

SCHEDULE "A":**Village of Wabamun Council and Committees Bylaws for Repeal****Contents**

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LIST OF BYLAWS AND RATIONALE FOR REPEAL**1. Village of Wabamun Bylaw No. 20-82: Council Bylaw**

Parallel Parkland County Bylaw: N/A

Rationale for repeal: Legislative Services has determined that this bylaw is no longer needed as Wabamun Council no longer exists.

Bylaw document: not available.

2. Village of Wabamun Bylaw No. 14-2019: Council and Council Committee Code of Conduct Bylaw

Parallel Parkland County Bylaw: Parkland County Bylaw No. 2018-05: Council Code of Conduct

Rationale for repeal: Legislative Services has determined that this bylaw is no longer needed as Wabamun Council no longer exists.

Bylaw document: available at [Appendix A](#)

3. Village of Wabamun Bylaw No. 02-2004: Community Advisory Committee

Parallel Parkland County Bylaw: N/A

Rationale for repeal: As a creature of Wabamun Council this Wabamun Committee is no longer needed, and its empowering bylaw should be rescinded in Parkland County.

Bylaw document: not available.

4. Village of Wabamun Bylaw No. 10-2010: Community Advisory Committee

Parallel Parkland County Bylaw: N/A

Rationale for repeal: As a creature of Wabamun Council this Wabamun Committee is no longer needed, and its empowering bylaw should be rescinded in Parkland County.

Bylaw document: not available.

5. Village of Wabamun Bylaw No. 06-85: Economic Development Committee Bylaw

Parallel Parkland County Bylaw: N/A

Rationale for repeal: As a creature of Wabamun Council this Wabamun Committee is no longer needed, and its empowering bylaw should be rescinded in Parkland County.

Bylaw document: available at [Appendix B](#)

6. Village of Wabamun Bylaw No. 02-80: Electors Bylaw

Parallel Parkland County Bylaw: N/A

Rationale for repeal: This bylaw was the second passed in the newly created Village of Wabamun in 1980. It governs the electoral process in Wabamun. As Wabamun no longer has its own municipal election nor elected Council, this bylaw should be rescinded for Parkland County.

Bylaw document: not available.

7. Village of Wabamun Bylaw No. 05-2015: Playground Advisory Committee Bylaw

Parallel Parkland County Bylaw: N/A

Rationale for repeal: As a creature of Wabamun Council this Wabamun Committee is no longer needed, and its empowering bylaw should be rescinded in Parkland County.

Bylaw document: available at [Appendix C](#)

8. Village of Wabamun Bylaw No. 01-91: Recreation and Cultural Centre Study Committee Bylaw

Parallel Parkland County Bylaw: N/A

Rationale for repeal: As a creature of Wabamun Council this Wabamun Committee is no longer needed, and its empowering bylaw should be rescinded in Parkland County.

Bylaw document: available at [Appendix D](#)

9. Village of Wabamun Bylaw No. 02-89: Tourism Action Committee Bylaw

Parallel Parkland County Bylaw: N/A

Rationale for repeal: As a creature of Wabamun Council this Wabamun Committee is no longer needed, and its empowering bylaw should be rescinded in Parkland County.

Bylaw document: available at [Appendix E](#)

10. Village of Wabamun Bylaw No. 13-2018: Youth Council Advisory Committee Bylaw

Parallel Parkland County Bylaw: N/A

Rationale for repeal: As a creature of Wabamun Council this Wabamun Committee is no longer needed, and its empowering bylaw should be rescinded in Parkland County.

Bylaw document: available at [Appendix F](#)

11. Village of Wabamun Bylaw No. 13-2020: Rescinding Committees Bylaw

Parallel Parkland County Bylaw: N/A

Rationale for repeal: As a creature of Wabamun Council this Wabamun Committee is no longer needed, and its empowering bylaw should be rescinded in Parkland County.

Bylaw document: available at [Appendix G](#)

12. Village of Wabamun Bylaw No. 01-2012: The Municipal Administrator Bylaw

Parallel Parkland County Bylaw:

Parkland County Bylaw No. 2014-30: Chief Administrative Officer (CAO) Bylaw

Rationale for repeal: Legislative Services has determined that this bylaw should be rescinded as there is no longer a need for a Chief Administrative Officer for the Village of Wabamun nor its empowering bylaw.

Bylaw document: available at [Appendix H](#)

**APPENDIX A:
WABAMUN BYLAW NO. 14-2019: COUNCIL AND COUNCIL COMMITTEE CODE OF
CONDUCT BYLAW**



**BYLAW NO. 14-2019
OF THE
VILLAGE OF WABAMUN
IN THE PROVINCE OF ALBERTA**

A BYLAW of the Village of Wabamun in the Province of Alberta to establish a code of conduct for members of Council and Council Committees

WHEREAS, pursuant to section 146.1(1) of the Municipal Government Act, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS, pursuant to section 146.1(3) of the Municipal Government Act, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors];

AND WHEREAS, pursuant to section 153 of the Municipal Government Act, councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Village of Wabamun;

AND WHEREAS the establishment of a code of conduct for members of council and council committees is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council and council committees share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors and council committees;

NOW THEREFORE the Council of the Village of Wabamun, in the Province of Alberta, duly assembled, enacts as follows:

Short Title

- 1.1. This Bylaw may be referred to as the **“Council and Council Committee Code of Conduct Bylaw”**.

Definitions

- 2.1. In this Bylaw, words have the meanings set out in the Act, except that:

- (a) “Act” means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- (b) “Administration” means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the C.A.O.;
- (c) “C.A.O.” means the chief administrative officer of the Municipality, or their delegate;
- (d) “FOIP” means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
- (e) “Investigator” means Council or the individual or body established by Council to investigate and report on complaints;
- (f) “Member” means a member of Council and includes a councillor or the Mayor and includes members of council committees or other bodies established by Council who are not councillors or the Mayor;
- (g) “Municipality” means the municipal corporation of the Village of Wabamun.

Purpose and Application

- 3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

Representing the Municipality

- 4.1. Members shall:

- (a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
- (d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

Communicating on Behalf of the Municipality

- 5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.

- 5.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 5.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 5.4. No Member shall make a statement when they know that statement is false.
- 5.5. No Member shall make a statement with the intent to mislead Council or members of the public.
- 5.6. Communications from the municipality on Social Media shall be through official channels. Members are permitted to have their own professional social media accounts in addition to their personal pages.

Respecting the Decision-Making Process

- 6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 6.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.3. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

Adherence to Policies, Procedures and Bylaws

- 7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 7.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
- 7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

Respectful Interactions with Council Members, Staff, the Public and Others

- 8.1. Members shall 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.

- 8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 8.5. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 8.6. Members must not:
 - (a) involve themselves in matters of Administration, which fall within the jurisdiction of the C.A.O., as defined above;
 - (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
 - (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

Confidential Information

- 9.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
- 9.2. No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.
- 9.3. In the course of their duties, Members may also become privy to confidential information received outside of a 'closed session' meeting. Members must not:
 - (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
 - (b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
 - (c) use confidential information for personal benefit or for the benefit of any other individual or organization.

9.4. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:

- (a) the security of the property of the Municipality;
- (b) a proposed or pending acquisition or disposition of land or other property;
- (c) a tender that has or will be issued but has not been awarded;
- (d) contract negotiations;
- (e) employment and labour relations;
- (f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
- (g) law enforcement matters;
- (h) litigation or potential litigation, including matters before administrative tribunals; and
- (i) advice that is subject to solicitor-client privilege.

Conflicts of Interest

10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.

10.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.

10.3. Members shall approach decision-making with an open mind that is capable of persuasion.

10.4. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

Improper Use of Influence

11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.

11.2. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.

- 11.3. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

Use of Municipal Assets and Services

- 12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:
- (a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
 - (b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

Orientation and Other Training Attendance

- 13.1. Every Member must attend all orientation and other training organized at the direction of Council for the benefit of Members throughout the Council term.
- 13.2. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.
- 13.3. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed \$100.
- 13.4. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.
- 13.5. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.
- 13.6. Any person or Member who has identified or witnessed conduct by a Member that the person or Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
- (a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
 - (b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.

- 13.7. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

Formal Complaint Process

- 14.1. Any person or Any Member who has identified or witnessed conduct by a Member that the person or Member reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
- (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
 - (b) All complaints shall be addressed to the Investigator;
 - (c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
 - (d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
 - (e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
 - (f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
 - (g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
 - (h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
 - (i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

Compliance and Enforcement

- 15.1. Members shall uphold the letter and the spirit and intent of this Bylaw.

15.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.

15.3. No Member shall:

- (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
- (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.

15.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:

- (a) a letter of reprimand addressed to the Member;
- (b) requesting the Member to issue a letter of apology;
- (c) publication of a letter of reprimand or request for apology and the Member's response;
- (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
- (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
- (f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
- (g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
- (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- (i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

Review

16.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

Validity

17.1 This Bylaw shall come into force and effect on the final date of passing thereof.

17.2 That Bylaw 06-2018 is rescinded in its entirety upon the Third and Final Reading of this Bylaw.

READ A FIRST TIME IN COUNCIL THIS 16TH DAY OF APRIL, 2019.

READ A SECOND TIME IN COUNCIL THIS 16TH DAY OF APRIL, 2019.

READ A THIRD TIME AND FINALLY PASSED THIS 16TH DAY OF APRIL, 2019.

Signed by the CEO this date

CHIEF ELECTED OFFICIAL

Signed by the CAO this date

CHIEF ADMINISTRATIVE OFFICER

APPENDIX B:**WABAMUN BYLAW NO. 06-85: ECONOMIC DEVELOPMENT COMMITTEE BYLAW**

BY-LAW NO. 06-85
OF THE
VILLAGE OF WABAMUN
IN THE PROVINCE OF ALBERTA

A BY-LAW OF THE VILLAGE OF WABAMUN IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE APPOINTMENT OF AN ECONOMIC DEVELOPMENT COMMITTEE.

WHEREAS, *The Council of the Village of Wabamun deems it advisable and expedient to establish an Economic Development Committee,*

NOW THEREFORE, *the Municipal Council of the Village of Wabamun duly assembled enacts as follows:*

PART I - DEFINITIONS

1. a) "Committee" means and includes the Economic Development Committee of the Village of Wabamun.
- b) "Council" means the Council of the Municipality of the Village of Wabamun in the Province of Alberta.
- c) "Co-ordinator" means the co-ordinator of Economic Development for the Village of Wabamun and may include the Development Officer for the Village appointed by the Council pursuant to the Planning Act.
- d) "Village" means the Village of Wabamun.

PART II - APPOINTMENT/TERMS

1. The Committee to be known as the Wabamun Economic Development Committee is hereby established.
2. The Committee shall consist of five (5) voting members who shall be appointed by resolution of Council. The said Committee members shall consist of:
 - a) One (1) member of Council.
 - b) Two (2) members nominated by the Chamber of Commerce, one of whom shall be a resident of the Village.
 - c) The Village Administrator.
 - d) One (1) person from the public at large who is a resident of the Village.
3. All members shall be appointed at the annual Organizational Meeting of Council.
4. All members shall remain in office until their respective successors are appointed by Council.
5. Any member of the Committee may resign at any time upon sending written notice to the Co-ordinator. The date the resignation is received by the Co-ordinator shall be the effective date of resignation.
6. If any member of the Committee absents himself, without being authorized by resolution of the Committee to do so, from the meetings of the committee for three consecutive regular meetings, the Council may, upon the recommendation of the Committee, declare the office of such absent committee member to be vacant.
7. The Council may remove any member of the Committee from malfeasance in office, or any other good and sufficient cause.

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PART III - PROCEEDINGS

1. Annually, during the month of November, the Committee shall hold a meeting at which time a Chairman and Vice-Chairman shall be selected for the ensuing year.
2. Meetings of the Committee shall be held on a regular basis at a time to be set by resolution of the Committee, at least once every three months, and at such other time as deemed necessary.
3. A quorum for regular and special meetings of the Committee shall be three members.
4. Special meetings may be called by the Chairman.
5. The Chairman, when present, and every committee member shall vote on every matter unless, in a specific case, the Chairman or any member is excused by resolution of the committee from voting.
6. Neither the Committee or any member thereof, shall have the power to pledge the credit of the Village in connection with any matters whatsoever, nor shall the said Committee, or any member thereof, have any power to authorize any expenditure charged against the Village.
7. Remuneration of the members of the Committee may be established by resolution of Council.

PART IV - CO-ORDINATOR

1. The office of Co-ordinator of the Wabamun Economic Development Committee is hereby established.
2. The Co-ordinator shall be the Village Administrator.
3. The Co-ordinator shall:
 - a) Notify all members and advisors of the Committee of the holding of any regular or special meetings.
 - b) Keep proper and accurate minutes of the proceedings of all meetings which shall be retained in the Village Office.
 - c) Maintain all records and correspondence that is relevant to the Board.
 - d) Carry out such other administrative duties as the Committee may require.

PART V - DUTIES OF THE COMMITTEE

1. The Committee shall be responsible for preparing for consideration of Council an Economic Development Plan for the Village of Wabamun, and for recommending to Council such amendments as should from time to time be required.
2. Annually, before the 31st day of December, the Committee shall submit to Council a written statement showing in reasonable form and detail, expenditures proposed to be made by the Committee during the next following year with respect to all matters over which the Committee has jurisdiction.
3. Within the budget approved by Council, the Committee shall carry out a program for the promotion of the goals and objectives of the Economic Development Plan.

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PART VI - GENERAL

1. This By-Law shall come into force and have effect upon final passing thereof.
2. By-Law No. 02-82 is hereby repealed.

READ A FIRST TIME IN COUNCIL THIS 7TH DAY OF OCTOBER A.D. 1985.

READ A SECOND TIME IN COUNCIL THIS 7TH DAY OF OCTOBER A.D. 1985.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 7TH DAY OF
OCTOBER A.D., 1985.



MAYOR



ADMINISTRATOR

EAP:smr

APPENDIX C:**WABAMUN BYLAW NO. 05-2015: PLAYGROUND ADVISORY COMMITTEE BYLAW**

Playground Advisory Committee Bylaw 05-2015

BEING A BYLAW OF THE VILLAGE OF WABAMUN IN THE PROVINCE OF ALBERTA TO ESTABLISH A COMMITTEE TO ADVISE COUNCIL ON ISSUES RELATING TO PLAYGROUNDS WITHIN THE MUNICIPALITY

WHEREAS under the authority of the Municipal Government Act RSA 2000, Chapter M-26, as amended from time to time, authorizes the Council to pass, repeal, or amend any Bylaw; AND

WHEREAS under the provisions of the Municipal Government Act R.S.A. 2000, Section 145 and any amendments thereto, a council may pass bylaws in relation to (a) the establishment and functions of council committees and (b) the procedure and conduct of council committees and the conduct of members of council committees established by the council AND

WHEREAS under the provisions of the Municipal Government Act R.S.A. 2000, and any amendments thereto, under Section 146 a council committee may consist (b) of a combination of councillors and other persons AND

WHEREAS Council deems it in the best interest of the municipality to form a committee to advise council on issues relating to playgrounds in the community

NOW THEREFORE the Council of the Village of Wabamun duly assembled hereby enacts as follows:

1. Short Title

This Bylaw may be cited as the "Playground Advisory Committee Bylaw."

2. Definitions

- A. Council - the Municipal Council of the Village of Wabamun
- B. Committee – Playground Advisory Committee
- C. Village - the Village of Wabamun or its duly authorized representative(s)

3. Role and Objectives

This is a Special Purpose Committee, convened by the Village Council to provide recommendations to Council and to facilitate collaboration between Council and the community in the long-term planning and development of Council's playgrounds. The committee's role will be to:

- Provide recommendations to Council on the number of playgrounds in the community
- Provide recommendations to Council on the location of playgrounds in the community including a list of priority locations in numbered order from highest priority to lowest
- Provide recommendations to Council on priorities for equipment replacement or equipment installation, this may include playground equipment, benches, picnic tables etc. with consideration given to budgetary restrictions

The role of this Committee is purely advisory to Council and the committee may not commit Council resources. Employees of the municipality are not subject to the direction of the Advisory Committee or any of its members.

4. Management

A. Membership of Committee

The Committee shall consist of: one (1) council representative (to be appointed by Council), up to three (3) adult public members at large and up to two (2) youth members (under 18 years of age) all from the Village of Wabamun, to be appointed by Council, except as allowed for in the MGA section 154(2). The public members shall serve on the Committee in a voluntary capacity. The Committee shall meet a minimum of once per calendar month (or more as desired) on a date and time agreed to by majority of members present at the first committee meeting.

B. Selection of Officers

At the first meeting of the Committee, to be called by the Village C.A.O., prior to any discussions or business being considered a slate of officers shall be selected. They will include a Chair Person, Vice Chair Person and Secretary for the Committee. None of these positions shall be held by the appointed member of Village Council. The floor will be opened to nominations for each position. The nominee(s)

must agree to accept the nomination. Should there be more than one nominee for each position a secret ballot shall be held to determine the position.

C. Absence from Meetings

A Committee member absent from three (3) consecutive Committee meetings without approval of the Committee shall forfeit his/her place on the Committee.

D. Resignation from the Committee

Any member of the Committee may, by notice in writing addressed to the Council, resign his/her position as a member.

E. Notification of Vacancies

The Chair Person shall notify the Council through the Village C.A.O. promptly of any vacancy occurring in its membership, whether it is through death, absence or resignation.

F. Public Participation

The committee must give at least 24 hours' notice of a committee meeting to both (a) to the members of the committee, and (b) to the public.

- Method of giving notice - Notice of a committee meeting is deemed to have been given to a member of a committee if the notice is delivered to an adult person at the member's home or place of business. Notice of a committee meeting to the public is sufficient if the notice is advertised a minimum of 24 hours in advance on the village web site under events.
- the committee must conduct their meetings in public unless except that they may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act. When a meeting is closed to the public, no resolution may be passed at the meeting, except a resolution to revert to a meeting held in public.
- Everyone has a right to be present at committee meetings conducted in public unless the person chairing the meeting expels a person for improper conduct

5. Duties of Members

A. Chair Person

The duties of the Chairperson are to:

- Direct meetings according to the Committee Terms of Reference and agenda presented
- Facilitate the discussion of items on the agenda in a timely manner
- Ensure all committee members have the opportunity to participate in the meetings
- Coordinate with the Secretary in developing committee meeting agendas and ensure minutes from previous meetings are formally approved or amended and approved
- Ensure meeting discussions are limited to one member at a time and that all motions, questions or comments from those attending meetings, whether they are committee members or members of the public, are directed through the Chair Person in order to maintain proper meeting decorum
- Act as spokesperson for the committee and ensure Council is made aware of all committee recommendations in a timely manner

B. Vice Chair Person

The duties of the Vice Chair Person are to:

- act as Chair Person in the absence of the Chair Person

C. Secretary

The duties of the Secretary are to:

- Coordinate with the Chair Person in developing committee meeting agendas
- Ensure all committee members present at meetings have a hard copy agenda to work from
- Record and prepare the minutes of the committee meetings in a succinct fashion, recording motions only, not comments and ensuring all members present are given a copy of those minutes
- Maintain a record of attendance for committee members and those of the public should they attend

D. Members

The duties of the members are to:

- Attend and participate in meetings
- Work co-operatively with other members in achieving the objectives of the Committee.
- Contribute advice, ideas and suggestions relating to items on the agenda.

- Show respect for their peers, Councillors, staff and others during the process.

6. Meetings

- A quorum shall be comprised of no less than three (3) adult members. A scheduled meeting must be adjourned if a quorum is not present within half an hour after the time designated for the holding of the meeting, or at any time during the meeting. In either case, the meeting must be adjourned to a time, date and place fixed by the Chairperson, or, in his or her absence, by the Vice Chair Person
- each member of the Committee shall have one vote and decisions of the Committee shall be by simple majority of the quorum present. In the event of a tie vote the motion is defeated. Only appointed members of the committee have voting rights
- The meeting agendas shall contain, in this order, approval of agenda, approval of minutes of previous meeting, business arising from the minutes, new business, member reports and adjournment. Additional items may be added at the committee's discretion

7. Communications

- As this committee is advisory to Council, the publication of information relating to the committee and recommendations from the committee will be at the sole discretion of Council

8. Dissolution

- This Committee shall provide Council with a formal recommendation by January 15, 2016 unless otherwise authorized by Council. Dissolution of the committee will be at Council's discretion

9. Severance

- If any provision herein is found to be invalid for any reason then that provision shall be severed from the remainder of this Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.

10. Validity

- Upon third and final reading of this bylaw, Bylaw 04-2015 is hereby repealed. This Bylaw shall come into force and effect with passing of third reading

READ A FIRST TIME IN COUNCIL THIS 6th DAY OF OCTOBER 2015 READ A SECOND TIME IN COUNCIL THIS 6th DAY OF OCTOBER 2015 READ A THIRD TIME IN COUNCIL THIS 6th DAY OF OCTOBER 2015

SIGNED BY THE CEO THIS DATE

CHIEF ELECTED OFFICIAL

SIGNED BY THE CAO THIS DATE

CHIEF ADMINISTRATIVE OFFICER

APPENDIX D:**WABAMUN BYLAW NO. 01-91: RECREATION AND CULTURAL CENTRE STUDY COMMITTEE BYLAW**

BY-LAW NO. 01-91

OF THE

VILLAGE OF WABAMUN

IN THE PROVINCE OF ALBERTA

A BY-LAW OF THE VILLAGE OF WABAMUN IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE APPOINTMENT OF A RECREATION & CULTURAL CENTRE STUDY COMMITTEE.

WHEREAS, The Council of the Village of Wabamun deems it advisable and expedient to establish a Recreation & Cultural Centre Study Committee,

NOW THEREFORE, the Municipal Council of the Village of Wabamun duly assembled enacts as follows:

PART I - DEFINITIONS

1. a) "Committee" means and includes the Recreation & Cultural Centre Study Committee of the Village of Wabamun.
- b) "Council" means the Council of the Municipality of the Village of Wabamun in the Province of Alberta.
- c) "Village" means the Village of Wabamun.

PART II - APPOINTMENT

1. The Committee to be known as the Recreation & Cultural Centre Study Committee is hereby established.
2. The Committee shall consist of six (6) voting members who shall be appointed by resolution of Council. The said Committee members shall consist of:
 - a) Three (3) members of Council.
 - b) Three (3) members of the Wabamun Recreation Board.

PART III - PROCEEDINGS

1. The Committee shall hold a meeting at which time a Chairman and Vice-Chairman shall be selected for the ensuing year.
2. Meetings of the Committee shall be held on a regular basis at a time to be set by resolution of the Committee, and at such other time as deemed necessary.
3. A quorum for regular and special meetings of the Committee shall be four members.
4. Special meetings may be called by the Chairman.
5. The Chairman, when present, and every committee member shall vote on every matter unless, in a specific case, the Chairman or any member is excused by resolution of the committee from voting.
6. Neither the Committee or any member thereof, shall have the power to pledge the credit of the Village in connection with any matters whatsoever, nor shall the said Committee, or any member thereof, have any power to authorize any expenditure charged against the Village.
7. Members of the Committee shall serve without remuneration for attending meetings of the Committee.

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 By-Law No. 01-91
 Village of Wabamun
 In The Province of Alberta

PART IV - COMMITTEE SECRETARY


1. The office of Secretary of the Recreation & Cultural Centre Study Committee is hereby established.
2. The Secretary shall be the Village Administrator, or such other person appointed by the Committee.
3. The Secretary shall:
 - a) Notify all members and advisors of the Committee of the holding of any regular or special meetings.
 - b) Keep proper and accurate minutes of the proceedings of all meetings which shall be retained in the Village Office.
 - c) Maintain all records and correspondence that is relevant to the Committee.
 - d) Carry out such other administrative duties as the Committee may require.

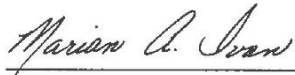
PART V - DUTIES OF THE COMMITTEE

1. The Committee shall be responsible for preparing for consideration of Council such reports, studies and other information as may be deemed necessary regarding the construction, operation and maintenance of a Recreation & Cultural Centre in the Village of Wabamun.

PART VI - GENERAL

1. This By-Law shall come into force and have effect upon final passing thereof.
- READ A FIRST TIME IN COUNCIL THIS 4th DAY OF MARCH A.D. 1991.
- READ A SECOND TIME IN COUNCIL THIS 4th DAY OF MARCH A.D. 1991.
- READ A THIRD TIME AND FINALLY PASSED THIS 4th DAY OF MARCH A.D. 1991.


 MAYOR


 ADMINISTRATOR'S ASST.

EAP:mai

APPENDIX E:**WABAMUN BYLAW NO. 02-89: TOURISM ACTION COMMITTEE BYLAW****VILLAGE OF WABAMUN****IN THE****PROVINCE OF ALBERTA****BY-LAW NO. 02-89****A BY-LAW OF THE VILLAGE OF WABAMUN TO ESTABLISH A TOURISM ACTION COMMITTEE.**

- WHEREAS,** *the Council of the Village of Wabamun desires to promote, expand and enhance Tourism Development in the Village of Wabamun,*
- AND WHEREAS,** *the Council considers it expedient to establish such a Committee;*
- NOW THEREFORE,** *the Council of the Village of Wabamun duly assembled enacts:*

Part I - Definitions

- I. "Committee" shall mean and include the TOURISM ACTION COMMITTEE of the Village of Wabamun.

"Secretary" shall mean the Secretary of the TOURISM ACTION COMMITTEE for the Village of Wabamun.

"Chamber of Commerce" means the Wabamun and District Chamber of Commerce.

Part II - Appointments/Terms

- II. A Committee to be known as the Village of Wabamun TOURISM ACTION COMMITTEE is hereby established in and for the Village of Wabamun.
- III. The Committee shall consist of not less than 6 and not more than 9 voting members who shall be appointed by resolution of the Council. The said members should be selected from such organizations and businesses as:

Chamber of Commerce
 Tourist Zone
 Council
 Service Station Operators
 Economic Development Board
 Hotel/Motel Operators
 Restaurant Operators
 Service Clubs
 Historical Society
 Municipal Administration
 Youth Group
 Recreation Board
 General Public

The Tourist Zone Manager may serve as a non-voting Advisor to the Committee along with other local resource people who may be of assistance.

- IV. The Committee members appointed shall serve for the following terms:
- a. Members of Council and its Administration shall be appointed annually at the Organizational Meeting of Council.



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 Village of Wabamun
 In The
 Province of Alberta
 By-Law No. 02-89

- b. All other members shall hold office for 3 years provided that on the first appointment Council shall designate members who shall hold office:
 - i) Until the first day of November following the date of appointment,
 - ii) Until the first day of November of the second year following the date of appointment; and
 - iii) Until the first day of November of the third year following the date of appointment respectively so that as nearly as possible 1/3 of such members shall retire each year after the initial two years of operation. The term of any member shall not exceed six consecutive years.
- V. All members shall remain in office until their respective successors are appointed by Council.
- VI. If any member of the Committee shall be absent from three consecutive regular meetings, the Council may, upon recommendation of the Committee, declare the office of such absent Committee member to be vacant.
- VII. The Council may remove any member of the Committee for malfeasance in office, or any other good and sufficient cause.

Part III - Proceedings

- VIII. Annually, during the month of November, the Committee shall hold a meeting at which time a Chairman shall be selected for the ensuing year.
- IX. Meetings of the Committee shall be held on a regular basis at a time to be set by resolution of the Committee, at least once every three months, and at such other times as deemed necessary.
- X. A quorum for regular and special meetings of the Committee shall be one more than one half of the members, one of whom must be the Chairman.
- XI. Special meetings may be called by the Chairman.
- XII. Meeting procedures shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Roberts Rules of Order, newly revised.
- XIII. Neither the Committee nor any member thereof, shall have the power to pledge the credit of the municipality in connection with any matters whatsoever, nor shall the said committee, or any member thereof, have any power to authorize any expenditure charged against the Village of Wabamun.

Part IV - Secretary of the TOURISM ACTION COMMITTEE

- XIV. There shall be a Secretary who shall assist the Committee.
- XV. The Secretary shall be a member of the Committee.
- XVI. The Secretary shall:



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 Village of Wabamun
 In The Province of Alberta
 By-Law No. 02-89

- a. Notify all members and advisors of the Committee of the holding of any regular or special meetings.
- b. Keep proper and accurate minutes of the proceedings of all meetings which shall be retained in the Municipal Office.
- c. Maintain all records and correspondence that are relevant to the Committee.
- d. Carry out such other administrative duties as the Committee may require.

Part V - Duties of the Committee

- XVII. The Committee shall be responsible for preparing, for the consideration of Council, a TOURISM ACTION PLAN for the Village of Wabamun and for recommending to Council such changes as should from time to time be required.
- XIX. Annually, before the 31st day of December, the Committee shall submit to the Council a written annual report together with a statement showing in reasonable form and detail, expenditures proposed to be made by the Committee during the next year with respect to all matters over which the Committee has jurisdiction.
- XX. Within the budget approved by Council, the Committee shall carry out a program for the promotion of the goals and objectives of the TOURISM ACTION PLAN.

READ A FIRST TIME THIS 6th DAY OF FEBRUARY A.D., 1989.

READ A SECOND TIME THIS 20th DAY OF FEBRUARY A.D., 1989.

READ A THIRD TIME AND PASSED IN COUNCIL THIS 20th DAY OF
 FEBRUARY A.D. 1989.



MAYOR



ADMINISTRATOR

EAP:mai

APPENDIX F:**WABAMUN BYLAW NO. 13-2018: YOUTH COUNCIL ADVISORY COMMITTEE BYLAW**

Youth Council Advisory Committee Bylaw 13-2018

BEING A BYLAW OF THE VILLAGE OF WABAMUN IN THE PROVINCE OF ALBERTA TO ESTABLISH A COMMITTEE TO ADVISE COUNCIL ON ISSUES RELATING TO YOUTH PRIORITIES WITHIN THE MUNICIPALITY

WHEREAS under the authority of the Municipal Government Act RSA 2000, Chapter M-26, as amended from time to time, authorizes the Council to pass, repeal, or amend any Bylaw; AND

WHEREAS under the provisions of the Municipal Government Act R.S.A. 2000, Section 145 and any amendments thereto, a council may pass bylaws in relation to (a) the establishment and functions of council committees and (b) the procedure and conduct of council committees and the conduct of members of council committees established by the council AND

WHEREAS under the provisions of the Municipal Government Act R.S.A. 2000, and any amendments thereto, under Section 146 a council committee may consist (b) of a combination of councillors and other persons AND

WHEREAS Council deems it in the best interest of the municipality to form a committee to advise council on issues relating to youth in the community

NOW THEREFORE the Council of the Village of Wabamun duly assembled hereby enacts as follows:

1. Short Title

This Bylaw may be cited as the "Youth Council Advisory Committee Bylaw."

2. Definitions

- A. Council - the Municipal Council of the Village of Wabamun
- B. Committee – Youth Council Advisory Committee
- C. Village - the Village of Wabamun or its duly authorized representative(s)

3. Role and Objectives

A. Objectives - To work collectively to ensure that the needs of Wabamun's youth are recognized and met

B. Roles

- i. Youth Representatives Role:
 - a. Involve youth to ensure representation of youth perspectives.
 - b. Act as a youth liaison with the municipal authorities.
 - c. Promote community awareness of youth services.
- ii. Council Representatives Role:
 - a. To report actions of the Committee to Village Council.
- iii. Reports are made to Council via:
 - a. Minutes as information items or
 - b. Delegation presentations at Council meetings or
 - c. Village Council representatives' reports during the "Committee Reports" item at Regular Council Meetings.

4. Management

A. Membership of Committee

- i. The Committee shall consist of 8 members:
 - 1 Village Council Representative (non-voting)
 - Seven (7) Youth representatives (age 11-17)
- ii. Youth representatives will be selected annually with a term appointment from November 1 to October 31 of the following year. Committee application forms shall be made available at the Wabamun School and Village Office. Election and application deadline dates shall be set by Village council via resolution. Village Council shall appoint members to the committee at the regular meeting of Council following the annual organizational meeting.

- iii. The FCSS Program Coordinator will provide administrative support to the Committee and will assist the Recording Secretary for the committee.
- iv. The Committee shall meet a minimum of once per calendar month (or more as desired) on a date and time agreed to by majority of members present at the first committee meeting.

B. Selection of Officers

- i. At the first meeting of the Committee, to be called by the Village Council representative, prior to any discussions or business being considered, a slate of officers shall be selected. They will include a Chair Person, Vice Chair Person and secretary. Neither of these positions shall be held by the appointed member of Village Council. The floor will be opened to nominations for each position. The nominee(s) must agree to accept the nomination. Should there be more than one nominee for each position a secret ballot shall be held to determine the position.

C. Absence from Meetings

- i. A committee member absent from three (3) consecutive committee meetings without approval of the committee shall forfeit his/her place on the committee.

D. Resignation from the Committee

- i. Any member of the committee may, by notice in writing addressed to the Council, resign his/her position as a member.

E. Notification of Vacancies

- i. The Chair Person shall notify the Council through the FCSS Program coordinator promptly of any vacancy occurring in its membership, whether it is through death, absence or resignation.

F. Public Participation

- i. The committee must give at least 24 hours' notice of a committee meeting to both (a) to the members of the committee, and (b) to the public.

- ii. Method of giving notice - Notice of a committee meeting is deemed to have been given to a member of a committee if the notice is delivered to an adult person at the member's home or place of business. Notice of a committee meeting to the public is sufficient if the notice is advertised a minimum of 24 hours in advance on the village web site under events.
- iii. The committee must conduct their meetings in public unless except that they may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act. When a meeting is closed to the public, no resolution may be passed at the meeting, except a resolution to revert to a meeting held in public.
- iv. Everyone has a right to be present at committee meetings conducted in public unless the person chairing the meeting expels a person for improper conduct

5. Duties of Members

A. Chair Person

- i. The duties of the Chairperson are to:
 - Direct meetings according to this bylaw and agenda presented
 - Facilitate the discussion of items on the agenda in a timely manner
 - Ensure all committee members have the opportunity to participate in the meetings
 - Coordinate with the Secretary in developing committee meeting agendas and ensure minutes from previous meetings are formally approved or amended and approved
 - Ensure meeting discussions are limited to one member at a time and that all motions, questions or comments from those attending meetings, whether they are committee members or members of the public, are directed through the Chair Person in order to maintain proper meeting decorum
 - Act as spokesperson for the committee and ensure Council is made aware of all committee recommendations in a timely manner

B. Vice Chair Person

- i. The duties of the Vice Chair Person are to act as Chair Person in the absence of the Chair Person

C. Secretary

- i. The duties of the Secretary are to:
 - Coordinate with the Chair Person and FCSS coordinator in developing committee meeting agendas
 - Ensure all committee members present at meetings have a hard copy agenda to work from
 - Record and prepare the minutes of the committee meetings in a succinct fashion, recording motions only, not comments and ensuring all members present are given a copy of those minutes
 - Maintain a record of attendance for committee members and those of the public should they attend

D. Members

- i. The duties of the members are to:
 - Attend and participate in meetings
 - Work co-operatively with other members in achieving the objectives of the Committee.
 - Contribute advice, ideas and suggestions relating to items on the agenda.
 - Show respect for their peers, Councillors, staff and others during the process.

6. Meetings

- i. A quorum shall be comprised of no less than three youth members. A scheduled meeting must be adjourned if a quorum is not present within half an hour after the time designated for the holding of the meeting, or at any time during the meeting. In either case, the meeting must be adjourned to a time, date and place fixed by the Chairperson, or, in his or her absence, by the Vice Chair Person
- ii. Each youth member of the Committee shall have one vote and decisions of the Committee shall be by simple majority of the quorum present. In the event of a tie vote the motion is defeated. Only elected youth members of the committee have voting rights
- iii. The meeting agendas shall contain, in this order, approval of agenda, approval of minutes of previous meeting, business arising from the minutes, new business, member reports and adjournment. Additional items may be added at the committee's discretion

7. Dissolution

- i. Dissolution of the committee will be at Council's discretion

8. Severance

- i. If any provision herein is found to be invalid for any reason then that provision shall be severed from the remainder of this Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.

9. Validity

- i. With passage of this bylaw, Bylaw 02-2017 is hereby repealed.
- ii. This Bylaw shall come into force and effect with passing of third reading

READ A FIRST TIME IN COUNCIL THIS 20TH OF NOVEMBER, 2018 READ A SECOND TIME IN COUNCIL THIS 20TH OF NOVEMBER, 2018 READ A THIRD TIME IN COUNCIL THIS 20TH OF NOVEMBER, 2018

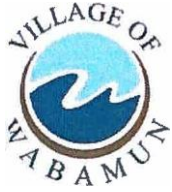
SIGNED BY THE CEO THIS DATE

CHIEF ELECTED OFFICIAL

SIGNED BY THE CAO THIS DATE

CHIEF ADMINISTRATIVE OFFICER

APPENDIX G:
WABAMUN BYLAW NO. 13-2020: RESCINDING COMMITTEES BYLAW



BYLAW NO. 13-2020

**BEING A BYLAW OF THE VILLAGE OF WABAMUN, IN THE PROVINCE OF ALBERTA, TO
 RESCIND BYLAW NO. 12-2018 FCSS COMMITTEE AND BYLAW NO. 05-2019
 PHYSICIAN AND HEALTH CARE PROFESSIONAL RECRUITMENT AND
 RETENTION COMMITTEE**

WHEREAS section 63 of the Municipal Government Act, RSA 200, c.M-26 provides for the revision of bylaws, including the rescinding of bylaws;

NOW THEREFORE the Council of the Village of Wabamun, in the Province of Alberta, duly assembled and under the authority of the MGA as amended, enacts as follows:

That Bylaw No. 12-2018, FCSS Committee, and Bylaw No. 05-2019, Physician and Health Care Professional Recruitment and Retention Committee be rescinded on the date this Bylaw comes into force. This Bylaw shall come in force upon the date of its third and final reading.

READ A FIRST TIME IN COUNCIL THIS 15th DAY OF DECEMBER, 2020

READ A SECOND TIME IN COUNCIL THIS 15th DAY OF DECEMBER, 2020

PRESENTED FOR UNANIMOUS CONSENT TO PROCEED TO THIRD AND FINAL READING THIS 15th DAY OF DECEMBER, 2020

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 15th DAY OF DECEMBER, 2020

December 18, 2020

Signed by the CEO this date

CS
 CHIEF ELECTED OFFICIAL

December 18/20.

Signed by the CAO this date

[Signature]
 CHIEF ADMINISTRATIVE OFFICER

**APPENDIX H:
WABAMUN BYLAW NO. 01-2012: THE MUNICIPAL ADMINISTRATOR BYLAW**

**BYLAW NO. 01-2012
OF THE VILLAGE OF WABAMUN
IN THE PROVINCE OF ALBERTA**

**A BYLAW OF THE VILLAGE OF WABAMUN IN THE PROVINCE OF ALBERTA TO ESTABLISH THE POSITION
OF CHIEF ADMINISTRATIVE OFFICER FOR THE VILLAGE OF WABAMUN**

WHEREAS the Municipal Government Act R.S.A. 2000, as amended or repealed and replaced from time to time, requires that a Chief Administrative Officer be appointed by the Municipal Council and outlines the general duties and responsibilities of the position of the Chief Administrative Officer

NOW THEREFORE, the Municipal Council of the Village of Wabamun deems it proper and expedient to establish the position of the Municipal Administrator and to define the duties, responsibilities and authority of the position, thereby, duly assembled enact the following:

- 1. SHORT TITLE:** This Bylaw may also be known as "The Municipal Administrator Bylaw".
- 2. DEFINITIONS:**
 - a) "Chief Administrative Officer": herein referred to as the Administrator
 - b) "Council": the Municipal Council of the Village of Wabamun and herein referred to as Council
 - c) "Municipal Government Act": herein referred to as the Act
 - d) "Village": the Village of Wabamun and herein referred to as Village
- 3. APPOINTMENT:**
 - a) Council hereby establishes the position of Chief Administrative Officer and the individual appointed to this position shall have the title of the Village of Wabamun Municipal Administrator and shall be addressed and recognized as the Municipal Administrator and/or Village Administrator and/or CAO.
 - b) Council may by resolution appoint an individual to the position of Municipal Administrator and establish the terms and conditions of the Administrator's employment in an Employment Agreement.
 - c) Council shall by resolution appoint an Acting or Interim Administrator who shall serve during the illness, absence, or other incapacity of the appointed Administrator only when an employee has not been duly appointed by the Administrator prior to their leave. The Acting or Interim Administrator shall be bound by the same Bylaws and Policies as the

appointed Administrator and shall have the same powers, duties and functions of a Designated Officer under the Act or any other Act.

4. RESPONSIBILITIES:

a) In addition to the powers, duties and functions given the Chief Administrative Officer under the Act or any other Act, Council authorizes the Administrator to:

- i. develop practices and procedures for the purpose of establishing an efficient and workable administrative structure in the operations of the Village, including the establishing, merging, dividing, and eliminating of departments and establishing a managerial hierarchy and the administrative and reporting practices and procedures, provided it is in keeping with provisions of this Bylaw and is consistent with the Act or any other Act of the Province of Alberta.

BYLAW NO. 01-2012 Page
two continued:

- ii. establish practices and procedures for hiring all employees of the Village to carry out the powers, duties and functions delegated to these employees through the job description or assigned role;
- iii. supervise, hire, terminate, discipline, evaluate, demote, promote, transfer and direct all employees of the Village and to enter into Employment Agreements with employees of the Village; iv. direct, supervise and review all departments of the Village;
- v. prepare and submit estimates of revenue and expenditures for all operational departments of the Village to Council for the consideration and approval of the Annual Operational Budget;
- vi. annually bring forth estimates of revenue and expenditures for capital programs and/or projects for Council's consideration and approval of the Annual Capital Budget OR from time to time as required by administration or as directed by Council, in addition to the Annual Capital Budget, for Council's consideration and approval by motion; vii. ensure the Bylaws and Policies of the Village are reviewed periodically and bring forth to Council's attention any applicable Bylaws, Policies and/or programs as may be necessary and/or desirable to carry out the powers, duties and functions of the Administrator position in the Village;
- viii. review all requests of any person to obtain information in the possession of the Village and to provide such information in accordance with the Freedom of Information and Privacy Act; ix. conduct a census as and when approved by a motion of Council and submit population affidavits in accordance with the requirements of the Act;

- x. provide certification of notices, decisions, documents and any other certificates or statutory declarations as provided for or required by the Act;
- xi. close any road(s) temporarily at any time that a construction or maintenance project may create a hazard or cause safety concerns; a motion of Council to close the road to meet a private or public need for the benefit of the municipality is required, if time allows
- xii. determine the format of the notices and other operational forms including, but not limited to, Violation Tags, emergency signage, etc. as required to administer the Bylaws and Policies of the Village.

5. PURCHASING AGENT:

- a) The Administrator shall be the Chief Purchasing Agent of the Village with the authority for entering into Agreements and Contracts and/or the expenditure of municipal funds whereas such Agreements, Contracts and/or expenditures have been approved by Council either in the Budget, Bylaw, Policy, or Motion.
- b) The Administrator shall have the authority to delegate spending authority to personnel responsible for a specific department or project and that authority shall not exceed the amounts allocated to that department in the Budget approved by Council.
- c) The Administrator shall have the authority to proceed with a Capital Project as approved by Council either in the Budget or Motion and this includes, but is not limited to, grant application, tendering, evaluation, recommendation of rewarding, securing of contractors, professional consultants, engineers, and other appropriate and required personnel as and when needed, to bring a Project to fruition and make payment within the scope and timeline as approved

BYLAW NO. 01-2012 Page
three continued:

- d) The Administrator or an individual appointed by the Administrator as an authorized delegate, has the authority to enter into a joint purchasing contract with other levels of government, business and industry, when service, price and/or quality advantages are beneficial for the Village and has been approved by Council either in the Budget, Bylaw, Policy, or Motion.

6. DELEGATION BY ADMINISTRATOR:

- a) The Administrator is hereby authorized to establish such limited administrative committees as is deemed necessary for the proper and efficient administration of the Village's business. Such committee or committees may be used for coordination of daily operations as well as for the provision of information to Council.
- b) The Administrator is accountable to Council for the exercise of all powers, duties and functions.
- c) Council must provide the Administrator with an annual written performance evaluation as per the Act.

7. ORGANIZATION:

- a) The organizational chart hereby approved by the Council of the Village of Wabamun is attached as Appendix A and forms part of this Bylaw.
- b) Except for the purpose of an emergency, the Village Council shall deal with and bring forth any matters of concern or question to the Administrator and through the Administrator shall ensure that their directives, Bylaws, Policies, Budget, or Council Motion are carried out through the office of the Administrator.

8. GENERAL:

- a) If any provision of the Bylaw is deemed invalid, then such provision shall be severed and the remaining Bylaw shall be maintained.
- b) Any other sections of Bylaws or Policies that conflict with this Bylaw shall have that certain section severed and the remainder of the Bylaw reviewed and amended as and where necessary.
- c) This Bylaw shall have force and effect on the date of the third and final reading and hereby rescinds Bylaw 05-98, Bylaw 01-2010 and Policy No. A:1

READ A FIRST TIME IN COUNCIL THIS 28TH DAY OF FEBRUARY 2012.

READ A SECOND TIME IN COUNCIL THIS 28TH DAY OF FEBRUARY 2012.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 27TH DAY OF MARCH 2012.

SIGNED BY THE CEO THIS DATE

CHIEF ELECTED OFFICIAL

SIGNED BY THE CAO THIS DATE

MUNICIPAL ADMINISTRATOR