



City of Chestermere
PROVINCE OF ALBERTA

Bylaw #042-25

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Committee Bylaw

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A BYLAW OF THE CITY OF CHESTERMERE, IN THE PROVINCE OF ALBERTA, TO ESTABLISH COUNCIL COMMITTEES AND BOARDS AND THEIR FUNCTION AND PROCEDURES.

WHEREAS the *Municipal Government Act*, RSA 2000, c. M-26, as amended, provides that a Council may, by Bylaw, establish Council Committees and other bodies;

AND WHEREAS the *Municipal Government Act*, provides that Council may establish the functions of the Committees or body and the procedures to be followed by it;

AND WHEREAS Council may delegate any of its powers, duties or functions to a Council Committee;

AND WHEREAS Council deems it useful and appropriate to establish Council Committees to support and facilitate the achievement of Chestermere's Strategic Vision and to advise Council on matters relevant to Committee mandates; and

NOW, THEREFORE THE COUNCIL OF THE CITY OF CHESTERMERE, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. TITLE

1.1 This Bylaw may be cited as the "Committee Bylaw".

2. PURPOSE OF THIS BYLAW

2.1 This Bylaw governs the establishment and regulation of Council Committees.

2.2 Council participates in Committees set out in *Schedule "A" and "B"*.

3. DEFINITIONS

3.1 "**Act**" means the *Municipal Government Act*, RSA. 2000, c. M-26 as amended;

3.2 "**CAO**" means the Chief Administrative Officer of the City;

3.3 "**Chair**" means the individual appointed to be the Chair of the Committee who presides over the committee meeting;

3.4 "**City**" means the City of Chestermere;

3.5 "**Council**" means the Council of the City of Chestermere;

3.6 "**Committee**" means a Council Committee as defined in the Act;

3.7 "**Councillor**" means the individuals duly elected for the City;

- 3.8 “**Mayor**” means the Chief Elected Official of the City;
- 3.9 “**Member**” means a Councillor or a Member at Large of a Committee;
- 3.10 “**Member at Large**” means a Member of the public appointed by Council to a Committee pursuant to this Bylaw;
- 3.11 “**Terms of Reference**” means those terms pertinent to the establishment and mandate of an individual Committee and which are in addition to the parameters of this Bylaw; and
- 3.12 “**Vice-Chair**” means the individual appointed to be the Vice-Chair of the Committee who is delegated to act as the Chair if the Chair is absent or unavailable.

4. ESTABLISHMENT

- 4.1 Council established the following Committees set out in *Schedule “A”* attached to this Bylaw.
- 4.2 Committees in which the Council participates, that are not designated as a City of Chestermere Committee, are identified in *Schedule “B”*.
- 4.3 The schedules attached to this Bylaw form part of the Bylaw.
- 4.4 Each Committee created by the City of Chestermere shall be deemed to be a Council Committee and shall be responsible and accountable to Council.

5. POWER OF COMMITTEES

- 5.1 A Committee shall have the authority to form ad hoc Committees and task forces from among its Members to assist the Committee in carrying out its objectives and responsibilities under this Bylaw.
- 5.2 Ad hoc Committees and task forces established by a Committee shall report to the Committee in a manner determined by the Committee.
- 5.3 A Committee shall not have the power to pledge the credit of the City, to pass Bylaws or to enter into any contractual agreements with the exception of the Grant Adjudication Committee (GAC) who shall decide on what organizations meet the requirements of the City Grants Program and are awarded a grant where Administration would then administer the formal agreements and report back to Council regarding recipients.

- 5.4** The Committee shall provide a forum for examining timely issues relevant to its mandate. A Committee may consider issues:
- a.** arising from requests or suggestions by Council;
 - b.** arising from requests or enquiries from the public; or
 - c.** initiated by the Committee based on the Committee's Terms of Reference.

6. REPORTING TO COUNCIL

- 6.1** A Committee will:
- a.** prepare letters, recommendations, resolutions, discussion papers and other documents as appropriate for Council;
 - b.** prepare and, on approval by Council, make presentations to Council; and
 - c.** prepare minutes of the current meeting and bring back to Council, for information, no more than 30 days after the meeting occurred; and
 - d.** prepare a list of priorities that the Committee is working on.
- 6.2** Councillors appointed to a Committee shall be responsible for keeping Council informed as to Committee activities.
- 6.3** At least twice annually, all Committee Chairs shall provide Council with a report on the activities of the Committee, which will be facilitated by the Legislative Services department. This report should reflect the goals outlined in the TOR - Terms of Reference.
- 6.4** In the absence of the Chair, the Vice-Chair of a Committee shall provide the report to Council, and in the absence of both the Chair and the Vice-Chair, a Councillor appointed to the Committee shall provide the report.

7. MEMBERSHIP

- 7.1** A Committee shall be composed of both Councillors and Members at Large, as stated in the Terms of Reference for each Committee.
- 7.2** Notwithstanding the Terms of Reference of each Committee, a minimum of one Councillor shall sit on each Committee.
- 7.3** All Members at Large of a Committee shall be adult residents of the City, unless otherwise provided in the Terms of Reference for that Committee.

8. TRAINING

- 8.1 Members at Large appointed to Boards and Committees shall receive the appropriate training to support the mandate of their respective Boards and Committees.
- 8.2 Appointments made to legislative-mandated Boards shall receive the training set out in the legislation.
- 8.3 Administrative Liaisons appointed to Committees shall receive appropriate training to carry out their duties as an Administrative Liaison.

9. TERMS OF APPOINTMENT

- 9.1 All Members are appointed by Council resolution at the Organizational Meeting or a subsequent Council Meeting. Members at Large serve terms of one, two, and three years, rotating to maintain quorum (see *Schedule "C"*).
- 9.2 Council members will serve a one-year term.
- 9.3 The appointment term for all Public Members shall commence on January 1 and conclude on December 31 of the final year of their term.
- 9.4 Council member terms commence after the Organizational Meeting each year or at an Organizational Meeting after a By-election.
 - a. A Council member's term of appointment may be amended from time to time for external Committees and Boards.
- 9.5 A Member may be re-appointed to a Committee at the expiration of the Member's term by resolution of Council.
- 9.6 In the event of a mid-term vacancy on a Committee, the position may be filled by resolution of Council. In the event of a vacancy occurring prior to the expiration of a term, the individual appointed to fill the vacancy shall hold the position for the remainder of the term.
- 9.7 In the event of a mid-term Chair vacancy, the Administrative Liaison of the Committee shall notify the CAO, or their designate, Administration, and the Committee.
 - a. The Committee shall appoint a new Chair at their next Committee Meeting.

10. RESIGNATION AND DISQUALIFICATION

- 10.1** Any Member may resign at any time upon providing written notice to the Chair, which is effective as of the date of the notice.
- 10.2** Council may, for any reason it considers reasonable, remove a Member at Large of a Committee by resolution.
- 10.3** A Member ceases to be a Member if:
- a.** the Member fails to attend three consecutive regular Meetings of the Committee, unless such absence is authorized by resolution of the Committee;
 - b.** the Member ceases to be a resident of the Municipality, unless non-residents are permitted as a Member under the Committee's Terms of Reference;
 - c.** the Member becomes an employee or a Councillor for the City;
 - d.** in the case of a Councillor, the Councillor ceases to be a Councillor; or
 - e.** the Member is removed from the Committee by a resolution of the Council.

11. CHAIR AND VICE-CHAIR

- 11.1** At its first meeting of each year, each Committee shall elect a Chair and Vice-Chair from its Members. Whether the Chair or Vice-Chair must be a Council Member.
- 11.2** The Chair shall hold office for a term of one year from the date of the Chair appointment unless their Committee/Board appointment expires in which case, at the subsequent Committee Meeting the Committee/Board shall appoint a new Chair.
- 11.3** The Chair shall preside over all meetings for the Committee and decide on points of order that may arise.
- 11.4** In the absence of the Chair, the Vice-Chair shall preside over meetings and shall exercise all the same powers, duties and responsibilities that the Chair would be entitled.

12. ADMINISTRATIVE LIAISON

- 12.1** For each Committee, the CAO shall appoint an employee of the City to be an Administrative liaison for the Committee (the “Administrative Liaison”).
- 12.2** The Administrative Liaison shall:
- a.** ensure public notice of Committee meetings is provided;
 - b.** attend all meetings of the Committee to which they are assigned;
 - c.** ensure that accurate minutes are kept of all meetings of the Committee, copies of which shall be made and filed with the CAO and made available to Council within 30 days of the Committee Meeting occurring;
 - d.** work with the Chair in developing meeting agendas to help ensure that Committee activities are consistent with the Committee’s Terms of Reference;
 - e.** assist with providing or procuring expert advice, research, and information as required by the Committee;
 - f.** assist with preparing the report to Council and any other reports or presentations;
 - g.** attend an annual Administrative Liaison training workshop; and
 - h.** provide Administrative recommendations as required.
- 12.3** The Administrative Liaison shall not be a Member of a Committee and may not vote on any matter in front of a Committee.

13. INITIAL MEETINGS

- 13.1** Following an Organizational Meeting of Council, each Committee shall hold a meeting to:
- a.** establish a schedule of meetings;
 - b.** review this Bylaw and the Council Procedural Bylaw;
 - c.** review their Terms of Reference - TOR;
 - d.** review Committee Roles and Responsibilities; and
 - e.** appoint the Chair and Vice-Chair of the Committee.

14. MEETINGS

- 14.1** 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 and to the public.
- 14.2** Notice to the public shall be deemed to have been properly given if posted for public viewing on the City’s website.
- 14.3** Meetings are open to the public unless otherwise posted.

14.4 A Member of Council must be in attendance for Quorum to be met.

15. QUORUM & DECISION MAKING

15.1 Quorum shall be 50%+1 of the appointed Members.

15.2 When voting, majority (50%+1) rules with quorum present. There shall be no proxy or email voting unless explicitly determined by the Committee in advance of a vote. In the event of a tie vote, the motion fails.

15.3 Each Member has an equal vote.

16. COMMITTEE PROCEDURES

16.1 All Members shall have one vote and shall be required to vote on any motion before the Committee, unless they declare a pecuniary interest or conflict of interest in accordance with the Act.

17. SEVERABILITY

17.1 If a court of competent jurisdiction should declare any section or subsection of this Bylaw to be invalid, such section or subsection shall not be construed as having persuaded or influenced Council to pass the remainder of the Bylaw, and it is hereby declared that the remainder of the Bylaw shall be valid and remain in force.

18. TRANSITION

18.1 Bylaw #024-25, being the Committee Bylaw and all its amendments are hereby repealed.

18.2 This Bylaw shall come into force upon the Third and Final Reading.

READ A FIRST TIME: November 4, 2025
READ A SECOND TIME: January 13, 2026
READ A THIRD TIME: January 13, 2026

RESOLUTIONS:

251104-24
260113-17
260113-18



Mayor, Shannon Dean



Chief Administrative Officer, Kent Edney

“SCHEDULE A”
COUNCIL COMMITTEES

- A. AUDIT COMMITTEE
- B. CHESTERMERE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
- C. CHESTERMERE INTERFAITH COMMITTEE
- D. CHESTERMERE MUNICIPAL HERITAGE ADVISORY COMMITTEE
- E. GRANT ADJUDICATION COMMITTEE
- F. LAKE AND WATERSHED ADVISORY COMMITTEE
- G. NOT FOR PROFIT COMMITTEE
- H. RECREATION COMMITTEE
- I. SENIORS ADVISORY COMMITTEE

“SCHEDULE B”
PUBLIC COMMITTEES

- A. ALBERTA MUNICIPALITIES BOARD
- B. ALBERTA MID-SIZED CITIES MAYOR’S CAUCUS
- C. ASSESSMENT REVIEW BOARD
- D. CALGARY AIRPORT COMMUNITY CONSULTATIVE COMMITTEE
- E. CALGARY INTERMUNICIPAL COMMITTEE
- F. CHESTERMERE CHAMBER OF COMMERCE
- G. CITY OF CHESTERMERE LIBRARY BOARD
- H. COMMUNITY FUTURES WILD ROSE BOARD
- I. INTER-CITY FORUM ON SOCIAL POLICY COMMITTEE
- J. MARIGOLD LIBRARY SYSTEMS BOARD
- K. POLICE COMMUNICATIONS COMMITTEE
- L. ROCKY VIEW INTERMUNICIPAL COMMITTEE
- M. SUBDIVISION AND DEVELOPMENT APPEAL BOARD

“SCHEDULE C”

PUBLIC MEMBERS AT LARGE ROTATION TABLE

Committee Member	Term Length (Before Rotating)
Committee Member (A)	1 Year
Committee Member (B)	2 Years
Committee Member (C)	3 Years
Committee Member (D)	1 Year
Committee Member (E)	2 Years
Committee Member (F)	3 Years
Committee Member (G)	1 Year
Committee Member (H)	2 Years