

COUNTY OF MINBURN NO. 27

BYLAW NO. 1329-22

A BYLAW OF THE COUNCIL OF THE COUNTY OF MINBURN NO. 27, VEGREVILLE, IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING COMMITTEES OF COUNCIL.

WHEREAS, Section 145 of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26, as amended from time to time, provides that a Council may pass bylaws in relation to the establishment and functions of council committees.

AND WHEREAS, the Council of the County of Minburn No. 27 considers it expedient to establish council committees to support and facilitate the achievement of the County of Minburn No. 27's Strategic Plan, vision and goals, and to advise Council on matters relevant to the committee mandates.

NOW THEREFORE the County of the County of Minburn No. 27 in the Province of Alberta, duly assembled hereby enacts the following:

1. TITLE

- 1.1 This Bylaw may be cited as the “**Committees Bylaw**”.
- 1.2 In the event that any provision of this Bylaw is inconsistent with any provincial legislation, the provincial legislation prevails.

2. PURPOSE

The purpose of this Bylaw is to establish the Committees of Council and to mandate the functions and procedures of Council Committees established under this Bylaw.

3. DEFINITIONS

Words in this Bylaw have the same meaning as those set out in the *Municipal Government Act*, except that:

- a) “**Act**” means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 as amended or replaced from time to time.
- b) “**Chief Administrative Officer (CAO)**” means the person appointed to the position under the provision of the *Act*.
- c) “**Council**” means the municipal council of the County of Minburn No. 27
- d) “**Council Committee**” or “**Committee**” means a committee, board, or other body established by Council pursuant to this bylaw, which may consist entirely of Councillors, a combination of Councillors and Members at Large, or entirely Members at large.
- e) “**Councillor**” means a member of Council and includes the Reeve.
- f) “**County**” means the County of Minburn No. 27.
- g) “**Ex-officio**” means membership by virtue of one's office. Ex-officio members form part of the quorum only when present at a Committee meeting and, when present, they shall vote.
- h) “**Members**” means a person appointed to a Board or Committee and includes either a Councillor or a Member at Large.

- i) **“Member at Large”** means a person appointed to a Board or Committee who is a member of the public and not a Councillor.
- j) **“Quorum”** means the majority of the members of Council or a Committee or other body unless the Bylaw of resolution establishing such a body specifies otherwise.
- k) **“Reeve”** means the Chief Elected Official (CEO) of the County of Minburn No. 27 appointed by resolution of Council as defined in the *Act*.
- l) **“Terms of Reference”** means those terms pertinent to the establishment and mandate of an individual Committee.

4. **ESTABLISHMENT**

- 4.1 Council does hereby establish the following Committees and Boards:
 - a) Agricultural Service Board
 - b) Community Progress Scholarship Committee
 - c) Pest Control Appeal Board
 - d) Soil Conservation Appeal Board
 - e) Wapasu Committee
 - f) Weed Control Appeal Board
 - g) Vegreville Intermunicipal Committee
 - h) Innisfree Intermunicipal Committee
 - i) Mannville Intermunicipal Committee
 - j) Rural Intermunicipal Committee
- 4.2 This Bylaw applies to all Committees and Boards established by Council and to which Council members and members of the public are appointed with the exception of the following:
 - a) Assessment Review Board
 - b) Committee of the Whole
 - c) Regional Emergency Management Committee
 - d) Subdivision and Development Appeal Board
- 4.3 Council may establish additional Committees or Boards and their respective Terms of Reference. Joint Committees formed through agreements with other municipal partners does not apply to this Bylaw.
- 4.4 Committees will have their duties, functions, membership, procedures and other characteristics as established in their Terms of Reference.
- 4.5 Committee Terms of Reference shall be reviewed within the first year of an electoral term or as frequently as required to ensure that they reflect the current mandate of the Committee and be approved by a resolution of Council.

5. **ACCOUNTABILITY AND REPORTING**

- 5.1 All Committees established under this Bylaw are accountable to Council.
- 5.2 Councillors are responsible for keeping Council as a whole informed of the activities of the various Committees to which they are appointed.

6. **POWERS OF COMMITTEES**

- 6.1 The powers of the Committees established by this Bylaw include providing recommendations to Council, unless the Committee's approved Terms of Reference, or legislation, specifically provides otherwise.

- 6.2 A Committee shall not have the power to pledge the credit of the County, to pass bylaws, or enter into any contractual agreements.

7. MEMBERSHIP

- 7.1 Committees shall be comprised of entirely Councillors, a combination of Councillors, a combination of Councillors and Members at Large, or entirely Members at Large, as indicated in the Committee Terms of Reference. If one or more Councillors are appointed as Members of a Committee, an alternate Councillor shall be appointed.
- 7.2 All Committees and their Chairs shall be appointed at the annual Organizational meeting.
- 7.3 Membership vacancies that occur between Organizational Meetings may be filled by a resolution of Council as necessary.
- 7.4 All Members at Large shall be appointed by Council and shall reside in the County.
- 7.5 Council may, for any reason it considers sufficient, remove a Member at Large of a Committee by resolution.
- 7.6 The Reeve is an Ex-officio member of all Committees and may attend the meeting of the respective committee but shall not be required to do so. When in attendance at any such Committee, the Reeve shall have all the rights of a member of the Committee.

8. MEETING PROCEDURE

- 8.1 Committees shall follow the County's Council Procedural Bylaw in the conduct of its meetings.

9. ADMINISTRATIVE SUPPORT

- 9.1 The CAO may provide staff liaison(s) as required, to Committees to assist Committees to fulfill their mandate. Staff liaison(s) may include:
- 9.11 Administrative Liaison(s) – County staff who have knowledge related to the Committee mandate and who work in an area related to the Terms of Reference of the Committee, and who will:
- a) Attend all meetings of the Committee to which they are assigned.
 - b) Work with the Chair in developing the meeting agendas.
 - c) Provide advice and expertise in regard to municipal services, legislative regulations, industry best practices, and policy to the issues being considered.
 - d) Provide administrative recommendations as required.
- 9.12 Administrative Support – County staff who work in an area related to the Terms of Reference of the Committee and who provide administrative support which may include:
- a) Compiling and distributing Committee agendas.
 - b) Recording formal motions and actions items of the Committee.
 - c) Preparing minutes of all meetings and distributing such minutes.


10. REMUNERATION

10.1 Members are remunerated in accordance with County Policy CC 3001-02 unless the Terms of Reference for a Committee provides for otherwise.

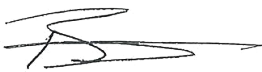
11. EFFECTIVE DATE

11.1 Bylaw No. 1329-22 comes into force on the date of the third and final reading passed in Council with unanimous consent of the members present on the 19th day of April 2022.

FIRST READINGApril 19, 2022
SECOND READINGApril 19, 2022
THIRD READINGApril 19, 2022



Reeve



Chief Administrative Officer