

**STRATHCONA COUNTY  
BYLAW 8-2019**

**(CONSOLIDATED on September 6, 2022)**

A BYLAW TO ESTABLISH THE MAYOR’S EXECUTIVE COMMITTEE.

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

**Part I – Purpose, Definitions, and Interpretation**

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| Short title    | 1 | This bylaw may be cited as the “Mayor’s Executive Committee Bylaw”.  |
| Purpose        | 2 | The purpose of this bylaw is to establish a Council committee named the Mayor’s Executive Committee, and to prescribe a mandate, terms of reference, composition and procedural rules for the Committee.   |
| Interpretation | 3 | <p>The following rules apply to interpretation of this bylaw:</p> <ul style="list-style-type: none"><li>(a) The marginal notes and headings in this bylaw are for reference purposes only;</li><li>(b) Any reference to written consent includes consent by way of electronic mail;</li><li>(c) If there is a conflict between a provision of this bylaw and an enactment, the enactment governs;</li><li>(d) Any reference to an enactment or bylaw includes all amendments or successor enactments or bylaws, and applicable regulations or orders established under the enactment or bylaw; and</li><li>(e) Actions authorized by this bylaw must be performed in compliance with all applicable enactments, bylaws, and the County’s policies and procedures.</li></ul>  |
| Definitions    | 4 | <p>In this bylaw, words have the meaning given to them in this section, but if not defined in this bylaw, they have the same meaning as under the <i>Municipal Government Act</i>:</p> <ul style="list-style-type: none"><li>(a) “Act” means the <i>Municipal Government Act</i>, RSA 2000, c M-26;</li><li>(b) “Chief Commissioner” means the Chief Administrative Officer for the County or delegate;</li><li>(c) “Committee” means the Mayor’s Executive Committee;</li><li>(d) “Consent Agenda” means the agenda items that are considered as a whole, without debate or amendment, and approved together in one motion;</li><li>(e) “Council” means the elected governing body of the County;</li><li>(f) “Councillor” means an individual elected to Council, including the Mayor;</li><li>(g) “County” means the specialized municipality and municipal</li></ul> |

corporation of Strathcona County, established under Order 761/95 pursuant to the Municipal Government Act;

- (h) "Deputy Mayor and Acting Mayor Schedule" means the schedule that sets out the terms for Councillors to serve as Deputy Mayor and Acting Mayor as adopted or amended by Council from time to time; and
- (i) "Special Resolution" means a vote on a motion where at least two-thirds of all Councillors, or two-thirds of all members of the Priorities Committee, vote in favour of the motion.

## **Part II – Establishment, Mandate, and Terms of Reference**

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| Establishment                 | 5 | The Mayor's Executive Committee is established as a committee of Council.  |
| Mandate                       | 6 | The Committee will meet regularly to review and manage agendas for upcoming Council and Priorities Committee meetings.   |
| Terms of Reference            | 7 | <p>In order to fulfill its mandate, the Committee may:</p> <ul style="list-style-type: none"><li>(a) Assign items to an agenda for an upcoming regularly scheduled Council or Priorities Committee meeting;</li><li>(b) Postpone an item to a different meeting; however, a Motion following Notice of Motion will not be deferred without written consent from the Councillor who provided notice;</li><li>(c) Estimate the time for each agenda item to ensure effective time management;</li><li>(d) Recommend items to be considered for the Consent Agenda;</li><li>(e) Direct that an item be discussed at a specific time on an agenda;</li><li>(f) Change the date, time, or place of a regularly scheduled Council or Council Committee meeting and direct Administration to provide notice to the public; or</li><li>(g) Deal with any matter referred to it by Council.</li></ul> |
| Changes to an approved agenda | 8 | <ul style="list-style-type: none"><li>(1) Before an agenda item may be added or deleted from an upcoming regularly scheduled Council meeting:<ul style="list-style-type: none"><li>i. following the Committee's approval of the agenda for that meeting, and</li><li>ii. prior to agenda publication,</li></ul>both the Chief Commissioner and Mayor must provide written consent for the change to the agenda.</li><li>(2) Items to be added after the publication of the agenda must be added by motion at the adoption of the agenda, or by Special Resolution.</li><li>(3) Any written materials or information related to items on an agenda that are not already included in the agenda package must be circulated</li></ul>   |

to all members of Council and the Chief Commissioner.

- (4) At a Council or Priorities Committee meeting, an item may be deleted from the agenda by Special Resolution; however, a Motion following Notice of Motion may not be deleted from the agenda without written consent of the Councillor who provided notice.

### **Part III – Membership and Quorum**

Members	9	1. The Committee will be comprised of: (a) the Mayor; (b) the Deputy Mayor (as set out in the Council approved Deputy Mayor and Acting Mayor Schedule); and (c) the Acting Mayor (as set out in the Council approved Deputy Mayor and Acting Mayor Schedule). 2. If the Deputy Mayor or Acting Mayor are unable to attend, then the next available Councillor, as set out in the Deputy Mayor and Acting Mayor Schedule, will attend.
	10	Councillors appointed to the Committee are voting members.
Chair and Vice-chair	11	The Mayor will be the Chair of the Committee and the Deputy Mayor will be the Vice-chair of the Committee.
Chair’s Duties	12	The Chair will preside at all Committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chair’s duties, the Vice-Chair will perform those duties.
Quorum	13	A majority of the voting members will constitute a quorum at a Committee meeting.

### **Part IV – Procedures**

Presentation of Agenda	14	At each Committee meeting, the Chief Commissioner will present a list of items proposed to be included on the agenda for the upcoming Council or Priorities Committee meeting.
No Debate on Items	15	The Committee will consider the items for the agenda as set out in the mandate and terms of reference above, but will refrain from debating or discussing the merits of the agenda items.
Procedures	16	The Committee will follow the meeting procedures set out in the Strathcona County Meeting Procedures Bylaw.
Public Meetings	17	Committee meetings will be held in public unless the meeting is closed for reasons permitted by the Municipal Government Act.
	17.1	The time, date and place of scheduled meetings may be changed with written consent of both the Chief Commissioner and Mayor, provided that 24 hours notice is provided to members of Council and the public.  (S.3(a), Bylaw 52-2022, September 6, 2022)

**Part V – Chief Commissioner’s Role**

- Chief Commissioner 18 The Chief Commissioner is not a member of the Committee and cannot vote on any matter before the Committee.
  
- Chief Commissioner duties 19 The Chief Commissioner will perform the following duties and functions for the Committee:
  - (a) Publish the Committee’s meeting schedules and notices;
  - (b) Provide technical, administrative, meeting space, meeting management and other supports to the Committee as required for its meetings; and
  - (c) Manage the Committee’s minutes and records.

**Part VI – Consequential Amendments**

- Amendments to Bylaw 46-2015 20 Strathcona County Bylaw 46-2015, Strathcona County Boards and Committee Bylaw as amended is further amended by:
  - (a) Deleting the text “Mayor’s Executive Committee,” in section 3.1.7; and
  - (b) Deleting the Terms of Reference entitled “Mayor’s Executive Committee”.

NOTE: Consolidation made under Section 69 of the Municipal Government Act, R.S.A. 2000, c.M-26 and Bylaw 21-2015 Section 8, and printed under the Chief Commissioner’s authority.

Bylaw 8-2019, passed by Council April 9, 2019

Amendments

Bylaw 52-2022, September 6, 2022