

Town of Hardisty

BYLAW NO. 1204/14

Council Committees Bylaw

BEING A BYLAW OF THE TOWN OF HARDISTY TO ESTABLISH VARIOUS COUNCIL COMMITTEES

WHEREAS the Municipal Government Act, R.S.A. 2000, c.M-26, as amended, provides that a Council may pass Bylaws in relation to the establishment and functions of Council Committees;

WHEREAS the Council of the Town of Hardisty has resolved to improve its governance structure through the development of a clear and organized set of result-based governance policies, processes, and committee structures;

AND WHEREAS the Council of the Town of Hardisty wishes to establish Council Committees in an ongoing effort to improve the delivery of good government to the residents of the Town of Hardisty;

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

Short Title

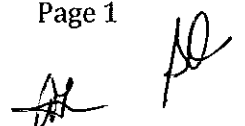
1. This Bylaw shall be cited as the "Council Committees Bylaw".

Establishment

2. The following Council Committees are established for the purpose of developing and evaluating policies and programs for the Town of Hardisty and adjoining governing bodies:

- (a) Audit and Budget;
- (b) Governance, Agenda and Priorities
- (c) Public Engagement and Communications;
- (d) Transportation and Development
- (e) Cemetery
- (f) Water Resources
- (g) Hardisty Emergency Management Committee
- (h) Town of Hardisty & Flagstaff County Intermunicipal Planning Committee

3. The following joint boards and committees are established for the purpose of developing and evaluating policies and programs for the Town of Hardisty regionally or inter-municipally. Each



one of these Boards/Committees will develop their own Terms of Reference and governing documents that relates to the interests of the region as a whole. The Town of Hardisty as a whole has determined that these Boards/Committees are beneficial to the Town and region economically and therefore certain infrastructure or services are better served in this capacity. Membership to these boards is determined by the terms and references established by agreement and the members appointed to these boards and their term is also outlined in the governing agreement that supports their initiative.

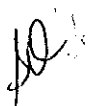
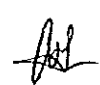
- (a) Flagstaff Regional Housing Group (FRHG) - Town of Hardisty (1) member. Ministerial Order #
- (b) Flagstaff Family & Community Support Services (FFCS) – Town of Hardisty (1) member
Town of Hardisty Bylaw # 818
- (c) Flagstaff Regional Solid Waste Management Association (FRSWM) – Town of Hardisty (1) member. Town of Hardisty Bylaw #1002
- (d) Flagstaff Intermunicipal Partnership Committee (FIP) aka: Steering Committee – Town of Hardisty (1) member
- (e) Battle River Alliance for Economic Development (BRAED) – Town of Hardisty (1) member
- (f) Flagstaff Physician & Medical Recruitment & Retention Committee – Town of Hardisty (1) member
- (g) Flagstaff Community Advisory Committee (CAC) (Police) – Town of Hardisty (1) member
- (h) Parkland Regional Library – Town of Hardisty Bylaw #858

4. Audit and Budget Committee

- The function of the Audit and Budget Committee is to review and make recommendations to Council on matters relating to budget, finance and taxation.
- All members of Council are members of the Audit and Budget Committee.
- The Audit and Budget Committee will schedule one or more special meetings each year to review the annual operating and capital budgets.

5. Governance, Agenda and Priorities Committee

- The function of the Governance, Agenda and Priorities Committee is to develop and recommend to Council a legislative and strategic agenda to encompass both strategic planning and priority-setting, and to develop governance structures, policies and procedures for recommendation to Council.
- Membership of the Governance, Agenda and Priorities Committee are three members of Council.



6. Public Engagement and Communications Committee

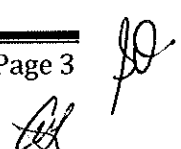
- The function of the Public Engagement and Communications Committee shall be to review and make recommendations to Council on municipal communication matters, including the development of programs, guidelines and strategies related to communication, with an over-arching objective of enhancing the Municipality's communication function with all stakeholders and residents.
- Membership of the Public Engagement and Communications Committee are three members of council.

7. Transportation and Development Committee

- The function of the Transportation and Development Committee is to develop and review, for recommendation to Council, transportation plans to ensure the safe, efficient and orderly movement of traffic and pedestrians throughout the Town of Hardisty.
- Other functions of this committee with regard to development are to review and recommend policies and bylaw amendments in regard to land use within the Town of Hardisty and adjoining lands as outlined in intermunicipal development plans and those governing plans as outlined in the North Saskatchewan Land Use Framework.
- As per the Municipal Government Act certain authorities must be appointed when it prevails to subdivision and land use. Therefore, there will be (3) committees whose authorities are established as per bylaw for decision making purposes that will fall outside of this bylaw but are appointed by Council as per their respective bylaws. Some of these committees relate to matters only for the Town of Hardisty and some of these committees relate to matters held regionally. As follows:
 - (a) Town of Hardisty Subdivision Authority – Bylaw 1195/14
 - (b) Town of Hardisty Municipal Planning Commission – Bylaw 1176/11
 - (c) Intermunicipal Assessment Review Board – Bylaw 1162/11
 - (d) Flagstaff Regional Subdivision & Development Appeal Board – Bylaw 1184/12
- Membership of the Transportation and Development Committee will consist of three members of Council.

8. Cemetery Advisory Committee

- The function of the Cemetery Advisory Committee is to develop and review for the recommendation to Council, an annual operating budget, an annual capital budget, internment processes and fees associated with the internment process. These processes to be conducted through the recommendation of policies and procedures for the internment of individuals into the Hardisty Cemetery.
- Membership of the Cemetery Advisory Committee will be of (7) members. (1) Council member shall be appointed annually and the rest will be members at large. All other members will be appointed by Council and their term will be (2) years.



9. Water Resources Advisory Committee

- The function of the Water Resources Advisory Committee is to foster a better relationship between the community at large, gain participation/community engagement and understanding of issues pertaining to Hardisty Lake and water use in general.
- Membership of the Water Resources Advisory Committee will be (1) Councillor and a minimum of (4) members of the community at large having a wide interest in water related issues involving the community.

10. Hardisty Emergency Management Committee

- The function of the Town of Hardisty Emergency Management Committee is to review the Municipal Emergency Plan (MEP) and related plans and programs on a regular basis; and advise Council, on an annual basis as to the status of these Municipal Emergency Plans and policies in place.
- Membership of the Hardisty Emergency Management Committee is set out in the Hardisty Municipal Emergency Management Bylaw 1161/10 or as amended from time to time. (2) members of Council are to be appointed to this Committee. Council may wish to appoint the Mayor as one of the members.

11. Intermunicipal Planning Committee

- The function of the Intermunicipal Planning Committee is as per Bylaw 1150/09:
 - (i) to clarify the intent and interpretation of the Intermunicipal Development Plan;
 - (ii) to develop specific strategies related to the provision of infrastructure, service provision, cost sharing, etc for proposed subdivision and development in the Flagstaff/Hardisty Intermunicipal Development Plan area that reflect the policies and guidelines set out in the Intermunicipal Development Plan;
 - (iii) to review and comment on applications to amend the Flagstaff/Hardisty Intermunicipal Development Plan;
 - (iv) to review and comment on development matters referred to it in accordance with this Intermunicipal Development Plan; and
 - (v) to undertake such other matters as it deems reasonable and as are referred to it by either Council or municipal administration.
- The Intermunicipal Planning Committee will not be a decision-making body, but will submit recommendations to the approving bodies of the respective municipalities, striving for consensus as much as possible.
- The Intermunicipal Planning Committee will be comprised of two members of the Councils of the Town and the County and one staff member from both the Town and the County. It will select its own chairman and vice-chairman. The Councils may appoint alternative members, should any member not be able to attend Committee meetings. The Chief Administrative Officer and the Development Officer of each municipality shall be ex-officio members of the Committee and serve on the committee exclusively in an advisory role.



12. Hardisty & District Library Board

- The function of the Hardisty & District Library Board is subject to any enactment that limits its authority, has full management and control of the municipal library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the municipality and may co-operate with other boards and libraries in the provision of those services. As per the Province of Alberta Libraries Act RSA 2000 Chapter L-11 and as per the Town of Hardisty Bylaw # 695.
- A municipal board shall consist of not fewer than 5 and not more than 10 members appointed by council. A person who is an employee of the municipal board is not eligible to be a member of that board. Not more than 2 members of council may be members of the municipal board. A member of the municipal board is eligible to be reappointed for only 2 additional consecutive terms of office, unless at least 2/3 of the whole council passes a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms. Subject to subsection (6) of the Province of Alberta Libraries Act, appointments to the municipal board shall be for a term of up to 3 years. When appointments are made in respect of a first municipal board, council shall, as nearly as may be possible, appoint 1/3 of the members for a term of one year, 1/3 of the members for a term of 2 years and the remaining members for a term of 3 years. Notwithstanding this section, the term of office of a member continues until a member is appointed in that member's place. As per Sec 4 of the Province of Alberta Libraries Act.

13. Hardisty Community Hall Board

- The function of the Hardisty Community Hall Board is to operate and manage the Hardisty Community Hall. As established pursuant to Bylaw 956.
- The Board shall consist of not less than (7) members, serving without pay, who shall be appointed by resolution of Council. The Board may consist of a minimum 2 people Councillors or members of the public.
- Appointment of members shall be made annually at the Organizational Meeting.
- The Board shall annually elect a Chair & Vice-Chairman.
- The Town Administrator or his/her designate shall be the Secretary/Treasurer of the Hardisty Community Hall Board and shall vote on all questions.

13. Appointments to all Council Committees will be reviewed on a yearly basis and confirmed, by resolution, at the annual Organizational Meeting of Council.

14. Any Councillor may attend any meeting of any Committee and participate in discussion and debate, but may not make motions or vote unless duly appointed as a member by Council resolution.

15. Chairmanship:

- The first meeting of all Council Committee meetings will be chaired by the Mayor with subsequent chairmanship being determined by a vote of the respective Committee.

- In the event that the Chair is unable to attend a meeting, chairmanship will fall to the Mayor.
- If the Mayor is unavailable, chairmanship will be determined based on the following:
 - (a) If the Deputy Mayor is a member, then the Deputy Mayor will preside;
 - (b) If the Acting Mayor is a member, then the Acting Mayor will preside;
 - (c) If neither the Deputy or Acting Mayor is a member, one of the members in attendance shall be selected by a show of hands from among those present.

16. Meetings:

- All Committees will meet on an as-needed basis, or at a pre-determined date and time.
- Deliberations of all Council Committees will be open to the public in accordance with the Municipal Government Act, R.S.A. 2000, c.M-26, as amended, except where the matter under discussion falls within one of the Exceptions to Disclosure categories referred to in the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, Chapter F-25, as amended.
- All Council Committee meetings will be conducted in accordance with the requirements of the Municipal Government Act, R.S.A. 2000, c.M-26, as amended, and Procedure Bylaw No. 1187/13 of the Town of Hardisty, as amended or repealed and replaced from time to time.
- Council Committee meetings will not be held during any scheduled recess period set by resolution of Council.
- Council Committee Meetings may be conducted by means of electronic or other communication facilities. Members participating in a meeting held by means of a communication facility are deemed to be present at the meeting

17. Committees of Interest

- A Committee of Interest would be classified as a committee not governed by the Town of Hardisty Council but may hold interests of the Community that being of infrastructure or service important to the welfare of the Community. There may be governing agreements in place as to the management and reporting required from these committees to the Town of Hardisty Council.
- The following are identified as Committees of Interest, annually at the organizational meeting of the Town of Hardisty Council will identify any committees that they wish to have removed or added to this list.
 - (1) Hardisty Agricultural Society
 - (2) Hardisty Golf Association
 - (3) Hardisty & District Handi-Van Society
- Membership to Committees of Interest by a Council Member would be purely for their own interest.

18. This Bylaw shall become effective when it receives third and final reading and has been signed by the Mayor and Chief Legislative Officer.

READ a first time this 21st day of October, A.D. 2014.


READ a second time this 11th day of November, A.D. 2014.

READ a third and final time this 11th day of November, A.D. 2014.

SIGNED and PASSED this 11th day of November, A.D. 2014.



CEO Mayor Anita Miller



CAO Sandy Otto

