

BYLAW 08-2021
Strathcona County and Town of Bruderheim Intermunicipal Relations
Committee

Section 145 of the Municipal Government Act, RSA 2000, c. M-26, provides that Council may pass bylaws to establish council committees and define their functions; and

Town of Bruderheim Council and the Strathcona County Council jointly agree to establish a council committee to support collaboration and effective communication on areas of mutual interest;

Council enacts:

PART I – PURPOSE, DEFINITIONS, AND INTERPRETATION

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| Purpose | <p>1 The purpose of this bylaw is to:</p> <ul style="list-style-type: none">(a) Establish and prescribe the functions of a joint council committee named the Town of Bruderheim and Strathcona County Intermunicipal Relations Committee; and(b) Prescribe the procedures to be followed by such joint council committees. |
| Definitions | <p>2 In this bylaw:</p> <ul style="list-style-type: none">(a) "Chief Administrative Officer" means the Chief Commissioner for Strathcona County or delegate and the Chief Administrative Officer for the Town of Bruderheim or delegate;(b) "Committee" means the joint council committee named the Strathcona County and Town of Bruderheim Intermunicipal Relations Committee established under this bylaw;(c) "Council" means the elected governing body of Strathcona County or the Town of Bruderheim;(d) "County" means the municipal corporation of Strathcona County, a specialized municipality established under the authority of the <i>Municipal Government Act</i>, RSA 2000, c M-26 and Order in Council 761/95; |

- (e) **"Host Municipality" means** the municipality that is hosting the meeting of the Committee on a rotational basis;
- (f) **"Mayor" means the chief elected official** of Strathcona County or the Town of Bruderheim;
- (g) "Municipal Government Act" means the *Municipal Government Act*, RSA 2000, c M-26; and
- (h) **"Town" means the** municipal corporation known as the Town of Bruderheim.

- Interpretation 3 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 4 Strathcona County and the Town of Bruderheim jointly establish a council committee named the Strathcona County and Town of Bruderheim Intermunicipal Relations Committee.

- Mandate 5 The mandate of the Committee is to enhance the relationship between the municipalities and ensure effective communication on municipal issues of common interest.

- Terms of Reference 6 To fulfill its mandate, the Committee may:
- (a) Develop and maintain a forum for the exchange of information about municipal issues of common interest;

- (b) Identify opportunities for enhancing the intermunicipal relationship; and
- (c) Make recommendations to County Council and Town Council on strategies, frameworks, programs, or policies to enhance the intermunicipal relationship.

PART III – MEMBERSHIP, TERMS, AND HOST MUNICIPALITY

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| Voting Members | 7 The Committee includes the following voting-members: <ul style="list-style-type: none"> (a) County Mayor; (b) Town Mayor; (c) Two (2) County Councillors as appointed by County Council; and (d) Two (2) Town Councillors as appointed by Town Council. |
| Non-voting Members | 8 The Committee includes both the County and Town Chief Administrative Officers as non-voting members. |
| Terms | 9 County Councillors who are members of the Committee will be appointed by the County Council and will serve at the pleasure of Council for four (4) years.

10 Town Councillors who are members of the Committee will be appointed by the Town Council and will serve at the pleasure of Council for four (4) years. |
| Host municipality | 11 The County and the Town will share the responsibility to host Committee meetings on a rotational basis. |

PART IV - MEETINGS

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| Meetings | 12 The Committee will: <ul style="list-style-type: none"> (a) adopt a meeting schedule at the start of each year; (b) provide the annual meeting schedule to the County and Town Chief Administrative Officers; and (c) post the annual meeting schedule on the Committee's |
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webpage to provide notice to the public.

13 The Committee may vote to change the date, time, or place of a scheduled Committee meeting, or to schedule an additional Committee meeting, if the Committee provides notice of the meeting in accordance with this bylaw.

Meeting in public 14 Committee meetings will be held in public unless the Committee meeting is closed for reasons permitted by the *Municipal Government Act*.

Agenda 15 The agenda for a Committee meeting will be established by the Host Municipality and distributed to the Committee members one week in advance of the meeting.

Quorum 16 Quorum consists of two voting members from each municipality and the Chief Administrative Officer from each municipality.

Procedures 17 Committee meetings will be conducted in accordance with this bylaw and Robert's Rules of Order, but in the event of a conflict between this bylaw and Robert's Rules, this bylaw will apply.

Recommendations 18 The Committee will vote on any recommendations, but recommendations must be approved by motion by both County Council and Town Council.

Minutes 19 The Host Municipality will prepare and distribute minutes within 7 business days of the meeting.

PART V - CHAIR

Chair 20 The County Mayor and Town Mayor will serve as chair of the Committee on a rotational basis.

21 If the Mayor of the Host Municipality is absent, then one of the appointed Host Municipality Councillors will serve as chair.

22 The chair will preside at the Committee meeting and decide all points of order.

PART VI – ADMINISTRATIVE SUPPORT

Administrative support

23 The Chief Administrative Officer of the Host Municipality 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 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.

FIRST READING: 15 September, 2021

SECOND READING: _____

THIRD READING: _____

SIGNED THIS ____ day of _____, 20____.

MAYOR

ADMINISTRATION