

**BYLAW NO. 22-26  
OF THE TOWN OF STRATHMORE  
IN THE PROVINCE OF ALBERTA**

**A BYLAW OF THE TOWN OF STRATHMORE TO ESTABLISH COUNCIL COMMITTEES  
ALONG WITH A CODE OF CONDUCT FOR COUNCIL COMMITTEES IN THE TOWN OF  
STRATHMORE.**

**WHEREAS** under the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, Council may pass a Bylaw for the purpose of establishing Council Committees within the Town of Strathmore;

**AND WHEREAS** the *Municipal Government Act* authorizes Council to pass a bylaw establishing procedures to be followed by Council Committees;

**AND WHEREAS** the *Municipal Government Act* authorizes Council to establish, by bylaw, a code of conduct for Council Committees;

**AND WHEREAS** Council considers it expedient to pass a bylaw establishing Council Committees, procedures and a code of conduct for Council Committees to ensure that there is a common understanding of the operations and acceptable ethical conduct while serving on the Town's Committees;

**NOW THEREFORE BE IT RESOLVED THAT** the Municipal Council of the Town of Strathmore, in the Province of Alberta duly assembled **HEREBY ENACTS AS FOLLOWS:**

**1. SHORT TITLE**

- 1.1. This Bylaw may be cited as the "Boards and Committees Bylaw."

**2. DEFINITIONS**

- 2.1. "Adjourn/Adjournment" means the conclusion of the Committee meeting when stated by the Chair or Vice-Chair.
- 2.2. "Agency Representative" means a member appointed by an agency bringing a level of knowledge or expertise to a Committee.
- 2.3. "Agenda" means the order of items of business for any Committee meeting and the associated reports and other supporting documentation.
- 2.4. "Amend" means a Motion of a Committee to amend a Motion that has been made but not yet voted on.
- 2.5. "Chair" means the individual appointed by the voting Committee Members or Council in accordance with this Bylaw.
- 2.6. "Chief Administrative Officer" means the individual appointed to the position of the Chief Administrative Officer or his or her designate for the Town.

- 
- 2.7. "Closed Meeting" means a Committee meeting held in the absence of the public pursuant to Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act* or any other enactment that provides for holding all or part of a meeting in the absence of the public.
- 2.8. "Committee" means a Committee, Commission, Board, or other body established by Council in accordance with the *Municipal Government Act* and, in a section of this Bylaw relating to a specific Committee, it shall mean that specific Committee.
- 2.9. "Committee Member" means a person appointed by Council to represent the public at large.
- 2.10. "Composite Assessment Review Board" means the composite assessment review board(s) established pursuant to this bylaw in accordance with Section 454 of the *Municipal Government Act*.
- 2.11. "Consensus" means a decision-making process that seeks the agreement of most participants and also to resolve or mitigate the objections of the minority to achieve the most agreeable decision. Consensus is usually defined as meaning both general agreement and the process of getting to such agreement.
- 2.12. "Council" means the municipal Council governing the Town.
- 2.13. "Councillor" means a member of Council not including the Mayor, as the Mayor is ex-officio of all Committees. Councillors are appointed annually to act as Council's liaison to a Committee and are not entitled to vote on appointed Committees unless otherwise noted.
- 2.14. "Defer" means to postpone an item on an Agenda to specific date and/or time to allow for adequate time and consideration of the matter by the Committee.
- 2.15. "Local Assessment Review Board" means the local assessment review board(s) established pursuant to this bylaw in accordance with Section 454 of the *Municipal Government Act*.
- 2.16. "Majority Vote" means more than half of the votes cast by voting Committee Members, at a properly called Committee Meeting at which a Quorum is present.
- 2.17. "Manager of Legislative Services" means the individual in the leadership role that directly oversees the Legislative Services division for the Town.
- 2.18. "Mayor" means the individual elected to the position of Chief Elected Official for the Town.
- 2.19. "Minutes" means the record of decisions of a Committee recorded in the English language.
- 2.20. "Motion" means a resolution that has been moved by a Committee Member but not yet voted on.

- 2.21. "Organizational Meeting" means the organizational meeting of Council as required under the *Municipal Government Act*.
- 2.22. "Pecuniary Interest" means a matter that could monetarily affect the Committee Member or an employer of the Committee Member or the Committee Member knows or should know that the matter could monetarily affect the Committee Member's family.
- 2.23. "Postpone Indefinitely" means to dispense of the pending motion without a direct vote but such a motion can be renewed at a subsequent Committee meeting.
- 2.24. "Recess" means to take a brief break but continue the Committee meeting afterwards.
- 2.25. "Recording Secretary" means the individual appointed by the Committee Members or Chief Administrative Officer for the purposes of recording minutes for the Committee in accordance with this Bylaw.
- 2.26. "Resolution" means a formal decision made by a Committee.
- 2.27. "Table" means to set a pending Motion aside temporarily to accommodate something else of immediate urgency during a Committee meeting.
- 2.28. "Task Force" means a Committee established for a specified period of time and for a specific purpose.
- 2.29. "Town" means the municipal corporation of the Town of Strathmore.
- 2.30. "Quorum" means the majority of all voting Committee Members.
- 2.31. "Withdraw" means to withdraw a Motion that has been made during a Committee meeting.

### **3. INTERPRETATION**

- 3.1. 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.

### **4. APPLICATION**

- 4.1. The purpose of this Bylaw is to:
  - a) Establish Council appointed Boards and Committees in accordance with the requirements of the *Municipal Government Act*; and
  - b) Establish standards for the ethical conduct of Town of Strathmore Committees.
- 4.2. This Bylaw applies to Committee Members unless otherwise specified in this Bylaw.
- 4.3. Councillors appointed to Committees are subject to Council's Code of Conduct Bylaw.

## **5. COMMITTEES ESTABLISHED**

- 5.1. The following Committees are established:
  - a) Assessment Review Board
  - b) Subdivision and Development Appeal Board
  - c) Community Improvement Program Committee

## **6. TASK FORCE**

- 6.1. Council may establish a task force, by resolution, for the purposes of reviewing a specific issue or issues within a specific timeline.
- 6.2. A Committee may make a recommendation to Council to establish a Task Force.
- 6.3. The Chief Administrative Officer will develop a Terms of Reference along with a timeline of Council reporting requirements to be adopted by a resolution of Council. This Terms of Reference shall have the same force and effect as if adopted by this Bylaw.
- 6.4. A Task Force is disbanded at the next Organizational Meeting unless otherwise approved by Council.

## **7. POWERS OF COMMITTEES**

- 7.1. A Committee provides a forum for examining timely issues by considering topics relevant to its mandate that come from Council, that emerge as inquiries from the public, or that are initiated by the Committee.
- 7.2. The powers of the Committees established by this Bylaw include providing recommendations to Council, unless the Committee's approved Terms of Reference, or legislation, specifically provides otherwise.
- 7.3. Except as otherwise specified in this Bylaw, no Committee or Committee Member has:

- a) Power to pledge the credit or course of action of the Town or enter into any agreement on behalf of the Committee or the Town;
  - b) Power to authorize any expenditure to be charged against the Town without prior approval by Council;
  - c) Authority to act administratively (e.g. direct staff or set mandates outside of assigned roles); or
  - d) Authority to speak on behalf of the Town of Strathmore, unless authorized to do so.
- 7.4. Committees have the authority to form ad hoc subcommittees from among their Members, to assist them in carrying out its objectives and responsibilities under this Bylaw.

## **8. MEMBERSHIP**

- 8.1. The Mayor is an ex-officio member of all Committees, meaning that the Mayor can attend these meetings and is authorized to vote in circumstances where there is a tie.
- 8.2. Council will establish the membership composition of Committees including whether a Committee requires a Councillor, a Citizen Representative, and/or an Agency Representative.
- 8.3. Unless otherwise provided for in this bylaw, Members are appointed by Council resolution.
- 8.4. Committee Members must be residents or business owners of the Town, unless otherwise approved by Council or specified in the committee's terms of reference.
- 8.5. Committee Members must be 18 years of age or older with the exception of youth members who must be between the ages of 14 and 18 years.
- 8.6. Town staff may not sit as a voting member on a Committee.
- 8.7. Each Committee shall only have one member of an immediate family unit (i.e. spouse/partner, parent, grandparent, sibling, or child) serving on it at one time to ensure that there is a diverse range of views and perspectives.
- 8.8. Former Committee Members, Councillors and Town staff may apply for appointment to a Committee after a two-year hiatus from that capacity.
- 8.9. Core competencies will be considered with each Committee appointment to ensure Committees have the skillsets necessary to carry out their mandates.

## **9. TERMS OF APPOINTMENT**

9.1. Unless otherwise stated in the Bylaw, Members are appointed at the annual Organizational Meeting of Council as follows:

- a) Term appointments shall begin on November 1<sup>st</sup> and end on October 31<sup>st</sup> of the specified year.
- b) Councillors are appointed for one-year terms which shall be reviewed annually and extended at the Organizational Meeting.
- c) Councillors are not entitled to vote on Committees unless otherwise noted in this or any other Bylaw.
- d) Committee Members are appointed in staggered terms of one-year, two-year or three-year terms, or as otherwise specified to ensure there is a mix of experienced and new Committee Members.
- e) The individual representing an Agency as its Agency Representative, shall be selected and appointed by the Agency for one-year terms.
- f) Where a Committee Member dies, resigns or ceases to be a Committee Member prior to the expiration of their appointment, Council may appoint a replacement for the remainder of that term but has no obligation to do so if the Committee has enough Committee Members to meet or exceed Quorum.
- g) A Committee Member may resign from a Committee at any time by giving written notice to Council by submitting it in writing to:

Town of Strathmore Council  
c/o Manager of Legislative Services  
P.O Box 2280  
1 Parklane Drive  
Strathmore, AB T1P 1K2  
E-mail: [lsadmin@strathmore.ca](mailto:lsadmin@strathmore.ca)

- h) A Committee Member ceases to be appointed as a Committee Member if he or she becomes an employee of the Town.
- i) By resolution, Council may remove any Committee Member from a Committee at any time.
- j) Council may alter the terms of appointment of any Committee Member.

## **10. ATTENDANCE AT COMMITTEE MEETINGS**

10.1. A Committee Member who is absent from three consecutive regular meetings of



the Committee ceases to be a Committee Member as of the date of the third meeting unless such the member receives written permission from the Chair of the Committee.

- 10.2. Any person who ceases to be a Committee Member due to unauthorized absences is eligible for reappointment in the future but not for the unexpired portion of the term which is forfeited.
- 10.3. When a Committee Member is absent for three consecutive regular meetings of the Committee, the Chair or Recording Secretary must notify Legislative Services and the Town will notify the Committee Member in writing that the individual has ceased to be a Committee Member.
- 10.4. The Town will notify in writing the applicable Agency if an Agency Member is absent from three consecutive meetings.

## **11. CHAIR AND VICE CHAIR**

### **11.1. The Chair will:**

- a. Be chosen annually after the Organizational Meeting of Council or as required, among the voting Committee Members, unless otherwise specified in this Bylaw;
- b. Preside over and be responsible for the conduct of Committee meetings in accordance with this Bylaw;
- c. Vote on matters before the Committee unless unauthorized to vote in accordance with this Bylaw and the *Municipal Government Act*;
- d. Ensure that the minutes from previous meetings are approved by the Committee and provided to the Town's Manager of Legislative Services for inclusion in Council's Agendas;
- e. Vote on matters submitted to the Committee unless otherwise disqualified.

### **11.2. A Vice Chair may be chosen annually after the Organizational Meeting of Council, or as required from among the voting Committee Members, unless otherwise specified in this Bylaw and will:**

- a. Assume the duties of the Chair in the absence of the Chair or where the Chair is unable to act.

## **12. COMMITTEE MEETINGS**

### **12.1. At the first meeting of each Committee following the annual Organizational Meeting, the Committee will:**

- a) Appoint a Chair and, if necessary, a Vice Chair;

- b) Appoint a Recording Secretary (unless a Recording Secretary has been appointed by the Chief Administrative Officer);
  - c) Establish a schedule of meetings, with the exception being the Assessment Review Board and Subdivision and Development Appeal Board; and
  - d) Review this Bylaw and associated Terms of Reference.
- 12.2. The Town will advertise all Committee meetings by posting notice of the dates, times and locations on the Town's website, along with the agendas and minutes as they are prepared in accordance with this Bylaw.
- 12.3. The Chair or Staff Liaison must inform Legislative Services of when and where the meetings are to be held with sufficient time to provide notice to the public in accordance with this Bylaw.
- 12.4. The Chair shall give notice of meetings to Committee Members by e-mailing Committee Members at the e-mail address provided by the Committee Member.
- 12.5. Special meetings may be called by the Chair or in the Chair's absence, the Vice Chair, by providing the Committee Members and Legislative Services with 24 hours' notice.
- 12.6. Committees shall meet in public unless the nature of the issues being discussed requires the Committee to go into a Closed Meeting in accordance with the *Municipal Government Act* and/or *Freedom of Information and Protection of Privacy Act*. The applicable section of the *Municipal Government Act* and/or *Freedom of Information and Protection of Privacy Act* must be stated on the Agenda.

### **13. ELECTRONIC COMMUNICATIONS**

- 13.1. A Committee Meeting may be conducted by means of electronic or other communications in accordance with the *Municipal Government Act*.
- 13.2. Committee Members participating in a Committee Meeting held by means of electronic or other communications means are deemed to be present.
- 13.3. For transparency purposes, any Committee Members attending meetings via phone must verbally indicate their attendance for the record.

### **14. COMMITTEE AGENDA AND MINUTES**

- 14.1. An Agenda must be prepared before every meeting and distributed to all Committee Members. Each Agenda must outline the items that will be discussed. At each meeting, the first order of business is to adopt the Agenda through Resolution. At this time, Committee Members may make changes to the Agenda which must be addressed prior to the vote being called. There is no requirement to have a motion to call the meeting to order or to Adjourn.



- 14.2. Agendas must be sent to the Town's Legislative Services division no later than two (2) business days prior to a meeting being held so that they can be made available to the public.
- 14.3. The Recording Secretary is to include the Minutes on the proceeding Committee Agenda for Committee Members to review, amend as necessary and adopt.
- 14.4. Minutes must include the following information:
  - a) Date, time and location (including room name) of the meeting;
  - b) Attendance of Committee Members, including which Committee Members were present and absent;
  - c) Decisions made regarding each Agenda item in the form of a Resolution. Resolutions must include the Committee Member who moved the Resolution and whether the Motion is carried or defeated but does not require a seconder.
  - d) If any Committee Member left the room, at what time and the time they returned; and
  - e) Statements of conflict of interest and pecuniary interest as outlined in Section 25 & 26 of this Bylaw.
- 14.5. The Recording Secretary must provide a copy of the Minutes to Legislative Services within 10 days of them being approved for inclusion on the Council agenda.

## **15. CLOSED MEETINGS**

- 15.1. Committee Members shall keep all Closed Meeting discussions confidential, except where required to disclose that information by law.
- 15.2. All recommendations to Council shall be made by Resolution in the public portion of the meeting.
- 15.3. Committee Members must return to Administration any confidential information provided during a Closed Meeting at the conclusion of the Closed Meeting so that it is managed in accordance with the Town's Records Management Bylaw.
- 15.4. E-mails containing any confidential information must be permanently deleted from the Committee Member's e-mail.
- 15.5. Confidential information includes, but is not limited to:
  - a) Information in the possession of the Town of Strathmore that is prohibited from being disclosed pursuant to legislation, court order or by contract;

- b) Information that is required to remain confidential pursuant to the *Freedom of Information and Protection of Privacy Act* or other legislation;
  - c) Any other information that pertains to the business of the Town of Strathmore and is generally considered to be of a confidential nature, including:
    - i. The security of municipal employees or property;
    - ii. A proposed or pending acquisition or disposition of land or other property;
    - iii. A tender that has or will be issued but has not yet been awarded;
    - iv. Contract negotiations;
    - v. Employment and labour relations;
    - vi. Draft documents and legal instruments, including reports, policies, bylaws and resolutions that have not yet been considered in an open session;
    - vii. Law enforcement matters;
    - viii. Litigation or potential litigation, including matters before administrative tribunals; and
    - ix. Advice that is subject to solicitor-client privilege.
- 15.6. Committee Members who have collected, used or disclosed confidential information in contravention of the *Freedom of Information and Protection of Privacy Act* must be proactively reported to Administration so that it may be reviewed and, as necessary, reported to the Office of the Information and Privacy Commissioner for further review.

## **16. QUORUM**

- 16.1. If Quorum, as defined in the *Municipal Government Act*, is not present within fifteen (15) minutes after the time fixed for a Committee Meeting, the Recording Secretary shall record the names of the Members present and the Committee Meeting shall stand Adjourned until the next scheduled meeting date.
- 16.2. If Quorum is lost after the Committee Meeting is called to order, the respective meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within thirty (30) minutes, the Committee Meeting shall stand Adjourned.
- 16.3. Whenever a vote on any matter before Committee cannot be taken because of a loss of a Quorum resulting from any abstention allowed or required by statute or this bylaw, then the matter shall be the first business item to proceed with at the

next scheduled Committee Meeting.

- 16.4. If a Quorum is lost for any reason other than the aforementioned reasons, the Committee Meeting is Adjourned.

## **17. MOTIONS**

- 17.1. During the discussion of any item on an Agenda, a Committee Member may make a motion related to the item.
- 17.2. A motion does not need to be made prior to the discussion of an item listed on an Agenda.
- 17.3. All motions must be moved by a Committee Member.
- 17.4. A recommendation in a report does not constitute a Motion until a Committee Member has expressly moved it.
- 17.5. The Chair may speak to a Motion at any time after it has been moved.
- 17.6. When a matter is under debate, a Committee may:
- a) Put the matter to a vote;
  - b) Amend any Motion that is being debated;
  - c) Defer the item;
  - d) Table the matter until a specified time;
  - e) Recess; or
  - f) Withdraw a Motion that has been made but not yet voted on.
- 17.7. The individual who moved the Motion may Withdraw the Motion without permission of the Committee prior to the beginning of debate.
- 17.8. All amendments to a motion that has been moved shall be voted on in accordance with this Bylaw.
- 17.9. A Motion may not:
- a) Have the effect of contravening any applicable law; or
  - b) Exceed the mandate of the Committee.
- 17.10. There is no requirement to make a motion to Call the Question or Adjourn a Committee meeting.

## **18. VOTING PROCEDURE**

- 18.1. The Majority Vote of those Committee Members present and voting constitutes the formal decision of any Committee.
- 18.2. Each voting Committee Member present must only vote once on each Motion, unless the Committee Member is required or permitted to abstain from voting under the *Municipal Government Act* or the Conflict of Interest or Pecuniary Interest provisions of this Bylaw.
- 18.3. Otherwise, votes on all Motions are taken as follows:
  - a. A Committee Member puts forward a Motion for a decision;
  - b. The Chair opens up debate on the Motion;
  - c. The Chair puts the Motion to a vote;
  - d. Committee Members vote by a show of hands; and
  - e. The Chair declares the result of the vote which in turn becomes a Resolution.
- 18.4. A Motion is considered carried when there is a Majority Vote in favour of the Motion.
- 18.5. A Motion is considered defeated when the majority of voting Committee Members who are present vote against the Motion or if the vote is tied and the Mayor is not present to break the tie.
- 18.6. A Committee Member may request a recorded vote. In the event of a recorded vote, each Committee Member must vote verbally and the Chair shall vote last. The Recording Secretary must record the vote, indicating Committee Members in favour and opposed.

## **19. RULES OF PROCEDURE**

- 19.1. A Committee may establish a subcommittee(s) to review a specific issue or issues and make recommendations back to the Committee.
- 19.2. Except as outlined in this Bylaw, if applicable, Committees may establish their own additional standards but, in doing so, they shall have regard for the principles of procedural fairness and ensure that any additional standards do not conflict with the letter, spirit or intent of this Bylaw.

## **20. TOWN ADMINISTRATIVE SUPPORT**

- 20.1. The Chief Administrative Officer may provide staff liaison(s) as required, to Committees to assist Committees to fulfill their mandate. Staff liaison(s) may include:

- a) Staff Liaison(s) - Town staff, who have knowledge related to the Committee mandate and who work in an area related to the terms of reference of the Committee:
  - i. Are expected to attend all meetings of the Committee to which they are assigned;
  - ii. Work with the Chair and/or Recording Secretary in developing the meeting Agendas;
  - iii. Provide advice and expertise in regard to municipal services, legislative, regulatory, industry best practices and policy to the issues being considered;
  - iv. Coordinate the attendance of other Town staff to attend the meeting to provide background and other information on the topics on the Agenda;
  - v. Provide administrative recommendations as required; and
  - vi. Develop an annual orientation for each Committee in conjunction with Legislative Services.
- b) Administrative Support – Town staff who work in an area related to the terms of reference of the Committee and who provide administrative and Recording Secretary support:
  - i. Are expected to attend all meetings of the Committee to which they are assigned;
  - ii. Work with the Chair to compile and distribute Committee Agendas;
  - iii. Provide procedural support and expertise to meeting processes, including:
    - (a) Drafting Resolutions;
    - (b) Recording Resolutions and action items of Committees;
    - (c) Ensuring processes are followed as per this Bylaw;
    - (d) Prepare written minutes of all meetings and distribute such minutes;
    - (e) Assist with the orientation of new Committee Members of the Committee in conjunction with Legislative Services.

## **21. REPRESENTING THE TOWN OF STRATHMORE**

21.1. Committee Members are expected to:

- a) Act honestly and serve in good faith the welfare and interests of the Town of Strathmore as a whole;
- b) Perform their functions and duties in a conscientious manner and with integrity, accountability and transparency; and
- c) Conduct themselves in a professional manner and make every effort to participate diligently in meetings.

## **22. ALIGNMENT TO TOWN BYLAWS, POLICIES, AND PROCEDURES**

- 22.1. Committee Members must ensure that any action taken by a Committee aligns with the Town's bylaws, policies and procedures.

## **23. COMMITTEE COMMUNICATIONS AND BRANDING**

- 23.1. All Committees are subject to the Town's communications and branding policies. Should a Committee wish to create promotional materials about their projects or initiatives, or should they wish to pursue promotional materials on behalf of the Town, the Committee must consult with the Town's Communications division. All public materials that have Town dollars invested into them (including staff time) must be approved by the Chief Administrative Officer prior to printing, posting or distribution.

## **24. RESPECTFUL INTERACTIONS WITH COUNCIL, THE PUBLIC, ADMINISTRATION AND OTHER COMMITTEE MEMBERS**

- 24.1. Committee Members must act in a manner that demonstrates fairness, respect for individual differences and opinions and an intention to work together for the common good and to further the public interest.
- 24.2. Committee Members must treat Town of Strathmore Council, staff, the public and other Committee Members with courtesy, dignity and respect.
- 24.3. Any abuse, bullying, intimidation or discrimination by a Committee Member to Town of Strathmore Council, staff, the public and other Committee Members will not be tolerated and may result in the Committee Member being immediately removed by Council.
- 24.4. Committee Members will ensure that their behaviour aligns with the Town's respectful workplace policies and will not speak disrespectfully about the Town, Council, other Committee Members or Administration.

## **25. CONFLICT OF INTEREST**

- 25.1. Where a Committee Member is of the opinion that he or she has a conflict of interest in respect of a matter before the Committee, the Committee Member



must excuse themselves from discussion, consideration and voting on the matter by:

- a) Declaring that they have a conflict of interest;
- b) Describing in general terms the nature of the conflict of interest; and
- c) Leaving the room for the entire debate and discussion regarding the particular item.

25.2. The Recording Secretary must make a record in the meeting Minutes of the conflict of interest including the time in which the Committee Member left the room and the time in which they returned.

25.3. For the purposes of this provision, a Committee Member has a conflict of interest in respect of a matter before the Committee when he or she is of the opinion that:

- a) He or she has a personal or professional interest in the matter which would conflict with his or her obligation as a Committee Member to fairly consider the issue; or
- b) In the opinion of the Committee Member, substantial doubt as to the ethical integrity of the Committee Member would be raised in the minds of a reasonable observer if that Committee Member were to participate and vote on that issue.

25.4. Failure to declare conflicts of interest, or any attempts to further personal or professional interests, may result in the immediate removal by Council of the individual from the Committee.

## **26. PECUNIARY INTEREST**

26.1. The provisions of this Bylaw and the *Municipal Government Act* regarding Pecuniary Interest apply to Committee Members.

26.2. Where a Committee Member is of the opinion that they have a Pecuniary Interest in respect of a matter before the Committee, the Committee Member must excuse themselves from discussion, consideration and voting on the matter by:

- a) Declaring that they have a Pecuniary Interest;
- b) Describing in general terms the nature of the Pecuniary Interest; and
- c) Leaving the room for the entire debate and discussion regarding that particular item.

26.3. The Recording Secretary must make a record in the meeting Minutes of the Pecuniary Interest including the time in which the Committee Member left the

room and the time in which they returned.

- 26.4. Failure to declare a Pecuniary Interest may result in the immediate removal by Council of the individual from the Committee.

## **27. IMPROPER USE OF INFLUENCE**

- 27.1. Committee Members must not use the authority or influence of their position for any purpose other than to exercise their duties.

## **28. USE OF MUNICIPAL RESOURCES**

- 28.1. Committee Members must use municipal property, equipment, services, supplies and resources only for their official duties, subject to the following limited exceptions:
- a) Committee Members may use municipal property, equipment, services, supplies and resources that are available to the public for personal use in accordance with the same terms and conditions as the public, including payment of any applicable fees or charges.

## **29. REQUIRED TRAINING**

- 29.1. Committee Members must attend any training that is legislatively required. Failure to do so within a period of six months from the date of appointment or renewal of appointment will result in the Committee Member being deemed to have resigned from that Committee.
- 29.2. Any person who ceases to be a Committee Member due to incomplete training is eligible for reappointment in the future but not for the unexpired portion of the term which is forfeited.
- 29.3. In these circumstances, the Town will notify the Committee Member in writing that the individual has ceased to be a Committee Member.

## **30. REPORTING TO COUNCIL**

- 30.1. The Committee shall report on key and/or major Committee activities during the "Board & Committee Reports" portion of the Regular Meetings of Council and must report to Council a minimum of once per year.
- 30.2. Committee minutes shall be submitted for inclusion in the Regular Council Agenda Packages as soon as possible after the meeting.

## **31. REVIEW OF BYLAW**

- 31.1. This Bylaw shall be reviewed at least once per term of every Town Council.

## **32. SEVERABILITY**

- 32.1. If any provision of this Bylaw is found to be illegal or beyond the power of Council to enact, or otherwise invalid, such section shall be deemed to be

severable from all other sections of this bylaw.

**33. REPEAL AND EFFECTIVE DATE**

33.1. Bylaws 10-03 and 19-04 and amendments thereto have been repealed.

33.2. This Bylaw shall come into force and effect upon receiving third and final reading and being signed.

**READ A FIRST TIME** this 5th day of October, 2022.

**READ A SECOND TIME** this 5th day of October, 2022.

**READ A THIRD AND FINAL TIME** this 5th day of October, 2022.



MAYOR



DIRECTOR OF STRATEGIC, ADMINISTRATIVE,  
AND FINANCIAL SERVICES

## Schedule 'A'

**LOCAL AND COMPOSITE ASSESSMENT REVIEW BOARD****MANDATE**

The Assessment Review Boards shall carry out the duties and responsibilities as set out in the *Municipal Government Act*.

**COMMITTEE STRUCTURE**

The Local Assessment Review Board shall consist of:

- Three (3) members of the public at large who have successfully completed a training program set out by the Minister

The Composite Assessment Review Board shall consist of:

- Two (2) members of the public at large who have successfully completed a training program set out by the Minister
- One (1) member appointed by the Province of Alberta

**ADMINISTRATIVE RESOURCES**

The Chief Administrative Officer for the Town shall designate one or more person(s) to act as the Clerk of the Assessment Review Boards.

**QUORUM**

Where a panel of the Local Assessment Review Board consists of three (3) Members, a quorum is two (2) Members.

Where a panel of the Composite Assessment Review Board consists of three (3) Members, a quorum is two (2) Members, one (1) of whom must be a provincial member.

**TERM**

Members may be appointed to terms of up to three (3) years, up to a maximum of three consecutive terms.

**AUTHORITY**

The Board is authorized to make decisions under the *Municipal Government Act* and the *Matters Relating to Assessment Complaints Regulation* in respect of assessment and taxation complaints.

**REMUNERATION**

Remuneration for Assessment Review Board Members participating in hearing or training shall be as follows:

<b>Time (per day)</b>	<b>Remuneration</b>
2 hours or less	\$100.00
4 Hours or less	\$200.00
More than 4 Hours	\$250.00

Travel reimbursement for costs incurred to attend the required Assessment Review Board Training shall be at the rates in effect at the time for Town of Strathmore employees.

**SUPPORTING DOCUMENTS**

- *Municipal Government Act*

**MEETING SCHEDULE**

Hearings are scheduled in accordance with the *Municipal Government Act* guidelines.

## Schedule 'B'

**SUBDIVISION AND DEVELOPMENT APPEAL BOARD****MANDATE**

To hear and determine appeals on behalf of the Town in respect to decisions of a Subdivision Authority or Development Authority.

**COMMITTEE STRUCTURE**

The SDAB shall consist of:

- Up to five (5) individuals as members appointed by Council
- One (1) member of the Board who is appointed by Council as chair for a one-year term
- All members must complete the prescribed training as indicated in the Subdivision and Development Appeal Board Regulation
- No person who is an employee of the Town or member of Council.

**ADMINISTRATIVE RESOURCES**

The Chief Administrative Officer for the Town shall designate one (1) or more person(s) to act as Clerk for the Subdivision and Development Appeal Board .

**QUORUM**

Three (3) members shall constitute a quorum of the Board.

**TERM**

Members will be appointed for one (1) year terms, up to a maximum of four (4) consecutive years.

**REMUNERATION**

Remuneration for Subdivision and Development Appeal Board Members participating in hearing or training shall be as follows:

<b>Time (per day)</b>	<b>Remuneration</b>
2 hours or less	\$100.00
4 Hours or less	\$200.00
More than 4 Hours	\$250.00

Travel reimbursement for costs incurred to attend the required Subdivision and Development Appeal Board Training shall be at the rates in effect at the time for Town of Strathmore employees

**AUTHORITY**

The Board has those powers and duties as set out in the *Municipal Government Act*, the Subdivision and Development Appeal Board Regulation.

**SUPPORTING DOCUMENTS**

- *Municipal Government Act*
- *Subdivision and Development Appeal Board Regulation*



**MEETING SCHEDULE**

Hearings are scheduled in accordance with the *Municipal Government Act*.

Schedule 'C'  
**COMMUNITY IMPROVEMENT PROGRAM COMMITTEE**

**MANDATE**

To receive, review, and make recommendations on applications received by the Town of Strathmore for funding under the Community Investment Program.

**COMMITTEE STRUCTURE**

The Community Improvement Program Committee will consist of:

- A Chair elected by committee members at the first meeting following the Town's organizational meeting
- Up to five (5) individuals as members appointed by Council

Preference will be given to applicants who:

- Have previous board or committee experience
- Have experience with grant writing or reviewing grant applications
- Have experience with non-profit organizations

**ADMINISTRATIVE RESOURCES**

The Town will provide up to two (2) staff members to provide support to the committee.

**QUORUM**

Three (3) members shall constitute a quorum of the Board.

**TERM**

Members will be appointed for a term of up to two (2) years, up to a maximum of three (3) consecutive terms.

**AUTHORITY**

The Committee is given the authority to make recommendations related to the Community Improvement Program in accordance with Policy No. 7204.

**SUPPORTING DOCUMENTS**

- Community Improvement Program Policy No. 7204

**MEETING SCHEDULE**

The Committee will meet within sixty (60) days of receiving an application for funding.