

## BYLAW 2684/G/24

### **BEING A BYLAW OF THE TOWN OF STONY PLAIN IN THE PROVINCE OF ALBERTA TO ESTABLISH A COUNCIL COMMITTEE GOVERNANCE FRAMEWORK AND COMMITTEE POWERS, DUTIES AND FUNCTIONS**

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WHEREAS, the *Municipal Government Act*, RSA 2000, c. M-26, and amendments thereto, provides that a Council may, by bylaw, establish Council committees and other bodies; and

WHEREAS, Council may, by bylaw, delegate certain powers, duties, or functions under the *Municipal Government Act* to a Council committee; and

WHEREAS, the Council of the Town of Stony Plain values public involvement in municipal decision making;

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

#### **1.0.0 Title**

1.1.0 This bylaw may be cited as the "Committees Governance Framework Bylaw".

#### **2.0.0 Definitions**

- 2.1.0 "Act" means the *Municipal Government Act*, RSA 2000, c. M-26, and amendments thereto.
- 2.2.0 "Ad Hoc Committee" means a temporary sub-committee of an established Committee or Task Force established either for a specific period of time or until the completion of a specific task.
- 2.3.0 "Advisory Committee" means a Committee, established by bylaw, to provide advice and feedback to Council on issues included in the Committee's mandate.
- 2.4.0 "Chair" means the person presiding at a meeting.
- 2.5.0 "Chief Administrative Officer" means the Town Manager or the person in a position of authority and influence who serves as a link between Council and municipal operations. This includes a person to whom the Chief Administrative Officer's powers are delegated, or any person appointed to act in the absence of the Chief Administrative Officer.
- 2.6.0 "Closed Session" means a part of a meeting which is closed to the public in accordance with the Act and the *Freedom of Information and Protection of Privacy Act*.
- 2.7.0 "Committee" means a Council appointed advisory body, specifically Advisory Committee, Task Force, Standing Committee, or other body established by Council under the Act, by way of bylaw. The naming convention of a specific committee shall be outlined in its establishing bylaw.
- 2.8.0 "Ex-officio" means membership by virtue of one's office. Ex-officio members do not form part of the quorum and are not permitted to vote when present at a Committee meeting.
- 2.9.0 "Public Member" means an individual who is not a member of Council and is appointed by Council to a Committee.
- 2.10.0 "Staff Liaison" means an administrative resource person appointed to provide advice and support to a Committee.
- 2.11.0 "Standing Committee" means a Committee created by bylaw consisting solely of Councillors and provides advice or recommendations to Council on its mandate items on an ongoing basis.
- 2.12.0 "Task Force" means a Committee established for a specific purpose for a brief period of time used to provide focussed recommendations to Council for a duration typically between 6 to 18 months.
- 2.13.0 "Town" means the Town of Stony Plain.



**3.0.0 Establishment**

- 3.1.0 Council may, by bylaw, establish a Committee for a purpose that is mandated by legislation or for any purpose where Council considers it requires input or assistance from the public.
- 3.2.0 A Committee bylaw shall set out the mandate, terms of reference, and other provisions related to the Committee's function and procedures.
- 3.3.0 Each Committee shall be deemed a Committee of Council and shall be accountable to Council.
- 3.4.0 Each Committee shall provide Council with a report on the activities of the Committee at least once annually or as requested by Council.
- 3.5.0 Notwithstanding clause 3.1.0, Council may establish, by resolution, a Task Force for the purpose of reviewing a specific issue or issues within a specific timeline.
  - a) The membership composition of a Task Force is at the discretion of Council.
  - b) The term of a Task Force shall not exceed eighteen (18) months.
    - i. If a Task Force is required to operate for a period longer than 18 months, the Task Force shall be required to become an Advisory Committee and be established by bylaw.
  - c) Council will direct Administration to develop a Terms of Reference along with Council reporting requirements for the Task Force.
  - d) A Task Force established by Council shall report to Council as required.
  - e) Members of a Task Force are subject to the Town's established committee Code of Conduct.

**4.0.0 Authority of Committees**

- 4.1.0 A Committee shall have the authority to form Ad Hoc Committees from among its appointed members, to assist it in carrying out its objectives and responsibilities.
- 4.2.0 Ad Hoc Committees established by a Committee shall report to the Committee in a manner determined by the Committee.
- 4.3.0 A Committee shall not:
  - a) have the power to decide a course of action for the Town;
  - b) pass bylaws or enter into any agreement on behalf of the Committee or Town;
  - c) pledge the credit of the Town or authorize any expenditure to be charged against the Town;
  - d) exercise authority over the Chief Administrative Officer or other administrative staff.

**5.0.0 Membership**

- 5.1.0 A Committee shall be comprised of the number of members as indicated in the Committee Terms of Reference.
- 5.2.0 Councillors are appointed to a Committee for a one (1) year term and for the entire term for a Task Force.
- 5.3.0 A Councillor appointed to a Committee that is comprised of both Council and Public members, is appointed solely as Council's representative to the Committee and shall not vote.
- 5.4.0 Public Members must reside in, work in, or have significant investment in the Town, unless otherwise provided in the Committee's Terms of Reference.
- 5.5.0 Public Members shall be appointed by Council resolution.
- 5.6.0 Public Member appointments shall be effective upon appointment by Council resolution or as otherwise designated by Council.
- 5.7.0 Where a Public Member ceases to be a Member of the Committee before the expiration of their term, Council may appoint another eligible person for the unexpired portion of the vacant term.
- 5.8.0 Any Public Member may resign from a Committee at any time upon sending a written notice of resignation to Council through the Staff Liaison.



- 5.9.0 Council may, for any reason it considers sufficient, remove a Public Member from a Committee by resolution.
- 5.10.0 Committee Members shall abide by the Town's established committee Code of Conduct.
- 5.11.0 The Mayor is an Ex-officio member of all Committees.
- 5.12.0 The Chief Administrative Officer shall designate the position who will carry out the Staff Liaison role(s) required for providing administrative advice and support to each Committee.
- 5.13.0 Committee members will be eligible for recognition of service in alignment with the Town's volunteer recognition practices/program and subject to budget availability.

**6.0.0 Term**

- 6.1.0 Public Members shall be appointed for a two (2) year term, unless otherwise provided in the Committee's Terms of Reference.
- 6.2.0 Public Members may, upon reapplication, be re-appointed for an additional term on a Committee. Notwithstanding, Council may allow a Public Member to be reappointed for additional consecutive terms if Council determines that extraordinary conditions warrant such an appointment.

**7.0.0 Reporting to Council**

- 7.1.0 Councillors appointed to a Committee shall, at regular intervals, be responsible to report on Committee activities during a regular Council meeting.
- 7.2.0 Reports from Committees recommending actionable items shall be provided to Council through the Staff Liaison at a Council or Governance and Priorities Committee meeting for consideration.

**8.0.0 Meeting Procedures**

- 8.1.0 All Committees shall follow the meeting procedures aligned with the Town's Procedure Bylaw and as set out in the Committee's Terms of Reference.
- 8.2.0 All Committee meetings shall be open to the public and agendas shall be posted publicly as outlined in the Town's Procedure Bylaw.
- 8.3.0 Minutes of Committee meetings shall be placed on a Council agenda for information purposes.
- 8.4.0 At the first Committee meeting of each year, the Committee shall elect a Chair and a Vice Chair from among its Voting Members.
- 8.5.0 The Chair shall:
  - a) Preside over all Committee meetings.
  - b) Be the spokesperson of the Committee and represent the collective action of the Committee and participate in meetings with Council, as required, to review Committee status.
- 8.6.0 In the absence of the Chair, the Vice Chair shall preside over meetings and shall exercise all the same powers, duties, and responsibilities that the Chair would be entitled to exercise if present.
- 8.7.0 In the absence of the Chair and Vice Chair, the Committee shall, at the beginning of the meeting, elect a Chair to preside over the meeting.
- 8.8.0 Committee Members shall only speak on behalf of the Committee when formally given such authority for specific defined purpose.
- 8.9.0 Meetings shall be held at such time and place as determined by Town Administration and may be changed in consultation with the Chair.
- 8.10.0 The Chief Administrative Officer, or designate, shall act as the meeting parliamentarian and provide guidance related to meeting protocol.

**9.0.0 Staff Liaison**

- 9.1.0 The Staff Liaison shall:

- a) Establish the date, time, and location of the meetings.
- b) Prepare the agenda for meetings in consultation with the Chair.
- c) Provide advice, research, information, and additional support as required by the Committee.
- d) Arrange an orientation program for Committee members.
- e) Prepare and submit reports and recommendations in a timely fashion
- f) Arrange for minutes to be taken, circulated and retained for all meetings of the Committee.
- g) Ensure Committee members perform their duties within Council approved policies.
- h) Communicate actions, projects, and initiatives to other Committees as appropriate.

**10.0.0 Severability**

- 10.1.0 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

**11.0.0 Review**

- 11.1.0 This bylaw shall be reviewed within its fifth year, being 2028, or as deemed necessary.

**12.0.0 Effective Date**

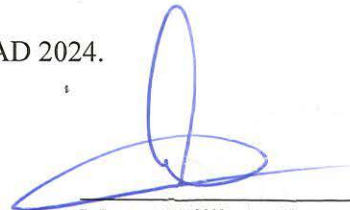
- 12.1.0 This bylaw shall take full force and effect on the date it is passed.

Read a first time this 25<sup>th</sup> day of March, AD 2024.

Read a second time this 25<sup>th</sup> day of March, AD 2024.

Given unanimous consent this 25<sup>th</sup> day of March, AD 2024.

Read a third time this 25<sup>th</sup> day of March, AD 2024.



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Mayor William Choy



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Teresa Olsen  
Acting General Manager, Corporate Services