

Establish Council Committees

BEING A BYLAW OF THE SUMMER VILLAGE OF BURNSTICK LAKE FOR THE PURPOSE OF ESTABLISHING COUNCIL COMMITTEES.

WHEREAS section 145 (a) of the Municipal Government Act, R.S.A. 2000, c. M-26, enables Council to pass bylaws in relation to establishing Council Committees;

WHEREAS the Council of the Summer Village of Burnstick Lake recognizes the value of Committees to support and facilitate the achievement of the Summer Village of Burnstick Lake;

NOW THEREFORE the Council of the Summer Village of Burnstick Lake, hereby enacts the Council Committees Bylaw as follows:

1. BYLAW TITLE

This Bylaw is to be cited as the "Council Committee Bylaw".

2. DEFINITIONS

In this Bylaw, the following terms shall have the following meanings, unless the context specifically requires otherwise:

- a. "Act" means the Municipal Government Act, R.S.A 2000, c. M-26, as amended;
- b. "Agenda" is the order of items of business for a meeting and the associated reports, bylaws or other documents;
- c. "Bylaw" is a Bylaw of the Summer Village;
- d. "Chair" means a person who has authority to preside over a meeting;
- e. "Committee" means a Council Committee, board, commission or other body established by Council under the Municipal Government Act but does not include an assessment review board, a development appeal board, or a joint jurisdiction Committee where Council has appointed members;
- f. "Council" means the Mayor and Councillors of the Summer Village of Burnstick Lake duly elected pursuant to the provisions of the Local Authorities Election Act;
- g. "Meeting" means a meeting of Committee;
- h. "Member" means an individual appointed under this bylaw as a member of the Council Committee;
- i. "Member at Large" means a member of the public appointed by Council to a Committee of Council;
- j. "Minutes" are the record of proceedings of a meeting recorded in English language without note or comment;

- k. "Municipal Representative" is a Summer Village Staff person who is functionally responsible for the work and provides administrative and technical support to the Committee Chair and its membership;
- l. "Public Meeting" means a meeting of Committee at which members of the public may attend, but which is not a public hearing; and.
- m. "Quorum" is a majority of those members appointed and serving on Committee.

3. ESTABLISHMENT

- a. Council hereby establishes those Committees as set out in Schedule A attached to and forming part of this Bylaw.
- b. Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.
- c. Once the desired outcome has been achieved to the satisfaction of Council from a recommending body Committee it will be disbanded.

4. LIMITS OF AUTHORITY OF COMMITTEES

A Committee shall not:

- a. Have the power to decide a course of action for the Summer Village;
- b. Pass bylaws or enter into any agreement on behalf of the Summer Village;
- c. Pledge the credit of the Summer Village or authorize any expenditure to be charged against the Summer Village; or
- d. Act administratively except as delegated by the Chief Administrative Officer or Council.

5. MEMBERSHIP

- a. Committees shall be comprised of a number of participants, both Councillors and Members at Large, as indicated in the Committee Terms of Reference and approved by resolution of Council.
- b. All Members and Members at Large of a Committee shall be appointed by Council and shall be a resident of the Summer Village of Burnstick Lake, unless otherwise provided in the Committees Terms of Reference.
- c. The Mayor shall be an ex-officio member of all Committees and the Mayor, as such member of the Committees, shall have all the powers and privileges of any member of the same, including the right to vote upon all questions to be dealt with by such Committees.
- d. It shall be the duty of the Municipal Representative to give notice of all meetings to all members of each Committee, to attend, and ensure accurate minutes are kept.
- e. The Municipal Representative shall not be a member of a Committee and may not vote on any matter.

6. TERM

- a. Members at Large shall be appointed annually by Council at the Organizational meeting for a one (1) year term.
- b. Council members shall be appointed to Committees annually at the Organizational meeting.
- c. Where a Committee position is left vacant for any reason, Council may appoint a replacement for the remainder of that term.

7. COMMITTEE MEETINGS

- a. At the first meeting of the Committee following the Organizational meeting of Council the Committee will:
 - i. Appoint a Chair and Vice Chair; and
 - ii. Create or review Committee Terms of Reference.
- b. Committee meetings must be held in public.
- c. Council Committees may close all or part of the Committee meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*,
- d. When a meeting is closed to the public no recommendation may be passed, except a recommendation to revert to a meeting held in public.
- e. In accordance with the MGA, all members are required to keep in confidence matters discussed in closed session until the item is discussed at a meeting held in public.

8. GENERAL PROVISIONS

- a. Each Committee hereby established is deemed to be a Committee of Council and shall be responsible and accountable to Council.
- b. Members shall abide by the Code of Conduct adopted by Council.
- c. This Bylaw shall govern meetings of Committees hereby established by Council and shall be binding upon all Committee members whether Councillors or Members-at-Large.
- d. Each Committee is hereby authorized to prepare a "Terms of Reference" document for recommendation to Council. The Terms of Reference must be approved by Council and will include, at a minimum, the requirements for quorum and voting, number and composition of membership, roles of members, process for preparation and circulation of an agenda and minutes, and a role of an appointment of the Chair of the Committee. The Terms of Reference may also provide guidance to roles, methods and frequency of communication between Council and Committees.
- e. All members of the Committee, regardless of how they voted on an issue, should accept and support it as a Committee recommendation.
- f. Committee Members who have a reasonable belief that they have a pecuniary interest (as defined in the MGA) in any matter before a Committee or any Board, Commission,

Committee or Agency to which they are appointed as a representative of, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions and voting on any question relating to the matter. Members of Committee shall remove themselves from the meeting room until the matter is concluded. The minutes shall indicate the declaration of disclosure, the general nature of pecuniary interest, the time at which the member left the room and the time they returned.

- g. Councillors appointed to a Committee by Council shall be responsible to keep Council informed as to Committee activities.
- h. All Committee Chairs shall provide Council with a report on the activities of the Committee at least once annually or as requested by Council.
- i. Nothing included in this Bylaw shall restrict or prevent Council from creating or constituting further other Committees not referenced in this Bylaw.

9. EFFECTIVE DATE

This Bylaw shall come into force and take effect upon the date of third reading.

Introduced and given first reading this 6th day of December, 2021.

Given second reading this 6th day of December, 2021.

Upon unanimous consent given third and final reading this 6th day of December, 2021.

The Summer Village of Burnstick Lake

Original Signed

Mayor

Original Signed

Chief Administrative Officer

SCHEDULE "A"

Council hereby establishes the following Committees:

a. Capital Planning Advisory Committee

Serves as an advisory body to Council. Meetings serve as an opportunity to provide Council with information, advice and recommendations on matters concerning the planning for capital projects and other matters referred by Council.

b. Trail Committee

Serves as a recommending body to Council relating to planning, design and refurbishing of trail areas and systems within the Summer Village and surrounding area.

c. Playground Committee

Serves as a recommending body to Council to investigate choices and ideas to develop play areas on recreational disposition sites.