

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 9/2023
COMMUNITY SERVICES COMMITTEE BYLAW
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A BYLAW OF THE TOWN OF MORINVILLE IN THE PROVINCE OF ALBERTA FOR THE REGULATION OF THE PROCEEDINGS OF COUNCIL AND THE COMMITTEES THEREOF

WHEREAS, pursuant to section 145 of the *Municipal Government Act*, R.S.A. 2000, c.M-26, Council may adopt bylaws in relation to the establishment and functions of Council committees and the procedure and conduct of Council and Council committees;

AND WHEREAS, pursuant to Section 203 of the *Municipal Government Act*, Council may by bylaw, delegate its powers, duties or functions to a Council committee, Chief Administrative Officer or designated officer unless any other enactment or bylaw, provides otherwise;

AND WHEREAS, the *Municipal Government Act* governs the duties and conduct of Council, Councillors, Council committees; municipal organization and administration; public participation; and the powers of a municipality;

NOW THEREFORE, the Municipal Council of Morinville, Alberta duly assembled hereby enacts as follows:

1.0 TITLE

- 1.1 This bylaw may be called the Community Services Advisory Committee Bylaw.

2.0 DEFINITIONS

- 2.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto;
- 2.2 "Adjourn" used in relation to any meeting, except a public hearing, means to terminate the meeting;
- 2.3 "Committee" means the Community Services Advisory Committee of the Town of Morinville;
- 2.4 "Community Services" means matters pertaining to the social well-being of our residents in Sport and Recreation; Family and Community Support Services; Culture and Events;
- 2.5 "Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of the Town of Morinville appointed pursuant to s. 205 of the *Act* or the designate of the Chief Administrative Officer;
- 2.6 "Council" means the municipal council of the Town of Morinville;
- 2.7 "Council Committee" means a committee, Committee or other body established by a Council under the *Act*, but does not include an assessment review Committee established under section 454 of the *Act* or a subdivision and development appeal board established under s. 627 of the *Act*;
- 2.8 "Councillor"; "Member of Council"; "Council Member" means any elected Member of Council of the Town of Morinville including the Mayor;

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- 2.9 "Morinville" means the municipal corporation of the Town of Morinville;
- 2.10 "Recording Secretary" means the member of the Community Services Advisory Committee appointed to take minutes at Committee meetings and perform the other Recording Secretary duties under this Bylaw;
- 2.11 "Term" means the length of time that Community Services Advisory Committee serves.

3.0 ESTABLISHMENT, APPLICATION AND INTERPRETATION

- 3.1 A Council Committee is hereby established and will be referred to as the Community Services Advisory Committee.
- 3.2 This bylaw shall apply to all meetings of the Community Services Advisory Committee.
- 3.3 The Committee shall act in an advisory capacity to Morinville Council on matters pertaining to the social well-being of our residents in Sport and Recreation; Family and Community Support Services; Culture and Events.
- 3.4 The purpose will be set by Council on a yearly basis prior to the inaugural Committee meeting via a Mandate Letter, after the annual reports on wellbeing of residents as identified priorities set by Council, while still leaving the committee with autonomy to discuss or make recommendations on items they deem important.

4.0 MEMBERSHIP

- 4.1 3 members shall be Morinville residents selected from the community-at-large (public).
- 4.2 2 members shall be selected from local organizations/groups.
- 4.3 2 Council Members shall be voting members.
- 4.4 Community Services Manager/Community Services Designate (non-voting member).
- 4.5 Remuneration and travelling expenses for Members-at-Large and organizational members shall be in accordance with the Volunteer Committee/Committee Member Honorarium Policy and the Council Remuneration Policy respectively.
- 4.6 Committee elections shall be conducted annually by members of the Community Services Advisory Committee at its first meeting of the year.
- 4.6.1 The Chair and Vice-Chair shall not be a member of Council or Administration
- 4.7 5 committee members are required to be in attendance to constitute a quorum.
- 4.7.1 If quorum is not reached within 15 minutes after the time the meeting was scheduled to begin, the Chair or Vice-Chair shall document the names of those present and the meeting will be adjourned. The items will be considered at the next meeting of the committee.
- 4.7.2 If at any time during a meeting quorum is lost, the meeting shall be recessed and if quorum is not achieved again within 15 minutes, the meeting shall be deemed to be adjourned.

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4.8 Interim appointment of a community at large (public) member will be permitted in the absence of a suitable Organization Committee Member for up to 1 year.

4.8.1 The interim member will have all roles, responsibilities and voting rights.

5.0 TERMS OF OFFICE

5.1 Public members are appointed by Council for a 3-year term (October to October).

5.1.1 Public members shall be appointed to a 3-year term.

5.1.2 Chairperson shall be elected by the committee to a 2-year term. The Chairperson shall automatically become the Past-Chairperson for a period of up to one year following the conclusion of their term as Chairperson.

5.1.3 Vice Chair and Secretary shall be elected to a one-year term.

5.1.4 Current members may re-apply at the conclusion of their term and may serve to a maximum of 3 consecutive terms.

5.1.5 The appointment of a member of the Committee from the Public terminates upon expiry of their term as established by resolution of Council, ceasing to be a resident of Morinville or for other reasons as may be determined by Council.

5.1.6 Public members may resign at any time by sending notice to the Chair of the Committee.

5.1.7 Initial appointments only of public members shall be distributed on either a 3 year or 2-year term to ensure public members are not departing the committee at the same time. Further appointments will be as per 3.1.

5.2 Organizational Committee Members are appointed for 3-year term.

5.2.1 Organizational Committee Members are to be nominated by their organizations and appointed by Council.

5.3 Council member terms are reflective of their annual committee placement effective October to October, unless otherwise specified and reviewed at the Organizational Meeting of Council.

6.0 MEETINGS

6.1 Meetings shall be established by the Committee Chair in consultation with Administration, in accordance with the following:

6.1.1 The inaugural meeting will be held no later than October.

6.1.2 Meetings are held on a monthly basis with the exclusion of December, July and August;

6.1.3 Special Meetings can be requested by the Committee Chair if additional work on a specific item is required; and

6.1.4 Annual report from the Committee to Council shall be completed by September of each year.

6.2 A Committee meeting may be conducted by means of electronic or other communication facilities according to the provisions of the *Act* and bylaws, policies and procedures.

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- 6.3 The agenda and minutes shall be created by the Recording Secretary of the Committee. Administration shall provide any correspondence from Council or Senior Leadership Team to the Committee Chair one week prior to the meeting date to ensure the agenda is created within the timeline.

7.0 ROLES AND RESPONSIBILITIES

- 7.1 Administration will provide support, feedback and activity updates to the committee on issues related to Sport and Recreation, Family and Community Services, Culture and Events.
- 7.2 Committee will advise and provide recommendations to Council on policies related to areas as identified under “application and interpretation.”
- 7.3 Advise Council on potential “gap areas” or barriers in the service areas as identified under “application and interpretation.” Committee members have opportunity to bring areas of concern to the Committee and then the Committee Chair can bring them forward to either Administration or Council for consideration.
- 7.4 Provide a forum for community sharing of information, ideas and feedback on trends and issues within our community for members of the public.
- 7.5 Feedback on this committee and their decisions will be provided through the Council representatives to Council.
- 7.6 Any communications approved by Council will be delivered to the Committee through the Chair in collaboration with the Administration.

8.0 COMMITTEE ROLES

8.1 Chairperson

- 8.1.1 Develops the agenda in conjunction with Town Administration and chairs the meetings.
- 8.1.2 Helps guide and mediate committee actions, priorities and governance concerns.
- 8.1.3 Speaks to Council when representing the committee.
- 8.1.4 Ensures final reports are provided by September of each year.
- 8.1.5 On completion of term as Chair, assumes the role of Past Chair as outlined in 6.3 for a period of up to one year.

8.2 Vice Chairperson

- 8.2.1 Acts as the Chairperson in their absence.
- 8.2.2 Performs other duties as allocated by the Chair.

8.3 Past-Chairperson

- 8.3.1 Mentors newly elected Chair and committee members to help ensure continuity of the Committee’s work and projects, for a period of up to one year.
- 8.3.2 Acts as the historian for previous Committee term.

8.4 Recording Secretary

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- 8.4.1 Maintains records of the committee.
- 8.4.2 Prepares and distributes the agenda at the direction of the Chairperson.
- 8.4.3 Manages the minutes.
- 8.4.4 Ensures minutes are distributed.

8.5 Committee

- 8.5.1 Understands and demonstrates a commitment to the committee.
- 8.5.2 Keeps up to date of issues and trends that affect the community.
- 8.5.3 Attends meetings regularly.
- 8.5.4 Avoids conflicts of interest.
- 8.5.5 Understand and maintain confidentiality.
- 8.5.6 Prepares for meetings by reading minutes and agenda ahead of time.

9.0 LIMITATIONS

Unless otherwise authorized by Council:

The Board shall not, other than in manner of general overview, concern itself with the day to day administration. These specified areas will be governed by the standards and policies as approved by Council.

10.0 REVIEW

The Committee shall review this Bylaw annually on or before September 1. Recommended changes shall be brought forward to Council for consideration and approval.

Mayor

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11.0 SEVERABILITY

If any Section or parts of the Bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and all other Section or parts of the Bylaw shall be deemed to be separate and independent from ad to be enacted as such.

This Bylaw shall come into full force and effect upon the final passing thereof.

Read a first time this 28th day of February, 2023.

Read a second time this 28th day of March, 2023.

Read a third time and finally passed this 28th day of March, 2023.

ORIGINAL SIGNED

Simon Boersma
Mayor

ORIGINAL SIGNED

Naleen Narayan
Chief Administrative Officer