

**BYLAW 23-042**  
**OF**  
**LAC LA BICHE COUNTY**

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A BYLAW OF LAC LA BICHE COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH THE COUNCIL COMMITTEE OF THE WHOLE AND ASSOCIATED PROCEDURES FOR CONDUCTION OF MEETINGS.

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WHEREAS under the authority and pursuant to the provisions of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, and amendments thereto, Council may pass a bylaw in relation to the establishment and functions of Council Committees,

AND WHEREAS Lac La Biche County Council deems it appropriate to establish procedures for the conduction of Meetings;

NOW THEREFORE under the authority and pursuant to the provisions of the said *Municipal Government Act*, and by virtue of all other enabling powers, the Council of Lac La Biche County, duly assembled, enacts as follows:

**Title**

1 This Bylaw is called the "Strategic Committee of Council Bylaw".

**Definitions**

2 The definition of any word or term used in this bylaw which is defined in the *Municipal Government Act* shall have the same definition of the word or term as specified in the *Municipal Government Act*;

(a) "Act" means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, and amendments thereto;

(b) "Administration" means the Chief Administrative Officer or an employee accountable to the Chief Administrative Officer;

(c) "Agenda" means the list of items and order of business for any meeting;

(d) "Chair" means the person who has been given authority to direct the conduct of a meeting;

(e) "Closed Session" means a meeting or a portion of the meeting that is closed to the public in accordance with a related section of the *Freedom Information and Protection of Privacy Act*;

(f) "Committee" means the Strategic Committee of Council.

(g) "Deputy Mayor" means the Member of Council who has been determined to act in the absence or incapacity of the Mayor;

- (h) "General Consent" means an informal way of asking for consensus, used only for routine and non-controversial decisions, usually of a procedural nature
- (i) "Meeting" means a meeting of Council held in accordance with the Act and includes a meeting of a Council committee;
- (j) "Meetings Procedures Bylaw" means the Lac La Biche County Meetings Procedures bylaw and amendments thereto;
- (k) "Member" means any member of Council or Council committee;
- (l) "Minutes" means the formal record of decisions, without note or comment, of a Meeting;

### **Establishment**

**3** The Strategic Committee of Council is hereby established.

### **Membership**

- 4(1)** The Strategic Committee of Council is comprised of all Council Members.
- (2)** The Deputy Mayor shall be the Chair of the meeting. In the absence of the Deputy Mayor, the Mayor will Chair.

### **Mandate**

- 5(1)** The Committee is advisory in nature and will make recommendations to Council by way of resolution.
- (2)** The Committee will have a mandate, delegated by Council in accordance with section 203 of the Act, to review and develop recommendations, rather than decision-making, in the following areas:
  - (a) strategic plan and priorities
  - (b) capital and operational planning
  - (c) review and feedback on significant bylaws, policies and other governance documents
  - (d) economic development
  - (e) budget
  - (f) other matters Council directs to have considered in the Committee format prior to decision-making.
- (3)** The Committee may undertake the following at meetings:
  - (a) to receive reports as information;
  - (b) to refer matters to Administration or a Council Committee for review;
  - (c) to make recommendations to Council;
  - (d) to give direction to the CAO; and
  - (e) to move into a Closed Session or to return to Open Session.

- (f) to receive consultant and administrative presentations on County projects to update Council for future decision-making;
- (4) The Committee will not hold Public Hearings or Public Input Sessions.

### **Meeting Procedures**

- 6(1) The Committee meetings will be open to the public unless the Municipal Government Act allows or requires the public to be excluded from all or a portion of the meeting. The Committee may meet in Closed Session subject to the exceptions in the Freedom of Information and Protection of Privacy Act.
- (2) Committee meetings will not be livestreamed or otherwise electronically recorded. The minutes shall be the official meeting record.
- (3) Meeting procedures will be in accordance with the Meeting Procedures Bylaw; however, procedures may be relaxed through general consent to allow for extended discussions and questions from Members.

### **Quorum**

- 7(1) Quorum is met by attendance of a majority of the Committee Members.

### **Meeting Schedule**

- 8(1) Council may set a schedule for Committee meetings at its annual organizational meeting.
- (2) Council, by majority vote, may schedule Committee meetings if desirable and provided that notice is given to all Members and the public.
- (3) The Mayor may call for a Meeting of the Committee at any time provided that notice is given to all Members and the public.
- (4) The Mayor and/or Chair may cancel regular meetings of the Committee should there be no agenda items or in the event quorum would not be met.

### **Meeting Agendas**

- 9(1) The agenda for the Committee meetings shall be prepared by Administration in consultation with the Mayor and Deputy Mayor, and in accordance with the Meetings Procedures Bylaw.
- (2) The Chief Administrative Officer has the authority to set out the standard order of business for agendas.
- (3) Timelines for agenda distribution may be relaxed to allow for a minimum distribution of 24 hours to Council and the public.

(4) Committee agendas shall be focused on key topics for discussion.

**Minutes**

10(1) Minutes shall be recorded in accordance with the Municipal Government Act requirements and the Meetings Procedures Bylaw.

(2) Minutes of the Committee shall be adopted by Council at a subsequent Regular Council Meeting.

**Severability**

11 Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid by a court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

**Come Into Effect**

12 This bylaw shall come into effect upon passing of the third reading.

**THAT BYLAW 23-042 BE GIVEN FIRST READING THIS 12<sup>th</sup> DAY OF DECEMBER, 2023.**

**THAT BYLAW 23-042 BE GIVEN SECOND READING THIS 12<sup>th</sup> DAY OF DECEMBER, 2023.**

**THAT BYLAW 23-042 BE GIVEN THIRD READING THIS THIS 23<sup>RD</sup> DAY OF JANUARY, 2024.**

"Original Signed"

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Mayor

"Original Signed"

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Chief Administrative Officer