

**BEAVER COUNTY  
BYLAW 21-1118**

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**A BYLAW OF BEAVER COUNTY IN THE PROVINCE OF ALBERTA  
FOR THE PURPOSE OF ESTABLISHING A GOVERNANCE AND PRIORITIES COMMITTEE**

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**WHEREAS**, pursuant to Section 145 of the *Municipal Government Act*, RSA 2000, c. M-26, as amended, a council may pass bylaws for the establishment and functions of council committees, and the procedures to be followed by council committees; and

**WHEREAS**, pursuant to Section 146 of the *Municipal Government Act*, a council committee may consist entirely of councillors, a combination of councillors and other persons, or entirely of other persons; and

**WHEREAS**, Council wishes to establish a Council Committee of the Whole in an on-going initiative to ensure effective and efficient program and service delivery to the residents and stakeholders of Beaver County;

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

**PART 1**

**TITLE**

1. This Bylaw will be referred to as the "Governance and Priorities Committee Bylaw".

**PART 2**

**DEFINITIONS**

2. In this Bylaw,
  - (a) "**Act**" means the *Municipal Government Act*, RSA 2000, c. M-26, as amended or replaced from time to time;
  - (b) "**Agendas Committee**" means a Committee, if established by resolution of Council, to review and determine potential agenda items;
  - (c) "**CAO**" means the Chief Administrative Officer of Beaver County, or any member of County staff designated by the CAO to carry out functions under this Bylaw;
  - (d) "**Closed Session**" means a portion of the meeting that is closed to the public to discuss a matter within one of the exceptions to disclosure of the *Freedom of Information and Protection of Privacy Act*.
  - (e) "**Committee**" means the Governance and Priorities Committee;
  - (f) "**Council**" means Beaver County Council;
  - (g) "**County**" means Beaver County;
  - (h) "**Procedural Bylaw**" means the Bylaw enacted by Beaver County Council to regulate the proceedings of Council and Committee meetings, as amended from time to time.

**PART 3**

**ESTABLISHMENT, FUNCTION, AND PROCEDURES**

3. A Council Committee of the Whole is hereby established and is a permanent standing committee of Council.
4. The name of the Committee of the Whole is the "Governance and Priorities Committee".

5. The purpose of the Committee is advisory in nature, making recommendations to Council by way of resolution. Committee meetings serve as an opportunity for the provision of information on governance and policy matters and as an opportunity for Committee members to discuss and seek clarification on matters relating to County municipal business and interests.
6. No Council decisions are made at Committee meetings.
7. The Committee meets monthly in the Council Chambers of the Beaver County Services Centre on a day and at a time established by the Committee. The Committee may alter the day and time of meetings as the need arises.
  - (a) Committee members may attend by virtual conference.
8. All meetings of the Committee are chaired by the Reeve, or in the Reeve's absence, by the Deputy Reeve.
9. The quorum requirements of the Act apply to the Committee.
10. The Committee operates under the guidance of the Act and meetings comply with legislation that is applicable to regular Council or Committee meetings under the Act and Council's Procedural Bylaw, as amended from time to time.

#### **PART 4**

##### **COMMITTEE MEMBERSHIP**

11. The Governance and Priorities Committee is comprised of each member of Beaver County Council.
12. The CAO is the principal advisor to the Committee. Attendance of other municipal staff is at the discretion of the CAO.

#### **PART 5**

##### **TERMS OF REFERENCE**

13. The Committee is intended principally as a forum for information gathering and discussion rather than as a decision-making venue, therefore it is understood that the Committee is not a table for Councillor debate.
14. The objective of the Committee is to seek to understand various issues and to discuss and identify matters to be submitted to a formal Council meeting. Topics of discussion include, but are not limited to, Council orientation and training, strategic planning, budgets and audits, levels of service, policy development, etc.
15. The Committee makes recommendations on matters which it considers are within current policy.
16. The Committee refers matters which are not subject to current policy to Council. The Committee may make recommendations to Council regarding policy matters.
17. On a majority vote of Committee members in attendance, the Committee may determine to meet in private (in Closed Session) to discuss confidential matters. Closed Sessions are held in accordance with privacy legislation, the Act, and Council's Procedural Bylaw.
18. Council may delegate the review of reports or minutes from external Boards and Committees to the Committee.
19. Council may delegate other topics or initiatives to the Committee at its discretion.
20. Committee meetings are open to the public and notification of meetings is advertised in the same manner as regular Council meetings.

**PART 6**

**MEETING AGENDAS AND MINUTES**

21. Matters may be placed on the Committee agenda by the Agendas Committee or the Reeve, or at the request of any Committee member or the CAO.
22. Administrative reports and presentations to the Committee must be placed on the agenda.
23. Requests to present matters to the Committee and to be placed on the agenda by ratepayers, residents, or stakeholders either individually or as representatives of organizations are first reviewed and approved by the Agendas Committee or the Reeve, or in some instances by majority vote of the Committee.
  - (a) Presentations may not exceed 10 minutes, excluding time for the Committee members to ask questions for clarification. Extensions of time require approval of the majority of the Committee members in attendance.
  - (b) No decisions regarding the matters presented are made during Committee meetings.
24. At each meeting, the Committee votes to accept the Agenda as presented or amended, previous Committee meeting minutes, and whether to refer a matter to Council with comments or recommendations, or return to administration for additional information.
25. Minutes of each meeting are recorded and subsequently maintained by the CAO as an official record of the Committee.
  - (a) Barring any technical difficulties that render continuous or fault-free recording impossible, an audio recording is made of the Committee meetings, excluding the portions of the meeting held in Closed Session.
  - (b) Minutes reflect the topic, general information about the matter, and direction given by the Committee in the form of a resolution. Matters not requiring any direction from the Committee are accepted as information.
26. Minutes of Committee meetings are available to the public after acceptance by the Committee at a subsequent meeting.

**PART 7**

**GENERAL**

27. The laws of Alberta apply to this Bylaw and if any section or parts are found to be illegal or beyond the power of Council to enact by a Court of Alberta, such section or parts are deemed to be severable and all other sections or parts are deemed to be separate and independent therefrom and are enacted as such.
28. This Bylaw comes into force and effect after third and final reading and upon being signed.

Read a FIRST time this 2<sup>nd</sup> day of February, A.D. 2022

Read a SECOND time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2022

Read a THIRD time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2022

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**REEVE**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**

\_\_\_\_\_  
**DATE SIGNED**