

## VILLAGE OF BIG VALLEY

### BYLAW NO. 858

#### A BYLAW IN THE VILLAGE OF BIG VALLEY IN THE PROVINCE OF ALBERTA TO ESTABLISH THE COMMITTEES AND BOARDS OF COUNCIL

WHEREAS the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, provides that a Council may by bylaw establish standing or special committees of Council and delegate to such committees duties and powers.

AND WHEREAS the Council of the Village of Big Valley considers it expedient to establish Council committees to support and facilitate the achievement of big Valleys' Strategic Plan, vision, and goals and to advise Council on matters relevant to the committee mandates.

NOW THEREFORE, the Council of the Village of Big Valley in the Province of Alberta, duly assembled, enacts:

#### 1. TITLE

- 1.1 This Bylaw may be referred to as the "Committees Bylaw".

#### 2. PURPOSE

- 2.1 This Bylaw shall govern the establishment and regulation of Council Committees and Boards unless a variance is specifically provided for in this bylaw. Any such variance must be set out in the Committee Terms of Reference. (as attached as Schedules to this Bylaw)

#### 3. DEFINITIONS

In this Bylaw:

- 3.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c.M-26 and amendments thereto.
- 3.2 "Ad Hoc Committee" means a Committee established for a specified period of time and a specific purpose.
- 3.3 "Administrative Representative" refers to the administration resource person appointed to a committee by the chief Administrative Officer or his delegate.
- 3.4 "Chief Administrative Officer (CAO) is the person appointed by Council as the Chief Administrative Officer or his designate, pursuant to the *Municipal Government Act*, CAO means the Chief Administrative Officer for the Village of Big Valley.
- 3.5 "Committee" means a committee, commission, Board or other body established by Council.
- 3.6 "Council" is the Mayor and Councillors of the Village of Big Valley elected pursuant to the provisions of the Local Authorities Election Act, R.S.A., 2000, c.L-21.
- 3.7 "Councillor" means any member of Council including the Mayor and Deputy Mayor;
- 3.8 "Village" means Village of Big Valley;
- 3.9 "Member-at-large" means a member of the public appointed by Council to a Committee pursuant to this bylaw;

- 3.10 "Mayor" means the Chief Elected Official of the Village;
- 3.11 "Organizational Meeting" means the organizational meeting of Council as required under the *Municipal Government Act* (M.G.A.);
- 3.12 "Terms of Reference" means those terms pertinent to the establishment and mandate of an individual Committee and which are in addition to or beyond the parameters of this bylaw.

## **1. ESTABLISHMENT OF COMMITTEES**

- 1.1. This bylaw shall apply to all Council-created committees except for quasi-judicial bodies and provincially-legislated boards and committees such as Subdivision Development and Appeal Board, Municipal Planning Commission and Local Assessment Review Board, and Composite Assessment Review Boards, which are governed by their own bylaws
- 1.2. Council may establish Committees and their Terms of Reference by either resolution or bylaw.
- 1.3. Council does hereby establish those Committees set out in the Terms of Reference attached to and forming part of this bylaw as schedule "A".
- 1.4. Each Committee shall be deemed a Committee of Council and shall be responsible and accountable only to Council.
- 1.5. Each Committee is hereby authorized to prepare a "Terms of Reference" document for recommendation to Council. The Terms of Reference must be approved by Council and include, at a minimum, membership, purpose, term, frequency of meetings, and work scope.
- 1.5.1. Committee Terms of Reference shall be reviewed by Council at least once every four (4) years as to the continued need for the Committee and, if required, whether:
- the Terms of Reference are appropriate and meet the objectives of Council; and
  - the Committee is fulfilling its Terms of Reference.

## **2. ESTABLISHMENT OF SUBCOMMITTEES**

- 2.1. A Committee may recommend to Council that a Subcommittee be established to assist with the Committee's duties.
- 2.2. Council may establish Subcommittees and their Terms of Reference by either resolution or bylaw.
- 2.3. Subcommittees will have the duties, functions, membership, procedures, and other characteristics as established by their Terms of Reference.

### **3. MEMBERSHIP**

- 3.1. A Committee shall be composed of the number of participants, both Councillors and Members-at-Large, as indicated in the Committee Terms of Reference approved by resolution of Council.
- 3.2. All Committee members shall be residents in the Village of Big Valley unless otherwise provided in the Terms of Reference for that Committee.
- 3.3. Councillors shall be appointed to committees annually at the organizational meeting.
  - 3.3.1. The Mayor shall be an ex-officio member of all committees and, as such member of the committees, shall have all the powers and privileges of any member of the same, including the right to vote upon all questions to be dealt with by such committees.
  - 3.3.2. Where a member of Council is appointed as a member of the Committee, their appointment shall terminate upon ceasing to be a member of Council.
- 3.4. Members-at-Large shall be appointed by Council to a Committee effective as of November 1 in each year or as otherwise designated by Council.
  - 3.4.1. All Members-at-Large shall remain in office until their respective successors are appointed.
- 3.5. Council may, for any reason it considers sufficient, remove a Member-at-Large of a Committee by resolution.
- 3.6. Any Member of a Committee who is absent from three (3) consecutive meetings of the Committee shall forfeit his or her office unless there is a resolution of the Committee accepting a valid reason for his or her absence.
- 3.7. Committee Members shall only speak on behalf of the Committee when formally given such authority by Council or the Committee for a specifically defined purpose.

### **4. TERM OF APPOINTMENT**

- 4.1. Members-at-Large shall be appointed for a two (2) year term unless otherwise provided in the Committee Terms of Reference.
  - 4.1.1. Terms run from November 1 through to October 31 for a 2-year period.
- 4.2. Members-at-Large whose terms are expiring may be re-appointed provided that no Member-at-Large may serve more than three (3) consecutive terms on a particular Committee.

- 4.3. Notwithstanding section 7.2, Council may allow a Member-at-Large to be re-appointed for a fourth consecutive term if Council determines that special circumstances warrant such an appointment.
- 4.4. In the event of a vacancy occurring before the expiration of a term, Council may appoint a replacement for the remainder of that term.
- 4.5. A Member may resign from a Committee at any time by giving written notice to the C.A.O.
- 4.6. Council Representatives are appointed for a one (1) year term at the Organizational Meeting of Council unless otherwise provided in the Terms of Reference for that Committee.

**5. CHAIR AND VICE CHAIR**

- 5.1. A Committee shall elect a Chairman and Vice-Chairman from among its Voting Members at the first meeting held following new members' appointment each year.
- 5.2. The Chairman shall hold office for a term of one (1) year from the date of appointment.
- 5.3. The Chairman shall preside over all committee meetings and decide all points of order that may arise.
- 5.4. In the absence of the Chairman, the Vice-Chairman shall preside over meetings and shall exercise all the same powers, duties, and responsibilities that the Chairman would be entitled to exercise if present.

**6. ADMINISTRATIVE REPRESENTATIVE**

- 6.1. The C.A.O. shall be the Administrative Representative or may appoint an Administrative Representative to each Committee.
- 6.2. The Administrative Representative shall ensure that accurate minutes are kept of all regular and special meetings of the Committee, copies of which shall be signed and filed at the Village of Big Valley Administration Office.
- 6.3. The Administrative Representative shall provide expert advice, research, information, and additional support staff as required by the Committee.
- 6.4. The Administrative Representative shall not be a member of a Committee and may not vote on any matter.
- 6.5. The C.A.O., or his designate, shall ensure that all Committee members receive an appropriate orientation on the Terms of Reference of the Committee and its role as a Committee established by Council.

## **7. MEETINGS**

- 7.1. A Committee shall establish the dates and times for the Committee meetings at the first meeting following the Organization Meeting each year;
- 7.2. A Committee shall give at least 24 hours notice of a change in the location or time of a Committee meeting:
  - 7.2.1. To the CAO or Administrative Representative;
  - 7.2.2. To the members of the Committee, and
  - 7.2.3. To the public.
- 7.3. Notice to the public shall be deemed to have been properly given if posted for public viewing on the Village of Big Valley Facebook page or website and posted at the Canada Post Office and the Village of Big Valley Administration Office door, and in compliance with the M.G.A.
- 7.4. The proceedings and deliberations of a Committee must be conducted in public except where the Committee deals with information protected from disclosure under the provisions of the Freedom of Information and Protection of Privacy Act.
- 7.5. The proceeding and deliberations of a Committee can be conducted via Zoom or any other means of a online meeting forum, as long as the public can hear and see the members electronically.

## **8. GENERAL**

- 8.1. The Procedures Bylaw shall govern Committees and shall be binding upon all Committee members, whether Councillors or Members-at-large, except where otherwise provided by this bylaw.
- 8.2. All Committees are accountable to Council.
- 8.3. Subcommittees are accountable to the Committee that they were established to assist.
- 8.4. Councillors are responsible for keeping Council as a whole informed of the various Committees' activities to which they are appointed.

## **9. EFFECTIVE DATE**

This bylaw shall come into force and have effect from and after the date of third and final reading thereof.

## **10. SEVERABILITY**

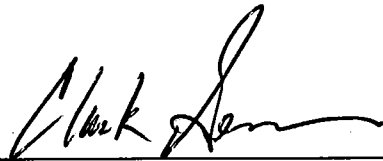
Should any provisions of this bylaw become invalid, void, illegal, or otherwise not enforceable, it shall be considered separate and severable from the bylaw, and

the remainder shall remain in force and be binding as though such provision had not been included.

**Read a First time** this 26<sup>th</sup> day of August, 2021 A.D.

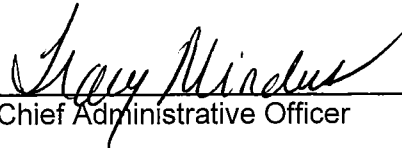
**Read a Second time** this 23<sup>rd</sup> day of September, 2021 A.D.

**Read a Third time** this 23<sup>rd</sup> day of September, 2021 A.D.



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Mayor



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Chief Administrative Officer

# Terms of Reference

Committee: Recreation, Participation, and Inclusivity



## Purpose:

The Recreation, Participation and Accessibility Committee represents the Village of Big Valley in:

- promoting recreation opportunities, for all ages, in the Village of Big Valley.
- encouraging recreation participation in the Village of Big Valley.
- improving equitable access recreation activities in the Village of Big Valley.

## Definitions:

Community – citizens and businesses within the Village of Big Valley (include catchment communities?)

Inclusivity – equal access to opportunities and resources for all citizens.

Member at Large – adult member appointed to the committee over the page of 18

Participation - the action of taking part in something.

Recreation – an activity of leisure: physical activities & social activities.

Youth Member – member appointed to the committee between the ages of 10 and 17 years old.

## MEMBERSHIP and TERM:

Membership on the Recreation, Participation and Accessibility Committee shall consist of Adult Members at Large, Youth Members at Large and one (1) Village Elected Official (appointed once a year in October by Council).

Voting Members: The Recreation, Participation and Accessibility Committee shall consist of four (4) voting members (chair, vice-chair, two (2) members at large), one Village appointed Council member.

Administrative Support: Administrative support will be the Chief Administrative Officer for the Village of Big Valley, or their designate. This is a non-voting position.

## MEETINGS

Meetings shall be held at the date, time and location decided upon at the previous meeting unless called by the Chair. Meetings can be held Via Zoom.

## SCOPE OF RESPONSIBILITIES

Promoting opportunities for recreation, participation and accessibility activities in the Village of Big Valley:

- Keep current calendar of existing physical and social activities;
- Support existing community led initiatives for physical and social activities;
- Encourage new community led recreation initiatives;
- Create new Village led recreation initiatives, as needed;
- Record of Inventory of recreation opportunities within the Village.

Encouraging participation in recreation activities in the Village of Big Valley:

- Communicate recreation activities available in print and online;
- Promote recreation activities that reflect citizen needs and wishes;
- Develop/adapt recreation activities that increase participation.

Improving equitable access to recreation activities in the Village of Big Valley

- Identify barriers to equitable access to recreation and social activities;
- Ensure new initiatives are accessible and inclusive;
- Improve access to existing physical and social activities.

Administrative Responsibilities

- Maintaining Transparency;
- Creating and maintaining annual budget;
- Maintaining records of meetings and minutes.

## SCOPE OF WORK

Represent the Village of Big Valley Recreation incentives/opportunities, including Physical and Social Activities by:

- Receiving and responding to community inquiries, concerns, and ideas through the Village office; the Village office will remain the first point of contact;
- Supporting the Village in the identification and application for funding opportunities;
- Understanding, investigating, and proposing solutions to barriers in participation;
- Reviewing compliance with the Alberta Human Rights Act.



- Supporting existing recreation events and programming and creating new events and programming.

Review and make recommendations to Council for:

- Recreation Policies;
- Recreation Capital Grants;
- Recreation Budget.