

CITY OF ST. ALBERT

CONSOLIDATION OF INTERMUNICIPAL AFFAIRS COMMITTEE BYLAW 11/2007
Consolidated by Bylaw 32/2011

A Bylaw to Establish and Define the Functions of the
St. Albert/Sturgeon County Intermunicipal Affairs Committee

WHEREAS Section 145 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, provides that Council may pass bylaws to establish council committees and define their functions;

AND WHEREAS the municipal councils of the City of St. Albert and Sturgeon County recognize the value of ongoing communication between the two municipalities and the importance of having a mechanism to discuss matters of mutual interest;

AND WHEREAS the municipal councils of the City of St. Albert and Sturgeon County want to establish a joint council committee to facilitate this intermunicipal communication and information sharing;

AND WHEREAS the municipal councils have agreed on the form of and functions for this committee;

AND WHEREAS to bring the joint council committee into existence as a joint committee of the two municipalities both municipal councils must pass a bylaw to establish the joint committee;

The Council of the City of St. Albert, duly assembled, hereby ENACTS AS FOLLOWS:

Title

1. This Bylaw may be referred to as the "St. Albert/Sturgeon County Intermunicipal Affairs Committee Bylaw".

Definitions

2. In this Bylaw:
 - (a) "Act" means the *Municipal Government Act*, R.S.A. 2000, C. M-26, as amended.
 - (b) "City" means the municipal corporation of the City of St. Albert or, where the context so requires, the area contained within the boundaries of the City;
 - (c) "Committee" means the St. Albert/Sturgeon County Intermunicipal Affairs Committee established by this Bylaw and as established by an amendment to Bylaw 960/02 Being a Bylaw of Sturgeon County in Relation to the Establishment and Function of Council Committees and Other Bodies;
 - (d) "City Council" means the municipal council of the City of St. Albert;
 - (e) "County" means the municipal corporation of Sturgeon County or, where the context so requires, the area contained within the boundaries of the County;
 - (f) "County Council" means the municipal council of Sturgeon County; and
 - (g) "Robert's Rules" means *Robert's Rules of Order Newly Revised* 10th Edition.

Establishment

3. A joint council committee is hereby established by the City and the County. The name of the joint council committee shall be the St. Albert/Sturgeon County Intermunicipal Affairs Committee.

Membership

4. The Committee shall consist of all of the members of the City of St. Albert and Sturgeon County Municipal Councils.

Committee Roles and Responsibilities

5. The role of the Committee is advisory only.
6. The Committee will:
 - (a) create an effective communication link between the City and the County;
 - (b) provide a forum for the exchange of information of mutual interest;
 - (c) explore opportunities for intermunicipal cooperation in the provision of services to residents;
 - (d) develop the framework for intermunicipal initiatives;
 - (e) make presentations to the respective municipal councils on intermunicipal service opportunities and programs; and
 - (f) deliberate land use planning matters.

Non-Voting Participants

7. The chief administrative officers of the City and the County shall be entitled to attend the meetings of the Committee but may not make motions or vote on matters before the Committee.

Quorum

8. A quorum of the Committee will be eight (8) members and must include four (4) representatives from each municipality of which one must be the mayor of that municipality.

Meetings and Rules of Procedure

9. The Committee shall meet three times a year on the last Wednesday of February, June and October except in a municipal election year where the October meeting will be cancelled.
10. Additional meetings of the Committee may occur at any time upon the call of either the Mayor of the City or the Mayor of the County.

11. The Mayor of the City and the Mayor of the County shall chair the meetings on an alternating basis.
12. Meetings shall be held in the municipality of the Mayor that will chair the meeting.
13. The agenda for each Committee meeting shall be established by the Mayors in advance of the meeting date.
14. The municipality whose Mayor is to chair the meeting shall provide administrative support for the Committee including the provision of staff to prepare the agenda, provide public notices as required and record the minutes of the Committee meeting.
15. The Committee shall conduct its meetings in public unless otherwise authorized by the *Act*.
16. The Committee may invite, or accept requests from, interested parties to attend Committee meetings to make verbal presentations or to make written submissions to the Committee on a specific item on the Committee's agenda.
17. The meetings of the Committee shall be conducted in accordance with the *Act* and Robert's Rules.

Minutes

18. Minutes shall be prepared and circulated to all Committee members within two weeks of each Committee meeting.
19. The minutes shall be adopted by the Committee at its next meeting.
20. The Mayor chairing the meeting at which the minutes are adopted shall sign the Committee minutes.
21. Signed copies of the minutes of all Committee meetings shall be provided to both the City and the County.

Repeal

22. If either the City Council or County Council intends to no longer participate in this Committee, they shall give the other municipal council no less than thirty (30) days written notice of that intention prior to the meeting at which any motion or bylaw to cease participation in the Committee is to be considered.

Effective Date

23. This Bylaw shall come into effect upon the later of:
 - (a) its passage by the City of St. Albert; or
 - (b) the passage of a bylaw by Sturgeon County to amend Bylaw 960/02 by adding to the list of Committees and Boards of the Council of Sturgeon County in Section 1

of the Bylaw the St. Albert/Sturgeon County Intermunicipal Affairs Committee and adding as a Schedule to the Bylaw a Schedule "P" setting out the functions of the Committee.