

## BYLAW NO. 3576/2016

Being a bylaw of The City of Red Deer to establish Council Committees.

COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:

### Short Title

- I. The short title of this bylaw is the "The Committees Bylaw".

### Definitions

2. (l) In this bylaw:
  - (a) "Ad Hoc Committee" means a Committee established for a specified period of time and for a specific purpose.
  - (b) "Agency Representative" means a Member of an agency bringing a level of knowledge or expertise to a Committee but who does not necessarily represent the mandate of the specific agency they represent.
  - (c) "Citizen Representative" means a person appointed by Council who does not represent a specific organization.
  - (d) "Committee" means a Committee, Commission, Board or other body established by Council; and in a section of this bylaw relating to a specific Committee, means that specific Committee.
  - (e) "Consensus" means a decision-making process that seeks the agreement of most participants and also to resolve or mitigate the objections of the minority to achieve the most agreeable decision. Consensus is usually defined as meaning both general agreement and the process of getting to such agreement.
  - (f) "Councillor" means a member of Council but does not include the Mayor.
  - (g) "Council Representative" means a member of Council appointed annually to act as Council's liaison to that committee and not as an advocate for the committee.
  - (h) "Governance Committee" means a Committee established in support of legislative requirements or to support Council's governance role.
  - (i) "Member" means a Member of a Committee.
  - (j) "Organizational Meeting" means the organizational meeting of Council as required under the *Municipal Government Act* (MGA).

**Establishment of Committees**

3. (1) The following Governance Committees are established:
  - (a) Audit Committee;
  - (b) Community Housing Advisory Board;
  - (c) Gaetz Lakes Sanctuary Committee;
  - (d) Governance & Policy Committee;
  - (e) Mayor's Recognition Awards Committee;
  - (f) Municipal Planning Commission;
  - (g) Nomination Committee; and
  - (h) Public Art Commission.
- (2) Unless otherwise provided for in this bylaw, Members are appointed by Council resolution.
- (3) Where a Committee has a Council Representative, the Mayor may assign, for a specified period of time, an alternate Councillor to a Committee should the regular representative be unable to attend.

**Ad Hoc Committees**

4. (1) Council may establish, by resolution, Ad Hoc Committees for the purpose of reviewing a specific issue or issues.
- (2) The composition of an Ad Hoc Committee is at the discretion of Council.
- (3) Ad Hoc Committees are disbanded at the next Organizational Meeting unless otherwise approved by Council.

**Membership**

5. (1) Council will establish the membership composition of Committees including whether a Committee requires a Council Representative, a Citizen Representative, and/or an Agency Representative.
- (2) In selecting Committee Members, preference may be given to residents of The City of Red Deer; however, it is also recognized that non-resident applicants who own property or have a business in the City also have a stake in the community, unless otherwise specified in this bylaw.

- (3) No City staff member can sit as a voting member on a Committee unless otherwise specified in this bylaw.
- (4) Former Committee Members, former Council Members and former City staff may apply for appointment to a Committee after a two year hiatus from that capacity, with exceptions to be made at the discretion of Council.

### **Terms of Appointment**

6. Unless otherwise stated in this bylaw Members are appointed at the Organizational Meeting of Council as follows:
  - (1) Council Representatives are appointed for one-year terms, unless otherwise specified in this bylaw.
    - (a) The Mayor makes mid-term appointments as required.
  - (2) Citizen Representatives and Agency Representatives are appointed for two year terms, except in the initial year when a Committee is established where a majority of Citizen Representatives are appointed for two year terms and the remainder of Citizen Representatives are appointed for a one year term.
  - (3) A Member may be re-appointed to a Committee at the expiration of the Member's term.
  - (4) No Member shall serve on a Committee for more than three consecutive terms, unless authorized by Council.
  - (5) Where a Committee position is left vacant for any reason, Council may appoint a replacement for the remainder of that term.
  - (6) A Member may resign from a Committee at any time by giving written notice to the Legislative Services Manager.
  - (7) By resolution Council may remove any Member from a Committee at any time on the recommendation of the Mayor and City Manager.
  - (8) A vice-chairperson may be chosen annually from among the voting Members.
  - (9) Council may alter the terms of appointment of any Member.

### **Chairperson**

7. The chairperson:
  - (1) Will be chosen annually among the voting Members unless otherwise stated;
  - (2) Will preside over and be responsible for the conduct of Committee meetings;

- (3) May limit any presentation or discussion if it is determined to be repetitious or in any manner inappropriate;
- (4) Will vote on matters submitted to the Committee unless otherwise disqualified; and
- (5) Will act as the sole spokesperson for the Committee unless this role is delegated to another Member.

### **Committee Meetings**

8. At the first meeting of each Committee following the Organizational Meeting each year, the Committee will:
  - (1) Establish the dates for the Committee meetings; and
  - (2) Appoint a chairperson and if necessary, a vice chairperson.
9. In accordance with the *Municipal Government Act*, a meeting may be conducted by means of electronic or other communication facilities if:
  - (1) The facilities enable the public to watch and/or listen to the meeting;
  - (2) The facilities enable all the meeting's participants to watch and/or hear each other; and
  - (3) Notice is given to the public of the meeting and the way in which it is to be conducted.
10. Committee Members participating in a meeting held by means of a communication facility are deemed to be present at the meeting.
11. Special meetings of Committees may be called on 24 hours verbal notice by the chairperson of the Committee, or upon 24 hours verbal notice at the request of any three Members of the Committee.
12. Public notice of a Committee meeting will be given in the manner approved by Council, and in compliance with the *Municipal Government Act*.

### **Attendance at Meetings**

13. Any Member who is absent from three consecutive regular meetings of the Committee, automatically ceases to be a Member as of the date of the third meeting unless such absence is authorized by resolution of the Committee. Any person who ceases to be a Member due to unauthorized absence is eligible for re-appointment in the future but not for the unexpired portion of the term which is forfeited.
  - (1) Section 13 does not apply to alternate Members.

**Proceedings**

14. (1) 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*.
- (2) When a meeting is closed to the public, the Committee may only deliberate; no resolution may be passed at the meeting, except a resolution to revert to a meeting held in public. Information presented and discussion occurring in a closed meeting is confidential.
- (3) Notwithstanding 14(1) and 14(2) the Municipal Planning Commission may deliberate and make decisions in a closed meeting.
- (4) When a meeting is open to the public, the Committee may, in its sole discretion, permit Members of the public to address the Committee when it is deemed appropriate in the context of the business of the Committee.
- (a) The purpose of a Committee is to ensure that its business is dealt with effectively and while members of the public are entitled to attend the public portions of Committee meetings in order to observe the proceedings, a meeting of a Committee is not a public hearing and therefore members of the public do not have a right to speak unless the Committee wishes to hear from them.
- (b) A Committee may establish its own procedures for how consent to a member of the public may be given but such consent should be recorded in the minutes of that Committee.
- (5) Any Councillor who is not an appointed Member of a Committee:
- (a) Does not have any special right to speak or to address that Committee, and in this respect shall be treated as a member of the public and is permitted to speak only in accordance with section 14(4) but may not participate in debate.
- (b) Is not entitled to vote on any issue before the Committee.
- (c) Has the right to attend any portion of the meetings of that Committee which is closed to the public in the role of an observer, but shall not participate in discussion.
- (6) All discussion at a meeting of a Committee is directed through the chairperson.

**Quorum**

15. (1) A majority of voting Members constitutes a quorum.
- (a) The total number of Members is the number of currently appointed Members. If a Member leaves the Committee the total number of Members will decrease until a replacement is appointed.

- (b) When a Member attending a meeting is absent from a vote, for any reason, they are still counted as part of the total number of Members and must be included in the calculation of quorum.

### **Voting**

- 16. (1) The majority vote of those Members present and voting constitutes the decision of any Committee, unless otherwise specified in this bylaw.
- (2) Each voting Member present must vote on every motion, unless the Member is required or permitted to abstain from voting under the *Municipal Government Act* or the conflict of interest provisions of this bylaw.
- (3) Members shall only vote if personally present at the time of the vote.
- (4) Votes on all motions must be taken as follows:
  - (a) The chairperson puts the motion to a vote;
  - (b) Members vote by a show of hands or other method agreed to by Council; and
  - (c) The chairperson declares the result of the vote.
- (5) After the chairperson declares the result of the vote, Members may not change their vote for any reason.
- (6) A question on the results of a vote may be resolved by the chairperson immediately calling for a revote on the motion.
- (7) A motion is lost when the vote does not receive the required number of votes or when the vote is tied.

### **Rules of Procedure**

- 17. Except as outlined in this bylaw and the Procedure Bylaw, as applicable, Committees may establish their own rules of procedure but in doing so, they shall have due regard for the principles of procedural fairness.
- 18. Members will support and model The City's Respectful Workplace standards and will not speak disrespectfully about the City, other Members or Administration.

### **Minutes**

- 19. The City Manager will ensure that minutes of each Committee meeting are recorded.

**Public Access**

20. All agendas and minutes of Committee meetings will be made routinely available to the public, unless the contents are protected from disclosure under the Freedom of Information and Protection of Privacy Act, such as agendas and minutes of:
- (1) Community Housing Advisory Board;
  - (2) Nomination Committee;
  - (3) Mayor's Recognition Awards Committee; and
  - (4) In camera meetings of any Committee.

**Support Staff**

21. (1) The City Manager may provide staff liaison(s) as required, to Committees to assist Committees to fulfil their mandate. Staff liaison(s) may include:
- (a) Administrative Liaison(s) - City staff who work in an area related to the terms of reference of the Committee and who:
    - (i) Are expected to attend all meetings of the Committee to which they are assigned;
    - (ii) Work with the chairperson in developing the meeting agendas;
    - (iii) Provide advice and expertise in regard to municipal, legislative, regulatory, and policy to the issues being considered;
    - (iv) Coordinate the attendance of other City staff to attend the meeting to provide background and other information on the topics on the agenda;
    - (v) Provide administrative recommendations as required; and
    - (vi) Work with the Committees Coordinator to develop an annual orientation for each Committee.
  - (b) Committees Coordinator(s) - City staff within the Legislative Services department who:
    - (i) Maintain an up to date registry of all Committee Members;
    - (ii) Compile and distribute Committee agendas;
    - (iii) Provide procedural support and expertise to meeting processes, including:
      - a. Drafting resolutions;

- b. Recording formal motions and action items of Committees;
  - c. Working with the Administrative Liaison to ensure outcomes of items are reported back to the Committee; and
  - d. Ensuring proper procedure is followed;
- (iv) Prepare written minutes of all meetings and distribute such minutes ; and
  - (v) Work with the Administrative Liaison(s) to develop an annual orientation for each Committee.
- (2) Any request by a Committee for information or action by City staff other than the Administrative Liaison for the Committee will be directed by the City Manager.

### **Resource Groups**

22. In addition to the Administrative Liaison and the Committees Coordinator, Committees may utilize resource groups. Resource groups are internal or external resources who may offer a specific expertise which will support the Committee's decision-making processes.

### **Referrals to Committees**

23. The referral process for Committees is:
- (1) Council may refer items to a Committee and will provide reasonable time limits for the Committee to consider issues. If the Committee requires additional time, it must request an extension, providing reasons;
  - (2) Administration may refer items to a Committee through the Administrative Liaison and will provide reasonable time limits for the Committee to consider issues. Referrals from Administration must be in writing and shall include sufficient background information for the Committee to consider the issue in its context; or
  - (3) Public requests for consideration of issues, concerns or presentations may be put forward, in writing to the Administrative Liaison for consideration by the Committee. The chairperson, in consultation with the Administrative Liaison, will determine if public requests fall within the Committee's authority, if so, if and when the item will be added to a future agenda.

### **Subcommittees**

24. A Committee may establish a subcommittee(s) to review a specific issue or issues and make recommendations back to the Committee.



**Conflict of Interest**

25. (1) Where a Member is of the opinion that he or she has a conflict of interest in respect of a matter before the Committee, the Member must absent himself or herself from consideration and voting on the matter, provided that prior to doing so, 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.
- (2) The Committees Coordinator shall cause a record to be made in the minutes of the Member's absence and the reason for it.
- (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) In the opinion of the Member, 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 issue.

**Pecuniary Interest**

26. (1) The provisions of this bylaw and the provisions of the *Municipal Government Act* regarding pecuniary interest apply to Members.
- (2) Where a Member is of the opinion that he or she has a pecuniary interest in respect of a matter before the Committee, the Member must absent himself or herself from consideration and voting on the matter, provided that prior to doing so, the Member:
- (a) Declares that he or she has a pecuniary interest; and
  - (b) Describes in general terms the nature of the pecuniary interest.
- (3) The Committees Coordinator shall cause a record to be made in the minutes of the Member's absence and the reason for it.
- (4) If a Member fails to disclose a pecuniary interest, that member is automatically disqualified from their position.

**Power of Authority**

27. Except as otherwise specified in this bylaw, no Committee or Member has:
- (1) Power to pledge the credit or course of action of The City or enter into any agreement on behalf of the Committee or The City.

- (2) Power to authorize any expenditure to be charged against The City without prior approval by Council.
- (3) Authority to act administratively.

**28. Committee Name:** Audit Committee

**29. Purpose**

The Audit Committee exists to assist Council in the discharge of its oversight responsibilities by overseeing the organizations operations through the monitoring of financial reporting, internal control and enterprise risk management processes.

**30. Committee Outcomes**

(I) External Auditor

- (a) The Committee in relation to the appointment of The City's external auditor will:
  - (i) Approve the selection process and criteria;
  - (ii) Review all materials submitted by applicants;
  - (iii) Approve the short list of candidates;
  - (iv) Participate in interviews of the short listed candidates; and
  - (v) Make recommendations to Council about the appointment and fees payable to the external auditor including the extension or termination of existing contracts.
- (b) The Committee has the power to approve the external auditor's work plan and the external auditor's requests for changes to the annual work plan. The work plan will include the following items:
  - (i) The objective and scope of external audit work;
  - (ii) Materiality limits;
  - (iii) Areas of audit risk;
  - (iv) Audit reports required;
  - (v) Timelines for the work plan; and
  - (vi) The identity and credentials of senior staff performing external audit work.
- (c) The Committee will review the external auditor's audit and other reports, post-audit and management letter and will, in particular, address any significant issues or findings on:
  - (i) Financial reporting matters including judgments on estimates, assumptions and clarity of disclosures;
  - (ii) Difficulties or impediments encountered during audits;

- (iii) Identification and assessment of deficiencies in internal controls;
  - (iv) Selection and application of accounting principles or standards and application of elective principles or methods;
  - (v) Audit limitations;
  - (vi) Response to and status of implementation of audit recommendations and follow up; and
  - (vii) Contingencies that could have a material effect on The City's financial statements.
- (d) The Committee will receive for information the external auditor's annual confirmation regarding the external auditor's independence.
  - (e) The Committee may request additional information from the external auditor's about any part of the external auditor's work plan or reports.
  - (f) Administration will present an annual report to the Audit Committee regarding:
    - (i) Categories of non-audit services the external auditor is permitted to provide to The City; and
    - (ii) The cost and nature of non-audit services the external auditor provides to The City.
  - (g) The Committee is responsible for providing an annual assessment of the work of the External Auditor.
- (2)<sup>1</sup> Value for Money Audits
- (a) The Committee will:
    - (i) Recommend to Council the subject for Value for Money Audits based on recommendations from administration;
    - (ii) Approve the purpose and scope of the Value for Money Audit being proposed;
    - (iii) Receive the auditor's report from administration and forward to Council;
    - (iv) Review and approve administration's Value for Money implementation plan and refer any recommendations requiring Council approval, such as budget, through the normal budget and Council processes;
    - (v) Receive progress reports from administration at a schedule determined by the Audit Committee.

## (3) Financial Statements

- (a) The Committee will annually review the following matters:
  - (i) The completeness and clarity of financial statement reporting;
  - (ii) Estimates and assumptions underlying financial statement reporting;
  - (iii) Financial statement reporting practices;
  - (iv) Compliance with generally accepted accounting standards for the public sector or changes to those standards;
  - (v) Impact of any change in The City's reporting practices on The City's financial statements; and
  - (vi) Issues affecting approval of The City's audited financial statements.
- (b) The Committee will recommend to Council:
  - (i) That the annual audited financial statements be approved; and/or
  - (ii) That further actions or information that Council may desire in relation to The City's financial reporting.

## (4) Enterprise Risk Management

"Enterprise Risk Management" means systems and processes for identifying and managing actual or potential financial risk, strategic risk, operational risk, hazards and other risks to an organization.

The Committee will review reports about The City's enterprise risk management framework including:

- (a) The City's Enterprise Risk Management policies;
- (b) Processes for identifying and assessing risk;
- (c) Evaluation of enterprise risk including, but not limited to insurance risk; and
- (d) Actions taken by Administration to mitigate risks.

## (5) Internal Controls

"Internal Controls" means systems, processes and procedures developed to:

- (a) Safeguard assets;
- (b) Ensure the accuracy of the financial data;
- (c) Promote operational efficiency; and

- (d) Promote adherence to policies.
- (6) The Committee has authority and responsibility to:
- (a) Review reports from Administration about The City's internal control systems including technology, security and financial controls and assess whether they are operating effectively;
  - (b) Review reports from Administration regarding The City's policies and procedures to safeguard The City's assets and assess whether these policies and procedures are operating effectively; and
  - (c) Report and recommend to Council any actions or decisions regarding The City's system of Internal Controls.
- (7) Administrative Compliance
- (a) The Committee monitors Administration's compliance with existing policies and legislation.
  - (b) The Committee has authority to review reports regarding the adequacy and effectiveness of corporate policies on fraud, misconduct and policy compliance that deter, detect and prevent fraud and misconduct.
- (8) Whistleblowing
- The Audit Committee is responsible for oversight of the Whistleblowing Program.
- (9) Planning, Training and Self Evaluation
- (a) An annual work plan is to be completed by the Audit Committee and endorsed by the February of the calendar year to which the annual work plan applies.
  - (b) Members of the Audit Committee shall have the opportunity to obtain education, either from within The City or from outside educational programs, to ensure their knowledge is sufficient to fulfill their responsibilities as Audit Committee members.
  - (c) On an annual basis, the Audit Committee will conduct a self-evaluation. The self-evaluation criteria are to be established by the Audit Committee

### **31. Membership**

- (1) The Audit Committee will consist of seven members as follows:
- (a) The Mayor;
  - (b) Three Councillors (two-year terms, staggered);
  - (c) City Manager, as a non-voting member;

- (d) Director of Corporate Services, as a non-voting member; and
  - (e) Chief Financial Officer, as a non-voting member.
- (2) The Mayor cannot Chair the Audit Committee.
  - (3) A quorum of the Audit Committee is two voting members.

## **32. Meetings**

The Audit Committee meets the third Thursday of every month commencing at 1:30 p.m. as required.

**33. Committee Name:** Community Housing Advisory Board

**34. Purpose**

The purpose of the Community Housing Advisory Board is to act as an advisor to Council on affordable housing, homelessness, services/activities related to the goal of ending homelessness, and funding allocation within Red Deer.

**35. Committee Outcomes**

- (l) The Community Housing Advisory Board will:
- (a) Act in an advisory role to Council on affordable housing, homeless housing, services/activities related to the goal of ending homelessness, and funding allocations referred to the Board by Council or Administration;
  - (b) Advise The City on accountability of planning documents and allocation of funding as required by other orders of government in the areas of affordable housing and homelessness;
  - (c) Provide input into community priority-setting when necessary;
  - (d) Provide assistance to agencies, organizations, businesses and individuals in the community who wish to apply for funding as provided by the federal and provincial governments, and other sources, to address homelessness, housing and related support issues in Red Deer;
  - (e) Act in an advisory role to Administration, when Administration brings forward issues for consideration on affordable housing, homelessness housing, services/activities related to the goal of ending homelessness that may affect the development, implementation or administration of policy;
  - (f) Provide a mechanism for individuals and groups to present issues and ideas concerning affordable housing or ending homelessness to Council and Administration;
  - (g) Provide input, upon request, into the development of *EveryOne's Home* and other community plans or planning processes;
  - (h) Review and provide feedback with respect to annual service delivery plans, multi-year plans and other housing related plans as required by other orders of government as a condition of funding;
  - (i) Provide input in the development of community reports on affordable housing and ending homelessness;
  - (j) Support the community implementation of strategies included in such plans as *EveryOne's Home* and other planning documents including City department service plans;



- (k) Raise awareness of homelessness and affordable housing issues with the public, community agencies and private sector through various methods (e.g. report cards, public forums, presentations);
- (l) Reference current community documents such as community plans, demographic information and identified social-economic trends to establish the priorities and/or set criteria outlined for funding calls and allocations;
- (m) Follow the criteria as outlined through the funding source being managed through The City of Red Deer for optimal benefit to residents; and
- (n) Evaluate the effect of government policy decisions and advise Council on potential opportunities.

### **36. Membership**

- (1) Community Housing Advisory Board consists of ten Members as follows:
  - (a) Two Councillors;
  - (b) Six Citizen Representatives; and
  - (c) Two Representatives of the Aboriginal Community.
- (2) Community Housing Advisory Board shall make its decisions by Consensus.

### **37. Meetings**

The Community Housing Advisory Board meets every fourth Tuesday of the month commencing at 5:00 p.m. as required.

<b>38. Committee Name:</b>	Gaetz Lakes Sanctuary Committee
<b>Authority:</b>	Established by agreements between the Government of Alberta and The City of Red Deer, dated August 17, 1983, and between the Board of Trustees of Red Deer School District and The City of Red Deer, dated June 29, 1984

### **39. Purpose**

The purpose of the Gaetz Lakes Sanctuary Committee is to ensure compliance with the terms of agreements between Government of Alberta and The City of Red Deer and between Board of Trustees of Red Deer School District and The City of Red Deer in protecting wildlife in its natural habitat with minimal disturbance.

### **40. Committee Outcomes**

- (l) The Gaetz Lakes Sanctuary Committee will:
- (a) Comply with the terms of the agreements, between the Government of Alberta and The City of Red Deer, dated August 17, 1983, and between the Board of Trustees of Red Deer School District and The City of Red Deer, dated June 29, 1984, reached as part of the sale by the Province and School Board of the Gaetz lakes lands to The City of Red Deer;
  - (b) Make recommendations regarding the development and management of the Gaetz Lakes Sanctuary and the surrounding area that may affect the Gaetz Lakes Sanctuary; and
  - (c) Advise Council if the Gaetz Lakes Sanctuary Committee believes that any action(s) taken by The City of Red Deer or any other person may be in violation of the terms of the agreement and provide a report and recommendation, to Administration, in this regard.

### **41. Membership**

- (l) The Gaetz Lakes Sanctuary Committee consists of six Members. One representative is to be selected by each of the following organizations:
- (a) Alberta Environment in Red Deer;
  - (b) Red Deer River Naturalists Society;
  - (c) City of Red Deer Planning Services Division;
  - (d) City of Red Deer Recreation, Parks & Culture Department;
  - (e) Red Deer Fish and Game Association; and
  - (f) Red Deer Public School District No. 104.

- (2) Appointment of each member to the Committee is done by the particular organization; therefore, Council ratification is not required.

## **42. Meetings**

The Gaetz Lakes Sanctuary Committee meets when called.

**43. Committee Name:** Governance & Policy Committee**44. Purpose**

The purpose of the Governance & Policy Committee is to enhance the organizational governance framework in order to ensure that roles and responsibilities of Council, the City Manager, and Administration can be differentiated, explained, and understood by all stakeholders.

**45. Committee Outcomes**

- (1) The Governance & Policy Committee will:
  - (a) Provide an opportunity for Council to lead the governance processes;
  - (b) Develop a comprehensive governance and policy framework to support Council;
  - (c) Ensure Council's intentions, directions and expected outcomes are captured in their governance and policy framework;
  - (d) Review Council's governance and policy bank and make recommendations and enhancements;
  - (e) Identify priorities for updating Council's governance and policy framework and suggested timing;
  - (f) Review Council's committee structure and recommend changes to committee mandate and role; and
  - (g) Only consider agenda matters which are not addressed or fully addressed by current policy.
- (2) All governance issues being placed before Council must first be considered by the Governance & Policy Committee ensuring that the Committee is advisory to Council.
- (3) Matters for information only will not be added to the agenda of the Governance & Policy Committee.
- (4) The Committee is not intended to replicate the meetings of Council but rather shall provide a more informal forum for the discussion of governance matters.

**46. Membership**

- (1) The Governance & Policy Committee consists of nine Members as follows:
  - (a) Mayor; and
  - (b) All Councillors.

- (2) Chairing of the Committee will be done by a member of Council and will be rotated to ensure all members of Council have an opportunity to chair within the term of Council.

#### **47. Meetings**

The Governance & Policy Committee meets when called. The meetings commence at 1:30 p.m.

**48. Committee Name:** Mayor's Recognition Awards Committee

**49. Purpose**

The purpose of the Mayor's Recognition Awards Committee is to recognize individual(s), group(s), or team(s) from the city of Red Deer whose actions have brought honour and recognition to the city of Red Deer.

The Committee has the following responsibilities:

- (a) Review the nominations that have been submitted by the public;
- (b) Ensure that achievements are appropriately recognized in accordance with the Award Categories.

**50. Committee Outcomes**

- (1) The following definitions apply specifically to the Mayor's Recognition Awards Committee:
  - (a) "Arts" includes literary, visual, performing, film, video and architectural arts;
  - (b) "Group" means two or more individuals assembled together and having some common purpose; whose work shall be beyond the normal scope of their professional duties; and
  - (c) "Volunteer" means a person who provides a service for which no salary is paid, but who may recover out-of-pocket expenses.
- (2) The Committee must adhere to the following criteria:
  - (a) All nominees must be residents of the city of Red Deer, be nominated for service to or within Red Deer, or be a member of a group or team that is based in Red Deer.
  - (b) <sup>1</sup>The Nominator and/or Seconder of a nomination cannot be current members of the Mayor's Recognition Awards Committee.
  - (b) Posthumous nominations will be accepted in all categories for up to five years following the nominee's death.
  - (c) There is no limit to the number of awards that may be presented in any category in any given year.
  - (d) The Committee reserves the right to assign a nomination to an alternate category provided one nominator agrees to the reassignment.
  - (e) Decisions of the Committee regarding the selection of award recipients will be final.

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<sup>1</sup> 3576/A-2019

<sup>2</sup> 3576/A-2019

- (b) Sitting City Council members are not eligible for an award, however are eligible after a two year hiatus from that capacity.
  - (c) Subject to the discretion of the Committee and/or Mayor, a span of three years shall elapse before a previous Mayor's Recognition Award recipient will be considered for an additional award.
- (2) The award categories are as follows:
- (3) Athletics:
- (a) i. Nominees must have:
    - a. placed first in a national event or competition; or
    - b. placed first, second or third in an international event or competition where the event has been sanctioned by the respective national or international governing body of the particular sport; or
    - c. placed first at the highest possible level that can be achieved in their sport.
  - ii. Nominees in the *individual* category must attain a higher standing in an event or competition in a given sport to be eligible for subsequent awards.
  - iii. Nominations will be considered only on the basis of standing in an event or competition, as opposed to achievements or service to the sport.
  - iv. Nominees will be considered for an award only in the year immediately following the year in which the achievement occurred.
  - v. For Individuals:
    - a. "Event" means a single activity or contest (e.g. a 50m free style swim); and/or
    - b. "Competition" means a multiple activity contest made up of more than one event (e.g. a swim meet)
  - vi. For Teams:
    - a. "Event" means single activity contest with two or more participants (e.g. a 200m free style relay swim); and/or
    - b. "Competition" means a multiple activity contest with two or more participants made up of more than one event (e.g. a hockey tournament)
  - vii. Nominees may have competed at an amateur or professional level.
- (b) Fine and Performing Arts:

- i. <sup>1</sup>Nominees will be individuals and groups of individuals.
  - ii. Nominees must have gained a national or international acceptance or recognition of outstanding specific achievement and/or a series of accomplishments over time in one or more of the arts.
  - iii. Nominees may hold amateur or professional status.
  - iv. Nominees may be considered for an award in the year immediately following the year in which the specific achievement occurred or in recognition of a series of accomplishments over time.
  - v. Nominees are only eligible to receive a Mayor's Recognition Award in this category once for the same fine or performing art.
- (c) Distinguished Voluntary Service:
- i. Nominees must have made a significant impact and enhanced the quality of life and/or implemented a significant positive change in Red Deer.
  - ii. Nominees will be individuals.
  - iii. Volunteer work shall be beyond the normal scope of their professional duties.
- (d) Community Builder Award:
- <sup>2</sup>This award recognizes outstanding individuals or groups, whose work is beyond the normal scope of their professional duties. Nominees must demonstrate:
- i. Special or unique qualities that highlight how the person/group has made a difference in the community; and
  - ii. Leadership, dedication, innovation and creativity; and
  - iii. Long term benefits or impact to the community.
- (e) Mayor's Special Award:
- i. The Mayor's Special Award is the highest possible recognition from The City of Red Deer.
  - ii. Nominees will be individuals, groups or teams who have demonstrated any of the following:
    - a. Humanitarianism; and/or
    - b. Exceptional achievement; and/or
    - c. An act of heroism or bravery.

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<sup>1</sup> 3576/A-2019

<sup>2</sup> 3576/A-2019



- iii. Volunteer work shall be beyond the normal scope of their professional duties.
- iv. The Mayor's Special Award will not necessarily be presented each year. Where special circumstances warrant, more than one award may be presented in a given year.
- v. The Mayor makes the selection of the Mayor's Special Award recipient from the nominations received.

## **51. Membership**

- (1) The Committee will consist of five Members appointed by the Mayor.
- (2) Membership on the Committee will remain anonymous.
- (3) Applicants for membership on the Committee will be residents of the city of Red Deer and any Member who ceases to be a resident will be disqualified from the Committee.

## **52. Meetings**

The Mayor's Recognition Awards Committee meets when called.

**53. Committee Name:** Municipal Planning Commission

**54. Purpose**

The purpose of the Municipal Planning Commission is to act as the Subdivision Authority for The City of Red Deer for subdivision applications referred to it by the Subdivision Officer, and as the Development Authority in all matters assigned to it under the Land Use Bylaw, by Council, or referred to it by the Development Officer.

**55. Committee Outcomes**

- (1) The Development Authority of The City of Red Deer is:
  - (a) The Development Officer and any employee of The City of Red Deer to whom the City Manager has delegated authority to carry out the duties or functions of a Development Officer; and
  - (b) The Municipal Planning Commission in respect of any matter assigned to it under the Land Use Bylaw, by Council or referred to it by the Development Officer.
- (2) The Subdivision Authority for The City of Red Deer is:
  - (a) The Subdivision Officer, who is the Director of Planning Services or designate, for all subdivision applications, except as provided for in subsection 2(b) below;
  - (b) The Municipal Planning Commission for any subdivision application that:
    - i. Involves a relaxation of the Land Use Bylaw standards;
    - ii. May not meet the criteria of Section 654(1) of the MGA;
    - iii. Elicits written planning concerns from those persons and local authorities to whom the application was required to be circulated; and
    - iv. Any other subdivision application that the Subdivision Officer refers to the MPC.
- (3) When a registerable instrument is submitted for endorsement, the Subdivision Officer is authorized to accept minor modifications to lot lines, provided:
  - (a) No more than one additional lot is created;
  - (b) Municipal, school or environmental reserve does not change;
  - (c) Roadway standards of The City of Red Deer are not compromised; and
  - (d) Such adjustments comply with City bylaws with the exception that minor changes to the Land Use Bylaw standards may be included as provided for in the Municipal Government Act.
- (4) The Subdivision Officer has the authority to:

- (a) Extend the time within which a Plan of Subdivision is required to be submitted to the Subdivision Authority for endorsement;
  - (b) Following endorsement, extend the time within which a plan of subdivision or other instrument pertaining to a subdivision is required to be submitted to the Registrar of Land Titles for registration; and
  - (c) Refer requests for extensions of time under subsections (a) and (b) above to the Municipal Planning Commission.
- (5) In addition to the duties set out in the Land Use Bylaw and Municipal Government Act, the Municipal Planning Commission has the following responsibilities pertaining to subdivision and development issues:
- (a) Act in an advisory role to Council on policy issues;
  - (b) Act in an advisory role to Administration on issues that may impact the implementation or administration of policy;
  - (c) Exercise all the powers and perform all the duties prescribed for it in the Municipal Government Act and City bylaws;
  - (d) Decide on all matters referred to it by the Development Officer and the Subdivision Officer; and
  - (e) Act for the City by providing a position in respect of proposed wells, pipelines, oil and gas facilities within the Intermunicipal Development Plan boundary, as well as Utilities which are referred to MPC by administration.
- (6) The Municipal Planning Commission shall not be bound to follow any formal rules of evidence.

## **56. Membership**

- (1) The Municipal Planning Commission consists of seven Members as follows:
- (a) The Mayor;
  - (b) Two Councillors; and
  - (c) Four Citizen Representatives.
- (2) Council will also appoint one Councillor as an alternate Member of the Municipal Planning Commission, who, if the Mayor or an appointed Councillor is unable to participate in a meeting, will serve in his/her place.
- (3) The Mayor is chairperson of the Municipal Planning Commission.
- (4) In the absence of the Mayor, a Councillor will act as chairperson. If a Councillor is not present or must leave the meeting, a Citizen Representative will assume the position of chairperson in the interim.

**57. Meetings**

The Municipal Planning Commission meets every Wednesday commencing at 9:00 a.m. as required.

**58. Committee Name:** Nomination Committee

**59. Purpose**

The purpose of the Nomination Committee is to advise Council on Committee appointments, based on criteria including stakeholder feedback, in order to ensure the optimal functioning of all Committees.

**60. Committee Outcomes**

- (l) The Nomination Committee will:
  - (a) Review all applications received for Committees of Council;
  - (b) Make recommendations to Council with respect to membership appointments to Committees;
  - (c) Develop procedures with respect to the following aspects related to Committee appointments:
    - (i) Competency evaluation of applicants;
    - (ii) Reference checks;
    - (iii) Exit interviews; and
    - (iv) Committee Member evaluations.
  - (d) Act in an advisory role to Council and Administration on issues that may impact the operations of any Committee.

**61. Membership**

- (l) The Nomination Committee consists of three members as follows:
  - (a) Three Councillors.

**62. Meetings**

The Nomination Committee meets when called.

**63. Committee Name:** Public Art Commission

**64. Purpose**

The purpose of the Public Art Commission is to provide expert and community input on public art for The City of Red Deer.

**65. Committee Outcomes**

- (1) The Public Art Commission will:
  - (a) Recommend and advise on public art policies, guidelines, plans and issues as they relate to The City of Red Deer;
  - (b) Review all acquisitions and donations of public art;
  - (c) Make decisions on the re-siting and deaccessioning of public artwork, except in the following situations where the authority will rest with the Public Art Coordinator:
    - (i) temporary relocations to support repairs, maintenance, construction, or to protect artwork;
    - (ii) cases where there is significant, immediate concern for public safety, or the safety or integrity of the artwork; and
    - (iii) short term and permanent relocations of interior placement discreet artworks (e.g. to facilitate a dynamic and interesting public art program).
  - (d) Adjudicate all public art projects and grant applications for the year, in accordance with current policies; and
  - (e) Receive applications for community public art grant projects to determine whether or not the community public art project should proceed and, if so, to what extent funding should be provided.
- (2) The Committee will keep all information confidential including names and details of submissions.

**66. Membership**

- (1) The Public Art Commission consists of the following Members:
  - (a) Three representatives from the community who are knowledgeable about art (Artists, art historians, art curators, art students/educators, etc.);
  - (b) Two Citizen Representatives;

**67. Meetings**

The Public Art Commission meets every second Wednesday of the month, commencing at 5:00 p.m. as required.

**68. Transitional**

- (1) The existing terms of Membership of Committee Members shall continue in accordance with Council appointments made prior to the passing of this bylaw.
- (2) Bylaw 3520/2014 is repealed and this bylaw will come into force on October 24, 2016.

READ A FIRST TIME IN OPEN COUNCIL this	12	day of	September	2016.
READ A SECOND TIME IN OPEN COUNCIL this	12	day of	September	2016.
READ A THIRD TIME IN OPEN COUNCIL this	12	day of	September	2016.
AND SIGNED BY THE MAYOR AND CITY CLERK this	12	day of	September	2016.

“Mayor Tara Veer”  
\_\_\_\_\_  
Mayor

“Frieda McDougall”  
\_\_\_\_\_  
City Clerk