

**BYLAW NO. 24-01  
TOWN OF FALHER**

**A BYLAW OF THE TOWN OF FALHER IN THE PROVINCE OF ALBERTA FOR THE ESTABLISHMENT OF COMMITTEES OF COUNCIL, ALONG WITH PROCEDURES FOR ALL COMMITTEES OF COUNCIL**

**WHEREAS** pursuant to section 145 of the Municipal Government Act, RSA 2000, c M-26, Council may pass bylaws in relation to the establishment, functions, procedure and conduct of Council Committees;

**WHEREAS** pursuant to section 203 of the Municipal Government Act, RSA 2000, c M-26, Council may by bylaw delegate any of its powers, duties or functions under this or any other enactment or a bylaw to a council committee, unless this or any other enactment or bylaw provides otherwise;

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

**A. TITLE**

1. This bylaw may be cited as "Committees of Council Bylaw".

**B. PURPOSE**

2. The purpose of this Bylaw is to provide for the establishment and regulation of Council Committees.

**C. DEFINITIONS**

3. In this Bylaw:
  - (a) **Act** means the *Municipal Government Act*, RSA 2000, c M-26, as amended;
  - (b) **Administrative Representative** means the Chief Administrative Officer or their delegate;
  - (c) **Agenda** means order of business, program of a business meeting;
  - (d) **CAO** means the Chief Administrative Officer of the Town of Falher, or their delegate;
  - (e) **CEO** means the chief elected official of the Town of Falher; the Mayor;
  - (f) **Committee** means a Committee of Council established pursuant to this Bylaw;
  - (g) **Council** means the elected Council of the Town of Falher;
  - (h) **Councillor** means a member of Council of the Town of Falher;
  - (i) **Delegation** means any person that has permission of Council to appear before Council or a Committee of Council to provide pertinent information and views about the subject before Council or Council Committee;
  - (j) **Member** means a Councillor appointed by Council to a Committee of Council pursuant to this Bylaw;
  - (k) **Meetings** means a meeting of Council and/or Council Committees;
  - (l) **Motion** means to move a formal suggestion in a meeting and the resolution of same (the act or result of);
  - (m) **Municipality** means the Town of Falher, a municipal corporation of the Province of Alberta, and includes the area contained within the boundaries of the Town;
  - (n) **Orders of the day** means agenda for the meeting;
  - (o) **Postpone** means to delay the consideration of any matter either to a definite time when further information is to be obtained or indefinitely.

3  
A

**D. APPLICABILITY**

4. The provisions of this Bylaw shall only apply to Council Committees established pursuant to this Bylaw.
5. The provisions of this Bylaw shall not apply to regular meetings of Council or to regional and/or intermunicipal Committees and boards established by Council pursuant to the Act.

**E. ESTABLISHMENT**

6. Council does hereby establish the following Committees:
  - a. Employee Relations Committee
    - i) Mandate: Created for the purpose of assisting with employee evaluations; and assisting with employee conflict resolution as outlined in the Policy Handbook.
  - b. Policy Review Committee
    - i) Mandate: Created for the purpose of providing timely, thoughtful, and productive creation or review of any policies and procedures that may be required.
  - c. Recreation Committee
    - i) Mandate: Created for the purpose of assisting in the administration of recreation programs for the various user groups that utilize recreation infrastructure in the Town of Falher. The Committee may also assist the Director of Community Services with stakeholder relations as required to reinforce positive relationships with end user groups.<sup>2</sup>
7. Council may establish additional Committees in the future, as deemed appropriate.
8. Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.

**F. DUTIES AND POWERS**

9. Each Committee shall serve as a forum for examining timely issues relevant to their mandate by considering topics from the following sources:
  - (a) requests or suggestions from Council;
  - (b) requests or enquiries from the public; and
  - (c) initiation from within the Committee and/or Municipal Administration.
10. A Committee may prepare letters, recommendations, resolutions; discussion papers and other documents as appropriate to Council.
11. No motions or resolutions shall be passed by a Committee, other the following:
  - (a) a motion to accept the agenda as presented;
  - (b) a motion to receive delegations to present/discuss information;
  - (c) a motion to dismiss delegations;
  - (d) a resolution closing the meeting to the public, pursuant to section 27 of this Bylaw;
  - (e) a resolution re-opening the meeting to the public;
  - (f) a motion to report or make recommendations to Council;
  - (g) a motion to take a recess; and
  - (h) a motion to adjourn a meeting.
12. The following resolutions are not debatable by members:
  - (a) adjournment
  - (b) to take a recess

**G. MEMBERSHIP & VOTING**

13. Committee Membership shall be decided by Council at their annual organizational meeting with a minimum of two (2) Councillors appointed.
14. The CEO is considered a member of all Committees of Council, and may attend at their discretion.

15. All members of Committee present, including the CEO, shall vote on all motions, except where provisions are made for abstention in the Act, in which case the Member shall leave the Council Chamber during the debate and voting on the matter before Council.
16. While required for quorum, the Administrative Representative is not considered a voting member of the Committee. Their role to the Committee is further outlined below.

#### **H. ADMINISTRATIVE REPRESENTATIVE**

17. The CAO or their designate shall serve as Administrative Representative to each Committee.
18. The Administrative Representative shall be responsible for:
  - (a) providing advice, research and information as required by the Committee;
  - (b) preparing meeting agenda, minutes and recording motions;
  - (c) keeping accurate record of meeting minutes and any other pertinent information/documentation;
  - (d) performing any other tasks assigned to it by the Committee.

#### **I. MEETINGS**

19. The meetings of the Committee shall be established by either of the following methods:
  - (a) A resolution of Council at a Regular or Special meeting of Council. (This excludes Committee meetings themselves).
  - (b) The two (2) councillors of the Committee shall jointly agree to call a meeting of the Committee as required on an ad hoc basis.
20. The quorum for a meeting shall consist of two (2) Councillors and the Administrative Representative. If a quorum is not present within fifteen (15) minutes after the time fixed for the meeting, the names of the members present shall be recorded, and the meeting shall stand adjourned until the next meeting.
21. The notice of a Committee Meeting or change in the location or time of a Committee Meeting shall be given by the Administrative Representative in accordance with the provisions of the Act to:
  - (a) Members of the Committee; and
  - (b) the public.
22. Prior to each meeting, the Administrative Representative shall prepare the Agenda dealing with all matters to be brought before the Committee. To enable the Administrative Representative to do so, all documents and other necessary information intended to be submitted for the meeting shall be received by the CAO not later than 1:00 p.m. three (3) business days prior to the Committee Meeting date.
23. The business intended to be dealt with shall be stated in the Agenda in the following order, where applicable;
  - (a) Call to Order;
  - (b) Adoption of the Agenda;
  - (c) Delegations;
  - (d) Business Arising from the Council and/or Committee;
  - (e) New Business; and
  - (f) Adjournment.
24. The order of business at a meeting shall be the order of the items on the Agenda, except when:
  - (a) the same subject matter appears in more than one place on the agenda and Committee decides, to deal with all items related to the matter at the same time.
  - (b) the Committee decides not to deal with an item on the agenda.



- (c) the Committee, with unanimous consent only, may deal with an item on a subject which is not on the agenda.
  - (d) the Committee, with unanimous consent decides to deal with an agenda item out of order.
25. The Administrative Representative shall place at the disposal of each member, a copy of the agenda and all supporting materials no later than 5:00 pm (1) business day prior to the Committee Meeting date.
  26. Where the deadlines above are not met, the Agenda and supporting materials shall be deemed to be acceptable when the Agenda is adopted at the meeting (amendments may be made at this time).
  27. Pursuant to the provisions of the Act, all Committee Meetings shall be conducted in public, unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy (FOIP) Act* (s. 16 to 29). A Council Committee must pass a resolution stating the reason and the section of FOIP that applies before closing all or any part of a meeting to the public. Where there are any delegation present, the Committee may dismiss them from the meeting as required.
  28. The Administrative Representative shall, as soon as possible following a meeting of the Committee, prepare minutes of the meeting and circulate them to the members of the Committee.
  29. The minutes of a Committee Meeting shall be accepted/approved by Council in a Regular or Special meeting of Council.
  30. Committee Members shall always adhere to proper business decorum in line with the Town of Falher's Code of Conduct Bylaw.
  31. As Committees may consist of a minimum of 2 members, Committee members recognize that stewardship of the public interest must be their primary concern. Committee members shall work for the common good of the people of the Town of Falher while seeking a consensus of the Committee.

**J. PUBLIC PARTICIPATION**

32. A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of the Committee, or wish to have any matter considered by the Committee shall address a letter or other written communication to the Committee outlining the subject to be discussed. The letter shall be signed by the correct name of the writer, contain the address of the writer, and delivered or mailed to the CAO. The letter must arrive before 1:00 pm on a business day at least three (3) business days immediately preceding the meeting at which it is to be presented. If the person wishes to appear before the Committee on the matter, it shall be stated in the letter.
33. In matters of on overladen agenda, the CAO may limit the number of delegations scheduled for any particular Committee meeting. Delegations may have their presentation to the Committee delayed until the second to next available meeting of the Committee, or beyond, in such matters.
34. Delegations shall be allowed fifteen (15) minutes for presentation and discussion. At the discretion of the Committee, an extension may be given to this time limit.
35. Delegations shall speak only on the matters which they have submitted to the Committee, and which have been included on the Agenda.

**K. SEVERABILITY**

36. Should any portion of this Bylaw be declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed, and the remainder of the bylaw is deemed valid.

**L. ENACTMENT**

37. The following Bylaws are hereby repealed:
  - (a) Bylaw No.20-15;
  - (b) Bylaw No.20-16; and

B  
D


(c) Bylaw No.20-17.

38. This Bylaw shall take effect on the date of the third and final reading.

READ a first time this 14 day of FEBRUARY, 2024

READ a second time this 14 day of FEBRUARY, 2024

READ a third time and finally passed this 14 day of FEBRUARY, 2024

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
MUNICIPAL ADMINISTRATOR