

# MACKENZIE COUNTY

## ORGANIZATIONAL COUNCIL MEETING

OCTOBER 24, 2012

10:00 A.M.

COUNCIL CHAMBERS  
FORT VERMILION, AB



**MACKENZIE COUNTY  
ORGANIZATIONAL COUNCIL MEETING**

**Wednesday, October 24, 2012  
10:00 a.m.**

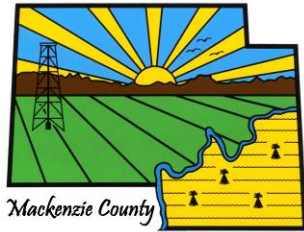
**Fort Vermilion Council Chambers**

**AGENDA**

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## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 24, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Voting Procedure</b>

### **BACKGROUND / PROPOSAL:**

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

### **OPTIONS & BENEFITS:**

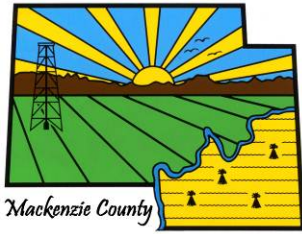
### **COSTS & SOURCE OF FUNDING:**

### **RECOMMENDED ACTION:**

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

Author: C. Gabriel Reviewed By: \_\_\_\_\_ CAO \_\_\_\_\_





# MACKENZIE COUNTY

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 24, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Election of Reeve</b>

**BACKGROUND / PROPOSAL:**

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

**NOMINATIONS:**

Call for nominations:

First Call: \_\_\_\_\_

Second Call: \_\_\_\_\_

Third Call: \_\_\_\_\_

**RECOMMENDED ACTION:**

\_\_\_\_\_ was elected/acclaimed as Reeve for Mackenzie County for the period October 24, 2012 to October 2013.

**Author:** C. Gabriel      **Review By:** \_\_\_\_\_ **CAO** \_\_\_\_\_

CANADA )  
PROVINCE OF ALBERTA)  
TO WIT )

AFFIDAVIT

I, \_\_\_\_\_, of Mackenzie County, in the

Province of Alberta, MAKE OATH AND SAY:

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

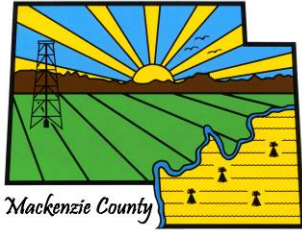
SWORN (or AFFIRMED) before me )  
 )  
in the Hamlet of Fort Vermilion )  
 )  
in the Province of Alberta, this )  
 )  
24<sup>th</sup> day of October, 2012. )  
 )  
 )  
 )  
 )  
 )  
 )

\_\_\_\_\_  
Reeve

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

\_\_\_\_\_  
Witness





# MACKENZIE COUNTY

## REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 24, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Election of Deputy Reeve</b>

**BACKGROUND / PROPOSAL:**

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

**NOMINATIONS:**

Call for nominations:

First Call: \_\_\_\_\_

Second Call: \_\_\_\_\_

Third Call: \_\_\_\_\_

**RECOMMENDED ACTION:**

\_\_\_\_\_ was elected/acclaimed as Deputy Reeve for Mackenzie County for the period October 24, 2012 to October 2013.

**Author:** C. Gabriel      **Review By:** \_\_\_\_\_ **CAO** \_\_\_\_\_

CANADA )  
PROVINCE OF ALBERTA)  
TO WIT )

AFFIDAVIT

I, \_\_\_\_\_, of Mackenzie County, in the

Province of Alberta, MAKE OATH AND SAY:

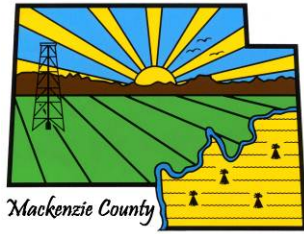
1. THAT I will execute according to law and to the best of my ability the duties required of me as a Deputy Reeve in the public service of the Mackenzie County in the Province of Alberta.
2. THAT I will not, without due authorization, disclose or make known any matter or thing which comes to my knowledge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

SWORN (or AFFIRMED) before me )  
 )  
in the Hamlet of Fort Vermilion )  
 )  
in the Province of Alberta, this )  
 )  
24<sup>th</sup> day of October, 2012. )  
 )  
 )  
 )  
 )  
 )

\_\_\_\_\_  
Deputy Reeve

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

\_\_\_\_\_  
Witness



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 24, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Bylaw 786-10 Honorariums &amp; Expense Reimbursements for Councillors and Approved Committee Members</b>

### **BACKGROUND / PROPOSAL:**

The honorariums and expense reimbursement bylaw is presented to Council at their annual organizational meeting for review and discussion.

Since the implementation of the iPads for each Councillor discussion needs to be held with regards to communication allowances identified in Section 5 of the Bylaw.

### **OPTIONS & BENEFITS:**

### **COSTS & SOURCE OF FUNDING:**

### **RECOMMENDED ACTION:**

For review and discussion.

**Author:** C. Gabriel      **Review By:** \_\_\_\_\_ **CAO** \_\_\_\_\_



**BYLAW NO. 786-10**

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

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

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

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

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

**HONORARIUMS**

1. Monthly honorariums shall be paid to each Councillor for their time spent conducting the daily local business of the municipality as follows:
  - (a) Reeve \$900 per month
  - (b) Councillor \$600 per month
  
2. Councillors in attendance at council meetings, approved council committee meetings, seminars and conventions shall be paid according to the following rates plus mileage and meal allowance, where applicable. A maximum of two meetings may be claimed per day.
  - (a) Council Meeting/Special Council Meetings \$300.00
  - (b) Committee Meeting/Seminars/Conventions \$200.00
  
3. Members-at-large appointed to approved council committees shall be paid \$150.00 per day when in attendance at approved council committee meetings, seminars and conventions, plus mileage and meal allowance, where applicable. When two or more meetings are attended in one day, a total of \$225 (1.5 per diems) shall be paid.

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

#### **TRANSPORTATION EXPENSES**

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

#### **REIMBURSEMENT FOR ACCOMMODATIONS AND MEALS**

8. Where a Councillor or committee member is required to travel on municipal business and overnight accommodation away from his/her regular place of residence is necessary, he/she may claim in respect of the time spent on travel status
  - (a) Either
    - (i) reimbursement of the cost of accommodation in a hotel, motel, guest-house, inn or other similar establishment, on a receipt submitted with the municipal expense account form, or
    - (ii) an allowance of \$50.00 per night

- (b) in respect of each breakfast, lunch, or dinner, either
    - (i) reimbursement of the cost of the meal, excluding alcoholic beverages, and of an amount equal to the amount of the gratuity paid on the meal to a maximum of 15% of the cost of the meal as shown on the receipt, or
    - (ii) the appropriate meal allowance, without receipt, as follows:
      - breakfast - \$15 including GST  
(if time of departure is prior to 7:30 a.m.)
      - lunch - \$15 including GST  
(if time of return is after 1:00 p.m.)
      - dinner - \$25.00 including GST  
(if time of return is after 6:30 p.m.)
9. Meal claims will be calculated based on reasonable travel times to get to and return from meeting commencement and conclusion times.
10. A Councillor may claim reasonable government networking expenses while representing the County without prior approval. Reimbursement of these expenses will require approval by the Finance Committee based on the submission of actual receipts.
11. A Councillor and committee member may claim
- (a) an allowance for personal expenses for each full 24-hour period on travel status (as per the Canada Revenue Agency Appendix C – Meals and Allowances 1.2 Incidental Expense Allowance).
  - (b) reasonable telephone expenses on County business.

### **BENEFITS**

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

### **SIGNING AUTHORITY**

13. Administration shall have the authority to verify and sign the Reeve and Councillor expense claims and honorariums under the following conditions:

- (a) Councillors have attended Council meetings in person or by teleconference via landline.
  - (b) Workshops, conferences, conventions that have been approved by Council prior to submission of expense claim.
  - (c) Attendance at Committee meetings or Task Force meetings will be in accordance with the bylaws or Terms of Reference of that committee or task force.
14. In the event that a discrepancy is noted on an expense or honorarium claim, Administration shall forward the claim to Council for final decision.
  15. Council members will supply their expense claims and honorariums within 60 days after the incurrence of the expenditure. After this time, the expense claims will not be paid, unless there are special circumstances.
  16. Council members will submit their December expense claim and honorarium by January 31 of the following year in order to expedite the closing of the year-end accounts.
  17. No expenses other than those listed in this bylaw may be claimed.
  18. This bylaw shall come into effect the day that it is passed and rescinds Bylaw 779-10 and all amendments made thereto.

First Reading given on the 24<sup>th</sup> day of November, 2010.

Second Reading given on the 24<sup>th</sup> day of November, 2010.

Third Reading and Assent given on the 24<sup>th</sup> day of November, 2010.

(original signed)

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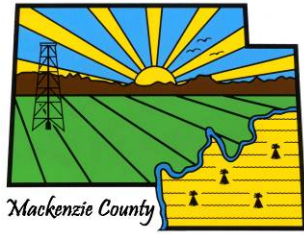
Bill Neufeld  
Reeve

(original signed)

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William Kostiw  
Chief Administrative Officer





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 24, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Bylaw 876-12 Procedural Bylaw</b>

### **BACKGROUND / PROPOSAL:**

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

Administration has redrafted the Procedural Bylaw extensively and is recommending first reading.

The current bylaw is also attached for your information and reference.

The following Policies have been incorporated into the Procedural Bylaw and will require to be rescinded following third and final reading of the proposed bylaw:

- Policy ADM008 Recording Devices at Meetings
- Policy ADM022 Two-Thirds Majority Vote
- Policy ADM034 Distribution of Draft Council Minutes
- Policy ADM039 Role of Alternate Members on Committees

### **OPTIONS & BENEFITS:**

To provide additional clarity on council matters.

### **COSTS & SOURCE OF FUNDING:**

**Author:** C. Gabriel      **Review By:** \_\_\_\_\_ **CAO** \_\_\_\_\_

**RECOMMENDED ACTION:**

That first reading be given to Bylaw 876-12 being the Procedural Bylaw for Mackenzie County.

Author: \_\_\_\_\_ Review Date: \_\_\_\_\_ CAO \_\_\_\_\_

**BYLAW NO. 876-12**

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

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

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

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

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

**TITLE**

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

**DEFINITIONS**

2. In this bylaw:

- a. "Act" means the *Municipal Government Act*, RSA 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto;
- b. "Administration" means the Chief Administrative Officer or an employee accountable to the CAO employed by the Municipality.
- c. "Agenda" is the list of items and orders of business for any meeting of Council or a Council Committee;
- d. "Chief Administrative Officer" (otherwise known as the "CAO") means the person appointed by Council into the position of CAO pursuant to the *Act*.
- e. "Chairperson" means the person who presides at a Meeting, and, when in attendance at a Council Meeting, shall mean the Reeve.
- f. "Corporate Office" means the office located at 4511-46 Avenue in the Hamlet of Fort Vermilion, Alberta.

- g. "Council Committee" means a committee, board, or other body established by Council under the Act;
- h. "Councillors" means a duly elected Member of Council, including the Reeve.
- i. "Deputy Reeve" means the Deputy Chief Elected Official or Councillor who is appointed by Council pursuant to the *Act* to act as Reeve in the absence or incapacity of the Reeve.
- j. "Ex-Officio" means a member of a Committee, by virtue of the right to hold a public office such as a Reeve, and has the right to make motions and vote.
- k. "In-Camera" means the portion of the meeting at which only members of Council and other persons designated by Council may attend.
- l. "Meeting" means an organizational, regular, or special meeting of Council or Committee.
- m. "Member" means a duly elected Member of Council or a duly appointed Member of a Committee.
- n. "Municipality" means Mackenzie County.
- o. "Public Hearing" means a meeting or portion of a meeting that council is required to hold under the *Act* or another enactment for the primary purpose of hearing submissions;
- p. "Reeve" means the Chief Elected Official for the Municipality pursuant to the Act.
- q. "Quorum" is the majority of all members, being fifty (50) percent plus one (1), unless Council provides otherwise in this bylaw.

## **APPLICATION**

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

## **INTERPRETATION**

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

## **ROLE OF THE REEVE**

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

## **ROLE OF THE CHAIRPERSON**

14. The Chairperson shall preside over the conduct of the Meeting, including the preservation of good order and decorum, ruling on Points of Order, replying to Points of Procedure and deciding on all questions relating to the orderly procedure of the meeting, subject to an appeal by a Councillor from any ruling of the Chairperson.

15. The Chairperson shall make reasonable efforts, including the calling of a recess, to ensure all Councillors in attendance at a Meeting are present while a vote is being taken, unless a Councillor is excused from voting in accordance with the Act or this Bylaw.
16. When the Chairperson wishes to make a motion he/she shall vacate the Chair and request the Vice-Chairperson to assume the Chair.
17. The Chairperson may invite Persons to come forward from the audience to speak with permission of Council if it is deemed to be within the best interests of the issue being discussed, the public, and the conduct of good business.

### **ROLE OF THE CHIEF ADMINISTRATIVE OFFICER (CAO)**

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

### **ORGANIZATIONAL MEETINGS**

19. An Organizational Meeting of Council shall be held not later than two weeks after the third Monday in October each year.
20. The CAO or designate shall fix the time, date and place of the Organizational Meeting.
21. The CAO or designate shall advertise at least three weeks prior to the Organizational Meeting, inviting applications for Committee vacancies which will be required to be filled that year.
22. The Organizational Meeting Agenda shall be restricted to:
  - a. The election of the Reeve and Deputy Reeve annually;
  - b. The administration of the Oath of Office;
    - i. to the Reeve and Deputy Reeve annually
    - ii. to the entire Council following the municipal election
  - c. Review of honorariums and expense reimbursement;
  - d. Review of procedural bylaw;
  - e. The establishment of Council Committees and Boards;
  - f. The establishment of membership on Committees and Boards;
  - g. The establishment of regular Council meeting dates for the year;

- h. Other business as required by the Act, or which Council or the CAO may direct.
- 23. At the Organizational Meeting the CAO shall:
  - a. Call the Meeting to Order;
  - b. Preside over the Meeting until the Reeve has been elected and has taken the Oaths of Office as Reeve.
- 24. In the event that only one nomination is received for the position of Reeve or Deputy Reeve, that nominee shall be declared elected by acclamation by the CAO.
- 25. Where there is more than one nomination for Reeve or Deputy Reeve, the CAO shall request that voting be done by secret ballot.
- 26. If, on the first ballot, no Councillor receives a clear majority of votes, the Council Member who received the least number of votes shall be dropped from the ballot and the second ballot shall be taken.
- 27. On subsequent ballots, a Council Member who receives the least number of votes shall be dropped from the ballot until a Councillor receives a clear majority.
- 28. 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*.
- 29. 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**

- 30. Quorum of Council is a majority of Councillors.
- 31. 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.
- 32. 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**

33. 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.
34. All Committee appointments shall be reviewed annually at the Organizational Meeting, unless otherwise specified in this Bylaw or the Terms of Reference.
35. Each Committee shall elect one (1) of its Members to be the Chairperson unless Council designates.
36. 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**

37. Council may appoint alternate committee members to ensure that proper representation and quorum is achieved.
38. 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.
39. Alternate members at large cannot attend committee meetings as a member of the committee unless a regular member at large is absent from the meeting. They cannot vote on matters of the committee unless a regular member at large is absent from the meeting.
40. Alternate committee members are eligible to receive the same training that their respective committee is authorized to attend.

## **REGULAR AND SPECIAL MEETINGS**

41. The date and time of regular Council meetings shall be established by resolution at the Organizational Meeting or at any future Meeting of Council.
42. Regular meetings are generally held on the second Tuesday and the fourth Wednesday of the month, unless otherwise specified.



43. 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.
44. Council may, by resolution, change the date, time and location of any of its Meetings.
45. All Meetings shall be open to members of the public, except for the In-Camera portions of the Meeting.
46. The CAO or designate will post a schedule of regular meetings in the front foyer of all municipal offices and on the Municipality's website.
47. If there are changes to the date and time of a regular meeting, the municipality must give at least twenty-four (24) hours' notice of the change to all members and post the notice in a public office. Posting a public notice in the front foyer of the municipal offices and on the Municipality's website is sufficient notice to the public if administration is unable to advertise the change in a local newspaper.
48. Council has the authority to move "In-Camera" pursuant to Section 197 (2) of the Act for the purposes of :
  - a. Protecting the Municipality, its operations, economic interests and delivery of its mandate from harm that could result from the release of certain information; and,
  - b. To comply with Division Two of Part One of the Freedom of Information and Protection of Privacy Act.
49. Matters which may be discussed "In-Camera" include the following:
  - a. Personnel matters;
  - b. Any information regarding contract negotiations;
  - c. Negotiations regarding acquisition, sale, lease or exchange of land;
  - d. Matters involving litigation, or the discussion of legal advice provided to the Municipality; and
  - e. Matters concerning RCMP investigations or confidential reporting; and
  - f. Any other item that may be considered a private matter under the Freedom of Information and Protection of Privacy Act.
50. 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.

51. No business other than that stated in the notice shall be conducted at any Special Meeting of Council unless all the Members of Council are present at the Special Meeting and the Council agrees to deal with the matter in question.

### **CANCELLATION OF REGULAR AND SPECIAL MEETINGS**

52. 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**

53. Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include through the use of telephone (with the speaker on), ensuring that dialogue is available for both parties; through the use of a personal computer; or other means as technology advances.
54. A Council Member must advise the CAO or designate at least one (1) day in advance of their intention to participate through electronic communications.
55. A Council Member may attend regular or special Council Meetings by means of electronic communication to a maximum of three (3) times per calendar year, unless otherwise approved by Council resolution.
56. 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.
57. 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.
58. When a Council Member attends an "In-Camera" session, they will be required to confirm that they have attended the "In-Camera" session alone in keeping with the definition in this Bylaw of "In-Camera", by providing a statutory declaration or affidavit sworn or declared before the CAO or Commissioner for Oaths prior to the next regular Council meeting.

### **COUNCIL AGENDA**

59. The agenda for each regular and special Meeting shall be organized by the CAO and compiled together with copies of all pertinent correspondence, statements,

and reports provided to each member of Council at least two (2) working days prior to each regular meeting.

60. Any member of Council, administration or any other person wishing to have an item of business placed on the agenda, shall make the submission to the CAO or designate not later than seven (7) calendar days prior to the scheduled Council meeting date. The submission shall contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter.
61. 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.
62. Documentation for "In-Camera" items shall be distributed at the Council Meeting and must be returned to the CAO immediately after the Meeting. Large volume documentation may be distributed to Council prior to the Meeting.
63. The agenda shall list the order of business, as determined by the CAO, in consultation with the Reeve.

#### **MEETING MINUTES OF COUNCIL**

64. The CAO or designate shall ensure that all Council Meeting minutes are recorded in the English language, without note or comment.
65. The CAO or designate shall ensure that the draft/unapproved Minutes of each Council Meeting be distributed to each Member of Council and administration within a reasonable amount of time after the holding of the Meeting.
66. A Councillor may make a motion requesting that the Minutes be amended to correct an inaccuracy or omission. However, the CAO or designate shall be advised of the challenge to the Minutes at least 24 hours before the Council Meeting at which the Minutes are to be officially adopted.
67. 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.
68. Draft/unapproved Council Meeting Minutes may be made available to the public and media upon request.

69. The minutes of each Council Meeting shall be presented to Council for adoption at the next regular Meeting.
70. Adopted minutes of Council shall be made available at all municipal offices and posted on the Municipality's website.

## **PROCEEDINGS**

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

79. 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.
80. If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.
81. 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.
82. Council shall hear all delegations who have brought their items onto the agenda in the order in which they are placed on the agenda or the order may be changed by consensus of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation.
83. Any matter of meeting conduct that is not provided for in this Bylaw shall be determined in accordance with the current *Robert's "Rules of Order, Newly Revised"*.

## **DEBATE OF RESOLUTIONS**

84. A member may ask a question, stated concisely, of the previous speaker to explain any part of the previous speaker's remarks.
85. 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.
86. 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.
87. 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.
88. 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.

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

### **MOTIONS OUT OF ORDER**

90. 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.
91. The Chair shall advise the Members that a motion is out of order and cite the applicable rule or authority without further comment.
92. 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.
93. 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**

94. 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.
95. Notwithstanding the above, if Notice of Motion was not given, the requirement for Notice may be waived on a Two-Thirds vote.
96. 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.
97. 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.
98. The following motions cannot be reconsidered:
- a. A motion which created a contractual liability or obligation, shall not be reconsidered, altered, varied, revoked, rescinded or replaced except to the extent that it does not attempt to avoid or interfere with the liability or obligation;
  - b. A motion to adjourn;
  - c. A motion to close nominations;
  - d. A request for division of a question;
  - e. A point of order, a point of privilege or a point of information;
  - f. A motion to recess;
  - g. A motion to suspend the Procedural Bylaw;
  - h. A motion to lift from the table;
  - i. A motion to bring forward; and
  - j. Motion to adopt the agenda.
99. A motion to reconsider or rescind is debatable only when the motion being reconsidered is debatable.

### **NOTICE OF MOTION**

100. A notice of motion may be given at any council meeting, but may not be dealt with at that meeting.
101. 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.
102. 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**

103. 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**

104. The CAO must review the form of each proposed bylaw to ensure that it is consistent with the form of bylaw that Council may adopt from time to time.
105. Each proposed bylaw must include:
  - a. The bylaw number assigned to it by the CAO or designate; and
  - b. A concise title.
106. Where a Bylaw is presented to Council for enactment, the CAO or designate shall cause the number and short title of the Bylaw to appear on the Agenda.
107. The CAO must make available a copy of the bylaw to each Councillor before the first reading of the bylaw.
108. 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.
109. When a Bylaw is subject to a Public Hearing, a Council, without amendment or debate, shall vote on the motion for first reading of a Bylaw and the setting of a public hearing date in accordance with the applicable form of notice. A Member may ask a question or questions concerning the bylaw provided that such questions are to clarify the intent, purpose or objective of the bylaw, and do not indicate the Member's opinion for or against the bylaw.



110. 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.
111. 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.
112. 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.
113. When all amendments have been accepted or rejected the motion for second reading of the bylaw shall be voted on.
114. 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.
115. 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.
116. 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.
117. 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.
118. A bylaw is passed and comes into effect when it has received third and final reading and has been signed by the Reeve and CAO, unless otherwise provided by statute.
119. After passage, a bylaw shall be impressed with the corporate seal.

## **CODE OF ETHICS**

120. 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.
121. 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.
122. 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.
123. 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**

124. No Member shall:
- a. Use offensive language, inappropriate actions or unparliamentary language in or against Council or against any Member of Council or any administration or any member of the public;
  - b. Speak disrespectfully of any member of the Royal Family, the Governor General, the Lieutenant Governor of any Province, Council, any municipality, an Member or any official or employee of the Municipality;
  - c. Engage in private conversations while in the Council Meeting or use personal electronic devices including cellular phones, media players, etc. in any

- manner that disrupts the Member speaking or interrupts the business of Council;
- d. Leave his/her seat or make noise or disturbance while a vote is being taken and until the result of the vote is announced;
  - e. Speak on any subject other than the subject under debate;
  - f. Not interrupt the speaker, except on a point of order;
  - g. Where a matter has been discussed "In-Camera", and where the matter remains confidential, disclose a confidential matter or the substance of deliberations at an in-camera session, except to the extent that Council has previously released or disclosed the matter in public. All information, documentation or deliberations received, reviewed or provided in an in-camera session is confidential. Members of Council shall not release, reproduce, copy or make public any information or material considered at an in-camera session, or discuss the content of such a meeting with persons other than members of Council or relevant staff members, prior to it being reported in public by Council;
  - h. Criticize any decision of Council except for the purpose of moving that the question be reconsidered;
  - i. Contravene the rules of Council or a decision of the Chair or of Council on questions of order or practice or upon the interpretation of the rules of Council. In case a Member persists in any such contravention, after having been called to order by the Chair, the Chair shall not recognize that Member, except for the purpose of receiving an apology from the Member tendered at that Meeting or any subsequent Meeting.
125. 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.
126. The Chair may cause to be expelled and excluded from any Meeting any person who creates any disturbance during a meeting or who, in the opinion of the Chair, has been guilty of improper conduct and for that purpose the Chair may direct that such a person be removed by a Peace Officer.

## **TWO-THIRDS MAJORITY VOTE**

127. Order in Council No. 54/201 establishing Mackenzie County as a Specialized Municipality, requires a Two-Thirds (2/3) majority vote for the following:
- a. Procedural Bylaw
  - b. Council Remuneration Bylaw
    - i. A simple majority vote is required when authorized Councillors to attend a seminar, convention, workshop, or any other function that Councillors may attend for reimbursement of expenses.
  - c. All issues regarding property taxes
  - d. A bylaw to change the number of Councillors, the boundaries of wards or the method of electing a Chief Elected Officer.
    - i. A simple majority vote is required when electing a Chief Elected Officer in the manner prescribed in this Bylaw.
  - e. The appointment or termination of the Chief Administrative Officer; however, any direction given to the CAO shall be done by a simple majority vote.
  - f. A resolution for the adoption and amendment of the budget.
  - g. Any other matter designated by Council within this Bylaw.

## **RECORDING DEVICES AT MEETINGS**

128. 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.
129. 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**

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

READ a first time this \_\_\_\_\_ day of October, 2012.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

READ a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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Bill Neufeld  
Reeve

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Joulia Whittleton  
Chief Administrative Officer

**BYLAW NO. 841-11**  
**BEING A BY-LAW 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, Being Chapter M-26 of the Revised Statutes of Alberta, 2000, hereinafter referred to as the "MGA" 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:

**Code of Ethics**

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

To this end it is imperative that:

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

Accordingly, it is the purpose of these guidelines of conduct to outline certain basic rules for 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.

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.

Councillors shall:

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

### **Municipal Office**

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

### **Chief and Deputy Chief Elected Official**

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

## **Meetings of Council**

### ***Organizational Meetings***

301. The organizational meeting of Council shall be held according to the MGA, no later than two weeks after the third Monday in October. Any changes in the date, time and location may be made at a regular Council meeting at least two weeks in advance and must be advertised

### ***Regular Meetings***

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

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

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

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

## **Electronic Communication System Meetings**

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

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

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



404. Council recognizes the importance of face-to-face interaction and as such limits each Councillor to a maximum of three Council meetings annually using electronic communications without Council approval.

### **Conduct of Meetings**

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

### **Delegations**

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

### **Agenda and Order of Meetings**

701. Prior to each regular meeting, the Chief Administrative Officer shall prepare a statement of the order of business to be known as the "Agenda" of all business to be brought before the Council at the regular meeting.
702. To enable the Chief Administrative Officer to prepare a proper agenda, all documents and notice of delegations intended to be submitted to the Council shall be submitted to the Chief Administrative Officer not later than 4:30 p.m., seven calendar days before the regular meeting.
703. Additions placed on the agenda at the meeting shall be discouraged; however an addition may be made to the agenda with a simple majority

consent of Councillors present. Actions resulting from the agenda additions require unanimous consent given by those Councillors present. Exceptions to actions requiring unanimous consent are a tabling motion or that the agenda item be received as information.

704. The Chief Administrative Officer shall, to the best of his ability, place at the disposal of each member of Council, a copy of the agenda and all supporting materials not later than 4:30 p.m., four calendar days before the regular meeting.
705. The only exception to Section 704 shall be “in camera” issues, which shall be distributed at the Council meeting and shall be returned to the Chief Administrative Officer immediately after the Council meeting. Large volume documentation supporting “in camera” issues may be distributed to Council prior to the Council meeting.
706. Motions of Council or Council Committees do not require a seconder.

### **Individual Recording of Council Proceedings**

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

### **Council Committees and Boards**

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

### **General**

1001. Bylaw No. 784-10 and all amendments thereto are hereby repealed.

READ a first time this 8<sup>th</sup> day of November, 2011.

READ a second time this 8<sup>th</sup> day of November, 2011.

READ a third time and finally passed this 8<sup>th</sup> day of November, 2011.

(original signed)

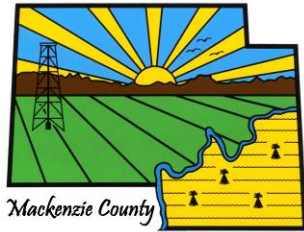
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Bill Neufeld  
Reeve

(original signed)

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J. Roy Brideau  
Chief Administrative Officer



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 24, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Policy ADM050 Council/Administration Protocol</b>

### **BACKGROUND / PROPOSAL:**

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

### **OPTIONS & BENEFITS:**

### **COSTS & SOURCE OF FUNDING:**

### **RECOMMENDED ACTION:**

For review and discussion.

**Author:** C. Gabriel **Review By:** \_\_\_\_\_ **CAO** \_\_\_\_\_



## Mackenzie County

<b>Title</b>	<b>Council/Administration Protocol</b>	<b>Policy No:</b>	<b>ADM050</b>
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<b>Legislation Reference</b>	<b>MGA</b>
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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.

### **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.

### **GUIDELINES**

#### **2. Definitions:**

- a) "Administration" means CAO and Managers for the County;
- b) "County" means Mackenzie County;
- c) "CAO" means Chief Administrative Officer for the County;
- d) "Council" means the duly elected council for the County;
- e) "Councillor" means a member of Council including the Reeve;
- f) "Managers" means the Directors, Agricultural Fieldman, Zama Site Supervisor, and Executive Assistant to CAO and Council for the County;
- g) "Reeve" means the Chief Elected Official or in his/her absence the Deputy Reeve for the County;
- h) "Policy" means a policy, bylaw or other formal resolution of Council;

### **3. Municipal Governance Framework:**

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

### **4. Roles and Responsibilities:**

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



**5. Council/Administration General Protocol:**

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

**6. Council/Administration Communication Protocol (Internal):**

- a) Council will channel formal communications to Administration with regard to a municipal matter through the CAO. Council will make information requests to Administration with the following understanding:
  - Information that is readily available to the public can be requested from the appropriate Manager directly;
  - Information on the status of ongoing programs, activities and/or projects can be requested from the appropriate Manager directly;
  - All other requests for information and/or action will be directed to the CAO.
- b) Administration will channel communication to Council through the CAO if a municipal matter is outside of existing County Policy and/or Council approved budget.
- c) The municipal matters not addressed in existing Council Policy will be brought forward to the attention of Council and/or a committee of Council as appropriate.

- d) Council will provide direction to Administration through bylaws and resolutions of Council on all matters outside of existing County Policy and/or Council approved budget.

**7. Council/Administration Communication Protocol (External):**

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

**8. Organizational Tools:**

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

- a) Monthly CAO reports to Council regarding Administration's activities to be presented during regular Council meetings;
- b) Monthly progress capital project report to be presented during regular Council meetings;
- c) Requests for decisions which provide the information required for decision-making;
- d) Clear and concise direction to Administration through resolutions made at Council meetings;
- e) Updates from the Reeve and Councillors as necessary at Council meetings;

- f) An up-to-date organizational chart which shows a clear chain of command and indication of who has duties in which areas;
- g) Council Procedural Bylaw which provides the framework for parliamentary procedure, current legislation and the specific governance preferences of Council;
- h) A clear understanding of Council's and Administration's roles, activities and capacities;
- i) An annual business planning process which outlines the strategic direction set by Council.

#### **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.

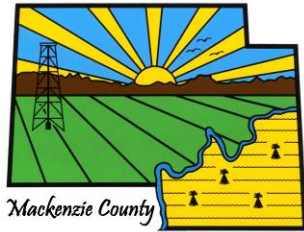
#### **10. Policy Implementation and Monitoring:**

- 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.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	01-May-12	12-05-309
<b>Amended</b>		
<b>Amended</b>		



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 24, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Review of Council Committee Terms of Reference</b>

### **BACKGROUND / PROPOSAL:**

A review Council Committees was held at Council’s workshop in June 2012. During this review the Council Committees were grouped into categories based on Council’s five core activities.

#### **Governance & Leadership**

- Assessment Review Board
- Community Sustainability Committee
- Finance Committee

#### **Community Infrastructure & Municipal Services**

- Agricultural Service Board
- Community Services Committee (incorporates the Parks & Recreation Committee and Recreation Board & FCSS representation)
- Public Works Committee (incorporates the previous Equipment Committee, Rural Water Line Committee, and Waste Management Ad Hoc Task Force)
- Veterinary Advisory Committee

#### **Social & Cultural Vibrancy**

- Education Committee
- First Nations Consultations Committee
- Mackenzie Housing Management Board
- Mackenzie Library Board
- Seniors’ Housing Ad Hoc Committee

**Author:** C. Gabriel      **Review By:** \_\_\_\_\_ **CAO** \_\_\_\_\_

Environmental Stewardship

- Inter-municipal Planning Commission
- Inter-municipal Subdivision & Development Appeal Board
- Land Use Framework Ad Hoc Joint Committee
- Municipal Planning Commission
- Subdivision & Development Appeal Board

Economic Development

- Agricultural Land Use Planning Committee
- Tompkins Crossing Committee
- Upper Hay Recreational Hunting & Fishing Advisory Committee

The Terms of Reference have been combined into one document and will replace all individual Terms of Reference documents previously approved, with the exception of the ones mandated by Bylaw.

**OPTIONS & BENEFITS:**

**COSTS & SOURCE OF FUNDING:**

**RECOMMENDED ACTION:**

That the Council Committee Terms of Reference be approved as presented thereby abolishing the following Committees:

- Parks & Recreation Committee
- Equipment Committee
- Rural Water Line Committee
- Waste Management Ad Hoc Task Force

Author: Carol Gabriel Review Date: \_\_\_\_\_ CAO \_\_\_\_\_

Mackenzie County

# Council Committee Terms of Reference

Effective October 24, 2012



**Mackenzie County**

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Note: Unless otherwise indicated, Mackenzie County shall provide the necessary resources, financial support, meeting space, etc. as may be required for the Committee to function.



## Governance & Leadership

### ASSESSMENT REVIEW BOARD

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.

#### **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.

## Governance & Leadership

### COMMUNITY SUSTAINABILITY COMMITTEE

**Purpose:**

To monitor, provide guidance and provide reports for the implementation of the Community Sustainability Plan.

**Committee Structure:**

The membership of the Committee will be comprised as follows:

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

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

**Quorum:**

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

**Term:**

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

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

**Authority:**

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

**Meeting Schedule:**

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

Meetings shall generally be held on a monthly basis or as required taking into consideration the demands imposed by the Scope of Work and the availability of information.

The Committee and the Reeve may be required to liaison with other stakeholders, other government organizations and public in order to carry out the Scope of Work, with prior approval by Council.

**General Responsibilities:**

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

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

The Committee will monitor and provide guidance in plan implementation.

In an attempt to strengthen a unified message from Council as a Whole, the Committee and the Reeve will prepare the County's Briefs at no less than an annual basis. The Briefs will be presented to Council as a recommendation for approval prior to being communicated to the outside agencies or persons. The individual Briefs may identify:

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

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

The Committee shall be responsible to prepare a sustainability plan implementation report every two years for Council's approval that will be circulated to residents.

The two-year report should identify specific actions with regards to solving problems and measuring the results as it pertains to community sustainability and within the following parameters:

- Creating sustainable communities where people respect each other and nature, to the benefit of all;
- Achieving long-term economic and social security;
- Minimizing the communities' ecological footprint;
- Recognizing and building on the distinctive characteristics of the County communities such as human and cultural values, history and natural resources.
- Enabling communities to work together towards a common, sustainable future;
- Enabling continuing improvement for accountable, transparent and good governance.

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

**Responsible for review of the following Bylaws/Documents:**

- Four-Step Community Sustainability Plan

**Approved External Activities:**

- FCM Sustainability Conference (one member per year)

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## Governance & Leadership

### FINANCE COMMITTEE

**Purpose:**

To provide oversight over the municipality's financial matters.

**Committee Structure:**

The membership of the Committee will be comprised as follows:

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

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

**Quorum:**

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

**Term:**

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

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

**Authority:**

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

**Meeting Schedule:**

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

## **General Responsibilities:**

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

### Financial oversight duties:

1. Review financial reports as and if required.
2. Ensure that municipal investments are pursuant to Section 250 of the Municipal Government Act.
3. Initiate audits and bank proposals.
4. Review auditor's management letters and other audit related communications.

### Advisory duties, provide recommendations to Council:

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

### Delegated organizational duties:

10. Be responsible for setting parameters and making recommendations to Council on the Union negotiations position.
11. Award and administer the Bursary Program.
12. Review and approve CAO's expense claims.
13. Review monthly MasterCard statements.
14. Review Council monthly expenses and honorariums.
15. Administer the use of the annually budgeted funds (if any) for the local recreational boards for emergent items.

## **Responsible for review of the following Bylaws/Documents:**

- Fee Schedule Bylaw
- Financial Policies

## **Approved External Activities:**

- Not Applicable

## Community Infrastructure & Municipal Services

### AGRICULTURAL SERVICE BOARD

Refer to Agriculture Service Board Policies

#### **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 three 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:**

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.

**Responsible for review of the following Bylaws/Documents:**

- Agriculture Service Board Policies

**Approved External Activities:**

- Provincial ASB Conference
- ASB Tours

## Community Infrastructure & Municipal Services

### COMMUNITY SERVICES COMMITTEE

**Purpose:**

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

**Committee Structure:**

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

- Reeve – Ex-officio (voting member)
- Four members of Council
- Chief Administrative Officer or designate
- Director of Environmental Services & Operations
- Director of Community Services & Operations
- Other resources as required

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

**Quorum:**

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

**Term:**

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

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

**Authority:**

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

**Meeting Schedule:**

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

**General Responsibilities:**

The Committee shall:

- Review and recommend ~~Determine the existing~~ service levels for municipal recreational facilities ~~within Mackenzie County~~;
- Review and recommend priorities for improvement to existing and development of new recreational facilities, including multi-year forecast;
- ~~Determine operational options and costs for all recreational facilities within Mackenzie County.~~
- Give consideration to how recreational facilities within Mackenzie County promote tourism in the region;
- ~~Provide recommendations to Council regarding appropriate service levels at recreational facilities within Mackenzie County.~~
- ~~Identify and implement needs and locations of recreational improvements within Mackenzie County as per approved budget and follows Recreational Area Policy ADM040.~~
- ~~Identify, review and recommend to Council capital/operating budgets required for all County owned recreational facilities.~~
- Review and recommend policies and bylaws relating to municipal recreational facilities ~~within Mackenzie County~~;
- 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.

**Responsible for review of the following Bylaws/Documents:**

- Municipal Parks Bylaw
- Mackenzie County Recreational Areas

**Approved External Activities:**

- Attendance of Recreation Boards' local regular meetings (one member per community)
- Attendance of FCSSs' local regular meetings (one member per community)

- Parks Conference (one member per year)
- FCSS Conference (one member per year)

## Community Infrastructure & Municipal Services

### PUBLIC WORKS COMMITTEE

**Purpose:**

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

**Committee Structure:**

The membership of the Committee will be comprised as follows:

- Reeve – Ex-officio (voting member)
- Four members of Council
- Chief Administrative Officer or designate
- Director of Environmental Services & Operations
- Director of Community Services & Operations
- Others as required

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

**Quorum:**

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

**Term:**

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

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

**Authority:**

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

**Meeting Schedule:**

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

**General Responsibilities:**

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

General

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

Public Works Services:

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

Water, Wastewater and Sewer Services:

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

Solid Waste Disposal Services:

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

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

**Responsible for review of the following Bylaws/Documents:**

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

**Approved External Activities:**

- Recycling Conference (two members per year)

## Community Infrastructure & Municipal Services

### VETERINARY ADVISORY COMMITTEE

**Purpose:**

To promote adequate provision of veterinary services in Mackenzie County.

**Committee Structure:**

The Mackenzie County Veterinary Advisory Committee shall be comprised of:

- Reeve – Ex-officio (voting member)
- Two members of Council
- One Agricultural Service Board member
- One representative from the Grazing Reserve
- Two Members at Large
- Chief Administrative Office or designate
- Agriculture Fieldman

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

**Quorum:**

One Councillor and any three members present at a meeting shall be considered a quorum. In order for the meeting to take place the Chief Administrative Officer or his/her designate must be present.

**Term:**

All members of the Committee will hold office for a three 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:**

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



**Meeting Schedule:**

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

**General Responsibilities:**

The Mackenzie County Veterinary Committee shall:

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

**Responsible for review of the following Bylaws/Documents:**

- Veterinary Services Agreement

**Approved External Activities:**

-

## Social and Culture Vibrancy

### EDUCATION COMMITTEE

#### **Purpose:**

To provide a more comprehensive, community focused education plan for Council's perusal.

#### **Committee Structure:**

The membership of the Committee will be comprised as follows:

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

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

#### **Quorum:**

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

#### **Term:**

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

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

#### **Authority:**

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

**Meeting Schedule:**

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

**General Responsibilities:**

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

- Liaison with educational partners in the municipality.
- Review current secondary education opportunities in the Region and recommend strategies for improvements for Council review.
- Recommend to Council any other education related objectives the committee wishes to address.
- Liaison with the Community Adult Learning Councils by participating in their local regular meetings in their respective areas.

**Responsible for review of the following Bylaws/Documents:**

- 

**Approved External Activities:**

- Attendance at Community Adult Learning Councils local regular meetings.

## Social and Culture Vibrancy

### FIRST NATIONS CONSULTATIONS COMMITTEE

**Purpose:**

Local First Nations communities are our neighbors and actively participate in local economy. Local First Nations communities have interests in communities' health, education and growth.

The Committee will develop strategies for establishing and maintaining respectful relationships with the local First Nations communities, and timely 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:**

The majority of Council shall be considered quorum.

**Term:**

All members of the Committee will hold office for a three 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 as required in order to adequately address its Scope of Work in a timely manner.

**General Responsibilities:**

The Committee shall develop a First Nations engagement process including the following:

- Seeking knowledge by engaging with First Nations 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 Aboriginal rights is enshrined in Canada's constitution.

The Committee shall develop a protocol and identify matters in which local First Nations 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 First Nations as required.

**Responsible for review of the following Bylaws/Documents:**

- Shared Services Agreements with First Nations

**Approved External Activities:**

-

## Social and Culture Vibrancy

### MACKENZIE HOUSING MANAGEMENT BOARD

Refer to Ministerial Order No. H:026/2003

#### **Purpose:**

#### **Committee Structure:**

The members of the management body are as follows:

- Five members appointed by Mackenzie County:
  - One member from its municipal council;
  - Two members at large representing the Fort Vermilion area; and
  - Two members at large representing the La Crete area;
- Two members appointed by the Town of High Level:
  - One member from its municipal council;
  - One member at large representing the Town of High Level;
- One member appointed by the Town of Rainbow Lake from its municipal council;
- Two members appointed by the La Crete Municipal Nursing Association from among its membership, at least one member must be an elected official of the board.

#### **Quorum:**

#### **Term:**

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

#### **Authority:**

The management body has and is subject to the powers, functions or duties as provided in the following Regulations:

- Management Body Operation and Administration Regulation;
- Social Housing Accommodation Regulation;
- Housing Accommodation Tenancies Regulation;
- Rent Supplement Regulation; and
- Lodge Assistance Program Regulation

**Meeting Schedule:**

Meetings are held on a monthly basis.

**General Responsibilities:**

The management body is responsible for:

- The operation and administration of the housing accommodation listed in Schedule A of the Ministerial Order.
- Operation of Rent Supplement housing accommodation as designations are allocated to the management body by the Minister under the Rent Supplement Program Regulation.

**Responsible for review of the following Bylaws/Documents:**

- Not applicable.

**Approved External Activities:**

-

## Social and Culture Vibrancy

### MACKENZIE LIBRARY BOARD

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

#### **Purpose:**

To manage, regulate, and control the municipal libraries.

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

#### **Committee Structure:**

The Board is comprised of seven members as follows:

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

#### **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:**

- 

**Approved External Activities:**

-

## Social and Culture Vibrancy

### SENIORS' HOUSING AD HOC COMMITTEE

**Purpose:**

While working with the Regional partners, assist in improving seniors' housing services.

**Committee Structure:**

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

- Reeve – Ex-officio (voting member)
- Two members of Council
- Chief Administrative Officer or designate

**Quorum:****Term:**

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

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

**Authority:**

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

**Meeting Schedule:**

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

**General Responsibilities:**

While working with the Town of High Level, Town of Rainbow Lake and other stakeholders, review and recommend options for improvements and expansion of the Regional seniors' housing.

**Responsible for review of the following Bylaws/Documents:**

- Not applicable

**Approved External Activities:**

-

## Environmental Stewardship

### INTER-MUNICIPAL PLANNING COMMISSION (IMPC)

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 members who shall be appointed for a term not to exceed one year, as follows:

- Two Town Council members appointed by resolution of Town Council;
- Two County Council members appointed by resolution of the County Council;
- One member at large appointed by resolution of Town Council;
- One 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:**

-

## Environmental Stewardship

### INTER-MUNICIPAL SUBDIVISION & DEVELOPMENT APPEAL BOARD (ISDAB)

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 Town Council member appointed by resolution of Town Council;
- One County Council member appointed by resolution of County Council;
- Two members at large appointed by resolution of Town Council;
- Two 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.

## Environmental Stewardship

### LAND USE FRAMEWORK AD HOC JOINT COMMITTEE

**Purpose:**

To participate and contribute in the process during the Land Use Plan development with aim to promote the Lower Peace interests.

**Committee Structure:**

The membership of the Committee will be comprised as follows:

- Mackenzie County - One Councillor and One Public Member
- Town of High Level – Two Councillors
- Town of Rainbow Lake – Two Councillors
- Chief Administrative Officer or designate
- Director of Planning & Development

**Quorum:****Term:**

To coincide with a duration of Lower Peace Land Use Framework development.

**Authority:**

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

**Meeting Schedule:**

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

**General Responsibilities:**

The committee shall develop a strategy for best representation of the local interests during the Lower Peace Land Use Plan development by engaging with local stakeholders and industry.



**Responsible for review of the following Bylaws/Documents:**

- Lower Peace Land Use Plan

**Approved External Activities:**

- Mackenzie Municipal Services Agency (joint reviews)
- Lower Peace Land Use Plan Public Meetings

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## Environmental Stewardship

### MUNICIPAL PLANNING COMMISSION

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

#### **Purpose:**

#### **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 Authority 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:**

- Alberta Development Officers Association Conference (two members per year)

## Environmental Stewardship

### SUBDIVISION & DEVELOPMENT APPEAL BOARD (SDAB)

Refer to Bylaw 079/97 Establishing the Subdivision & Development Appeal Board

#### **Purpose:**

#### **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 five members at large of which three will sit on the Board at any one hearing.
- Subdivision & Development Appeal Board Clerk

#### **Quorum:**

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

#### **Term:**

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

#### **Authority:**

Pursuant to the MGA.

#### **Meeting Schedule:**

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

#### **General Responsibilities:**

The Board shall:

- Decide upon all appeals referred to it by the Secretary of the Board, including an:
  - Appeal of a development permit decision issued by the development authority;
  - Appeal of a stop order issued by the development authority; and

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

**Responsible for review of the following Bylaws/Documents:**

- Not applicable

**Approved External Activities:**

- Training workshops.

## Economic Development

### AGRICULTURAL LAND USE PLANNING COMMITTEE

**Purpose:**

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

**Committee Structure:**

The membership of the Committee will be comprised as follows:

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

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

**Quorum:**

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

**Term:**

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

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

**Authority:**

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

**Meeting Schedule:**

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

**General Responsibilities:**

- Review and provide recommendations to Environment and Sustainable Resource Development (via Council) on which productive green zone land should be converted to white zone.
- Review and provide recommendations to Environment and Sustainable Resource Development (via Council) on the procedures of white zone disposition.
- Liaison with the Province on identifying suitable agricultural land to fulfill the commitment to open up 136,000 acres of new agricultural land.
- Work with the Province to establish Drainage Master Plan.
- Review and provide recommendation on agricultural land use policies in the County.

**Responsible for review of the following Bylaws/Documents:**

- Not applicable.

**Approved External Activities:**

-

## Economic Development

### TOMPKINS CROSSING COMMITTEE

**Purpose:**

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

**Committee Structure:**

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

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

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

**Quorum:**

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

**Term:**

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

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

**Authority:**

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



**Meeting Schedule:**

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

**General Responsibilities:**

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

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

**Responsible for review of the following Bylaws/Documents:**

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**Approved External Activities:**

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## Economic Development

### UPPER HAY RECREATIONAL HUNTING & FISHING ADVISORY COMMITTEE

**Purpose:**

Joint municipal committee on recreational hunting and fishing.

**Committee Structure:**

The membership of the Committee will be comprised as follows:

- 1 - Mackenzie County Councillor
- 3 - Mackenzie County members at large
- 1 - Town of High Level Councillor and 1 alternate
- 3 - Town of High Level members at large
- 1 - Town of Rainbow Lake Councillor
- 3 - Town of Rainbow Lake members at large
- Chief Administrative Officer or designate

Administrative and financial costs shall be divided equally between Mackenzie County, Town of High Level, and Town of Rainbow Lake. The Mackenzie County shall invoice the Town of High Level and Town of Rainbow Lake annually for these costs.

Mackenzie County shall provide administrative personnel.

The Town of High Level shall provide meeting space.

Committee members shall be reimbursed for their expenses as per the honorariums and related expense reimbursement bylaw within their respective municipalities.

Alberta Fish and Wildlife shall act as a resource through personnel participating as ex-officio committee members.

**Quorum:**

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

**Term:**

All members of the Committee will hold office for a three 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:**

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

**Meeting Schedule:**

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

**General Responsibilities:**

The Upper Hay Recreational Hunting and Fishing Advisory Committee shall:

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

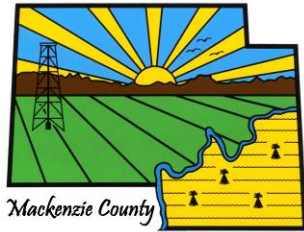
**Responsible for review of the following Bylaws/Documents:**

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**Approved External Activities:**

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## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 24, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Appointment of Council Members to Council Committees, Boards and Task Forces</b>

### **BACKGROUND / PROPOSAL:**

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

### **OPTIONS & BENEFITS:**

### **COSTS & SOURCE OF FUNDING:**

### **RECOMMENDED ACTION:**

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

**Author:** C. Gabriel      **Review By:** \_\_\_\_\_ **CAO** \_\_\_\_\_





Mackenzie County

MACKENZIE COUNTY  
BOARDS, COMMITTEES & TASK FORCES  
2011 – 2012

**AGRICULTURAL LAND–LAND USE PLANNING COMMITTEE (Terms of Reference)**

Councillor Bateman *Julia Whittleton*  
Councillor D. Driedger  
Councillor Derksen  
Councillor Jorgensen

**AGRICULTURE SERVICE BOARD (Policy ASB005)**

Deputy Reeve Sarapuk (2013) Carla Komarnicki (2013) *Grant Smith*  
Councillor D. Driedger (2013) Danny Friesen (2013)  
Joe Peters (2013)

**ASSESSMENT REVIEW BOARD (Bylaw 760/10)**

Councillor Braun (2013) Wally Schroeder (2012) *Carol Gabriel*  
Councillor D. Driedger (alt) (2013) Jerry Chomiak (2012)

**COMMUNITY SUSTAINABILITY COMMITTEE (Terms of Reference)**

Councillor Bateman *Julia Whittleton*  
Councillor Braun  
Councillor Jorgensen  
Councillor Wardley

**DRAINAGE STEERING COMMITTEE**

Reeve Neufeld *Julia Whittleton*  
Deputy Reeve Sarapuk  
Councillor D. Driedger

**EDUCATION TASK FORCE (Terms of Reference)**

Councillor D. Driedger *Julia Whittleton*  
Councillor Flett  
Councillor Wardley

**EQUIPMENT COMMITTEE (Terms of Reference)**

Deputy Reeve Sarapuk *John Klassen*  
Councillor Derksen  
Councillor J. Driedger

**FINANCE COMMITTEE (Terms of Reference)**

Reeve Neufeld *Julia Whittleton*  
Deputy Reeve Sarapuk  
Councillor Braun  
Councillor Wardley

**FIRST NATIONS CONSULTATION COMMITTEE**

All Council *Julia Whittleton*



Mackenzie County

MACKENZIE COUNTY  
BOARDS, COMMITTEES & TASK FORCES  
2011 – 2012

**INTER-MUNICIPAL PLANNING COMMISSION (Agreement)**

Councillor Bateman	Bev Hilhorst (2012)	<i>Joulia Whittleton</i>
Councillor J. Driedger		

**INTER-MUNICIPAL SUBDIVISION & DEVELOPMENT APPEAL BOARD (Agreement)**

Deputy Reeve Sarapuk	Joe Peters (2012)	<i>Carol Gabriel</i>
Councillor Wardley (alternate)	Ray Toews (2012)	

**MACKENZIE HOUSING MANAGEMENT BOARD (Ministerial Order)**

Councillor J. Driedger	Dave Neufeld (2012)	<i>Joulia Whittleton (liaison)</i>
	Peter H. Wieler (2012)	
	Mike Kowal (2012)	
	Vacant (2012)	

**MACKENZIE LIBRARY BOARD (Bylaw 150/98)**

Councillor J. Driedger	Daryl Zielsdorf (2012)	<i>Joulia Whittleton (liaison)</i>
Councillor Wardley	Lorraine Peters (2012)	
	Susan McNeil (2012)	
	Lucille Labreque (2012)	
	Beth Kappelar (2013)	
	La Dawn Dachuk (2013)	
	Wally Schroeder (2013)	

**MUNICIPAL PLANNING COMMISSION (Bylaw 563/06)**

Councillor Bateman	Beth Kappelar (2012)	<i>Joulia Whittleton</i>
Councillor J. Driedger	Danny Friesen (2012)	
	Wally Schroeder (2012)	

**PARKS AND RECREATION COMMITTEE (Terms of Reference)**

Councillor Braun	<i>Bill Kostiw</i>
Councillor D. Driedger	
Councillor Flett	
Councillor Wardley	

**RURAL WATER LINE COMMITTEE**

Councillor Derksen	<i>John Klassen</i>
Councillor J. Driedger	
Councillor Jorgensen	

**SUBDIVISION & DEVELOPMENT APPEAL BOARD (Bylaw 079/97)**

Councillor Wardley	Joe Peters (2012)	<i>Carol Gabriel</i>
Deputy Reeve Sarapuk (alternate)	Ray Toews (2012)	
	Vacant (2012)	





Mackenzie County

MACKENZIE COUNTY  
BOARDS, COMMITTEES & TASK FORCES  
2011 – 2012

**TOMPKINS CROSSING COMMITTEE (Terms of Reference)**

Reeve Neufeld  
Councillor D. Driedger  
Councillor J. Driedger

*John Klassen*

**TRI-COUNCIL SENIORS COMMITTEE**

Councillor Bateman  
Councillor J. Driedger

*Joulia Whittleton*

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

Councillor Derksen

Mike Kowal (2013)  
Danny Friesen (2013)  
Jake J. Wolfe (2013)

*Don Roberts*

**VETERINARY ADVISORY COMMITTEE (Terms of Reference)**

Councillor J. Driedger  
Councillor D. Driedger

Henry G. Friesen (2013)  
Joe Peters (2013)  
Jim Wieler (Grazing Reserve Rep)  
Walter Sarapuk (ASB Member)

*Grant Smith*

**WASTE MANAGEMENT AD HOC TASK FORCE (Terms of Reference Drafted)**

Councillor Braun  
Councillor J. Driedger  
Councillor Bateman  
Councillor Jorgensen

*Bill Kostiw*

**WEED CONTROL APPEAL BOARD**

All Council (except ASB members)

*Joulia Whittleton*



Mackenzie County

MACKENZIE COUNTY  
EXTERNAL COMMITTEES WITH COUNTY REPRESENTATION  
2011 – 2012

**CAANA**

Councillor Jorgensen  
Councillor J. Driedger (alt)

**CARIBOU MOUNTAINS WILDLAND ADVISORY COMMITTEE**

Councillor Jorgensen  
Deputy Reeve Sarapuk (alt)

**COMMUNITY FUTURES NORTHWEST**

Councillor J. Driedger

**FCSS**

Fort Vermilion – Councillor Flett      *Julia Whittleton*  
La Crete – Councillor Braun

**HAY ZAMA BISON ADVISORY COMMITTEE**

Councillor Wardley      *Don Roberts*

**HAY ZAMA COMMITTEE**

Councillor Wardley      *Don Roberts*  
Councillor Flett  
Deputy Reeve Sarapuk (alt)

**HAY ZAMA TOURISM SUB-COMMITTEE**

Councillor Wardley      *Don Roberts*  
Councillor Flett  
Deputy Reeve Sarapuk (alt)

**HIGH LEVEL FORESTS PUBLIC ADVISORY COMMITTEE**

Deputy Reeve Sarapuk

**MACKENZIE APPLIED RESEARCH ASSOCIATION**

Member appointed by ASB      *Grant Smith*

**MACKENZIE FRONTIER TOURIST ASSOCIATION**

Councillor Braun      *Carol Gabriel*  
Councillor Wardley

**MACKENZIE REGIONAL COMMUNITY POLICING SOCIETY (VSU)**

Councillor Flett      *Julia Whittleton*

**MACKENZIE REGIONAL WASTE MANAGEMENT**

Councillor Braun  
Councillor J. Driedger

**MIGHTY PEACE TOURIST ASSOCIATION (INCL. DEH CHO TRAVEL CONNECTION)**

Councillor Braun      *Carol Gabriel*  
Daryl Zielsdorf (Member at Large-2012)

**NORTHERN LIGHTS FOREST EDUCATION SOCIETY**

Councillor Bateman      *Don Roberts*

**NORTHWEST CORRIDOR DEVELOPMENT CORPORATION**

Councillor Braun  
Councillor J. Driedger  
Councillor Jorgensen

**PARTNERS IN PREVENTION COMMITTEE**

Councillor Wardley      *Don Roberts*

**RECREATION BOARDS**

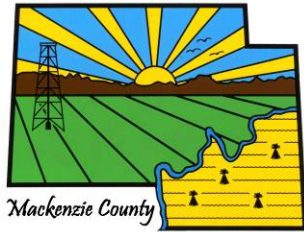
Fort Vermilion – Councillor Flett  
La Crete – Councillor Braun  
Zama City – Councillor Wardley

**REGIONAL ECONOMIC DEVELOPMENT INITIATIVE (REDI)**

Councillor D. Driedger  
Councillor Wardley

**VETERINARY SERVICES INCORPORATED**

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



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 24, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Appointment of Members at Large to County Boards/Committees</b>

### **BACKGROUND / PROPOSAL:**

Advertisements were placed for various Member at Large positions on County Boards/Committees (a copy of the advertisement is attached). The deadline for application was October 12, 2012. A copy of the applications will be distributed under separate cover.

Also attached are the attendance records for the Mackenzie Housing Management Board, Mackenzie Library Board, Municipal Planning Commission and the Inter-municipal Planning Commission.

### **OPTIONS & BENEFITS:**

### **COSTS & SOURCE OF FUNDING:**

### **RECOMMENDED ACTION:**

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

Author: C. Gabriel Review By: \_\_\_\_\_ CAO \_\_\_\_\_





## **MACKENZIE COUNTY**

### **SEEKS APPLICATIONS FOR APPOINTMENTS TO VARIOUS BOARDS**

#### **ASSESSMENT REVIEW BOARD – 3 Positions**

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

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

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

#### **INTER-MUNICIPAL PLANNING COMMISSION – 1 Position**

The Inter-Municipal Planning Commission is seeking one (1) public member to sit on the Commission. Appointments to the Commission are for a one-year term.

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

#### **INTER-MUNICIPAL SUBDIVISION & DEVELOPMENT APPEAL BOARD – 2 Positions**

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

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

#### **MACKENZIE HOUSING MANAGEMENT BOARD – 4 Positions**

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

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

## **MACKENZIE LIBRARY BOARD – 4 Positions**

Mackenzie County is seeking applications to fill four (4) positions, from the public at large, on the Mackenzie Library Board. Two members will be appointed from Fort Vermilion, one member from the La Crete Rural area, and one member from Zama (if possible). Appointments to the Board are for either a two or three-year term.

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

## **MUNICIPAL PLANNING COMMISSION – 3 Positions**

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

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

## **SUBDIVISION AND DEVELOPMENT APPEAL BOARD – 3 Positions**

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

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

## **Appointments to the Board**

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

## **Application Process**

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

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

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

Deadline for applications is **Friday, October 5, 2012.**

## Carol Gabriel

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**From:** Wally Schroeder <wallysch@telus.net>  
**Sent:** Tuesday, September 11, 2012 11:34 AM  
**To:** Carol Gabriel  
**Cc:** Beth Kappelar  
**Subject:** FW: Attendance Records

### MCLB Attendance Record for Oct 2011 to Aug 2012

	NAME	EXPIRY	ATTENDANCE
1)	Lisa Wardlel	Annual	8 out of 8
2)	John Driedger	Annual	8 out of 8
3)	Beth Kappelar	2013	8 out of 8
4)	Wally Schroeder	2013	8 out of 8
5)	Lorraine Peters	2012	7 out of 8
6)	Daryl Zielsdorf	2012	4 out of 8
7)	Susan McNeil	2012	7 out of 8
8)	La Dawn Dachuk	2013	8 out of 8
9)	Lucille Labrecque	2012	3 out of 3

Submitted by Wally Schroeder Sept11/12

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**From:** Beth Kappelar [<mailto:sbkapp@telusplanet.net>]  
**Sent:** September-11-12 1:10 PM  
**To:** Wally Schroeder  
**Subject:** Fw: Attendance Records

Hi Wally,

Can you please fwd this info to Carol for MCLB? Also, the info on who/what positions are up for re-appointment, etc. Don't know if anything extra s/b said about Daryl (re: attendance)... I know some on the Board are a bit frustrated with him.... As it is, he's close to removal for non-attendance, is he not?

Thanks, Beth

----- Original Message -----

**From:** [Carol Gabriel](#)  
**To:** [Barb Spurgeon \(bspurgeon@mackenziehousing.ca\)](mailto:bspurgeon@mackenziehousing.ca) ; [Beth Kappelar](#) ; [Liane Lambert](#)  
**Sent:** Monday, September 10, 2012 11:28 AM  
**Subject:** Attendance Records

Good morning,

As we are in the process of advertising various member at large positions and to assist in the appointment of members we are requesting attendance records for the members at large currently sitting on your boards which have been appointed by Council:

- Mackenzie Housing Management Board
- Municipal Planning Commission
- Inter-Municipal Planning Commission
- Mackenzie Library Board

Please provide this information to me by October 5<sup>th</sup>.

Thank you.

## Carol Gabriel

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**From:** Barb Spurgeon, CAO <bspurgeon@mackenziehousing.ca>  
**Sent:** Friday, September 14, 2012 2:13 PM  
**To:** Carol Gabriel  
**Subject:** Attendance at Mackenzie Housing Board meetings

Carol we have had 9 Board meetings since November 1 last year so here is a break down of attendance

	Attended	Absence
John W. Driedger	9	0
Peter Wieler	6	3
Jack Eccles		3
Dave Neufeld	6	3
Mike Kowal	3	6

I think Jack was appointed later so he has missed 3 out of 6 meetings scheduled during his appointment

Barbara L. Spurgeon  
Chief Administrative Officer  
Mackenzie Housing Management  
bus:(780) 928-4348  
cell: (780) 841-5466  
fax: (780) 928-4345



## IMPC Attendance Record

P - PRESENT

A - ABSENT

Members	Barry Gladder (Councilor)	Crystal McAteer (Councilor)	Clint Hlihorst (Member at Large)	Bev Hilhorst (Member at Large)	Jaquie Bateman (Councilor)	John W. Dreider (Councilor)
1-Sep-11	P	A	P	A	P	P
3-Nov	P	A	P	P	P	P
26-Jan	P	A	P	P	P	P
23-Feb-12	P	P	A	P	P	P
26-Apr-12	P	P	A	A	P	P
24-May-12	P	A	A	P	P	P
5-Jul-12	P	P	A	P	A	P
2-Aug-12	P	A	A	P	A	P

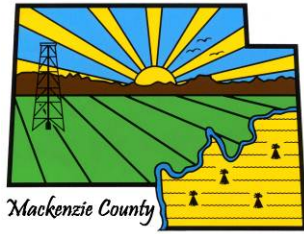
## MPC Attendance Record

P - PRESENT

A - ABSENT

Members	John W. Driedger (Councilor)	Wally Schroeder (Member at Large)	Danny Friesen (Member at Large)	Beth Kappelar (Member at Large)	Jaquie Bateman (Councilor)
19-Dec-11	P	P	P	P	P
19-Jan	P	P	A	P	P
2-Feb	P	P	P	P	P
16-Feb-12	P	P	P	P	P
8-Mar-12	P	P	P	P	P
29-Mar-12	P	P	A	P	P
12-Apr-12	P	P	P	P	P
26-Apr-12	P	P	P	P	P
10-May-12	P	P	P	P	P
24-May-12	P	P	A	P	P
7-Jun-12	P	P	P	P	P
28-Jun-12	P	P	A	P	P
28-Jul-12	P	P	P	P	P
9-Aug-12	P	P	P	P	P
23-Aug-12	P	P	P	P	A
6-Sep-12	P	P	P	P	P





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 24, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Appointment of Council Representatives to Other Committees</b>

### **BACKGROUND / PROPOSAL:**

Council representatives are appointed each year at their organizational meeting to sit on various associations, advisory committees, etc.

### **OPTIONS & BENEFITS:**

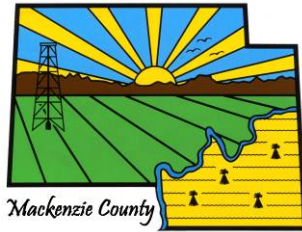
### **COSTS & SOURCE OF FUNDING:**

### **RECOMMENDED ACTION:**

Appointments to be made by Council for period the October 24, 2012 to October 2013.

Author: C. Gabriel Review By: \_\_\_\_\_ CAO \_\_\_\_\_





## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 24, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>2013 Council Meeting Dates</b>

### **BACKGROUND / PROPOSAL:**

#### **Council Meeting Dates**

Council meetings generally fall on the second Tuesday and the fourth Wednesday of the month, with the exception of January and May. Only one meeting is held in December.

#### **Council Meeting Times**

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

#### **Council Meeting Locations**

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

### **OPTIONS & BENEFITS:**

### **COSTS & SOURCE OF FUNDING:**

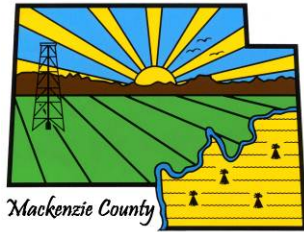
Author: C. Gabriel Review By: \_\_\_\_\_ CAO \_\_\_\_\_

**RECOMMENDED ACTION:**

That the 2013 Regular Council meetings be scheduled as follows:

Date	Location	Time
Tuesday, January 15, 2013	Fort Vermilion	10:00 a.m.
Wednesday, January 30, 2013	Fort Vermilion	10:00 a.m.
Tuesday, February 12, 2013	Fort Vermilion	10:00 a.m.
Wednesday, February 27, 2013	Fort Vermilion	10:00 a.m.
Tuesday, March 12, 2013	Fort Vermilion	10:00 a.m.
Wednesday, March 27, 2013	Fort Vermilion	10:00 a.m.
Tuesday, April 9, 2013	Fort Vermilion	10:00 a.m.
Wednesday, April 24, 2013	Fort Vermilion	10:00 a.m.
Tuesday, May 7, 2013	Fort Vermilion	10:00 a.m.
Wednesday, May 29, 2013	Fort Vermilion	10:00 a.m.
Wednesday, June 11, 2013	Fort Vermilion	10:00 a.m.
Wednesday, June 26, 2013	Fort Vermilion	10:00 a.m.
Tuesday, July 9, 2013	Fort Vermilion	10:00 a.m.
Wednesday, July 24, 2013	Fort Vermilion	10:00 a.m.
Tuesday, August 13, 2013	Fort Vermilion	10:00 a.m.
Wednesday, August 28, 2013	Fort Vermilion	10:00 a.m.
Tuesday, September 10, 2013	Fort Vermilion	10:00 a.m.
Wednesday, September 25, 2013	Fort Vermilion	10:00 a.m.
Tuesday, October 8, 2013	Fort Vermilion	10:00 a.m.
Wednesday, October 23, 2013	Fort Vermilion	10:00 a.m.
Tuesday, November 12, 2013	Fort Vermilion	10:00 a.m.
Wednesday, November 27, 2013	Fort Vermilion	10:00 a.m.
Tuesday, December 10, 2013	Fort Vermilion	10:00 a.m.

Author: C. Gabriel Reviewed By: \_\_\_\_\_ CAO \_\_\_\_\_



## MACKENZIE COUNTY REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	<b>October 24, 2012</b>
<b>Presented By:</b>	<b>Joulia Whittleton, Chief Administrative Officer</b>
<b>Title:</b>	<b>Destruction of Ballots</b>

### **BACKGROUND / PROPOSAL:**

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

### **OPTIONS & BENEFITS:**

### **COSTS & SOURCE OF FUNDING:**

### **RECOMMENDED ACTION:**

That all ballots used during the 2012 organizational meeting be destroyed.

Author: C. Gabriel Reviewed By: \_\_\_\_\_ CAO \_\_\_\_\_