

Home of the Bruderheim Meteorite

May 9, 2017

Rob Coon
Chief Commissioner
Strathcona County
2001 Sherwood Drive, Alberta
T8A 3W7

Dear Mr. Coon,

Re: Energy Exploration Committee

In keeping with the Town of Bruderheim's strategic plan to enhance existing partnerships and create new ones with stakeholders in our region, we are requesting that the Town of Bruderheim be a member of the Energy Exploration Committee established by Strathcona County.

The purpose of this committee is to provide landowner and resident feedback on oil and gas exploration, extraction and pipelines in the community to administration and council. The oil and gas activities in north Strathcona County have an oil and gas impact on the residents of Bruderheim as the county shares two borders with our community.

The Strathcona County Energy Exploration Liaison and I have established a fantastic working relationship to ensure residents in both our communities are informed and educated on oil and gas related activities in the area. Having an elected official on the Strathcona County EEC would enhance that relationship.

If Strathcona County would consider our request for membership on the Energy Exploration Committee, we would forward the name of a Bruderheim Councillor to represent our community. Strathcona County is a valued regional partner and we look forward to exploring additional partnerships in the future that benefit our communities for years to come.

Yours truly,
THE TOWN OF BRUDERHEIM



Pat Podoborzny, CET PWSIII
CAO, Town of Bruderheim

PP/jk

ENERGY EXPLORATION ADVISORY COMMITTEE

I. STATEMENT OF PURPOSE

The purpose of the Energy Exploration Advisory Committee is to consider and recommend actions and propose policies that are in alignment with the:

- A. Environmental pillar of sustainability as set out in Council's Strategic Plan;
- B. Environmental Priority Areas and Strategic Goals as identified by Council from time to time; and
- C. within the parameters set out by Council in these Terms of Reference.

In keeping with the above, the Energy Exploration Advisory Committee shall provide landowner and resident feedback on oil and gas exploration, extraction and pipelines in the community to the Energy Exploration Office and Council.

II. COMPOSITION OF COMMITTEE

- A. Councillors: One (1) - *non voting members*
- B. Members at Large: Five (5) - *voting members*
Comprised of members that are current or former rural residents

III. DUTIES AND POWERS

- A. Identify Strathcona County energy exploration activities and landowner information and feedback on those activities, and bring those issues forward to the Committee.
- B. Provide feedback on energy issues as referred by the Energy Exploration Office.
- C. Provide input on opportunities for landowner education in response to energy exploration issues.
- D. Explore mechanisms and means to guide energy exploration.

IV. MEETINGS

The Committee shall hold meetings four (4) times per year or as determined by the Energy Exploration Advisory Committee.

V. LIAISON

The Energy Exploration Liaison will attend meetings with other department representation as deemed necessary.

BYLAW 46-2015

A BYLAW OF STRATHCONA COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH THE COMMITTEES OF COUNCIL

WHEREAS the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, provides that a Council may by bylaw establish standing or special committees of Council and delegate to such committees certain duties and powers imposed and conferred upon a Council by the said *Municipal Government Act*;

AND WHEREAS the Council of Strathcona County considers it expedient to establish Council committees to support and facilitate the achievement of Strathcona's Strategic Plan, vision and goals, and to advise Council on matters relevant to the committee mandates.

NOW THEREFORE the Council of Strathcona County, in the Province of Alberta, duly assembled, and pursuant to the authority conferred upon it by the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, enacts as follows:

1. NAME OF BYLAW

This Bylaw may be cited as the "Strathcona County Boards and Committees Bylaw".

2. PURPOSE OF BYLAW

This Bylaw shall govern the establishment and regulation of Council Committees unless a variance is specifically provided for in this Bylaw. Any such variance must be set out in the Committee Terms of Reference. This Bylaw does not apply to the Priorities Committee.

3. DEFINITIONS

3.1 In this Bylaw:

- 3.1.1 "Administrative Representative" refers to the administration resource person appointed to a Committee by the Chief Commissioner or his delegate;
- 3.1.2 "Chief Commissioner" means the Chief Commissioner for Strathcona County and whatever subsequent title may be conferred on that officer by Council or Statute;
- 3.1.3 "Committee" means a Committee established by Council pursuant to this bylaw, which Committee may consist entirely of Councillors, a combination of Councillors and Members at Large or, subject to Section 8.5 of this Bylaw, entirely of Members at Large;
- 3.1.4 "Council" means the Council of Strathcona County;
- 3.1.5 "Councillor" means a Councillor of Strathcona County;

- 3.1.6 "County" means Strathcona County;
- 3.1.7 "Executive" means a committee whose members are appointed by virtue of their office, and includes, Mayor's Executive Committee, Strathcona/Intermunicipal Relations Committee, and Governance Advisory Committee.
- 3.1.8 "Ex-officio" means membership by virtue of one's office. Ex-officio members do not form part of the quorum when present at Committee meetings and, when present, they shall not vote.
- 3.1.9 "Member at Large" means a member of the public appointed by Council to a Committee pursuant to this Bylaw;
- 3.1.10 "Mayor" means the Chief Elected Official of the County;
- 3.1.11 "Priorities Committee" means the Priorities Committee established by Council;
- 3.1.12 "Terms of Reference" means those terms pertinent to the establishment and mandate of an individual Committee and which are in addition to or beyond the parameters of this Bylaw.
- 3.1.13 "Voting Member" means those members identified as voting members in a Terms of Reference.

4. ESTABLISHMENT

- 4.1 Council does hereby establish those Committees as set out in Terms of Reference attached to and forming part of this Bylaw.
- 4.2 Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.
- 4.3 Committee Terms of Reference shall be reviewed on an annual basis by the Governance Advisory Committee. The Governance Advisory Committee shall advise the Priorities Committee as to the continued need for the Committee and, if required, whether:
 - 4.3.1 the Terms of Reference are appropriate and meet the objectives of Council; and
 - 4.3.2 the Committee is fulfilling its Terms of Reference.

5. POWERS OF COMMITTEES

- 5.1 A Committee shall have the authority to form ad hoc committees and task forces from among its members, to assist it in carrying out its objectives and responsibilities under this Bylaw.
- 5.2 Ad hoc committees and task forces established by a Committee shall report to the Committee in a manner determined by the Committee.

- 5.3 A Committee shall not have the power to pledge the credit of the County, to pass bylaws or to enter into any contractual agreements.
- 5.4 A Committee shall be consulted on the business transactions relating to the ongoing administration of the Committee.
- 5.5 The Committee shall provide a forum for examining timely issues relevant to its mandate by considering topics from the following sources:
 - 5.5.1 receipt of requests or suggestions from Council,
 - 5.5.2 requests or enquiries from the public, and
 - 5.5.3 initiated by the Committee.
- 5.6 The Committee shall prepare letters, recommendations, resolutions, discussion papers and other documents as appropriate to Council or Priorities Committee.
- 5.7 The Committee shall prepare and, on approval by Council, present briefs to hearings and commissions.

6. REPORTING TO COUNCIL

- 6.1 Councillors appointed to a Committee by Council shall be responsible to keep Council informed as to Committee activities.
- 6.2 All Committee Chairmen shall provide the Priorities Committee with a report on the activities of the Committee at least once annually or as requested by the Priorities Committee.
- 6.3 In the absence of the Chairman, the Vice-Chairman shall provide the report to the Priorities Committee and, in the absence of both the Chairman and Vice-Chairman, a Councillor appointed to the Committee shall provide the report.
- 6.4 Committee reports shall comply with Policy GOV-002-012: Council Reports and the administrative procedures in place from time to time.

7. PUBLIC PARTICIPATION

Community organizations and individuals that wish to appear before, or communicate directly with, Council on any matter referred to within the Terms of Reference of a Committee shall be encouraged to make representations to that Committee.

8. MEMBERSHIP

- 8.1 A Committee shall be composed of the number of members, both Councillors and 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 also be appointed.
- 8.2 All members of a Committee shall be resident in Strathcona County, unless otherwise provided in the Terms of Reference for that Committee.
- 8.3 Councillors shall be appointed by Council at the organizational meeting or at a meeting following the organizational meeting.
- 8.4 Members at Large shall be appointed by Council to a Committee effective as of January 1 in each year or as otherwise designated by Council.
- 8.5 The Mayor is an Ex-officio member of those Committees that do not name the position of Mayor in their Terms of Reference.
- 8.6 Council may, for any reason it considers sufficient, remove a Member at Large of a Committee by resolution.
- 8.7 All Members at Large shall remain in office until their respective successors are appointed.
- 8.8 Any Member of a Committee who is absent from three (3) consecutive meetings of the Committee shall forfeit his or her office, unless there is a resolution of the committee accepting a valid reason for his or her absence.
- 8.9 Committee Members shall only speak on behalf of the Committee when formally given such authority by Council or the Committee for a specific defined purpose.
- 8.10 A Councillor appointed to a Committee that is comprised of both Councillor and Members at Large, is appointed solely as Council's representative to the Committee and shall not vote.

9. TERM

- 9.1 Members at Large shall be appointed for a two (2) year term, unless otherwise provided in the Committee Terms of Reference.
 - 9.1.1 In order to ensure continuity of membership in newly established Committees, Council shall, at the date of appointment, determine which of the Members at Large will hold office for one (1) year from the date of appointment and which of the Members at Large will hold office for two (2) years from the date of appointment.

- 9.1.2 In each succeeding year, Council shall appoint for a two (2) year term enough members to fill the vacancies created by the expiration of the terms of the Members at Large in that year.
- 9.2 Members at Large whose terms are expiring may be re-appointed provided that no Member at Large may serve more than two (2) consecutive terms on a particular Committee.
- 9.3 Notwithstanding section 9.2, Council may allow a Member at Large to be re-appointed for a third consecutive term if Council determines that extraordinary conditions warrant such an appointment.
- 9.4 In the event of a vacancy occurring prior to the expiration of a term, the person appointed to fill such vacancy shall hold office for the remainder of that term.
- 9.5 Councillors appointed to a Committee shall be appointed for a two (2) year term; however, Council may, in its discretion, appoint a Councillor for an additional consecutive one (1) year term.

10. CHAIRMAN AND VICE-CHAIRMAN

- 10.1 At its first meeting each year, a Committee other than an Executive Committee, shall elect a Chairman and Vice-Chairman from among its Voting Members.
- 10.2 The Chairman shall hold office for a term of one (1) year from the date of appointment.
- 10.3 The Chairman shall preside over all meetings for the Committee and decide all points of order that may arise.
- 10.4 In the absence of the Chairman, the Vice-Chairman shall preside over meetings and shall exercise all the same powers, duties and responsibilities that the Chairman would be entitled to exercise if present.

11. ADMINISTRATIVE REPRESENTATIVE

- 11.1 The Chief Commissioner shall appoint an Administrative Representative to each Committee.
- 11.2 The Administrative Representative shall ensure that accurate minutes are kept of all regular and special meetings of the Committee, copies of which shall be made and filed with the Chief Commissioner or his designate and made available to the Priorities Committee on a timely basis.