

BYLAW 28-2021
Boards and Committees

As Sections 145 and 191 of the Municipal Government Act, RSA 2000 c M-26, permits Council to pass bylaws to establish procedures for Council, Council committees, and other bodies established by Council;

Council enacts:

PART I – DEFINITIONS AND INTERPRETATION

Definitions

1 In this bylaw:

- (a) "Act" means the *Municipal Government Act*, RSA 2000, c M-26;
- (b) "Administrative Representative" means the member of administration appointed by the Chief Commissioner or delegate to provide administrative support to a committee;
- (c) "Advisory Committee" means an entity, created by bylaw, used to provide citizen or expert input and advice to Council on issues included in the committee's mandate;
- (d) "Agenda" is the list of items of consideration and orders of the day for any Council or Council Committee meeting;
- (e) "Chair" means the person presiding at a meeting;
- (f) "Chief Commissioner" means the chief administrative officer of the County, or delegate;
- (g) "Closed Session" is a part of a Meeting which is closed to the public in accordance with the Municipal Government Act and the Freedom of Information and Protection of Privacy Act;
- (h) "Council" means the elected governing body of the County;
- (i) "Council Committee" means a committee, task force, or other entity established by Council under the Act by way of bylaw, but does not include a tribunal;
- (j) "Councillor" means a Councillor of the County;

- (k) "County" means the municipal corporation of Strathcona County, a specialized municipality established under the authority of the Municipal Government Act, RSA 2000, c M-26 and Order in Council 761/95;
- (l) "Governance Committee" means an entity created by bylaw consisting solely of Councillors and provides advice or recommendations to Council on its mandate items on an ongoing basis and as set out in the Council Committee's bylaw.
- (m) "Ex-officio" means membership by virtue of one's office. Ex-officio members do not form part of the quorum, unless otherwise provided for in the bylaw establishing the Council Committee;
- (n) "Mandate Letter" means the letter provided to the Committees from Council setting out the specific priorities tasked to the advisory committee for the upcoming two-year period;
- (o) "Mayor" is the chief elected official of the County;
- (p) "Priorities Committee" means the committee comprised of all members of Council and established under the Priorities Committee Bylaw;
- (q) "Public Member" means an individual who is not a member of Council and is appointed by Council to a committee, board or agency;
- (r) "Quorum" means the number of members to be present at a meeting to legally conduct business at the meeting;
- (s) "Task Force" means an entity created by bylaw used to provide focussed recommendations to Council in a shorter period of time, typically between 6 months to 18 months; and
- (t) "Vice Chair" means the individual elected annually to fulfill the Chair's duties in the absence of the Chair.

Interpretation

2 The following rules apply to interpretation of this bylaw:

- (a) headings, titles, and margin notes 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 AND MEMBERSHIP

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| Establishment | 3 Council Committees are established by bylaw to further Council’s strategic goals. |
| | 4 A Council Committee bylaw will set out the mandate, terms of reference, and other provisions related to the Council Committee’s function or procedures. |
| Membership | 5 A Council Committee is comprised of members appointed at the pleasure of Council, both Councillors and Public Members, and will not exceed the number indicated in the Council Committee bylaw. |
| Residency | 6 All Public Members of a Council Committee must be resident in Strathcona County, unless otherwise provided in the Council Committee’s bylaw. |
| Alternate | 7 If one or more Councillors are appointed as members of a committee, an additional Councillor will also be appointed to serve as an alternate. |
| Term Length | 8 Council will generally appoint Public Members for a one (1) or two (2) year term but may vary the length of term if Council determines it desirable to do so. |
| Number of Terms | 9 Public Members may serve a maximum of two (2) terms, but Council may increase the number of terms if Council determines that it is in the best interest of the Council Committee. |
| Resignation | 10 If a Public Member appointed to a Council Committee wishes to resign prior to the expiration of their term, the Public Member will provide written notice of their resignation to the Administrative Representative. |

Types of Council Committees	11 Council may establish several types of Council Committees to support its strategic priorities and goals, including: (a) Advisory Committees; (b) Task Forces; and (c) Governance Committees.
Sub-committees	12 Advisory Committees and Task Forces may only establish sub-committees from among their members with Council permission by way of motion and County administrative resources will not be available for sub-committee meetings. 13 The members of a sub-committee must not constitute a quorum of the Council Committee.
Reporting for Sub-committees	14 Sub-committees must report back to the Council Committee on any of its activities.
Sub-committee decisions	15 Sub-committees are not authorized to make decisions on behalf of the Council Committee.

PART III – CONDUCT AND ROLES

Role and Conduct of Public Members	16 Public Members are expected: (a) to comply with all laws and abide by County policies and bylaws; and (b) adhere to the Code of Conduct provided in Schedule "B" of this bylaw.
Role of a Councillor	17 A Councillor appointed as a member or alternate may provide guidance to the Council Committee on Council's priorities and decisions as they relate to matters before the Council Committee. 18 Councillors will not direct the work of the Council Committee. 19 Councillors are non-voting members.
Role of the Administrative Representative	20 The Administrative Representative expected to provide up to eight (8) hours of support per committee meeting and will perform the following duties and functions for the Committee: (a) Publish the Council Committee's meeting schedules and notices; (b) Provide technical, administrative, meeting space, meeting management and other supports to the Council Committee as required for its meetings; and

(c) Manage the Council Committee’s minutes and records.

21 Administrative Representatives do not vote.

Election of Chair 22 An Advisory Committee will annually elect a Chair and Vice-Chair from its voting members.

Role of the Chair 23 The Chair will preside at all Advisory Committee meetings and decide procedural matters that may arise.

Role of the Vice-Chair 24 If the Chair is unable to perform the Chair’s duties, the Vice-Chair will perform those duties.

PART IV – COMMITTEE MEETINGS

Regular Annual Meetings 25 Council Committees will:
(a) Establish an annual meeting schedule that specifies the date, time, and place of all regular meetings;
(b) Provide the annual meeting schedule to the Chief Commissioner; and
(c) Post the annual meeting schedule on the Committee’s webpage to provide notice to the public.

Advisory Committee Meetings 26 An Advisory Committee may hold up to six (6) meetings per year along with, if needed, an annual work plan meeting and a meeting to prepare the annual Report to Council.

Additional Meetings 27 Any additional meetings for an Advisory Committee must be approved by Council motion.

Task Force Meetings 28 A Task Force or an Executive Committee will hold the number of meetings as provided in its bylaw.

Meeting in Public 29 Council Committee meetings will be held in public.

Requests to Speak from the Public 30 Members of the public may request to speak to an item on a Council Committee agenda; however, the Council Committee must accept the request by majority vote.

Time Limits for Speakers	31 If the Council Committee votes in favour of a request to speak from a member of the public, the speaker will have up to 15 minutes to make their presentation, unless the Council Committee votes to extend their time.
Questions to Speakers	32 Council Committee members may ask questions of a speaker following a presentation.
Closed Session	33 Council Committees may vote to close all or part of a meeting to the public to discuss any items that fall within one of the exceptions to disclosure in Part 1, Division 2 of the Freedom of Information and Protection of Privacy Act, RSA 20000, c F-25.
Meeting Location	34 Council Committee meetings must be held at County facilities or by way of the County’s virtual platforms.
Quorum	35 Quorum for a Council Committee meeting is a majority of all Members unless otherwise provided in its bylaw.
Agenda Structure	36 The agenda for an Advisory Committee or Task Force meeting will be in the template set out in Schedule “A” of this bylaw.
Minutes	37 Minutes of Council Committee meetings will be a record of decisions, without note or comment, and will be included on the agenda of a subsequent Council Committee for adoption by majority vote.

PART V – COMMITTEE EXPECTATIONS AND REQUIREMENTS

Annual Work Plan	38 An Advisory Committee will approve an annual work plan that identifies key priorities and goals based on its mandate, terms of reference, and any other direction from Council.
	39 Task Forces and Executive Committees will create work plans as provided in their bylaws.
Communications Protocols	40 Council Committees must follow the County’s communications protocols.
Communication Resources	41 Requests for communication strategies, surveys, and other extensive projects require Council approval.

Reporting to Council

42 Council Committees may provide reports which include recommendations on matters related to the Committee’s mandate and terms of reference to the Priorities Committee or to Council, as appropriate.

43 At least once per year, the Council Committees will report to Priorities Committee on the following:
(a) Review of its work plan;
(b) Update on progress and initiatives; and
(c) Any information or recommendations on issues and matters within its mandate.

PART VI – CONSEQUENTIAL AMENDMENTS AND EFFECTIVE DATE

Repeal

44 Bylaw 46-2015 is repealed, along with all amendments thereto.

Effective Date

45 This bylaw comes into effect on October 18, 2021.

FIRST READING: _____

SECOND READING: _____

THIRD READING: _____

SIGNED THIS ____ day of _____, 20____.

MAYOR

DIRECTOR, LEGISLATIVE AND LEGAL SERVICES

Schedule A to Bylaw 28-2021

Agenda Structure for Council Committees Meetings

**BOARDS AND COMMITTEES
AGENDA**

DATE (MM, DD, YYYY)

TIME (e.g. 2:00 p.m.)

LOCATION (e.g. Community Centre - Meeting Room 310, MS TEAMS)

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- 1. CALL TO ORDER**
 - 2. ADDITIONS/DELETIONS/CHANGES & ADOPTION OF AGENDA**
 - 3. CONFIRMATION OF MINUTES**
 - 4. COMMITTEE BUSINESS**
 - 5. WORK PLAN**
 - 6. ADJOURNMENT**

Schedule B to Bylaw 28-2021

Code of Conduct for Advisory and Task Force Committee Members

The effective operation of democratic local government requires that persons appointed by Strathcona County Council to its Advisory Committees and Task Forces be independent, impartial, and responsible through Council to the people of Strathcona County.

This Code of Conduct articulates the expectations for Advisory Committee and Task Force members so that they may carry out their entrusted duties with impartiality and dignity, recognizing that the function of the Advisory Committee or Task Force is, at all times, service to their community and the public.

To further these objectives, certain ethical principles should govern the conduct so that the highest standards in public office are maintained.

Advisory Committee and Task force members will:

1. Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta and the bylaws and policies of Strathcona County.
2. Act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
3. Treat one another, Chief Commissioner, Administration, and members of the public with courtesy, dignity and respect and without abuse, harassment, bullying or intimidation.
4. Not interfere in matters of Administration, which fall within the jurisdiction of the Chief Commissioner.
5. Not use confidential information for the personal profit of themselves or any other person.
6. Not communicate confidential information to anyone not entitled to receive it.
7. Not use their position to secure special privileges, favours, or exemptions for themselves or any other person.
8. Respect the Mayor's role as the County's spokesperson and not claim to speak on behalf of Council or the County unless expressly authorized by Council motion to do so.

9. Preserve the integrity and impartiality of their Advisory Committee or Task Force and of Strathcona County Council.
10. For a period of six months after leaving an Advisory Committee or Task Force, abide by the ethical standards of conduct listed above, except those related to confidential information and speaking on behalf of the County, which shall apply in perpetuity.

Advisory Committee or Task Force members will safeguard the reputation of Strathcona County, Council, Committees, and Administration by maintaining a constructive and professional tone when offering input or making public statements.

Advisory Committee or Task Force members should not assume that any unethical activities not covered by or specifically prohibited by this Code of Conduct, or by any legislation, are therefore condoned.

As appointments to Council Committees are at the pleasure of Council, it may revoke an appointment for any reason, including if it believes that an Advisory Committee or Task Force member has breached this Code of Conduct.

Advisory Committee or Task Force members are encouraged to seek advice from the Chair of their Advisory Committee or Task Force or from the Director of Legislative and Legal Services if in doubt about a course of action involving their work on the Advisory Committee or Task Force.