

2022 General Local Election

Candidate Nomination Package Part 2 - Resources



DISTRICT OF MACKENZIE NOTICE OF NOMINATION PERIOD

PUBLIC NOTICE IS HEREBY GIVEN AS FOLLOWS:

Nominations for the offices of:

Mayor – one (1) to be elected
Councillor – six (6) to be elected

will be received by the Chief Election Officer or a designated person, as follows:

From:	Tuesday August 30, 2022 – 9:00 am	(excluding weekends/
To:	Friday September 9, 2022 – 4:00 pm	stat. holidays)

Nomination packages can be submitted:

By hand, mail or other delivery service:

District of Mackenzie
1 Mackenzie Blvd., Bag 340
Mackenzie, BC, V0J 2C0

By fax: 250-997-5186

By email: election@districtofmackenzie.ca

Originals of faxed or emailed nomination documents must be received by the Chief Election Officer by **Friday September 16, 2022, at 4:30 pm.**

Interested persons can obtain information on the requirements and procedures for making nominations including nomination forms online at www.districtofmackenzie.ca and in person from the District of Mackenzie Office, 1 Mackenzie Blvd., from 8:30 am Friday July 29, 2022 to the close of the nomination period.

QUALIFICATIONS FOR OFFICE

A person is qualified to be nominated, elected, and to hold office as a member of local government if they meet the following criteria:

- Canadian citizen;
- 18 years of age or older on general voting day, October 15, 2022;
- resident of British Columbia for at least 6 months immediately before the day nomination papers are filed; and

- ## CAMPAIGN PERIOD EXPENSE LIMITS

Councillor	\$5,398.92
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Councillor	\$809.84
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250-997-3221 | election@districtofmackenzie.ca | www.districtofmackenzie.ca | 2022-07-29

District of Mackenzie

2023 Council Meeting Calendar

Regular Meetings are Scheduled for 7:15 pm

Committee of the Whole/Regular Meetings are Scheduled for 7:00 pm

Regular Meeting
Committee of the Whole & Regular
Statutory Holiday

2023

JANUARY						
S	M	T	W	T	F	S
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29	30	31				

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OCTOBER						
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NOVEMBER						
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DECEMBER						
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31						



DISTRICT OF MACKENZIE 2022 Remuneration & Reimbursement of Expenses

The remuneration of Mayor and Councillors is governed by the District of Mackenzie's Remuneration Bylaw No. 1338, 2015, as amended. The bylaw provides for the following remuneration amounts in 2022:

Mayor	\$28,902.68
Deputy Mayor	\$14,232.76
Councillor	\$12,250.48

In addition, the reimbursement of expenses incurred in the performance of duties is detailed in the District's Policy 1.1 Expense Account Regulations.

The following expenses are reimbursed, provided appropriate approval has been obtained:

Transportation	at cost (receipt required)
Mileage Rates	current rate (\$0.61 per km)
Accommodation	at cost (receipt required)
Other Business Expenses	at cost (receipt required)
Registration Fees	at cost (receipt required)

Commonly Asked Questions & Resources

Candidates 2

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Candidates

What is the criteria to run for Local Government Office?

In October 2022, District of Mackenzie voters will elect one mayor, six councillors and one school trustee. To be eligible to run as a candidate, a person must meet the following criteria at the time of nomination.

You are:

- a Canadian citizen;
- 18 years of age or older on the day of voting;
- a resident of British Columbia for at least six months prior to voting day registration:
 - *Advance Vote October 5, 2022 (April 5, 2022);*
 - *Advance Vote October 14, 2022 (April 14, 2022);*
 - *General Vote October 15, 2022 (April 15, 2022);*
- not disqualified under the *Local Government Act*, or any other enactment, or by law from voting in a local election.

To learn more about being a candidate and your role as a Mayor, Councillor, Director, or School Trustee, please visit the [Elections BC](#) website and review the following resources available at the District Office, 1 Mackenzie Blvd., and on the District website:

- [General Local Elections 101](#)
- [What Every Candidate Needs to Know](#)
- [Thinking of Running for Local Office?](#)
- [Characteristics of Effective Locally Elected Officials](#)
- [Testing Your Readiness for Local Office](#)
- [Local Government Decision Making](#)
- [Roles and Responsibilities of Elected Officials](#)

When and where can I pick up a Nomination Package?

Nomination packages for candidates seeking the positions of Mayor, Councillor, and School Trustee will be available from July 29, 2022 – September 9, 2022 at the District of Mackenzie Office, 1 Mackenzie Blvd. during business hours 8:30 am – 4:30 pm, Monday – Friday.

Packages will also be made available on the [District of Mackenzie Website](#).

Nomination packages may only be submitted during the nomination period from 9:00 am August 30, 2022 – 4:00 pm September 9, 2022.

What important dates and deadlines do I need to be aware of?

Deadline	Date
Nomination Document available	July 29, 2022
Start of Nomination Period	August 30, 2022
End of Nomination Period	September 9, 2022
Declaration of Candidates	September 9, 2022
Candidate Nomination Withdrawal Deadline	September 16, 2022
End of Election Period	September 19, 2022
Start of Campaign Period	September 17, 2022
Required Advance Voting Opportunity	October 5, 2022
Deadline to Request a Mail Ballot Voting Package	October 13, 2022
2 nd Advance Voting Opportunity	October 14, 2022
General Voting Day	October 15, 2022
Deadline to Declare & Report Official Election Results	October 19, 2022
Official Swearing-In Ceremony	November 7, 2022
End of Period to File Disclosure Statement with Election BC	January 15, 2023
Late Filing Deadline for Disclosure Statements with Election BC	February 15, 2023

What are the rules regarding campaign financing?

[Elections BC](#) is responsible for overseeing the campaign financing for local elections across BC. Please review the following guides for more details:

- [Campaign Financing in BC for Candidates and their Financial Agents](#)
- [Campaign Financing in BC for Elector Organizations and their Financial Agents](#)



What are the regulations for election signage?

Political signs within the District of Mackenzie must adhere to the following:

- Signs may only be erected during the campaign period, September 17, 2022 – October 15, 2022.
- Signs shall be removed within 7 days after the election.
- Signs shall not exceed 2.97 m² (32 sq. ft.) in area excluding signs located in the M3 Zone.
- Signs cannot be within 100m of the entrance to the District of Mackenzie Office and the Mackenzie Legion (voting stations).

The Ministry of Transportation also has an election signs policy. Please contact our local district transportation manager for more information at 250-565-4410 before placing signage along Mackenzie Blvd. and along Highway 39.

Full regulations pertaining to election/political signage can be found in [Bylaw No. 1262 – Sign Regulation Bylaw](#), [Elections BC](#), and with the [Ministry of Transportation](#).

What are the rules regarding election advertising on General Voting Day?

The *Election Act* restricts certain types of election advertising and campaigning activities on General Voting Day. [Elections BC](#) is responsible for overseeing election advertising requirements for local election across BC. Please review the [Guide to Local Elections Campaign Financing in BC for Candidates](#) (pages 41 – 49) or contact them directly at 1-800-661-8683 for more information.

What are the election campaign expense limits for Candidates?

All candidates in the 2022 General Local Elections have expense limits that apply during the campaign period, September 17, 2022 to October 15, 2022. In Mackenzie, the expense limits are \$10,797.83 for candidates running for Mayor and \$5,398.92 for candidates running for Councillor positions.

For more information regarding the School Trustee election expense limits please visit [School District No. 57 website](#).



What are the requirements for Campaign Financing & Financial Disclosure?

These regulations and requirements are managed by Elections BC and the *Local Elections Campaign Financing Act*. Please visit the links below for further information:

- [Elections BC - Disclosure Information](#)
- [Guide to Campaign Financing in BC for Candidates and their Financial Agents](#)
- [Guide to Campaign Financing in BC for Elector Organizations and their Financial Agents](#)



Handy Links

District of Mackenzie Website

www.districtofmackenzie.ca

Council Agendas & Minutes

<https://mackenzie.civicweb.net/filepro/documents/>

Official Community Plan

<https://mackenzie.civicweb.net/filepro/documents/15?preview=18737>

Annual Reports & Financial Statements

<https://mackenzie.civicweb.net/filepro/documents/37056/>

Council Procedure Bylaw

<https://mackenzie.civicweb.net/filepro/documents/?preview=36201>

Elections BC

<https://elections.bc.ca/local-elections/2022-general-local-elections/>

Province of BC – General Local Elections

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/general-local-elections>

North Central Local Government Association

<http://www.nclga.ca/>

Union of BC Municipalities

<http://www.ubcm.ca/>

School District No. 57

<https://www.sd57.bc.ca/Pages/default.aspx>

Regional District of Fraser-Fort George

<http://www.rdffg.bc.ca/>



Election Contact Information

District of Mackenzie

Emily Kaehn

Chief Election Officer

Phone: 250-997-3221

Email: election@districtofmackenzie.ca

Chelsea Smirle

Deputy Chief Election Officer

Phone: 250-997-3221

Email: election@districtofmackenzie.ca

Election Campaign Financing & Advertising

Elections BC

Toll Free: 1-800-661-8683/ TTY: 1-888-456-5448

Email: electionsbc@electionsbc.ca

Website: <https://elections.bc.ca/local-elections/2022-general-local-elections/>

School Trustee Election

Jan Cote

Chief Election Officer

School District No. 57

Phone: 250-561-6800

Email: election@sd57.bc.ca

Ellen Bryden

Deputy Chief Election Officer

School District No. 57

Phone: 250-561-6800

Email: election@sd57.bc.ca

How the Council Process Works

Municipal government is based on the principle of ensuring that residents have a voice in the affairs of their community that impact their well-being. This requires the election of people who are prepared to serve in leadership positions and are willing to exercise their best judgment on issues impacting the lives of others.

The Mayor and six Councillors make up Council in Mackenzie. All are elected for a four-year term, commencing in November of the year the election is held, unless a by-election is required during the term.

Collective Decision Making

District Council is a collective body which authorizes action through bylaw and/or resolution. In most cases, a simple majority vote is sufficient to enable an action. In limited special circumstances, which are set out in Provincial legislation, a two-thirds majority is required. No individual member of Council has the authority to commit the municipality to any action, or to expend civic funds without an express and prior resolution of the Council to do so. Council decisions must be made within a formal, legally constructed meeting. Meetings are governed by a procedures bylaw established by Council.

Council Meetings

In Mackenzie, Council meetings are held in Council Chambers at the Municipal Office and are scheduled for the second and fourth Mondays of each month. Additional Special Meetings are scheduled as required.

There are two regularly scheduled meetings: Committee of the Whole and Regular Council Meetings. The agendas for Regular and Committee of the Whole Meetings are available for viewing the Thursday preceding the meeting through the District's website www.districtofmackenzie.ca and physical copies are available at the District Office.

Regular Meetings are open to the public and begin at 7:15 pm. Committee of the Whole Meetings are held at 7:00 pm on the second Monday of each month. In Committee of the Whole, department heads provide updates on the department activities for the previous month. Mayor and Council may also submit a report on activities that they have been involved in during the previous month.

Closed Meetings and Special Open Meetings are held as required throughout the year

Role of Council

The role of an elected official in a local government is complex and the following are some of the key elements comprising that role:

- **Leadership**
 - Outline the future vision
 - Set the priorities
 - Uphold the laws governing the corporate and individual behaviour of Council members
- **Representational**
 - Seek the input of the community on key issues
 - Bring issues forward on behalf of individual citizens
- **Conflict Resolution**
 - Resolve differences on matters within the jurisdiction of the municipality
 - Seek alternatives
 - Review policy options
- **Policy Guidance**
 - Establish the policies and bylaws necessary to put Council decisions into action and guide the activities and actions of staff
 - Ensure that present policies reflect current Council views
- **Determining Service Delivery**
 - Decide which services will be offered
 - Determine the level of services
 - Determine how the services will be delivered
- **Monitoring Results**
 - Assess the annual results of the activities and projects undertaken by the municipality
 - Ensure that the decisions of Council are properly discharged
- **Fiduciary Leadership**
 - Ensure that an appropriate and comprehensive budget process exists
 - Establish Council financial policies
 - Ensure external auditor has access to all necessary information
 - Monitor administration's compliance with regulations or auditor's recommendations

Role of Mayor

The Mayor has a statutory responsibility to provide leadership to the Council and to provide general direction to Municipal Officers respecting District policies, programs and other directions of the Council as set out in the *Community Charter*.

Role of Administration

Mackenzie follows the Chief Administrative Officer (CAO) system, in which Council has only one employee, who is the CAO. All other District employees report (directly or indirectly) to the CAO rather than to Council. Council has delegated the administrative handling of issues to the CAO. The CAO, in turn, is accountable to Council for ensuring that its policies are implemented and followed. The main roles of the CAO are as follows:

- **Policy Advice** – The CAO is Council’s chief policy advisor and ensures that Council has the information it requires to make policy decisions.
- **Assistance in Direction Setting** – The CAO provides Council with background information about previous actions of Council; the role of planning with regard to the budget, the impact of past plans on the work of administration; the projects that have been committed to by the current or past Councils; and the impact of public consultation on the community’s priorities.
- **Leadership to Administration** – The CAO is expected to play the predominant role in acting as the team leader of the administration. The CAO is the link between the policy makers (Council) on the one hand, and the advisors and implementers of policy (administration) on the other. The CAO is responsible for directing/choosing who is to be hired for the key senior positions in the organization, and for the performance of the organization as a whole.
- **Relationship Building with Council** – Provincial legislation clearly identifies that the CAO is subservient to Council as a whole. The Mayor acts as liaison between Council and the CAO, but the CAO answers to Council as a group. Accordingly, the CAO is responsible for ensuring that all Councillors have full access to information, advice, and support to complete their governance functions.
- **Fiscal Management** – The CAO is responsible for ensuring that the financial affairs of the municipality are managed.
- **CAO Relationship with Staff** – The CAO, as one of his or her primary functions, must provide both a directing and coordinating role vis-à-vis other staff. The CAO is responsible for the function and activities carried out by municipal staff.

- **Relationship with Public** – The CAO should see the public as the client and as the most important audience that the staff has for their work. The CAO must ensure that a positive attitude toward the public is maintained, and that municipal staff is responsive to public concerns.
- **Quality of Reports** – Senior staff, particularly the CAO, advises Council as to its policies, programs, decisions, and budget. The CAO must check every report submitted to Council to ensure that the issue is properly outlined before Council, the appropriate format has been used, information is complete and well written, and an appropriate recommendation has been supplied.

Time Commitments / Public Scrutiny

In Mackenzie, the position of Mayor has not traditionally been considered a full-time role, but the time commitments can be high. The Mayor is expected to regularly check in with Administration, attend all meetings of Council unless out of the community, make themselves available for community events in the evenings, weekends and for travel outside the community to conduct municipal business as determined by Council.

Council members are expected to attend all meetings of Council unless out of the community, make themselves available for community events in the evenings or weekends if requested and serve as liaison representatives on committees or advisory boards as determined by the Mayor or Council.

Any person who commits to running for local office will very quickly become involved in situations that require tough decisions to be made in public with the local media often present. Certain decisions will result in disfavor of one element of Council or another regardless of how well researched the issue or how intensive the dialogue with the public. Whether it is making decisions in a Council meeting, or shopping, recreating or community volunteerism, the actions of Council members invite both scrutiny as well as comment from the public.

Questions

Candidates wishing to inquire regarding the election process or District Council processes should direct those inquiries to:

Emily Kaehn, Chief Election Officer or
Chelsea Smirle, Deputy Chief Election Officer
election@districtofmackenzie.ca

Document References:

"Cuff's Guide for Municipal Leaders – A Survival Guide for Elected Officials". George B. Cuff. Published by Municipal World Inc.
"Cuff's Guide to Municipal Leaders– Volume 2–The Case for Effective Governance". George B. Cuff. Published by Municipal World Inc.



DISTRICT OF MACKENZIE COUNCIL STRATEGIC PRIORITIES

2021-2025

STRATEGIC PLANNING SESSION

Over two-half days in mid-September 2021, the District of Mackenzie Municipal Council and senior staff participated in a facilitated strategic planning session to review and update Council's 2017-2020 Strategic Priorities. The session began with a series of discussions on the community and local government. Strengths on which to build were highlighted; challenges for Council to address were put forward. Future trends, forces, realities, and opportunities were identified and examined.

Following these stage-setting discussions, participants reviewed in detail Council's existing strategic priorities that were unveiled in 2017 and reviewed and revised annually. This review, which was informed by the group's understanding of Mackenzie's challenges and opportunities, and by Council members' ideas and proposals, resulted in a refined set of priorities to guide the municipality's efforts and use of resources going forward.

This document presents Council's 2021-2025 strategic priorities that emerged from the strategic planning session.

Time Period

The October 2022, local government election will effectively mark the end of the current Council term. The updated strategic priorities developed at the planning session will be used to guide the organization through to the end of this term. The priorities will also, however, provide direction beyond the 2022 election into the following Council term, until such time as they are replaced by a new set of priorities.

Terminology

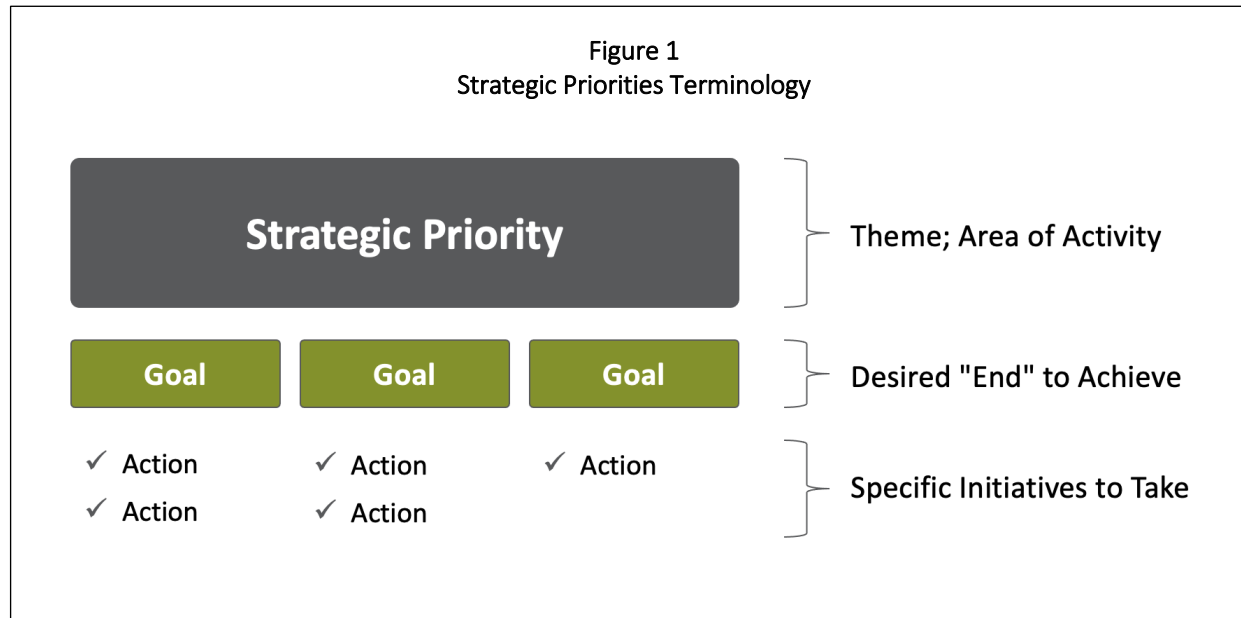
Each of Council's updated strategic priorities is presented in this document using a specific terminology. Three terms, arranged in a hierarchy, are particularly important to understand:

- > *Strategic Priority* — A strategic priority is a high-level theme, or area of activity, in which Council chooses to invest energy, staff time, money and other resources.
- > *Goal* — A goal sets out desired result — that is, something that Council wishes to achieve. Goals are listed under each strategic priority as desired "ends".
- > *Actions* — Actions are tangible initiatives or projects that are undertaken to achieve the goals.

Council's Strategic Priorities (2021-2025)

*This document presents
Council's updated strategic
priorities, developed by
Council and senior staff at a
September 2021, planning
session.*

Figure 1 presents these terms as a hierarchy.



Terminology

Each of Council's updated strategic priorities is presented using a specific terminology:

- > Strategic Priority
- > Goal
- > Action

COMMUNITY VISION

From its roots as a new town for forestry workers, Mackenzie has grown into a strong and supportive community that residents are proud to call home. Supported by a healthy environment, Mackenzie's economic base is diverse and robust, providing consistent employment for residents. Recreation is key to our high quality of life and healthy lifestyle, with exceptional natural features drawing residents outdoors. Great community services and facilities complement the outdoors with opportunities to meet and engage with neighbours. The town takes great pride in how attractive it is both for residents and visitors.

KEY TERMS

Roots in Forestry

The community celebrates its roots in forestry.

Pride in Community

Mackenzie's residents have tremendous pride in their community.

Healthy Environment

The community is surrounded and strengthened by nature.

Diverse & Robust Economy

Forestry remains important; but Mackenzie's economy is more than just forestry.

Recreation

Indoor and outdoor recreation are valued by all as part of a healthy lifestyle.

Great Services & Facilities

The community invests in services and facilities that connect residents to one another.

Attractive

Mackenzie is a beautiful place to live and visit.

DISTRICT MISSION

It is the mission of the District of Mackenzie to improve the lifestyle of, services to, and opportunities for our residents and visitors by:

- > Providing quality executive and administrative leadership from an open and responsible Council and administration
- > Providing quality services, recreational facilities and programs that promote and enhance livability and a healthy lifestyle
- > Maintaining a healthy environment and economic conditions that allow for business and individuals to flourish and realize their full potential

KEY TERMS

Lifestyle

The District exists to improve individuals' lifestyles.

Leadership

Council and administration are leaders in the community.

Responsible Government

The District is open and responsible.

Quality

The District focuses on quality — quality services, facilities and programs.

Providing Conditions to Succeed

The District creates the conditions for all to reach their full potential.

STRATEGIC PRIORITIES

In 2017, the District of Mackenzie Municipal Council set out six strategic priorities to help guide the use of District resources and these have been reviewed and revised annually. In this 2021 update, Council has combined and revised the set of original priorities to create a more focused list of four strategic priorities. New goals have been added, as well, as have specific actions for the municipality to undertake.



Community & Social Development

Our investment in the municipality's services and infrastructure, our commitment to principles of social equity and well-being, and our belief in the value of resident engagement, creates a healthy community in which everyone feels valued and enjoys a high quality of life.



Economic Vitality

The District is a leader on efforts aimed at diversifying the community's economy, supporting local businesses, and attracting new investment to the community. Diversification, a strong business sector and new investment are key to our economic vitality.



Environmental Sustainability

The way we operate has an impact on the environment. We are committed to integrating sustainability and Environmental, Social and Governance factors (ESG) into our decision-making



Strong Governance and Finances

As the municipality's elected governing body, we serve all residents and businesses in the community. We engage residents and stakeholders on important issues and make our decisions through open and transparent processes. We are careful in our use of resources, mindful of the need to maintain programs and services, while also meeting the community's infrastructure needs.



COMMUNITY & SOCIAL DEVELOPMENT

Our investment in the municipality's services and infrastructure, our commitment to principles of social equity and well-being, and our belief in the value of resident engagement, creates a healthy community in which everyone feels valued and enjoys a high quality of life.

Goals

- Health services are available to meet the needs of the community.
- Barriers to access and inclusion are removed.
- The District's commitment to Truth and Reconciliation paves the way for stronger community ties to our neighbouring First Nations.
- Long-term planning is aligned with the Official Community Plan.
- Mackenzie is recognized for its attractiveness, streetscape and overall appeal to residents and visitors.
- Infrastructure and services are maintained to high standards.

Actions

- In collaboration with industry, local and regional organizations, approach the Minister of Health and the Northern Health Authority to advocate for community health services and health professionals.
- Develop an inventory of exclusions — that is, of barriers to access and inclusion — and a plan to remove or minimize them.
- Assist community groups in their efforts to obtain grants.
- Adopt and make progress on the specific Truth and Reconciliation Calls for Action identified for local government.
- Pursuant to the *District of Mackenzie Community Wildfire Protection Plan* and other emergency preparedness plans and policies, continue to take action to protect the community from the impacts of natural and other disasters.



ENVIRONMENTAL SUSTAINABILITY

The way we operate has an impact on the environment. We are committed to integrating sustainability and Environmental, Social and Governance factors (ESG) into our decision making and business practices.

Goals

- Local government decisions are made through a lens that considers and balances environmental, social and economic values.
- Through its actions — including implementation of the *District of Mackenzie Corporate Energy and Emissions Plan* — the District is recognized as a leader in environmental responsibility and sustainability.
- District facilities and operations are energy efficient and low emitters of greenhouse gases, relative to facilities and operations in benchmark communities.
- Residents and businesses are increasingly efficient in their use of water.
- Waste diversion efforts are succeeding in reducing landfill materials (i.e., residuals) produced by households, ICI sectors, and construction and demolition activities.¹

Actions

- Develop a set of sustainability indicators to track progress achieved by the District and — where possible — the broader community on emissions, energy use, waste reduction and other measures.
- Develop an online Environmental Sustainability Dashboard to report progress on sustainability indicators every quarter.
- Produce an annual District of Mackenzie Sustainability Report to inform the community and others on sustainability efforts, programs, successes and challenges, pursuant to implementation of the *District of Mackenzie Corporate Energy and Emissions Plan*.

¹ ICI refers to the Industrial, Commercial and Institutional sectors.



ECONOMIC VITALITY

The District is a leader on efforts aimed at diversifying the community's economy, supporting local businesses, and attracting new investment to the community. Diversification, a strong business sector and new investment are key to our economic vitality.

Goals

- Mackenzie's commercial sector is growing and diversifying.
- Interest and investment in agriculture are on the rise, driven by changes to growing seasons, available arable lands, and awareness of the importance of food security.
- Mackenzie's reputation as a centre for manufacturing is growing.
- The McLeod Lake Indian Band and District of Mackenzie are strategic economic partners.

Actions

- Work to bring high-speed internet service to community.
- Review the District's policies and initiatives to ensure that they support the efforts of businesses and professionals to invest, operate and prosper in Mackenzie; make improvements where necessary.
- In collaboration with the Regional District of Fraser-Fort George and others, develop opportunities to promote the development of agriculture in the Mackenzie sub-region.
- Convene discussions with the McLeod Lake Indian Band aimed at identifying potential joint venture opportunities that build on the experience of, but go beyond, the McLeod Lake Mackenzie Community Forest.
- Proceed with implementation of the *District of Mackenzie Community Economic Development Plan (2021-2026)* and the *District of Mackenzie Five-Year Tourism Plan (2021-2026)* and the related development of Mackenzie's destination brand.



STRONG GOVERNANCE AND FINANCES

As the municipality's elected governing body, we serve all residents and businesses in the community. We engage residents and stakeholders on important issues and make our decisions through open and transparent processes. We are careful in our use of resources, mindful of the need to maintain programs and services, while also meeting the community's infrastructure needs.

Goals

- The residents of Mackenzie feel engaged and informed on major decisions, policies and initiatives taken by the District.
- Succession plans and workforce development programs are in place to ensure that municipal services are delivered to the community at a consistently high level, without interruption.
- The District's annual ten-year financial plan is grounded in fiscal realities, including an understanding of the municipality's evolving assessment base and inflationary pressures on major cost inputs.
- Mackenzie's recreation facilities, civic buildings, roadways, utilities, equipment items and other pieces of infrastructure are carefully monitored through an ongoing asset management program.
- The District's assessment base and set of revenue sources are increasingly diverse.
- Financial reserves at the District are strong.

Actions

- Assess and, where necessary, revise the District's communications strategy to better share information with and engage residents and stakeholders on important matters.
- Complete the development and/or updating of the municipality's asset management program.
- Review succession and workforce training programs to identify and address gaps.
- Review and, where necessary, revise the District's financial reserve management policies.
- Undertake a five-year forecast of assessment base changes; develop tax allocation adjustment policies in anticipation of assessment shifts.

DISTRICT OF MACKENZIE BYLAW

NO. 1470

COUNCIL PROCEDURE BYLAW

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DISTRICT OF MACKENZIE

BYLAW NO. 1470

COUNCIL PROCEDURE BYLAW

The Municipal Council of the District of Mackenzie enacts as follows:

PART 1 - INTRODUCTION

Title

1. This Bylaw may be cited as "Council Procedure Bylaw No. 1470, 2022".
2. Bylaw No. 1379, 2018, cited as "Council Procedure Bylaw No. 1379, 2018" and amendments thereto as it applies to the District of Mackenzie is hereby repealed.

Definitions

3. In this Bylaw,

"Committee"	means a standing, select, or other committee of Council, but does not include COTW;
"Corporate Officer"	means the Director of Corporate Services for the District;
"COTW"	means the Committee of the Whole;
"Council"	means the Council of the District of Mackenzie; "District" means the District of Mackenzie;
"District Website"	means the information resource found at an Internet address provided by the District;
"Electronic Meetings"	are meetings that allow participants to hear, or watch and hear each other without being in the physical room in which the meeting is taking place.
"Electronic Participation in a meeting"	means participation by use of telephone, electronic audio or other communications facilities that enable the meeting's participants to hear and speak with each other, and enable the public to hear the participation of Council members during that part of the meeting that is open to the public.

"Mayor"	means the Mayor of the District;
"Municipal Office"	means the Municipal Office located at 1 Mackenzie Boulevard, Mackenzie, British Columbia;
"Municipal Officer"	means a municipal employee appointed by Council to an officer position in accordance with section 146 of the <i>Community Charter</i> . This includes, but may not be limited to, the Chief Administrative Officer, Chief Financial Officer, Corporate Officer, and the Approving Officer.
"Public Notice Posting Places"	means the notice board at the Municipal Office and the District Website;
"Select Committee"	means a committee that is constituted to deal with matters referred to it by the Council, and composed of members appointed by Council, including at least one member of Council, in accordance with the provisions of section 142 of the <i>Community Charter</i> ;
"Special Council Meeting"	means a meeting of Council authorized by section 126 of the <i>Community Charter</i> , and includes both an open meeting and a meeting that is closed to the public;
"Standing Committee"	means a committee that is established by the Mayor to deal with matters the Mayor considers would be better dealt with by committee, and composed of members appointed by the Mayor or the Council with at least half of the Standing Committee members being members of Council, in accordance with the provisions of section 141 of the <i>Community Charter</i> .

Application of Rules of Procedure

4. (1) The provisions of this bylaw govern the proceedings of Council, COTW, and all committees, as applicable.
- (2) In cases not provided for under this bylaw, *Robert's Rules of Order* apply to the proceedings of Council, COTW, and Council committees to the extent the rules are:
 - (a) applicable in the circumstances; and
 - (b) not inconsistent with provisions of this bylaw or the *Community Charter*, or the *Local Government Act*.

PART 2 - COUNCIL MEETINGS

Inaugural Meeting

5. (1) Following a general local election, the first Council meeting must be held on the first Monday in November in the year of the election.
- (2) If a quorum of Council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Time and Location of Meetings

6. (1) All Council meetings must take place within the Municipal Office except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings must:
 - (a) be held on the second and fourth Monday of each month, except when such date is a statutory holiday, in which case the meeting must be held on the next day the Municipal Office is open which is not a statutory holiday; and
 - (b) begin at 7:15 pm;
- (3) Regular Council meetings may:
 - (a) be cancelled by Council, provided that two consecutive meetings are not cancelled; and
 - (b) be postponed to a different day, time, and place by the Mayor, provided the Corporate Officer is given at least two days written notice.

Notice of Council Meetings

7. (1) In accordance with section 127 of the Community Charter, Council must annually make available a schedule of the dates, times and places of regular Council meetings and give notice of the availability of the schedule in accordance with section 94 of the Community Charter.
- (2) Where revisions are necessary to the annual schedule of regular Council

meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

Notice of Special Meetings

8. (1) Except where notice of a special meeting is waived by unanimous vote of all Council members under section 127(4) of the Community Charter, a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting by:
 - (a) posting a copy of the notice at the Public Notice Posting Places; and
 - (b) leaving one copy of the notice for each Council member in the Council member's mailbox at the Municipal Office.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting.

Electronic Meetings

9. (1) Subject to the conditions set out in the *Community Charter*, Regular, Special, COTW, and Committee Meetings may be conducted by means of electronic or other communication facilities if the Mayor, or in the absence of the Mayor, the Deputy Mayor, determines it is advisable based on an emergency, or health, safety, environmental, or urgent District business, and the number of members able to attend the meeting in person is insufficient to achieve quorum.
- (2) Advance notice will be provided advising that the meeting will be conducted by means of electronic or other communication facilities, as follows:
 - (a) Notice of the meeting will be provided pursuant to the Community Charter and the provisions in sections 5 - 8 of this bylaw;
 - (b) The agenda cover sheet will include that the meeting is being held electronically; and
 - (c) Details will be included on the agenda cover sheet and the Public Notice Posting Places noting the location for the public to attend to hear, or watch and hear, the meeting.

- (3) Except for any part of the meeting that is closed to the public, the public may attend regular and special meetings at the specified place to hear, or watch and hear, the meeting with a designated municipal officer in attendance.

Electronic Participation

- 10. (1) If a Council or Committee member is unable to attend a Regular, Special, COTW, or Committee meeting, as applicable, in person, the Council or Committee member may participate in the meeting by means of electronic or other communication facilities if:
 - (a) the Council or Committee member is unable to be present at the Municipal Office for reasons pertaining to absence from the municipality or health reasons.
 - (b) The facilities enable the other Council or Committee members to hear and be heard by the Council or Committee member; and
 - (c) Except for any part of the Council or Committee meeting that is closed to the public, the facilities enable the public to hear, or watch and hear, the Council or Committee member.
- (2) With exception for meetings held under section 9 of this bylaw, a member of Council or a Committee member may not participate by means of electronic or other communications facilities in any part of a Regular, Special, COTW, or Committee meeting authorized by the *Community Charter* to be closed to the public.
- (3) Up to three members of Council may participate electronically in a Regular, Special, COTW, or Committee meeting if:
 - (a) at least 24 hours before the meeting those members notified the Corporate Officer of their intended absence, and
 - (b) a majority of the members of Council are physically in attendance at the designated meeting location.
- (4) The Corporate Officer, or designate, shall as soon as reasonably possible thereafter, provide the Council or Committee member with instructions on how to connect to and participate in the Regular, Special, COTW, or Committee meeting by electronic or other communication facilities.

- (5) As soon as possible before a meeting at which a Council or Committee member has requested to participate electronically, the Corporate Officer, or designate, must send the meeting's agenda package and late agenda items to that member's email address.
- (6) If the majority of Council or Committee members cannot attend in person at the designated meeting location, the meeting must be cancelled, and agenda items deferred to the next regularly scheduled meeting.
- (7) If the Mayor or Committee Chair, or those appointed as their designate, are not present at the meeting, only a member who is physically in attendance at the designated meeting location may preside at a meeting at which there is electronic participation.
- (8) Written material presented to the meeting without being included in either the agenda package or late agenda items sent to the members participating electronically, must be audibly read into the record.
- (9) If there is an interruption in the communications' link to a member who is participating electronically, the other Council members may
 - (a) decide on a short recess until it is determined whether or not the link can be re-established, or
 - (b) continue the meeting and treat the interruption in the same manner as if a member who is physically present leaves the meeting room.
- (10) If an interruption in the communications' link to a member who is participating electronically occurs, their absence will be recorded in the minutes along with their subsequent return, if applicable.
- (11) There is no limit to the number of times a member may participate electronically.

PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

- 11. (1) Annually, in November, Council must from amongst its members, designate interested Councillors to serve on a quarterly rotating basis, starting in November, as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the Office of the Mayor is vacant.

- (2) The Councillor designated under section 11(1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under section 11(1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (4) The member designated under section 11(1) or chosen under section 11(3) has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 - COUNCIL PROCEEDINGS

Community Charter Provisions

- 12. Matters pertaining to Council proceedings are governed by the *Community Charter* including those provisions found in Division 3 of Part 4 [*Open Meetings*] and Division 2 of Part 5 [*Council Proceedings*]. The relevant extracts from the *Community Charter* are appended to this bylaw for convenient reference.

Attendance of Public at Meetings

- 13.
 - (1) Except where the provisions of section 90 of the *Community Charter* apply, all Council meetings must be open to the public.
 - (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*.
 - (3) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation
 - (a) COTW;
 - (b) standing and select committees;
 - (c) parcel tax review panel;
 - (d) board of variance.
 - (4) Despite section 12, the Mayor or the Councillor designated as the

member responsible for acting in the place of the Mayor under section 11 may expel or exclude from a Council meeting a person in accordance with section 133 of the *Community Charter* and 19(11) of this bylaw, as applicable.

Minutes of Meetings to be Maintained and Available to the Public

14. (1) Minutes of the proceedings of Council must be:
 - (a) legibly recorded;
 - (b) certified as correct by the Corporate Officer; and
 - (c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- (2) Subject to subsection 14(3), and in accordance with section 97(1)(b) of the *Community Charter*, minutes of the proceedings of Council must be open for public inspection at the Municipal Office during its regular office hours.
- (3) Subsection 14(2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter*.

Calling Meeting to Order

15. (1) As soon as, after the time specified for a Council meeting, there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 11 must take the Chair and call such meeting to order.
- (2) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 11 do not attend within ten minutes of the schedule time for a Council meeting:
 - (a) the Corporate Officer must call to order the members present; and
 - (b) the members present must choose a member to preside at the meeting.

Adjourning Meeting Where Quorum is not Present

16. (1) If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must
 - (a) record the names of the members present, and those absent; and
 - (b) adjourn the meeting until the next scheduled meeting.

Agenda

17. (1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council meeting agenda must be 12:00 noon on the Tuesday prior to the meeting.
- (3) The Corporate Officer must make the agenda available to the members of Council and the public on the Thursday afternoon prior to the meeting.

Order of Proceedings and Business

18. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below and all regular Council meetings must be conducted in accordance with the following provisions:
 - (a) Call to Order;
 - (b) Adoption of Minutes;

The minutes of previous meetings may be amended, but not debated or reflected upon, at the time they are considered for adoption.
 - (c) Introduction of Late Items;
 - (i) Information pertaining to late items submitted by the public, staff, or Council for possible consideration at any Council meeting must be distributed to the members at the commencement of the meeting.
 - (ii) Except items brought forward by Council members during

New Business, an item not included on the agenda must not be considered at a Council meeting unless introduction of the late item is approved at the time allocated on the agenda for such matters by a majority vote of the members present.

(d) Adoption of Agenda;

The agenda will be adopted as presented, or adopted as amended should Council resolve to consider late items to be included on the agenda, by a majority vote of the members present.

(e) Public Comment and Questions;

- (i) Council may allow up to 20 minutes during this time to answer inquiries from the media and members of the public, but such comments and questions must be strictly limited to matters considered by the Council at that particular meeting. This portion of the agenda may be extended only by unanimous vote of Council.
- (ii) Written submissions in response to the published agenda of an upcoming meeting, whereby the author will not be present at the meeting either in-person or by electronic communication, must be received by the Corporate Officer, or designate, by 4:30 pm on the date of the Council meeting. The Corporate Officer will present these submissions to Council for the record during this portion of the agenda.

(f) Petitions and Delegations;

- (i) Council may allow an individual or a delegation to address Council at the meeting on the subject of an agenda item provided that a written request on the form prescribed by the Corporate Officer has been received by the Corporate Officer prior to 12:00 noon on the Tuesday prior to the meeting. The written request must include a summary of the topic which is the subject of the delegation and the specific action which is being sought from Council by the delegation.
- (ii) Each address must be limited to 15 minutes unless a longer period is agreed to by unanimous vote of those members present.

- (iii) Where notification has not been received by the Corporate Officer as prescribed in section 18(f)(i), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.
 - (iv) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
 - (v) The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
 - (vi) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.
- (g) Correspondence;
- (i) Each item of correspondence will be categorized into three designations:
 - a. correspondence which requires action;
 - b. correspondence for consideration;
 - c. correspondence designated as general information.
 - (ii) Correspondence which requires action and correspondence for consideration will be copied and included in the agenda package. Correspondence designated as general information will be placed in the Centre Table file and the nature of the correspondence indicated on the agenda covering pages. Council may, by resolution, bring forward any correspondence for consideration or for general information.

(h) Administration Reports;

All reports from Directors/Managers and advisory bodies shall include a synopsis of the information relating to the item under consideration and a recommendation on that item.

(i) Council Reports;

Mayor and Council members may submit a verbal or written report of an informational nature.

(j) Unfinished Business;

Matters that have been previously considered by Council and that have not been resolved, such as tabled or postponed resolutions, will be brought forward at this time.

(k) New Business;

Council may make motions pertaining to non-contentious matters that do not consider substantive expenditures or require significant staff resources under the New Business portion of the meeting.

(l) Bylaws;

Part 5 of this bylaw establishes the manner in which bylaws are adopted.

(m) Notice of Motion;

(i) Any Council member may give "notice of motion" respecting an item that may be of a contentious nature and will require time for the Council to consider or deliberate or will require substantive expenditures and significant staff resources. The member of Council must deliver a "Notice of Motion" in written form to the Corporate Officer no later than 12:00 pm on the Tuesday preceding the day of the next regular meeting is scheduled.

(ii) A copy of the motion presented under section 18(m)(i) shall be distributed to each member of Council and shall appear in the minutes of the meeting as a "Notice of Motion". The Corporate Officer shall place the motion on the agenda of the next regular Council meeting or other future meeting

designated by the member bringing forward the notice of motion for consideration.

(n) Coming Events;

(o) Inquiries;

The Mayor may provide time to answer inquiries from the media and members of the public, but such inquiries must be strictly limited to matters considered by the Council at that particular meeting. The Mayor may determine, at his or her discretion, when to conclude this portion of a meeting.

(p) Adjournment.

- (2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

Public Comment and Questions Inquiries Rules and Procedures

19. (1) The following rules and procedures apply during both the "Public Comment and Questions" as well as "Inquiries" portions of the regular meetings of Council, unless otherwise stated:
- (a) When recognized by the presiding member, and only after giving their name and address for the record, persons from the audience may address Council on a matter related to the agenda;
 - (b) When speaking during the "Public Comment and Questions" and "Inquiries" segments of the agenda, a person must:
 - i. Address their remarks to the presiding member;
 - ii. Use respectful language;
 - iii. Not use offensive gestures or signs; and
 - iv. Only address current agenda items
 - (c) The "Public Comment and Questions" section shall be limited to twenty (20) minutes, unless extended by way of a resolution adopted by a unanimous vote of the Council members present;

- (d) The Mayor may determine, at his or her discretion, when to conclude the "Inquiries" portion of a meeting;
- (e) Each address must be limited to 2 minutes unless a longer period is agreed to by unanimous vote of those members present;
- (f) At the discretion of Council, audience members may address Council more than once, but only after all other audience members who wish to speak have had their opportunity;
- (g) A summary of questions asked, and input received, including the name of the individual, will be included in the recorded minutes.

Limitations of Public Comment and Questions, Inquiries, and Petition and Delegations

- 20. (1) Council must not permit a member of the audience during "Public Comment and Questions," "Inquiries," or as a "Petition and Delegation" to address Council regarding:
 - (a) A bylaw in respect of which a public hearing has been scheduled or held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw;
 - (b) Matters on which the District has commenced prosecution and on which judgment has not been rendered;
 - (c) Matters relating to a claim or potential claim against the District, against a member of Council, or against an officer or employee of the District;
 - (d) Business license hearings conducted in accordance with Part 20 of the Local Government Act;
 - (e) Reconsideration of remedial action requirement hearing under section 78 of the *Community Charter*;
 - (f) A dispute between third parties not falling within the jurisdiction of Council;
 - (g) The promotion of commercial products or services, or services for the District;
 - (h) Publicly tendered contracts or proposal calls for the provision of goods or services for the District between the time that such

contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by Council or District staff.

Voting at Meetings

21. (1) When debate on a matter is closed the Mayor must put the matter to a vote of Council members.
- (2) When the Council is ready to vote, the Mayor must put the matter to a vote by stating:

"Those in favour raise your hands" and then "Those opposed raise your hands".
- (3) The names of those Council members who vote against a question shall be entered upon the minutes whenever the vote is not unanimous.
- (4) A Council member present at the meeting at the time of the vote who does not raise his or her hand either in favour or in opposition of the matter is deemed to have voted in the affirmative.
- (5) If the votes of the Council members present at the meeting at the time of the vote are equal for and against a question, the question is defeated.
- (6) The Chair must declare the results of all votes.

Authority of Mayor

22. The Mayor at a Council meeting must preserve order and decide points of order that may arise, subject to an appeal under section 132 of the *Community Charter*.

Rules of Conduct and Debate

23. (1) When any Council member wishes to speak in debate, he or she shall wait until no other Council member is speaking and address the presiding member.
- (2) Except as otherwise resolved by Council at a Council meeting, a Council member:
 - (a) may speak only to a matter being debated by the Council;

- (b) may speak only twice to a matter, except in order to:
 - i. explain a material part of his or her speech which may have been misunderstood; or
 - ii. ask a question.
 - (c) may speak for no more than five minutes at a time, except that Council may resolve by a simple majority vote to permit a Council member to speak longer;
 - (d) may not speak to a matter already dealt with by the Council;
 - (e) may not speak when called to order by the Mayor;
 - (f) may not speak to a motion unless a motion has been moved and seconded;
 - (g) may only speak in a regular meeting of Council after the Council member has raised his or her hand and the Mayor has recognized the Council member.
- (3) If two or more Council members raise their hands at the same time, the Mayor must designate the order in which each is to speak.
 - (4) If the Mayor wishes to speak in a regular meeting of Council, the Mayor or presiding member may do so.
 - (5) If a Council member has raised his or her hand at the same time the Mayor begins to speak, the Mayor may speak first.
 - (6) A Council member shall address the Mayor as "Your Worship", or "Mayor _____" and a Council member shall address a Council member by that Council member's surname preceded with "Councillor".
 - (7) A Council member may address municipal staff through the Mayor to the Chief Administrative Officer who shall refer the matter to the appropriate staff representative if necessary.
 - (8) At the time any ruling is made by the Mayor on a point of order, the Mayor shall inform the Council of the grounds upon which the point of order is decided.

- (9) Council members shall not:
 - (a) interrupt another Council member who is speaking except to raise a point of order or a question of privilege;
 - (b) make any noise or disturbance during the meeting;
 - (c) pass between the speaker and the Chair.
- (10) Council members speaking at a Council meeting:
 - (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must adhere to the rules of procedure established under this bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (11) If a member does not adhere to subsection (10) the Mayor may order the member to leave the member's seat, and
 - (a) if the member refuses to leave, the Mayor may cause the member to be removed by a peace officer, and
 - (b) if the member apologizes to Council, Council may, by resolution, allow the member to retake the member's seat.

Motions Generally

- 24. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) After a motion has been made it shall be deemed to be in possession of the Council, but the motion may be withdrawn at any time before a decision or amendment is made by the mover of the motion provided that the mover has the consent of the seconder.
- (3) A motion that has been moved and seconded at a Council meeting, other than a withdrawn motion as provided for in subsection (2), must be recorded by the Corporate Officer in the minutes and be given a distinguishing number.

- (4) The name of the Council member moving the motion will be recorded in the minutes; however, the name of the Council member seconding the motion will not be recorded in the minutes.
- (5) A Council member may make only the following motions when the Council is considering a question:
 - (a) to refer to committee;
 - (b) to amend;
 - (c) to lay on the table;
 - (d) to postpone indefinitely;
 - (e) to postpone to a certain time;
 - (f) to move the previous question.
- (6) A motion made under 24(5)(c) to (f) is not amendable or debatable.
- (7) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

Motion to Commit

- 25. Further to subsection 24(5)(a), until it is decided, a motion made at a Council meeting to refer to a committee precludes an amendment of the main question.

Motion for the Main Question

- 26. (1) In this section, "main question," in relation to a matter, means the motion that first brings the matter before Council. The following rules apply to a motion to call the main question, or for the main question as amended:
 - (a) If a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
 - (b) If the motion for the main question, or for the main question as amended, is decided in the negative, Council may again debate the

main question, or proceed to other business.

Amendments Generally

27. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the Mayor.
- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment may be amended once only.
- (6) An amendment that has been negated by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) The Mayor must put the main question and its amendments in the following order for the vote of Council:
 - (a) a motion to amend a motion amending the main question;
 - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive;
 - (c) the main question.

Privilege

28. (1) In this section, a matter of privilege refers to any of the following motions:
 - (a) fix the time to adjourn;
 - (b) adjourn;

- (c) recess;
 - (d) raise a question of privilege of the Council;
 - (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

PART 5 - BYLAWS

Copies of Proposed Bylaws to Council Members

- 29. A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

Form of Bylaws

- 30. (1) A bylaw introduced at a Council meeting must:
 - (a) be printed;
 - (b) have a distinguishing name;
 - (c) have a distinguishing number;
 - (d) contain an introductory statement of purpose;
 - (e) be divided into sections.

Bylaws to be Considered Separately or Jointly

- 31. (1) Council must consider a proposed bylaw at a Council meeting either:
 - (a) separately when directed by the Mayor or requested by another Council member; or
 - (b) jointly with other proposed bylaws in the sequence determined by the Mayor.

Reading and Adopting Bylaws

32. (1) The Mayor of a Council meeting may:
- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws; and then
 - (b) request a motion that the proposed bylaw or group of bylaws be read.
- (2) The readings of the bylaw may be given by stating its title and object.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- (4) Each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- (5) In accordance with section 135 of the *Community Charter*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
- (6) Despite section 135(3) of the *Community Charter*, and in accordance with sections 477(6) and 480 of the *Local Government Act*, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

Bylaws Must be Signed

33. (1) After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the District's records for safekeeping and endorse upon it:
- (a) the dates of its readings and adoption;
 - (b) and the date of Ministerial approval or approval of the electorate if applicable.

PART 6 - COMMITTEE OF THE WHOLE

Going into Committee of the Whole (COTW)

34. (1) COTW meetings are scheduled for every fourth Monday of each month commencing at 7:00 pm.

- (2) COTW meetings are meetings, other than Standing or Select Committee meetings, to which all members of Council are invited to consider but not to decide on matters of the District's business.

Notice for COTW Meetings

- 35. (1) At least 72 hours before a COTW meeting, the Corporate Officer will give public notice of the meeting by:
 - (a) posting a copy of the notice of the agenda covering page at the Public Notice Posting Places; and
 - (b) delivering a copy of the agenda to each Council member in the Council member's mailbox at the Municipal Office.

Minutes of COTW Meetings to be Maintained and Available to the Public

- 36. (1) Minutes of the proceedings of COTW must be:
 - (a) legibly recorded;
 - (b) certified by the Corporate Officer;
 - (c) signed by the member presiding at the meeting; and
 - (d) open for public inspection in accordance with section 97(1)(c) of the *Community Charter*.

Presiding Members at COTW Meetings and Quorum

- 37. (1) COTW meetings must be chaired by one Council member to be selected by Council from time to time on a rotating basis.
- (2) The quorum of COTW is the majority of Council members.

Points of Order at Meetings

- 38. The presiding member must preserve order at a COTW meeting and, subject to an appeal to other members present, decide points of order that may arise.

Conduct and Debate

- 39. (1) The following rules apply to COTW meetings:

- (a) a motion is not required to be seconded;
- (b) a member may speak any number of times on the same question;
- (c) a member must not speak longer than a total of five minutes on any one question.

Committee Recommendations

- 40. (1) The minutes of the COTW meeting must record all COTW recommendations.
- (2) The Corporate Officer must include COTW recommendations on the agenda for future Council meetings as directed by the COTW.

PART 7 - COMMITTEES

Duties of Standing Committees

- 41. The Mayor must establish Standing Committees for matters the Mayor considers would be better dealt with by committee and must appoint persons to those committees.
- 42. At least half of the members of a Standing Committee must be Council members.
- 43. (1) Standing Committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
 - (a) matters that are related to the general subject indicated by the name of the Committee;
 - (b) matters that are assigned by Council;
 - (c) matters that are assigned by the Mayor.

Duties of Select Committees

- 42. Council may appoint a Select Committee to consider or inquire into any matter and to report its findings and opinions to Council.
- 43. At least one member of a Select Committee must be a Council member.
- 44. Select Committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.

Holding of Committee Meetings

45. Every committee shall have a Chair, appointed by Council, to preside over its meetings.
46. After its first meeting is held, subsequent committee meetings will be held at the call of the Chair.
47. To the extent necessary, a committee may by resolution create its own rules of procedure, but the provisions of this bylaw prevail over any such rules of procedure to the extent of any conflict.

Notice of Committee meetings

48. (1) A notice of the date, hour, and place of a Committee meeting must be given at least 24 hours before the time of meeting by posting a copy of the notice at the Public Notice Posting Places.
- (2) The Chair of a Committee must cause a notice of the day, time, and place of a meeting to be given to all members of the Committee at least 24 hours before the time of the meeting.

Attendance at Committee Meetings

44. Council members who are not members of a committee may attend the meetings of the committee.
45. A part or all of a committee meeting may be closed to the public if the subject matter being considered falls under section 90 of the Community Charter.

Minutes of Committee Meetings to be Maintained and Available to the Public

46. (1) Minutes of the proceedings of a committee must be:
 - (a) legibly recorded;
 - (b) certified by the Corporate Officer;
 - (c) signed by the Chair or member presiding at the meeting; and
 - (d) open for public inspection in accordance with section 97(1)(c) of the *Community Charter*.
47. Subsection 46(1)(d) does not apply to minutes of a Council committee meeting or

that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter*.

Quorum

48. The quorum for a Committee is a majority of all of its members who are entitled to vote.

Conduct and Debate

49.
 - (1) The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless otherwise provided in this bylaw.
 - (2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.
 - (3) A motion made at a meeting of a committee is not required to be seconded.

Voting at Meetings

50. Council members attending a meeting of a committee of which they are not a member must not vote on a question

PART 8 – GENERAL

51. If any section, subsection, or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
52. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the Community Charter.

READ a first time this 28th day of February, 2022.

READ a second time this 28th day of February, 2022.

READ a third time this 28th day of February, 2022.

ADOPTED this 14th day of March, 2022.

I hereby certify the foregoing
to be a true and correct copy
of District of Mackenzie Bylaw
No. 1470 cited as "Council Procedure
Bylaw No. 1470, 2022".



Mayor



Corporate Officer

Corporate Officer

DISTRICT OF MACKENZIE

BYLAW NO. 1262

A Bylaw to authorize the District of Mackenzie
to regulate the use, construction and installation of signs
in the District of Mackenzie

WHEREAS pursuant to Section 8. (4) of the *Community Charter* Council may regulate and impose requirements in relation to matters referred to in Section 65 (signs and other advertising).

AND WHEREAS the purpose of this Bylaw is:

- (a) To protect the appearance and preserve the amenity of the various zones which may be adversely affected by signs of inappropriate size, design or location.
- (b) To ensure that signs and lights erected for the direction and safe movement of traffic are not affected by the placement, size or design of signs.
- (c) To prevent the confusion and conflict of signs with one another.

NOW THEREFORE, the Council of the District of Mackenzie, in open meeting assembled, enacts as follows:

1.1 **TITLE**

This Bylaw may be cited for all purposes as "Sign Regulation Bylaw No. 1262, 2010."

1.2 **DEFINITIONS**

"PRINCIPAL BUILDING" means the definition as identified in the District of Mackenzie Zoning Bylaw.

"ROOFLINE" means the profile or silhouette which creates the outline of the roof.

"SETBACK" means the definitions identified in the District of Mackenzie Zoning Bylaw and as delineated in each individual zone within the District of Mackenzie Zoning Bylaw.

"SIGN" means an exterior painting, illustration or description including a sign displayed on the interior surface of an exterior window used to advertise, identify or communicate information or attract the attention of the public and includes any structures supporting a sign.

"SIGN, AREA" means the entire area of sign on which copy could be placed.

"SIGN, ADVERTISING" means a sign which identifies or directs attention to a business, profession, commodity or place of entertainment upon the site at which the sign is located. Advertising signs may also refer to the goods or services produced, offered for sale or obtainable at the site.

"SIGN, BILLBOARD" means a sign which directs attention to a business, commodity, service or entertainment which is sold or offered elsewhere than on the site at which the sign is located.

"SIGN, CANOPY" means a sign attached to or constructed in or on the face of a canopy.

"SIGN, COMMUNITY ACTIVITY" means a sign or banner indicating a community cause, festivity or event including charitable fund raising campaigns.

"SIGN, CONTRACTOR" means a sign erected on the site of the building or structure proposed or currently under construction displaying the name of the building, owners, architects, consultants and contractors.

"SIGN, DIRECTIONAL" means a non-advertising sign designed to direct pedestrian or vehicular traffic.

"SIGN, FASCIA" means a flat sign which is affixed, painted or attached to the face of a wall, the sign running parallel for its whole length, and which does not project more than 0.3 metres (9 inches) from the face of the wall.

"SIGN, FLASHING" means an illuminated sign which contains an intermittent or flashing light source or which exhibits noticeable changes in light intensity. Signs which produce the effect of sudden change in light or colour by means of revolution only shall also be deemed to be flashing signs.

"SIGN, FREESTANDING" means a sign, independently supported from a building or other structure and permanently fixed to the ground.

"SIGN, HEIGHT" means the vertical distance measured from the highest point of the sign to grade.

**Amended by
Bylaw No. 1441 –
May/2020** "SIGN, HOME OCCUPATION" means a sign that is used to indicate the name and place of a home-based occupation.

"SIGN, IDENTIFICATION" means a sign which is limited to the name, address and number of a building, institution or person.

"SIGN, MARQUEE" means a sign which projects more than 0.3 metres (9 inches) from the face or wall of a building, but does not include a canopy sign or fascia sign

"SIGN, POLITICAL" means a sign erected to promote the voting at an election, or the election of a particular candidate or the voting for or support of a particular cause at an election.

"SIGN, PORTABLE" means a sign not fixed to the ground or a building but does not include signs affixed to motor vehicles.

"SIGN, PROHIBITION" means a fascia or free standing sign indicating a prohibition or penalty respecting the property on which it is situated.

"SIGN, REAL ESTATE" means a sign which indicates that a building or property on which the sign is located is for sale, rent or lease.

"SIGN, REVOLVING" means a sign, all or part of which revolves or rotates, or partly revolves or rotates, but does not include animated signs.

"SIGN, ROOF" means a sign erected upon the roof or above the eaves or the parapet of a building, the entire face of which is situated above the Roofline of the building to which it is attached. Roof signs shall exclude fascia signs which are affixed to elevator or ventilation machines on the roof of a building.

"SIGN, WARNING" means a sign indicating that a danger to health, life or property exists.

1.3 **EXEMPTIONS**

This section shall not apply to signs erected by the District of Mackenzie including but not limited to:

- (1) Signs on or over municipal streets installed or authorized by the Director of Public Works for the control of traffic and parking.
- (2) Signs indicating street names and direction.
- (3) Signs indicating hazards, prohibition and penalties.

1.4 **APPLICATION AND ISSUANCE OF PERMITS**

- (1) No person shall commence or carry on the construction, erection, installation, additional repair or alteration of a sign until application and approval for a sign permit has been obtained from the Building Inspector and fees paid in accordance with the Building Bylaw.
- (2) The following signs do not require a permit but shall conform to all other applicable regulations:

Amended by Bylaw
No. 1441 –
May/2020

- (a) Real Estate Signs
- (b) Political Signs
- (c) Home identification Signs
- * (d) Home Occupation Signs

1.5 **PROHIBITIONS**

No sign shall by reason of its location, colour or intensity, create a hazard to the safe, efficient movement of vehicular or pedestrian traffic.

The following signs shall not be permitted:

- (1) Roof signs
- (2) Billboard signs
- (3) Flashing or Intermittent signs.

1.6 **SIGN PROJECTIONS AND SETBACKS**

- (1) No sign or part thereof shall project over a highway right-of-way or public property except as approved by the Director of Public Works.
- (2) No sign except a Freestanding sign shall be located in a required setback.
- (3) A sign may project into a required setback but the projection shall not exceed 1.0 metres (3.28 feet).

1.7 **SIGN HEIGHT**

- (1) No Freestanding sign shall exceed an overall height of 9.0 metres (30 feet).
- (2) No sign shall project above the Roofline to which it is attached.
- (3) No Freestanding sign shall exceed 1.25 times the Principal Building on the lot subject to Clause (1).
- (4) Fascia signs in the C1, C2, C3, C4 and C5 Zones may extend above the Roofline to maximum of 1.52 metres (5 feet).

1.8 **PERMITTED SIGNS**

Subject to the Motor Vehicle Act and the Highways Act, the following signs are permitted in the specified zones:

I. R1, R2, R3, R4, RR1, RR2, RB1, RRB1 and A2 Zone

(a) Traffic Control Devices

- (i) as defined in the "Motor Vehicle Act"
- (ii) are restricted to public rights-of-way

(b) Warning Signs

- (i) shall be removed after the danger to which the sign refers has abated
- (ii) the total area of all warning signs shall not exceed 0.2 m² (2 sq. ft.)
- (iii) shall be located on the property to which the warning refers

(c) Prohibition Sign

- (i) shall be located on the property to which the prohibition refers
- (ii) shall not exceed 0.09 m² (1 sq. ft.)
- (iii) shall not exceed 2 signs per lot

(d) Political Sign

- (i) shall not be erected for a period exceeding the length of writ governing an election and shall be removed within 7 days after the election
- (ii) shall not exceed 2.97 m² (32 sq. ft.)

(e) Real Estate Signs

- (i) shall be located on the property or premises to which the sign refers
- (ii) shall not exceed 0.75 m² (8 sq. ft.)
- (iii) shall be removed within 30 days after the property is sold or leased

(f) Contractor Signs

- (i) shall be located on the property to which the sign refers
- (ii) total area of all contractor signs shall not exceed 1.48 m² (16 sq. ft.)
- (iii) shall be removed within 30 days after completion of construction on the property

Amended by
Bylaw No. 1441 –
May/2020

- (g) Identification Signs
 - (i) shall be located on the property to which the sign refers
 - (ii) shall only be one identification sign per dwelling unit excluding a home occupation sign
 - (iii) shall not exceed 0.2 m² (2 sq. ft.)
- (h) Home Occupation Signs
 - (i) only one (1) Home Occupation Sign shall be permitted per principal building excluding home identification signs
 - (ii) a Home Occupation Sign may only be a fascia, free standing or portable sign
 - (iii) Home Occupation Sign dimensions must not exceed 0.2 square metres
 - (iv) Home Occupation Signs shall not be illuminated

II. RM1, RM2, RM3 and RMS5

- (a) Traffic Control Device
 - (i) as defined in the "Motor Vehicle Act"
 - (ii) are restricted to public rights-of-way
- (b) Directional Signs
 - (i) shall be located on the property where the sign is providing direction
 - (ii) shall not exceed 0.55 m² (6 sq. ft.) in area
- (c) Warning Signs
 - (i) shall be removed after the danger to which the sign refers has abated
 - (ii) the total area of all warning signs shall not exceed 0.2 m² (2 sq. ft.) per mobile home space and shall not exceed 2.97 m² (32 sq. ft.) per lot in the RM1 and RM2 zones
 - (iii) shall be located on the property to which the warning refers
- (d) Prohibition Signs
 - (i) shall be located on the property to which the prohibition refers
 - (ii) shall not exceed 0.2 m² (2 sq.ft.)
 - (iii) shall not exceed 2 signs per lot or mobile home space

(e) Political Signs

- (i) shall not be erected for a period exceeding the length of writ governing an election and shall be removed within 7 days after the election
- (ii) shall not exceed 2.97 m² (32 sq. ft.) in area

(f) Real Estate Signs

- (i) shall be located on the property or premises to which the sign refers
- (ii) shall not exceed 0.75 m² (8 sq. ft.) in area per lot or mobile home space
- (iii) shall be removed within 30 days after the property is sold or leased

(g) Contractor Signs

- (i) shall be located on the property to which the sign refers
- (ii) shall not exceed 5.94 m² (64 sq.ft.) in area per lot
- (iii) shall be removed within 30 days after completion of construction on the property

(h) Identification Signs

- (i) shall be located on the property to which the sign refers
- (ii) shall only be one identification sign per mobile home space or per dwelling unit excluding a home occupation sign
- (iii) shall not exceed 0.2 m² (2 sq. ft.)

(i) Freestanding Signs

- (i) there shall be only one Freestanding sign except where a lot has a second frontage exceeding 100 metres (328 feet) two Freestanding signs are permitted
- (ii) shall not exceed 12 m² (130 sq. Ft.) in sign area
- (iii) shall not be located within 7.6 metres (25 feet) of any residential zone.

(j) Home Occupation Signs

- (i) Approval of the legal property owner or strata corporation is required prior to sign installation
- (ii) Only one (1) Home Occupation Sign shall be permitted per principal building excluding home identification signs

- (iii) a Home Occupation Sign may only be a fascia, free standing or a portable sign
- (iv) Home Occupation Sign dimensions must not exceed 0.2 square metres
- (v) Home Occupation Signs shall not be illuminated

III C1, C2, C3, C4, C5, RRC1, P1, and A Zone

(a) Traffic Control Devices

- (i) as defined in the "Motor Vehicle Act"
- (ii) are restricted to public rights-of-way

(b) Directional Signs

- (i) shall be located on the property where the sign is providing direction
- (ii) shall not exceed 0.55 m² (6 sq. ft.) in area

(c) Warning Signs

- (i) shall be removed after the danger to which the sign refers has abated
- (ii) the total area of all warnings signs shall not exceed 2.97 m² (32 sq. ft.)
- (iii) the maximum area per sign shall not exceed 1.48 m² (16 sq. ft.)
- (iv) shall be located on the property to which the warning refers

(d) Prohibition Sign

- (i) shall be located on the property or premises to which the prohibition refers
- (ii) shall not exceed 0.18 m² (2 sq. ft.)

(e) Community Activity Sign

- (i) shall not be erected for a period exceeding 60 days
- (ii) the total area of all community activity signs shall not exceed 2.97 m² (32 sq. ft.)

(f) Political Sign

- (i) shall not be erected for a period exceeding the length of writ governing an election and shall be removed within 7

- days after the election
- (ii) shall not exceed 2.97 m² (32 sq. ft.)

(g) Real Estate Signs

- (i) shall be located on the property or premises to which the sign refers
- (ii) shall not exceed 2.97 m² (32 sq. ft.) in area per lot or per premise
- (iii) shall be removed within 30 days after the property is sold or leased

(h) Contractor Signs

- (i) shall be located on the property to which the sign refers
- (ii) total area of all contractor signs shall not exceed 5.94 m² (64 sq. ft.) per lot or per building
- (iii) shall be removed within 30 days after completion of construction on the property

(i) Identification Signs

- (i) shall be located on the property or business to which the sign refers
- (ii) shall only be one identification sign per business
- (iii) shall not exceed 0.2 m² (2 sq. ft.)

The following advertising signs are permitted:

(j) Canopy Signs

- (i) shall not extend above the Roofline or horizontal limits of the canopy
- (ii) shall provide a minimum clearance of 2.5 metres (8 feet) from the finished grade
- (iii) shall not exceed 1 m² (10.76 sq.ft.) in sign area for every 3 m² (32 sq. ft) of canopy

(k) Fascia Signs

- (i) shall not extend above or beyond the limits of the building face to which it is attached
- (ii) Fascia sign area shall not exceed 25% of the wall to which they are attached
- (iii) Fascia signs in the C1, C2, C3, C4, and C5 Zones may extend above the Roofline to a maximum of 1.52 metres (5 feet)

(l) Freestanding Signs

- (i) there shall be only one Freestanding sign except where a lot has a second frontage exceeding 100 metres (328 feet) two Freestanding signs are permitted
- (ii) shall not exceed 12 m² (130 sq.ft.) in sign area
- (iii) shall not be located within 7.6 metres (25 feet) of any residential zone

(m) Marquee Sign

- (i) shall be a minimum of 2.5 metres (8 feet) above the finished grade
- (ii) not more than two shall be permitted per building
- (iii) the total area of all Marquee signs shall not exceed 10 m² (107 sq. ft.)

(n) Portable Signs

- (i) not more than two (2) shall be permitted on any lot
- (ii) the total sign area for any portable sign shall not exceed 5.94 m² (64 sq. ft.)

IV M1, M2, M3, M4 and M5 Zones

(a) Traffic Control Devices

- (i) as defined in the "Motor Vehicle Act"
- (ii) are restricted to public rights-of-way

(b) Directional Signs

- (i) shall be located on the property where the sign is providing direction
- (ii) shall not exceed 1.48 m² (16 sq. ft.) in area excluding signs located in the M3 Zone

(c) Warning Signs

- (i) shall be removed after the danger to which the sign refers has abated
- (ii) shall not exceed 5.94 m² (64 sq. ft.) excluding signs located in the M3 Zone
- (iii) shall be located on the property to which the warning refers

(d) Prohibition Sign

- (i) shall be located on the property or premises to which the prohibition refers
- (ii) shall not exceed 2.97 m² (32 sq. ft.) excluding signs located in the M3 Zone

(e) Community Activity Signs

- (i) shall not be erected for a period exceeding 60 days
- (ii) community activity signs shall not exceed 2.97 m² (32 sq. ft.) in area excluding signs located in the M3 Zone

(f) Political Sign

- (i) shall not be erected for a period exceeding the length of writ governing an election and shall be removed within 7 days after the election
- (ii) shall not exceed 2.97 m² (32 sq. ft.) in area excluding signs located in the M3 Zone

(g) Real Estate Signs

- (i) shall be located on the property or premises to which the sign refers
- (ii) shall not exceed 2.97 m² (32 sq. ft.) in area per lot or premise excluding signs located in the M3 Zone
- (iii) shall be removed within 30 days after the property is sold or leased

(h) Contractor Signs

- (i) shall be located on the property to which the sign refers
- (ii) shall not exceed 5.94 m² (64 sq. ft.) excluding signs located in the M3 Zone
- (iii) shall be removed within 30 days after completion of construction on the property

(i) Identification Signs

- (i) shall be located on the property to which the sign refers
- (ii) shall only be one identification sign per business
- (iii) shall not exceed 0.74 m² (8 sq. ft.) excluding signs located in the M3 Zone

The following advertising signs are permitted:

(j) Canopy Signs

- (i) shall not extend above the Roofline or horizontal limits of the canopy
- (ii) shall provide a minimum clearance of 2.5 metres (8 feet) from the finished grade
- (iii) shall not exceed 1 m² (10.76 sq. ft.) in sign area for every 3 m² (32 sq. ft.) of canopy excluding signs in the M3 Zone

(k) Fascia Signs

- (i) shall not extend above or beyond the limits of the building face to which it is attached
- (ii) Fascia sign area shall not exceed 25% of the wall to which they are attached excluding signs located in the M3 Zone

(l) Freestanding Signs

- (i) there shall be only one Freestanding sign except where a lot has a second frontage exceeding 100 metres (328 feet) two Freestanding signs are permitted
- (ii) shall not exceed 12 m² (130 sq. ft.) in sign area excluding signs located in the M3 Zone
- (iii) shall not be located within 7.6 metres (25 feet) of any residential zone

(m) Marquee Sign

- (i) shall be a minimum of 2.5 metres (8 feet) above the finished grade
- (ii) not more than two shall be permitted per building
- (iii) the total area of all Marquee signs shall not exceed 10 m² (107 sq. ft.) excluding signs located in the M3 Zone

(n) Portable Signs

- (i) not more than two (2) shall be permitted on any lot
- (ii) the total sign area for any portable sign shall not exceed 5.94 m² (64 sq. ft.) excluding signs located in the M3 Zone.

1.9 **REPEAL**

Bylaw No. 1167 cited as "Sign Regulation Bylaw No. 1167, 2006" is hereby repealed.

1.10 **DATE OF EFFECT**

This bylaw will take effect as of the date of adoption.

READ a first time this 25th day of October, 2010.

READ a second time this 25th day of October, 2010.

READ a third time this 25th day of October, 2010.

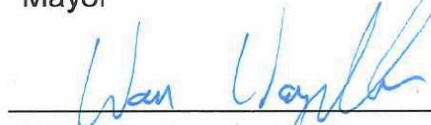
ADOPTED this 29th day of October, 2010.

I hereby certify the foregoing
to be a true and correct copy
of District of Mackenzie Bylaw
No. 1262 cited as "Sign Regulation
Bylaw No. 1262, 2010."

Director of
Corporate Administration



Mayor



Director of
Corporate Administration

DISTRICT OF MACKENZIE

Bylaw No. 1482

A bylaw to provide for the determination of various procedures
for the conduct of local government elections and other voting

WHEREAS under the *Local Government Act*, Council may, by bylaw, determine various procedures and requirements to be applied to the conduct of local government elections and other voting;

AND WHEREAS Council wishes to establish voting procedures and requirements under that authority.

NOW THEREFORE BE IT RESOLVED THAT the Council of the District of Mackenzie in open meeting assembled, **HEREBY ENACTS** as follows:

1. CITATION

This Bylaw may be cited for all purposes as "General Local Government Election Bylaw No. 1482, 2022".

2. ADDITIONAL ADVANCE VOTING OPPORTUNITIES

- (a) In addition to the required advance voting opportunity on the 10th day before general voting day, the following day is hereby established as an advance voting opportunity for the general local election and other voting:
 - (i) on the day before general voting day.
- (b) Advance voting opportunities on the dates specified in subsection 2(a) shall be available between the hours of 8:00 am and 8:00 pm.
- (c) As authorized under Section 108 of the *Local Government Act*, the Council authorizes the Chief Election Officer or designate to establish additional advance voting opportunities for each election to be held in advance of general voting day and to designate the voting places, and to establish the date and voting hours for these voting opportunities.

3. SPECIAL VOTING OPPORTUNITIES – MACKENZIE AND DISTRICT HOSPITAL

(a) To give electors who may otherwise be unable to vote an opportunity to do so, the Council will provide a special voting opportunity as authorized under Section 109 of the *Local Government Act* for each election and authorizes the Chief Election Officer or designate to establish a special voting opportunity for each election and designate the location, the date and the voting hours within the limits set out in Section 109 of the *Local Government Act*, for the special voting opportunities.

(b) The following restrictions apply to persons who may vote at this special voting opportunity:

The only electors who may vote are electors who, on the date on which the special voting opportunity is held and before the end of the voting hours for that special voting opportunity, have been admitted as a patient to the Mackenzie and District Hospital or are employees of the Mackenzie and District Hospital.

(c) Council authorizes the Chief Election Officer or designate to limit the number of candidate representatives who may be present at the special voting opportunity.

4. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with Section 151 of the *Local Government Act*.

5. REPEAL

Bylaw No. 1178 cited as "General Local Government Election Bylaw No. 1178, 2005" is hereby repealed.

READ a first time this 24th day of May, 2022.

READ a second time this 24th day of May, 2022.

READ a third time this 24th day of May, 2022.

ADOPTED this 13th day of June, 2022.

I hereby certify the foregoing
to be a true and correct copy of
District of Mackenzie Bylaw No. 1482
cited as "General Local Government
Election Bylaw No. 1482, 2022.



Mayor

Corporate Officer



Corporate Officer

DISTRICT OF MACKENZIE

BYLAW NO. 1483

A bylaw to permit voting by mail ballot.

WHEREAS pursuant to Section 110 of the *Local Government Act*, Council may, by bylaw, permit voting by mail ballot and establish procedures therefor;

NOW THEREFORE the Council of the District of Mackenzie in open meeting, enacts as follows:

1. CITATION

- 1.1 This bylaw may be cited as "Mail Ballot Authorization and Procedure Bylaw No. 1483, 2022".

2. AUTHORIZATION

- 2.1 Voting may be done by mail ballot and registration of election may be done by mail in conjunction with mail ballot voting.
- 2.2 The following time limits shall apply in relation to voting by mail:
- a) Commencing seven days before the first day of advance voting; and
 - b) Ending at 4:00 pm on the Thursday two days before general voting day.

3. APPLICATION PROCEDURE

- 3.1 A person wishing to vote by mail ballot shall apply by giving their name and address to the Chief Election Officer or to the person designated by the Chief Election Officer for such purposes, during the period commencing seven days before the first day of advance voting and ending at 4:00 pm on the Thursday two days before general voting day.
- 3.2 Upon receipt of a request for a mail ballot, the Chief Election Officer or designate shall, between the time when the ballots are ready and 4:00 pm on the Thursday two days before general voting day:
- a) Make available to the applicant, a mail ballot package which contains:
 - i. The content set out in Section 110(7) of the *Local Government Act*;

- ii. Additional instructions; and
 - iii. A statement advising the elector that
 - a) The elector must meet the eligibility to vote criteria, and
 - b) The elector must attest to such fact; and
 - b) Record in the register of Mail Ballots and, upon request, make available for inspection:
 - i. The name and address of the elector to whom the mail ballot package was issued; and
 - ii. Any other information that the Chief Election Officer or designate deems helpful to maintain the register of mail ballots.
- 3.3 As per the applicant's direction, the Chief Election Officer or designate may distribute the mail ballot package in any of the following ways:
- a) Sending the mail ballot package by Canada Post;
 - b) Sending the mail ballot package by courier at the expense of the applicant;
 - c) Having the mail ballot package picked up by the applicant at a designated time and location; or
 - d) Having the mail ballot package picked up by an authorized person at a designated time and location
- 3.4 The Chief Election Officer or designate may request that the authorized person show identification and sign a form before providing the authorized person with the mail ballot package.

4. VOTING PROCEDURE

- 4.1 To vote using a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the chief election officer.
- 4.2 After marking the ballot, the elector shall:
- a) place the ballot in the secrecy envelope provided and seal the secrecy envelope;
 - b) place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;

- c) place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope;
- d) mail, or have delivered, the outer envelope and its contents to the Chief Election Officer or designate at the address specified so that it is received no later than the close of voting on general voting day.

5. BALLOT ACCEPTANCE OR REJECTION

5.1 Until 4:00 pm on the Thursday two days before general voting day, upon receipt of the outer envelope and its contents, the Chief Election Officer or designate shall immediately record the date of such receipt and shall then open the outer envelope and remove and examine the certification envelope and the completed elector registration application, if applicable, and if satisfied as to:

- a) the identity and entitlement to vote of the elector whose ballot is enclosed; and
- b) the completeness of the certification; and
- c) the fulfilment of the requirements of Section 70 of the *Local Government Act* in the case of a person who is registering as a new elector;

the Chief Election Officer or designate shall mark the certification envelope as "accepted" and shall retain in his custody all such certification envelopes in order to deal with any challenges made in accordance with Section 6 of this bylaw.

5.2 The unopened certification envelopes shall remain in the custody of the Chief Election Officer or designate until 4:00 pm on the Thursday two days before general voting day, at which time the certification envelopes containing the secrecy envelopes shall be opened in the presence of at least one other person, including any scrutineers present.

5.3 At 4:00 pm on the Thursday two days before general voting day, the Chief Election Officer or designate shall place all secrecy envelopes received up until that time into a ballot box specified for such purpose, where such secrecy envelopes were received from persons whose right to vote using a mail ballot has not been challenged, or where such challenge has been resolved and the challenged person permitted to vote.

5.4 Where an outer envelope and its contents are received by the Chief Election Officer or designate between 4:00 pm on the Thursday two days before general voting day and the close of voting on general voting day, the provisions of Section 5.1 of this bylaw with regard to ballot acceptance shall apply and the Chief Election Officer or designate shall retain such envelopes in their possession until the close of voting and at that time shall open such certification envelopes in the presence of at least one other person, including

any scrutineers present, and place the secrecy envelope containing the ballot into the ballot box containing the other unopened secrecy envelopes.

- 5.5 As soon as possible after all of the secrecy envelopes have been placed in the ballot box designated for that purpose, the ballot box shall be opened under the supervision of the Chief Election Officer or designate, and in the presence of at least one other person and any scrutineers present, the secrecy envelopes shall be opened and the ballots contained therein counted in accordance with the provisions of the *Local Government Act*.

- 5.6 Where:

- a) upon receipt of an outer envelope, the Chief Election Officer or designate is not satisfied as to the identity of the elector whose ballot is enclosed; or
- b) in the case of a person required to complete an application for registration as an elector, such application has not been completed in accordance with Section 70 of the *Local Government Act*; or
- c) the outer envelope is received by the Chief Election Officer or designate after the close of voting on general voting day,

the certification envelope shall remain unopened and the Chief Election Officer or designate shall mark such envelope as "rejected", and shall note the reasons therefor, and the ballot contained therein shall not be counted in the election.

- 5.7 Any certification envelopes and their contents rejected in accordance with Section 5.6 of the bylaw shall remain unopened and shall be subject to the provisions of Section 160(6) of the *Local Government Act* with regard to their destruction.

6. CHALLENGE OF ELECTOR

- 6.1 A person exercising the right to vote under the provisions of this bylaw may be challenged in accordance with and on the grounds specified in Section 126 of the *Local Government Act*, until 4:00 pm on the Thursday two days before general voting day.
- 6.2 The provisions of Section 126(2) to (5) inclusive of the *Local Government Act* shall apply where a challenge of an elector using a mail ballot has been made.

7. ELECTOR'S NAME ALREADY USED

- 7.1 Where, upon receiving a request for a mail ballot, the Chief Election Officer or designate determines that another person has voted or has already been issued a mail ballot in

the elector's name, the provisions of Section 127 of the *Local Government Act* shall apply, so far as applicable.

8. REPLACEMENT OF SPOILED BALLOT

- 8.1 Where an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer or designate, the elector may request a replacement ballot by advising the Chief Election Officer or designate of the ballot spoilage and by mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer or designate.
- 8.2 The Chief Election Officer or designate shall, upon receipt of the spoiled ballot package, record such fact, and proceed in accordance with Section 3.2 of this bylaw.

9. REPEAL

Bylaw No. 1222 cited as "Mail Ballot Authorization and Procedure Bylaw No. 1222, 2008" is hereby repealed.

READ a first time this 24th day of May, 2022.

READ a second time this 24th day of May, 2022.

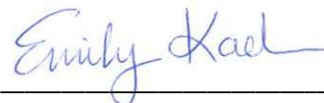
READ a third time this 24th day of May, 2022.

ADOPTED this 13th day of June, 2022.

I hereby certify the foregoing
to be a true and correct copy
of the District of Mackenzie
Bylaw No. 1483 cited as
"Mail Ballot Authorization and
Procedure Bylaw No. 1483, 2022".



Mayor



Corporate Officer

Corporate Officer

DISTRICT OF MACKENZIE

BYLAW NO. 1484

A bylaw to limit registration of electors
to registration at the time of voting.

WHEREAS pursuant to Section 69 of the *Local Government Act*, Council may, by bylaw, limit registration of electors to registration at the time of voting;

AND WHEREAS the Council of the District of Mackenzie wishes to limit registration of electors to registration at the time of voting for all elections under Part 4 of the *Local Government Act*;

NOW THEREFORE the Council of the District of Mackenzie, in open meeting assembled,
HEREBY ENACTS as follows:

1. This bylaw may be cited as "Voting Day Registration Bylaw No. 1484, 2022."
2. For the purposes of all elections and other voting under Part 4 of the *Local Government Act*, a person may register as an elector only at the time of voting.
3. Registration as an elector under Section 2 of this bylaw is effective only for the voting or other matters on which the opinion of the electors is being sought at the time of voting.
4. Bylaw No. 1221 cited as "Voting Day Registration Bylaw No. 1221, 2008" is hereby repealed.

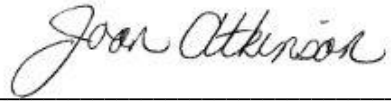
READ a first time this 13th day of June, 2022.

READ a second time this 13th day of June, 2022.

READ a third time this 13th day of June, 2022.

ADOPTED this 27th day of June, 2022.

I hereby certify the foregoing
to be a true and correct copy
of the District of Mackenzie
Bylaw No. 1484 cited as
"Voting Day Registration
Bylaw No. 1484, 2022".

A handwritten signature in black ink that reads "Joan Atkinson". The signature is written in a cursive style with a large initial 'J'.

Mayor

A handwritten signature in blue ink that reads "Emily Kael". The signature is written in a cursive style with a large initial 'E'.

Corporate Officer

Corporate Officer