

**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. 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 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.

**Dissolution of Certain Committees**

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**

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

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

READ A THIRD TIME and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

SIGNED AND PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**SCHEDULE "A"**

**TERMS OF REFERENCE**

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