

APPENDIX A

BYLAW NO. 1856

A BYLAW OF THE MUNICIPAL DISTRICT OF BONNYVILLE NO. 87, IN THE PROVINCE OF ALBERTA TO AMEND THE BOARDS AND COMMITTEES BYLAW HEREBY CITED AS THE AMENDING BOARDS AND COMMITTEES BYLAW.

WHEREAS, under the provisions of the Municipal Government Act, R.S.A 2000, Chapter M-26, and amendments thereto, a Council's power to pass a bylaw includes a power to amend or repeal a bylaw;

AND WHEREAS, Bylaw No. 1748, Boards and Committees Bylaw is to establish the boards and committees of the Municipal District of Bonnyville and their functions, under the authority and pursuant to the Municipal Government Act, R.S.A 2000, Chapter M-26, and amendments thereto;

NOW THEREFORE, the Council of the Municipal District of Bonnyville No. 87, duly assembled in the Province of Alberta, hereby enacts the following:

1 AMENDMENTS

- 1.1 That Bylaw No. 1808 to amend Bylaw No. 1748 Boards and Committees Bylaw is amended as follows:
 - (a) Section 1 Amendments, Subsection (c) is deleted.
 - (b) Schedule "A" Committee of the Whole Terms of Reference is deleted.
- 1.2 That Bylaw No. 1748 to establish the boards and committees of the Municipal District of Bonnyville and their functions is amended as follows:
 - (a) Addition under Section 3 Standing Boards and Committees, Subsection 3.1:
 - "(h) Emergency Advisory Committee (*Schedule "H"*)"
 - "(i) Regional Sports Tourism Committee (*Schedule "I"*)"
 - (b) Section 3 Standing Boards and Committees, Subsection 3.1(e) Regional Economic Development Committee (*Schedule "E"*) is deleted.
 - (c) Schedule "A" Committee of the Whole Terms of Reference is repealed and replaced with Schedule "A" Committee of the Whole Terms of Reference attached to and forming part of this Bylaw.
 - (d) Schedule "E" Regional Economic Development Committee Terms of Reference is deleted.
 - (e) Schedule "F" Rural Community Policing Committee Terms of Reference is repealed and replaced with Schedule "F" Rural Community Policing Committee Terms of Reference attached to and forming part of this Bylaw.
 - (f) Addition of Schedule "H" Emergency Advisory Committee Terms of Reference attached to and forming part of this Bylaw.
 - (g) Addition of Schedule "I" Regional Sports Tourism Committee Terms of Reference attached to and forming part of this Bylaw.

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2 SEVERABILITY

- 2.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw is deemed valid and enforceable.

3 EFFECTIVE DATE

- 3.1 That this Bylaw shall come into force and have effect from and after the date of third and final reading thereof.

READ A FIRST TIME IN COUNCIL THIS _____ DAY OF _____, 2023.

READ A SECOND TIME IN COUNCIL THIS _____ DAY OF _____, 2023.

READ A THIRD TIME IN COUNCIL THIS _____ DAY OF _____, 2023.

REEVE

CHIEF ADMINISTRATIVE OFFICER

M.D. Committee of the Whole

Board/Committee Type: Committee of the Whole

Approval Date: November 12, 2021

Review/Revision Date: October 26, 2022⁽⁰²⁾

Purpose

The Municipal District of Bonnyville (M.D.) Committee of the Whole enables Committee members to maintain oversight of the governance, policy, and affairs of the M.D. and serve as an opportunity for members to seek clarification on matters relating to Council business and are purposely kept informal to encourage deliberation of information and ideas.

Authority

- (1) The Committee of the Whole is advisory in nature, making recommendations to Council by way of motion. No decisions will be made by Council at a Committee of the Whole meeting.
- (2) The Committee of the Whole may only provide direction to Administration to bring additional information on an item of discussion to a future Committee meeting or Council meeting.

Scope

- (1) The scope of the Committee is to review and make recommendations on subject matters including, but not limited to:
 - (a) Emerging Priorities;
 - (b) Municipal Budget;
 - (c) Provision of core municipal services and programs for the M.D.;
 - (d) Administrative priorities, strategic initiatives, and major projects (operating and capital);
 - (e) Scheduled review of Council policies, newly developed Council policies, amendments to current Council policies, and new Council policies, as required;
 - (f) New, amending, or repealing municipal bylaws;
 - (g) Community parks, sports, and recreation services within the municipality.

Membership

- (1) Composition
 - (a) The Committee of the Whole is comprised of each member of the M.D. Council, appointed by virtue of, and for the duration of, their term of office.
- (2) Chair
 - (a) The position of Chair will be filled by the Deputy Reeve.
 - (b) If the Chair is unable to attend a meeting, the Chief Administrative Officer or their designate shall call the meeting to order following which the Committee shall nominate a temporary Chair through motion as the first order of business.

Meeting arrangements

- (1) Meeting frequency, time, and location will be determined annually at the M.D. Organizational Meeting.

- (2) A quorum of the Committee is four (4) members.
- (3) Meeting rules and procedures will be in accordance with the M.D. Procedural Bylaw.
- (4) Committee meetings will be open to the public for attendance.
- (5) The M.D. Chief Administrative Officer or their designate will attend Committee meetings as a staff liaison, as well as any departmental representation, as deemed necessary.
- (6) Legislative Services will attend to provide procedural support.
- (7) Committee agendas and minutes will be prepared and distributed by Legislative Services in accordance with the M.D. Procedural Bylaw.
- (8) Committee meeting minutes will be adopted by Council at a subsequent Regular Meeting of Council.

Reporting

- (1) The Chair will report to Council publicly during their Committee Reports to Council at the next scheduled Regular Meeting of Council.

Review

The Committee of the Whole Terms of Reference will be reviewed annually by the Committee. Any proposed amendments must be adopted by Council through resolution.

**M.D. Rural Community
Policing Committee**

Board/Committee Type: Rural Community Policing Committee

Approval Date: January 30, 2019

Review/Revision Date: July 11, 2023⁽⁰²⁾

Purpose

The M.D. Rural Community Policing Committee (Committee) within the Municipal District of Bonnyville (M.D.) is designed to provide a mechanism for community input, guidance, and accountability for policing and law enforcement services provided to the municipality.

Scope

The Committee will:

- (1) Provide input into the Royal Canadian Mounted Police (RCMP) and Public Safety
 - (a) Department's priorities and objectives for law enforcement services within the M.D.;
- (2) Receive regular reports from the RCMP Staff Sergeants from the Cold Lake and Bonnyville Detachments and the Director of Public Safety concerning community policing issues, initiatives, and statistics as well as other information as requested by the Committee;
- (3) Provide input and recommendations for the local RCMP annual business plan prior to their presentation and review by M.D. Council;
- (4) Discuss policing activities in the M.D. and any questions or concerns brought forward by committee members.

Authority

- (1) No authority is expressed or implied. This Committee may make recommendations to M.D. Council or Administration only.

Membership

- (1) The Committee is administered by the Public Safety Department.
- (2) The position of Chair will be filled by a member of Council or Member-at-Large through majority vote of the Committee at its first meeting following the annual M.D. Organizational Meeting, or as required.
- (3) The Committee will consist of the following members:
 - (a) Two (2) Council members for a one (1) year term appointed at the annual M.D. Council Organizational Meeting;
 - (b) Two (2) Members-at-Large from the public who reside in the M.D. appointed for a four (4) year term by Council at the annual M.D. Council Organizational Meeting;
 - (c) The Cold Lake RCMP Staff Sergeant or designate;
 - (d) The Bonnyville RCMP Staff Sergeant or designate;
 - (e) The General Manager of Environmental & Protective Services;
 - (f) The Director of Public Safety; and
 - (g) The Operations NCO (Public Safety Sergeant).

- (4) The Reeve and Chief Administrative Officer (CAO) are considered ex officio members of the Committee and may attend meetings at any time.
- (5) The M.D. will publicly advertise to fill any vacancies for the two (2) Members-at-Large positions on the Committee.
- (6) Members-at-Large will not be eligible for reappointment for a second consecutive term.
- (7) If there are no applicants to fill an expiring Member at Large appointment, the current Member may be re-appointed for one (1) additional term at Council's discretion.
- (8) New Members-at-Large will be required to:
 - (a) Complete a Criminal Record check; and
 - (b) Sign a Confidentiality Agreement prior to attending the first Committee meeting.
- (9) A quorum of the Committee is six (6) members.

Meeting arrangements

- (1) The Committee will schedule a minimum of eight (8) meetings throughout the calendar year with additional meetings, as issues dictate or deemed necessary. The Director of Public Safety, in conjunction with the Chair, will determine when additional meetings are required.

Resources and budget

- (1) The Committee shall be funded through the Public Safety Department.

Review

- (2) Amendments and/or additions to these Terms of Reference may be recommended to Council for adoption after approval by the Committee at any meeting of the Committee.

**Emergency Advisory Committee****Board/Committee Type:** Emergency Advisory Committee**Approval Date:** October 12, 2022**Review/Revision Date:** November 23, 2022⁽⁰¹⁾**Purpose**

The purpose of the Emergency Advisory Committee is to review and approve plans and programs of the Municipal District of Bonnyville (M.D.) Emergency Management Agency. The Committee will provide guidance and direction to the Local Authority's Emergency Management Agency, guidance on the emergency management plan, and oversight for the Agency concerning emergency management operations.

Scope

The scope of activities that the Committee may undertake include:

- (1) Reviewing the Emergency Management Plan and related emergency management documents at least once a year.
- (2) Advising Council on the status of the Emergency Management Plan and related plans at a minimum of at least once a year.
- (3) Recommending to Council or the Agency any changes to the Emergency Management Plan, if required.
- (4) Reviewing the report and operating budget submitted annually by the Emergency Management Agency to ensure the strategic needs of The M.D. Emergency Management Program are being met.
- (5) Reporting to Council on the activities and preparedness of the Emergency Management Agency.

Authority

- (1) The Committee is advisory in nature and will provide guidance to the Emergency Management Agency annually through the Director of Emergency Management.
- (2) The Committee and its authorities are established pursuant to:
 - (a) the Emergency Management Act, RSA 2000, Chapter E-6.8;
 - (b) the M.D. Emergency Management Agreement(s), and
 - (c) the M.D. Emergency Management Bylaw.

Membership

- (1) Composition
 - (a) The Committee will consist of:
 - (i) The Reeve
 - (ii) Two (2) members of Council who will be appointed at the annual Council Organizational Meeting, or as needed.

- (2) Chair
 - (a) The positions of Chair and Vice Chair will be chosen by the Members at the first meeting of the Committee following the annual M.D. Organizational Meeting, or as required.
- (3) Term
 - (a) The Reeve shall hold membership in perpetuity.
 - (b) The two (2) members of Council will be appointed for a term of up to four (4) years in alignment with the current election term.

Meeting arrangements

- (1) The Committee shall meet at least once every year and more frequently at the decision of the Chair.
- (2) Committee meetings will be called by the Chair.
- (3) Quorum shall be three (3) Members.
- (4) All communications with the Committee shall be through the Chair.
- (5) The Agency Chair and Vice Chair will attend the annual meeting of the M.D. Emergency Advisory Committee, in a non-voting capacity, to advise/update the Committee on the actions and/or recommendations of the Agency for the Emergency Management Program
- (6) Other individuals may be invited to participate in Committee meetings and discussions, at the discretion of the Committee, including but not limited to:
 - (a) The Chair, or Vice-Chair of the Emergency Management Agency;
 - (b) The Emergency Management Clerk; and/or
 - (c) Anyone whom the Chair or Committee deem of value to their discussion.

Reporting

The Committee will report to Council on the activities and preparedness of the Emergency Management Agency at least once per year.

Resources and budget

The Committee's financial resources will be provided through the M.D.'s annual budget as part of the emergency management framework.

Review

Amendments and/or additions to these Terms of Reference may be done from time to time, by a majority vote, at a duly constituted Committee meeting.

TERMS OF REFERENCE**Regional Sports Tourism Committee**

Board/Committee Type: Regional Committee**Approval Date:** June 27, 2023**Review/Revision Date:**

Purpose

The Regional Sports Tourism Committee (RSTC) is a joint Committee of the Municipal District of Bonnyville, City of Cold Lake, Town of Bonnyville, and the Village of Glendon. The purpose of the RSTC is to act as a regional representative and advocate for attracting large sporting events to the region and coordinate the successful execution of such events on behalf of the respective partnering municipalities.

Scope and Authority

The designated scope and authority of the RSTC are to:

- (1) Identify potential sports tourism opportunities for the region and present recommendations to each respective municipal Council for consideration, including supporting information such as estimated costs and benefits to the region for hosting the event;
 - (a) Recommendations of the RSTC must be reached through consensus and recorded in the RSTC meeting minutes prior to presentation to and approval by each respective Council.
- (2) Compile any required information and submit any expressions of interests, applications, and/or bid packages to host approved events on behalf of the partnering municipalities.
 - (a) Each respective Council must approve an event and their share of the financial commitment before the RSTC is permitted to proceed with submitting this documentation.
- (3) Coordinate hosted events on behalf of the region. This may include, but is not limited to, securing required facilities, accommodations, funding and sponsorships, and volunteers, managing advertising and media coverage, as appropriate, and invitations to participate, if required.
- (4) Establish event-specific sub-committees, as required, with distinctly outlined roles and responsibilities, for the duration of a hosted event only.
- (5) Complete any post-event follow-up required including but not limited to, financial reconciliations, post-event reporting to the event corporation, etc.

Membership

RSTC members will function on a consensus basis with each member having one vote.

- (1) Composition
 - (a) The RSTC will consist of eight (8) members including:
 - (i) One (1) member of Council from each municipality; and
 - (ii) Four (4) Members-at-Large, one (1) appointed by each municipality.
 - (b) All members will be appointed by resolution of their respective Council, normally at the Organizational Meeting.

TERMS OF REFERENCE

Regional Sports Tourism Committee

- (2) Chair
 - (a) The positions of Chair and Vice-Chair will be appointed for 1-year terms by the RSTC members at the first Committee meeting following the annual Organizational Meetings, or as required.
 - (b) If the Chair is unable to attend a meeting, the Vice-Chair will assume the role of Chair for that meeting.
- (3) Recording Secretary
 - (a) The position of Recording Secretary will be appointed by the RSTC members as required.
 - (b) The Recording Secretary will be responsible for:
 - (i) Providing administrative support for the RSTC, as required;
 - (ii) Recording minutes for meetings; and
 - (iii) Preparing and distributing agenda's and minutes for members.
 - (c) The Recording Secretary position will be rotated between the four (4) municipalities on an annual basis effective from the date of the first scheduled meeting.
- (4) Term
 - (a) Members of Council will be appointed for a 2-year term.
 - (b) Members-at-Large will be appointed for a 4-year term.
 - (c) Any member of the RSTC shall only be eligible for re-appointment for one (1) additional term.
 - (d) If, after a Member-at-Large's second term, no new applicants apply for the position, their respective Council may re-appoint the current member for one (1) additional term.
 - (e) Each Council is encouraged to appoint an alternate Councillor to the Committee in the event that the appointed Councillor is unable to attend a meeting or meetings.

Meeting Arrangements

- (1) Meetings will be scheduled at a minimum of 4 times per year, with additional meetings as deemed necessary by the Chair.
- (2) Meetings will be scheduled on a date and time agreed on by a minimum of 2/3 of the Committee.
- (3) A quorum of Committee is five (5) members.
- (4) Meeting minutes will be approved and adopted by the RSTC at the next scheduled meeting and signed by the Chair and Recording Secretary.
- (5) Remuneration and travel expenses for Members-at-Large shall be in accordance with their respective municipality's policy.

Reporting

- (1) The Chair and Vice-Chair of the RSTC, or their designates, shall present an operational update to each respective Council on an annual basis, including financial status, over and above any presentation recommending an event.
- (2) The Members of Council will report to their respective Council's publicly at a subsequent regular meeting.

TERMS OF REFERENCE

Regional Sports Tourism Committee

Resources and Budget

- (1) The initial source of funding for the RSTC will be provided through an equal share of funding from each partnering municipality to establish an operational budget.
- (2) Funding for hosting events will come from contributions by each partnering municipality as well as fundraising, grants, and sponsorship funding.
- (3) Any profits earned from a hosted event must be reported back to each respective municipality but will be held by the RSTC to assist with costs of hosting a future event in the region.
- (4) An annual budget shall be provided to each partnering municipality including forecasted expenses and potential costs for pending event approvals, for their annual budget deliberations.

The Regional Sport Tourism Committee will respect each municipality's management and marketing of their respective recreation and sporting facilities independent from the Regional Sport Tourism Committee's stated purpose and each municipality's strategic plan regarding local sporting and recreation initiatives.

Review

The RSTC Terms of Reference will be reviewed by the Committee every five (5) years, at minimum, or as deemed necessary.