

**BYLAW 15-032
OF
LAC LA BICHE COUNTY**

A BYLAW OF LAC LA BICHE COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH THE POLICY REVIEW COMMITTEE OF COUNCIL.

WHEREAS under the authority and pursuant to the provisions of the *Municipal Government Act*, Chapter M 26, R.S.A. 2000, 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 a Policy Review Committee of Council;

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:

1. Title

- 1.1. This Bylaw may be cited as the "Policy Review Committee Bylaw."

2. Definitions

- 2.1. "Chair" means any person who has been given authority to direct the conduct of a meeting;
- 2.2. "Council" means Lac La Biche County Council;
- 2.3. "Member" means any member of Council or Council Committee.

3. Purpose and Responsibility

- 3.1. The Policy Review Committee shall provide recommendations to Council on matters pertaining to Lac La Biche County policies.

4. Duties and Outcomes

- 4.1. The Policy Review Committee shall be responsible for:
- 4.1.1. reviewing and making recommendations to Council on all Lac La Biche County policies, in accordance with the review date identified as part of the policy adoption;
- 4.1.2. considering and making recommendations to Council on new policy development, as directed or referred by Council;

- 4.1.3. reviewing and making recommendations to Council on Lac La Biche County bylaws, as directed or referred by Council.

5. Reporting Relationship and Accountability

- 5.1. The Policy Review Committee shall provide, in writing, the Committee's position or recommendation to County Council on matters of County policy.

6. Membership, Quorum, and Organization

- 6.1. The Policy Review Committee shall be composed of three (3) Councillors and the Mayor as ex-officio.
- 6.2. Quorum of the Policy Review Committee shall consist of three (3) Councillors.
- 6.3. The committee shall receive administrative assistance from the Chief Administrative Officer, or designate(s).
- 6.4. The Chief Administrative Officer shall ensure that agendas are prepared and minutes recorded for each and every meeting of the Policy Review Committee.
- 6.5. At the first meeting of the Policy Review Committee members will select a Chair. The Chair shall retain their position until the proceeding organizational meeting.
- 6.6. All members shall be bound to the meeting procedures, entitlements, and limitations established in the Lac La Biche County Procedural Bylaw and the Councillor Code of Conduct.
- 6.7. At the first meeting of the Policy Review Committee members will determine a meeting schedule.
- 6.8. No less than twenty four (24) hours' notice of a Policy Review Committee meeting stating the time, date, and place at which it is to be held and stating in general terms the nature of the business to be transacted at the meeting shall be provided to each member of the committee and to the public.

7. Limitations of Powers

- 7.1. Pursuant to Section 203(1) of the Municipal Government Act, Chapter M 26, R.S.A. 2000, the Policy Review Committee does not:
 - 7.1.1. Have the power or duty to pass bylaws;
 - 7.1.2. Have the power to make, suspend, or revoke the appointment of a person to the position of chief administrative officer;
 - 7.1.3. Have the power to adopt budgets under Part 8;

- 7.1.4. Have the power with respect to taxes under section 347; and
 - 7.1.5. Have a duty to decide appeals imposed on it by this or another enactment or bylaw, whether generally or on a case by case basis, unless the delegation is to a Council Committee authorized by bylaw;
 - 7.1.6. Have the power to expend money.
- 7.2. Specifically prohibited at Policy Review Committee meetings are resolutions which contravene section 7.1 of this Bylaw, to adopt or finalize any Bylaw, policy, procedure, report, or document.

8. Amendment and Repeal

- 8.1 Upon final passing of this Bylaw, Lac La Biche County Procedural Bylaw 14-001 is amended such that:
- 8.1.1. section 9 in its entirety shall be rescinded;
 - 8.1.2. Section 12.1 shall be replaced with the following:

“A public input session shall be scheduled during Regular Council Meetings and shall commence at the advertised time, or so soon thereafter the advertised time as reasonably possible.”
 - 8.1.3. the portion of Schedule “A” pertaining to the Policy and Priorities Committee Agenda shall be rescinded;
- 8.2 Upon final passing of this Bylaw, Lac La Biche County Bylaw 14-018 shall be rescinded and Schedule “C” of Bylaw 14-001 shall be reinstated as adopted on January 14, 2014.
- 9 Notwithstanding any provisions contained within this Bylaw, the Governance Review Task Force, established through Lac La Biche County resolution 15.546 shall continue as outlined in the Term of Appointment. Upon conclusion of the Governance Review Task Force Term, all matters pertaining to governance policies shall be forwarded to the Policy Review Committee.
- 10 This bylaw shall come into effect upon passing of the third and final reading.

MOTION BY COUNCILLOR RICHARD THAT BYLAW 15-032 BE GIVEN FIRST READING THIS 29TH DAY OF SEPTEMBER, 2015.

MOTION BY COUNCILLOR AUSTIN THAT BYLAW 15-032 BE GIVEN SECOND READING THIS 29TH DAY OF SEPTEMBER, 2015.

MOTION BY COUNCILLOR PHILLIPS THAT BYLAW 15-032 BE SUBMITTED FOR THIRD AND FINAL READING THIS 29TH DAY OF SEPTEMBER, 2015.

MOTION BY COUNCILLOR SIEBOLD THAT BYLAW 15-032 BE GIVEN THIRD AND FINAL READING THIS 29TH DAY OF SEPTEMBER, 2015.

“Original Signed”
Mayor

“Original Signed”
Chief Administrative Officer