

BYLAW 1027-23
Council Committees Bylaw

As sections 145(1) of the Municipal Government Act, RSA 2000 cM-26, permits Council to pass bylaws to establish procedures for council, council committees, and other bodies established by council;

Council enacts:

PART I – DEFINITIONS AND INTERPRETATION

Definitions

1 In this bylaw:

- (a) "Administrative Representative" means the member of administration appointed by the Chief Administrative Officer or delegate to provide administrative support to a committee;
- (b) "Advisory Committee" means an entity, created by bylaw, used to provide citizen or expert input and advice to Council on issues included in the committee's mandate;
- (c) "Chair" means the person presiding at a meeting;
- (d) "Chief Administrative Officer" means the chief administrative officer of the City or delegate;
- (e) "City" means the municipal corporation of The City of Beaumont established under the authority of the *Municipal Government Act*, RSA 2000, c M-26 and Order in Council 395/2018;
- (f) "Closed Session" means a part of a meeting which is closed to the public in accordance with the Municipal Government Act and the Freedom of Information and Protection of Privacy Act;
- (g) "Council" means the elected governing body of the City;
- (h) "Council Committee" means a committee, task force, or other entity established by Council under the Municipal Government Act by way of bylaw, but does not include the Subdivision Development Appeal Board or the Assessment Review Board;
- (i) "Councillor" means a Councillor of the City;
- (j) "Governance Committee" means an entity created by bylaw consisting solely of Councillors to provide advice or recommendations to Council on its mandate items on an ongoing basis and as set out in the Council Committee's bylaw.

- (k) "Mandate Letter" means the letter provided to a Council Committee from Council setting out the specific priorities tasked to the Council Committee for the upcoming two-year period;
- (l) "Mayor" is the chief elected official of the City;
- (m) "Municipal Government Act" means the *Municipal Government Act*, RSA 2000, c M-26
- (n) "Public Member" means an individual who is not a member of Council and is appointed by Council to a council committee;
- (o) "Quorum" means the number of members required to be present at a meeting to legally conduct business at the meeting;
- (p) "Task Force" means an entity created by bylaw used to provide focussed recommendations to Council in a shorter period, typically between 6 months to 18 months; and
- (q) "Vice Chair" means the individual elected annually to fulfill the Chair's duties in the absence of the Chair.

Interpretation

- 2 The following rules apply to interpretation of this bylaw:
 - (a) headings, titles, and margin notes in this bylaw are for ease of reference only;
 - (b) gender-specific words, phrases, and references are intended to be gender-neutral, and the singular includes the plural as the context requires;
 - (c) 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; and
 - (d) references to bylaws and enactments in this bylaw include amendments and replacement bylaws and enactments, and regulations and orders thereunder.

PART II – ESTABLISHMENT AND MEMBERSHIP

Establishment

- 3 Council Committees are established by bylaw to further Council's strategic goals.
- 4 A Council Committee bylaw will set out the mandate, terms of reference, and other provisions related to the Council Committee's

function or procedures.

Membership	5 A Council Committee is comprised of members appointed at the pleasure of Council, both Councillors and Public Members, and will not exceed the number indicated in the Council Committee bylaw.
Residency	6 All Public Members of a Council Committee must be resident in the City of Beaumont, unless otherwise provided in the Council Committee's bylaw.
Alternate	7 If one or more Councillors are appointed as members of a committee, an additional Councillor will also be appointed to serve as an alternate.
Term Length	8 Council will generally appoint Public Members for a one (1) or two (2) year term but may vary the length of term if Council determines it desirable to do so.
Number of Terms	9 Public Members may serve a maximum of three (3) terms, but Council may increase the number of terms if Council determines that it is in the best interest of the Council Committee.
Resignation	10 If a Public Member appointed to a Council Committee wishes to resign prior to the expiration of their term, the Public Member will provide written notice of their resignation to the Administrative Representative.
Types of Council Committees	11 Council may establish several types of Council Committees to support its strategic priorities and goals, including: (a) Advisory Committees; (b) Task Forces; and (c) Governance Committees.
Sub-committees	12 Advisory Committees and Task Forces may establish sub-committees from among their voting members by way of motion, but administrative resources will not be available for sub-committee meetings. 13 The members of a sub-committee must not constitute a quorum of the Council Committee.
Reporting for Sub-committees	14 Sub-committees must report back to the Council Committee on any of its activities.
Sub-committee decisions	15 Sub-committees are not authorized to make decisions on behalf of the Council Committee.

PART III – CONDUCT AND ROLES

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| Public Member Conduct | 16 Public Members are expected: <ul style="list-style-type: none">(a) to comply with all laws and abide by City policies and bylaws; and(b) to adhere to the Code of Conduct provided in Schedule "A" of this bylaw. |
| Role of Councillors | 17 A Councillor appointed as a member or alternate may provide guidance to the Council Committee on Council's priorities and decisions as they relate to matters before the Council Committee.

18 Councillors will not direct the work of the Council Committee. |
| Non-voting Members | 19 Councillors are non-voting members. |
| Role of the Administrative Representative | 20 The Administrative Representative will perform the following duties and functions for the Committee: <ul style="list-style-type: none">(a) Publish the Council Committee's meeting schedules and notices;(b) Provide technical or administrative advice, including arranging meeting space, arranging guest speakers, and other supports to the Council Committee as required for its meetings; and(c) Manage the Council Committee's webpage, minutes, agendas, and records.
21 Administrative Representatives are not members of the Council Committee and do not vote. |
| Election of Chair and Vice-chair | 22 An Advisory Committee will annually elect a Chair and Vice-Chair from among its voting members. |
| Role of the Chair | 23 The Chair will preside at all Advisory Committee meetings and decide procedural matters that may arise. |
| Role of the Vice-chair | 24 If the Chair is unable to perform the Chair's duties, the Vice-chair will perform those duties. |

PART IV – COMMITTEE MEETINGS

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| Regular Annual Meetings | 25 Council Committees will: <ul style="list-style-type: none">(a) Establish an annual meeting schedule that specifies the date, time, and place of all regular meetings;(b) Provide the annual meeting schedule to the Administrative Representative; and(c) Post the annual meeting schedule on the Committee's webpage to provide notice of regular meetings to the public. |
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Number of Meetings Per Year	26 An Advisory Committee may hold up to eight (8) meetings per year.
Additional Meetings	27 Any additional meetings for an Advisory Committee must be approved by Council motion.
Task Force and Governance Committee Meetings	28 A Task Force or a Governance Committee will hold the number of meetings as provided in its bylaw.
Meeting in Public	29 Council Committee meetings will be held in public.
Requests to Speak from the Public	30 Members of the public may request to speak to an item on a Council Committee agenda; however, the Council Committee must accept the request by majority vote.
Time Limits for Speakers	31 If the Council Committee votes in favour of a request to speak from a member of the public, the speaker will have up to 15 minutes to make their presentation, unless the Council Committee votes to extend their time.
Questions to Speakers	32 Council Committee members may ask questions of a speaker following a presentation.
Closed Session	33 Council Committees may vote to close all or part of a meeting to the public to discuss any items that fall within one of the exceptions to disclosure in Part 1, Division 2 of the <i>Freedom of Information and Protection of Privacy Act</i> , RSA 20000, c F-25.
Participating by Electronic Means	<p>34 Council Committee members may participate in any meeting by attending in person, telephone, or video conference.</p> <p>35 Council Committee members that are physically present at the meeting location or participating by telephone or video conference are deemed to be present at the meeting and will be counted towards quorum.</p>
Roll Call for Remote Participants	36 Immediately after a meeting is called to order, the Chair must conduct a roll call to confirm the identity of any Council Committee member participating by telephone or video conference.
Quorum	37 Quorum for a Council Committee meeting is a majority of all Members unless otherwise provided in its bylaw.
Agenda	38 The agenda for an Advisory Committee or Task Force meeting will be in the template set out in Schedule "B" of this bylaw.
Minutes	39 Minutes of Council Committee meetings will be a record of

decisions, without note or comment, and will be included on the agenda of a subsequent Council Committee for adoption by majority vote.

PART V – COMMITTEE EXPECTATIONS AND REQUIREMENTS

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| Annual Workplan | 40 An Advisory Committee will approve an annual work plan that identifies key priorities and goals based on its mandate, terms of reference, and any other direction from Council. |
| | 41 Task Forces and Governance Committees will create work plans as provided in their bylaws. |
| Communications | 42 Council Committees must follow the City’s communications protocols. |
| Reports to Council | 43 Council Committees may provide reports which include recommendations on matters related to the Committee’s mandate and terms of reference to Council. |
| | 44 At least once per year, the Council Committees will report to Council on the contents of its work plan and any information or recommendations on issues and matters within its mandate. |

PART VI – EFFECTIVE DATE

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| Effective Date | 45 This bylaw comes into effect on December 31, 2023. |
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FIRST READING: _____

SECOND READING: _____

THIRD READING: _____

SIGNED THIS ____ day of _____, 20____.

MAYOR

CLERK

Schedule A to Bylaw 1027-23

Code of Conduct for Advisory and Task Force Committee Members

The effective operation of democratic local government requires that persons appointed by City Council to its Advisory Committees and Task Forces be independent, impartial, and responsible through Council to the people of Beaumont. This Code of Conduct articulates the expectations for Advisory Committee and Task Force members so that they may carry out their entrusted duties with impartiality and dignity, recognizing that the function of the Advisory Committee or Task Force is service to their community and the public.

Advisory Committee and Task force members will:

- 1 Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta and the bylaws and policies of the City of Beaumont.
- 2 Act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furthering the public interest.
- 3 Treat one another, Councillors, Administration, and members of the public with courtesy, dignity, and respect and without abuse, harassment, bullying or intimidation.
- 4 Not interfere in matters of Administration, which fall within the jurisdiction of the Chief Administrative Officer.
- 5 Not use confidential information resulting for the personal profit of themselves or any other person.
- 6 Not communicate confidential information to anyone not entitled to receive it.
- 7 Not use their position to secure special privileges, favours, or exemptions for themselves or any other person.
- 8 Respect the Mayor's role as the city's spokesperson and not claim to speak on behalf of Council or the City unless expressly authorized by Council motion to do so.
- 9 Preserve the integrity and impartiality of their Advisory Committee or Task Force and of Beaumont Council.
- 10 For a period of six months after leaving an Advisory Committee or Task Force, abide by the ethical standards of conduct listed above, except those related to confidential information and speaking on behalf of the City, which shall apply in perpetuity.

As appointments to Council Committees are at the pleasure of Council, Council may revoke an appointment for any reason, including if it believes that an Advisory Committee or Task Force member has breached this Code of Conduct.

Advisory Committee or Task Force members are encouraged to seek advice from the Chair of their Advisory Committee or Task Force or from their Administrative Representative if in doubt about a course of action involving their work on the Advisory Committee or Task Force.

Schedule B to Bylaw 1027-23
Council Committee Agenda Template

COUNCIL COMMITTEE NAME
AGENDA
DATE
TIME
LOCATION

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. CONFIRMATION OF MINUTES
4. COMMITTEE BUSINESS
5. WORK PLAN
6. ADJOURNMENT