

BYLAW 41-2020
STRATHCONA COUNTY AND STURGEON COUNTY INTERMUNICIPAL
AFFAIRS COMMITTEE BYLAW

Section 145 of the *Municipal Government Act*, RSA 2000, c M-26, provides that a council may pass bylaws in relation to the establishment and functions of council committees and procedures to be followed by council committees established by the council; and

The council of Strathcona County and the council of Sturgeon County desire to establish a joint council committee to facilitate the enhancement of their relationship and communication with respect to municipal issues of common concern and interest;

Council enacts:

PART I – PURPOSE, DEFINITIONS, AND INTERPRETATION

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| Purpose | <p>1 The purpose of this bylaw is to:</p> <ul style="list-style-type: none">(a) establish and prescribe the functions of a joint council committee named the Strathcona County and Sturgeon County Intermunicipal Affairs Committee; and(b) prescribe the procedures to be followed by such joint council committee. |
| Definitions | <p>2 In this bylaw:</p> <ul style="list-style-type: none">(a) "Committee" means the joint council committee named the Strathcona County and Sturgeon County Intermunicipal Affairs Committee established under this bylaw;(b) "Municipal Government Act" means the <i>Municipal Government Act</i>, RSA 2000, c M-26;(c) "Strathcona" means the municipal corporation of Strathcona County, a specialized municipality established under the authority of the Municipal Government Act and Order in Council 761/95;(d) "Strathcona Chief Commissioner" means the chief administrative officer of Strathcona or delegate;(e) "Strathcona Council" means the council of Strathcona;(f) "Strathcona Councillor" means a member of Strathcona |

Council other than the Strathcona Mayor;

(g) "Strathcona Mayor" means the chief elected official of Strathcona;

(h) "Sturgeon" means the municipal corporation of Sturgeon County, a municipal district established under the authority of the Municipal Government Act and Order in Council 156/97;

(i) "Sturgeon Council" means the council of Sturgeon;

(j) "Sturgeon Councillor" means a member of Sturgeon Council other than the Sturgeon Mayor;

(k) "Sturgeon County Commissioner" means the chief administrative officer of Sturgeon or delegate; and

(l) "Sturgeon Mayor" means the chief elected official of Sturgeon.

Interpretation

3 The following rules apply to interpretation of this bylaw:

(a) headings, titles, margin notes, and preambles in this bylaw are for ease of reference only;

(b) gender-specific words, phrases, and references are intended to be gender-neutral, and the singular includes the plural as the context requires;

(c) every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid by a Court, all other provisions of this bylaw remain valid and enforceable; and

(d) references to bylaws and enactments in this bylaw include amendments and replacement bylaws and enactments, and regulations and orders thereunder.

PART II – ESTABLISHMENT, MANDATE, AND TERMS OF REFERENCE

Establishment

4 Strathcona and Sturgeon jointly establish a council committee named the Strathcona County and Sturgeon County Intermunicipal Affairs Committee.

Mandate

5 The mandate of the Committee is to enhance the relationship and communication between Strathcona and Sturgeon with respect to municipal issues of common

concern and interest.

Terms of
Reference

- 6 In order to fulfil its mandate, the Committee may:
 - (a) identify and consider opportunities for enhanced relationship and communication between Strathcona and Sturgeon;
 - (b) work with Strathcona Chief Commissioner and Sturgeon County Commissioner to develop and maintain a forum for the exchange of information about municipal issues of common concern and interest;
 - (c) make recommendations to Strathcona Council and Sturgeon Council on strategies, frameworks, programs, or policies to enhance the relationship between Strathcona and Sturgeon; and
 - (d) take any other reasonable actions necessary to fulfil its mandate.

PART III – MEMBERS, TERMS, AND CHAIR

Members

- 7 The Committee includes the following voting members and non-voting members:
 - (a) voting members:
 - (i) Strathcona Mayor;
 - (ii) Sturgeon Mayor;
 - (iii) two Strathcona Councillors;
 - (iv) two Sturgeon Councillors; and
 - (b) non-voting members:
 - (i) Strathcona Chief Commissioner; and
 - (ii) Sturgeon County Commissioner.

Terms

- 8 The two Strathcona Councillors that are members of the Committee will be appointed by Strathcona Council and they serve at the pleasure of Strathcona Council for terms of up to two years.
- 9 The two Sturgeon Councillors that are members of the

Committee will be appointed by Sturgeon Council and they service at the pleasure of Sturgeon Council for terms of up to two years.

- 10 Any Strathcona Councillor or Sturgeon Councillor appointed as a member of the Committee may be re-appointed for successive terms.

Chair

- 11 The chair will preside at all Committee meetings and decide on all points of order that may arise.
- 12 The Strathcona Mayor and the Sturgeon Mayor shall serve as the chair of the regular Committee meetings on a rotational basis. The chair of a special Committee meeting will be whoever of the Strathcona Mayor or the Sturgeon Mayor that called such meeting.
- 13 In the absence of the Strathcona Mayor or the Sturgeon Mayor when such person is the chair of a Committee meeting, one of the other voting members of the Committee from the municipality of the chair will serve as the chair for that Committee meeting.

PART IV – MEETINGS

Regular
Committee
Meetings

- 14 Committee meetings will be hosted by the municipality of the person that is to be the chair of such meeting.
- 15 The Committee will meet at least 2 times each calendar year, either in-person or electronically.
- 16 Before the end of each calendar year, the Committee will adopt a regular Committee meeting schedule that specifies the date, time, and place of all regular Committee meetings for the next calendar year.
- 17 The Committee may vote to change the date, time, or place of a scheduled regular Committee meeting, or to schedule an additional regular Committee meeting, as long as the Committee provides notice of such meeting in accordance with this bylaw.

Special Committee
Meetings

- 18 The Strathcona Mayor or the Sturgeon Mayor may call a special Committee meeting by giving at least 24 hours' notice to all Committee members and the public stating the agenda for such meeting and the date, time, and place at which such meeting is to be held. The person calling such meeting shall be the chair and the meeting will be hosted

by the municipality of the person calling such meeting.

- 19 Only the matters stated in the agenda for a special Committee meeting may be transacted at such meeting unless all Committee members are present at such meeting and the voting members of the Committee unanimously agree to deal with another matter.

Notice

- 20 The chair will give notice of a Committee meeting at least 24 hours before such meeting to:

(a) all Committee members in accordance with the Municipal Government Act; and

(b) the public by posting the date, time, and place of such meeting on the webpage for the Committee.

Agenda

- 21 The agenda for a Committee meeting will be established by the chair for such meeting.

- 22 For a regular Committee meeting, the chair will solicit agenda items from Committee members at least 30 days in advance of such meeting and will distribute the agenda to the Committee members at least 14 days in advance of such meeting.

- 23 For a special Committee meeting, the chair will distribute the agenda to the Committee members when calling such meeting.

Held in Public

- 24 Committee meetings will be held in public unless the Committee meeting is closed for reasons permitted by the Municipal Government Act.

Quorum

- 25 A quorum of the Committee is:

(a) two voting members from each of Strathcona and Sturgeon; and

(b) both non-voting members.

Procedures

- 26 Committee meetings will be conducted in accordance with this bylaw and Robert's Rules. In the event of a conflict between this bylaw and Robert's Rules, this bylaw shall apply.

- 27 The Committee may invite, or accept requests from, interested persons to attend Committee meetings to make

verbal presentations or written submissions to the Committee on a specific item on the Committee's agenda for such meeting.

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| | 28 The Committee and each member of the Committee will conduct itself in accordance with the Municipal Government Act and this bylaw. |
| Voting | 29 The number of votes required for the adoption of any motion will be as required in Robert's Rules. |
| Minutes | 30 The chair of a Committee meeting will prepare and distribute the draft minutes for that Committee meeting in advance of the next Committee meeting. |
| | 31 The Committee will vote on adopting the draft minutes for a Committee meeting at the next Committee meeting. |
| | 32 Any minutes adopted at a Committee meeting will be signed by: |
| | (a) the chair of the Committee meeting that is the subject of such minutes; and |
| | (b) the non-voting member from the municipality of the chair of the Committee meeting that is the subject of such minutes. |
| | 33 The chair of the Committee meeting that is the subject of the minutes adopted at a Committee meeting will provide a signed copy of such minutes to both Strathcona and Sturgeon. |

PART V – ADMINISTRATIVE SUPPORT AND RESOURCES

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| Administrative Support and Resources | 34 Strathcona and Sturgeon will both provide administrative support and resources to the Committee. The provision of such administrative support and resources will be determined by the Strathcona Chief Commissioner and the Sturgeon County Commissioner in accordance with the policies and practices of their respective municipalities. |
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PART VI – NOTICE OF REPEAL, EFFECTIVE DATE AND EXPIRATION DATE

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| Notice of Repeal | 35 If either Strathcona Council or Sturgeon Council intend to consider a bylaw to repeal their bylaw establishing the Committee, they will give written notice to the other at least 30 days in advance of the meeting when such bylaw |
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is intended to be considered. Failure to give such written notice does not preclude or in any way limit the ability of Strathcona Council or Sturgeon Council to pass a bylaw to repeal their bylaw establishing the Committee.

Effective Date 36 This bylaw comes into effect on August 1, 2020.

Expiration Date 37 This bylaw is repealed on November 1, 2022.

FIRST READING: _____

SECOND READING: _____

THIRD READING: _____

SIGNED THIS ____ day of _____, 2020.

MAYOR

DIRECTOR, LEGISLATIVE AND LEGAL
SERVICES