

APPENDIX B



BOARDS AND COMMITTEES BYLAW
BYLAW NO. 1748

Consolidated to October 2023

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) *Deleted September 2023, Bylaw 1856*;
 - (f) Rural Community Policing Committee (*Schedule "F"*);
 - (g) Intermunicipal Collaboration Framework Committees (*Schedule "G"*);
 - (h) Emergency Advisory Committee (*Schedule "H"*);
 - (i) Regional Sports Tourism Committee (*Schedule "I"*).

s.3.1 amended September 2023, Bylaw 1856

- 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) *Deleted April 2022, Bylaw 1793*;
 - (b) Subdivision and Appeal Board;

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- (c) Local Assessment Review Board;
- (d) Composite Assessment Review Board.

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.

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- 7.6 The Reeve is an ex-officio member of all Boards and Committees pursuant to the Municipal Government Act.
- 7.7 Membership vacancies for Members at Large shall be publicly advertised even if the current Member is eligible for re-appointment.

s.7 amended October 2022, Bylaw 1808

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

s.8 amended October 2022, Bylaw 1808

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.

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- 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.
- 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.

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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.

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.

Original Signed

REEVE

Original Signed

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.



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 Conservations 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.



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.



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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.

- (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.

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Schedule "E"

Deleted September 2023, Bylaw 1856



**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.



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.



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.