

APPENDIX B

BYLAW NO. 1748

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

WHEREAS pursuant to the provisions of the Municipal Government Act, R.S.A. 2000, c. M-26, and amendments thereto, a Council may pass bylaws in relation to the establishment and functions of council committees and other bodies; and the procedures and conduct of council, council committees and other bodies established by council.

AND WHEREAS, pursuant to the provisions of the Municipal Government Act, R.S.A. 2000, c. M-26, and amendments thereto, a Council may by bylaw delegate its powers, duties or functions to a council committee;

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

1 DEFINITIONS

- 1.1 Except as otherwise provided for in this Bylaw, the terms used in the Act, where used or referred to in this Bylaw, shall have the same meaning as defined or provided in the Act.
- 1.2 Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.
- 1.3 Words in the singular shall include the plural or vice versa whenever the context so requires.
- 1.4 In this Bylaw:
 - (a) "Act" means the Municipal Government Act, R.S.A., 2000, Chapter M-26 as amended;
 - (b) "Agenda" means the list of items and orders of business for any meeting;
 - (c) "Bylaw" means a Bylaw of the Municipal District of Bonnyville No. 87;
 - (d) "Chair" means the person authorized to preside over a meeting;
 - (e) "Council" means the duly elected Council of the Municipal District of Bonnyville No. 87;
 - (f) "Councillor" means a member of Council who is duly elected and continues to hold office, including the Reeve;
 - (g) "Member-at-Large" means a member of the public appointed by Council to a Board or Committee of Council;
 - (h) "Reeve" means the Chief Elected Official of the Municipal District of Bonnyville No. 87.

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2 PURPOSE, APPLICATION, AND INTERPRETATION

- 2.1 The purpose of this Bylaw is to establish the Standing Boards and Committees of Council and to outline the procedure and guidelines for the creation of new Boards and Committees.
- 2.2 This Bylaw applies to all Boards and Committees of the Municipal District of Bonnyville.
- 2.3 If there is an inconsistency between this Bylaw and the Terms of Reference of a Board or Committee, this Bylaw shall take precedence.
- 2.4 If a matter is not contemplated in the Terms of Reference of a Board or Committee, this Bylaw shall take precedence.
- 2.5 If a matter is not contemplated in this Bylaw or the Terms of Reference of a Board or Committee, the matter will be referred to the Board or Committee Chair for direction.
- 2.6 This Bylaw shall govern Boards and Committees established by Council and shall be binding upon all Members whether Councillors or Members-at-Large.

3 STANDING BOARDS AND COMMITTEES

- 3.1 The following Boards and Committees are established by this Bylaw as Standing Boards and Committees:
 - (a) Committee of the Whole (*Schedule "A"*);
 - (b) Agricultural Service Board (*Schedule "B"*);
 - (c) Industry Liaison Committee (*Schedule "C"*);
 - (d) Waste Reduction and Recycling Committee (*Schedule "D"*);
 - (e) Regional Economic Development Committee (*Schedule "E"*);
 - (f) Rural Community Policing Committee (*Schedule "F"*);
 - (g) Intermunicipal Collaboration Framework Committees (*Schedule "G"*).
- 3.2 The following Boards and Committees have been established by other Municipal District of Bonnyville bylaws and for the purpose of this Bylaw are considered Standing Boards and Committees:
 - (a) Municipal Planning Commission;
 - (b) Subdivision and Appeal Board;
 - (c) Local Assessment Review Board;
 - (d) Composite Assessment Review Board.

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4 ESTABLISHING BOARDS AND COMMITTEES

- 4.1 Council may establish Boards or Committees and their Terms of Reference by either resolution or bylaw.
- 4.2 Boards or Committees will have their mandate, duties, functions, membership, procedures, and other characteristics established in their Terms of Reference.

5 ESTABLISHING SUB-COMMITTEES

- 5.1 A Board or Committee may recommend to Council that a Sub-Committee be established to assist with the duties of the Board or Committee.
- 5.2 Council may establish Sub-Committees and their Terms of Reference by either resolution or bylaw.
- 5.3 Sub-Committees will have the mandate, duties, functions, membership, procedures, and other characteristics as established by their Terms of Reference.

6 ACCOUNTABILITY AND REPORTING

- 6.1 All Boards and Committees are accountable to Council.
- 6.2 Sub-Committees are accountable to the Board or Committee that they were established to assist.
- 6.3 Councillors are responsible for keeping Council as a whole informed of the activities of the various Boards or Committees to which they are appointed.

7 MEMBERSHIP AND APPOINTMENTS

- 7.1 Members are appointed to Boards and Committees by Council at its annual Organizational Meeting as required.
- 7.2 Membership vacancies that occur between Organizational Meetings may be filled by a resolution of Council as necessary.
- 7.3 Members at Large must be residents of the Municipal District of Bonnyville unless otherwise provided for in the Terms of Reference of a Board or Committee.
- 7.4 The Terms of Reference of a Board or Committee may prescribe additional requirements or qualifications for the appointment of Members at Large.
- 7.5 A Member at Large who ceases to be a resident of the Municipal District of Bonnyville also ceases to be a Member of the Boards or Committees to which they are appointed unless otherwise provided for in the Terms of Reference of those Boards and Committees.
- 7.6 The Reeve is an ex-officio member of all Boards and Committees pursuant to the Municipal Government Act.

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8 TERM OF OFFICE AND REMOVAL FROM OFFICE

- 8.1 Members are appointed to a Board or Committee for the term of office established in that Board or Committee's Terms of Reference.
- 8.2 When appointing Members to a Board or Committee, Council may vary the term of office specified in a Terms of Reference in such a way that the expiry of those appointments is staggered.
- 8.3 Members shall abide by the Municipal District of Bonnyville Council Code of Conduct Bylaw.
- 8.4 Members serve at the pleasure of Council and may be removed from a Board or Committee by a resolution of Council.
- 8.5 Members may resign from a Board or Committee by providing written notice of their resignation to the Municipal District of Bonnyville.
- 8.6 A Member at Large who is absent from three (3) consecutive meetings of a Board or Committee for which they are appointed without a valid reason ceases to be a Member of that Board or Committee unless their absence is authorized by a motion of the Board or Committee.

9 TERM LIMITS

- 9.1 Members at Large may serve on a Board or Committee for a maximum of three (3) consecutive terms. After serving a third consecutive term, Members at Large cannot serve on that Board or Committee for at least one (1) term before being eligible for re-appointment.
- 9.2 If there are no other applicants or no qualified applicants to fill an expiring Member at Large appointment, Council may waive section 9.1 of this Bylaw and re-appoint a Member at Large to a Board or Committee for one (1) additional term.

10 CHAIR AND VICE CHAIR

- 10.1 The Chair and Vice Chair of a Board or Committee are chosen in accordance with its Terms of Reference.
- 10.2 If a Terms of Reference does not provide for the appointment of a Chair or Vice Chair, the Chair or Vice Chair will be chosen by a majority of the Board or Committee Members in a manner agreed upon by a majority of the Members.

11 MEETINGS AND MEETING PROCEDURES

- 11.1 The following Boards and Committees will meet on the dates and times established by Council at its annual Organizational Meeting:
 - (a) Committee of the Whole.

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- 11.2 Boards and Committees not listed in section 11.1 of this Bylaw will meet on the dates and times established by the Board or Committee in accordance with its Terms of Reference.
- 11.3 Additional meetings and special meetings of a Board or Committee may be called in accordance with its Terms of Reference.
- 11.4 If a Board or Committee meeting is called or cancelled, or if the location of a scheduled meeting is changed, the Board or Committee shall give at least 24 hours notice to:
 - (a) The Members of the Board or Committee; and
 - (b) The Public.
- 11.5 Notice to the Public shall be deemed to have been given if posted in the lobby of the Municipal District of Bonnyville's Main Administration Office lobby and website.
- 11.6 Board and Committee meetings shall be conducted in accordance with the Municipal District of Bonnyville Procedural Bylaw.
- 11.7 Board and Committee meetings shall be open for the public to attend except when permitted by legislation to hold parts of the meeting in a closed session.
- 11.8 Individuals, community groups, and other organizations that wish to present to a Board or Committee may submit a request in accordance with that Board or Committee's Terms of Reference.
- 11.9 If a Board or Committee's Terms of Reference does not provide a procedure for presentation requests, the individual, community group, or other organization may submit a request in accordance with Municipal District of Bonnyville Procedural Bylaw.

12 ADMINISTRATIVE SUPPORT

- 12.1 Boards and Committees will receive administrative support in a non-voting capacity as outlined in their Terms of Reference.
- 12.2 Administrative support may include, but is not limited to, preparing agendas and minutes, coordinating meetings, providing expertise and advice, and other duties that are reasonably required by the Board or Committee to carry out its duties.

13 BUDGET AND REMUNERATION

- 13.1 Boards and Committees have their budgets and resources established in their Terms of Reference.
- 13.2 Members shall be compensated in accordance with Municipal District of Bonnyville Councillor Committee and Board Member Remuneration Policy unless the Terms of Reference for a Board or Committee provides for otherwise.

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14 SEVERABILITY

- 14.1 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.

15 EFFECTIVE DATE

- 15.1 All Schedules attached are part of and form part of this Bylaw:
- 15.2 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 12th DAY OF JANUARY, 2022.

READ A SECOND TIME IN COUNCIL THIS 9th DAY OF FEBRUARY, 2022.

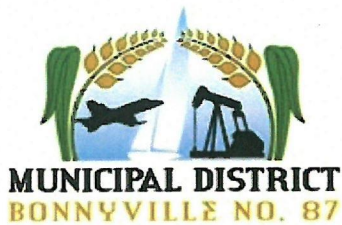
READ A THIRD TIME IN COUNCIL THIS 9th DAY OF FEBRUARY, 2022.



REEVE



CHIEF ADMINISTRATIVE OFFICER



Schedule "A"

TERMS OF REFERENCE

M.D. Committee of the Whole

Board/Committee Type: Committee of the Whole

Approval Date: November 12, 2021

Review/Revision Date:

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) The position of Co-Chair will be appointed at a Committee of the Whole meeting by motion and shall be held for the same term as the Chair.

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 five (5) members.

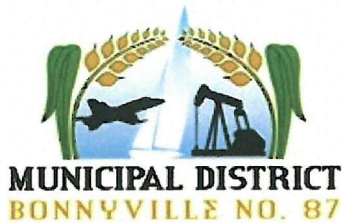
- (3) Meeting rules and procedures will be in accordance with the M.D. Procedural Bylaw.
- (4) Committee meetings will be open to the public for attendance.
- (5) The M.D. Chief Administrative Officer or their designate will attend Committee meetings as a staff liaison, as well as any departmental representation, 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, or Co-Chair in the Chair's absence, 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.



Schedule "B"

TERMS OF REFERENCE

Agricultural Service Board

Board/Committee Type: Agricultural Service Board

Approval Date: February 3, 2021

Review/Revision Date: October 29, 2021⁽⁰¹⁾

Purpose

The Agricultural Service Board will act as an advisory to Council in the development and promotion of agricultural policies and programs designed to meet the needs of the Municipal District of Bonnyville agricultural community.

Scope

- (1) In addition to duties outlined in the Agricultural Service Board Act (RSA 200 Chapter A-10), the Agricultural Service Board (ASB) will act in an advisory capacity to Council on matter in accordance with duties, powers, and functions outlined in:
 - (a) Alberta Weed Control Act
 - (b) Alberta Soil Conservation Act
 - (c) Alberta Agricultural Pest Act; and
 - (d) Animal Health Act

Authority

- (1) Review and provide recommendations to Council designed to support good farming practices, improve the economic welfare of farming, promote, and develop agricultural policies to meet the needs of the municipality and to promote farm safety.

Membership

- (1) Composition
 - (a) The ASB will consist of five members, two members of Council and three members at large, who will be appointed by resolution of Council, normally at the Organizational Meeting.
- (2) Chair
 - (a) The position of Chair will be filled by a member of Council or a Member at Large and appointed to the position by resolution of Council.
- (3) Term
 - (a) Members at large will be appointed for a 4-year term and then eligible for reappointment for a second 4-year term. If, after the second term, no new applicants apply for the position of Member at Large, Council may re-appoint the current member for an additional 4-year term. Members of Council will be appointed on an annual basis by resolution of Council at the Organizational Meeting.

Meeting Arrangements

- (1) Meetings will be scheduled at a minimum of four times per year, with additional meetings as issues dictate. The Chief Administrative Officer and/or designates (typically the Agricultural Services Manager/Assistant Fieldman), in conjunction with the Chair, determines when additional meetings are required.

- (2) A member who is absent from three consecutive meetings of the Board without receiving authorization by way of a Board resolution to be absent, ceases to be a member of the Board.
- (3) Remuneration and travel expenses for Public Members shall be in accordance with the M.D. of Bonnyville Remuneration Policy 1.010.

Reporting

- (1) The Board, through the General Manager of Environmental and Protective Services will bring forth formal recommendations to Council through Request for Decision (RFD) reports at public meetings of Council.

Resources and Budget

- (1) Provincial funding of \$123,907.21 (Agriculture) plus \$37,500.00 (Rat and Rabies) will be provided annually as per current contract ending 2024.
- (2) The Agriculture Service Board may approve annual community funding to local clubs as listed: Alberta Farm Safety Centre up to \$4000.00
 - (a) Goodridge 4-H Beef Club up to \$500.00
 - (b) Bonnyville 4-H District Council up to \$3000.00
 - (c) Bonnyville Tuesday Farmer Market up to \$600.00
 - (d) Grazing School for Woman up to \$1000.00 plus registration fees for local farm woman
 - (e) Lakeland Agricultural Research Association (LARA) up to \$60,000
 - (f) Alberta Agriculture and Forestry grant of \$65,000 as per current contract ending 2025.

Deliverables

- (1) The role of the ASB is to encourage good farming practices and farm safety while performing all of the duties and responsibilities of an ASB, the ASB shall remain accountable to the ratepayers. It will also include developing and evaluating agricultural policies and programs to meet the needs of the municipality.

Review

The ASB Terms of Reference will be reviewed every five (5) years, the next review will occur in October 2025.



Schedule "C"

TERMS OF REFERENCE

M.D. Industry Liaison Committee

Board/Committee Type: M.D. Industry Liaison Committee

Approval Date: November 12, 2021

Review/Revision Date:

Purpose

The M.D. Industry Liaison Committee is designed to gather industry related information and share results and recommendations with Council.

Scope

- (1) The M.D. Liaison Committee will:
 - (a) Review and make recommendations to Council on matters pertaining to industry road use, road bans, road maintenance, and cost-sharing.
 - (b) Develop and recommend policy related to industry use and maintenance on M.D. roads.
 - (c) Be the forefront Industry Liaison, when required.

Authority

- (1) The M.D. Industry Liaison Committee is advisory in nature, making recommendations to Council on matters pertaining to industry road use, road bans, road maintenance, and cost-sharing.

Membership

- (1) Composition
 - (a) The Committee will consist of four (4) members including the Reeve, two (2) members of Council who will be appointed by resolution of Council at the annual Organizational Meeting, and the Chief Administrative Officer (CAO) and/or designates (typically the General Manager of Infrastructure Services).
- (2) Chair
 - (a) The position of Chair will be filled by the Reeve.
- (3) Term
 - (a) The Reeve and CAO shall hold membership in perpetuity. The two (2) members of Council will be appointed on an annual basis.

Meeting arrangements

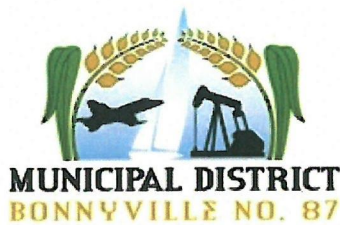
- (1) The Industry Liaison Committee will meet quarterly, at a minimum, at an agreed date and time set by the Committee.
- (2) The meetings will occur at the Municipal District of Bonnyville's main administration office unless otherwise agreed upon by a majority of the Committee.
- (3) A quorum of Committee is three (3) members.

Reporting

- (1) The Councillors on the Committee will report to Council publicly during their Committee Reports to Council at regular meetings.
- (2) The Committee, through the General Manager of Infrastructure Services will bring forth formal recommendations to Council through Request for Decision (RFD) reports at public meetings of Council.

Review

These terms of Reference will be reviewed annually or as required.



Schedule "D"

TERMS OF REFERENCE

M.D. Waste Reduction and Recycling Committee

Board/Committee Type: Waste Reduction and Recycling Committee

Approval Date: November 12, 2021

Review/Revision Date:

Purpose

The Municipal District of Bonnyville (M.D.) Waste Reduction and Recycling Committee is designed to provide a forum for Committee members to monitor, review, and make recommendations to Council on waste reduction and recycling initiatives. The Committee will review and discuss waste and recycling volumes and the associated budget implications and guide the Waste department's plans to align with the municipality's strategic plan.

Scope

- (1) The scope of activities that the Committee may undertake include, but are not limited to:
 - (a) Review and discussion of waste and recycling volumes.
 - (b) Review and discussion of costs associated with waste and recycling processes.
 - (c) Review and discussion of other waste reduction initiatives.
 - (d) Discussion of how the Waste department's processes align with the strategic plan of the M.D.

Authority

- (1) The M.D. Waste Reduction and Recycling Committee is advisory in nature and will monitor and review waste and recycling processes and provide recommendations to Council on associated processes, initiatives, and policies to meet the needs of the municipality.
- (2) The Committee will appoint one member of Council to be the M.D.'s representative on the Alberta Coordinated Action for Recycling Enterprises (CARE) Committee. The other member of Council will serve as an alternate.

Membership

- (1) Composition
 - (a) The Committee will consist of four (4) members including:
 - (i) Two (2) members of Council who will be appointed at the annual Council Organizational Meeting.
 - (ii) Two (2) M.D. staff members being the Chief Administrative Officer (CAO) and/or their designates (typically the General Manager of Environmental and Protective Services and Manager of Waste Services).
 - (iii) The Reeve is considered an ex officio member of the Committee and may attend meetings at any time.
- (2) Chair
 - (a) The position of Chair will be chosen by the members of the Committee at the first meeting of the Committee following the annual M.D. Organizational Meeting, or as required.



M.D. Waste Reduction and Recycling Committee

(3) Term

- (a) The CAO and/or their designates shall hold membership in perpetuity.
- (b) The two (2) members of Council will be appointed on an annual basis.

Meeting arrangements

- (1) The Committee will meet bi-monthly at an agreed date and time set by the Committee.
- (2) A quorum of Committee is three (3) members.
- (3) The CAO and/or their designate will prepare the meeting agenda including any supporting documentation and distribute the agenda and minutes to the members.

Reporting

- (1) The members of Council on the Committee will report to Council publicly during their Committee Reports to Council at regular meetings.
- (2) The Committee, through the General Manager of Environmental and Protective Services, will bring forth formal recommendations to Council through Request for Decision (RFD) reports at public meetings of Council.

Deliverables

- (1) The Committee shall:
 - (a) Implement any changes to waste reduction strategies or recycling processes as determined by the Committee;
 - (b) Research, prepare, adopt, and advise Council on the adoption of a long-term waste reduction plan;
 - (c) Research, prepare, adopt, and advise Council on the adoption of a long-term recycling plan;
 - (d) Develop and implement programs and activities that promote waste reduction and recycling in the M.D. Such activities may include, but are not limited to marketing, promotion, information, research, greeting, touring, exhibits and tradeshow, and workshops;
 - (e) Advise Council on any action, improvement, or change that, in the Committee's opinion, will enhance the waste reduction and recycling of the M.D.;
 - (f) Keep Council informed of any applicable waste reduction and/or recycling trends or activities that may, in the opinion of the Committee, have an impact on the M.D.;
 - (g) Join any waste reduction and/or recycling association that the Committee deems appropriate and may attend any workshops, exhibits, trade shows, education sessions, and/or conferences which the Committee deems appropriate.

Review

- (1) 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.

Schedule "E"

TERMS OF REFERENCE

Regional Economic Development Committee

Board/Committee Type:	Joint Committee of the Municipal District of Bonnyville and the Town of Bonnyville
Approval Date:	June 24, 2020
Review/Revision Date:	n/a

Purpose

The Regional Economic Development Committee (REDC) is a joint committee of the Municipal District of Bonnyville (M.D.) and the Town of Bonnyville (Town). The purpose of the REDC is to consider and recommend actions that assist both municipal Councils and Administrations with the implementation of regional strategic objectives related to economic development. This includes the development and ongoing implementation of a Regional Economic Development Plan that will create a positive business climate and, thereby, foster new industry investment, employment opportunities, and increased tax base assessment.

Scope

The REDC will act in an advisory capacity on matters of regional business attraction, business retention, and business growth and expansion. The REDC will provide strategic direction and advice to Administration and their respective Councils' on matters relating to regional economic development mainly through the development and implementation of a Regional Economic Development Plan.

The advisory scope of the REDC includes:

- Economic development activities and programs including regional marketing
- Review of regional, national, and international economic trends
- Evaluation of the region's strengths, weaknesses, opportunities, and threats from a competitive and comparative perspective
- Exploration of business and tax base improvement programs including marketing and partnership initiatives
- Proactive facilitation of open communication and consultation with local stakeholder groups
- Promotion of job creation and business retention programs
- Promotion of business attraction initiatives.

Definitions

For the purposes of this Terms of Reference:

1. "Consensus" decision-making means a group decision-making process in which group members develop and agree to support a decision in the best interest of the whole group or common goal. Consensus is defined as an acceptable resolution, one that can be supported, even if not the "favourite" of each individual committee member.

Terms of Reference

Authority

Recommendations of the REDC must be reached through consensus and recorded in the REDC meeting minutes prior to presentation to and approval by each respective Council.

Membership

REDC members will function on a consensus basis with each Council representative member having one vote. REDC members will be appointed by their respective Council.

- Composition (7)
 - Two (2) Town Councillors
 - Two (2) M.D. Councillors
 - One (1) Town Administration Member (non-voting)
 - One (1) M.D. Administration Member (non-voting)
 - One (1) Joint Economic Development Officer (non-voting)
- Chairperson/Vice-Chairperson Appointment Schedule
 - The REDC shall establish a six (6) month appointment schedule that will identify the Chairperson and Vice-Chairperson for a two-year period. The approval of this schedule will require the participation of no less than two thirds of the REDC membership.
 - Should the Chairperson not be in attendance of a committee meeting, the Vice-Chairperson will assume the role of the Chairperson.
- Term
 - Each Council representative committee members' term shall last for a period of two (2) years.

Meeting arrangements

- Monthly REDC Meetings:
 - The agenda will be set by the Economic Development Officer and the Chairperson, and approved by the REDC at the beginning of each meeting.
 - The Economic Development Officer and the Chairperson will determine if any additional committee meetings are required, as issues dictate.
 - Quorum: The minimum number required for a quorum is one half of the Council representative committee members plus one.
 - Agendas and Information Packages will be provided to Committee members at least three (3) working days prior to the scheduled meeting date. The order of business for the meeting shall be governed by the agenda.
 - Minutes will be recorded by an M.D. administrative staff member for all REDC meetings.
- Annual REDC Review Meeting:
 - an annual REDC meeting will be held to review the completed activities of the REDC and its adherence to the Regional Economic Development Plan goals and objectives.

Terms of Reference

- Semi-annual presentation to the M.D. and Town Councils:
 - The Chairperson and Economic Development Officer shall present an update to each Council on a semi-annual basis.

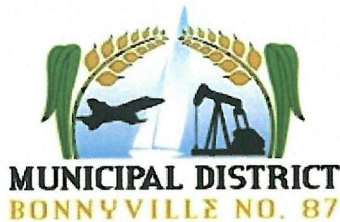
Resources and budget

Given their advisory function, the resources required by the REDC are minimal. Any remuneration to M.D. or Town committee members will be done in accordance with their respective remuneration policy.

Any financial resources necessary for the REDC are subject to M.D. financial policies and procedures given their role as the managing partner of this joint committee initiative.

Review

The REDC Terms of Reference will be reviewed every 2 years, at minimum. The next review will occur in June 2022.



Schedule "F"

TERMS OF REFERENCE

M.D. Rural Community Policing Committee

Board/Committee Type: Rural Community Policing Committee

Approval Date: January 30, 2019

Revision Date: July 14, 2021

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 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 chaired by an M.D. Council member.
- (2) The Committee is administered by the Public Safety Department.
- (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).

M.D. Rural Community Policing Committee

- (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 term.
- (7) 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.
- (8) A quorum of the Committee is six (6) members.

Meetings

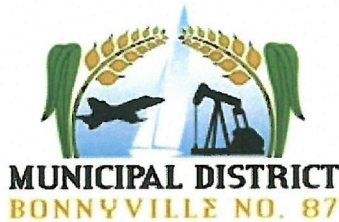
- (1) The Committee shall meet on a monthly basis in Council Chambers or the Public Safety Department building.

Resources and Budget

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

Review Period

- (1) 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.



Schedule "G"

TERMS OF REFERENCE

Intermunicipal Collaboration Framework Committees

Board/Committee Type: ICF Committees

Approval Date: February 9, 2022

Review/Revision Date:

Purpose

The purpose of Intermunicipal Collaboration Framework (ICF) Committees is to foster open, meaningful, and ongoing communications between the Municipal District of Bonnyville (M.D.) and each respective municipality.

Scope

Each individual Council shall maintain the authority for decisions in their respective municipalities however, unless otherwise indicated in the ICF Agreement, the ICF Committees shall:

- (1) Review their respective ICF Agreement;
- (2) Proactively identify new service areas or opportunities;
- (3) Address intermunicipal opportunities that arise on an as needed basis where no existing structure exists to deal with the matter;
- (4) Prioritize activities and develop appropriate measures, processes, and subcommittees to address areas in consideration;
- (5) Represent the region locally and provincially; and
- (6) Address areas where intermunicipal differences in need of resolution may arise.

Authority

- (1) ICF Committees are advisory in nature, making recommendations to both partnering Councils on matters of intermunicipal strategic opportunities and direction, shared funding, and cooperation.

Membership

- (1) Composition
 - (a) Each ICF Committee will be composed of two (2) elected officials and the Chief Administrative Officer (CAO), or their designate, from each municipality, unless otherwise indicated in the ICF Agreement.
- (2) Chair
 - (a) The position of Chair will be chosen by the members of the Committee at the first meeting of the Committee following each respective municipality's annual Organizational Meeting, or as required.
- (3) Term
 - (a) The CAO and/or their designate shall hold membership in perpetuity.
 - (b) The two (2) members of M.D. Council will be appointed on an annual basis at the Organizational Meeting.

Meeting arrangements

- (1) ICF Committee's shall meet a minimum of once per calendar year, or at the request of either municipality, unless otherwise indicated in the ICF Agreement.

- (2) A quorum of Committee is a minimum of one (1) elected official and the CAO, or their designate, from each municipality, unless otherwise indicated in the ICF Agreement.
- (3) Meetings will be held at a date, time, and location and agreed by a majority of the ICF Committee, unless otherwise indicated in the ICF Agreement.

Reporting

- (1) The members of Council on the ICF Committees will report to Council publicly during their Committee Reports to Council at regular meetings.
- (2) Each respective ICF Committees, through the CAO's, will bring forth formal recommendations to their Council through reports at public meetings of Council

Review

- (1) Amendments and/or additions to these Terms of Reference may be made by Council at any time through resolution.

BYLAW NO. 1793

A BYLAW OF THE MUNICIPAL DISTRICT OF BONNYVILLE NO. 87, IN THE PROVINCE OF ALBERTA TO AMEND THE PROCEDUEAL BYLAW AND BOARDS AND COMMITTEES BYLAW AND RESCIND THE MUNICIPAL PLANNING COMMISSION 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, the Council of the Municipal District of Bonnyville No. 87 deems it to be in the public interest to dissolve the Municipal Planning Commission and re-designate associated authorities to Council;

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

1 BYLAW AMENDMENTS

- 1.1 Bylaw No. 1787 to provide for the orderly proceedings of Council Meetings and Council Committee Meetings of the Municipal District of Bonnyville is amended as follows:

- (a) Subsection 6.9 is deleted and replaced with:

The business of the Council intended to be dealt with shall be stated in the Agenda in the following order:

1. Call to Order
2. Adoption of the Agenda
3. Adoption of the Minutes
4. Public Hearings
5. Delegations
6. Business arising out of the minutes
7. Development Applications
8. Subdivision Applications
9. New Business
 - 9.1. Notice of Motion
10. Correspondence and information
11. Reports from Members of Council
12. Closed Session
13. Business Arising from Closed Session
14. Adjournment

- 1.2 Bylaw No. 1748 to establish boards and committees of the Municipal District of Bonnyville and their functions is amended as follows:

- (a) Section 3 Standing Boards and Committees, Subsection 3.2(a) Municipal Planning Commission is deleted.

BYLAW NO. 1793

2 REPEAL

- 2.1 Upon third reading of Bylaw No. 1793, Bylaw No. 1344 and all amendments thereto are hereby repealed.

3 SEVERABILITY

- 3.1 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.

4 EFFECTIVE DATE

- 4.1 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 23rd DAY OF FEBRUARY, 2022.

READ A SECOND TIME IN COUNCIL THIS 13 DAY OF APRIL, 2022.

READ A THIRD TIME IN COUNCIL THIS 13 DAY OF APRIL, 2022.


REEVE


CHIEF ADMINISTRATIVE OFFICER

BYLAW NO. 1808

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. 1748 to establish the boards and committees of the Municipal District of Bonnyville and their functions is amended as follows:

(a) Addition under Section 7 – Membership and Appointments:

7.7 Membership vacancies for Members at Large shall be publicly advertised even if the current Member is eligible for re-appointment.

(b) Addition under Section 8 – Term of Office and Removal From Office:

8.7 Members at Large may be appointed to a Board or Committee for a term not exceeding 4 years, unless otherwise provided for the Terms of Reference of those Boards and Committees.

(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.

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 12th DAY OF October, 2022.


BYLAW NO. 1808

READ A SECOND TIME IN COUNCIL THIS 12th DAY OF October, 2022.

READ A THIRD AND FINAL TIME IN COUNCIL WITH THE UNANIMOUS CONSENT
OF ALL COUNCILLORS PRESENT THIS 12 DAY OF October, 2022.



REEVE



CHIEF ADMINISTRATIVE OFFICER



Schedule "A"

TERMS OF REFERENCE

M.D. Committee of the Whole

Board/Committee Type: Committee of the Whole

Approval Date: November 12, 2021

Review/Revision Date: May 11, 2022⁽⁰¹⁾

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 five (5) 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.