

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1055, 2020
THE GENERAL COMMITTEES BYLAW

BEING a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta, to establish a General Committees Bylaw.

WHEREAS Section 145(a) of the *Municipal Government Act*, RSA 2000, c. M-26, provides that Council may pass bylaws to establish and outline the functions of council committees and other bodies;

AND WHEREAS Section 145(b) of the *Municipal Government Act* provides that Council may pass a bylaw to establish the procedures to be followed by council committees and other bodies established by Council;

NOW THEREFORE the Council of the Municipality of Crowsnest Pass in the Province of Alberta, duly assembled, enacts as follows:

1. Short Title

1.1 This Bylaw may be cited as the “General Committees Bylaw”.

2. Definitions

2.1 Unless otherwise specified, words used in this Bylaw have the same meaning as defined in the *Municipal Government Act* and regulations.

2.2 In this Bylaw,

- (a) “**Act**” means the *Municipal Government Act*, RSA 2000, c. M-24 and any regulations, as amended;
- (b) “**Administration**” means the employees of the Municipality;
- (c) “**Annual Report**” means the annual report summarizing the activities of the Council Committee and includes the Work Plan;
- (d) “**CAO**” means the chief administrative officer of the Municipality, or the chief administrative officer’s delegate;
- (e) “**Chair**” means the person elected as the chair of the Council Committee;
- (f) “**Code of Conduct**” means the code of conduct established by the Municipality in accordance with the Act;
- (g) “**Council**” means the duly elected Council of the Municipality of Crowsnest Pass;
- (h) “**Council Committee**” means a committee established by Council in this Bylaw;

- (i) **“Councillor”** means a member of Council including the Mayor;
- (j) **“Delegation”** means any person that has permission of Council or a Council Committee to appear before it to provide pertinent information and views about a subject before Council or the Council Committee, respectively;
- (k) **“Meeting”** means meeting as defined in the *Council and Council Committee Meeting Regulation, AR197/2017*, as amended;
- (l) **“Member”** means a member of a Council Committee;
- (m) **“Municipality”** means the Municipality of Crowsnest Pass;
- (n) **“Organizational Meeting”** means the organization meeting of Council held in accordance with section 192 of the Act;
- (o) **“Procedure Bylaw”** means the Municipality’s Procedure Bylaw;
- (p) **“Quorum”** means a majority of all Members unless Council provides otherwise in this Bylaw;
- (q) **“Vice-chair”** means the person appointed as vice-chair for the Council Committee; and
- (r) **“Work Plan”** means the annual work plan outlining the goals and objectives of the Council Committee that align with its mandate and identify anticipated resources requirements, if any.

3. Appointment

- 3.1 All Members shall be appointed by resolution of Council at the Organizational Meeting of Council.
- 3.2 Council Committees shall have seven Members unless Council provides otherwise in this Bylaw.
- 3.3 Members shall be appointed from the public-at-large and must be adult residents of the Municipality.
- 3.4 All Council Committees shall have two Councillors appointed to the Council Committee.
- 3.5 Members shall be appointed for the following terms:
 - (a) Members from the public-at-large shall be appointed for three year terms; and
 - (b) Councillors shall be appointed for one year terms.
- 3.6 Terms of appointment shall begin and expire as follows:
 - (c) for Members from the public-at-large, terms of appointment shall begin on January 1 of the year of the appointment and end on December 31 at the expiry of the term of appointment; and

(d) for Councillors, terms of appointment shall begin the day after the Organizational Meeting of the year of the appointment and end on the day of the Organizational Meeting at the expiry of the term of appointment.

3.7 Council may alter the term of office of any Member.

3.8 Members may be reappointed for consecutive terms.

4. Resignation

4.1 Any Member may resign at any time upon providing written notice to the Chair and the CAO.

5. Disqualification

5.1 A Member ceases to be a Member if:

(a) the Member fails to attend three consecutive regular Meetings of the Council Committee, unless such absence is authorized by resolution of the Council Committee;

(b) the Member ceases to be a resident of the Municipality;

(c) the Member becomes an employee of or a Councillor for the Municipality;

(d) in the case of a Councillor, the Councillor ceases to be a Councillor; or

(e) the Member is removed from the Council Committee by a resolution of Council.

6. Vacancies

6.1 The Chair shall immediately advise Council when there is a mid-term vacancy.

6.2 Administration shall advertise the vacancy and Council shall attempt to fill the vacancy as soon as possible.

6.3 Members appointed mid-term shall hold office for the remainder of the term unless Council provides otherwise by resolution.

7. Remuneration

7.1 Members shall not be remunerated for attending Meetings or conducting Council Committee business unless Council provides otherwise in this Bylaw.

7.2 Upon pre-approval by Council, Members may be reimbursed expenses to attend relevant training, meetings or conferences, consistent with the Municipality's policies and procedures on reimbursement.

8. Code of Conduct

8.1 Members shall abide by the Code of Conduct adopted by Council.

9. Orientation

- 9.1 The CAO shall provide orientation materials and training to all Members of Council Committees.

10. Meetings

- 10.1 All Council Committee Meetings shall be held in accordance with the Act.
- 10.2 At the first meeting of the Council Committee, the Members shall elect a Chair and a Vice-chair.
- 10.3 Council Committees shall meet at least two times a year.
- 10.4 The CAO shall appoint one or more members of Administration to act as administrative support staff to one or more Council Committees.
- 10.5 The CAO shall provide meeting facilities for Council Committees.

11. Duties of the Chair

- 11.1 The Chair shall
 - (a) preside over the Council Committee Meeting;
 - (b) if requested, provide recommendations to Council regarding re-appointment of Members;
 - (c) assist the CAO in preparing a budget for the Council Committee, if applicable;
 - (d) ensure preparation of the Work Plan for approval by the Council Committee;
 - (e) ensure preparation of the Annual Report for submission and approval of Council;
 - (f) attend Council on behalf of the Council Committee.
- 11.2 If the Chair is absent or infirm, the Vice-chair shall fulfill the duties of the Chair.

12. Motions and Voting

- 12.1 Council Committees Meetings shall be conducted in accordance with the relevant sections of the Procedure Bylaw and in the absence of a procedure, in accordance with Roberts' Rules of Order.
- 12.2 All Members shall vote on matters before the Council Committee for which the Members are present, subject to any exception in the Code of Conduct.
- 12.3 A simple majority vote of the Members present shall determine the outcome of the motion.
- 12.4 In the event of a tie vote, the motion shall be defeated.

13. Agenda and Minutes

- 13.1 The Chair shall set the agenda for the Meeting.

13.2 The Chair shall sign the approved minutes.

14. Reports to Council

14.1 Council Committees shall provide an Annual Report to Council annually as determined by Council.

14.2 Council Committees shall provide written advice and recommendations to Council on issues within the Council Committee's mandate at the request of Council.

14.3 Council Committees may come before Council as a Delegation.

14.4 Council Committees may seek direction or advice from Council as required.

15. Administrative Support Staff

15.1 Administrative support staff appointed to provide administrative support to a Council Committee are not Members of the Council Committee.

15.2 Administrative support staff shall ensure Council Committees are acting in accordance with the Act, this Bylaw and their mandate.

15.3 Administrative support staff shall:

- (a) attend all Meetings;
- (b) provide public notice of each Meeting;
- (c) take minutes at each Meeting;
- (d) keep the proper records for the Council Committee;
- (e) assist with drafting reports, advice and recommendations for Council;
- (f) assist with drafting the Annual Report and Work Plan;
- (g) provide any other administrative support requested by the Council Committee or the CAO.

16. Council Committees

16.1 The following Council Committees are hereby established:

- (a) Parks and Recreation Advisory Committee;
- (b) Family and Community Support Services Advisory Committee;
- (c) Municipal Historic Resources Advisory Committee;
- (d) Community Marketing Advisory Committee; and

16.2 The mandate and terms of each Council Committee are outlined in the schedules attached to this Bylaw.

17. Schedules

17.1 The schedules attached to this Bylaw form part of the Bylaw.

17.2 Each schedule shall outline the mandate and other provisions of a Council Committee.

18. Enactment

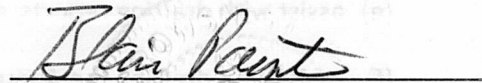
18.1 This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

18.2 This Bylaw repeals and replaces Bylaw No. 883, 2014 and Bylaw No. 888, 2014.

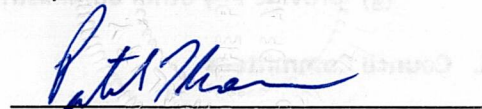
READ a **first** time in council this 1st day of September 2020.

READ a **second** time in council this 29th day of September 2020.

READ a **third and final** time in council this 6th day of October 2020



Blair Painter
Mayor



Patrick Thomas
Chief Administrative Officer

Schedule 'A'

Parks and Recreation Advisory Committee

Mandate

1. The Parks and Recreation Advisory Committee's mandate is to advise Council on the planning of a broad range of Parks and Recreation services and programs within the Municipality including arenas, community centres, parks, playgrounds, sports fields, trails and other related recreation facilities.

Definitions

18.3 In this Schedule,

- (a) "**Committee**" means the Parks and Recreation Advisory Committee;
- (b) "**Manager**" means the Manager of Community Services;

Membership Qualifications

2. Members shall have all or some of the following qualifications:
 - (a) Recreation background;
 - (b) Parks background; and
 - (c) Playground knowledge.

Duties and Responsibilities of the Committee

3. The Committee shall act in an advisory capacity to Council in relation to all matters relating to parks and recreation activities and programs involving properties owned or controlled by the Municipality, or on other properties with the consent of the owners thereof.
4. The Committee shall actively seek out information from the general population relating to the perceived community needs and satisfaction with the range and quality of parks and recreation services being offered in the Municipality.
5. The Committee shall hear and consider representations by an individual, organization, or delegation of citizens with respect to the Parks and Recreation Services provided such requests are received in advance of a regular meeting of the Committee.
6. The Committee shall receive monthly reports from the Manager concerning the various projects in operation and those being considered.
7. The Committee shall advise on the formulation of plans and priorities regarding Parks and Recreation Services Programs based on current assessments of community needs, with a view to the establishment of comprehensive services.

8. The Committee shall make recommendations to Council as to programs, facilities, or other matters that should be considered in the Parks and Recreation Services budget.
9. The Committee shall promote cooperation with and encouragement of all organizations within the Municipality, that are involved in supporting, promoting, and working for any sport or recreation activity.
10. The Committee shall meet at least nine times annually with the time and place determined at the first regular meeting held in the month of January. Meetings may be changed by the Committee from time to time as the Committee may deem required.

Duties and Responsibilities of Administration

11. The Manager, or designate, shall attend all Committee meetings.
12. The Manager shall provide the Committee with a monthly report concerning the various projects in operation and those being considered.
13. The Manager shall provide all oversight for the implementation of the Parks and Recreation Services program for the Municipality.

Schedule 'B'

Family and Community Support Services Advisory Committee

Mandate

1. The Family and Community Support Services Advisory Committee's mandate is to advise Council on a range of appropriate preventive social services to promote and enhance the well-being among individuals, families and the community.

Definitions

2. In this Schedule,
 - (a) "**Committee**" means the Family and Community Services Advisory Committee;
 - (b) "**Manager**" means the Manager of Community Services;

Membership Qualifications

3. Members shall have all or some of the following qualifications:
 - (a) Early childhood development knowledge;
 - (b) Seniors needs knowledge;
 - (c) Knowledge of resources within the community; and
 - (d) Knowledge of community based preventive programs.

Duties and Responsibilities of the Committee

4. The Committee shall act in an advisory capacity to Council in relation to all questions affecting the development of the Family and Community Support Services Programs.
5. The Committee shall actively seek out information from the general population relating to the perceived community needs and satisfaction with the range and quality of social support services being offered in the Municipality.
6. The Committee shall hear and consider representations by an individual, organization, or delegation of citizens with respect to the Family and Community Support Services Programs provided such requests are received in advance of a regular meeting of the Committee.
7. The Committee shall receive monthly reports from the Manager concerning the various projects in operation and those being considered.
8. The Committee shall advise on the formulation of plans and priorities regarding Family and Community Support Services Programs based on current assessments of community needs, with a view to the establishment of comprehensive services.

9. The Committee shall advise on the establishment of new programs, public or private, designed to prevent the emergence of social problems or provide support to the family and community.
10. The Committee shall review and approve Family and Community Support Services community grant applications received through the Manager, within budget parameters.
11. The Committee shall make recommendations to Council as to programs, facilities, or other matters that should be considered in the Family and Community Support Services budget.
12. The Committee shall promote cooperation with and encouragement of all organizations – public, private, civic, social and religious within the Municipality, that are involved in any family and community support services.
13. The Committee shall meet at least nine times annually with the time and place determined at the first regular meeting held in the month of January. Meetings may be changed by the Committee from time to time as the Committee may deem required.

Duties and Responsibilities of Administration

14. The Manager, or designate, shall attend all Committee meetings.
15. The Manager shall provide the Committee with a monthly report concerning the various projects in operation and those being considered.
16. The Manager shall receive and process all Family and Community Services community grant applications for the Committee’s consideration.
17. The Manager shall provide all oversight for the implementation of the Family and Community Services program for the Municipality.

Schedule 'C'

Municipal Historic Resources Advisory Committee

Mandate

1. The Municipal Historic Resource Advisory Committee's mandate is to advise Council on all historic resource and heritage matters within the Municipality.

Definitions

2. In this Schedule,
 - (a) "**Committee**" means the Municipal Historic Resources Advisory Committee;
 - (b) "**Manager**" means the Manager of Development and Trades;

Membership Qualifications

3. Members shall have all or some of the following qualifications:
 - (a) Historic resource knowledge;
 - (b) Heritage preservation knowledge;
 - (c) Mining background; and
 - (d) Tourism background.
4. Two (2) public-at-large members.
5. Five (5) organization specific members as follows;
 - (a) Crowsnest Historic Society delegate;
 - (b) Crowsnest Pass Ecomuseum Trust delegate;
 - (c) Crowsnest Pass Community Futures delegate;
 - (d) Municipal Planning Commission delegate; and
 - (e) Crowsnest Pass Chamber of Commerce delegate.
6. Two (2) Councillors.

Duties and Responsibilities of the Committee

7. The Committee shall act in an advisory capacity to Council in relation to all questions relating to historic resource and heritage matters.
8. The Committee shall make recommendations to Council on Historic Resource Designation applications.

9. The Committee shall make recommendations to the MPC on development permits within historic overlay districts.
10. The Committee shall actively seek out information from the general population relating to the perceived community needs and satisfaction with the range and quality of heritage protection and preservation within the community.
11. The Committee shall hear and consider representations by an individual, organization, or delegation of citizens with respect to the historic resource and heritage matters provided such requests are received in advance of a regular meeting of the Committee.
12. The Committee shall receive monthly reports from the Manager concerning the various heritage initiatives in operation and those being considered.
13. The Committee shall advise on the formulation of plans and priorities regarding historic resource and heritage management based on current assessments of community needs.
14. The Committee shall make recommendations to Council as to heritage conservation incentives or grants for designated historic resources.
15. The Committee shall promote cooperation with and encouragement of all organizations – public, private, civic, social and religious within the Municipality, that are involved in historic resource and heritage related matters.
16. The Committee shall meet at least nine times annually with the time and place determined at the first regular meeting held in the month of January. Meetings may be changed by the Committee from time to time as the Committee may deem required.

Duties and Responsibilities of Administration

17. The Manager, or designate, shall attend all Committee meetings.
18. The Manager shall provide the Committee with a monthly report concerning the various heritage initiatives in operation and those being considered.
19. The Manager shall provide all oversight for the implementation of the heritage program for the Municipality.

Schedule 'D'

Community Marketing Advisory Committee

Mandate

1. The Community Marketing Advisory Committee's mandate is to advise Council relating to key opportunities, marketplace trends and issues relating to the Municipality's marketing strategies and programs.

Definitions

2. In this Schedule,
 - a. "Committee" means the Community Marketing Advisory Committee;

Membership Qualifications

3. Two (2) public-at-large members which shall have all or some of the following qualifications:
 - (a) Strong advocate for their community based on past experience;
 - (b) Diverse background and experience;
 - (c) Solutions focused; and
 - (d) Speaks for an underrepresented voice within the community.
4. Five (5) industry representatives as follows:
 - (e) Tourism/recreation sector representative;
 - (f) Resource extraction representative;
 - (g) Developer/builder representative;
 - (h) Banking/finance representative; and
 - (i) Arts/culture/historic representative.

(If after two months of these vacancies being advertised, additional public-at-large members will be appointed to fill such vacancies for a one year term.)
5. Two (2) Councillors.

Duties and Responsibilities of the Committee

6. The Committee shall act in an advisory capacity to Council in relation to reviewing and recommending strategies which promote the Municipality boldly in a competitive and dynamically evolving marketplace.

7. The Committee shall actively seek out information from the community on understanding, developing and strengthening the Municipality's brand.
8. The Committee shall hear and consider representations by an individual, organization, or delegation of citizens with respect to the community marketing provided such requests are received in advance of a regular meeting of the Committee.
9. The Committee shall receive quarterly reports from the CAO concerning the various projects in operation and those being considered.
10. The Committee shall make recommendations to Council as to programs, facilities, or other matters that should be considered to market the community.
11. The Committee shall promote cooperation with and encouragement of all organizations – public, private, civic, social and religious within the Municipality, to build community consensus and promote effective communication and collaboration in planning and implementing marketing initiatives.
12. The Committee shall meet at least four times annually with the time and place determined at the first regular meeting held in the month of January. Meetings may be changed by the Committee from time to time as the Committee may deem required.

Duties and Responsibilities of Administration

13. The CAO shall attend all Committee meetings.
14. The CAO shall provide the Committee with a quarterly report concerning the various projects in operation and those being considered.
15. The CAO shall provide all oversight for the implementation of the Community Marketing program for the Municipality.