



**VILLAGE OF STIRLING  
IN THE PROVINCE OF ALBERTA  
Bylaw No. 524-22  
Council Committees Bylaw**

**A BYLAW OF THE VILLAGE OF STIRLING  
IN THE PROVINCE OF ALBERTA  
TO ESTABLISH A COUNCIL COMMITTEES BYLAW.**

**WHEREAS**, pursuant to Sections 145(a) and 146(b) of the *Municipal Government Act*; R.S.A. 2000, c. M-26, Statutes of Alberta and amendments thereto, a Council may pass bylaws in relation to the establishment and functions of council committees; and

**WHEREAS**, Council wishes to establish a bylaw to govern the formation and administration of council committees;

**NOW THEREFORE**, the Council of the Village of Stirling, duly assembled, enacts as follows:

**1. Title**

The title of this Bylaw shall be the “Council Committees Bylaw”.

**2. Definitions**

2.1 In this bylaw the following terms shall have the meanings shown:

- a) “Act” means the *Municipal Government Act (MGA)*, RSA 2000, Chapter M-26, as amended, or any statute enacted in its place.
- b) “Administration” means any staff member within the Village of Stirling, who may aid the Committee as directed by the Chief Administrative Officer.
- c) “Citizen-at-large” means a person who does not represent a specific organization.
- d) “Committee” means a board or committee formed and added to Schedule C of the Bylaw, to provide a specific functionality for Council.
- e) “Committee Chair” means the member of Council nominated to represent the committee as the Chairperson with the responsibilities outlined within the role.
- f) “Committee Co-Chair” means the member of a committee nominated to act as Co-Chair for the committee and is responsible for filling the role of the Chair, in their absence.
- g) “Committee Treasurer” means the member of a committee nominated to act as treasurer and is responsible for tracking the expenditures of those committees which are assigned budgetary amounts.
- h) “Committee Secretary” means member of a committee nominated to act as Secretary and is responsible for taking and drafting meeting minutes as established within Schedule B of this Bylaw.
- i) “Council” means Council for the Village of Stirling.

- j) "Expense" means an expense which is allowed under the terms of reference for each committee and has been approved by motion of the committee prior to the expense being made.
- k) "Member" means a member a person who is duly appointed by Council to be a representative of a committee.
- l) "Task Group" means a committee of prescribed duration, not to exceed one year, which is formed to look at special criteria and does not form a committee as established under Schedules C or D.
- m) "Terms of Reference" means each committee's terms of reference found in Schedule D but does not include task groups.
- n) "Village of Stirling" means the Village of Stirling within its corporate boundaries.

### **3. Appointment of Committee Members**

- 3.1 Committees shall comprise up to seven Village members and one potential County member. Additions or subtractions to Committee size and composition can be changed and those changes will be found in each specific committee's terms of reference as directed by Council. The standard committee composition shall be as follows:
  - a) Up to two Members of Council; and
  - b) Up to one Resident of the County of Warner; and
  - c) Five Citizens-at-large who are residents within the Village of Stirling.
- 3.2 All Committee members will be appointed by Council based on resolutions at a regularly held meeting of Council.
- 3.3 Council members will be selected at the annual boards and committee selection meeting held during Council's annual Organizational meeting.
- 3.4 Task Groups shall have the number of members decided by Council at the meeting the group is developed. The task group will have their terms of reference established via motion at the regular council meeting in which the task group is struck. These terms shall not form any portion of Schedules C or D.

### **4. Terms of Appointment**

- 4.1 Unless otherwise stated, all Citizen-at-large members are appointed for not more than a three-year term.
- 4.2 Council members will have appointments of one year, which may be renewed at the annual organization meeting.
- 4.3 If a vacancy on the Committee occurs Council may make a new appointment at the next regular Council meeting following the closing of the posting for the vacancy.
- 4.4 A Member may be re-appointed to the Committee at the expiration of his/her term.
- 4.5 A Member may resign from the Committee at any time on written notice to the Village of Stirling Council.
- 4.6 Council may remove any member at the recommendation of the Committee should the member fail to participate meaningfully in the committee or violate any of the terms of conduct in Bylaw 507-20.

4.7 The terms of members on a Task Group shall be for the duration of the task group. These terms may be extended by motion of Council during a regular council meeting, should the term of the task group be deemed to next extension.

## **5. Chairperson**

5.1 The Chairperson of the Committee will be responsible to:

- a) provide notification to other committee members at least one week prior to the scheduled meeting date and prepare an agenda based on the responses received as well as any other outstanding items which require discussion; and
- b) ensure all agendas will follow the format set out in Schedule A and all prepared agendas are to be sent to Village Administration on the Friday prior to the commencement of a scheduled meeting; and
- c) chair all regularly scheduled meetings of the Committee; and
- d) provide the original approved and signed copy of each meeting minutes to the Village Administration following the meeting the minutes are approved at; and
- e) report to Council on the activity of the Committee during their Council Committee reports during regularly scheduled Council meetings.

5.2 The Co-Chairperson role may be filled by the committee should they deem it necessary and will be assigned by majority vote of the committee members at the first meeting of the committee, or at any point the Co-Chairperson role is deemed required or requires reappointment.

- a) Nothing shall preclude the Co-Chairperson from holding another role on the Committee.
- b) The Co-Chairperson will fill in for any absence of the presiding Chairperson.

## **6. Secretary**

6.1 The Secretary shall be a member of the committee and assigned by a majority vote of the committee members at the first meeting of the committee, or at any point the Secretary role requires reappointment.

6.2 The Secretary will be responsible to:

- a) prepare all committee meeting minutes in the format prescribed in Schedule B of this bylaw.
- b) Document motion numbers in numerical sequence starting with the year and will follow the noted format: #2022-001.
- c) document minutes and provide minutes of each meeting for approval by the committee.

6.3 The Secretary will make themselves available to attend training on provided by Administration on the taking and drafting of minutes.

## **7. Treasurer**

7.1 The Treasurer shall be a member of the committee and assigned by a majority vote of the committee members at the first meeting of the committee, or at any point the Treasurer requires reappointment. A Treasurer will only be required for those committees who area assigned operating budget dollars, based on their terms of reference.

- 7.2 The Treasurer will ensure all spending is approved by motion and track expenditures providing reports back to the Committee on their overall budgetary status.
- 7.3 All expense reporting and budget reports will follow the format detailed in each committees' terms of reference and will be reported to Administration quarterly.
- 7.4 Administration will not pay any personal expense report which has not been approved by the committee and signed off by the Chair.

## **8. Meetings**

- 8.1 All committee meetings are open to the public and all Agendas will be placed on the Village website the Friday prior to any scheduled committee meeting.
- 8.2 All approved committee meeting minutes will be published to the Village website and form part of the Councilor's report who is chairperson of each committee, at the corresponding regular Council meeting.
- 8.3 The first meeting shall be established by Council after the acceptance of appointments by Committee members.
- 8.4 Each committee can decide on a meeting schedule, either monthly, every second month, quarterly, semi annually or annually based upon Council's assigned function of the committee and the need for meetings around said function and terms of reference.
- 8.5 A prescribed meeting schedule with assigned dates; and times shall be provided by Administration and this schedule will be published on the Village Website. Upon receipt of this schedule Administration will book the required location for the committee.
- 8.6 All committee meetings shall occur at the Village Administration Office Boardroom with the following exceptions:
- a) the boardroom is booked by another committee; or
  - b) the size of the boardroom is not adequate to support all the committee members attendance; or
  - c) there are other requirements which would cause the meeting to be located to another venue.
- 8.7 In the event of a circumstance from section 8.6 a or b, the meeting location will be moved to Council Chambers. In the event of a circumstance arising from 8.6 c the meeting details will be updated by Administration as soon as a new venue is determined.
- 8.8 Any Committee wishing to add additional meetings, outside of their regularly scheduled meetings, may do so via motion at a scheduled committee meeting. Upon passing of this motion Administration must be notified of the additional meetings and will update all website content accordingly.

## **9. Administration**

- 9.1 Administration shall have no direct influence on any committee of Council.
- 9.2 Administration will provide training to committee members who require training in their roles.
- 9.3 Administration will provide information and advice to committees, when requested to do so.
- 9.4 Administration will bring any concerns related to committee operation, or lack of adherence to a policy or bylaw to the Chairperson for correction.

## **10. Quorum and Voting**

- 10.1 Quorum shall be met with at fifty percent plus one of the members present for the meeting.
- 10.2 Voting on items will occur when quorum is present. Should the Committee fail to achieve quorum the items may be discussed by members present, but no voting can occur.

## **11. Policies and Procedures**

- 11.1 All Committee Members will be required to adhere to the Committee Member code of conduct and sign the form from Appendix B of Bylaw 507-20 Council Code of Conduct Bylaw.
- 11.2 All Village of Stirling Bylaws shall be adhered to by the Committee, which would apply to any activity being performed by the committee.
- 11.3 All relevant Provincial and Federal Enactments apply to the activities performed by the Committee.

## **12. Conflict of Interest**

- 12.1 Where a member of the Committee is of the opinion that he or she has a conflict of interest in respect of a matter before the Committee, the member may absent himself or herself from Committee proceedings while that matter is being discussed, provided that prior to leaving the meeting, the member:
- a) declares that he or she has a conflict of interest; and
  - b) describes in general terms the nature of the conflict of interest.
- 12.2 The Chairperson shall cause a record to be made in the Minutes of the members' absence and the reasons for it.
- 12.3 For the purposes of this provision, a member has a conflict of interest in a respect of a matter before the Committee when he or she is of the opinion that:
- a) he or she has a personal interest in the matter which would conflict with his or her obligation as a member to fairly consider the issue; or
  - b) substantial doubt as to the ethical integrity of the member would be raised in the minds of a reasonable observer if that member were to participate in the consideration of that matter.

## **13. Pecuniary Interest**

- 13.1 The pecuniary interest provisions of the Municipal Government Act apply to all members of the Committee while attending meetings of the Committee, as though they were Councillors attending meetings of Council.
- 13.2 A Committee member who fails to declare a pecuniary interest in a matter before the Committee or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a member of the Committee.

## **14. Budget**

- 14.1 Council may elect to provide a budget component for a committee reflected as a line item within the Village of Stirling Operating budget.
- 14.2 Administration shall craft each year's budget with any requests made by the committee by way of budget dollars with consideration to their fiduciary responsibilities to the rate payers.

- 14.3 Committee expenses should be done through Administration wherever possible, and those expenses will be provided to the Treasurer, by Administration to be captured in their reporting.
- 14.4 Any expense made by a committee member shall be claimed by providing the original receipt(s) with an expense report as a discussion item during the next committee meeting. The approved expense form will have the motion number attached to it, with the Chairperson's signature authorizing it for submission.
- 14.5 Committee members are not eligible for expense claims beyond the purchases made to support their committee function, unless otherwise prescribed in the terms of reference.

**15. Rules of Order**

- 15.1 The committees shall make their own procedural rules, having due regard for the principles of procedural fairness. The Committee's procedures shall not be inconsistent with the general practices and procedures of Council as outlined in the Procedures Bylaw 504-20.

**16. Coming into Force and Repeals**

- 16.1 With third and final reading Bylaw 524-22 is enacted and in force, and Bylaw 511-21 the Community Event's Committee Bylaw his hereby repealed.

READ A FIRST TIME THIS THE 6 DAY OF APRIL 2022.

READ A SECOND TIME THIS THE 20 DAY OF APRIL 2022.

READ A THIRD TIME THIS THE 20 DAY OF APRIL 2022.

  
\_\_\_\_\_  
Mayor—Trevor Lewington

  
\_\_\_\_\_  
Chief Administrative Officer—Scott Donselaar



**(Committee Name) Committee Meeting**  
**(Enter Date)**

**Agenda**

1. Call to Order
2. Adoption of the Agenda
3. Approval of previous Meeting Minutes – **(Insert Minutes Date)**
4. Items for Discussion
  - a. **(Insert Items)**
5. Adjournment



**(Insert Committee Name) Committee Meeting**  
**(Insert Meeting Date)**

The Committee meeting of the **(Insert Committee Name)** was held in the Village of Stirling board room located at 237 4 Avenue, on **(Insert Date and Time)**.

**IN ATTENDANCE**

Committee members: **(Insert Names of Committee members present and any which are absent)**

**MINUTES**

1. Call to Order at **(Insert Time)** by **(Name)**
2. **(Insert Motion Number)** Moved by **(Insert Name)** to approve the agenda as presented. **CARRIED**
3. **(Insert Motion Number)** Moved by **(Insert Name)** to approve the minutes from the **(Insert Meeting Date)** meeting as **presented/amended**. (Select amended if changes were made based on suggestions.) **CARRIED**
4. List each Item for Discussion with any motions attached.
  - a. **(List Discussion Item Title)**
    - i. **(Insert Motion Number)(Motions from discussion Item)** **CARRIED/DEFEATED**
5. **(Insert Motion Number)** Moved by **(Insert Name)** to Adjourn at **(Insert Time)**.





## Council Committee List

Committee Name	Terms of Reference Location
Community Events Committee	Schedule D1
Tourism and Economic Development Committee	Schedule D2



## **Community Events Committee**

### **Terms of Reference**

#### **1. Purpose**

- 1.1 The Community Events Committee will be responsible for planning Village sponsored Events, as decided upon by the Committee and endorsed by Council.
- a) Council has final decision authority on any event and can request the Committee look at events they have not otherwise brought forward through presentation of their minutes and through their Councillor reports.
  - b) Tax Receipts can be issued for donations of \$20.00 or greater, which are done through the Village Administration Building.

#### **2. Budget**

- 2.1 Administration will craft a budget for suggestion to be brought forward in each years operating budget. The intent of these funds will be for use with the planning of events for the Village of Stirling.
- 2.2 The Treasurer will provide for a breakdown of costs associated with the events by completing the form attached as Appendix A to this Schedule. These cost breakdowns will be provided to Administration after each event to demonstrate the total budgetary allocation required.
- 2.3 All spending shall follow the processes outlined in this Bylaw and any other Bylaw or Policy of the Village of Stirling which covers expenditures.
- a) Administration will provide expense details to the Committee for any purchases made through the Village of Stirling for an event. These will be totalled with any other expenses approved for the event and compiled by the Treasurer on the form attached as Appendix A.
- 2.4 The Chief Administrative Officer has sole discretion over all budgets and if changes are required, or directed by Council, the CAO will ensure a report is provide to the Committee through their Chairperson.
- 2.5 Fundraising is permitted by the Committee, in order to provide any funds beyond what the budgetary allotment provides for, and to offset costs of events to minimize the impact on the rate payers.
- a) Fundraising can be done through sale of goods and all proceeds collected will be turned over to the Village of Stirling Administration to be added to the Committee's revenue portion in the Operating Budget.



b) Any dollars in excess of budgetary expectations may be carried forward as deferred revenues and applied to the overall budget for the Committee, for use in events or acquisition of materials to put on events.

a. All deferral of revenues is subject to Council approval for the following budget year and are based on the overall surplus position of the Village at year end.

2.6 The Committee is permitted to acquire sponsorship for events from local business; community group; and other interests.

2.7 Administration will provide the Chairperson quarterly updates on the budgets position over the course of the fiscal year.

### **3. Partnerships**

3.1 The Committee shall work with service groups within the Village of Stirling in planning of events, recognizing those partnerships will strengthen the Committee's ability to provide quality events to the entire community.

### **4. Administration Support**

4.1 As this committee will require more in way of support for the execution of events, Administration will endeavour to provide assistance for events as needed.

a) The Committee shall provide advanced notice to Administration of any perceived needs they may have of Village staff or resources, so adequate planning can occur to be able to provide the necessary assistance or find alternatives if there is conflict in providing for the request.





## **Tourism and Economic Development Committee**

### **Terms of Reference**

#### **1. Purpose**

- 1.1 The Tourism and Economic Development Committee shall engage in planning functions to provide Council with suggestions on how to promote the Village of Stirling and the region as a tourism destination and a location for companies to locate to, thereby building the economic profile of the Community and region.

#### **2. Committee Members**

- 2.1 The committee shall begin with the number of appointed members as defined in Section 3 of Bylaw 524-22.
- 2.2 The Committee may add members from other forms of government; members from industry; members from the community; or members whom they feel will positively effect the purpose of the committee.
- 2.3 All recommendations for member additions will be presented to Council by the Chairperson, during their Council report.
  - a) Upon Council approving the additional members Administration will make a call for members and the process of approval will be at the next regularly scheduled Council meeting following receipt of applicants, or expiry of the deadline.

#### **3. Budget**

- 3.1 Budget dollars may be allocated to the Committee for specific projects identified for the Committee's purpose.
- 3.2 Budgetary requests shall be made for the following Operating budget year.
- 3.3 Budgetary requests shall be attached to a plan which is established to achieve the Committee's purpose. This plan will be presented by the Chairperson to Council during budget discussions and should Council approve the request, Administration will be directed to have the amount allocated to the interim operating budget to form part of that fiscal year's budget.
- 3.3 All spending shall follow the processes outlined in this Bylaw and any other Bylaw or Policy of the Village of Stirling which covers expenditures.



a) Administration will provide expense details to the Committee for any purchases made through the Village of Stirling for a project. These will be totalled with any other expenses approved for the project and compiled by the Treasurer on the form attached as Appendix A.

3.4 The Chief Administrative Officer has sole discretion over all budgets and if changes are required, or directed by Council, the CAO will ensure a report is provide to the Committee through their Chairperson.

3.5 Recognizing the broad scope of the committee no aspect of budget allocation shall prevent the Committee from collaborating with another group; committee; service provider through a shared costing model, so long as this formed part of the original plan or has been presented as an amendment to the plan.

3.6 The Committee is permitted to acquire sponsorship for plans or programs related to the purpose of the committee from local business; community group; and other interests.

3.7 Administration will provide the Chairperson quarterly updates on the budgets position over the course of the fiscal year.

#### **4. Partnerships**

4.1 The Committee shall work with service groups within the Village of Stirling and surrounding area.

#### **5. Administration Support**

5.1 Administration will provide support for the Committee as an advisory, purchasing, or grant support body.

#### **6. Project Reporting**

6.1 The Committee shall provide a written report to Council on each of the Projects undertaken, through the Chairperson, which will detail how effective each of the projects was at achieving the described goals and any shortfalls towards achieving those goals. This report form can be found in Appendix B.

a) Appendix A shall be submit as a support to Appendix B at the time of reporting and form part of the project report.



**Appendix A  
Project Expense Report**

\_\_\_\_\_  
(Project Title)

Date of Expense	Expense Type	Expense Total	Motion Number

\_\_\_\_\_  
(Chairperson Signature)

\_\_\_\_\_  
(Treasurer Signature)



**Appendix B**  
**Project Evaluation Report**

Project Title	Date Started	Date Completed	Budget Allotment	Total Expense

**Project Objective Details**

Objective	Project Result

\_\_\_\_\_  
 (Chairperson Signature)

\_\_\_\_\_  
 (Member Signature)