



**BYLAW #1070-4
OF THE TOWN OF HINTON
IN THE PROVINCE OF ALBERTA
A BYLAW TO ESTABLISH COUNCIL COMMITTEES**

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

WHEREAS Council of the Town of Hinton values full and transparent public involvement in major municipal decision making;

WHEREAS the Council of the Town of Hinton considers it expedient to establish Council Advisory Committees to represent the voice and will of the community and the various stakeholders and organizations, and thereby support and facilitate the achievement of Hinton's goals and visions and advise Council on matters relevant to their mandate.

AND WHEREAS the Council of the Town of Hinton respects the time of volunteers in the community and designs Town Committees to do meaningful work in an efficient and effective manner.

NOW THEREFORE the Council of the Town of Hinton in the Province of Alberta, duly assembled, enacts as follows:

1.0 SHORT TITLE

1.1 This Bylaw may be referred to as the "Council Committees Bylaw."

2.0 APPLICATION & INTERPRETATION

2.1 This bylaw shall apply to all Council-created Committees with the exception of quasi-judicial bodies and provincially-legislated boards and Committees such as the Hinton Municipal Library Board and Policing Committee.

3.0 OVERALL AUTHORITY & STRUCTURE

3.1 Council may form the following types of Committees:

- 3.1.1 Advisory Committees;
- 3.1.2 Working Committees; and
- 3.1.3 Other Committees as determined by Council.

4.0 ESTABLISHMENT, PURPOSE, & RESPONSIBILITIES OF ADVISORY COMMITTEES

4.1 Advisory Committee Terms of Reference shall be reviewed every four (4) years to ensure they reflect the current mandate of the Advisory Committee in relation to the responsibility conferred upon the Advisory Committee of Council.

4.2 Each Advisory Committee shall:

- 4.2.1 Provide a forum for examining timely or emergent issues of the community relevant to its mandate by considering topics from the following sources:
 - a) Receipt of requests or suggestions from Council,
 - b) Requests or enquiries from the public, or
 - c) Initiation from within the Committee;
- 4.2.2 Actively engage with the public, partners, and stakeholders; seek information and advice; and communicate the changing needs and pulse of the community to Council on Community Sustainability Plan ("CSP") initiatives, priorities, and emergent issues;
- 4.2.3 Promote and support Council's Strategic Plan through public engagement and open dialogue among community members, partners, and stakeholders; and
- 4.2.4 Cultivate and encourage individuals with specific interest and expertise to apply for membership to their Committee or their Task Committee when vacancies occur with a focus on balanced community representation.

5.0 ESTABLISHMENT, PURPOSE, & RESPONSIBILITIES OF WORKING COMMITTEES

- 5.1 Council may establish, by resolution, Working Committees and shall provide each with written Terms of Reference.
- 5.2 Once the desired outcome has been achieved to the satisfaction of Council, the Working Committee is disbanded.

6.0 ESTABLISHMENT, PURPOSE, & RESPONSIBILITIES OF TASK COMMITTEES

- 6.1 Any Advisory Committee may establish, by resolution, Task Committees and shall provide its Terms of Reference.
- 6.2 Once the desired outcome has been achieved to the satisfaction of the Advisory Committee, the Task Committee is disbanded.

7.0 CORE FUNCTIONS OF COMMITTEES (ADVISORY & WORKING)

7.1 Committees shall:

- 7.1.1 Maintain awareness of the overall community pulse, insights, and issues of an emergent nature;
- 7.1.2 Review and advise on goals, priorities, and directions within the framework of the Community Sustainability Plan and the Municipal Strategic Plan and shall utilize public consultation and engagement in developing all actions, advice, and recommendations provided to Council and shall not be construed as binding upon Council. Notwithstanding, Council may delegate decision making authority to a Committee on a specific project; and
- 7.1.3 Perform other duties as directed by Council from time to time.

7.2 Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council. The Committee recommends to Council, not to Town Administration.

7.3 Council may require a Committee to present at a hearing, meeting, commission, or open house.

8.0 LIMITS OF AUTHORITY OF ALL COMMITTEES

8.1 A Committee shall not:

- 8.1.1 Have the power to decide a course of action for the Town;
- 8.1.2 Pass bylaws or enter into any agreement on behalf of the Committee or the Town;
- 8.1.3 Pledge the credit of the Town or authorize any expenditure to be charged against the Town without prior approval by Council; or
- 8.1.4 Act administratively except as delegated by the Chief Administrative Officer.

9.0 COMPOSITION

9.1 A Committee shall be composed of the number of Members as indicated in the Committee's Terms of Reference. In the event a representative has not been appointed by an outside body (i.e. Yellowhead County, Grande Yellowhead Public School Division, or Evergreen Catholic School Division) by the annual Organizational Meeting of Council, the appointment of these representatives shall be deferred to Hinton Town Council as Council deems appropriate.

9.2 Unless otherwise provided for in this bylaw, Citizens-at-Large are appointed by Council resolution.

9.3 Committee Members must reside in, work in, or have significant investment in the Hinton Community, unless otherwise provided in their Terms of Reference.

9.4 Upon recommendation of the Mayor, Council shall appoint one or more Councillors, in accordance with the Terms of Reference, to a Committee at the Organizational Meeting or at a meeting following the Organizational Meeting.

9.5 The Mayor is an Ex-Officio Member of all Committees that do not name the position of Mayor in their Terms of Reference.

10.0 COMMITTEE MEMBERSHIP APPOINTMENTS & TERMS

10.1 The term of Committee Members is as follows:

10.1.1 Councillors are appointed for one (1) year terms on Advisory Committees and for the entire term for Working Committees; and

10.1.2 The term of office for other Committee Members, not including those Members appointed by an outside body (i.e. GYPSD, Evergreen School Division) shall be for staggered two (2) year terms.

- 10.2 Committee Members may, upon re-application, be re-appointed for three (3) consecutive two-year terms (six years) on a particular Committee. Notwithstanding, Council may allow a Committee Member to be reappointed for additional consecutive terms if Council determines that extraordinary conditions warrant such an appointment.
- 10.3 Where a Member ceases to be a Member of the Committee before the expiration of his or her term, Council may appoint another eligible person for the unexpired portion of the vacant term.
- 10.4 Any Member of a Committee who is absent from two (2) consecutive Committee meetings shall cease to be a Member of the Committee unless there is a resolution of the Committee accepting a valid reason for his or her absence.
- 10.5 Any Member may resign from a Committee at any time upon sending their written resignation to Council through the Staff Representative for the appropriate Committee.
- 10.6 Council may, for any reason it considers sufficient, remove a Member of a Committee by resolution.

11.0 COMMITTEE OPERATIONS

- 11.1 Advisory Committees, at its first meeting after Council's annual Organizational Meeting, and for other Committees, at their first meeting, shall elect a Chairperson and Vice Chairperson from among its Members.
- 11.2 Councillors appointed to a Committee shall be responsible to keep Council informed of Committee activities.
- 11.3 The Chairperson shall:
 - 11.3.1 Preside over all meetings of the Committee and decide all points of order that may arise;
 - 11.3.2 Participate in the initial draft/development/review of the Municipal Strategic Plan; and
 - 11.3.3 Be the spokesperson of the Committee and represent the collective action of the Committee and participate in meetings with Council, as required, to review Committee status.
- 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.
- 11.5 Committee Members shall only speak on behalf of the Committee when formally given such authority for a specific defined purpose.

- 11.6 The Chief Administrative Officer shall designate a Staff Representative and a Secretary to each Advisory and Working Committee or other Committee as may be required, both of whom are non-voting.
- 11.7 The Staff Representative shall:
 - 11.7.1 Establish the time, date, and location of the inaugural meeting;
 - 11.7.2 Prepare the agenda for meetings in consultation with the Chairperson;
 - 12.7.3 Provide advice, research, information, and additional support staff as required by the Committee;
 - 11.7.4 Arrange and facilitate an orientation program for Committee Members;
 - 11.7.5 Recommend learning and/or development opportunities to Committee Members;
 - 11.7.6 Subject to compliance within the Town budget, may approve attendance of Committee Members at conferences and other events that offer developmental opportunities related to the Committee. Committee Members that attend a conference or other event offering developmental opportunities shall provide a written or verbal report of insights gained to their Committee;
 - 11.7.7 Prepare and forward to Council any Committee reports and recommendations in a timely fashion, in Council's required format, and the report shall contain all information which the Committee Chairperson deems necessary;
 - 11.7.8 Ensure Committee Members perform their duties within Council-approved policies and budgets;
 - 11.7.9 Communicate actions, projects, and initiatives to other Advisory Committees as appropriate.

- 11.8 The Committee Secretary shall:

- 11.8.1 Distribute agendas and meeting notices to Committee Members;
 - 11.8.2 Prepare minutes of Committee meetings and provide to Council as information within five (5) business days from the date the Committee meeting was held;
 - 11.8.3 Ensure all appropriate logistical support is provided including lunch/dinners for Members at Committee meetings.

12.0 MEETING OPERATIONS

- 12.1 Meetings will be held at such time and place as determined by each Committee at the first meeting and may be changed by each Committee as required.
- 12.2 Special meetings of Committees may be called on 24 hours verbal notice by the Chairperson of the Committee, or upon 24 hours verbal notice at the request of any three (3) Members of the Committee.
- 12.3 Public notice of a Committee meeting will be given in the manner approved by Council and in compliance with section 195 of the *Municipal Government Act*.
- 12.4 Committee meetings, information, and process shall be transparent and open to the public except where the Committee deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.

- 12.5 All Committee Members shall comply with the provisions of Part 5, Division 6, Pecuniary Interest, within the *Municipal Government Act*.
- 12.6 The precedence of the rules governing the procedures of Committees established under this Bylaw is:
 - 12.6.1 Municipal Government Act;
 - 12.6.2 Other provincial legislation;
 - 12.6.3 This bylaw;
 - 12.6.4 Other Council Bylaws (i.e. Council Procedure Bylaw #1060); and
 - 12.6.5 Robert's Rules of Order.

13.0 QUORUM & VOTING

- 13.1 The majority of the appointed Members of the Committee constitute a quorum. If the Committee membership is less than majority due to a vacancy, quorum shall be the majority of the number of positions filled.
- 13.2 All Members, including the Chairperson, must participate in discussion and vote on all matters before the Committee unless a pecuniary interest is declared.
- 13.3 The majority vote of Members constitutes the decision of a Committee.

14.0 RELATED DOCUMENTS

- 14.1 Council Code of Conduct Bylaw #1124
- 14.2 Each Committee is established via Bylaw with an attached Terms of Reference document. Each Committee Bylaw may set out additional regulations for each Committee.

15.0 DEFINITIONS

- 15.1 **Advisory Committee:** an ongoing Committee established to represent and engage the community and advise Council on all matters relating to its mandate. Advisory Committees would normally hear first from community organizations and individuals that wish to appear before or communicate directly with Council on matters referred to within their Terms of Reference.
- 15.2 **Citizen-at-Large:** a person appointed to a Committee pursuant to this Bylaw and who is a resident of the Hinton Community.
- 15.3 **Committee:** any Committee established by Council under the *Municipal Government Act* or this Bylaw.
- 15.4 **Council:** the Council of the Town of Hinton.
- 15.5 **Ex-Officio:** the Mayor, by virtue of office, is considered a voting Committee Member and forms part of the quorum when present.

15.6 **Member:** a member of a Committee as contained in this bylaw.

15.7 **Organizational Meeting:** the organizational meeting of Council.

15.8 **Staff Representative:** the administration resource person appointed to a Committee by the Chief Administrative Officer or designate.

15.9 **Task Committee:** a term-specific Committee created by an Advisory Committee to carry out a specific task by gathering information, implementing engagement, or carrying out actions as may be required to assist the Committee in the review and as set out in its Terms of Reference.

15.10 **Terms of Reference:** those terms (i.e. composition, statement of purpose, mandate, meetings) pertinent to the establishment and mandate of a specific Committee.

15.11 **The Hinton Community:** includes the following areas:

- 15.11.1 The Hinton Service Area: from Obed to the Jasper National Park boundary and from Cadomin to north of William A. Switzer Provincial Park; and
- 15.11.2 13 rural communities: Aspen Heights, Brule, Cadomin, Carldale, Entrance, Folding Mountain, Grandview Estates, Mountain View Estates, Muskuta Estates, Obed, Old Entrance, Overlander and Seabolt Estates.

15.12 **Working Committee:** a term-specific Advisory or Task Committee established by Council to represent and engage the community to study, review, advance, and/or and make recommendations on a specific issue or matter of concern to the community relating to its mandate.

15.13 The titles or headings used in this bylaw are inserted for convenience of reference only and will not affect the interpretation or construction of this bylaw.

16.0 ENACTMENT

16.1 This Bylaw will come into force and effect when it receives third reading and is duly signed. All former versions of this bylaw are hereby rescinded.

READ a First time this 23rd day of October 2018.

READ a Second time this 23rd day of October 2018.

READ a Third time this 23rd day of October 2018.



Mayor



Director of Corporate Services

