

**GOVERNANCE AND COUNCIL SERVICES COMMITTEE BYLAW**  
**STURGEON COUNTY, MORINVILLE, ALBERTA**

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A BYLAW OF STURGEON COUNTY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE GOVERNANCE AND COUNCIL SERVICES COMMITTEE

**WHEREAS** section 145 the *Municipal Government Act*, RSA 2000 c. M-26 (the Act), and amendments thereto provides that a council may pass bylaws in relation to the establishment and functions of council committees as well as procedures to be followed by council committees;

**AND WHEREAS**, section 146(a) of the Act provides that a council committee may exist entirely of councillors;

**AND WHEREAS**, the Council of Sturgeon County considers it expedient to establish the Governance and Council Services Committee to facilitate the achievement of Sturgeon County's Strategic Plan, vision and goals by providing a venue for discussion of operational and housekeeping matters as well as oversight over committees established by Council;

**NOW THEREFORE** the Council of Sturgeon County, in the Province of Alberta, duly assembled, enacts as follows:

**1. Title**

- 1.1. This Bylaw may be referred to as the "Governance and Council Services Committee Bylaw".

**2. Purpose**

- 2.1. The purpose of this Bylaw is to establish the mandate, functions, and procedures of the Governance and Council Services Committee.

**3. Definitions**

- 3.1. In this Bylaw, words have the meanings set out in the Act and the Procedure Bylaw, except that in the context of this Bylaw, "the Committee" means the Governance and Council Services Committee.

**4. Establishment and Mandate**

- 4.1. The Governance and Council Services Committee is established as a Committee of Council.
- 4.2. The mandate of the Committee is to:
- (a) Provide a venue for discussion and decision on operational and housekeeping matters related to Council and identified in this Bylaw.
  - (b) Ensure that the mandates and terms of reference for Council-established Boards and Committees are reviewed to confirm alignment with Council's Strategic Plan and priorities as established by Council from time to time and for making recommendations to Council where adjustments may be required.

- (c) Ensure Council's expectations of Council Committees are articulated to the Council Committees so that Council's vision for the Municipality can be achieved.

4.3. The Procedure Bylaw shall govern the Committee and shall be binding upon all Committee Members.

## **5. Terms of Reference**

5.1. In order to fulfill its mandate, the Committee shall:

- (a) Make decisions on the expenditure of Council common expenses, including public relations, sponsorships, conferences, conventions, and professional development funds, that are allocated to Council as a whole and not allocated to individual Members of Council through the annual budget process;
- (b) Approve the process for conducting the annual County Commissioner performance evaluation;
- (c) Issue annual mandate letters to every other Council Committee;
- (d) Receive updates from Administration and provide recommendations on matters of a governance nature, including draft bylaws and policies which will ultimately be presented to Council for consideration; and
- (e) Approve Council professional development and orientation sessions that are scheduled for, and applicable to, all Members of Council.

## **6. Membership**

- 6.1. All Members of Council are appointed to the Committee.
- 6.2. Members' terms are consistent with their terms as Members of Council.
- 6.3. The Mayor, Deputy Mayor, and the Councillor who is next scheduled to be Deputy Mayor are voting members of the Committee.
- 6.4. The remaining Councillors are non-voting members of the Committee. They may attend Meetings and debate but may not make motions or vote.
- 6.5. Quorum is all voting members of the Committee.
- 6.6. Council shall appoint an alternate member, who, in the absence of one voting member, shall contribute to quorum and vote.

## **7. Meetings & Minutes**

- 7.1. Meetings will be scheduled at the call of the Chair.
- 7.2. The Clerk will record Meeting Minutes in accordance with the Procedure Bylaw.

**8. Limits to Discussion**

- 8.1. There is no limit on the number of times a Member may speak to an item.
- 8.2. Informal discussion of an item is permitted when no motion has been made.

**9. Motions**

- 9.1. The Committee may make the following motions: to postpone to a certain time or date, recommend, refer to Council, and approve or adopt.
- 9.2. A motion to postpone to a certain time or date:
  - (a) Is used if the Committee would prefer to consider an item later in the same meeting or at another meeting; and
  - (b) Is debatable only as to the advisability of the postponement and is amendable only as to the time specified.
- 9.3. A motion to approve or adopt:
  - (a) Is used to adopt the Agenda of the Meeting;
  - (b) Is used to approve the Minutes of a prior Meeting;
  - (c) Is used to approve the expenditure of Council common expenses, including public relations, sponsorships, conferences, conventions, and professional development funds, that are allocated to Council as a whole and not allocated to individual Members of Council through the annual budget process;
  - (d) Is used to approve the process for conducting the annual County Commissioner performance evaluation;
  - (e) Is used to approve annual mandate letters to each Council Committee.
  - (f) Is used to approve Council professional development and orientation sessions that are scheduled for, and applicable to, all Members of Council.

**10. Review and Expiry**

- 10.1. Administration shall bring this Bylaw forward to Council for review by March 1, 2022.

**11. Effective Date**

11.1. This Bylaw shall come into force and take effect on April 1, 2020.

Read a first time this 25<sup>th</sup> day of February, 2020.

Read a second time this 10<sup>th</sup> day of March, 2020.

Read a third time this 10<sup>th</sup> day of March, 2020.

"Original Signed"

Alanna Hnatiw

MAYOR

"Original Signed"

Reegan McCullough

COUNTY COMMISSIONER (CAO)

March 10, 2020

DATE SIGNED

If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.