeting**

Meeting Date: October 26, 2021

Presented By: Len Racher, Chief Administrative Officer

EXTERNAL COMMITTEE REPRESENTATION Title:

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.

<u>Meeting Frequency</u> – 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.

Author:	C. Smith	Reviewed by:	CA	O
		_ iteviewed by.		o

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 26, 2021 to October 2022. 1. 2.

CAO:

Reviewed by:

Author: C. Smith



Approved: May 2019

1. Introduction

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

1.1 Vision

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

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

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

1.2 Mandate

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

Key Responsibilities:

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



Approved: May 2019

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

1.3 Engagement and Communication

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

1.4 Code of Conduct

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

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

1.5 Roles and Responsibilities

Board Members:

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

Chair:

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



Approved: May 2019

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

Vice Chair:

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

Working Groups:

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

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

1.6 Meetings and Quorum

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

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

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

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



Approved: May 2019

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

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

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

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

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

Municipalities are responsible for compensation, for their appointed members.

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

1.7 Indemnification and Insurance

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



Approved: May 2019

1.8 Finance, Procurement and Expense Control

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

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

1.9 Communications and Engagement

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

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

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



Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

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.

Author:	C. Smith	Reviewed by:	CAO:

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Author: C. Smith Reviewed by: CAO:



Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

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

<u>Term</u> – two year appointment.

<u>Meeting Frequency</u> – 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.

Author: C. Smith Reviewed by: CAO:	
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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 26, 2021 to October 2022.

1. 2.

Author: C. Smith

CAO:

Reviewed by:



Meeting:	Organizational Council Meeting

Meeting Date: October 26, 2021

Presented By: Len Racher, Chief Administrative Officer

Title: EXTERNAL COMMITTEE REPRESENTATION

Mighty Peace Watershed Alliance

BACKGROUND / PROPOSAL:

Membership – one Council member is appointed

<u>Term</u> – one year appointment.

<u>Meeting Frequency</u> – 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. Smith	Reviewed by:	CAO:

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Author:	C. Smith		Reviewed by:		CAO:



Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

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

<u>Term</u> – one year appointment.

<u>Meeting Frequency</u> – 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:

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Meeting:	Organizational Council Meeting

Meeting Date: October 26, 2021

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

<u>Term</u> – one year appointment.

<u>Meeting Frequency</u> – 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. Smith	Reviewed by:	CAO:

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Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

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

<u>Term</u> – one year appointment.

<u>Meeting Frequency</u> – 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

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TERMS OF REFERENCE

NORTHWEST SPECIES AT RISK COMMITTEE

Background:

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

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

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

Purpose:

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

Responsibilities:

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

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

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

Structure:

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

Alternate members may attend all meetings.

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

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

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

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

Quorum and Costs:

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

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

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

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

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

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

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

Communication:

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

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

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

FINANCIAL TERMS OF REFERENCE

NORTHWEST SPECIES AT RISK COMMITTEE

Financial Responsibility:

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

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

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

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

Appendix: Northwest Species at Risk Committee Municipal Members

Voting members:

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

Associate members:

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



Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

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

<u>Term</u> – one year appointment.

<u>Meeting Frequency</u> – 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. Smith	Reviewed by:	CAO:	

SUSTAINABILITY PLAN:									
COMMUNICATION/PUBLIC PARTICIPATION:									
POLICY REFERENCES:									
RECOMMENDED ACTION:									
$\overline{\checkmark}$	Simple Majority	Requires 2/3	☐ Requires	: Unanimous					
Initia 1		llors be appointed to the erm – October 26, 202		conomic Developmen 2022.	t				
Auth	or: C. Smith	Reviewed by:		CAO:					

REGIONAL ECONOMIC DEVELOPMENT INITIATIVE SOCIETY

By-laws

ARTICLE I

The name of the Society shall be Regional Economic Development Initiative Society.

ARTICLE II

Membership in the Society

Section I Any corporation or organization operating in Alberta may become a voting member upon payment of the annual membership fee.

Should Read: Any corporation or organization operating in Alberta may become a member upon payment of the annual membership fee.

Section II Regional Economic Development Initiative (hereafter written as REDI) staff are eligible for membership in the Society, but can not sit on the Board of Directors. No former employee of REDI may be elected to the Board of Directors, until two years has passed since their last day of employment with the Society.

Section III A voting member may vote in any Annual General or Special Meeting, may be appointed to any committee and may be elected to office in the Society under the provisions of these bylaws.

Section IV Non-voting members may speak at Annual General or Special Meetings.

Section V Members are expected to attend meetings when notified and generally support the objectives of the Society.

Section VI Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary-Treasurer. No membership privileges or powers in the Society will be granted until the membership fee has been paid. Any member upon two-thirds vote of all members in good standing may be expelled from membership for any reason which the Society may deem reasonable.

- Should Read: (a) Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary-Treasurer.
 - (b) No membership privileges or powers in the Society will be granted until the membership fee has been paid.
 - (c) Any member upon two-thirds vote of all members in good standing may be expelled from membership for any reason which the Society may deem reasonable.

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Section VII The Society may choose to allow proxy votes.

Should Read:

- (a) The Society may choose to allow proxy votes.
- (b) The Society may choose to allow on-line voting.

ARTICLE III

Board of Directors

Section I

The Board of Directors shall consist of two (2) representatives from each of Mackenzie County, the Town of High Level and the Town of Rainbow Lake, and one (1) representative from each of any other organization or corporation in good standing with the Society, and such ex-officio members as these by-laws hereafter provide.

Section II

The Board of Directors shall choose from amongst the representatives from Mackenzie County, the Town of High Level and the Town of Rainbow Lake, individuals to fill the following positions:

- a) Chair
- b) Vice-Chair
- c) Secretary-Treasurer

Section III

REDI shall elect the positions listed in Article III Section II at a general meeting by ballot. The date of the general meeting for the purpose of electing the said positions shall be set in the month of November in any given year. The term of office for the positions listed in Article III Section II shall be two (2) years. The term of office for the newly elected officers shall commence immediately upon the close of elections.

Should Read:

REDI shall elect the positions listed in Article III Section II at a general meeting by ballot. The date of the general meeting for the purpose of electing the said positions shall be set in the month of December in any given year. The term of office for the positions listed in Article III Section II shall be three (3) years. The term of office for the newly elected officers shall commence immediately upon the close of elections.

Section IV

The following people shall be ex-officio members of the Board:

- a) Immediate Past-Chair
- b) Regional Economic Development Officer/Manager

Section V

Any vacancy occurring among the Board of Directors prior to an Annual General Meeting may be filled by the organization or corporation from which the individual was originally appointed, or if the organization or corporation chooses not to fill the vacant position by a vote of the Board of Directors from candidates presented by the other two eligible municipalities. Such members shall serve for the unexpired term of their predecessor.

Section VI

If the job performance of a member of the Board is challenged, a majority vote of 50 percent plus one by the Board of Directors shall determine that member's eligibility to remain on the Board.

Section VII

When a member of the Board has been absent for three consecutive meetings, without consent of the Board of Directors, on the third absence a majority vote of 50 percent plus one, by the Board of Directors shall determine that member's eligibility to remain on the Board.

ARTICLE IV

Duties and Powers of the Executive and the Board of Directors

- Section I The executive power of the Society shall be vested in the Board of Directors, who shall have charge of the affairs and funds of the Society, and shall have the power and authority to do and perform all acts and functions in accordance with these by-laws.
- Section II The Chair or Vice-chair shall preside at all meetings of the Society, Board of Directors. The Chair and the Regional Economic Development Officer shall be ex-officio members of all Committees. The Chair shall present a report on the activities of the Society at the Annual Meeting. The Vice-chair shall perform such duties as may be delegated by the Chair of the Board of Directors.
- Section III In the event of a vacancy in the office of Chair, the Vice-chair shall assume the vacancy for the remainder of the unexpired term, or until the position can be filled at the next Annual General Meeting.
- Section IV In the event of a vacancy in the Vice-chair, or Secretary-Treasurer positions between Annual General Meetings, the vacant position will be filled according to Article III, Section V.
- Section V The Secretary-Treasurer, or designate, shall present monthly statements to the Board of the financial status of REDI, in particular respecting operational, capital and other funds supported by the accountant's statements. The Secretary-Treasurer shall on a quarterly basis present to the Board a statement of comparison of budget to actual cost.
- Section VI The Secretary-Treasurer, or designate, shall, in conjunction with the accountant, present the audited financial statement of the Annual General Meeting of REDI.
- Section VII The Secretary-Treasurer shall bring to the Board any recommendations regarding the use of surplus funds.
- Section VIII The Secretary-Treasurer, or designate, shall be expected to attend all meetings of the Society and the Board and keep accurate minutes of the same. In the Secretary-Treasurer's absence the Board will appoint a substitute. The Secretary-Treasurer, or designate, shall be responsible for preparing all Board and Society correspondence. The Secretary-Treasurer shall have charge of the Seal of the Society which, whenever used, shall be authenticated by the signature of the Secretary-Treasurer and the President.

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The Seal is to be kept at a location as determined by the Board of Directors, under lock and key. Records of the Society will be kept at a location as determined by the Board of Directors.

ARTICLE V

Committees

Section I

There shall be such Committees as are necessary for the conduct of the business and programs of the Society. These Committees may be created from time to time by the Board of Directors to undertake specific functions or projects as delegated by the Board of Directors. Unless otherwise indicated in these by-laws, the Board of Directors shall appoint a chairperson for each Committee at the time the Committee is created. The final authority for the selection of chairperson of the Committees and their membership shall be the Board except where otherwise noted.

Should Read:

There shall be such Committees as are necessary for the conduct of the business and programs of the Society. These Committees may be created from time to time by the Board of Directors to undertake specific functions or projects as delegated by the Board of Directors. Unless otherwise indicated in these by-laws, the Board of Directors shall:

- a) appoint a chairperson for each Committee at the time the Committee is created.
- b) designate the Board Chair as ex-officio chair of all committees
- The final authority for the selection of chairperson of the Committees and their membership shall be the Board except where otherwise noted.

Section II Personnel Committee

There shall be a Personnel Committee which shall consist of three Board Members appointed by the Board and such other members as the Board appoints. The Personnel Committee shall make recommendations to the Board of Directors for the filling of the positions of Regional Economic Development Officer or Interim Regional Economic Development Officer.

Should Read:

There shall be a Personnel Committee which shall consist of three Board Members appointed by the Board and such other members as the Board appoints. The Personnel Committee shall make recommendations to the Board of Directors for the filling of the positions of Society General Manager or Interim Society General Manager

ARTICLE VI

Funds

Section I All activities resulting in the raising of funds shall be subject to the approval of the Board of Directors.

Section II All monies shall be under the authority of the Board of Directors.

Section III Any money raised extraordinarily by the Board of Directors shall be counted in the presence of a designated Board member and/or the Regional Economic Development Officer or designate.

Should Read: Any money raised extraordinarily by the Board of Directors shall be counted in the presence of a designated Board member and/or the Society General Manager or designate.

ARTICLE VII

Borrowing Powers

Section I

For the purposes of carrying out its objectives, the Board of Directors may secure money in such manner as it sees fit. But in no case shall debentures be issued without the sanction of a special resolution passed at an Annual General or Special Meeting of the membership.

ARTICLE VIII

Auditing

Section I

The books, accounts and records of the Secretary-Treasurer shall be audited by two members of the Society exclusive of the Executive Committee or by a chartered accountant appointed by the Board of Directors. A complete and proper statement of the standing of the books from the previous year shall be submitted by such auditor to the Annual General Meeting of the Society. The books and records of the REDI Society, with the exception of confidential client or personnel files, may be inspected by any member of the Society at any time upon giving reasonable notice.

ARTICLE IX

Execution of Papers

Section I

All documents, made, accepted, or executed by the Society shall be signed by the Chair or assigned designate.

Section II

All cheques drawn against the funds of the Society shall have any two of the following signatures:

Chair

Vice Chair

Secretary-Treasurer

Regional Economic Development Officer/Manager

Designated Board Member

Section III

All records, documents, minutes and correspondence of the Society and Board shall be kept at a premises designated by the Board of Directors.

ARTICLE X

Meetings

Section I

The Annual General Meeting shall be held on or before the 30th day of June in each year. The Meeting shall be held for the hearing and approval of all annual reports, plus such other business as may properly come before the Meeting.

Should Read:

The Annual General Meeting shall be held on or before the 15th day of December in each year. The Meeting shall be held for the hearing and approval of all annual reports, plus such other business as may properly come before the Meeting.

Section II

The Board of Directors shall meet at least nine (9) times per annum, or as needed, as decided by the Board of Directors. At the first meeting following the Annual General Meeting the Board of Directors will set an annual meeting schedule.

Section III

A Special Meeting of the Board will be called by the president as required or when any two Board members submit a written request.

Should Read:

A Special Meeting of the Board will be called by the president as required or when any two Board members submit a written request. An on-line request shall be considered as a written request.

Section IV

All meetings of the Board of Directors require at least 72 hours notice by phone or in writing.

Section V

A quorum for a Board of Director's meeting shall be 50 per cent plus one of the total members of the Board of Directors, two (2) of which must be members of the Executive. If a quorum is not present at a regular meeting of the Board of Director's, as set Under Article X Section II, within thirty (30) minutes from the time appointed for a meeting, the meeting shall either be dissolved or, from time to time, the Board may fix the quorum necessary to transact business, provided however that at least two (2) members of the Executive Committee are present.

Section VI

Notification of a Special or Annual General Meeting shall be by letter to the last known address of each member, delivered in the mail at least eight days prior to the meeting or published in the local newspaper in two issues prior to the meeting date.

Section VII

Quorum for Annual and Special Meetings shall be eight (8) voting members of the Society in good standing.

ARTICLE XI Affiliations

Section I

REDI shall become a member of any other organization where the Executive Committee of REDI believes such membership will benefit the region.

ARTICLE XII

Fiscal Year

Section I The fiscal year of the Society shall be April 1st of each year to March 31st of the next year.

ARTICLE XIII

Parliamentary Authority

Section I

In the absence of a Procedural Policy "Robert's Rules of Order, Revised" shall govern the meetings of the Society in so far as they are not inconsistent with the provisions of the Society's Act.

ARTICLE XIV

Amendments

Section I

The by-laws may be rescinded, altered, or added to by a special resolution passed by a majority of not less that 75 per cent of such members entitled to vote as present in person at an Annual General or Special Meeting. The date, time and place of the meeting, and the intention to propose such a special resolution shall be duly given with at least 21 days notice. If less than 21 days notice is given, such a resolution rescinding, altering or adding to the by-laws shall not take effect unless it meets the requirements of the Society's Act respecting such special resolutions.

ARTICLE XV

Remuneration

Section I

Members of the Society may be paid for reasonable expenses incurred on behalf of the Society's work, provided such has been authorized by the Board.

ARTICLE XV

In Event of Dissolution

Section I

In the event of the dissolution of REDI, all its remaining assets, after payment of liabilities, shall be distributed to another recognized institution in the province or elsewhere in Canada, preferably in the field of economic development.

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Section VII

REGIONAL ECONOMIC DEVELOPMENT INITIATIVE ASSOCIATION FOR NORTHWEST ALBERTA

BY-LAWS

Revised October 16th, 2018

ARTICLE I

The name of the Society shall be Regional Economic Development Initiative Association for Northwest Alberta.

ARTICLE II

Membership in the Society

Section I	Any corporation or organization operating in Alberta may become a member upon payment of the annual membership fee.
Section II	Regional Economic Development Initiative (hereafter written as REDI) staff are eligible for membership in the Society but can not sit on the Board of Directors. No former employee of REDI may be elected to the Board of Directors, until two years has passed since their last day of employment with the Society.
Section III	A voting member may vote in any Annual General or Special Meeting, may be appointed to any committee and may be elected to office in the Society under the provisions of these bylaws.
Section IV	Non-voting members may speak at Annual General or Special Meetings.
Section V	Members are expected to attend meetings when notified and generally support the objectives of the Society.
Section VI	 (a) Any member wishing to withdraw from membership may do so upon one year's notice in writing, served on or before March 31,to the Board through its Secretary-Treasurer. (b) No membership privileges or powers in the Society will be granted until the membership fee has been paid. (c) Any member upon two-thirds vote of all members in good standing may be expelled from

membership for any reason which the Society may deem reasonable.

(a) The Society may choose to allow proxy votes.(b) The Society may choose to allow on-line voting

ARTICLE III

Board of Directors

Section I

The Board of Directors shall consist of two (2) representatives from each of Mackenzie County, the Town of High Level and the Town of Rainbow Lake, and one (1) representative from each of any other organization or corporation in good standing with the Society, and such ex-officio members as these by-laws hereafter provide.

Section II

The Board of Directors shall choose from amongst the representatives from Mackenzie County, the Town of High Level and the Town of Rainbow Lake, individuals to fill the following positions:

- a) Chair
- b) Vice-Chair
- c) Secretary-Treasurer

Section III

REDI shall elect the positions listed in Article III Section II at a general meeting by ballot. The date of the general meeting for the purpose of electing the said positions shall be set in the month of December in any given year. The term of office for the positions listed in Article III Section II shall be three (3) years. The term of office for the newly elected officers shall commence immediately upon the close of elections.

Section IV

The following people shall be ex-officio members of the Board:

- a) Immediate Past-Chair
- b) Regional Economic Development Officer/Manager
- Section V

Any vacancy occurring among the Board of Directors prior to an Annual General Meeting may be filled by the organization or corporation from which the individual was originally appointed, or if the organization or corporation chooses not to fill the vacant position by a vote of the Board of Directors from candidates presented by the other two eligible municipalities. Such members shall serve for the unexpired term of their predecessor.

Section VI

If the job performance of a member of the Board is challenged, a majority vote of 50 percent plus one by the Board of Directors shall determine that member's eligibility to remain on the Board.

Section VII

When a member of the Board has been absent for three consecutive meetings, without consent of the Board of Directors, on the third absence a majority vote of 50 percent plus one, by the Board of Directors shall determine that member's eligibility to remain on the Board.

ARTICLE IV

Duties and Powers of the Executive and the Board of Directors

Section I

The executive power of the Society shall be vested in the Board of Directors, who shall have charge of the affairs and funds of the Society, and shall have the power and authority to do and perform all acts and functions in accordance with these by-laws.

Section II

The Chair or Vice-chair shall preside at all meetings of the Society, Board of Directors. The Chair and the Regional Economic Development Officer shall be ex-officio members of all Committees. The Chair shall present a report on the activities of the Society at the Annual Meeting. The Vice-chair shall perform such duties as may be delegated by the Chair of the Board of Directors.

Section III

In the event of a vacancy in the office of Chair, the Vice-chair shall assume the vacancy for the remainder of the unexpired term, or until the position can be filled at the next Annual General Meeting.

Section IV

In the event of a vacancy in the Vice-chair, or Secretary-Treasurer positions between Annual General Meetings, the vacant position will be filled according to Article III, Section V.

Section V

The Secretary-Treasurer, or designate, shall present monthly statements to the Board of the financial status of REDI, in particular respecting operational, capital and other funds supported by the accountant's statements. The Secretary-Treasurer shall on a quarterly basis present to the Board a statement of comparison of budget to actual cost.

Section VI

The Secretary-Treasurer, or designate, shall, in conjunction with the accountant, present the audited financial statement of the Annual General Meeting of REDI.

Section VII

The Secretary-Treasurer shall bring to the Board any recommendations regarding the use of surplus funds.

Section VIII

The Secretary-Treasurer, or designate, shall be expected to attend all meetings of the Society and the Board and keep accurate minutes of the same. In the Secretary-Treasurer's absence the Board will appoint a substitute. The Secretary-Treasurer, or designate, shall be responsible for preparing all Board and Society correspondence. The Secretary-Treasurer shall have charge of the Seal of the Society which, whenever used, shall be authenticated by the signature of the Secretary-Treasurer and the President.

The Seal is to be kept at a location as determined by the Board of Directors, under lock and key. Records of the Society will be kept at a location as determined by the Board of Directors.

ARTICLE V

Committees

Section I

There shall be such Committees as are necessary for the conduct of the business and programs of the Society. These Committees may be created from time to time by the Board of Directors to undertake specific functions or projects as delegated by the Board of Directors. Unless otherwise indicated in these by-laws, the Board of Directors shall:

- (a) appoint a chairperson for each Committee at the time the Committee is created.
- (b) designate the Board Chair as ex-officio chair of all committees
- (c) The final authority for the selection of chairperson of the Committees and their membership shall be the Board except where otherwise noted.

Section II **Personnel Committee**

There shall be a Personnel Committee which shall consist of three Board Members appointed by the Board and such other members as the Board appoints. The Personnel Committee shall make recommendations to the Board of Directors for the filling of the positions of Society General Manager or Interim Society General Manager.

ARTICLE VI

Section I All activities resulting in the raising of funds shall be subject to the approval of the Board of Directors.

Section II All monies shall be under the authority of the Board of Directors.

Section III Any money raised extraordinarily by the Board of Directors shall be counted in the presence of a designated Board member and/or the Society General Manager or designate.

ARTICLE VII

Borrowing Powers

Section I For the purposes of carrying out its objectives, the Board of Directors may secure money in such manner as it sees fit. But in no case shall debentures be issued without the sanction of a special resolution passed at an Annual General or Special Meeting of the membership.

ARTICLE VIII

Auditing

Section I The books, accounts and records of the Secretary-Treasurer shall be audited by two members of the Society exclusive of the Executive Committee or by a chartered accountant appointed by the Board of Directors. A complete and proper statement of the standing of the books from the previous year shall be submitted by such auditor to the Annual General Meeting of the Society. The books and records of the REDI Society, with the exception of confidential client or personnel files, may be inspected by any member of the Society at any time upon giving reasonable notice.

ARTICLE IX

Execution of Papers

Section I All documents, made, accepted, or executed by the Society shall be signed by the Chair or assigned designate.

Section II All cheques drawn against the funds of the Society shall have any two of the following

signatures:

Chair

Vice Chair

Secretary-Treasurer

Regional Economic Development Officer/Manager

Designated Board Member

Section III All records, documents, minutes and correspondence of the Society and Board shall be kept at

a premises designated by the Board of Directors.

ARTICLE X

Meetings

Section I The Annual General Meeting shall be held on or before the 15th day of December in each year. The Meeting shall be held for the hearing and approval of all annual reports, plus such other business as may properly come before the Meeting. Meeting location to be determined by the

Board.

Section II The Board of Directors shall meet at least nine (9) times per annum, or as needed, as decided

by the Board of Directors. At the first meeting following the Annual General Meeting the Board of Directors will set an annual meeting schedule. All meetings, with the exception of

the AGM, to be held at the Town of High Level Administration Building.

Section III A Special Meeting of the Board will be called by the president as required or when any two

Board members submit a written request. An on-line request shall be considered as a written

request.

Section IV All meetings of the Board of Directors require at least 72 hours notice by phone or in writing.

Section V A quorum for a Board of Director's meeting shall be 50 per cent plus one of the total members

of the Board of Directors, two (2) of which must be members of the Executive. If a quorum is not present at a regular meeting of the Board of Director's, as set Under Article X Section II, within thirty (30) minutes from the time appointed for a meeting, the meeting shall either be dissolved or, from time to time, the Board may fix the quorum necessary to transact business,

provided however that at least two (2) members of the Executive Committee are present.

Section VI Notification of a Special or Annual General Meeting shall be by letter to the last known

address of each member, delivered in the mail at least eight days prior to the meeting or

published in the local newspaper in two issues prior to the meeting date.

Section VII Quorum for Annual and Special Meetings shall be eight (8) voting members of the Society in

good standing.

ARTICLE XI

Affiliations

Section I REDI shall become a member of any other organization where the Executive Committee of REDI believes such membership will benefit the region. ARTICLE XII Fiscal Year Section I The fiscal year of the Society shall be April 1st of each year to March 31st of the next year. **ARTICLE XIII Parliamentary Authority** Section I In the absence of a Procedural Policy "Robert's Rules of Order, Revised" shall govern the meetings of the Society in so far as they are not inconsistent with the provisions of the Society's Act. **ARTICLE XIV Amendments** Section I The by-laws may be rescinded, altered, or added to by a special resolution passed by a majority of not less that 75 per cent of such members entitled to vote as present in person at an Annual General or Special Meeting. The date, time and place of the meeting, and the intention to propose such a special resolution shall be duly given with at least 21 days notice. If less than 21 days notice is given, such a resolution rescinding, altering or adding to the by-laws shall not take effect unless it meets the requirements of the Society's Act respecting such special resolutions. ARTICLE XV Remuneration Section I Members of the Society may be paid for reasonable expenses incurred on behalf of the Society's work, provided such has been authorized by the Board. ARTICLE XVI In Event of Dissolution Section I In the event of the dissolution of REDI, all its remaining assets, after payment of liabilities, shall be distributed to another recognized institution in the province or elsewhere in Canada, preferably in the field of economic development.

Chair

Secretary-Treasurer



REQUEST FOR DECISION

Meeting:	Organizational Council Meeting

Meeting Date: October 26, 2021

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. Smith	Reviewed by:	CAO:	

<u>SUS</u>	TAINABILITY PLAN	<u>:</u>		
COM	MUNICATION/PUBI	LIC PAR	TICIPATION:	
<u>POLI</u>	CY REFERENCES:			
REC	OMMENDED ACTIO	<u>N:</u>		
\checkmark	Simple Majority	☐ Req	uires 2/3	Requires Unanimous
(VSI)	for a one-year term			erinary Services Incorporated per 2022.
Autho	o r: C. Smith	F	Reviewed by:	CAO:



REQUEST FOR DECISION

Meeting:	Organizational Council Meeting

Meeting Date: October 26, 2021

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

<u>Term</u> – 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. Smith	Reviewed by:	_ CAO:

SUS	STAINABILITY PLAN	<u>:</u>		
COM	MMUNICATION/PUB	LIC PARTICIPATION	<u>:</u>	
POL	LICY REFERENCES:			
REC	COMMENDED ACTIO	DN:		
$\overline{\checkmark}$	Simple Majority	Requires 2/3		Requires Unanimous
one-	-year term – October I.	llors be appointed to t 26, 2021 to October 2		ater North Coalition (WNC) for a
Auth	or: C. Smith	Reviewed by:		CAO:



TERMS OF REFERENCE

Name Water North Coalition (WNC)

Members Voting members: Northern Municipalities, First Nations, Metis Settlements

Non-voting members: Water/Wastewater Commissions and Professionals, Provincial/Federal Governments, Rural Water Co-ops, Owners and Operators.

Mission To find and implement northern solutions to water sourcing and water

challenges through:

Advocacy

Public Education

Attraction and retention

Training

Vision The group seeks to ensure, through collaboration, that sustainable water

systems are available to every northern community.

Principles Our group will:

Share information on water and wastewater regulations and responsibilities

- Work collaboratively with members and partners
- Identify emergent workforce needs
- Advocate for "made in the north" solutions and funding for training, education, recruitment and retention, and succession planning for municipal water/wastewater personnel

Administrative practices

The group will:

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



REQUEST FOR DECISION

Meeting: Organizational Council Meeting

Meeting Date: October 26, 2021

Presented By: Carrie Simpson, Legislative & Support Services

Title: 2022 Council Meeting Dates

BACKGROUND / PROPOSAL:

A 2022 calendar is attached which includes suggested Council meeting dates, statutory holidays, and conferences typically attended by Councillors and/or management.

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

The Procedural Bylaw states that:

REGULAR AND SPECIAL MEETINGS

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

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

OPTION	IS & BENEFITS:			
Author:	C. Simpson	Reviewed by:	CAO:	

COSTS & SOURCE OF FUN	NDING:		
N/A			
SUSTAINABILITY PLAN:			
N/A			
COMMUNICATION/PUBLIC	PARTICIPATION:		
Council meeting dates are a newspaper.	dvertised on the County wel	osite calendar and	in the weekly
POLICY REFERENCES:			
Procedural Bylaw			
RECOMMENDED ACTION:			
✓ Simple Majority □	Requires 2/3	equires Unanimous	
That the 2022 Council meeti	ngs be scheduled as follows	::	
Date	Meeting Type	Location	Time
January 11, 2022	Regular	Fort Vermilion	10:00 a.m.
January 25, 2022	Committee of the Whole	Fort Vermilion	10:00 a.m.
January 26, 2022	Regular	Fort Vermilion	10:00 a.m.
February 8, 2022	Regular	Fort Vermilion	10:00 a.m.
February 22, 2022	Committee of the Whole	Fort Vermilion	10:00 a.m.
February 23, 2022	Regular	Fort Vermilion	10:00 a.m.
March 8, 2022	Regular	Fort Vermilion	10:00 a.m.
March 22, 2022	Committee of the Whole	Fort Vermilion	10:00 a.m.
March 23, 2022	Regular	Fort Vermilion	10:00 a.m.
April 12, 2022	Regular	Fort Vermilion	10:00 a.m.

Committee of the Whole

Reviewed by:

Regular

April 26, 2022

April 27, 2022

Author: C. Simpson

Fort Vermilion

Fort Vermilion

CAO:

10:00 a.m.

10:00 a.m.

May 10, 2022	Regular	Fort Vermilion	10:00 a.m.
May 25, 2022	Regular	Fort Vermilion	10:00 a.m.
June 7, 2022	Regular	Fort Vermilion	10:00 a.m.
June 22, 2022	Regular	Fort Vermilion	10:00 a.m.
June 23, 2022	Committee of the Whole	Fort Vermilion	10:00 a.m.
July 12, 2022	Committee of the Whole	Fort Vermilion	10:00 a.m.
July 13, 2022	Regular	Fort Vermilion	10:00 a.m.
August 16, 2022	Committee of the Whole	Fort Vermilion	10:00 a.m.
August 17, 2022	Regular	Fort Vermilion	10:00 a.m.
September 13, 2022	Regular	Fort Vermilion	10:00 a.m.
September 26, 2022	Regular	Fort Vermilion	10:00 a.m.
October 11, 2022	Regular	Fort Vermilion	10:00 a.m.
October 25, 2022	Organizational Meeting	Fort Vermilion	10:00 a.m.
October 26, 2022	Regular	Fort Vermilion	10:00 a.m.
November 15, 2022	Regular	Fort Vermilion	10:00 a.m.
November 29, 2022	Regular	Fort Vermilion	10:00 a.m.
December 13, 2022	Regular	Fort Vermilion	10:00 a.m.

Author:	C. Simpson	Reviewed by:	CAO:	

January 2022



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						New Years Day
2	Gounty Offices Closed in lieu of New Year's Day	4	5	Epiphany La Crete Facilities Closed	7	8
9	10	Council Meeting 10 am (FV)	12	13	14	15
16	17	18	19	20	21	22
		Provincial ASI	B Conference			
23	24	Committee of the Whole Meeting 10 am (FV)	Council Meeting 10 am (FV)	27	28	29
30	31					

February 2022



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

March 2022



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

April 2022



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						2
3	4	5	6	7	8	9
10		Council Meeting 10 am (FV)	13	14	Good Friday County Facilities Closed	16
17	Easter Monday County Facilities Closed	19	20	21	22	23
24	25	Committee of the Whole Meeting 10 am (FV)	Council Meeting 10 am (FV)	28	29	30

May 2021



Sun	Mon	Tue	Wed	Thu	Fri	Sat
I	2	3	4	5	6	7
8	9	Council Meeting 10 am (FV)	II	12	13	14
15	16	17	18	Ascension Day La Crete Facilities Closed	20	21
22	Victoria Day County Facilities Closed	24	Council Meeting 10 am (FV)	26	27	28
29	30	31				
Pentecos	st—La Crete Facilities C	Closed				

June 2021



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			I	2	3	4
		CAMA Conference Regin	na, SK	FCI	M Conference (Reginate	a, SK)
5	6	7 Council Meeting	8	9	10	11
		IO am (FV)				
12	13	14	15	16	17	18
19	20	Aboriginal Day Fort Vermilion Facilities Closed	Council Meeting 10 am (FV)	Committee of the Whole Meeting 10 am (FV)	24	25
26	27	28	29	30		

July 2022



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

August 2022



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

September 2022



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					2	3
4	Labour Day County Facilities Closed	6	7	8	9	10
11	12	Council Meeting 10 am (FV)	14	15	16	17
18	19	20	21	22	23	24
25	Council Meeting 10 am (FV)	27	28	29	30	
			AFPA	Conference (Jasper)	Tentative	

October 2022



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

November 2022



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

December 2022



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



REQUEST FOR DECISION

Meeting:	Organizational Council Meeting
Meeting Date:	October 26, 2021
Presented By:	Carrie Simpson, Director of Legislative & Support Services
Title:	Destruction of Ballots
BACKGROUND / PROPOSAL:	
A motion is required various positions.	for the destruction of all ballots used for the election of members to
OPTIONS & BENEF	FITS:
COSTS & SOURCE OF FUNDING:	
SUSTAINABILITY PLAN:	
COMMUNICATION:	
RECOMMENDED ACTION:	
☑ Simple Majority	☐ Requires 2/3 ☐ Requires Unanimous
That all ballots used during the 2021 organizational meeting be destroyed.	
Author: C. Simpson	Reviewed by: CAO: