



## BYLAW

Bylaw Number: 1321 /19

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### A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO ESTABLISH STANDING COMMITTEES OF THE COUNCIL OF THE TOWN OF NANTON.

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#### **1. PURPOSE:**

- 1.1 WHEREAS, Section 145 of the Municipal Government Act of the Province of Alberta provides that a Council may pass bylaws in relation to the establishment and functions of Council Committees, and
- 1.2 WHEREAS, Section 203 of the Municipal Government Act of the Province of Alberta provides that a Council may, by bylaw, delegate any of its powers, duties or functions under a bylaw to a council committee; and
- 1.3 WHEREAS, Council deems it proper and expedient to delegate matters to a Committee, in accordance with the Act, to provide recommendations to Council;
- 1.4 NOW THEREFORE, the Council of the Municipality of the Town of Nanton in the Province of Alberta duly assembled enacts as follows:

#### **2. ENACTMENT:**

- 2.1 This Bylaw No. 1321/19 will be cited as the Council Standing Committee Bylaw.
- 2.2 The following Council Standing Committees are hereby established:
  - Governance Committee
  - Finance Committee
  - Services Committee
  - Recreation and Culture Committee
  - Economic and Community Development Committee

#### **3. DEFINITIONS:**

- 3.1 **CAO** is the Chief Administrative Officer and means that person appointed to the position and title by Council and includes any person appointed by the CAO to act as his/her appointee.
- 3.2 **CEO** is the Chief Elected Official of the Town of Nanton and includes any person appointed by the CEO to act as his/her appointee.
- 3.3 **Chair** means the Member of the Committee or other person who has the authority to preside over a meeting.

- 3.4 **Committee** is a Standing Committee, Special Committee or Ad Hoc Committee established by Council or in accordance with this Bylaw.
- 3.5 **Consensus** means a decision-making process that seeks the input and agreement of participants to resolve or mitigate objections to achieve the most agreeable decision. Consensus is defined as meaning both general agreement and the process of getting to such an agreement.
- 3.6 **Council** is the Council of the Town of Nanton in the Province of Alberta.
- 3.7 **Ex Officio** means the Mayor, having membership by virtue of office, having the same rights and privileges of all members, including the right to vote. The Mayor, as ex-officio to all standing committees, if present at any of these committee meetings, is counted to determine if the Members required for Quorum are present.
- 3.8 **Mayor** has the same meaning as Chief Elected Official, as defined in the Municipal Government Act.
- 3.9 **Member** means a Mayor or Councillor and includes members or member-at-large of Council Committees established by the Town of Nanton.
- 3.10 **Municipal Government Act** is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended or legislation substituted therefor, and is referred to as the "Act".
- 3.11 **Quorum** is more than fifty percent (50%) of the voting membership of Council or a Council Committee.
- 3.12 **Terms of Reference** is a statement of the purpose of a Committee approved by Council and shall include, but is not limited to, composition, duties, powers, functions and termination clause, if applicable.
- 3.13 **Town** is the Town of Nanton in the Province of Alberta.

Where any use of the terms he/she or him/her are used throughout this bylaw, gender neutrality shall be implied.

#### **4. GENERAL PROVISIONS:**

The **Mandate** of all Council Committees is to receive direction from Council or by internal initiative to be responsible for the review and research of Bylaws, Policy and other Initiatives or Programs in order to provide recommendations to the Council of the Town of Nanton.

Any recommendation will support transparency and accountability of the Council of the Town of Nanton.

Responsibilities of each of the committees, include, but are not limited to, the following:

##### **4.1 Governance:**

- (i) Chief Administrative Officer personnel Matters;
- (ii) General Personnel matters;
- (iii) Municipal Governing Documentation (i.e. Municipal Development Plan, Intermunicipal Plan, Council Code of Conduct, etc.).



#### **4.2 Finance:**

- (i) General Financial; borrowing, investing, auditing, etc.;
- (ii) Budget;
- (iii) Long Range Fiscal Planning.

#### **4.3 Services:**

- (i) Emergency (Fire & Medical, including dispatch);
- (ii) Emergency Management Services;
- (iii) Animal Control;
- (iv) Municipal Enforcement (includes RCMP);
- (v) Public Infrastructure;
- (vi) Utility Services (Water Treatment & Distribution, Wastewater Collection, Treatment & Disposal);
- (vii) Solid Waste Collection & Disposal;
- (viii) Recycling;
- (ix) Parks,

#### **4.4 Economic and Community Development:**

- (i) Sustainable growth policy and planning;
- (ii) Identification of Community Needs;
- (iii) Review and recommend socioeconomic priorities and partnerships;
- (iv) Review and recommend long term delivery models (e.g. commissions, societies, development corporations, in house projects around land and infrastructure);
- (v) Community marketing and promotion;
- (vi) Attraction and retention of business, industry and working families;
- (vii) Leveraging municipal land for priority development.

#### **4.5 Recreation and Culture:**

- (i) Facility Use;
- (ii) Recommend Funding Opportunities;
- (iii) Utilize previous studies regarding facilities & opportunities;
- (iv) Research Council directed Recommendations / Projects.

### **5. MEMBERSHIP:**

#### **5.1 Composition**

- (a) The Membership of each Council Committee will be comprised of a minimum of three Council Members, the CEO or Mayor as ex-officio, if not appointed as a Committee Member, and the CAO (non-voting).
- (b) In addition to the membership of the Committees as per 5.1(a) the following may be included:
  - The CAO may provide for the attendance of such other staff or resource personnel, such as the





Operations Manager, Corporate Services Manager, Assessor, etc., that may from time to time be necessary.

- The CAO may provide for the attendance of such other administrative personnel as may be required for the purposes of recording the minutes of the meeting.
- (c) In addition to 5.1(b), Committees may include up to two Public Members-at-large, who will be appointed by Council, as per the appointment process. Town Members-at-large must be residents of Nanton. These Members-at-large will have voting privileges.
- (d) In addition to the Committee membership structure stated as per 5.1 (a), (b) and (c), the Recreation Committee may also be comprised of:
  - One Elected Official from the Municipal District of Willow Creek – One primary representative with one Alternate permitted– Voting privileges for one representative at a meeting
  - One Elected Official from the Municipal District of Ranchland– One primary representative with one Alternate permitted – Voting privileges for one representative at a meeting
  - Up to three additional Members-at-large – two from MDWC and one from MD Ranchland – Voting privileges for each member.
- (e) In addition to the Committee membership structure stated as per 5.1 (a), (b) and (c), the Economic and Community Development Committee may also be comprised of:
  - One representative from the Alberta SouthWest Regional Economic Development – Non voting
  - One representative from the Nanton and District Chamber of Commerce – with voting privileges
  - Up to two additional Members at large either a Town of Nanton resident or business owner/ manager within the Town.

## 5.2 Appointment:

Candidates for appointment shall be determined through a process as follows:

- (a) The Mayor shall provide an opportunity for Councillors to request membership on the Committees; however, such recommendation for appointment shall rest with the Mayor.
- (b) Appointments of Councillors to each Council Committee must be by resolution of Council at the Annual Organizational meeting of Council, or a Regular Meeting, if required. The first member named will be the chairperson of the committee.
- (c) Committee Members shall be appointed by Council, for the term from the meeting at which they are appointed to the Organizational meeting of the following year.
- (d) Should a vacancy on a Committee occur during the term, appointment of a Member may be made by Resolution of Council at a Regular Meeting. In this case, the term shall include the time of appointment up to the next Organizational meeting of Council.
- (e) Special and/or Ad Hoc committees may be established at any time by Council providing that a bylaw has been passed specifying the matters to be dealt with by the committee.
  - i) Special and Ad Hoc Committees may be comprised entirely of Councillors or a combination of Councillors, staff and other Public Members-at-large.
  - ii) Special and Ad Hoc Committees may elect from its membership a chairperson to preside over the meetings and a secretary to record the minutes of the meeting.



- (f) Members, including Members at large, may be solicited by advertisement or recommendation of Council Members; however, the appointment of these members must be made by Council.
- (g) Municipal District Council Members must be appointed to the Recreation Committee by their respective Councils, prior to appointment by the Council of the Town of Nanton.

**6. AGENDA ORDER OF BUSINESS:**

- 6.1 The agenda for each Committee meeting will be prepared by the CAO in consultation with the Committee Chair and submitted together with copies of all pertinent correspondence, statements and reports to each member of Council.
- 6.2 The order of business which will apply for all meetings, unless members of the Committee present, by majority vote, agree to any change, may include:
  - (i) Call to Order & Adoption of the Agenda
  - (ii) Delegations by Appointment
  - (iii) Minutes of the Previous Meeting and Business Arising (from Previous Meeting)
  - (iv) New & Unfinished Business
  - (v) Reports / Agenda Building
  - (vi) Adjournment
- 6.3 An order of business not addressed for a meeting, may be excluded from the agenda.
- 6.4 No item of business will be considered by the Committees if the item has not been placed on the agenda, unless members of the Committee present by a majority vote agree to the item being placed on the agenda. The Chair, any Committee member or the CAO must be given an opportunity to state why an item should receive consideration on the agenda because of its emergent nature before the motion is put to a vote.
- 6.5 Meetings of the Committees will be held at a time and place as determined by the Committee and with sufficient regularity to deal effectively with matters and duties delegated by Council.
- 6.6 Meetings must adjourn three hours after commencement of the meeting, unless members of the Committee present, by a unanimous vote, agree to an extension of time.
- 6.7 As soon after the scheduled hour of the meeting to commence there is quorum present, the Chair will call the meeting to order.
- 6.8 In case the Mayor, Deputy Mayor or Chair is not in attendance within fifteen minutes after the hour appointed for a meeting and a quorum is present, the CAO will call the meeting to order and a chairperson will be chosen by the Members present who will then preside over the meeting until the arrival of the Mayor, Deputy Mayor or Chair.
- 6.9 If there is no quorum present within half an hour after the time appointed for the meeting, the CAO will record the names of the Members who are present and the meeting will be absolutely adjourned until the next regularly scheduled meeting unless a special meeting has been duly called in the meantime.
- 6.10 Standing Committee meetings set by Council resolution may be cancelled prior to the meeting date by a resolution of the majority of Council Members at a previously held Council meeting.



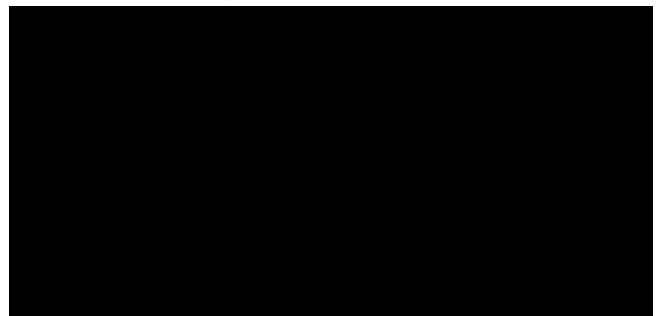
- 6.11 Standing Committee meetings not set by resolution, may be cancelled or rescheduled by the Chair provided that no public notification posting has already occurred. If notification has been posted, cancellation may only occur as per the provisions of the Section 6.10

## **7. GENERAL:**

- 7.1 All Committees are to receive such delegations as may be directed by Council;
- 7.2 All Committees are to research and obtain relevant and/or factual information on those matters that fall within the specific mandate of the Committee that Council may from time to time request.
- 7.3 Any recommendation(s) to Council shall not be acted upon by Administration until the matter has been approved by Council Resolution.
- 7.4 It will be the duty of the chairperson of each Council, Standing, Special or Ad Hoc Committee, or in case of his/her illness or absence from the town, it will be the duty of the CAO, to summon a special meeting of any committee whenever requested in writing to do so by a majority of members of any such committee.
- 7.5 Any matter of meeting conduct of Committees must be in accordance with the current Town of Nanton Council procedural bylaw, and the provisions of this bylaw, and the appropriate Town of Nanton Code of Conduct policy for the members.
- 7.6 Committee members shall be sworn to confidentiality respecting all matters discussed by the committee, and will be required to sign an oath of confidentiality.
- 7.7 All Members at Large, shall read, sign and abide by the Town of Nanton Policy for the Ethical Guidelines of Conduct for Members at Large, prior to attendance at the Inaugural Organizational Meeting of Council or first Committee Meeting to which that person was appointed, whichever comes first, and will be re-confirmed with each Member, by signature, at each subsequent Organizational Meeting of Council, as long as their term continues.

## **8. EFFECTIVE DATE AND READINGS:**

- 8.1 Town of Nanton Bylaw #1317/19 is hereby repealed.
- 8.2 This Bylaw #1321/19 comes into effect upon the date of final reading and signing thereof.
- 8.3 Read a **first** time this 1<sup>st</sup> day of April, 2019.



8.4 Read a **second** time this 1<sup>st</sup> day of April, 2019.



8.5 Read a **third** time this 1<sup>st</sup> day of April, 2019.

