

BYLAW 53-2011

A BYLAW OF STRATHCONA COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH THE COMMITTEES OF COUNCIL

WHEREAS the Municipal Government Act, R.S.A. 2000, c. M-26, as amended, provides that a Council may by bylaw establish standing or special committees of Council and delegate to such committees certain duties and powers imposed and conferred upon a Council by the said Municipal Government Act;

AND WHEREAS the Council of Strathcona County considers it expedient to establish Council committees to support and facilitate the achievement of Strathcona's vision and goals, and to advise Council on matters relevant to the committee mandates.

NOW THEREFORE the Council of Strathcona County, in the Province of Alberta, duly assembled, and pursuant to the authority conferred upon it by the Municipal Government Act, R.S.A. 2000, c.M-26, as amended, enacts as follows:

1. NAME OF BYLAW

This Bylaw may be cited as the "Strathcona County Boards and Committees Bylaw".

2. PURPOSE OF BYLAW

This Bylaw shall govern the establishment and regulation of Council Committees unless a variance is specifically provided for in this Bylaw. Any such variance must be set out in the Committee Terms of Reference.

3. DEFINITIONS

3.1 In this Bylaw:

3.1.1 "Administrative Representative" refers to the administration resource person appointed to a Committee by the Chief Commissioner or his delegate;

3.1.2 "Chief Commissioner" means the Chief Commissioner for Strathcona County and whatever subsequent title may be conferred on that officer by Council or Statute;

3.1.3 "Committee" means a Committee established by Council pursuant to this bylaw, which Committee may consist entirely of Councillors, a combination of Councillors and Members at Large or, subject to Section 8.5 of this Bylaw, entirely of Members at Large;

3.1.4 "Council" means the Council of Strathcona County;

3.1.5 "Councillor" means a Councillor of Strathcona County;

3.1.6 "County" means Strathcona County;

- 3.1.7 "Ex-officio" means membership by virtue of one's office. Ex-officio members form part of the quorum only when present at Committee meetings and, when present, they shall vote.
- 3.1.8 "Member at Large" means a member of the public appointed by Council to a Committee pursuant to this Bylaw;
- 3.1.9 "Mayor" means the Chief Elected Official of the County;
- 3.1.10 "Terms of Reference" means those terms pertinent to the establishment and mandate of an individual Committee and which are in addition to or beyond the parameters of this Bylaw.

4. **ESTABLISHMENT**

- 4.1 Council does hereby establish those Committees as set out in Terms of Reference attached to and forming part of this Bylaw.
- 4.2 Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.
- 4.3 Committee Terms of Reference shall be reviewed on an annual basis to ensure that they reflect the current mandate of the Committee with respect to the responsibility conferred upon the Committee by Council.

5. **POWERS OF COMMITTEES**

- 5.1 A Committee shall have the authority to form ad hoc committees and task forces from among its members, to assist it in carrying out its objectives and responsibilities under this Bylaw.
- 5.2 Ad hoc committees and task forces established by a Committee shall report to the Committee in a manner determined by the Committee.
- 5.3 A Committee shall not have the power to pledge the credit of the County, to pass bylaws or to enter into any contractual agreements.
- 5.4 A Committee shall be consulted on the business transactions relating to the ongoing administration of the Committee.
- 5.5 The Committee shall provide a forum for examining timely issues relevant to its mandate by considering topics from the following sources:
 - 5.5.1 receipt of requests or suggestions from Council,
 - 5.5.2 requests or enquiries from the public, and
 - 5.5.3 initiation from within the Committee.
- 5.6 The Committee shall prepare letters, recommendations, resolutions, discussions papers and other documents as appropriate to Council.

5.7 The Committee shall prepare and, on approval by Council, present briefs to hearings and commissions.

6. REPORTING TO COUNCIL

6.1 Councillors appointed to a Committee by Council shall be responsible to keep Council informed as to Committee activities.

6.2 All Advisory Committees of Council shall provide Council with an Annual Activity Report each year for the activities of the previous year.

7. PUBLIC PARTICIPATION

Community organizations and individuals that wish to appear before, or communicate directly with, Council on any matter referred to within the Terms of Reference of a Committee shall be encouraged to make representations to that Committee.

8. MEMBERSHIP

8.1 A Committee shall be composed of the number of members, both Councillors and Members at Large, as indicated in the Committee Terms of Reference.

8.2 All members of a Committee shall be resident in Strathcona County, unless otherwise provided in the Terms of Reference for that Committee.

8.3 Councillors shall be appointed by Council at the organizational meeting or at a meeting following the organizational meeting.

8.4 Members at Large shall be appointed by Council to a Committee effective as of January 1 in each year or as otherwise designated by Council.

8.5 The Mayor is an Ex-officio member of those Committees that do not name the position of Mayor in their Terms of Reference.

8.6 Council may, for any reason it considers sufficient, remove a Member at Large of a Committee by resolution.

8.7 All Members at Large shall remain in office until their respective successors are appointed.

8.8 Any Member of a Committee who is absent from three (3) consecutive meetings of the Committee shall forfeit his or her office, unless there is a resolution of the committee accepting a valid reason for his or her absence.

8.9 Committee Members shall only speak on behalf of the Committee when formally given such authority for a specific defined purpose.

9. TERM

9.1 Members at Large shall be appointed for a two (2) year term, unless otherwise provided in the Committee Terms of Reference.

- 9.1.1 In order to ensure continuity of membership in newly established Committees, Council shall, at the date of appointment, determine which of the Members at Large will hold office for one (1) year from the date of appointment and which of the Members at Large will hold office for two (2) years from the date of appointment.
- 9.1.2 In each succeeding year, Council shall appoint for a two (2) year term enough members to fill the vacancies created by the expiration of the terms of the Members at Large in that year.
- 9.2 Retiring Members at Large may be re-appointed provided that no Member at Large may serve more than two (2) consecutive terms on a particular Committee.
- 9.3 Notwithstanding section 9.2, Council may allow a Member at Large to be re-appointed for a third consecutive term if Council determines that extraordinary conditions warrant such an appointment.
- 9.4 In the event of a vacancy occurring prior to the expiration of a term, the person appointed to fill such vacancy shall hold office for the remainder of that term.

10. CHAIRMAN AND VICE-CHAIRMAN

- 10.1 At its first meeting each year, a Committee shall elect a Chairman and Vice-Chairman from among its members.
- 10.2 The Chairman shall hold office for a term of one (1) year from the date of appointment.
- 10.3 The Chairman shall preside over all meetings for the Committee and decide all points of order that may arise.
- 10.4 In the absence of the Chairman, the Vice-Chairman shall preside over meetings and shall exercise all the same powers, duties and responsibilities that the Chairman would be entitled to exercise if present.

11. ADMINISTRATIVE REPRESENTATIVE

- 11.1 The Chief Commissioner shall appoint an Administrative Representative to each Committee.
- 11.2 The Administrative Representative shall ensure that accurate minutes are kept of all regular and special meetings of the Committee, copies of which shall be made, filed with the Chief Commissioner or his designate, and available to Council upon request.
- 11.3 The Administrative Representative shall provide advice, research, information and additional support staff as required by the Committee.
- 11.4 The Administrative Representative shall not be a member of a Committee and may not vote on any matter.

12. MEETINGS

12.1 A Committee shall give at least 24 hours' notice of a Committee meeting or a change in the location or time of a Committee meeting

12.1.1 to the members of the Committee, and

12.1.2 to the public.

12.2 Notice to the public shall be deemed to have been properly given if posted for public viewing on the Strathcona County website.

12.3 A majority of the Committee members shall constitute a quorum at a Committee meeting.

12.4 All members of a Committee, including the Chairman, shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be lost.

13. GENERAL

13.1 The Meeting Procedures Bylaw shall govern Committees and shall be binding upon all Committee members whether Councillors or Members at Large.

14. REPEAL OF BYLAWS

Bylaws 54-2009, 58-2009, 47-2010, 2-2011, and 6-2011 are repealed effective the date of final passing hereof.

15. EFFECTIVE DATE

This Bylaw shall come into effect after third reading and upon being signed.

Read a first time this 25 day of October, 2011.

Read a second time this 25 day of October, 2011.

Read a third time and finally passed this 25 day of October, 2011.

Linda Dumas
MAYOR

[Signature]
DIRECTOR,
LEGISLATIVE & LEGAL SERVICES

Date Signed: Oct-31/2011

ACCESSIBILITY ADVISORY COMMITTEE

I. COMPOSITION OF COMMITTEE

- A. One (1) member of Council and one (1) Alternate
- B. Four (4) members with disabilities having a range of physical, sensory and cognitive disabilities
- C. Three (3) members with experience in providing services or assistance to persons with disabilities
- D. Two (2) staff members representing Planning and Development and Facility Services as selected by the respective department managers.

II. STATEMENT OF PURPOSE

To identify and minimize *barriers in Strathcona County municipal facilities, public spaces, programs or services that prevent people from participating in community life, and to promote equitable participation by *persons with disabilities in the community.

III. DUTIES

- A. To advise, recommend and assist Strathcona County in promoting and facilitating a barrier free municipality for persons with disabilities
- B. To review and make recommendations regarding accessibility of existing and proposed municipal facilities and services
- C. To act as a resource to Council and administration in addressing accessibility issues by consulting with County departments to provide information and advice regarding persons with disabilities

IV. MEETINGS

The committee shall hold meetings four (4) times per year or as determined by the Accessibility Advisory Committee up to a maximum of eight (8) times a year

V. LIASON

An administrative representative shall be appointed to act as a resource. Technical advisors from Engineering and Environmental Planning and/or Transportation and Agriculture Services, Transit, Recreation, Parks and Culture and Family and Community Services will attend to provide information and advice whenever necessary.

VI. COMMUNICATION

All communications shall be directed through the administrative representatives to ensure compliance with County protocols.

* Barriers may include architectural, physical, transportation, communication and information, technological, systemic and attitudinal barriers. Systemic barriers are barriers created through policies and procedures for example, denying access to service animals. Attitudinal barriers are those that discriminate against people with disabilities.

* Persons with disabilities means persons who are: developmentally delayed, have a sensory impairment, have a physical disability and/or have a mental disability

AFFORDABLE HOUSING IMPLEMENTATION COMMITTEE**I. COMPOSITION OF COMMITTEE**

A. Members at Large: Five (5)

II. STATEMENT OF PURPOSE

In keeping with Strathcona County's Strategic Plan and more specifically the Capstone policies dealing with Governance and Community Well Being, an Affordable Housing Implementation Committee shall oversee implementation actions of the Affordable Housing Plan and provide recommendations to Council.

III. DUTIES

- A. Explore a framework and action to encourage more incentives that includes affordable rental and special needs housing.
- B. Work with the developer and homebuilder to encourage construction of more modest and diverse forms of market housing.
- C. Make recommendations to Council on strategic property and dwelling unit purchases.
- D. Provide an annual report that evaluates the outcomes and effectiveness of affordable housing initiatives for each of the three years of provincial program funding.

IV. MEETINGS

The Committee shall hold meetings four (4) times per year or as determined by the Affordable Housing Implementation Committee.

V. LIAISON

The manager of Corporate Planning and Intergovernmental Affairs will attend meetings with other department representation as deemed necessary.

VI. DISSOLUTION

The committee will dissolve by December 31, 2011.

AGRICULTURAL SERVICE BOARD

I. COMPOSITION OF COMMITTEE

- A. Councillors: Four (4)
- B. Members at Large: Four (4)

II. STATEMENT OF PURPOSE

An Agricultural Service Board has and shall exercise on behalf of the County all the duties and powers that are conferred on or exercised by a council, under the Agricultural Service Board Act, RSA 2000, c. A-10, as amended, or any other Act, with respect to agricultural matters, except the powers to borrow money, to pass a bylaw, to do any other things that by bylaw are reserved to the Council, and to do any other things specified by the Lieutenant Governor in Council.

III. DUTIES AND POWERS

- A. Pursuant to the Agricultural Service Board Act, RSA 2000, c. A-10, as amended, the matters which the Board may address are:
 - 1. to act as an advisory body and to assist the Council and the Minister of Agriculture, in matters of mutual concern;
 - 2. to advise on the organizing and directing of weed control and soil and water conservation programs;
 - 3. to assist in the control of livestock disease under the *Livestock Diseases Act*;
 - 4. to promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer; and
 - 5. to promote and develop agricultural policies to meet the needs of the municipality.
- B. Pursuant to the Agricultural Pest Act, RSA 2000, c. A-8, and the Weed Control Act, RSA 2000, c. W-5, the Board is appointed as the Appeal Committee.

IV. MEETINGS

Frequency of meetings shall be as determined by the Board.

V. LIAISON

Provincial Department of Agriculture and Food.
Other Agricultural Service Boards in the Province of Alberta

VI. FUNDING

As authorized by Council during the annual budget cycle.

BOARDS & COMMITTEES SELECTION COMMITTEE

I. COMPOSITION OF COMMITTEE

- A. Three (3) Councillors including both urban and rural representation

II. STATEMENT OF PURPOSE

To fulfill Strathcona County's direction that it is desirable to have members of the public appointed to boards and commissions and to recognize that the public plays an integral role in the decision making process.

To recognize that financial support provided to boards and commission by way of municipal tax dollars must be safe-guarded on behalf of municipal taxpayers by the selection of members at large to municipally tax supported boards and commissions.

III. DUTIES AND POWERS

- A. The purpose of the Boards and Committees Selection Committee is to review applications and make selections of members-at-large to:
 - 1. Council Committees, Boards, Commissions and Authorities;
 - 2. Municipally tax supported external Committees, Boards, Commissions and Authorities.
- B. The Boards and Committees Selection Committee shall make recommendations to Council regarding members-at-large so as to facilitate Council making those appointments to boards and commissions to be effective January 1 of each year.

IV. MEETINGS

- A. The Committee shall hold the number of meetings necessary in order to fulfill their mandate and facilitate the Council appointment of members-at-large to boards and commissions.

BYLAW ENFORCEMENT ORDER REVIEW COMMITTEE
Effective until December 31, 2011

I. COMPOSITION OF COMMITTEE

- A. Five (5) Members at Large including both urban and rural representation

II. STATEMENT OF PURPOSE

The purpose of the Committee is to review Orders issued under the Nuisance and Unightly Premises Bylaw; the Unauthorized Use of County Property Bylaw; and any Orders issued pursuant to the Municipal Government Act, R.S.A. 2000, c.M-26, ("the Act") as amended, but not Orders issued pursuant to Part 17 of the Act or the Strathcona County Land Use Bylaw.

III. DUTIES AND POWERS

The Committee has the authority to review Orders under the Act, and to confirm, vary, substitute or cancel the Orders.

IV. REVIEW HEARINGS

- A. A person who receives a written Order under a bylaw or Section 545 or 546 of the Act ("the Applicant") may, by written application within fourteen (14) days of the day on which the Order is received, request the Committee to review the Order.
- B. The Committee shall hold a review hearing that is open to the public within twenty-eight (28) days of receiving a written request for review accompanied by the appropriate fee. The Applicant shall be provided at least seven (7) days' notice of the date of the review hearing.
- C. At the review hearing, the Committee shall hear:
- i) the Applicant or where the Applicant is not the Owner or Occupant, the Owner and/or Occupant shall also be entitled to be heard. A person entitled to be heard at a review hearing may choose to make their representations through legal counsel; and
 - ii) the Designated Officer who issued the Order.
- D. The Committee may review any information it deems necessary to determine whether or not to confirm, vary, substitute or cancel the Order.
- E. All information submitted for review by the Committee, either before or during the review hearing, shall be made available for public inspection.
- F. The Committee's decision in respect of a review hearing shall be in writing and mailed within seven (7) days of the date of the review hearing to the applicant and any other person present at the hearing who was entitled to make submissions pursuant to Section IV.D.

BYLAW ENFORCEMENT ORDER REVIEW COMMITTEE
Effective until December 31, 2011

- H. The Committee is not required to provide reasons for its decisions.
- I. The Committee shall keep a record of its proceedings.
- J. The Committee may make rules as are necessary for the conduct of its business and its meetings that are consistent with this Bylaw, as amended, and the Act.

BYLAW ENFORCEMENT ORDER REVIEW COMMITTEE
Effective January 1, 2012

I. COMPOSITION OF COMMITTEE

- A. Members appointed to the Subdivision and Development Appeal Board

II. STATEMENT OF PURPOSE

The purpose of the Committee is to review Orders issued under the Nuisance and Unsightly Premises Bylaw; the Unauthorized Use of County Property Bylaw; and any Orders issued pursuant to the Municipal Government Act, R.S.A. 2000, c.M-26, ("the Act") as amended, but not Orders issued pursuant to Part 17 of the Act or the Strathcona County Land Use Bylaw.

III. DUTIES AND POWERS

The Committee has the authority to review Orders under the Act, and to confirm, vary, substitute or cancel the Orders.

IV. REVIEW HEARINGS

- A. A person who receives a written Order under a bylaw or Section 545 or 546 of the Act ("the Applicant") may, by written application within fourteen (14) days of the day on which the Order is received, request the Committee to review the Order.
- B. The Committee shall hold a review hearing that is open to the public within twenty-eight (28) days of receiving a written request for review accompanied by the appropriate fee. The Applicant shall be provided at least seven (7) days' notice of the date of the review hearing.
- C. At the review hearing, the Committee shall hear:
- i) the Applicant or where the Applicant is not the Owner or Occupant, the Owner and/or Occupant shall also be entitled to be heard. A person entitled to be heard at a review hearing may choose to make their representations through legal counsel; and
 - ii) the Designated Officer who issued the Order.
- D. The Committee may review any information it deems necessary to determine whether or not to confirm, vary, substitute or cancel the Order.
- E. All information submitted for review by the Committee, either before or during the review hearing, shall be made available for public inspection.
- G. The Committee's decision in respect of a review hearing shall be in writing and mailed within seven (7) days of the date of the review hearing to the applicant and any other person present at the hearing who was entitled to make submissions pursuant to Section IV.D.

BYLAW ENFORCEMENT ORDER REVIEW COMMITTEE
Effective January 1, 2012

- H. The Committee is not required to provide reasons for its decisions.
- I. The Committee shall keep a record of its proceedings.
- J. The Committee may make rules as are necessary for the conduct of its business and its meetings that are consistent with this Bylaw, as amended, and the Act.

ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE

I. COMPOSITION OF COMMITTEE

A. Councillors: One (1)

B. Eight (8) Members at Large from the following business sectors:

- One (1) Heavy Industry/Energy sector;
- One (1) Professional, Scientific or Technical Services sector;
- One (1) Small Business sector;
- One (1) Agricultural or Food processing sector;
- One (1) Retail sector;
- One (1) Tourism sector;
- One (1) Resident Rural; and
- One (1) Urban.

C. One (1) Member at Large, Executive Director from the Sherwood Park & District Chamber of Commerce

II. STATEMENT OF PURPOSE

In keeping with Strathcona County's Strategic Plan, and Economic Development and Tourism Strategy, an advisory committee of Council, shall assist Administration and Council with the implementation of the strategic objectives contained in the Economic Development and Tourism Strategy.

III. DUTIES

A. Provide strategic advice and information to Administration and Council on business and collaboration; product development; marketing and promotion; and investment attraction and development opportunities in advancing the strategic objectives in the Economic Development and Tourism Strategy.

B. Review and provide advance on Administration's performance, monitoring and implementation of Economic Development and Tourism Strategy.

C. Identify opportunities within Strathcona County's target sectors that ultimately increase total wealth within the community through export development or import substitution.

IV. MEETINGS

The Committee shall hold meetings four (4) times per year or as determined by the Economic Development and Tourism Advisory Committee.

V. LIAISON

A Representative of the Economic Development and Tourism Department will attend meetings with other department representation as deemed necessary.

VI. COMMUNICATION

All communications shall be directed through the administrative representatives to ensure compliance with County protocols.

ENERGY EXPLORATION COMMITTEE

I. COMPOSITION OF COMMITTEE

- A. Councillors: One (1)
- B. Members at Large: Four (4)

II. STATEMENT OF PURPOSE

In keeping with Strathcona County's Strategic Plan and more specifically the Capstone policies dealing with Governance and Community Well Being, an Energy Exploration Committee shall provide landowner and resident feedback on oil and gas exploration, extraction and pipelines in the community to the Energy Exploration Office and Council.

III. DUTIES AND POWERS

- A. Identify Strathcona County energy exploration activities and landowner information and feedback on those activities, and bring those issues forward to the Committee.
- B. Provide feedback on energy issues as referred by the Energy Exploration Office.
- C. Provide input on opportunities for landowner education in response to energy exploration issues.
- D. Explore mechanisms and means to guide energy exploration.

IV. MEETINGS

The Committee shall hold meetings four (4) times per year or as determined by the Energy Exploration Committee.

V. LIAISON

The Energy Exploration Liaison will attend meetings with other department representation as deemed necessary.

ENVIRONMENTAL ADVISORY COMMITTEE

I. COMPOSITION OF COMMITTEE

- A. Councillors: One (1)
- B. Members at Large: Six (6)

II. STATEMENT OF PURPOSE

In keeping with Strathcona County's Strategic Plan, an Environmental Advisory Committee shall advise Council on issues related to the environment and assist Administration and Council with environmental policies and initiatives by providing a resident perspective. The intent is to focus on no more than three (3) environmental policies and initiatives per year.

III. DUTIES AND POWERS

- A. Provide strategic advice and information on best practices involving the development and implementation of the County's environmental policies and initiatives.
- B. Recommend partnerships with environmental interest groups, community groups or other levels of government.
- C. Recommend sources of funding to be pursued to support environmental policies and initiatives.
- D. Identify issues and provide input on the priorities of the County's short, intermediate, and long term environmental policies and initiatives.
- E. Produce an annual report of environmental recommendations for Administration and Council.

IV. MEETINGS

The Committee shall hold meetings four (4) times per year or as determined by the Environmental Advisory Committee.

V. LIAISON

A representative of Engineering and Environmental Planning will attend meetings with other department representation as deemed necessary.

FESTIVAL PLACE ADVISORY COMMITTEE

I. COMPOSITION OF COMMITTEE

- A. Councillors: Two (2)
- B. Members at Large: Five (5)

II. STATEMENT OF PURPOSE

To establish a Committee of Council to review fundraising mechanisms and to provide community input for the future vision for Festival Place.

III. DUTIES AND POWERS

- A. To review fundraising opportunities for Festival Place
- B. To work with administration to ensure a vision for Festival Place that meets community need and continues to provide excellent & diverse opportunities.

IV. MEETINGS

The Committee shall hold meetings as determined by the Festival Place Advisory Committee.

V. LIAISON

One Recreation, Parks and Culture staff member will attend meetings, with other department representation as deemed necessary.

MAYOR'S EXECUTIVE COMMITTEE

I. COMPOSITION OF COMMITTEE

- A. Mayor
Deputy Mayor
One Councillor on a rotating basis in accordance with the Acting Mayor Schedule
- B. Administrative Support: Chief Commissioner

II. STATEMENT OF PURPOSE

- A. To ensure efficient and timely Council and workshop agendas.
- B. To research and make recommendations and decisions on matters referred to it by Council.

III. DUTIES AND POWERS

- A. Investigate any matter which is of concern and interest to the County and which is referred to it by Council for decision.
- B. Report its findings and make any recommendations to Council and to the respective administration on all matters investigated.
- C. Review future agendas for Council meetings and workshops in advance of publication and distribution.
- D. Handle emergent issues which may arise between Council meetings.
- E. Review all matters relating to Disaster Services.

IV. MEETINGS

- A. The Mayor's Executive Committee meets on a weekly basis.

PRIDE OF STRATHCONA AWARDS SELECTION COMMITTEE

I. COMPOSITION OF COMMITTEE

- A. Council

II. STATEMENT OF PURPOSE

Strathcona County will hold an annual awards program, the Pride of Strathcona Awards, aimed at fostering pride in the community by recognizing residents for outstanding achievements and contributions.

III. DUTIES AND POWERS

- A. The Pride of Strathcona Awards Selection Committee reviews nominations and selects recipients for the awards based on guidelines approved by Council in the Pride of Strathcona Awards Program Procedures.
- B. The awards are intended to recognize County residents for outstanding contributions and achievements in a wide range of areas including community service; the arts, culture and heritage; professional achievement; and sports and recreation, as well as recognition of outstanding endeavours of youth and seniors. All nominees will be considered for the Mayor's Award, which symbolizes the highest civic recognition from the County, and may be given for any type of achievement or contribution.

IV. MEETINGS

The committee meets as required, generally two to four times per year.

The Mayor will chair the meetings and the Deputy Mayor will serve as vice-chair.

RESOLUTIONS COMMITTEE

I. COMPOSITION OF COMMITTEE

Three (3) Councillors including both urban and rural representation

II. STATEMENT OF PURPOSE

To act in an advisory capacity to Council as required by Council on matters impacting or potentially impacting Strathcona County.

III. DUTIES AND POWERS

The duties of the Committee are:

- A. To act in an advisory capacity to Council as requested by Council on matters impacting or affecting Strathcona County, on matter which do not fall within the mandate of other Council Committees, on proposed provincial or federal government legislation, programs or initiatives, proposed amendments to legislation, electoral boundaries and regionalization.
- B. To review resolutions proposed to be forwarded to the Alberta Association of Municipal Districts & Counties, the Alberta Urban Municipalities Association, the Federation of Canadian Municipalities and to make recommendations to Council as to their approval and submission.
- C. To review those resolutions presented by other municipalities to the AAMD&C, the AUMA and FCM and to make recommendations to Council as to their support or non-support.
- D. To review submissions or discussion papers for Council approval on matters referred to the Committee by Council.

IV. MEETINGS

- A. The Committee shall hold at least four (4) regular meetings per year.
- B. The number and complexity of issues referred to the Committee by Council will govern the need for additional meetings.

SENIORS ADVISORY COMMITTEE

I. COMPOSITION OF COMMITTEE

- A. Councillors: One (1) member and one (1) Alternate
- B. Members at Large: Seven (7) seniors-at-large from the community including both urban and rural representation with a diversity of ages 55 + years
- C. Agency Representatives: Four (4) representatives from agencies that provide services to seniors.

II. STATEMENT OF PURPOSE

To provide a mechanism for direct input and interaction between seniors and Council for the purpose of facilitating discussion regarding seniors needs and issues and to provide liaison to enrich and enhance the lives of Strathcona County seniors.

III. DUTIES AND POWERS

- A. To advise Council regarding seniors needs, issues, and concerns, and ways to enhance the quality of life for seniors in our community.
- B. To provide feedback about policies, programs, and services that directly impact seniors and to identify barriers to accessibility.
- C. To identify opportunities for collaboration in addressing seniors needs.
- D. To make recommendations about improving existing programs/services for seniors and make recommendations in anticipation of future needs.

IV. MEETINGS

The Committee shall hold meetings quarterly, between January and December, for a total of four (4) meetings per year.

V. LIAISON

One (1) Family and Community Services staff member to attend meetings, with other departmental representation as deemed necessary.

**STRATHCONA COUNTY/CITY OF FORT SASKATCHEWAN
INTERMUNICIPAL RELATIONS COMMITTEE (IRC)**

Purpose:	<p>To enhance the working relationship between the City of Fort Saskatchewan and Strathcona County with respect to issues of common concern and interest.</p> <p>The IRC members acknowledge that the majority of business between the two municipalities will be handled through existing channels and using existing mechanisms.</p>
Duties and Powers:	<p>The Intermunicipal Relations Committee (IRC) will:</p> <ul style="list-style-type: none"> • identify and resolve issues pertaining to inter-municipal planning and land use adjacent to the common boundaries of the two municipalities • review policy considerations surrounding changes and updates to relevant planning documents • discuss joint projects and shared services • identify and discuss other issues of common interest <ul style="list-style-type: none"> • raise members' awareness about the two municipalities
Decision Making	<p>Decisions of the Intermunicipal Relations Committee will be made on a consensus basis. Decisions made by the IRC will not be binding until formally ratified by the respective municipal councils.</p>
Committee Membership	<p>Two elected officials from each municipality, one of which shall be the Mayor, and the Chief Administrative Officers.</p>
Quorum	<p>Quorum will consist of at least one elected official, and the CAO or designate, from each municipality. The Mayor of the host community will serve as the Chairman of the meeting. In the Mayor's absence, the Councillor from the host municipality will assume the chair.</p>
Meeting Frequency	<p>Meetings will be held on a quarterly basis and will be hosted by each municipality on a rotational basis. Additional meetings will be called at the request of either Mayor.</p>
Meeting Procedures	<p>Agendas will be prepared by the host municipality and distributed to the IRC members one week in advance of the meeting. The hosting municipality will be responsible for soliciting agenda items from the Mayors and Chief Administrative Officers of both municipalities.</p> <p>The host municipality will prepare and distribute a meeting summary and action list that will serve as informal minutes of the meetings. The summary is to be circulated within one week of the completion of the meeting.</p>
Administrative Support	<p>The Chief Administrative Officers of each municipality, or their designate, will serve as administrative advisors to the Intermunicipal Relations Committee. Other administrative staff will assist the committee as required, at the discretion of the Chief Administrative Officers.</p>

**STRATHCONA COUNTY/CITY OF FORT SASKATCHEWAN
INTERMUNICIPAL RELATIONS COMMITTEE (IRC)
COMMUNICATION PROTOCOLS AND ISSUE RESOLUTION PROCESS**

<p>Purpose:</p>	<p>The purpose for establishing a communication protocol and an issue resolution process is to ensure that the IRC has in place a mutually acceptable strategy for addressing challenging intermunicipal issues for which consensus cannot be reached. The issue resolution process identifies a series of steps that can facilitate timely and effective problem solving.</p> <p>The issue resolution process serves to augment applicable legislation and is not intended to negate the municipalities' responsibilities under the Municipal Government Act (MGA), intermunicipal agreements or other planning legislation.</p>
<p>Step 1: <i>Communication and Information Sharing</i></p>	<p>The Intermunicipal Relations Committee will promote voluntary information sharing between IRC members, elected officials and the administration of both municipalities. Information sharing leads to an enhanced understanding of each municipality, increased cooperation and a reduction in the number of potential conflicts</p> <p>The IRC members acknowledge that the majority of business between the two municipalities will be handled through existing channels and using existing mechanisms.</p>
<p>Step 2: <i>Issue Identification</i></p>	<p>Through the process of information sharing or when complying with governing legislation, elected officials and/or administration may identify issues that require resolution. These issues should be placed on the first convenient IRC agenda to encourage early discussion of the emerging issue.</p>
<p>Step 3: <i>IRC Discussion /Resolution</i></p>	<p>The IRC will address issues that require resolution through the process of:</p> <ul style="list-style-type: none"> • issue identification* • issue clarification • information gathering • identification of options • review of options • preparation of recommendations for Council consideration <p>* to assist in the resolution process, both parties will strive for the early identification of issues, allowing for discussion before issues escalate</p>
<p>Step 4: <i>Third Party Facilitation</i></p>	<p>If the IRC is unable to resolve an issue that has been formally identified and discussed on a minimum of two IRC agendas, either party has the option to request the participation of a mutually acceptable third party facilitator. The role of the facilitator will be to assist the IRC members in clarifying the issue(s) and identifying/reviewing options. Both parties will have 60 days to make a recommendation to their respective Councils on who should serve as the facilitator(s).</p> <p>This step in the issue resolution process may also include the participation of an additional Council member from each municipality.</p>
<p>Step 5: <i>Mediation</i></p>	<p>If after using Steps 1 to 4 of the mediation resolution process the IRC is still unable to satisfactorily resolve an issue, both parties will support formal mediation through the Dispute Resolution Program sponsored by Alberta Municipal Affairs, or another alternative mediation program.</p>

YOUTH ADVISORY COMMITTEE

I. COMPOSITION OF COMMITTEE

- A. Councillors: One (1) member and one (1) Alternate
- B. Members at Large: Eight (8) members and Four (4) Alternates from the Strathcona County Youth Council

II. STATEMENT OF PURPOSE

To provide a mechanism for direct input and interaction between youth and Council for the purpose of facilitating discussion regarding youth needs and issues.

III. DUTIES AND POWERS

- A. To advise Council regarding youth needs, issues, and concerns, and to provide feedback about policies that directly impact youth.
- B. To make recommendations about programs/services for youth. To plan events, programs, and projects, in conjunction with the Strathcona County Youth Council, which will improve the circumstances of youth in the future.
- C. To solicit input from other community youth, where appropriate, through such activities as surveys and/or forums.

IV. MEETINGS

- A. The Committee shall hold meetings bi-monthly, between September and June, for a total of five (5) meetings per year.

V. LIAISON

One (1) Family and Community Services staff member to attend meetings.