



CITY OF FORT SASKATCHEWAN

A BYLAW OF THE CITY OF FORT SASKATCHEWAN, IN THE PROVINCE OF ALBERTA, TO ESTABLISH AND PRESCRIBE THE FUNCTION AND PROCEDURES OF A JOINT COUNCIL COMMITTEE NAMED THE INTERMUNICIPAL RELATIONS COMMITTEE BETWEEN THE CITY OF FORT SASKATCHEWAN AND STRATHCONA COUNTY

BYLAW C30-21

The Council of the City of Fort Saskatchewan in the Province of Alberta, duly assembled, enacts the following:

1. SHORT TITLE

This Bylaw shall be referred to as the "Fort Saskatchewan and Strathcona County Intermunicipal Relations Committee Bylaw".

2. DEFINITIONS

For the purposes of this Bylaw:

- 2.1 "CAO" means the Chief Administrative Officer or Chief Commissioner for Strathcona County or delegate, and the City Manager for Fort Saskatchewan or delegate.
- 2.2 "Committee" means the joint Council committee named the Strathcona County and City of Fort Saskatchewan Intermunicipal Relations Committee, established under this Bylaw.
- 2.3 "Council" means the Members who comprise the municipal Council for the City, and includes the Mayor and Councillors, individually and as a whole.
- 2.4 "Fort Saskatchewan" means the municipal corporation of the City of Fort Saskatchewan.
- 2.5 "Host Municipality" means the municipality that is hosting the meeting of the Committee on a rotational basis.
- 2.6 "Mayor" means the Chief Elected Official of Strathcona County or Fort Saskatchewan.
- 2.7 "Strathcona County" means the municipal corporation of Strathcona County, a specialized County, a specialized municipality established under the authority of the *Municipal Government Act*, RSA 2000, c M-26 and Order in Council 761/95.

3. GENERAL

- 3.1 All headings, titles, and margin notes in this Bylaw are for ease of reference only.
- 3.2 All references in this Bylaw to gender-specific words, phrases, and references are intended to be gender-neutral, and the singular includes the plural as the context requires.

- 3.3 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the Bylaw is deemed valid and enforceable.
- 3.4 References to provisions of statute, rules or regulations shall be deemed to include references to such provisions as amended, modified, or re-enacted from time to time.

4. ESTABLISHMENT

- 4.1 Section 3 of the *Municipal Government Act* provides that the purposes of a municipality include to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.
- 4.2 Strathcona County and Fort Saskatchewan jointly establish a Council Committee named the Strathcona County and City of Fort Saskatchewan Intermunicipal Relations Committee.

5. MANDATE

- 5.1 The mandate of the Committee is to enhance the relationship between the municipalities and ensure effective communication on municipal issues or common interest.
- 5.2 To fulfill its mandate, the Committee may:
 - a. develop and maintain a forum for the exchange of information about municipal issues of common interest;
 - b. identify opportunities for enhancing the intermunicipal relationship; and
 - c. make recommendations to Strathcona County Council and Fort Saskatchewan Council on strategies, frameworks, programs, or policies to enhance the intermunicipal relationship.

6. TERMS OF REFERENCE

- 6.1 The Committee includes the following voting members:
 - a. Strathcona County Mayor;
 - b. Fort Saskatchewan Mayor;
 - c. Strathcona County Ward 5 Councillor;
 - d. one (1) Strathcona County Councillor, as appointed by Strathcona County Council; and
 - e. two (2) Fort Saskatchewan Councillors, as appointed by Fort Saskatchewan Council.
- 6.2 The Committee includes the following non-voting members:
 - a. Strathcona County Chief Commissioner; and

- b. Fort Saskatchewan City Manager.
- 6.3 Fort Saskatchewan members of the Committee shall be appointed by Fort Saskatchewan Council annually at their organizational meeting. However, preference is for members to be appointed for at least two years.
- 6.4 Strathcona County Council or Fort Saskatchewan Council may re-appoint a Councillor as member of the Committee for consecutive terms.
- 6.5 Strathcona County and Fort Saskatchewan shall share the responsibility to host Committee meetings on a rotational basis.

7. MEETINGS

- 7.1 The Committee shall:
 - a. Adopt a meeting schedule at the start of each year;
 - b. Provide the annual meeting schedule to the Strathcona County Chief Commissioner and to the Fort Saskatchewan City Manager; and
 - c. Post the annual meeting schedule on Fort Saskatchewan's website to provide notice to the public.
- 7.2 The Committee may vote to change the date, time, or place of a scheduled Committee meeting, or to schedule an additional Committee meeting, if the Committee provides notice of the meeting in accordance with this Bylaw.
- 7.3 Committee meetings shall be held in public unless the Committee meeting is closed for reasons permitted by the MGA, or *Freedom of Information and Protection of Privacy Act*.
- 7.4 The agenda for a Committee meeting shall be established by the Host Municipality and distributed to the Committee members one week in advance of the meeting.
- 7.5 Quorum consists of two (2) voting members from each municipality and the CAO from each municipality.
- 7.6 Committee meetings shall be conducted in accordance with this Bylaw and Robert's Rules of Order. In the even of a conflict between this Bylaw and Robert's Rules, this Bylaw shall apply.
- 7.7 The Host Municipality shall prepare and distribute minutes within seven (7) business days following a meeting.

8. CHAIR

- 8.1 The Strathcona County Mayor and Fort Saskatchewan Mayor shall serve as the chair or the Committee on a rotational basis.
- 8.2 If Fort Saskatchewan is the Host Municipality and the Mayor is absent, one (1) of the appointed Fort Saskatchewan Councillors shall serve as chair.

- 8.3 If Strathcona County is the Host Municipality and the Mayor is absent, then the Ward 5 Councillor appointed to the Committee shall serve as chair.
- 8.4 The chair shall preside at the Committee meeting and decide on all points of order.

9. ADMINISTRATIVE SUPPORT

- 9.1 The CAO of the Host Municipality shall provide administrative support to the Committee, including:
 - a. publishing the Committee's meeting schedules and notices;
 - b. providing technical, administrative, meeting space, meeting management and other support to the Committee as required for its meetings;
 - c. managing the Committee's minutes and records;
 - d. providing information or records to the Committee about matters within its mandate, subject to the *Freedom of Information and Protection of Privacy Act*, and other confidentiality requirements; and
 - e. facilitating the preparation of Committee reports to Council.

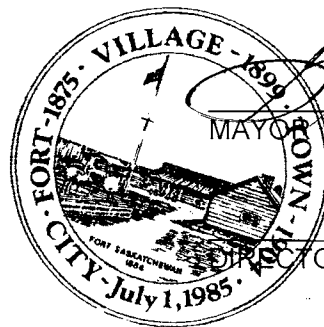
10. EFFECTIVE DATE

- 10.1 Bylaw C30-21 shall come into force and effect on October 18, 2021, and upon receiving three readings and being duly signed.

READ a first time this 14th day of September 2021.

READ a second time this 14th day of September 2021.

READ a third time and passed this 14th day of September 2021.



Dale Katchur

[Signature]

DIRECTOR, LEGISLATIVE SERVICES

Date Signed: September 14, 2021