



**VULCAN COUNTY
BYLAW 2024-016**

Being a bylaw of Vulcan County in the Province of Alberta to provide for the establishment and function of Vulcan County Boards and Committees.

WHEREAS Section 145 of the *Municipal Government Act* allows Council to pass bylaws relating to the establishment, functions, and procedures of boards and committees.

WHEREAS Vulcan County Council recognizes the importance of establishing boards and committees to support and facilitate the achievement of Vulcan County's strategic priorities and goals.

NOW THEREFORE the Council of Vulcan County, in the Province of Alberta, duly assembled enacts as follows:

- 1) This bylaw may be called the "**Board and Committee Bylaw**".
- 2) **Definitions**
 - a) "**Act**" means the *Municipal Government Act*, RSA 2000 c. M-26, and all amendments and revisions thereto;
 - b) "**Administrative Representative**" means the member of administration appointed by the CAO to provide administrative support to a committee;
 - c) "**Board**" means a Board with Members appointed by Council.
 - d) "**Chair**" means the person presiding at a meeting;
 - e) "**Committee**" means a Committee with Members appointed by Council and includes a Standing Committee and a Working Committee.
 - f) "**Council**" means the duly elected Council of Vulcan County.
 - g) "**Councillor**" means a duly elected Councillor of Vulcan County Council;
 - h) "**Member**" means a person appointed to a Board or Committee and includes either a Councillor or Member at Large;
 - i) "**Member at Large**" means a person appointed to the Board or Committee who is a member of the public and not a Councillor;
 - j) "**Standing Committee**" means a permanent committee, as designated by this bylaw.

- k) **“Working Committee”** means a temporary committee created to address a particular problem or work on a project.

3) Establishment – Standing Committees

- a) Council hereby establishes Standing Committees as set forth in *Schedule A* of this bylaw.
- b) If a Board or Committee has been established by another bylaw, as indicated in Schedule A, then that Board or Committee is regulated by the contents of those bylaws.

4) Establishment – Working Committees

- a) Council may establish, by resolution, Working Committees.
- b) Once the desired outcome has been achieved to the satisfaction of Council, the Working Committee is disbanded.

5) Membership

- a) A Board or Committee shall be composed of the number of Members as indicated in the Terms of Reference.
- b) Members are appointed by Council resolution.
- c) All Members-at-Large shall be a resident of Vulcan County, unless otherwise provided in the Terms of Reference for that Board or Committee.
- d) Members at Large whose property taxes payable to the County are in arrears are not eligible to be appointed to a Board or Committee.
- e) The Reeve is the Ex-Officio Member of all Boards and Committees.

6) Terms of Reference

- a) Each Board and Committee shall have a Terms of Reference, approved by resolution or bylaw, which shall outline the following:
 - i) Purpose & duties;
 - ii) Member establishment & terms;
 - iii) Allocated resources;
 - iv) The meeting schedule or how meetings are set.

7) Meeting Procedures

- a) Board and Committee meetings will be conducted in accordance to Vulcan County’s *Procedural Bylaw*.

8) Accountability and Reporting

- a) All Boards and Committees are accountable to Vulcan County Council.
- b) Councillors or Administrative Representatives are responsible for keeping Council informed as to Board or Committee activities.

9) Limitations of Boards and Committees

- a) A Board or Committee shall not:
 - i) Pledge credit of Vulcan County or authorize any expenditure to be charged against Vulcan County without prior approval by Council;
 - ii) Pass bylaws or enter into any agreement on behalf of the Board or Committee or Vulcan County.

10) Severability

- a) If any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw will remain valid and enforceable.

11) Amendment & Repeal

- a) Vulcan County Procedural Bylaw 2021-036 is hereby amended with the following:
 - i) Remove Part Eight entirely.
- b) Reservoir Community Committee Bylaw 2018-027 is hereby repealed.
- c) ALUS Partnership Advisory Committee Bylaw 2019-019 is hereby repealed.

12) Effective Date

- a) This bylaw shall be in effect on the date of the final passing thereof.

READ a first time on this 10th day of July, 2024.
 READ a second time on this 10th day of July, 2024.
 READ a third time and passed on this 10th day of July, 2024.

[original signed]

Jason Schneider, Reeve

[original signed]

Nels Petersen, CAO

Schedule “A” – Standing Committees

The following Standing Committees are established by this Bylaw (or another Bylaw if indicated):

- a) Audit Committee
- b) Agricultural Service Board (*Bylaw 2015-022*)
- c) Budget Committee
- d) Chinook Intermunicipal Subdivision and Development Appeal Board (*Bylaw 2021-012*)
- e) Governance Priorities Committee (*Bylaw 2018-034*)
- f) Municipal Planning Commission (*Bylaw 2013-025*)
- g) Vehicle Weight Committee (*Bylaw 2012-038*)
- h) Fire Committees
 - i) Vulcan & District Fire Committee
 - ii) Lomond & District Fire Committee
- i) Recreation Committees
 - i) Vulcan District Recreation Board (*Bylaw 2022-028*)
 - ii) Champion Recreation (*Bylaw 2013-005*)
 - iii) Northwest Recreation (*Bylaw 2013-007*)
 - iv) Carmangay Recreation (*Bylaw 2013-008*)
 - v) Lomond Recreation (*Bylaw 2013-009*)
 - vi) Milo Recreation (*Bylaw 2013-011*)
- j) Intermunicipal Development Plan Committees
 - i) Town of Vulcan IDP (*Bylaw 2019-014*)
 - ii) Wheatland County IDP (*Bylaw 2015-009*)
 - iii) MD of Taber IDP (*Bylaw 2017-035*)
 - iv) MD of Willow Creek IDP (*Bylaw 2015-006*)
 - v) County of Newell IDP (*Bylaw 2015-008*)