

BYLAW NO. 455-21

A BYLAW OF THE TOWN OF PONOKA 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 the Town of Ponoka considers it expedient to establish Council committees to support and facilitate the achievement of Ponoka's Strategic Plan, vision and goals, and to advise Council on matters relevant to the Committee mandates.

NOW THEREFORE the Council of the Town of Ponoka, 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 "Council Committees Bylaw".

2. PURPOSE OF BYLAW

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

If a matter is not contemplated in the Terms of Reference of a Committee, this Bylaw takes precedence.

3. DEFINITIONS

3.1 In this Bylaw:

- 3.1.1 "Ad Hoc Committee" is a temporary committee formed for a specific task or objective and dissolved after the completion of the task or achievement of the objective.
- 3.1.2 "Administrative representative" refers to the administration resource person appointed to a Committee by the Chief Administrative Officer;
- 3.1.3 "Chief Administrative Officer" means the Chief Administrative Officer for the Town of Ponoka or their designate;

- 3.1.4 "Code of Conduct" means the Town Council Appointed Boards and Committees – Code of Conduct Policy No. GOV-002-006, which establishes the conduct governing members of council committees.
- 3.1.5 "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 entirely of Members at Large;
- 3.1.6 "Council" means the Council of the Town of Ponoka;
- 3.1.7 "Councillor" means a Councillor of the Town of Ponoka;
- 3.1.8 "Ex-officio" means membership by virtue of one's office. Ex-officio members do not form part of the quorum when present at Committee meetings and, when present, they shall not vote.
- 3.1.9 "Mandate" means those functions and priorities assigned by Council to the respective committee, which aligns with the Town's Strategic Plan.
- 3.1.10 "Mayor" means the Chief Elected Official of the Town;
- 3.1.11 "Member at Large" means a member of the public appointed by Council to a Committee pursuant to this Bylaw;
- 3.1.12 "Priorities and Initiatives Committee" means the Priorities and Initiatives Committee established by Council;
- 3.1.13 "Term of Appointment" shall mean one, two-year term. Partial terms of less than one year shall not be counted in the maximum number of terms served.
- 3.1.14 "Terms of Reference" means those terms pertinent to the establishment and mandate of an individual Committee and which are attached as a Schedule to this Bylaw;
- 3.1.15 "Town" means the Town of Ponoka;
- 3.1.16 "Voting Member" means those members identified as voting members in the Terms of Reference.

4. COMMITTEES

- 4.1 Priorities and Initiatives Committee
- 4.2 Community Enhancement Committee
- 4.3 Police Advisory Committee

5. ESTABLISHMENT

- 5.1 Council does hereby establish those Committees as set out in the Terms of Reference attached as Schedules to and forming part of this Bylaw.

5.2 Committee Terms of Reference shall be reviewed on an annual basis by the Priorities and Initiatives Committee. The Priorities and Initiatives Committee shall advise Council as to the continued need for the Committee and, if required, whether:

5.2.1 the Terms of Reference are appropriate and meet the objectives of Council; and

5.2.2 the Committee is fulfilling its Terms of Reference.

6. POWERS OF COMMITTEES

6.1 Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.

6.2 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.

6.3 Ad hoc committees and task forces established by a Committee shall report to the Committee in a manner determined by the Committee.

6.4 A Committee shall not have the power to pledge the credit of the Town, to pass bylaws or to enter into any contractual agreements.

6.5 A Committee shall not have the authority to act administratively or at an operational level.

6.6 The Committee shall provide a forum for examining timely issues relevant to its mandate.

6.7 The Committee shall prepare letters, recommendations, resolutions, discussion papers and other documents as appropriate to Council or the Priorities and Initiatives Committee.

7. REPORTING TO COUNCIL

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

7.2 All Committee Chairs' shall provide the Priorities and Initiatives Committee with a report on the activities of the Committee at least once annually or as requested by the Priorities and Initiatives Committee.

8. 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.

9. MEMBERSHIP

- 9.1 A Committee shall be comprised of a maximum of seven members as indicated in the Committee Terms of Reference. If one or more Councillors are appointed as members of a Committee, an Alternate Councillor shall also be appointed.
- 9.2 Councillors shall be appointed by Council at the organizational meeting or at a meeting following the organizational meeting.
- 9.3 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.
- 9.4 The Mayor is an Ex-officio member of those Committees that do not name the position of Mayor in their Terms of Reference.
- 9.5 Council may, for any reason it considers sufficient, remove a Member at Large of a Committee by resolution in accordance with Policy No. GOV-002-006: Town Council Boards and Committees – Code of Conduct.
- 9.6 All Members at Large shall remain in office until their respective successors are appointed.
- 9.7 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.
- 9.8 Committee Members shall only speak on behalf of the Committee when formally given such authority by Council for a specific defined purpose.
- 9.9 A Councillor appointed to a Committee that is comprised of both Councillors and Members at Large, is appointed solely as Council's representative to the Committee and shall not vote.

10. TERM

- 10.1 Members at Large shall be appointed for a two (2) year term, unless otherwise provided in the Committee Terms of Reference.
 - 10.1.1 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.
 - 10.1.2 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.
- 10.2 Members at Large whose terms are expiring may be reappointed provided that no Member at Large may serve more than two (2) consecutive terms on a particular Committee.

- 10.3 Notwithstanding section 9.2, Council may allow a Member at Large to be reappointed for a third consecutive term if Council determines that extraordinary conditions warrant such an appointment.
- 10.4 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.
- 10.5 Councillors appointed to a Committee shall be appointed for a one (1) year term, however, Council may, in its discretion, appoint a Councillor for an additional consecutive one (1) year term.

11. COMMITTEE CHAIR AND VICE-CHAIR

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

12. ADMINISTRATIVE REPRESENTATIVE

- 12.1 The Chief Administrative Officer shall appoint an Administrative Representative to each Committee.
- 12.2 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 and filed with the Chief Administrative Officer and made available to Council on a timely basis.
- 12.3 The Administrative Representative shall provide the Committee with information, research, or data already within its possession; however, requests for information or data not currently available or requiring additional research requires Council approval by way of report to Council.
 - 12.3.1 The Administrative Representative shall assist the Chair in ensuring that Committee activities are consistent with, and that agenda items fall within the Committee's Terms of Reference.
- 12.4 The Administrative Representative shall not be a member of a Committee and may not vote on any matter.
- 12.5 The Chief Administrative Officer shall ensure that all Committee members receive an appropriate orientation on the Terms of Reference of the Committee and its role as a Committee established by Council.

13. MEETINGS

- 13.1 A Committee shall hold regular meetings at a frequency to be determined by the Committee, but not less than four (4) meetings per year.
- 13.2 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.
 - 13.2.1 to the members of the Committee, and
 - 13.2.2 to the public.
- 13.3 Notice to the public shall be deemed to have been properly given if posted for public viewing on the Town of Ponoka website.
- 13.4 A majority of the Voting Members shall constitute a quorum at a Committee meeting.
- 13.5 All Voting Members of a Committee, including the Chair, shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be lost.

14. GENERAL

- 14.1 The Council Procedures Bylaw shall govern Committees and shall be binding upon all Committee members whether Councillors or Members at Large, except where otherwise provided by this Bylaw.

15. REPEAL OF BYLAWS

Bylaws listed as:

- Bylaw No. 368-16: Economic Development Board
- Bylaw No. 372-16: Heritage and Downtown Revitalization Committee
- Bylaw No. 361-16: Parks, Recreation & Culture Advisory Committee
- Bylaw No. 356-15: Police Advisory Committee
- Bylaw No. 376-17: Utilities & Environmental Committee.

are repealed on the effective date of this Bylaw.

16. EFFECTIVE DATE

This Bylaw shall come into effect on September 1, 2021.

First Read:	May 25, 2021
Second Reading:	June 8, 2021
Third Reading:	June 8, 2021



Mayor



Chief Administrative Officer

PRIORITIES AND INITIATIVES COMMITTEE**Terms of Reference**

1.0 Purpose:

The Priorities and Initiatives Committee is established to support Council's decision-making process by providing a venue for open discussion and debate on key principles, ideas, components of projects, policies, plans or other items that will require Council direction or decision.

The Committee will maintain a focus on the Town's Strategic Plan taking into consideration the pillars and related projects associated with the Strategic Plan.

2.0 Mandate:

- 2.1 Provide oversight of progress on the Strategic Plan and monitor established priorities, ensuring that programs and services authorized by Council are consistent with the Strategic Plan and that strategic objectives are being met.
- 2.2 Monitor progress on master plans, major projects (capital and operating) and planning initiatives.
- 2.3 Serve as the selection committee that recommends to Council the appointment of public members to the various Council Committees. An ad hoc committee may be utilized for this purpose.
- 2.4 Receive requests or suggestions from the public and refer them to the appropriate Committee of Council for consideration.
- 2.5 Receive presentations related to major projects and initiatives, bylaws and policy information.
- 2.6 Receive annual progress reports from Council Committees related to their specific mandates.
- 2.7 Evaluate Council Committees' progress and determine if changes in mandate are required as per the Committee Bylaw.

3.0 Membership:

- 3.1 All members of Council are appointed to the Priorities and Initiatives Committee.
- 3.2 The position of Chair will be the member of Council that holds the position of Deputy Mayor at the time of the meeting and the position of Chair will be rotated according to the Deputy Mayor's schedule. If the Deputy Mayor is unavailable, the next person on the Deputy Mayor's schedule will perform the Chair's duties.

COMMUNITY ENHANCEMENT COMMITTEE**Terms of Reference**

1.0 Purpose:

The Community Enhancement Committee is an advisory Committee of Council established to consider specific matters related to recreation, parks, trails, growth, economic development and downtown revitalization for the Town of Ponoka.

The Community Enhancement Committee will maintain a focus on the Town's Strategic Plan and in particular the pillars and related projects and initiatives for:

- Quality of Life
- Growth & Economic Health,
- Governance and Service Excellence

related to the Committee's mandate.

2.0 Mandate:

The mandate of the Committee is:

- 2.1 To strengthen and increase recreational opportunities for all residents of the community of Ponoka. Recreation is described in a broad sense that encompasses sport, arts and culture, general leisure programs, festivals and community events, as well as recreational infrastructure.
- 2.2 Act as a liaison and advise Council on matters pertaining to the use of services, facilities, programs and special events.
- 2.4 Receive and review capital requests for new and current recreational facilities.
- 2.5 Consider and recommend initiatives that will serve to enhance and support the Town's strategic priorities for growth and economic health.
- 2.6 Consider ideas regarding the enhancement and redevelopment of downtown.
- 2.7 Increase the identity and profile of downtown through positive public engagement, advocacy and promotion in the community, while maintaining a focus on the historical significance of Ponoka's downtown
- 2.9 Receive an annual work plan/directives from the Priorities and Initiatives Committee of Council in relation to the Town's Strategic Plan and ensure progress.
- 2.10 Provide annual reporting to the Priorities and Initiatives Committee related to the Committee's mandate and progress.

3.0 Membership

3.1 Maximum of seven members comprised of:

- 1 members of Council
- 1 member of County Council
- 1 member of the Ponoka Chamber of Commerce
- 1 member representing downtown businesses
- 3 members of the public at large (Town/County).

POLICE ADVISORY COMMITTEE**Terms of Reference**

1.0 Purpose:

The Police Advisory Committee is a Committee of Council established to continue to support public safety in partnership with the RCMP. The Police Advisory Committee will maintain a focus on the Town's Strategic Plan and in particular the Quality of Life pillar and related projects and initiatives in accordance with the Committee's mandate.

2.0 Mandate

The overall objectives of the Police Advisory Committee are to act as a liaison between Council, the R.C.M.P. Detachment, the Chief Administrative Officer of the Town of Ponoka and the citizens of Ponoka and foster responsible community actions towards the creation of a safe secure community. The Committee shall endeavor to do this by encouraging an environment, which allows for public concerns to be addressed by all affected parties. Specific duties and responsibilities are to:

- 2.1 Provide community feedback to the R.C.M.P. and Chief Administrative Officer concerning policing strategies and activities;
- 2.2 Represent the interests and concerns of the public and Council to the Officer in Charge;
- 2.3 Provide advice and make recommendations to Council relating to policing matters or relevant community issues, as it may deem advisable, on its own initiative or upon request of Council;
- 2.4 In consultation with the Officer in Charge, develop a yearly plan of priorities and strategies for municipal policing, to be submitted to Council;
- 2.7 Receive an annual work plan/directives from the Priorities and Initiatives Committee of Council in relation to the Town's Strategic Plan and ensure progress.
- 2.8 Provide annual reporting to the Priorities and Initiatives Committee related to the Committee's mandate and progress.

3.0 Membership

- 3.1 Maximum of seven members comprised of:
 - 1 member of Council
 - 1 member representing Ponoka County

- 1 member representing Ponoka Victim Services
- 1 member Ponoka Citizens on Patrol
- Community members at large.

The Officer in Charge of the Ponoka R.C.M.P., or their designate, shall attend the Committee meetings in an advisory non-voting capacity.

The Chief Administrative Officer, and/or their designate, shall attend the Committee meetings in an advisory non-voting capacity.

All persons appointed to the Committee shall:

- Undertake a criminal records review and suitability screening through the R.C.M.P at the Town's expense
- Not be hired in any capacity with the Town of Ponoka, the Royal Canadian Mounted Police, any Provincial or Municipal Police Service, or the Department of Justice and Solicitor General of Alberta.
- Be a Canadian Citizen or landed immigrant and reside in the Ponoka community for at least six (6) consecutive months immediately preceding the date of advertising for applications.
- Be of the full age of eighteen (18) years, except in the case where a member at large is a youth representative, who shall be at least sixteen (16) years of age.