

**BYLAW 22-018  
OF  
LAC LA BICHE COUNTY**

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A BYLAW OF LAC LA BICHE COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH THE LAC LA BICHE WATERSHED MANAGEMENT PLAN IMPLEMENTATION COMMITTEE.

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**WHEREAS** under the provisions of the *Municipal Government Act* R.S.A. 2000, Chapter M-26, and amendments thereto, a Council may pass bylaws in relation to the establishment, functions and procedures of council committees and other bodies;

**AND WHEREAS** the Council of Lac La Biche County has determined that it is in the best interest of the municipality to establish the Lac La Biche County Watershed Management Plan Implementation Committee;

**NOW THEREFORE** under the authority and subject to the provisions of the *Municipal Government Act*, and by virtue of all other powers enabling it, the Council of Lac La Biche County, duly assembled, enacts as follows:

**Title**

1 This bylaw is called the “Lac La Biche Watershed Management Plan Implementation Committee Bylaw.”

**Definitions**

2 In this bylaw,

- (a) “Administration” means staff members of the County;
- (b) “Council” means Lac La Biche County Council;
- (c) “County” means Lac La Biche County;
- (d) “Implementation Committee” refers to the Lac La Biche Watershed Implementation Committee.

**Establishment**

3 The Lac La Biche Watershed Management Plan Implementation Committee is hereby established.

**Purpose**

4 The purpose of the Implementation Committee is to implement the recommendations set out in the Lac La Biche Watershed Management Plan, which was adopted by Lac La Biche County Council.

## **Terms of Reference**

5 The Lac La Biche County Watershed Management Plan Implementation Committee shall adhere to the Terms of Reference, forming Schedule "A" of this Bylaw.

## **Membership**

6(1) As directed by the Implementation Committee terms of reference, stakeholder organizations will be invited to join the Implementation Committee by Lac La Biche County Administration. The organization will then appoint members to represent their respective organization on the Implementation Committee. This section shall prevail over the Committee Member Selection Policy of Lac La Biche County.

(2) A Lac La Biche County Council Member may be appointed to the Implementation Committee by resolution of Council.

(3) Lac La Biche County Administration will appoint two voting members to the Implementation Committee, one member from Environmental Services and one member from Planning and Development.

## **Quorum**

7(1) Quorum of the Lac La Biche Watershed Management Plan Implementation Committee shall consist of fifty per cent (50%) of the voting membership.

## **Remuneration**

8(1) Those members representing stakeholder organizations as unpaid volunteers may be eligible for remuneration under the County's Committee Members Remuneration Policy.

(2) Members representing stakeholder organizations as employees or in a paid position shall not be eligible for remuneration under the County's Committee Members Remuneration Policy.

(3) Lac La Biche County Council Members appointed to the Implementation Committee are eligible for remuneration under the County's Council Member Remuneration Policy.

## **Sub-Committee**

9 The Implementation Committee is hereby authorized to establish a sub-committee made up of members to assist and offer guidance on specific items/projects.

## **Severability**

10 Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid

**Effective Date**

11 This Bylaw shall come into force and effect upon third reading.

**THAT BYLAW 22-018 BE GIVEN FIRST READING THIS 9th DAY OF JUNE 2022.**

**THAT BYLAW 22-018 BE GIVEN SECOND READING THIS 9th DAY OF JUNE 2022.**

**THAT BYLAW 22-018 BE SUBMITTED FOR THIRD READING THIS 9th DAY OF JUNE 2022.**

**THAT BYLAW 22-018 BE GIVEN THIRD READING THIS 9th DAY OF JUNE 2022.**

"Original Signed"

\_\_\_\_\_  
Mayor

"Original Signed"

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Chief Administrative Officer



**TERMS OF REFERENCE**  
**LAC LA BICHE WATERSHED MANAGEMENT PLAN**  
**IMPLEMENTATION COMMITTEE**



## Table of Contents

INTRODUCTION .....	2
IMPLEMENTATION COMMITTEE PURPOSE .....	3
GUIDING PRINCIPLES.....	3
IMPLEMENTATION COMMITTEE TASKS .....	3
COMPOSITION.....	4
IMPLEMENTATION COMMITTEE STRUCTURE .....	5
ROLES AND RESPONSIBILITIES.....	5
DECISION MAKING .....	6
IMPLEMENTATION COMMITTEE QUORUM .....	7
DELIVERABLES .....	7
TIMELINE AND SCHEDULES .....	7
MEETINGS AND ADMINISTRATIVE SUPPORT .....	7
COMMUNICATION .....	8

## INTRODUCTION

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This document outlines the purpose, mandate, roles, responsibilities, and ground rules for the Implementation Committee of the Lac La Biche Watershed Management Plan. Amendments to this document must be approved by Lac La Biche County Council. The Implementation Committee may propose amendments for Council's consideration.

## IMPLEMENTATION COMMITTEE PURPOSE

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The purpose of the Implementation Committee is to implement the recommendations set out in the Lac La Biche Watershed Management Plan.

The Lac La Biche Watershed Management Plan was adopted by Lac La Biche County Council during the Regular Council Meeting held on May 25, 2021.

## GUIDING PRINCIPLES

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The Implementation Committee will meet the following guiding principles to implement the recommendations set out in the Lac La Biche Watershed Management Plan:

- Open and transparent decision-making process,
- Integration of social, economic, and environmental values,
- Strive for consensus decision-making,
- Work constructively, collaboratively, and in an inclusive manner,
- Decisions must be based on the best available scientific information,
- Respect government legislations and policies, including existing authorizations and approvals under the *Water Act* and the *Environmental Protection and Enhancement Act (EPEA)*,
- Ensure consistency with the provincial Land Use Framework and Water for Life Strategy, as well as other relevant and applicable plans and bylaws,
- Respect First Nations Treaty Rights, First Nations and Métis Traditional Uses, and
- Respect each other's perspectives.

## IMPLEMENTATION COMMITTEE TASKS

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The Implementation Committee will be responsible for overseeing and providing direction to the implementation process. The Implementation Committee will also be responsible to ensure that all partners and stakeholders have the opportunity to provide input into the implementation process.

The following specific tasks have been identified as necessary to implement the Lac La Biche Watershed Management Plan:

- Review the Terms of Reference for the Lac La Biche Watershed Management Plan Implementation Committee,
- Maintain membership of the Implementation Committee to ensure full representation of all key partners and stakeholders,
- Review the reporting template, which includes 89 recommended action items,
- Determine the type, roles, timeframe, success measures, priority, and status for every recommended

action item within the reporting template,

- Identify and compile all technical and scientific information that may be required to complete the reporting template and the implementation of the Lac La Biche Watershed Management Plan,
- Provide existing technical information and data relevant to the implementation process,
- Adopt a structured decision-making process that will allow partners and stakeholders, with a diverse array of values and interests, to effectively and constructively recommend implementation strategies for the Watershed Management Plan,
- Support implementation of the Watershed Management Plan by carrying out and completing all recommended action items, as determined by the Implementation Committee,
- Submit a draft of the reporting template from the Lac La Biche Watershed Management Plan to Lac La Biche County for Council's consideration,
- Provide recommendations for any updates to the Lac La Biche Watershed Management Plan including the reporting template and the recommended action items, which will be presented to Lac La Biche County for Council's consideration.

## COMPOSITION

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The Implementation Committee must have the capacity to address the variety of interests and perspectives within the Lac La Biche Watershed throughout the implementation process.

The membership of the Implementation Committee will include partners and stakeholders who have an interest and could be affected by the outcomes of the Lac La Biche Watershed Management Plan.

Organizations will be invited to join the Implementation Committee by Lac La Biche County Administration. The organizations will then appoint members to represent their respective organization on the Implementation Committee.

A membership list will be maintained by the Implementation Committee and updated as required.

The Implementation Committee is anticipated to consist of key decision-making representatives from the following partner and stakeholder sectors:

- Lac La Biche County Council (one councillor) -may be appointed annually through Council's Organizational Meeting.
- Lac La Biche County Administration
- Alberta Government
- First Nations
- Métis Settlements
- Watershed Planning & Advisory Councils
- Industry (e.g., oil & gas, forestry)
- Rural Community Groups such as Hylo, Owl River, Craigend, Rich Lake, Elinor Lake
- Member at Large (Resident)
- Local non-governmental organizations (NGOs) related to:
  - Agriculture
  - Economics
  - Watershed stewardship & the environment
  - Recreation
  - Homeowners' associations

## **IMPLEMENTATION COMMITTEE STRUCTURE**

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The Implementation Committee Chair and Vice-Chair shall be elected annually by the members of the Implementation Committee at the first Implementation Committee meeting of the year.

The Chair shall provide leadership to the Implementation Committee, ensure that it carries out its mandate, and act as the primary liaison between the Implementation Committee and Lac La Biche County Administration.

The Chair shall preside over each meeting and determine points of order as they arise. Additionally, the Chair is responsible for the conduct and order of the meetings, determining speaking order, and calling a vote on all matters to determine a resolution.

Administration shall be involved in the selection process of the incumbent for a new term, including application screening, evaluation of the public seats, and presenting recommendations to Council to vote for official approval.

In the absence of the Chair, the Vice-Chair shall act as the Chair during meetings and take on the responsibilities and duties for which the Chair would otherwise be responsible.

## **ROLES AND RESPONSIBILITIES**

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If a Councillor is appointed to the Committee, they would act as a conduit between County Council and the Committee. This involves ensuring Council's adopted Strategic Plan, Bylaws and Policies are considered in Committee discussions and recommendations, and to update Council and keep them informed of the Committee's activities.

The Committee will provide an annual report (or as requested by Council) of activities of the Committee; the Chair and/or Vice-Chair will work with Administration for creation and presentation of this report.

The Committee will not direct Administration or council on specific projects or direction but provide advice only. No member of the committee will act or speak on behalf of Lac La Biche County or use the Committee for personal gain or advocate on a pre-determined agenda.

The Committee does not have financial decision-making authority and shall operate under the Administration budgetary responsibilities of the Lac La Biche County Environmental Services department.

Committee members are obligated to conduct themselves with a high level of ethics, setting and raising the example of the standards of conduct in the community and region. This includes but is not limited to treating other committee members and community members with respect and consideration, conducting themselves in a professional manner, keeping confidential matters that are not available to the public, etc.

Council may, at the request of the Committee, ask for the resignation of any member should they not uphold the duties of the Committee as outlined in the Terms of Reference, including regular attendance (no more than two consecutive absences unless approval is voted on by the Committee).

In the event that a committee member no longer represents their designated organization, whether by resignation from the organization or the Implementation Committee, the organization will then appoint a new member to represent their respective organization on the Implementation Committee.

Committee members are encouraged to identify an alternate who can attend meetings in the event that they are unable to attend. Members are responsible for ensuring that their alternate is familiar with these operating principles and process and are fully up to date on issues being discussed



An organization that cannot attend a meeting may provide input on items or decisions to be discussed at that meeting. To provide input, the absentee organization must send an email to the Implementation Committee prior to the meeting.

Committee members will participate in all key steps of the implementation process. Specific responsibilities include:

- Providing a key decision-making representative from member organizations to attend all meetings, or provide an alternate,
- Articulating their watershed management issues and interests,
- Reviewing the Lac La Biche Watershed Management Plan and other relevant information and coming to meetings prepared,
- Sharing information and data sources that support implementation efforts,
- Defining the tasks for all sub-committee activities,
- Exploring the consequences of alternative watershed management strategies,
- Seeking areas of agreement and consensus,
- Reviewing and editing drafts of all process and implementation documentation,
- Keeping their respective organization and its decision makers current on progress and seeking prior direction from them on upcoming decisions and implementation strategies,
- Making recommendations and taking action towards the completion of the recommended action items within the reporting template of the Lac La Biche Watershed Management Plan.

## **DECISION MAKING**

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The Implementation Committee members are expected to represent the interests of their organization or constituents and to ensure that the proposed implementation strategies and outcomes are acceptable to their organization. The Implementation Committee will strive for consensus-based decision-making for all issues including meeting agenda items, alternative options, scenarios identified and the final recommendations. A consensus-based process is a method by which the entire Implementation Committee can come to a common agreement. Inputs and ideas of all participants are gathered, considered, and synthesized to arrive at a final decision acceptable for all.

Consensus is possible only when the conditions regarding a quorum are met. Further, when a decision that could significantly affect a particular sector is pending, a representative from that sector must be present when the decision is made.

If consensus is not reached, the Implementation Committee will follow the following procedures:

- A proposal for resolution is put forward by a member to the Implementation Committee.
- Discussions to amend or modify the proposal will occur within the Implementation Committee.
- Those with opposing views will have the responsibility to put forward alternatives for discussion within two weeks of receiving the document (e.g., minutes, work plans, etc.). If a major concern is raised, the Implementation Committee will hold a conference call to discuss/resolve concerns as a committee.
- If an agreement cannot be made, a mediator or facilitator may be brought in to help address the issue.

## IMPLEMENTATION COMMITTEE QUORUM

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A majority of membership shall constitute quorum. Attendance via phone or electronic means is acceptable.

Voting members include:

- May have one Councillor from Lac La Biche County Council
- Two from Lac La Biche County Administration (one from Environmental Services and one from Planning and Development)
- One from Alberta Government
- One from First Nations
- One from Métis Settlements
- One from Watershed Planning & Advisory Councils
- One from Industry (e.g., oil & gas, forestry)
- One from Rural Community Groups such as Hylo, Owl River, Craigend, Rich Lake, Elinor Lake
- One from Member at Large (Resident)
- One from Local non-governmental organizations (NGOs) related to:
  - Agriculture
  - Economics
  - Watershed stewardship & the environment
  - Recreation
  - Homeowners' associations

## DELIVERABLES

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The following are the key deliverables for the Implementation Committee:

- Updated reporting template as part of the Lac La Biche Watershed Management Plan
- Progress towards and completion of recommended action items identified in the reporting template.

## TIMELINE AND SCHEDULES

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The timelines and schedules for the implementation process will be established by the Implementation Committee. It is estimated that this committee will be ongoing; however, once all recommended action items are completed, it may be decided by Council to terminate the Implementation Committee based on the committee's and Administration's recommendations.

## MEETINGS AND ADMINISTRATIVE SUPPORT

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Most face-to-face meetings will be held at the Lac La Biche County Office. When appropriate, electronic meetings will be used to minimize travel by Implementation Committee members.

As all Implementation committee members have busy schedules, the Implementation Committee will establish a meeting schedule that extends approximately one year in advance. Meetings will be confirmed, and a meeting

location determined (and/or teleconference) at least two weeks in advance of the meeting date. Committee meetings should be open to the public and advertised on the website in accordance with Council's Meetings Procedures Bylaw. If a special meeting is requested and approved by the Implementation Committee, it must be scheduled at least two weeks in advance of the meeting date. If a meeting is not required, it will be cancelled at least one week in advance.

Tracking tasks, contracts, outcomes, and decisions is a critical component for the Implementation Committee's continued progress. Meeting minutes will be circulated by email to the Implementation Committee following each meeting. Meeting minutes will be approved at the subsequent Implementation Committee meeting. The Outstanding Action Item registry and Decision log will be reviewed at each meeting.

This project requires project management in the form of organizing meetings, tracking action items, sending correspondence, taking minutes, and tracking decision items. Project management is provided by Lac La Biche County or a hired consultant.

## **COMMUNICATION**

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Member organizations will communicate material from the Implementation Committee to their constituents. Communication outside of a member's organization will be discussed with the Implementation Committee prior to being released.