

**BYLAW 13-2021**  
**Governance Advisory Committee**

As section 145 of the *Municipal Government Act*, RSA 2000 c m-26 provides that a council may pass bylaws in relation to the establishment and function of council committees and other bodies;

Council enacts:

**PART I – DEFINITIONS, AND INTERPRETATION**

Definitions

1 In this bylaw:

- (a) "Advisory Committee" means an entity, created by bylaw, used to provide citizen or expert input and advice to Council on issues included in the Council Committee's mandate;
- (b) "Chief Commissioner" means the chief administrative officer of the County, or delegate;
- (c) "Committee" means the Governance Advisory Committee;
- (d) "Council" means the elected governing body of the County;
- (e) "Council Committee" means a committee, task force, or other entity established by Council by way of bylaw;
- (f) "Councillor" means an individual elected to Council, including the Mayor;
- (g) "County" means the municipal corporation of Strathcona County, a specialized municipality established under the authority of the *Municipal Government Act*, RSA 2000, c M-26 and Order in Council 761/95;
- (h) "Ex-officio" means membership by virtue of one's office;
- (i) "Mandate Letter" means the letter provided to Advisory Committees from Council setting out the specific priorities tasked to the advisory committee; and
- (j) "Municipal Government Act" means the *Municipal Government Act*, RSA 2000, c M-26.

- Interpretation            2    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.

**PART II – Establishment, Mandate, and Terms of Reference**

- Establishment            3    The Governance Advisory Committee is established as a Council Committee.
- Mandate                    4    The Committee provides advice to Council on governance matters and serves as the selection committee for public members applying to serve on Advisory Committees, or as the County’s appointee on other agencies, boards, committees, and commissions.
- Terms of Reference      5    To fulfill its mandate, the Committee will:
- (a) Review public member applications for Advisory Committees, agencies, boards, committees and commissions, and any other entities to which Council makes appointments of public members;
  - (b) Conduct interviews and make recommendations to Council on the appointment of public members to Advisory Committees and external agencies, boards, committees, and commissions as required;
  - (c) Make recommendations to Council on the establishment, dissolution, mandate, and terms of reference for Advisory Committees;
  - (d) Recommend Mandate Letters to Council for two years or such other timeframe as the Committee believes is reasonable to accomplish the matters set out in the Mandate Letter;
  - (e) Review the governance policies as set out under the Council heading of the Municipal Policy Handbook and make recommendations on changes to these policies to

- Council in accordance with the County’s policy review schedule;
- (f) Provides advice to Councillors on proposed resolutions for the Alberta Urban Municipalities Association (AUMA), Rural Municipalities Association (RMA), and the Federation of Canadian Municipalities (FCM);
  - (g) Propose or review draft Strathcona County resolutions intended to be submitted to AUMA, RMA, and FCM; and
  - (h) Any other thing which Council assigns to the Committee by motion.

**PART III – Membership, Quorum, and Chair and Vice Chair**

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| Members                          | 6 The Committee will be comprised of: <ul style="list-style-type: none"> <li>(a) 3 members of Council; and</li> <li>(b) 1 alternate member of Council.</li> </ul> |
| Voting Members                   | 7 Members of the Committee are voting members and the alternate is a voting member when attending on behalf of one of the members.                                |
| Mayor                            | 8 The Mayor is an Ex-officio member of the Committee and is a non-voting member.  |
| Quorum                           | 9 A majority of the voting members will constitute a quorum. Ex-officio members do not form part of the quorum.   |
| Election of Chair and Vice Chair | 10 The Committee will annually elect a chair and vice chair from its voting members.  |
| Duties of Chair and Vice Chair   | 11 The chair will preside at all Committee meetings and decide all points of order.   |
|                                  | 12 If the chair is unable to perform the chair’s duties, the vice chair will perform those duties.  |

**PART IV – Procedures and Administrative Support**

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| Procedures        | 13 The Committee will follow the procedures set out in the Strathcona County Meetings Procedures Bylaw.                          |
| Meeting in Public | 14 Committee meetings will be held in public unless the meeting is closed for reasons permitted by the Municipal Government Act. |

- Annual Work Plan and Meeting Schedule
- 15 The Committee will approve an annual meeting schedule and annual work plan that identifies key priorities and goals based on its mandate, terms of reference, and any other direction from Council.
- 16 The Chief Commissioner will provide administrative support to the Committee, including:
- (a) Publishing the Committee’s meeting schedules and notices;
  - (b) Providing technical, administrative, meeting space, meeting management and other supports to the Committee as required for its meetings;
  - (c) Managing the Committee’s minutes and records;
  - (d) Providing County information or records to the Committee about matters within its mandate, subject to Freedom of Information and Protection of Privacy Act and other confidentiality requirements; and
  - (e) Facilitating the preparation of Committee reports to Council or Priorities Committee.

**PART V – Consequential Amendment**

- Consequential Amendment
- 17 Strathcona County Bylaw 46-2015, Strathcona County Boards and Committees Bylaw, as amended is further amended by deleting the Terms of Reference entitled “Governance Advisory Committee”.

FIRST READING: May 18, 2021

SECOND READING: May 18, 2021

THIRD READING: May 18, 2021

SIGNED THIS 31st day of May, 2021.

Rod Frank

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MAYOR

Mavis Nathoo

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DIRECTOR, LEGISLATIVE AND LEGAL SERVICES