Bylaw #038-26

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 FUNCTIONS 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 define their functions and the procedures to be followed by them;

AND WHEREAS the *Municipal Government Act* provides that Council may delegate certain of its powers, duties or functions to a Council Committee;

AND WHEREAS the *Police Act*, RSA 2000, c. P-17, as amended, and its regulations require the City to establish a Municipal Policing Committee;

AND WHEREAS Council wishes to provide clear mandates, consistent governance, and meaningful opportunities for community advice in support of Chestermere's Strategic Vision;

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

1. SHORT TITLE AND PURPOSE

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

1.2 This Bylaw governs the establishment, membership, procedures, and review of Committees established by Council.

2. DEFINITIONS

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

2.2 **Advisory Committee"** means a discretionary standing Committee established by Council to provide advice and recommendations within an approved mandate;

2.3 **"Annual Work Plan"** means the Council-approved statement of a Committee's priorities, intended outcomes, deliverables, timing, and resource considerations;

2.4 **"Chief Administrative Officer"** or **"CAO"** means the Chief Administrative Officer of the City of Chestermere, Alberta appointed by Council, or their designate pursuant to the Act;

2.5 **"Chair"** means the Member appointed to preside over meetings of a Committee;

2.6 **"City"** means the municipal corporation of the City of Chestermere, in the Province of Alberta, or the area within the City of Chestermere's corporate limits, as the context requires;

2.7 **"Closed Meeting"** means a Committee meeting held in the absence of the public pursuant to the *Access to Information Act* (ATIA) or any other enactment that provides for holding all or part of a meeting in the absence of the public;

2.8 **"Committee"** means a discretionary standing Committee established by Council to provide advice and recommendations within an approved mandate as defined by the *Act*;

2.9 **"Council"** means the duly elected Councillors of the City of Chestermere;

2.10 **"Council Referral"** means a Council resolution assigning a matter to a Committee;

2.11 **"Councillor"** refers to all duly elected officials, including the Mayor as per the *Act*;

2.12 **"Director Sponsor"** means the Director designated by the CAO to support the connection between a Committee, administration and Council;

2.13 **"Ex-officio"** means a person who is a member of a Council Committee by right of holding another office;

2.14 **"Legislated Committee"** means a body required or governed by provincial or federal legislation;

2.15 **"Mayor"** means the individual elected as the chief elected official;

2.16 **"Member"** means a Councillor, Public Member or organizational representative; or other person entitled to participate as a voting member of a Committee in accordance with this Bylaw or the applicable Terms of Reference;

2.17 **"Partnership Committee"** means a Committee established by Council jointly with, or including appointed representatives of, one or more external organizations or governments;

2.18 **"Procedural Bylaw"** means the City's bylaw governing the procedures of Council and its Committees, as amended or replaced;

2.19 **"Public Member"** means a member of the public appointed by Council to a Committee;

2.20 **"Task Force"** means a temporary body established by Council for a defined assignment, deliverable and period;

2.21 **"Terms of Reference"** means the Council-approved policy establishing a Committee's purpose, mandate, composition, and governance requirements;

2.22 **"Vice-Chair"** means the Member who presides over meetings in the absence of the Chair; and

2.23 **"Working Group"** means a temporary group established by a Committee for a defined task in its approved Annual Work Plan.

3. APPLICATION

3.1 The following rules apply to interpretation of this Bylaw:

3.1.1 Headings, titles, and margin notes in this Bylaw are for ease of reference only.

3.1.2 Gender-specific words, phrases, and references are intended to be gender-neutral, and the singular includes the plural as the context requires.

3.1.3 Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid by a court, all other provisions of this Bylaw remain valid and enforceable.

3.1.4 References to bylaws and enactments in this Bylaw include amendments and replacement by bylaws and enactments, and regulations and orders thereunder.

3.1.5 If a power, duty, or function can be exercised pursuant to multiple provisions of this Bylaw, the exercise of the power, duty, or function is subject to the more specific provision.

3.1.6 The exercise of any power, duty, or function pursuant to this Bylaw is subject to any specific Council direction.

4. ESTABLISHMENT – COUNCIL COMMITTEES

4.1 This Bylaw applies to Committees established by Council set out in Schedule "A" to this Bylaw unless Council expressly provides otherwise.

4.2 This Bylaw does not apply to the Assessment Review Board, the Subdivision and Development Appeal Board, the Chestermere Public Library Board, the Emergency Management Agency, Municipal Policing Committee Bylaw or an external or intermunicipal body governed separately set out in Schedule "B", except where expressly stated.

4.3 Governing legislation prevails over this Bylaw and any Terms of Reference. This Bylaw prevails over any Terms of Reference unless a lawful exception is expressly authorized by Council.

4.4 Except for authority granted by legislation or delegated by bylaw, Committees advise Council and do not bind the City.

5. COMMITTEE FRAMEWORK

5.1 Each Committee established by Council is a Council Committee and is responsible and accountable to Council.

5.2 Council may establish, amend, continue, combine, rename or dissolve an Advisory Committee.

5.3 Legislated Committees are not counted toward the limit on discretionary standing Advisory Committees.

5.4 Council may establish a Task Force by resolution. The resolution shall state its assignment, deliverable, composition, Director Sponsor, support level, and automatic expiry date.

5.5 Before establishing a discretionary standing Advisory Committee, Council shall consider:

- **5.5.1** whether sustained public or subject-matter advice is required;
- **5.5.2** whether the work is better completed through public engagement, administration, an existing Committee or a Task Force;
- **5.5.3** whether the mandate is distinct; and
- **5.5.4** whether adequate support resources are available.

5.6 Working Groups established by a Committee shall report to the Committee in a manner determined by the Committee.

5.7 A Legislated Committee cannot be dissolved while legislation requires it. Where a Legislated Committee is replaced, the replacing bylaw shall take effect at the same time as the repeal, so that the City is not without the required body.

6. POWERS OF COMMITTEES

6.1 The Committee shall provide a forum for examining timely issues relevant to its mandate. A Committee may consider issues arising from requests or suggestions by Council or initiated by the Committee based on the Committee's Terms of Reference.

6.2 Except as otherwise specified in this Bylaw, no Committee or Committee Member has:

6.2.1 power to pledge the credit of the City, pass bylaws, authorize expenditures, direct employees, or enter into contractual agreements on behalf of the Committee or the City;

6.2.2 authority to speak on behalf of the City of Chestermere, unless authorized to do so by Council

7. MEMBERSHIP

7.1 The voting composition of each Committee is set out in its Terms of Reference.

7.2 Unless otherwise provided by legislation or the Terms of Reference, each Advisory Committee includes the Mayor and one Councillor. The Mayor is a voting member.

7.3 Unless the Terms of Reference provides otherwise, Public Members shall be adult residents of the City.

7.4 Employees may attend as administrative or technical resources but do not vote unless legislation or the Terms of Reference expressly provide otherwise.

7.5 Except where the Terms of Reference establishes an open organizational participation model, Council appoints all Members by resolution at the Organizational Meeting or a subsequent meeting of Council. Where open organizational participation is authorized, participation, representation and voting shall be governed by the applicable Terms of Reference.

7.6 Public Members are appointed to Advisory Committees for a one-year term from January 1 to December 31. Council may extend the Member's term by resolution. Reappointment is not automatic, and Council will consider appointments in advance of each term so committees can continue their work without interruption.

7.7 Councillor appointments run from the organizational Meeting to the next organizational Meeting, or as otherwise set by Council.

7.8 Appointments to Legislated Committees comply with governing legislation.

7.9 Where a Committee seat becomes vacant, Council may fill the vacancy for the remainder of the term by Council Resolution.

8. RESIGNATION, REMOVAL AND LEADERSHIP

8.1 A Member may resign at any time by written notice to the Chair or to Legislative Services. Legislative Services will notify the Chair of any resignation notice if the notice is not forwarded to the Chair. The resignation is effective on the date of the notice.

8.2 A Member ceases to be a Member if:

8.2.1 the member ceases to be a resident of the City, unless non-residents are permitted under the Terms of Reference;

8.2.2 the member becomes an employee of the City or, in the case of a Public Member, a Councillor; or

8.2.3 in the case of a Councillor, ceases to be a Councillor.

8.3 Council may remove a Public Member of an Advisory Committee by resolution, for any reason it is considered reasonable. Removal from a Legislated Committee is subject to legislation.

8.4 Council may review and revoke an appointment where the Member has been absent from three consecutive regular meetings without authorization by the Committee or reasonable cause.

8.5 For an Advisory Committee, Council appoints the Councillor member as Chair. Unless otherwise provided in the Terms of Reference, the Committee elects a Vice-Chair from among its Public Members at its first meeting each year.

8.6 In the event of a mid-term Vice-Chair vacancy, the Chair shall notify Council ~~t~~, and the Committee, and the Committee shall elect a new Vice-Chair at its next meeting.

8.7 The Chair presides over meetings and decides points of order. The Vice-Chair presides only when the Chair is absent or otherwise unable to act. Where both the Chair and Vice-Chair are absent, the Mayor may preside.

8.8 Leadership of a Legislated Committee complies with governing legislation and its Terms of Reference.

9. TRAINING

9.1 Public Members shall receive orientation and training appropriate to the mandate of their Committee.

9.2 Members of a Legislated Committee shall complete any oath, security screening and training required by the governing legislation.

9.3 Director Sponsors shall receive training appropriate to their duties.

10. ADMINISTRATIVE SUPPORT

10.1 The CAO shall designate a Director Sponsor for each Committee.

10.2 Legislative Services coordinates notices, agendas, minutes, procedural advice and records for Committees, subject to approved service levels.

10.3 The Chair and Director Sponsor consult on proposed agenda items. Agenda items normally relate to the approved Annual Work Plan, Terms of Reference or a Council Referral.

10.4 An emerging matter may be added where the Chair and Director Sponsor confirm that it is within mandate and can be supported within available resources.

10.5 Minutes of each meeting shall be kept, filed with Legislative Services, and provided to Council for information within 30 days after the meeting. Council may ask questions of the Committee Chair or Mayor at this meeting.

10.6 The Director Sponsor shall coordinate administrative and technical input, research and expert advice; and

10.7 The Director Sponsor is not a Member, does not vote, and is not required to attend Committee meetings.

11. MEETINGS AND QUORUM

11.1 An Advisory Committee meets at least four times annually.

11.2 Following the Organizational Meeting of Council, each Committee shall hold an initial meeting to set its meeting schedule, review this Bylaw, the Procedural Bylaw and its Terms of Reference, and review Member roles and responsibilities.

11.3 Additional meetings may be called for an approved Annual Work Plan item, a Council Referral or a time-sensitive matter within mandate, after consultation between the Chair and the Director Sponsor.

11.4 At least 24 hours' notice of a meeting, or of a change to its time or location, shall be given to Members and the public. Notice posted on the City's website is sufficient public notice.

11.5 Meetings are open to the public except where a matter may be discussed in closed session under the *Act* and applicable Access to Information and Privacy legislation. Before going in to closed session, the Committee must pass a resolution in public stating what will be discussed in closed session and the appropriate legislation in compliance with the *Access to Information Act* it relies on.

11.6 Unless otherwise specified in the applicable Terms of Reference, quorum for an Advisory Committee is a majority of appointed voting Members and must include either the Councillor Chair or the Mayor.

11.7 A Legislated Committee follows the quorum requirements in legislation, its establishing Bylaw and its Terms of Reference.

11.8 Each voting Member has one vote and shall vote on every motion unless the Member declares a pecuniary interest or conflict of interest. A majority of votes cast decides a motion. A tied vote is defeated.

11.9 Electronic participation is permitted as provided in the Procedural Bylaw, and any other enactment.

11.9.1 The Chair cannot chair the meeting if they are attending virtually unless all committee members are attending virtually.

11.10 If quorum is lost during a meeting, the Chair must call a recess to determine whether quorum can be restored.

11.11 If quorum is not achieved within 15 minutes, the Committee Meeting is adjourned until ~~it~~ the next scheduled meeting date.

11.12 Meetings comply with the *Act*, the Procedural Bylaw and other governing legislation.

12. ANNUAL WORK PLANS AND RECOMMENDATIONS

12.1 Each Advisory Committee prepares an Annual Work Plan for Council approval. It identifies priorities, intended outcomes, deliverables, timing, engagement, measures of success and anticipated resource requirements.

12.2 Council may approve, amend, refer, or decline the proposed Annual Work Plan.

12.3 A Committee recommendation must be approved by resolution of the Committee and is transmitted to Council through the Director Sponsor.

12.4 Administration adds information reasonably required for Council's consideration, including legislative, financial, operational, policy and resource implications.

12.5 Where further analysis is required, the Director Sponsor advises the Committee of the anticipated process. The matter remains outstanding until presented to Council or otherwise addressed by Council direction.

12.6 A Committee recommendation does not authorize implementation, expenditure, procurement, public communication, or assignment of employee work.

13. WORKING GROUPS

13.1 An Advisory Committee may establish a temporary Working Group only for a defined task in its Council-approved Annual Work Plan.

13.2 The Committee approves a written scope, membership, and completion date.

13.3 A Working Group reports to the Committee, has no independent authority, does not direct administration or commit funds, and ends when its task is complete.

14. CONDUCT, CONFLICT AND CONFIDENTIALITY

14.1 Members shall comply with applicable legislation, City bylaws and policies, and confidentiality and conflict-of-interest requirements.

14.2 A Member shall disclose a conflict of interest and act in accordance with applicable law and City policy.

14.3 A Member shall not disclose confidential information or speak on behalf of the City or a Committee unless authorized.

14.4 Committee Members do not assign work directly to employees.

14.5 Committee Members must inform the Chair or Vice-Chair twelve hours before a scheduled Committee Meeting or as soon as possible when they will be absent or attending virtually for any Committee Meeting.

15. ANNUAL REPORTING AND REVIEW

15.1 Each Advisory Committee reports to Council at least once annually on its Annual Work Plan, recommendations, outcomes, and unfinished work. The Chair, or in the Chair's absence the Vice-Chair, presents the report. Legislative Services facilitates the report.

15.2 Council reviews each Advisory Committee annually to confirm its mandate, priorities, membership, support requirements, and continuation for the following year.

15.3 The annual review concerns the Committee's governance and Annual Work Plan progress and is not an evaluation of individual volunteer performance.

15.4 A Committee may:

15.4.1 prepare letters, recommendations, resolutions, discussion papers, and other documents as appropriate for Council; and

15.4.2 prepare and, on approval by Council, make presentations to Council.

15.5 Council may review the local implementation, support and procedures of a Legislated Committee but cannot discontinue it while legislation requires it.

16. TRANSITION

16.1 Council may transition existing non-statutory bodies and transfer unfinished work by resolution.

17. SEVERABILITY, REPEAL AND COMING INTO FORCE

17.1 If a court of competent jurisdiction finds any provision of this Bylaw invalid, the remainder continues in force.

17.2 Bylaw #042-25, the Committee Bylaw, and all its amendments are repealed when this Bylaw comes into force.

17.3 This Bylaw comes into force on the date of third and final reading.

READ A FIRST TIME: October 20, 2026
READ A SECOND TIME: October 20, 2026
READ A THIRD TIME: October 20, 2026

RESOLUTION NUMBERS
261020-07
261020-08
261020-10

Mayor, Shannon Dean

Chief Administrative Officer, Kent Edney

"SCHEDULE A"

COUNCIL COMMITTEES

A. CHESTERMERE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

B. CHESTERMERE LAKE ADVISORY COMMITTEE

C. HERITAGE AND COMMUNITY ADVISORY COMMITTEE

D. MINOR SPORTS ADVISORY COMMITTEE

E. NOT FOR PROFIT ADVISORY COMMITTEE

"SCHEDULE B"

OTHER BODIES TO WHICH COUNCIL APPOINTS MEMBERS

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. MUNICIPAL POLICING COMMITTEE

L. ROCKY VIEW INTERMUNICIPAL COMMITTEE

M. SUBDIVISION AND DEVELOPMENT APPEAL BOARD