



CHESTERMERE

**BYLAW #025-22, CITY OF CHESTERMERE  
COMMITTEE GUIDELINE BYLAW**

City of Chestermere

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## City of Chestermere

### Province of Alberta

### **BYLAW #025-22**

(Amended by Bylaw 024-23)

**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 provides that a Council may pass bylaws in relation to the establishment and functions of Council Committees and Boards;

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

**AND WHEREAS** Council deems it necessary 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;

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

#### **1 Title**

1.1 This Bylaw may be cited as the "City of Chestermere Committee Guideline Bylaw."

#### **2 Definitions**

2.1 "Advisory Committee" means a committee which exists to provide advice on a specific topic assigned by Council;

2.2 "Agenda" means the list and order of business items for any committee meeting;

2.3 "CAO" means the Chief Administrative Officer, or City Director, of the City of Chestermere;

2.4 "City" means the municipal corporation of the City of Chestermere, in the Province of Alberta, or the area within the City of Chestermere corporate limits, and the context requires;

2.5 "Committee" means any board, commission, task force, or Committee established by Council;

2.6 "Committee Liaison" means a City Staff member who attends all Committee meetings and liaises between Committee operations and City Operations;

- 2.7 “Chairperson” or “Chair” means the Member appointed by Council to preside over a meeting;
- 2.8 “In Camera” means a portion of a meeting closed to the public at which no resolution may be passed, except a Resolution to revert to a meeting held in public;
- 2.9 “Legislated Committee” means a Committee which is required to exist through legislation;
- 2.10 “Member” means all Members appointed to a Committee, including public and Council Members;
- 2.11 “Minutes” means the formal record of decisions of a meeting;
- 2.12 “Motion” means a formal recommendation made by a Committee Member that is put to a vote;
- 2.13 “Municipal Government Act” or “MGA” MEANS THE Municipal Government Act, RSA 2000, c. M-26 as amended from time to time;
- 2.14 “Organizational Meeting” means the first meeting of the Committee’s term;
- 2.15 “Partnership Committee” means a Committee that hosts the City and other municipalities to work on intermunicipal collaborative projects;
- 2.16 “Procedural Bylaw” means the City of Chestermere Procedural Bylaw and amendments thereto;
- 2.17 “Pecuniary Interests” means a matter that could monetarily affect a Committee Member, a Member of their family, or their employee as prescribed in the MGA;
- 2.18 “Quorum” means the number of Members required to hold a meeting;
- 2.19 “Resolution” means a formal decision made by a committee;
- 2.20 “Staff” means employees of the City of Chestermere who are led by the CAO;
- 2.21 “Task Force” means a Committee which exists for a duration of a project appointed by Council and provides community input of specific projects only. Also referred to as “Ad Hoc” Committees;
- 2.22 “Terms of Reference” means those terms pertinent to the establishment and mandate of an individual Committee as outlined in the schedules of this Bylaw.

### **3 Application**

- 3.1 This Bylaw applies to all committees established by Council and to which Council Members and Members of the public are appointed with the exception of the following:

- 3.1.1 Assessment Review Board;

- 3.1.2 Subdivision and Development Appeal Board;
  - 3.1.3 Chestermere Library Board; and
  - 3.1.4 Chestermere Emergency Management Agency.
- 3.2 This Bylaw establishes the requirements and operational procedures for all current and future Committees established by the Council.
- 3.3 Chestermere Committees are advisory in nature and thus has no decision-making authority.

## **4 Establishment of Committees and Boards**

- 4.1 The City has four (4) main types of Committees, as follows:
- 4.1.1 Legislated Committees
  - 4.1.2 Task Force;
  - 4.1.3 Advisory Committees; and
  - 4.1.4 Partnership Committees.
- 4.2 Council may establish or dissolve a committee by Council Resolutions.

## **5 Membership**

- 5.1 Council will establish membership composition of Committees including the specified number of Public Members to be appointed to each Committee. This precise composition can be found in the Committee's respective Terms of Reference.
- 5.2 A minimum of two (2) Council members will sit on each Committee.
- 5.3 Public Members are appointed by resolution of Council.
- 5.4 No City Staff member may sit as a voting Member on a Committee unless otherwise specified in the Committee's Terms of Reference or by Council Resolution.

## **6 Terms of Appointment**

- 6.1 Members are appointed through Council Resolution for a term of two (2) years and (1) year for Council Members.

- 6.2 The term appointment for all Committees shall begin on January 1 and end on December 31 of the given year.
- 6.3 A member may be re-appointed to a Committee at the expiration of the Member's term. The re-appointment must be made through Resolution.
- 6.4 There will be no automatic succession of terms.
- 6.5 A Member may resign from a Committee at any time by providing notice to the Chair and Committee.
- 6.6 In the event of a mid-term vacancy the position may be filled by Resolution of Council.
- 6.7 Council may alter the terms of appointment for any Member.
- 6.8 Council may remove any Member by Resolution of Council.
- 6.9 Any Public or Council Member who is absent for three (3) consecutive regular meetings of committee, unless authorized to do so by resolution of the Committee, will be removed.

## **7 Chairperson and Vice Chairperson**

- 7.1 The Committee will appoint Members of each Committee who will fill the positions of Chairperson and if necessary Vice Chairperson. A Council Member must be either Chairperson or Vice Chairperson of a committee. Both Council and Public members are eligible for the positions.
- 7.2 Council Members will assume the role of Chairperson and/or Vice Chairperson in the event of vacancy or lack of interest.

## **8 Organizational Meeting**

- 8.1 At the beginning of each Committee's term, following appointment by Council. Each Committee must hold an Organizational Meeting to:
  - 8.1.1 Elect a recording Secretary (unless the Secretary is the Committee Liaison appointed by the City Director);
  - 8.1.2 Establish a schedule of meetings;
  - 8.1.3 Review this Bylaw
  - 8.1.4 Review Terms of Reference.
- 8.2 Legislative Services must be notified once a Committee Liaison is appointed and once a meeting schedule is established.

## 9 Committee Operations

- 9.1 All Committee meetings must be open to the public unless items fall under the Freedom of Information and Protection of Privacy Act, to which must be indicated on the meeting Agenda. When conducting themselves into, during, and outside of a 'Closed Session' discussion, members must adhere to the provisions under the City of Chestermere Procedural Bylaw and amendments thereto.
- 9.1.1 All Committee Members must uphold confidentiality and not disclose any information pertaining to discussions held Closed Session.
- 9.2 Committee Chair or Committee Liaison must inform Legislative Services of when and where a meeting is to be held.
- 9.3 An Agenda must be prepared before every meeting in a format outlined in Schedule "1" and distributed to all Members. Each Agenda must outline the items that will be discussed. At each meeting, the first order of business is to adopt the Agenda through Resolution. At this time, Members may make changes to the Agenda which must be addressed prior to the vote being called. The final item on every Agenda is to adjourn.
- 9.4 Minutes are to be taken by Committee members in a format outlined in Schedule "2". The Committee Liaison is to include the Minutes of the proceeding Committee Agenda for Members to Review, if necessary, amend and approve. The Recording secretary must provide a copy of the Minutes to Legislative Services within one month of approval to be accepted for information by Council. Minutes must include the following information:
- 9.4.1 Date, time, and location (including the room name) of the meeting;
- 9.4.2 Attendance of Members, including which Members were present and absent;
- 9.4.3 Decisions made regarding each Agenda item in the form of Resolution. Resolutions must include the Member who moved the Resolution and whether the motion is carried or defeated;
- 9.4.4 If any Member left the room, at what time, and the time they returned;
- 9.4.5 And statements of conflict of interest and pecuniary interest as outlined in the section 14 of this Bylaw.
- 9.5 Committees are required to provide Council with a summation of the Committee activities biannually;
- 9.6 No Committee has the authority to:
- 9.6.1 Pledge the credit of course of action of the City or enter into any agreement on behalf of the Committee of City;
- 9.6.2 Authorize any expenditures to be charged against the City without prior approval by Council; or
- 9.6.3 Act except as established in the mandate for the Committee.

## 10 Quorum

- 10.1 A majority (50%) of appointed Member constitutes as Quorum
- 10.2 When Quorum is present at the time set for commencement of a meeting, the Chairperson shall call the meeting to order.
- 10.3 If there is a Quorum present at the time set for commencement but the Chairperson and the Vice-Chairperson are absent, the Committee will appoint a Member to call the meeting to order and preside over the meeting.
- 10.4 If Quorum is not constituted within fifteen minutes from the time set for commencement of a meeting, the Recording Secretary shall record the names of the Members present and adjourn the meeting.
- 10.5 If a meeting does not take place due to lack of Quorum, the Agenda shall be reviewed at the next Committee meeting.

## 11 Voting

- 11.1 The Majority vote of those Members present and voting constitutes the formal decision of any Committee.
- 11.2 Each voting Member present must vote once only once each motion, unless the Member is required or permitted to abstain from voting under the Municipal Government Act or the Pecuniary provisions of this Bylaw.
- 11.3 Votes on all Motions are taken as follows:
  - 11.3.1 A Member puts forward a clear Motion for decision;
  - 11.3.2 The Chairperson opens a debate on the Motion and discussion follows;
  - 11.3.3 The Chairperson puts the Motion to a vote;
  - 11.3.4 Members vote by a show of hands; and
  - 11.3.5 The Chairperson declares the result of the vote which in turn becomes a Resolution.
- 11.4 A motion is considered defeated if the vote is tied.
- 11.5 A Member may request a recorded vote. In the event of a recorded vote, each Member must vote verbally and the Chairperson shall vote last. He Recording Secretary must record the vote, including Members in favour and opposed.

## 12 Liaisons

- 12.1 The City Director may provide Staff liaison(s), as required, to Committees to assist in fulfilling their mandate. The Liaison is expected to:
  - 12.1.1 Attend all meetings of the Committee to which they are assigned;
  - 12.1.2 Work with the Chairperson in developing meeting Agendas;
  - 12.1.3 Coordinate the attendance of other City Staff to attend meetings to provide background and other information on topics of the Agenda; and
  - 12.1.4 Provide administrative recommendations as required.

## 13 Pecuniary Interest

- 13.1 Members must follow the provisions set out in sections 169, 170, and 172 of the Municipal Government Act.
- 13.2 Where a Member is of the opinion that they have a pecuniary interest in respect of a matter before a Committee, the Member must excuse themselves from consideration and voting on the matter by:
  - 13.2.1 Declaring that they have a pecuniary interest;
  - 13.2.2 Describing in general terms the nature of the pecuniary interest; and
  - 13.2.3 Leaving the room.
- 13.3 The Recording Secretary must make the record in the meeting Minutes if the pecuniary interest including the time in which the Member left the room and the time in which they returned.
- 13.4 Should a Member have a conflict of interest other than a pecuniary interest, they must state the conflict, however, they are still required to vote on the matter.
- 13.5 Failure to disclose conflicts of interest, or any attempts to further personal or professional interests, will result in the immediate removal, by Council, of the individual from the Committee.

## 14 Dissolution of Committees

- 14.1 Should a Committee not fulfill its membership requirements at any time, the Committee Chairperson must notify Legislative Services and the Committee shall go on hiatus. In this event, Administration may:
  - 14.1.1 Advertise for more Members to fulfil membership requirements;
  - 14.1.2 Evaluate the Terms of Reference and recommend amendments to Council; or
  - 14.1.3 Recommend to Council that the Committee be dissolved through Resolutions.

## 15 Severability and General Provisions

- 15.1 If any Sections or Parts of this Bylaw are found in any court of law to be illegal or beyond the powers of Council to enact, such Section or parts shall be deemed to be severable and all other Sections or parts shall be deemed to be severable and all other sections or parts of this Bylaw shall be deemed to be separate and independent there from and to be enacted as such.
- 15.2 This Bylaw is gender-neutral and, accordingly, any reference to one gender includes all others.
- 15.3 This Bylaw comes into force on the date of third and final reading.
- 15.4 Upon amendment of this Bylaw, 003-20, 034-20, 014-21, and 015-21 are hereby rescinded.


READ A FIRST TIME THIS 17 DAY OF October, 2023

READ A SECOND TIME THIS 17 DAY OF October, 2023

READ A THIRD TIME THIS 17 DAY OF October, 2023

RES:231017-23 / 231017-24 / 231017-25 / 231017-26

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
CAO



## CHESTERMERE

### 16 "SCHEDULE 1"

The Agenda for the (insert committee name here) Meeting held on (insert full date here) at (insert start time) located at (insert location)

Call to Order

1. Adoption of the Agenda

2. Review the Minutes

a. (insert title of minutes being approved here)

3. Reports

a. (insert report title here)

b. (insert report title here)

4. Actions & Decisions

a. (insert title of request report here)

b. (insert title of request report here)

c. (insert title of request report here)

5. New Business

6. Adjournment



# CHESTERMERE

## 17 "SCHEDULE B"

The Agenda for the (insert committee name here) Meeting held on (insert full date here) at (insert start time) located at (insert location)

PRESENT: (Insert name of present Member)  
(Insert name of present Member)

ABSENT (Insert name of absent Member)

ALSO PRESENT (Insert name of non-committee Member who participates at meeting  
(i.e. City Staff)

Call to Order

1. Adoption of the Agenda

Moved by \_\_\_\_\_ to adopt the Agenda as presented.

(result of vote)

2. Review the Minutes

a. (list the minutes being approved)

Moved by \_\_\_\_\_ that the minutes from the \_\_\_\_\_ meeting be adopted as presented/amended.

(result of vote)

3. Reports

a. (title of report)

Moved by \_\_\_\_\_ that Report 3.a -3.b be accepted as information.

(result of vote)

4. Actions and Decisions

a. (title of item)

Moved by \_\_\_\_\_ that \_\_\_\_\_

(result of vote)

5. New Business

a. (title of item of new business)

Moved by \_\_\_\_\_ that \_\_\_\_\_

(result of vote)

6. Adjournment

Moved by \_\_\_\_\_ that the meeting be adjourned at \_\_\_\_\_ a.m./p.m.

(result of vote)