

**TOWN OF HIGH RIVER  
ALBERTA  
BYLAW 4572/2020**

**BEING A BYLAW OF THE TOWN OF HIGH RIVER, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A STEERING COMMITTEE FOR THE PRELIMINARY REVIEW OF THE TOWN PLAN.**

**WHEREAS** pursuant to Section 145 of the *Municipal Government Act*, R.S.A. 2000, c.M-26 Council may pass bylaws in relation to the establishment, functions, procedures and conduct of Council Committees;

**NOW THEREFORE**, Council of the Town of High River, in the Province of Alberta, hereby enacts as follows:

**PART 1 - INTERPRETATION AND DEFINITIONS**

**Short Title**

1. This Bylaw may be cited as the "Preliminary Town Plan Steering Committee Bylaw".

**Definitions**

2. In this Bylaw, unless the context otherwise requires:
  - (a) **"Act"** shall mean the *Municipal Government Act*, R.S.A. 2000, c.M-26;
  - (b) **"Chief Administrative Officer"** shall mean the Chief Administrative Officer of the Town or his/her delegate.
  - (c) **"Committee"** shall mean the Steering Committee for the Preliminary Review of the Town Plan;
  - (d) **"Council"** shall mean the Municipal Council of the Town;
  - (e) **"Mayor"** shall mean the Chief Elected Official of the Town;
  - (e) **"Member"** shall mean, a member of the Committee appointed by Council in accordance with the Council Procedure Bylaw 4294/2011 as well as the Appointments to Committees/Commissions/Boards Policy;
  - (f) **"Town"** shall mean the municipal corporation of the Town of High River; and
  - (g) **"Town Plan"** is the local term adopted by Council for what the Municipal Government Act (MGA) calls the Municipal Development Plan (MDP).

**PART 2 – ESTABLISHMENT OF COMMITTEE**

3. The Preliminary Town Plan Steering Committee Bylaw is hereby established.

**Part 2 – STRUCTURE**

**Composition**

4. The Committee shall be comprised of eight (8) members, appointed by Council, as follows:
  - (a) Three (3) members at large (voting);
  - (b) Three (3) members of Council (voting);

- (c) One (1) member of the Mayor's Youth Advisory Council (non-voting); and
  - (d) The Mayor (non-voting).
5. The Committee will dissolve upon Council's adoption of the recommendations, or upon direction from Council.
  6. A Member ceases to be a Committee member if he or she:
    - (a) becomes an employee with the Town;
    - (b) is absent from three (3) consecutive meetings of the Committee, unless such an absence is authorized by a resolution of the Committee; or
    - (c) is removed by a majority vote of the Council.
  7. Any Member may resign upon sending written notice to Council. The date the resignation is received by Council shall be the effective date of the resignation.
  8. If any Member dies, resigns, or ceases to be a member of the Committee during the term which he or she is appointed, the vacancy shall be filled as soon as possible thereafter, and such appointment shall be effective only during the remaining term of the person vacating.
  9. Any Member who is a member of Council and resigns from Council shall be deemed to have resigned from the Committee.
  10. The Chair may be consulted when an appointment to the Committee is considered by Council.

#### **Chair**

11. The Committee shall select a Chair from its Members.
12. The duties of the Chair shall be to:
  - (a) call meetings of the Committee in consultation with the Project Manager.
  - (b) distribute meeting agendas to the Committee at least one week prior to a meeting in consultation with the Project Manager.
  - (c) direct the conduct of all meetings of the Committee and ensure that meetings are conducted in a respectful and fair manner;
  - (d) ensure that the minutes from previous meetings are approved by the Committee; and
  - (e) represent the Committee at Council and in other public functions.
13. If the appointed Chair is unable to attend the meeting, they are responsible for finding another member to carry out their duties for that meeting.

#### **Secretary**

14. The Committee shall select a Secretary from its Members.
15. The duties of the Secretary shall be to:

- (a) prepare Committee meeting minutes as prescribed by the Town;
  - (b) circulate the draft minutes to Members in advance of meetings; and
  - (c) shall submit the approved Committee meeting minutes to the Legislative Services division at the Town within 10 days from the date of approval.
16. If the appointed Secretary is unable to attend the meeting, they are responsible for finding another member to carry out their duties for that meeting.

#### **Quorum**

17. Quorum is required before the Chair can open a meeting.
18. A Quorum is defined as a minimum of five (5) Committee Members. A minimum of three (3) of those members must be voting members.

#### **Decision-making**

19. Decisions are made by voting on a motion. Only members at large and Councillors are eligible to vote. The Mayor and the Mayor's Youth Advisory Council representative are not eligible to vote. Voting is done by a show of hands to determine a position on a motion.
20. If the motion is not supported unanimously, the Committee Members must decide if the matter:
- (a) requires more discussion and another motion to reach consensus;
  - (b) should be tabled and reconsidered at a subsequent meeting; or
  - (c) will not achieve a unanimous vote and the motion stands.
- A tied vote defeats the motion.

#### **Procedures**

21. The Committee shall follow the procedures prescribed by the Council Procedure Bylaw 4294/2011.

#### **Meetings**

22. The Committee shall meet as needed.
23. The Committee shall meet at the call of the Chair or on a schedule approved by the Committee.
24. Members shall be given at least one (1) week's written notice of a Committee meeting.
25. The Chair may call a special meeting of the Committee by giving at least 24 hours' written notice to each Member.
26. Quorum is required before the Chair may open a meeting. A quorum is defined as a minimum of five (5) Committee Members. A minimum of three (3) of those members must be voting members.
27. Members may participate in a meeting in-person or by any other electronic method that permits them to hear with or without visual participation in the meeting.

28. The Committee must keep a record of all actions and decisions as minutes.
29. Meetings shall be advertised in accordance with the *Municipal Government Act*.

### **PART 3 – PURPOSE AND MANDATE**

#### **Purpose**

30. The purpose of the Committee is to review the current Town Plan (including the Growth Management Strategy) and provide recommendations to the Town of High River Council for consideration, regarding the scope of how the Town Plan should be revised/rewritten (maintaining the status quo is an option). The following documents and elements shall be considered:
  - (a) Legislative requirements (*Municipal Government Act, South Saskatchewan Regional Plan* and the *Calgary Metropolitan Region Interim Growth Plan*);
  - (b) Council Strategic Plan and priorities;
  - (c) Community priorities;
  - (d) The Land Use Bylaw and Downtown Area Redevelopment Plan; and
  - (e) Best planning practices.
31. The entire Town Plan will need to be reviewed (including all goals, objectives, and policies). Several of the key elements for consideration are as follows:
  - (a) the municipal vision;
  - (b) the strategy for protection of flood prone lands;
  - (c) the housing strategy;
  - (d) the strategy for municipal infrastructure construction and upgrading;
  - (e) the strategy for community services and facilities development;
  - (f) the strategy for economic development and tourism initiatives;
  - (g) the long-term strategy for a sustainable community through the integration of land use and mobility policies; and
  - (h) the growth management strategy.

#### **Functions**

32. The Committee's responsibilities include:
  - (a) carefully and thoroughly reviewing the current Town Plan; and
  - (b) providing specific recommendations to Council regarding whether or in what way the Town Plan should be reviewed/rewritten.

### **Guiding Principle**

33. The Committee Members agree to the following guiding principle:
- (a) To work together as representatives of the High River community to accomplish an outcome that benefits the Town as a whole.

### **Limitation of Powers**

34. Neither the Committee nor any Member shall have power to pledge the credit of the Town, in connection with any matters whatsoever, nor shall the Committee or any Member have any power to authorize any expenditure to be charged against the Town.
35. No Member shall issue or purport to issue any order, direction or instruction to any employee of the Town.

### **Staff Liaisons**

36. The following employees of the Town are liaisons to the Committee:
- (a) The Project Manager or his/her delegate;
37. Staff liaisons shall act in an advisory capacity and shall not be entitled to vote on matters before the Committee.

## **PART 4 – CODE OF CONDUCT**

### **Pecuniary Interest**

38. For the purpose of this Part, the following terms shall have the same meaning as in Section 169 of the *Municipal Government Act*:
- (a) **"Corporation"**;
  - (b) **"Director"**;
  - (c) **"Distributing Corporation"**;
  - (d) **"Officer"**;
  - (e) **"Shareholder"**;
  - (f) **"Voting Rights"**;
  - (g) **"Voting Shares"**; and
  - (h) **"Spouse"**.
39. For the purpose of this Part, the term **"Member's Family"** shall have the same meaning as the term "Councillor's Family" under Section 169 of the Act.
40. No Member shall participate in a discussion of any matter before the Committee in which that Member has a pecuniary interest.
41. A Member has a pecuniary interest in a matter if:
- (a) The matter could monetarily affect the Member or an employer of the Member; or

- (b) The Member knows or ought to know the matter could monetarily affect the Member's Family.
42. For the purposes of Section 37, a Member is monetarily affected by a matter if the matter monetarily affects:
- (a) The Member directly;
  - (b) A Corporation other than a Distributing Corporation, in which the person is a Shareholder, Director or Officer;
  - (c) A Distributing Corporation in which the Member beneficially owns Voting Shares carrying at least 10% of the voting rights attached to the Voting Shares of the corporation or of which the Member is a Director or Officer; or
  - (d) A partnership or firm of which the Member is a member.
43. For the purposes of determining whether a Member has a pecuniary interest in the matter before the Committee, the provisions of Section 170(3) of the *Municipal Government Act* shall apply, substituting the term "Member" for the term "Councillor".
44. Where a Member has a pecuniary interest in a matter before the Committee, that Member shall:
- (a) Disclose the general nature of the pecuniary interest to the Chair prior to any discussion of the matter;
  - (b) Abstain from voting on any question relating to the matter;
  - (c) Abstain from any discussion of the matter; and
  - (d) Leave the room in which the meeting is being held until discussion and voting on the matter are concluded.

#### **Member Conduct**

45. Members shall:
- (a) Keep closed meeting discussions of Committee confidential, except where required to disclose that information by law; and
  - (b) Attend all Committee meetings to which he or she has been assigned unless prior notice of a Member's inability to attend has been provided to the Chair.
46. Members commit to:
- (a) Listen and respect the opinions of other Members and liaisons;
  - (b) Respect and support the decisions of the Committee; and
  - (c) Participate actively in Committee meetings and actions.

### **PART 5 - GENERAL**



#### **Severability**

41. Every provision of this Bylaw is independent of all other provisions. If any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.



**Effective Date**

42. This Bylaw shall come into force when it has received third and final reading and has been signed by the Mayor and Chief Administrative Officer.



READ A FIRST TIME THIS 27 DAY OF January A.D 2020.

  
MAYOR/DEPUTY MAYOR  
  
CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME THIS 27 DAY OF January A.D 2020.

  
MAYOR/DEPUTY MAYOR  
  
CHIEF ADMINISTRATIVE OFFICER

READ A THIRD AND FINAL TIME THIS 27 DAY OF January  
A.D. 2020.

  
MAYOR/DEPUTY MAYOR  
  
CHIEF ADMINISTRATIVE OFFICER