

**PARKLAND COUNTY  
PROVINCE OF ALBERTA**

**BYLAW 2016-22**

**BEING A BYLAW TO ESTABLISH CERTAIN COMMITTEES**

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**WHEREAS** the *Municipal Government Act*, RSA 2000, Chapter M-26 provides that a Council may, by bylaw, establish committees and delegate to such committees certain duties and powers;

**WHEREAS** Council of Parkland County considers it valuable to establish committees to achieve Parkland County's Strategic Plan;

**NOW THEREFORE** the Council of Parkland County, duly assembled and under the authority of the *Municipal Government Act* hereby enacts the following:

**TITLE**

1. This bylaw shall be known as the "Parkland County Committees Bylaw".

**PURPOSE OF BYLAW**

2. This Bylaw shall establish the Economic Diversification Committee, Community Sustainability Committee, the Agricultural Services Board and dissolve certain existing committees. This Bylaw does not apply to committees created pursuant to other bylaws.

**DEFINITIONS**

3. The following definitions will apply to the corresponding words in this bylaw:
  - (1) "Administrative Representative" refers to the Parkland County employee appointed to assist a Committee by the Chief Administrative Officer or their delegate;
  - (2) "Chief Administrative Officer" means the Chief Administrative Officer of Parkland County;
  - (3) "Committee" means a Committee established by Council pursuant to this Bylaw;
  - (4) "Council" means the Council of Parkland County;
  - (5) "Councillor" means a Councillor of Parkland County;
  - (6) "Member" means an individual appointed by Council to a Committee;
  - (7) "Terms of Reference" means those terms pertinent to the purpose and function of an individual Committee and which are in addition to or beyond the parameters of this Bylaw.

**INTERPRETATION**

3. The headings in this Bylaw are for reference purposes only.

**ESTABLISHMENT**

4. Council hereby establishes those Committees as set out in Terms of Reference attached as Schedule "A" to this Bylaw.
5. Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable to Council.

6. Committee Terms of Reference may be reviewed by Council from time to time, at a minimum once per year. Council in its discretion may determine if:

- (1) the Terms of Reference are appropriate; and
- (2) if the Committee is fulfilling its Terms of Reference.

#### **POWERS OF COMMITTEES**

7. A Committee shall have the authority to form ad hoc committees from among its members to assist in carrying out its functions.
8. Ad hoc committees established by a Committee shall report to the Committee.

#### **REPORTING TO COUNCIL**

9. Councillors appointed to a Committee by Council shall be responsible to keep Council regularly informed as to Committee activities.
10. All Committee chairs shall provide to Council Committee of the Whole a report on the activities of the Committee as specified in the Terms of Reference or as otherwise requested by Council.

#### **PUBLIC PARTICIPATION**

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

#### **ADMINISTRATIVE REPRESENTATIVE**

12. The Chief Administrative Officer shall appoint an Administrative Representative to each Committee.
13. The Administrative Representative shall prepare agendas and minutes of all regular and special meetings of the Committee, copies of which shall be made and filed with the Chief Administrative Officer or their designate and ensure the minutes are made available to Council on a timely basis.
14. The Administrative Representative shall provide advice, research, information and additional support as required. The Administrative Representative shall assist the Chair in ensuring that Committee activities are consistent with the Committee's Terms of Reference.
15. The Chief Administrative Officer, or their delegate, shall ensure Committee members receive an appropriate orientation on the Terms of Reference of the Committee and its role as a Committee established by Council.

#### **MEETINGS**

16. A Committee shall give at least 24 hours' notice of a Committee meeting or a change in the location or time of a Committee meeting to the members of the Committee and to the public.
17. Notice to the public shall be deemed to have been properly given if posted for public viewing on the Parkland County website.
18. A majority of the Members shall constitute a quorum at a Committee meeting.

19. All Members of a Committee, including the Chair, are required to vote on motions before the Committee and, in the event of a tie, the motion shall be lost.

**GENERAL**

20. The Parkland County Meeting Procedures Bylaw shall govern Committees and shall be binding upon all Committee members whether Councillors or Members, except where otherwise provided by this Bylaw.

**DISOLUTION OF CERTAIN COMMITTEES**

21. The Acheson Industrial Park Transit Implementation Committee, Agriculture and Rural Life Advisory Committee, Art Advisory Committee, Economic Development and Tourism Advisory Committee, Environmental Advisory Committee and Gravel Advisory Committee are dissolved effective the date of final passing of this Bylaw.

**EFFECTIVE DATE**

22. This Bylaw shall come into effect when it is passed.

READ A FIRST TIME this 25<sup>th</sup> day of October, 2016.

READ A SECOND TIME this 25<sup>th</sup> day of October, 2016.

READ A THIRD TIME and passed this 25<sup>th</sup> day of October, 2016.

SIGNED AND PASSED this 25<sup>th</sup> day of October, 2016.

  
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Mayor

  
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Chief Administrative Officer

## **SCHEDULE "A"**

### **TERMS OF REFERENCE**

## **Economic Diversification Committee**

### **1. Purpose**

- a. Parkland County's 2016-2020 Strategic Plan identifies Agriculture and Economic Diversity as Strategic Priority Areas. The purpose of this Committee is to consider Agriculture and Economic Diversity matters, their alignment with the Strategic Goals set out in the Strategic Plan, and advise Council of its recommendations.
- b. The Agriculture related Strategic Goals are:
  - i. To engage with our agricultural community and post-secondary institutions to create opportunities for diversity, innovation and entrepreneurship; and
  - ii. To support the agricultural sector to create a strong, diverse and resilient industry.
- c. The Economic Diversity related Strategic Goals are:
  - i. That tourism will be a key element in diversifying the local economy and improving the quality of life in our community;
  - ii. Investing in and promoting connectivity will support a knowledge workforce and enable the advancement of economic and community benefits;
  - iii. To foster the creation of quality employment opportunities throughout our community; and
  - iv. Increase business support services to our agricultural producers, rural businesses and sole proprietorships

### **2. Function**

- a. The Committee will consider matters referred to it by:
  - i. Council;
  - ii. Administration;
  - iii. Residents; and
  - iv. the Committee.
- b. The Committee will make recommendations to Council Committee of the Whole that help achieve Council's annual strategic priorities for the Committee. The annual strategic priorities will be determined at Council's annual strategic planning session. The Committee will provide advice to Administration regarding plans and concepts referred to it. The Committee may recommend changes to the Terms of Reference.

- c. The Committee will report through the Council Committee of the Whole 2 to 3 times per year.

### **3. Limitations**

- a. The Committee does not have the power to:
  - i. Enter into agreements;
  - ii. Spend money;
  - iii. Direct county employees; or
  - iv. Bind or obligate the County in any other manner.
- b. The Committee possesses an advisory role with no decision making authority.

### **4. Membership**

- a. The Committee may have up to 9 members, up to 3 of which may be Councillors.
- b. Councillors will be appointed annually at the Council Organizational Meeting.
- c. Other Members will be appointed by resolution of Council for a term not to exceed 4 years.
- d. Council will encourage applications from individuals with a diversity of experience and backgrounds. Individuals with experience or familiarity in areas including, but not necessarily limited to, commercial and industrial development, tourism, energy, business, agriculture and post-secondary education will be encourage to apply.
- e. Members are not required to be a resident of Parkland County.
- f. Council may at its discretion, by resolution, revoke the appointment of any Member.
- g. Council may by resolution fill any vacancy that may arise during a term.
- h. Members will be required to read and adhere to the Code of Conduct, Workplace harassment and Health & Safety policies of Parkland County while acting as members of the Committee.

### **5. Meetings**

- a. Meetings will be open to the public and conducted in accordance with the Parkland County Meeting Procedure Bylaw 2015-06, except for as may be varied by this Terms of Reference.
- b. The Committee shall hold meetings 6 times per year, or as otherwise called by the Chairperson.
- c. At the first meeting in each calendar year the Committee will elect a Chairperson and Vice Chairperson from among the public members.
- d. A majority of the appointed Members will be quorum.

- e. The majority vote of those Members present at a meeting shall constitute a decision of the Committee.
- f. The Chief Administrative Officer will appoint an Administrative Representative to support the meetings of the Committee.

## **Community Sustainability Committee**

### **1. Purpose**

- a. Parkland County's 2016-2020 Strategic Plan identifies Healthy Communities and Environment as Strategic Priority Areas. The purpose of this Committee is to consider matters relating to Healthy Communities and Environment, their alignment with the Strategic Goals set out in the Strategic Plan, and advise Council of its recommendations.
- b. The Healthy Communities Strategic Goals are:
  - i. To inspire community-building through direct investment, community development expertise, and support to volunteers;
  - ii. Create well planned parks, open spaces and recreational facilities that meet the needs of the community are interspersed throughout the County;
  - iii. Provide residents opportunities to participate in meaningful public engagement opportunities;
  - iv. To diversify housing options to attract and retain residents of all generations within the community; and
  - v. Ensure resident access to programs, services and infrastructure that contribute to their wellbeing and quality of life opportunities for diversity, innovation and entrepreneurship;
- c. The Environment related Strategic Goals are:
  - i. To create a healthy landscape that sustains agriculture, wildlife and natural spaces;
  - ii. To promote environmental stewardship through resident participation community education; and
  - iii. Greenhouse gas emission reduction and energy efficiency improvement.

### **2. Function**

- g. The Committee will consider matters referred to it by:
  - i. Council;
  - ii. Administration;
  - iii. Residents; and
  - iv. the Committee.
- h. The Committee will make recommendations to Council Committee of the Whole that help achieve Council's annual strategic priorities for the Committee. The annual strategic priorities will be determined at Council's annual strategic planning session. The

Committee will provide advice to Administration regarding plans and concepts referred to it. The Committee may recommend changes to the Terms of Reference.

- i. The Committee will report through the Council Committee of the Whole 2 to 3 times per year.

### **3. Limitations**

- a. The Committee does not have the power to:
  - i. Enter into agreements;
  - ii. Spend money;
  - iii. Direct county employees; or
  - iv. Bind or obligate the County in any other manner.
- j. The Committee has an advisory role with no decision making authority.

### **4. Membership**

- a. The Committee may have up to 9 members, up to 3 of which may be Councillors.
- b. Councillors will be appointed annually at the Council Organizational Meeting.
- c. Other Members will be appointed by resolution of Council for a term not to exceed 4 years.
- d. Council will encourage applications from individuals with a diversity of experience and backgrounds. Individuals with experience or familiarity in areas including, but not necessarily limited to, youth and/or seniors organizations, the arts, environmental organizations, industry/business, earth sciences, agriculture or recreation will be encourage to apply.
- e. Members are not required to be a resident of Parkland County.
- f. Council may at its discretion, by resolution, revoke the appointment of any Member.
- g. Council may by resolution fill any vacancy that may arise during a term.
- h. Members will be required to read and adhere to the Code of Conduct, Workplace harassment and Health & Safety policies of Parkland County while acting as members of the Committee.

### **5. Meetings**

- a. Meetings will be open to the public and conducted in accordance with the Parkland County Meeting Procedure Bylaw 2015-06, except for as may be varied by this Terms of Reference.
- b. The Committee shall hold meetings 6 times per year, or as otherwise called by the Chairperson.

- c. At the first meeting in each calendar year the Committee will elect a Chairperson and Vice Chairperson from among the public members.
- d. A majority of the appointed Members will be quorum.
- e. The majority vote of those Members present at a meeting shall constitute a decision of the Committee.
- f. The Chief Administrative Officer will appoint an Administrative Representative to support the meetings of the Committee.

## Agricultural Service Board

### 1. Purpose

- a. Parkland County's Strategic Plan identifies Agriculture as a Strategic Priority Area. The purpose of this Board is to consider matters relating to Agriculture, its alignment with the Strategic Goals set out in the Strategic Plan, and advise Council of its recommendations. Further the Board serves as Parkland County's Agricultural Service Board (ASB) under the provisions of the *Agricultural Service Board Act* RSA 2000, c. A-10.
- b. The Agriculture related Strategic Goals are:
  - i. To engage with our agricultural community and post-secondary institutions to create opportunities for diversity, innovation and entrepreneurship; and
  - ii. To support the agricultural sector to create a strong, diverse and resilient industry.
- c. The Agricultural Service Board duties set out in the *Agricultural Service Board Act* RSA 2000, c. A-10 are:
  - i. To act as an advisory body and to assist Council and the Minister, in matters of mutual concern;
  - ii. To advise on and to help organize and direct weed and pest control and soil and water conservation programs;
  - iii. To assist in the control of animal disease under the *Animal Health Act*;
  - iv. To promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer.
  - v. To promote and develop agricultural policies to meet the needs of the municipality.
- d. The Board will be the appeal panel to determine appeals of inspector's notices, local authority's notices, and perform the duties of an appeal panel set out in the *Weed Control Act* SA 2008 c. W5.1. The Board, when sitting as the appeal panel, will not include the Councillor as a member of the appeal panel.
- e. The Board will be the committee to hear and determine appeals pursuant to the *Agricultural Pests Act* RSA 2000 c. A-8.
- f. The Board will be the appeal committee to hear and determine appeals pursuant to the *Soil Conservation Act* RSA c. S-15.
- g. The Board will hear and determine appeals pursuant to section 37 of the *Parkland County General Traffic Bylaw* No. 46-2006.

### 2. Function

- a. In its advisory role the Board will consider matters referred to it by:
  - i. Council;
  - ii. Administration;
  - iii. Residents;
  - iv. the Board;
- b. The Board will make recommendations to Council Committee of the Whole that help achieve Council's annual strategic priorities for the Board. The annual strategic priorities will be determined at Council's annual strategic planning session. The Board will provide advice to Administration regarding plans and concepts referred to it.
- c. The Board will report through the Council Committee of the Whole 2 to 3 times per year. The Committee may recommend changes to the Terms of Reference.
- d. In its appeal committee/appeal panel role the Board will hear and decide appeals in accordance with the particular Act or Bylaw.

### **3. Limitations**

- a. The Board does not have the power to:
  - i. Enter into agreements;
  - ii. Spend money;
  - iii. Direct county employees; or
  - iv. Bind or obligate the County in any other matter.

### **4. Membership**

- a. The Board may have up to 7 members, up to 3 of which may be Councillors.
- b. Councillors will be appointed annually at the Council Organizational Meeting.
- c. Other Members will be appointed by resolution of Council for a term not to exceed 4 years.
- d. Council will encourage applications from individuals with a diversity of experience and backgrounds. Individuals with experience or familiarity in agriculture areas including, but not necessarily limited to, beef, cereals/oil seeds, equine, horticulture, market garden/farm gate, and post-secondary education will be encouraged to apply.
- e. Members are not required to be a resident of Parkland County.
- f. Council may at its discretion, by resolution, revoke the appointment of any Member.
- g. Council may by resolution fill any vacancy that may arise during a term.
- h. Members will be required to read and adhere to the Code of Conduct, Workplace Harassment and Health & Safety policies of Parkland County while acting as members of the Board.

## **5. Meetings**

- a. Meetings will be open to the public and conducted in accordance with the Parkland County Meeting Procedure Bylaw 2015-06, except for as may be varied by this Terms of Reference.
- b. The Board shall hold meetings 6 times per year, or as otherwise called by the Chairperson.
- c. At the first meeting in each calendar year the Board will elect a Chairperson and Vice Chairperson from among the public members.
- d. A majority of the appointed Members will be quorum.
- e. The majority vote of those Members present at a meeting shall constitute a decision of the Board.
- f. The Chief Administrative Officer will appoint an Administrative Representative to support the meetings of the Board.