

**TOWN OF MORINVILLE  
PROVINCE OF ALBERTA**

**BYLAW 23/2015**

**TOWN OF MORINVILLE/STURGEON COUNTY INTERMUNICIPAL AFFAIRS COMMITTEE**

A bylaw of the Town of Morinville in the Province of Alberta to establish and define the functions of the Town of Morinville/Sturgeon County Intermunicipal Affairs Committee.

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

**AND WHEREAS** the municipal councils of the Town of Morinville and Sturgeon County recognize the value of ongoing communication between the two municipalities and the importance of having a mechanism to discuss matters of mutual interest;

**AND WHEREAS** the municipal councils of the Town of Morinville and Sturgeon County want to establish a joint council committee to facilitate this intermunicipal communication and information sharing;

**AND WHEREAS** the municipal councils have agreed on the form of and functions for this committee;

**AND WHEREAS** to bring the joint council committee into existence as a joint committee of the two municipalities both municipal councils must pass a bylaw to establish the joint committee;

**NOW THEREFORE BE IT RESOLVED**, that the Town of Morinville hereby enacts the Bylaw of Morinville to Regulate the Proceedings of the Intermunicipal Affairs Committee Bylaw as follows:

- 1.0 This bylaw may be cited as the "Town of Morinville / Sturgeon County Intermunicipal Affairs Committee Bylaw".
- 2.0 **Definitions:**
  - 2.1 "**Act**" means the *Municipal Government Act*, R.S.A. 2000, C. M-26, as amended;
  - 2.2 "**Business Case**" means a proposed initiative between the Town of Morinville and Sturgeon County that may require financial or other resources that may support the mutual success of the communities, or be otherwise recommended;
  - 2.3 "**County**" means the municipal corporation of Sturgeon County or, where the context so requires, the area contained within the boundaries of the County;
  - 2.4 "**County Council**" means the municipal council of Sturgeon County;
  - 2.5 "**Town Council**" means the municipal council of the Town of Morinville;
  - 2.6 "**Town**" means the municipal corporation of the Town of Morinville or, where the context so requires, the area contained within the boundaries of the Town;
  - 2.7 "**Committee**" means the Town of Morinville/Sturgeon County Intermunicipal Affairs Committee established by this Bylaw and as established by Bylaw;
  - 2.8 "**Intermunicipal Notice**" means a written description of a municipality's intermunicipal concern, including request(s) of the other municipality, a clearly defined problem description and issue background, implications of request(s), and additional documentation as required or as requested; and

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2.9 **"Robert's Rules"** means *Robert's Rules of Order Newly Revised* 10th Edition.

**3.0 Establishment**

3.1 A joint council committee is hereby established by the Town and the County. The name of the joint council committee shall be the Morinville/Sturgeon County Intermunicipal Affairs Committee.

**4.0 Membership**

4.1 The Committee shall consist of all of the members of the Town of Morinville and Sturgeon County Municipal Councils.

**5.0 Committee Roles and Responsibilities**

5.1 The role of the Committee is advisory only.

5.2 The Committee will:

- 5.2.1 create an effective communication link between the Town and the County;
- 5.2.2 provide a forum for the exchange of information of mutual interest;
- 5.2.3 explore opportunities for intermunicipal cooperation in the provision of services to residents;
- 5.2.4 develop the framework for intermunicipal initiatives;
- 5.2.5 direct the Chief Administrative Officers of the Town and/or the County to conduct research or prepare reports or business cases pertaining to matters of Intermunicipal importance;
- 5.2.6 form administrative sub-committees, with terms of reference as approved by the Committee, to consider matters related to the development or implementation / resourcing of proposed projects between the Town and County. Administrative sub-committees shall contain administrative officials from the Town and the County, and shall function in an advisory capacity to the Committee;
- 5.2.7 form intermunicipal task forces, with terms of reference as approved by the Committee, to consider matters related to long-term strategic opportunities between the Town and County. Intermunicipal task forces shall function in an advisory capacity to the Committee and contain an equal number of elected officials from the Town and the County. Recommendations on the human and/or financial resources required to support the work of the taskforces shall be provided by the Chief Administrative Officers of the Town and County;
- 5.2.8 develop and approve work plans pertaining to Committee or sub-committee reviews, when deemed appropriate;
- 5.2.9 make presentations to the respective municipal councils on intermunicipal service opportunities and programs; and
- 5.2.10 deliberate land use planning matters.

5.3 The Chief Administrative Officers, or designate, of the Town and the County shall attend the meetings of the Committee but may not make motions or vote on matters before the Committee.

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**6.0 Meetings and Rules of Procedure**

- 6.1 A quorum of the Committee will be eight (8) members and must include a minimum of four (4) representatives from each municipality.
- 6.2 The Committee shall meet two (2) times a year on the last Wednesday of March and September.
- 6.3 Special meetings of the Committee may occur at any time upon consensus agreement of the Mayor of the Town or the Mayor of the County.
- 6.4 The Mayor of the Town, or designate, and the Mayor of the County, or designate, shall chair the meetings on an alternating basis.
- 6.5 Meetings shall be held in the municipal office of the Mayor scheduled to chair the meeting or another agreed location.
- 6.6 The agenda for each Committee meeting shall be established by the Mayors, or designates, in advance of the meeting date.
- 6.7 The municipality whose Mayor is scheduled to chair the meeting shall provide administrative support for the Committee including the provision of staff to prepare the agenda, provide public notices as required and record the minutes of the Committee meeting.
- 6.8 The Committee shall conduct its meetings in public unless otherwise authorized by the Act.
- 6.9 The Committee may invite, or accept requests from, interested parties to attend Committee meetings to make verbal presentations or to make written submissions to the Committee on a specific item on the Committee's agenda.
- 6.10 The meetings of the Committee shall be conducted in accordance with the Act and Robert's Rules.
- 6.11 Minutes shall be prepared and circulated to all Committee members within two (2) weeks of each Committee meeting.
- 6.12 The minutes shall be adopted by the Committee at its next meeting.
- 6.13 The Mayor chairing the meeting at which the minutes are adopted shall sign the minutes.
- 6.14 Signed copies of the minutes of all Committee meetings shall be provided to both the Town and the County.

**7.0 Dispute Resolution**

- 7.1 If either the Town or the County identifies a matter of intermunicipal concern between the municipalities, the following process shall be followed:
  - 7.1.1 Any matter of intermunicipal concern between the municipalities shall first be informally discussed by relevant administrative officials employed by the Town and County, culminating with discussions between the Chief Administrative Officers, with the goal of resolving the concern.

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- 7.1.2 If the matter of intermunicipal concern is not resolved pursuant to Section 6(a)(i), the initiating municipality may request that a confidential review by the Committee be scheduled. All requests to the Committee shall include a copy of a Council resolution authorizing the request and a copy of an Intermunicipal Notice, which shall be circulated to Committee members within fourteen (14) calendar days of a scheduled or special meeting date.
- 7.1.3 The Committee shall review an Intermunicipal Notice *in camera*, and may provide direction to resolve the matter or add the matter to the work plan of an administrative sub-committee following the review. Work plan additions shall require a majority of each municipality's representatives to vote in the affirmative.
- 7.1.4 If the matter of intermunicipal concern is not resolved pursuant to Section 7.1.3, the Committee may recommend to the Councils of the Town and the County that a third party mediation, focused on interest based negotiation and mutual success, be commenced within sixty (60) calendar days. The decision to act upon such a recommendation from the Committee is subject to approval by the Council of each Municipality.
- 7.1.5 If the matter of intermunicipal concern is not resolved pursuant to Section 7.1.5, the Committee may recommend to the Councils of the Town and the County that an alternative dispute resolution process, including but not limited to binding arbitration or legal proceeding, be commenced. The decision to act upon such a recommendation from the Committee is subject to approval by the Council of each Municipality.
- 7.2 Direct costs incurred by both municipalities pertaining to the above dispute resolution process shall be borne by the municipality initiating the Intermunicipal Notice, unless the matter is ultimately resolved in favor of the initiating municipality following a third party mediation, arbitration, legal process or other alternative dispute resolution process, in which case, the direct costs incurred by both municipalities shall be paid by the other municipality.

**8.0 Severability**

If any Section or parts of this 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 this bylaw shall be deemed to be separate and independent there from and to be enacted as such.

**9.0 Repeal**

If either Town Council or County Council intends to no longer participate in this Committee, they shall give the other municipal council no less than thirty (30) days written notice of that intention prior to the meeting at which any motion or Bylaw to cease participation in the Committee is to be considered.

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10.0 Effective Date

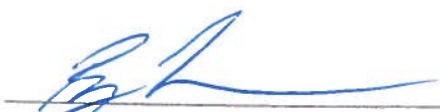
This Bylaw shall come into effect upon the later of:

- a) Its passage by Sturgeon County; or
- b) The passage by the Town of Morinville of a corresponding Bylaw.

Read a first time the 27<sup>th</sup> day of October, 2015.

Read a second time the 27<sup>th</sup> day of October, 2015.

Read a third time the 27<sup>th</sup> day of October, 2015.

  
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Barry Turner  
Deputy Mayor

  
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Debbie Oyarzun  
Chief Administrative Officer (CAO)