

BYLAW 668-2007

"Amended Bylaw to Regulate the Procedures of Council of the Town of Fox Creek"

Being a Bylaw of the Town of Fox Creek, in the Province of Alberta, To Amend the Town of Fox Creek Bylaw to Regulate the Procedures of Council of the Town of Fox Creek Bylaw No. 621-2003.

WHEREAS Section 191(2) of the Municipal Government Act, Chapter M-26-1, and amendments thereto, allows the Council of the Town of Fox Creek to amend the Town of Fox Creek Bylaws,

NOW THEREFORE the Council of the Town of Fox Creek, duly assembled, enacts as follows:

That the Town of Fox Creek Bylaw No. 621-2003 is amended as follows:

1. That Section 14 Appointment and Organization of Committees of the Procedures of Council Schedule "F" be amended to read as the revised Schedule "F" attached.
2. Delete Cultural Services Board (Bylaw 606-2002)
3. Add Naming Advisory Committee (Bylaw 666-2007)
4. That Section 18 ITEMS NOT COVERED BY THIS BYLAW be amended to read as follows:
 - A. The reference book in resolving procedural disputes not covered in this Bylaw shall be the most current edition of "Robert's Rules of Order."
 - B. That all Regular Council Meetings Minutes are not to be taped.
5. This Bylaw shall come into effect upon the final passing thereof and shall repeal Bylaws 606-2002 and 645-2004.

FIRST READING of Bylaw No. 668-2007 granted this 26th day of November, 2007 A.D. by Councillor Mary Campbell.

SECOND READING of Bylaw No. 668-2007 granted this 26th day of November, 2007 A.D. by Councillor Louis Beloin.

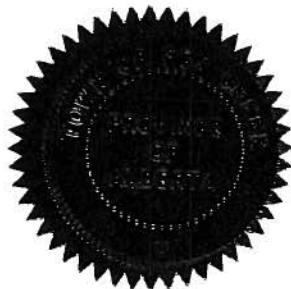
THIRD AND FINAL READING of Bylaw No. 668-2007 granted this 26th day of November, 2007 A.D. by Councillor James Ahn.



Leora MacKinnon, Mayor



Farrell O'Malley, Town Manager



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Schedule "F"

BOARDS, COMMITTEES AND COMMISSIONS

1. Whereas the MGA gives Council the authority to establish committees and determine functions of Council Committees, as well as regulate the procedure and conduct of those Committees, this policy is to set those functions, procedures and conduct.
2. All Boards, Committees and Commissions shall follow the guidelines stated below and in Sections 14 and 15 of this Bylaw.
3. Boards, Committees and Commissions shall formally report to Council no less than once annually, unless Council directs the Board, Committee or Commission to report more or less frequently.

4. TERMS OF REFERENCE

Terms of Reference that define the Committee responsibilities are as described as follows:

- A. The boards and committees consist of four council portfolio structures. Of these portfolios, fifteen Committees and Boards are represented. These committees are an important part of our community; and
 - i. **MAYOR** is ex-officio member of all Portfolios
 - ii. **TOWN MANAGER** is ex-officio Administrative member on all Portfolios
 - iii. **ADMINISTRATION** will be appointed to committees where appropriate at the discretion of the Town Manager
 - iv. **COMMUNITY AT-LARGE** members will be appointed to committees by Council through resolution and in accordance with existing Municipal Legislation, agreements in place, and as Council deems appropriate.

5. COUNCIL ORGANIZATION & COMMITTEE STRUCTURE

A. Community Services Portfolio

FOCUS: this Portfolio includes policy and issues involving the development of community awareness, programs and services to strengthen and preserve human initiatives.

Portfolio Council Appointment (2 Council Members)

Boards & Committees

- | | | |
|----|---------------------------------------|--------------------|
| a. | Heart River Foundation | (1 Council Member) |
| b. | Municipal Library Board (Bylaw 39-69) | (1 Council Member) |
| c. | Peace Library Board | (1 Council Member) |

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Schedule "F" Continued

Specific areas of Responsibility

Community Services

- Adult and Further Education
- Public Housing
- Seniors Lodge
- Employment Insurance

Public Health and Welfare Services

- Family & Community Support Services
- Day Care
- Home Care & Visitation
- Other Public Health

Cultural Services

- Community & Special Event Programs

B. Finance, Legislative & Intermunicipal Affairs Portfolio

FOCUS: this Portfolio includes policy and issues involving the provision of services for the operation of the governing body, handling of finance and intergovernmental services.

Portfolio Appointments (2 Council Members)

Boards & Committees

- | | |
|---|-----------------------|
| a. Grande Alberta Economic Region | (1 Council Member) |
| b. Yellowhead East Business Development Corporation | (1 Federal Appointee) |
| c. Naming Advisory Committee (Bylaw 666-2007) | (1 Council Member) |

Specific areas of Responsibility

General Government Services

- Legislative
- General Administration
- Annual Budget
- Municipal Audit
- Personnel
- Accounts Payable

Intergovernmental Services

- Joint Service Agreements
- Intermunicipal Government Liaison
- Provincial Government Liaison (MLA)
- Federal Government Liaison (MP)
- Regional Tourism Services

C. Protective Services Portfolio

FOCUS: this Portfolio includes policy and issues involving the provision of public safety for the residents of the municipality.

Portfolio Appointment (2 Council Members)

Boards & Committees

- | | |
|---|---------------------|
| a. Disaster Services Committee (Bylaw 558-2000) | (2 Council Members) |
| b. Fire Smart Committee | (2 Council Members) |

Specific areas of Responsibility

General Services

- | | |
|---------------------------|-------------------------------|
| - Policing Services | - Animal Control |
| - Fire Protection | - Bylaw Enforcement |
| - Ambulance Services | - Peace Country Health Region |
| - Health Clinic & Doctors | |

D. Property Services Portfolio

FOCUS: this Portfolio includes policy and issues involving the development and provision of services to maintain and enhance municipal infrastructure. Furthermore, the committee is responsible for the management of commercial,

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industrial and residential waste and recyclables.

Schedule "F" Continued

Portfolio Appointments (2 Council Members)

Boards & Committees

- a. Municipal Planning Commission (Bylaw 377-90 / 251-80) (2 Council Members)
- b. Subdivision and Development Appeal Board (2 Council Members)
(Bylaw 597-2002 / 596-2002 / 488-95 / 376-90)
- c. Greenview Regional Waste Management Commission (2 Council Members & 1
Member at-large)
- d. Northern C.A.R.E. (Coordinated Action for Recycling Enterprises) & Peace Regional Waste
Reduction Committee (1 Council Member)

Specific areas of Responsibility

Transportation Services

- Common Services
- Road Transport
- Air Transport
- Storm Sewers and Drainage

Parks & Recreation

- Arena, Pool & Sports fields
- Playgrounds & Green spaces
- Municipal, Iosegun Lake & Smoke
Lake Campgrounds

Environmental Development Services

- Municipal Planning and Development
- Subdivision, Land and Development

Environmental Treatment

- Water Supply and Distribution
- Sanitary Sewage Service and Treatment
- Garbage Collection and Disposal
- Weed Control

6. ADVERTISING VACANCIES ON BOARDS AND COMMISSIONS

PURPOSE:

To set a procedure for filling vacancies on the various boards, commissions and committees which Council appoints representatives to sit on.

STATEMENT:

A. When a vacancy occurs on any Board, Committee or Commission which Council has established, the following rules will be followed:

- (i) Council shall be advised of all vacancies by the respective Boards.
- (ii) Council shall cause the vacancy to be advertised for interested individuals who wish to sit on the Board. Alternatively, Council may, if it so chooses, appoint an individual from applications previously received for a similar position, if that individual so allows.
- (iii) Council will receive all applications for appointments to Boards.
- (iv) Council may request the respective board to review all applications received, prior to appointment of members.
- (v) Council shall make its appointment with the consideration for:
 - i. the needs of the board; and
 - ii. the written recommendation of the board; and
- (vi) No appointment will be granted unless made by Resolution of Council.