

**MUNICIPAL DISTRICT OF ROCKY VIEW  
COMMITTEES BYLAW  
BYLAW C-6138-2005**

A BYLAW OF THE MUNICIPAL DISTRICT OF ROCKY VIEW IN THE PROVINCE OF ALBERTA TO ESTABLISH THE COMMITTEES OF COUNCIL

WHEREAS the Municipal Government Act, R.S.A. 2000, c. M-26, as amended, provides that a Council may by bylaw establish standing or special Committees of Council and delegate to such committees certain duties and powers imposed and conferred upon a Council by the said Municipal Government Act;

AND WHEREAS the Council of the Municipal District of Rocky View considers it appropriate to establish Council committees for the purpose of supporting and facilitating the achievement of the MD's vision and goals and for the purpose of advising Council on matters relevant to the respective Committee mandates.

NOW THEREFORE the Council of the Municipal District of Rocky View, in the Province of Alberta, duly assembled, and pursuant to the authority conferred upon it by the Municipal Government Act, R.S.A. 2000, c.M-26, as amended, enacts as follows:

**1. NAME OF BYLAW**

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

**2. PURPOSE OF BYLAW**

2.1 The purpose of this Bylaw is to govern the establishment and regulation of Council Committees, subject to any specific variance set out in the Committee's Terms of Reference.

**3. SCOPE OF BYLAW**

3.1 This Bylaw applies to the following Committees:

Standing Policy Committees

3.1.1 Infrastructure and Operations Committee

3.1.2 Public Services Committee.

Special Committees:

3.1.3 Agricultural Services Board

3.1.4 Emergency Services Advisory Committee

3.1.5 Disaster Services Committee

Ad Hoc Committees:

3.1.6 Highway 8 Action Committee

3.1.7 Other Committees as required to address particular issues.

3.2 The Meeting Procedures Bylaw shall govern Committees and shall be binding upon all Committee members whether Councillors or Members at Large.

3.3 Subject to specific directions within this Bylaw, the Meeting Procedural Bylaw governs all Committee Meetings and is binding upon all Committee Members, whether Councillors or Members at Large.

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**4. DEFINITIONS**

4.1 In this Bylaw:

- 4.1.1 "Ad Hoc" Committee - means a particular type of committee which is formed to deal with a particular issue, and disbanded after the issue is resolved;
- 4.1.2 "Administration" means the Chief Administrative Officer or an employee accountable to the CAO employed by the Municipal District of Rocky View;
- 4.1.3 "Administrative Representative" means that member of the MD's administrative staff appointed to a Committee by the Chief Administrative Officer;
- 4.1.4 "Agenda" means the list of items and orders of business for any Meeting prepared pursuant to Section 16 of the Meeting Procedural Bylaw.
- 4.1.5 "Chief Administrative Officer" (otherwise referred to as the "CAO"), means the person appointed by Council into the position of CAO pursuant to Section 205 of the Municipal Government Act;
- 4.1.6 "Committee" means a Council Committee, Board or other body established by Council, by bylaw pursuant to the Municipal Government Act;
- 4.1.7 "Chairperson" means the person who presides at a Meeting;
- 4.1.8 "Council" means the Reeve and Councillors of the Municipal District of Rocky View No. 44, duly elected pursuant to the provisions of the Local Authorities Election Act, as amended from time to time, whose term is unexpired, who have not resigned and who continue to be eligible to hold office pursuant to the provisions of the Local Authorities Election Act;
- 4.1.9 "Councillor" means a duly elected Member of Council, including the Reeve;
- 4.1.10 "Elector" means a person: (i) who is eighteen (18) years or older; (ii) who is a Canadian citizen; and (iii) who: (A) in the case of an election or the taking of a vote is eligible to vote, or (B) in the performance of any other function or the exercise of any right with respect to a municipality, is a resident in the Municipality on the day on which the function is performed or the right is exercised, and has resided in Alberta for the six (6) consecutive months immediately preceding that day;
- 4.1.11 "Ex-Officio" means a member of a Committee who is a Committee member by virtue of the right to hold a public office such as Reeve, and has the right to make motions and vote;
- 4.1.12 "Member at Large" means a member of the public appointed by Council to a Committee pursuant to this Bylaw;
- 4.1.13 "Meeting" means an organizational, regular or special meeting of Council or Committee;

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- 4.1.14 "Meeting Procedure Bylaw" means MD Bylaw C- 6095-2005 which regulates the conduct of Councillors and the conduct of members of Council Committees and other bodies established by Council;
- 4.1.15 "Quorum" means in the case of a Committee Meeting, unless the bylaw establishing such Committee specifies a different Quorum, the majority of the members thereto, including Members at Large,
- 4.1.16 "Reeve" means the Chief Elected Official of the Municipality pursuant to the Municipal Government Act, RSA 2000 Chapter M-26, as amended from time to time.
- 4.1.17 "Terms of Reference" means a statement of the purpose of a Committee and shall include, but is not limited to the Committee's composition, duties, powers and functions. Terms of Reference for specific Committees are set out by schedules which are attached to and form part of this Bylaw.

**5. ESTABLISHMENT**

- 5.1 Council hereby establishes those Committees as are set out in the Terms of Reference.
- 5.2 Each Committee shall be responsible and accountable only to Council.

**6. POWERS AND RESPONSIBILITIES OF COMMITTEES**

- 6.1 Standing Policy Committees have the following delegated powers, duties and functions within their mandates:
  - 6.1.1 make new or revised policy proposals;
  - 6.1.2 make recommendations to Council;
  - 6.1.3 receive reports for information; and
  - 6.1.4 create and be responsible for sub-committees and their Terms of Reference.
- 6.2 A Special or Ad-hoc Committees may be appointed at any time by the Council or by the Reeve acting upon the instruction of the Council, providing that a motion has been adopted specifying the matters, duration of the Committee, and Terms of Reference to be dealt with by the Committee.
- 6.3 A Committee does not have the power to pledge the credit of the Municipality, pass bylaws, enter into any contractual agreements, or otherwise bind the Municipality in any way.
- 6.4 A Committee must not appropriate, expend or direct the expenditure of any money not provided for in that Committee's budget as approved by Council or by a special or supplementary budget adjustment approved by Council.
- 6.5 A Committee shall provide a forum for examining timely issues relevant to its mandate by considering topics from the following sources:
  - 6.5.1 receipt of requests or suggestions from Council,
  - 6.5.2 requests or enquiries from the public, and
  - 6.5.3 initiation from within the Committee.

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- 6.6 The Committee shall be responsible for preparing letters, recommendations, resolutions, discussion papers and other documents as directed by Council.
- 6.7 A Committee may request advice and assistance in the form of verbal or written reports from any Municipal Department concerning any matter properly being considered by the Committee.
- 6.8 A Committee may solicit, hear and consider representations from any citizen or group of citizens upon any matter relating to the function of that Committee.
- 6.9 The Committee shall prepare and, on approval by Council, present briefs to hearings and commissions.

**7. REPORTING TO COUNCIL**

- 7.1 Councillors appointed to a Committee are responsible to keep Council informed as to the Committee's activities through a regular report in accordance with that Committee's Terms of Reference.
- 7.2 The Terms of Reference for each Committee should specify how often the reporting is to be done.

**8. PUBLIC PARTICIPATION**

- 8.1 Community organizations and individuals that wish to appear before, or communicate directly with Council on any matter referred to within the Terms of Reference of a Committee shall be encouraged to make representations to that Committee in accordance with Sections 25, 26 and 27 of the Meeting Procedural Bylaw.

**9. MEMBERSHIP**

- 9.1 A Committee shall be composed of the number of members, both Councillors and Members at Large, as indicated in the Committee's Terms of Reference.
- 9.2 All members of a Committee shall be residents of the Municipal District of Rocky View, unless otherwise provided in the Terms of Reference for that Committee.
- 9.3 Councillors shall be appointed by Council at the Organizational Meeting or at a meeting following the Organization Meeting.

**10. TERMS AND APPOINTMENTS**

- 10.1 Members at Large shall be appointed by Council to a Committee at the Organizational Meeting or as otherwise designated by Council.
  - 10.1.1 In order to ensure continuity of membership in newly established Committees, Council shall, at the date of appointment, determine which of the Members at Large will hold office for one (1) year from the date of appointment and which of the Members at Large will hold office for two (2) years from the date of appointment;
  - 10.1.2 In each succeeding year, Council shall appoint for a two (2) year term enough members to fill the vacancies created by the expiration or the terms of the Members at Large in that year;

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- 10.1.3 Retiring Members at Large may be re-appointed if they have not already served two (2) consecutive terms on a particular Committee.
- 10.2 The Reeve is an Ex-officio member of those Committees that do not name the position of Reeve in their Terms of Reference.
- 10.3 All appointments of Committees are at the pleasure of Council. Council has the right to remove any Member from a Committee at any time and for any reason.
- 10.4 Any Member At Large may resign from a Committee at any time by sending written notice to the Chief Administrative Officer and such resignation shall take effect on the date therein stated, or where no date is stated, then upon the date when the resignation was received by the Chief Administrative Officer.
- 10.5 A Member of a Committee may introduce for discussion and recommendation, any matter which he/she considers to be within the purview of that Committee.
- 10.6 All Members at Large shall remain in office until their respective successors are appointed.
- 10.7 Any Member of a Committee who is absent from three (3) consecutive meetings of the Committee without valid reason shall forfeit his or her office.
- 10.8 In the event of a vacancy occurring prior to the expiration of a term, the person appointed to fill such vacancy shall hold office for the remainder of that term.

**11. CHAIRPERSON AND VICE-CHAIRPERSON**

- 11.1 At the annual Council Organizational Meeting a Council shall elect a Chairperson from among its members for each of the following Committees: Emergency Services Advisory Board, Agricultural Services Board and Disaster Services Committee, as well as the two Standing Policy Committees (Infrastructure and Operations and the Public Services Committees). A Vice-Chairperson for each of these Committees shall be elected at their first meeting.
- 11.2 The Chairperson shall hold office for a term of one (1) year from the date of appointment.
- 11.3 The Chairperson shall preside over all meetings for the Committee and decide all points of order that may arise in accordance with the provisions of the Meeting Procedural Bylaw.
- 11.4 In the absence of the Chairperson, the Vice-Chairperson shall preside over meetings and shall exercise all the same powers, duties and responsibilities that the Chairperson would be entitled to exercise if present, in accordance with the provisions of the Meeting Procedural Bylaw.
- 11.5 In the event that both Chairperson and Vice-Chairperson are absent from the meeting, the members shall elect an Acting Chairperson for that meeting.

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**12. ADMINISTRATIVE REPRESENTATIVE**

- 12.1 The Chief Administrative Officer shall appoint an Administrative Representative to each Committee.
- 12.2 The Administrative Representative shall ensure that accurate minutes are kept of all regular and special meetings of the Committee, copies of which shall be made, filed with the Chief Administrative Officer and or his/her designate, and available to Council upon request, in accordance with the provisions of the Meeting Procedural Bylaw.
- 12.3 The Administrative Representative shall provide advice, research, information and additional support staff as required by the Committee.
- 12.4 The Administrative Representative is not a member of a Committee and shall not vote on any matter.

**13. MEETINGS**

Notice of cancellation of meetings is to be done in accordance with the provisions of the Meeting Procedural Bylaw.

**14. QUORUM**

A majority of Committee Members present at the Meeting, including Members-At-Large, constitutes a quorum at a Committee Meeting.

**15. EFFECTIVE DATE**

This Bylaw shall come into effect as of the final day of passing.

**NOW THEREFORE** the Municipal District of Rocky View No. 44 hereby enacts the following:


First reading passed in open Council, assembled in the City of Calgary, in the Province of Alberta this 28<sup>th</sup> day of February, 2006, on a motion by Councillor Goode.

Second reading passed in open Council, assembled in the City of Calgary, in the Province of Alberta, this 28<sup>th</sup> day of February, 2006, on a motion by Councillor Everett.

That permission for third and final reading be passed in open Council, assembled in the City of Calgary, in the Province of Alberta, this 28<sup>th</sup> day of February, 2006, on a motion by Councillor Neustaedter.

Third reading passed in open Council, assembled in the City of Calgary, in the Province of Alberta, this 28<sup>th</sup> day of February, 2006, on a motion by Councillor Goode.

  
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Reeve / Deputy Reeve

  
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Municipal Clerk