

BYLAW NO. 3576/2016

Being a bylaw of The City of Red Deer to establish Council Committees.

COUNCIL OF THE CITY OF RED DEER ENACTS AS FOLLOWS:

Short Title

- I. The short title of this bylaw is the "The Committees Bylaw".

Definitions

2. (1) In this bylaw:
 - (a) "Ad Hoc Committee" means a Committee established for a specified period of time and for a specific purpose.
 - (b) "Agency Representative" means a Member of an agency bringing a level of knowledge or expertise to a Committee but who does not necessarily represent the mandate of the specific agency they represent.
 - (c) "Citizen Representative" means a person appointed by Council who does not represent a specific organization.
 - (c.1) "Closed Meeting" means a meeting or part of a meeting that is considered to be closed to the public.
 - (d) "Committee" means a Committee, Commission, Board or other body established by Council; and in a section of this bylaw relating to a specific Committee, means that specific Committee.
 - (e) "Consensus" means a decision-making process that seeks the agreement of most participants and also to resolve or mitigate the objections of the minority to achieve the most agreeable decision. Consensus is usually defined as meaning both general agreement and the process of getting to such agreement.
 - (f) "Councillor" means a member of Council but does not include the Mayor.
 - (g) "Council Representative" means a member of Council appointed annually to act as Council's liaison to that committee and not as an advocate for the committee.
 - (h) "Governance Committee" means a Committee established in support of legislative requirements or to support Council's governance role.
 - (i) "Member" means a Member of a Committee.

- (j) ¹"Officer in Charge" means the Officer in Charge of the Royal Canadian Mounted Police detachment in the City of Red Deer.
- (k) "Organizational Meeting" means the organizational meeting of Council as required under the *Municipal Government Act* (MGA).

Establishment of Committees

- 3. (1) The following Governance Committees are established:
 - (a) Audit Committee;
 - (b) ²Housing and Homelessness Integration Committee;
 - (c) Gaetz Lakes Sanctuary Committee;
 - (d) ³DELETED
 - (e) Mayor's Recognition Awards Committee;
 - (f) Municipal Planning Commission;
 - (g) ⁴Nomination Committee;
 - (h) ⁵Policing Committee; and
 - (i) Public Art Commission.
- (2) Unless otherwise provided for in this bylaw, Members are appointed by Council resolution.
- (3) Where a Committee has a Council Representative, the Mayor may assign, for a specified period of time, an alternate Councillor to a Committee should the regular representative be unable to attend.

Ad Hoc Committees

- 4. (1) Council may establish, by resolution, Ad Hoc Committees for the purpose of reviewing a specific issue or issues.
- (2) The composition of an Ad Hoc Committee is at the discretion of Council.
- (3) Ad Hoc Committees are disbanded at the next Organizational Meeting unless otherwise approved by Council.

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Membership

5. (1) ¹Unless otherwise specified in this bylaw, Council will establish the membership composition of Committees including whether a Committee requires a Council Representative, a Citizen Representative, and/or an Agency Representative.
- (2) In selecting Committee Members, preference may be given to residents of The City of Red Deer; however, it is also recognized that non-resident applicants who own property or have a business in the City also have a stake in the community, unless otherwise specified in this bylaw.
- (3) No City staff member can sit as a voting member on a Committee unless otherwise specified in this bylaw.
- (4) Former Committee Members, former Council Members and former City staff may apply for appointment to a Committee after a two year hiatus from that capacity, with exceptions to be made at the discretion of Council.

Terms of Appointment

6. Unless otherwise stated in this bylaw Members are appointed at the Organizational Meeting of Council as follows:
- (1) Council Representatives are appointed for one-year terms, unless otherwise specified in this bylaw.
- The Mayor makes mid-term appointments as required.
- (2) ²Unless otherwise specified in this bylaw, Citizen Representatives and Agency Representatives are appointed for two year terms, except in the initial year when a Committee is established where a majority of Citizen Representatives are appointed for two year terms and the remainder of Citizen Representatives are appointed for a one year term.
- (3) A Member may be re-appointed to a Committee at the expiration of the Member's term.
- (4) No Member shall serve on a Committee for more than three consecutive terms, unless authorized by Council.
- (5) Where a Committee position is left vacant for any reason, Council may appoint a replacement for the remainder of that term.
- (6) ³A Member may resign from a Committee at any time by giving written notice to the City Clerk.

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- (7) By resolution Council may remove any Member from a Committee at any time on the recommendation of the Mayor and City Manager.
- (8) A vice-chairperson may be chosen annually from among the voting Members.
- (9) Council may alter the terms of appointment of any Member.

Chairperson

- 7. The chairperson:
 - (1) Will be chosen annually among the voting Members unless otherwise stated;
 - (1.1) ¹Cannot be a member of Council, unless otherwise identified in the Committee's Terms of Reference;
 - (2) Will preside over and be responsible for the conduct of Committee meetings;
 - (3) May limit any presentation or discussion if it is determined to be repetitious or in any manner inappropriate;
 - (4) Will vote on matters submitted to the Committee unless otherwise disqualified; and
 - (5) Will act as the sole spokesperson for the Committee unless this role is delegated to another Member.

Committee Meetings

- 8. At the first meeting of each Committee following the Organizational Meeting each year, the Committee will:
 - (1) Establish the dates for the Committee meetings; and
 - (2) Appoint a chairperson and if necessary, a vice chairperson.
- 9. ²In accordance with the *Municipal Government Act*, an open meeting may be conducted by means of electronic or other communication facilities if:
 - (1) The facilities enable the public to watch and/or listen to the meeting;
 - (2) The facilities enable all the meeting's participants to watch and/or hear each other; and
 - (3) Notice is given to the public of the meeting and the way in which it is to be conducted.
- 10. Committee Members participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

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11. Special meetings of Committees may be called on 24 hours verbal notice by the chairperson of the Committee, or upon 24 hours verbal notice at the request of any three Members of the Committee.
12. ¹Public notice of a Committee meeting will be given in the following manner:
 - (1) Committee Meeting dates, established at the first meeting following the Organizational Meeting will be posted on The City's website as soon as practically possible.
 - (2) For changes to the frequency, time, date or location of a Committee Meeting:
 - (a) Changes will be noted in the minutes of the previous meeting.
 - (b) If changes are made after the previous meeting, notice will be provided
 - (i) To the members via email; and
 - (ii) To the public by posting on The City's website.
 - (3) A Committee Meeting will be cancelled by the Committees Coordinator if there are no agenda items. Notice will be provided
 - (a) To the members via email; and
 - (b) The meeting date will be removed from The City's website as soon as practically possible.
 - (4) For a Special Meeting, notice will be provided as soon as practically possible
 - (a) To the members via email; and
 - (b) To the public by posting on The City's Website.

Attendance at Meetings

13. Any Member who is absent from three consecutive regular meetings of the Committee, automatically ceases to be a Member as of the date of the third meeting unless such absence is authorized by resolution of the Committee. Any person who ceases to be a Member due to unauthorized absence is eligible for re-appointment in the future but not for the unexpired portion of the term which is forfeited.
 - (1) Section 13 does not apply to alternate Members.

Proceedings

14. (1) ²The proceedings and deliberations of a Committee must be conducted in public except

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where the Committee deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act* or the *Municipal Government Act*.

- (2) ¹When a meeting is closed to the public, the Committee may only deliberate; no resolution may be passed at the meeting, except a resolution to revert to a meeting held in public. Information presented and discussion occurring in a Closed Meeting is confidential.
- (3) ²Notwithstanding 14(1) and 14(2) the Municipal Planning Commission may deliberate and make decisions in a Closed Meeting.
- (4) When a meeting is open to the public, the Committee may, in its sole discretion, permit Members of the public to address the Committee when it is deemed appropriate in the context of the business of the Committee.
 - (a) The purpose of a Committee is to ensure that its business is dealt with effectively and while members of the public are entitled to attend the public portions of Committee meetings in order to observe the proceedings, a meeting of a Committee is not a public hearing and therefore members of the public do not have a right to speak unless the Committee wishes to hear from them.
 - (b) ³A Committee may establish its own procedures for how consent to a member of the public may be given.
 - (c) ⁴If a member of the public addresses a Committee the person's name must be recorded in the minutes.
- (5) Any Councillor who is not an appointed Member of a Committee:
 - (a) ⁵Does not have any special right to address that Committee, and in this respect shall be treated as a member of the public and is permitted to speak only in accordance with section 14(4) but may not participate in debate.
 - (b) Is not entitled to vote on any issue before the Committee.
 - (c) Has the right to attend any portion of the meetings of that Committee which is closed to the public in the role of an observer, but shall not participate in discussion.
- (6) All discussion at a meeting of a Committee is directed through the chairperson.

Quorum

- 15. (1) A majority of voting Members constitutes a quorum.

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- (a) ¹The total number of Members for the purposes of calculating quorum is the number of currently appointed Members. If a Member resigns or is removed from the Committee the total number of Members for the purposes of calculating quorum will decrease until a replacement is appointed.
- (b) When a Member attending a meeting is absent from a vote, for any reason, they are still counted as part of the total number of Members and must be included in the calculation of quorum.

Voting

- 16. (1) The majority vote of those Members present and voting constitutes the decision of any Committee, unless otherwise specified in this bylaw.
- (2) Each voting Member present must vote on every motion, unless the Member is required or permitted to abstain from voting under the *Municipal Government Act* or the conflict of interest provisions of this bylaw.
- (3) ²Members shall only vote if present at the time of the vote.
- (4) Votes on all motions must be taken as follows:
 - (a) The chairperson puts the motion to a vote;
 - (b) Members vote by a show of hands or other method agreed to by Council; and
 - (c) The chairperson declares the result of the vote.
- (5) After the chairperson declares the result of the vote, Members may not change their vote for any reason.
- (6) A question on the results of a vote may be resolved by the chairperson immediately calling for a revote on the motion.
- (7) A motion is lost when the vote does not receive the required number of votes or when the vote is tied.

Rules of Procedure

- 17. ³Except as outlined in this bylaw, Committees may establish their own rules of procedure but in doing so, they shall have due regard for the principles of procedural fairness.
- 17.1. ⁴When any matter relating to proceedings in a Committee Meeting arises which is not covered by a

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provision of this bylaw or another enactment, or any of the Committee's Procedures the matter will be determined in accordance with "Robert's Rules of Order – Newly Revised".

18. Members will support and model The City's Respectful Workplace standards and will not speak disrespectfully about the City, other Members or Administration.

Minutes

19. The City Manager will ensure that minutes of each Committee meeting are recorded.

Public Access

- 19.1 ¹Committees must conduct their meetings in public unless the committee is in a Closed Meeting.
20. ²All agendas and minutes of Committee meetings will be made routinely available to the public, unless the contents are protected from disclosure under the Freedom of Information and Protection of Privacy Act.

Confidentiality

- 20.1 ³Members shall keep confidential all information received in a Closed Meeting or otherwise received in confidence or marked as confidential.

Support Staff

21. (1) The City Manager may provide staff liaison(s) as required, to Committees to assist Committees to fulfil their mandate. Staff liaison(s) may include:
- (a) Administrative Liaison(s) - City staff who work in an area related to the terms of reference of the Committee and who:
 - (i) Are expected to attend all meetings of the Committee to which they are assigned;
 - (ii) Work with the chairperson in developing the meeting agendas;
 - (iii) Provide advice and expertise in regard to municipal, legislative, regulatory, and policy to the issues being considered;
 - (iv) Coordinate the attendance of other City staff to attend the meeting to provide background and other information on the topics on the agenda;
 - (v) Provide administrative recommendations as required; and

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- (vi) Work with the Committees Coordinator to develop an annual orientation for each Committee.
- (b) ¹Committees Coordinator(s) - City staff within the Legal and Legislative Services department who:
 - (i) Maintain an up to date registry of all Committee Members;
 - (ii) Compile and distribute Committee agendas;
 - (iii) Provide procedural support and expertise to meeting processes, including:
 - a. Drafting resolutions;
 - b. Recording formal motions and action items of Committees;
 - c. Working with the Administrative Liaison to ensure outcomes of items are reported back to the Committee; and
 - d. Ensuring proper procedure is followed;
 - (iv) Prepare written minutes of all meetings and distribute such minutes; and
 - (v) Work with the Administrative Liaison(s) to develop an annual orientation for each Committee.
- (2) Any request by a Committee for information or action by City staff other than the Administrative Liaison for the Committee will be directed by the City Manager.

Resource Groups

22. In addition to the Administrative Liaison and the Committees Coordinator, Committees may utilize resource groups. Resource groups are internal or external resources who may offer a specific expertise which will support the Committee's decision-making processes.

Referrals to Committees

23. The referral process for Committees is:
- (1) Council may refer items to a Committee and will provide reasonable time limits for the Committee to consider issues. If the Committee requires additional time, it must request an extension, providing reasons;
 - (2) Administration may refer items to a Committee through the Administrative Liaison and will provide reasonable time limits for the Committee to consider issues. Referrals from

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Administration must be in writing and shall include sufficient background information for the Committee to consider the issue in its context; or

- (3) Public requests for consideration of issues, concerns or presentations may be put forward, in writing to the Administrative Liaison for consideration by the Committee. The chairperson, in consultation with the Administrative Liaison, will determine if public requests fall within the Committee's authority, if so, if and when the item will be added to a future agenda.

Subcommittees

24. A Committee may establish a subcommittee(s) to review a specific issue or issues and make recommendations back to the Committee.

Conflict of Interest

25. (1) Where a Member is of the opinion that he or she has a conflict of interest in respect of a matter before the Committee, the Member must absent himself or herself from consideration and voting on the matter, provided that prior to doing so, the Member:
 - (a) Declares that he or she has a conflict of interest; and
 - (b) Describes in general terms the nature of the conflict of interest.
- (2) The Committees Coordinator shall cause a record to be made in the minutes of the Member's absence and the reason for it.
- (3) For the purposes of this provision, a Member has a conflict of interest in a respect of a matter before the Committee when he or she is of the opinion that:
 - (a) He or she has a personal interest in the matter which would conflict with his or her obligation as a Member to fairly consider the issue; or
 - (b) ¹In the opinion of the Member, reasonable doubt as to the ethical integrity of the Member would be raised in the minds of a reasonable observer, if that Member were to participate in the consideration of that issue.

Pecuniary Interest

26. (1) The provisions of this bylaw and the provisions of the *Municipal Government Act* regarding pecuniary interest apply to Members.
- (2) Where a Member is of the opinion that he or she has a pecuniary interest in respect of a matter before the Committee, the Member must absent himself or herself from consideration and voting on the matter, provided that prior to doing so, the Member:

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- (a) Declares that he or she has a pecuniary interest; and
- (b) Describes in general terms the nature of the pecuniary interest.
- (3) The Committees Coordinator shall cause a record to be made in the minutes of the Member's absence and the reason for it.
- (4) ¹DELETED

Power of Authority

27. Except as otherwise specified in this bylaw, no Committee or Member has:

- (1) Power to pledge the credit or course of action of The City or enter into any agreement on behalf of the Committee or The City.
- (2) Power to authorize any expenditure to be charged against The City without prior approval by Council.
- (3) Authority to act administratively.

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28. ¹Audit Committee Terms of Reference**29. Purpose**

²The Audit Committee assists Council in the discharge of its oversight responsibilities by overseeing the organizations operations through the monitoring of financial reporting, internal control, enterprise risk management processes and any other matter referred by Council.

30. Committee Outcomes**(I) External Auditor**

- (a) The Committee in relation to the appointment of The City's external auditor will:
 - (i) Approve the selection process and criteria;
 - (ii) Review all materials submitted by applicants;
 - (iii) Approve the short list of candidates;
 - (iv) Participate in interviews of the short listed candidates; and
 - (v) Make recommendations to Council about the appointment and fees payable to the external auditor including the extension or termination of existing contracts.
- (b) The Committee has the power to approve the external auditor's work plan and the external auditor's requests for changes to the annual work plan. The work plan will include the following items:
 - (i) The objective and scope of external audit work;
 - (ii) Materiality limits;
 - (iii) Areas of audit risk;
 - (iv) Audit reports required;
 - (v) Timelines for the work plan; and
 - (vi) The identity and credentials of senior staff performing external audit work.
- (c) The Committee will review the external auditor's audit and other reports, post-audit and management letter and will, in particular, address any significant issues or findings on:
 - (i) Financial reporting matters including judgments on estimates, assumptions and

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clarity of disclosures;

- (ii) Difficulties or impediments encountered during audits;
 - (iii) Identification and assessment of deficiencies in internal controls;
 - (iv) Selection and application of accounting principles or standards and application of elective principles or methods;
 - (v) Audit limitations;
 - (vi) Response to and status of implementation of audit recommendations and follow up; and
 - (vii) Contingencies that could have a material effect on The City's financial statements.
- (d) The Committee will receive for information the external auditor's annual confirmation regarding the external auditor's independence.
 - (e) The Committee may request additional information from the external auditor's about any part of the external auditor's work plan or reports.
 - (f) Administration will present an annual report to the Audit Committee regarding:
 - (i) ¹Categories of non-audit services the external auditor has provided to The City; and
 - (ii) The cost and nature of non-audit services the external auditor provides to The City.
 - (g) The Committee is responsible for providing an annual assessment of the work of the External Auditor.

(2)² Value for Money Audits

- (a) The Committee will:
 - (i) Recommend to Council the subject for Value for Money Audits based on recommendations from administration;
 - (ii) Approve the purpose and scope of the Value for Money Audit being proposed;
 - (iii) Receive the auditor's report from administration and forward to Council;
 - (iv) Review and approve administration's Value for Money implementation plan and refer any recommendations requiring Council approval, such as budget, through the normal budget and Council processes;

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- (v) Receive progress reports from administration at a schedule determined by the Audit Committee.

(3) Financial Statements

- (a.01) ¹Administration will present reports on the Financial Statements to the Committee annually; the External Auditor is responsible to the Committee to provide professional assurance in this area.
- (a) ²The Committee will annually review the findings of the External Auditor on the following matters:
 - (i) The completeness and clarity of financial statement reporting;
 - (ii) Estimates and assumptions underlying financial statement reporting;
 - (iii) Financial statement reporting practices;
 - (iv) Compliance with generally accepted accounting standards for the public sector or changes to those standards;
 - (v) Impact of any change in The City's reporting practices on The City's financial statements; and
 - (vi) Issues affecting approval of The City's audited financial statements.
- (b) The Committee will recommend to Council:
 - (i) That the annual audited financial statements be approved; and/or
 - (ii) That further actions or information that Council may desire in relation to The City's financial reporting.

(4) ³Enterprise Risk Management

- (a) In accordance with The City's Integrated Risk Management Framework, the Committee will review reports regarding:
 - (i) The City's Integrated Risk Management policies;
 - (ii) Processes for identifying and assessing risk;
 - (iii) Evaluation of risks including, but not limited to insurance risk; and
 - (iv) Actions taken by Administration to mitigate risks.

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(5) ¹Internal Controls

- (a) The Committee will review reports from Administration regarding development, monitoring and assessment of Internal Controls. At any time, the Committee may engage the External Auditor to assist them with their understanding in this area.
- (b) “Internal Controls” means systems developed by Administration to provide reasonable assurance that the organizations’ objectives are accomplished. These systems are designed to:
 - (i) Safeguard assets;
 - (ii) Ensure the accuracy of the financial data;
 - (iii) Promote operational efficiency and effectiveness; and
 - (iv) Promote adherence to applicable laws and regulations and policies.

(6) ²DELETED(7) ³DELETED

(8) Whistleblowing

- (a) ⁴The Audit Committee is responsible for oversight of the Whistleblowing Program.

(9) Planning, Training and Self Evaluation

- (b) An annual work plan is to be completed by the Audit Committee and endorsed by the February of the calendar year to which the annual work plan applies.
- (c) Members of the Audit Committee shall have the opportunity to obtain education, either from within The City or from outside educational programs, to ensure their knowledge is sufficient to fulfill their responsibilities as Audit Committee members.
- (d) ⁵On an annual basis, the Audit Committee will conduct a self-evaluation. The self-evaluation criteria are to be established by the Audit Committee.

31. Membership(1) ⁶The Audit Committee will consist of six members as follows:

- (a) ⁷The Mayor;

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- (b) ¹Three Councillors (two-year terms, staggered); and
 - (c) ²DELETED
 - (d) ³DELETED
 - (e) ⁴DELETED
 - (f) Two Citizen Representatives.
- (1.1) ⁵Citizen Representatives must be financial experts possessing a set of skills, experience and knowledge of financial matters, risk management or tangible capital assets, that support informed and effective decisions.
- (2) ⁶The Committee will appoint a Councillor as Chair. The Mayor cannot Chair the Audit Committee.
- (3) ⁷The quorum of the Audit Committee is four members.

⁸31.1 Administrative Support

- (1) The City Manager, as the sole employee of Council at the Audit Committee, shall attend and participate in Audit Committee Meetings.
- (2) ⁹The Administrative Liaison(s), as appointed by the City Manager, in addition to the responsibilities laid out in this bylaw, are responsible for:
 - (a) Attending all meetings at which the following are discussed:
 - (i) Items involving a high degree of financial, legal or reputational risk;
 - (ii) Audit reports and findings; or
 - (iii) Other items as identified by the Administrative Liaison(s).
 - (b) Ensuring the Committee is supported in understanding the matters before it, providing administrative feedback and recommendations to inform the Committees decision making.

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32. Meetings

- (1) The Audit Committee meets monthly as required.

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¹33. Housing and Homelessness Integration Committee Terms of Reference**²34. Purpose**

- (I) The purpose of the Housing and Homelessness Integration Committee (HHIC) is to positively contribute to the Housing Goal of The City's Social Policy Framework "Safe, accessible and affordable housing is available to all and everyone is appropriately housed". The Committee will work to support the Housing Goal by:
 - (a) Acting as the Community Advisory Board (CAB) when and as required by federal housing grants; and
 - (b) Being the decision making authority for The City of Red Deer for:
 - (i) Planning, research and evaluation;
 - (ii) Coordination of asset management and development & homelessness support services; and
 - (iii) Fund administration for Community Based Organization (CBO), and Community Entity (CE) – Designated, and Community Entity – Indigenous (as requested) through its Fund Adjudication Sub-Committee.

³35. Committee Outcomes

- (I) The Housing and Homelessness Integration Committee will:
 - (a) Adjudicate and award available grant dollars provided to The City by other levels of government or provided directly by The City through its Fund Adjudication Sub-Committee;
 - (b) Act as the authority and system planner on housing and homelessness efforts related to the goal of ending homelessness, and funding allocations delegated to the Committee by Council or Administration as it relates to relevant grant requirements;
 - (c) Establish processes for application for, the adjudication of, and the award of grant dollars in the areas of collaborative housing and homelessness efforts;
 - (d) Advise the Community of the allocation of funding as required by other orders of government in the areas of local housing and homelessness efforts;

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- (e) Lead the development of integrated community plans and planning processes in the areas of housing and homelessness;
- (f) Coordinate Asset Management and Development opportunities, and support integrated community planning toward asset provision in community;
- (g) Provide and seek input into community priority-setting when necessary as it relates to collaborative housing and homelessness efforts;
- (h) Review and provide feedback with respect to annual service delivery plans, multi-year plans and other housing related community plans as required by other orders of government as a condition of funding;
- (i) Provide assistance to agencies, organizations, businesses and individuals in the community who wish to apply for funding as provided by the federal and provincial governments, and other sources, to address homelessness, housing and related support issues in Red Deer;
- (j) Provide a mechanism for individuals and groups to present issues and ideas concerning housing or ending homelessness to the Committee;
- (k) Guide the development of community reports on ending homelessness;
- (l) Raise awareness of housing systems including homelessness and affordable housing issues with the public, community agencies and private sector through various methods; and
- (m) Reference current community documents such as community plans, demographic information and identified social-economic trends to establish the priorities and/or set criteria outlined for funding calls and allocations.

36. Membership

- (l) The Housing and Homelessness Integration Committee consists of a minimum of twelve and maximum of fourteen Members as follows:
 - (a) Two Councillors;
 - (b) Two indigenous community representatives endorsed by the Urban Aboriginal Voices Society;
 - (c) Two Citizen Representatives;
 - (d) One representative from the business community;

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- (e) One representative from Alberta Health Services, Addictions and Mental Health sector;
- (f) One representative from a homeless serving shelter agency active in the City;
- (g) One representative from a housing support service agency active in the City;
- (h) One representative from an Indigenous housing support serving agency active in the City (endorsed by the Urban Aboriginal Voices Society);
- (i) ¹One leader from a faith community;
- (j) ²One housing public entity representative and/or one justice or enforcement system representative; and
- (k) ³One representative of the Lived Experience Council (endorsed by the Lived Experience Council), or designate.

437. Sub-Committees

- (1) The Housing and Homelessness Integration Committee shall establish a Fund Adjudication Sub-Committee as described in Section 37.(2) and may establish other sub-committees for any purpose and may delegate decision-making authority to such other sub-committees. Sub-Committees shall be established through a Terms of Reference adopted by the Housing and Homelessness Integration Committee.
- (2) Fund Adjudication Sub-Committee
 - (a) The membership of the Fund Adjudication Sub-Committee shall be members selected from the Housing and Homelessness Integration Committee in accordance with the following:
 - (i) One Councillor;
 - (ii) One Citizen Representative;
 - (iii) One indigenous community representative; and
 - (iv) ⁵Two of either:
 - a. One representative from the business community;
 - b. One representative from Alberta Health Services, Addictions and Mental Health sector;

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- c. One leader from a faith community; or
- d. One justice or enforcement system representative.
- (b) To avoid any conflicts of interest, whether real or perceived, Committee members from homeless serving shelter agency, housing public entity and the housing support service agencies are not eligible for appointment to this Sub-Committee.
- (c) Subject to Section 37.6, the Sub-Committee shall adjudicate and award grant or contribution dollars identified by The City as being the responsibility of the Housing and Homelessness Integration Committee to administer.
- (d) The Sub-Committee shall utilize appropriate procurement and adjudication methods.
- (e) The Sub-Committee shall follow the criteria as outlined through the funding source being for optimal benefit to residents.
- (f) When considering Indigenous funding adjudications the Committee will work with the Urban Aboriginal Voices Society to establish culturally appropriate processes to award funding, while taking into account guidance from the Indigenous Community.

¹37.1 Meetings

- (1) Committee Meetings will be held a minimum of six times a year.
- (2) Additional meetings may be scheduled at the call of the Chair as required.
- (3) Representatives from Service Canada and the Government of Alberta – Community and Social Services Department shall be invited to attend Committee meetings.

²37.2 Decision Making

- (1) The Housing and Homelessness Integration Committee shall make its decisions by consensus.
- (2) Sub-Committees may establish a different process for decision-making that facilitates the work of the Sub-Committee.

³37.3 Ineligibility for Appointment as Chair or Vice Chair

- (1) Representatives from a homeless serving shelter agency, housing public entity and housing support service agency or from a support serving agency are not eligible to be appointed as the Chair or

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Vice Chair of the Housing and Homelessness Integration Committee.

¹37.4 Reporting

- (1) The Housing and Homelessness Integration Committee will report annually to Council.
- (2) Council may at any time request additional reports from the Housing and Homelessness Integration Committee.

²37.5 Accountability

- (1) As part of determining whether the Housing and Homelessness Integration Committee is meeting the Committee Outcomes established in Section 35, the Housing and Homelessness Integration Committee will:
 - (a) Monitor how programs function and compare with one another;
 - (b) Reduce duplication of services to leverage resources;
 - (c) Match client criteria with the right agencies and services;
 - (d) Provide structure to enhance opportunities for service providers and asset management and development bodies to work more collaboratively;
 - (e) Define success for programs to support individuals;
 - (f) Define the level of service quality expected;
 - (g) Keep programs accountable to funder; and
 - (h) Measure progress to meet plan goals.

³37.6 State of Emergency

- (1) In the event that either a Provincial State of Emergency or a Local State of Emergency is declared the authority of the Fund Adjudication Sub Committee to adjudicate and award grant dollars identified by The City as being the responsibility of the Housing and Homelessness Integration Committee to administer is suspended. During any State of Emergency all decisions surrounding the adjudication and award of grant dollars shall be made by the Emergency Advisory Committee, with reporting back to Council.

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38. Gaetz Lakes Sanctuary Committee Terms of Reference**Authority:**

Established by agreements between the Government of Alberta and The City of Red Deer, dated August 17, 1983, and between the Board of Trustees of Red Deer School District and The City of Red Deer, dated June 29, 1984

39. Purpose

The purpose of the Gaetz Lakes Sanctuary Committee is to ensure compliance with the terms of agreements between Government of Alberta and The City of Red Deer and between Board of Trustees of Red Deer School District and The City of Red Deer in protecting wildlife in its natural habitat with minimal disturbance.

40. Committee Outcomes

- (I) The Gaetz Lakes Sanctuary Committee will:
- (a) Comply with the terms of the agreements, between the Government of Alberta and The City of Red Deer, dated August 17, 1983, and between the Board of Trustees of Red Deer School District and The City of Red Deer, dated June 29, 1984, reached as part of the sale by the Province and School Board of the Gaetz lakes lands to The City of Red Deer;
 - (b) Make recommendations regarding the development and management of the Gaetz Lakes Sanctuary and the surrounding area that may affect the Gaetz Lakes Sanctuary; and
 - (c) Advise Council if the Gaetz Lakes Sanctuary Committee believes that any action(s) taken by The City of Red Deer or any other person may be in violation of the terms of the agreement and provide a report and recommendation, to Administration, in this regard.

41. Membership

- (I) ²The Gaetz Lakes Sanctuary Committee consists of six Members. One representative is to be selected by each of the following organizations unless otherwise noted:
- (a) Alberta Environment in Red Deer;
 - (b) Red Deer River Naturalists Society;

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- (c) Two members of City of Red Deer Administration;
 - (d) Red Deer Fish and Game Association; and
 - (e) Red Deer Public School District No. 104.
- (2) Appointment of each member to the Committee is done by the particular organization; therefore, Council ratification is not required.
- (3) ¹Waskasoo Environmental Education Society is the management body of this committee.

42. Meetings

The Gaetz Lakes Sanctuary Committee meets when called.

²**43. DELETED**

³**44. DELETED**

⁴**45. DELETED**

⁵**46. DELETED**

⁶**47. DELETED**

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² 3576/A-2021

³ 3576/A-2021

⁴ 3576/A-2021

⁵ 3576/A-2021

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48. Mayor's Recognition Awards Committee Terms of Reference**49. Purpose**

The purpose of the Mayor's Recognition Awards Committee is to recognize individual(s), group(s), or team(s) from the city of Red Deer whose actions have brought honour and recognition to the city of Red Deer.

The Committee has the following responsibilities:

- (a) Review the nominations that have been submitted by the public;
- (b) Ensure that achievements are appropriately recognized in accordance with the Award Categories.

50. Committee Outcomes

- (1) The following definitions apply specifically to the Mayor's Recognition Awards Committee:
 - (a) "Arts" includes literary, visual, performing, film, video and architectural arts;
 - (b) ²"Group" means two or more individuals assembled together and having some common purpose; whose work shall be beyond the normal scope of their professional duties; and
 - (c) "Volunteer" means a person who provides a service for which no salary is paid, but who may recover out-of-pocket expenses.
- (2) ³The Committee must adhere to the following criteria:
 - (a) All nominees must be residents of the city of Red Deer, be nominated for service to or within Red Deer, or be a member of a group or team that is based in Red Deer.
 - (b) ⁴The Nominator and/or Seconder of a nomination cannot be current members of the Mayor's Recognition Awards Committee.
 - (c) Posthumous nominations will be accepted in all categories for up to five years following the nominee's death.
 - (d) There is no limit to the number of awards that may be presented in any category in any given year.
 - (e) The Committee reserves the right to assign a nomination to an alternate category

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² 3576/A-2019

³ 3576/A-2021

⁴ 3576/A-2019

provided one nominator agrees to the reassignment.

- (f) Decisions of the Committee regarding the selection of award recipients will be final.
- (g) Sitting City Council members are not eligible for an award, however are eligible after a two year hiatus from that capacity.
- (h) Subject to the discretion of the Committee and/or Mayor, a span of three years shall elapse before a previous Mayor's Recognition Award recipient will be considered for an additional award.

(2) The award categories are as follows:

(a) ¹Athletics:

(i) ²Nominees must have:

- a. placed first in a national event or competition; or
- b. placed first, second or third in an international event or competition where the event has been sanctioned by the respective national or international governing body of the particular sport; or
- c. placed first at the highest possible level that can be achieved in their sport.

(ii) Nominees in the *individual* category must attain a higher standing in an event or competition in a given sport to be eligible for subsequent awards.

(iii) Nominations will be considered only on the basis of standing in an event or competition, as opposed to achievements or service to the sport.

(iv) Nominees will be considered for an award only in the year immediately following the year in which the achievement occurred.

(v) For Individuals:

- a. "Event" means a single activity or contest (e.g. a 50m free style swim); and/or
- b. "Competition" means a multiple activity contest made up of more than one event (e.g. a swim meet)

(vi) For Teams:

- a. "Event" means single activity contest with two or more participants (e.g. a 200m free style relay swim); and/or

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- b. “Competition” means a multiple activity contest with two or more participants made up of more than one event (e.g. a hockey tournament)
- (vii) Nominees may have competed at an amateur or professional level.
- (viii) ¹In the Athletics category Section 50.(2)(g) applies to additional awards for the same sport.
- (b) Fine and Performing Arts:
 - (i) ²Nominees will be individuals and groups of individuals.
 - (ii) Nominees must have gained a national or international acceptance or recognition of outstanding specific achievement and/or a series of accomplishments over time in one or more of the arts.
 - (iii) Nominees may hold amateur or professional status.
 - (iv) Nominees may be considered for an award in the year immediately following the year in which the specific achievement occurred or in recognition of a series of accomplishments over time.
 - (v) Nominees are only eligible to receive a Mayor’s Recognition Award in this category once for the same fine or performing art.
- (c) Distinguished Voluntary Service:
 - (i) Nominees must have made a significant impact and enhanced the quality of life and/or implemented a significant positive change in Red Deer.
 - (ii) Nominees will be individuals.
 - (iii) Volunteer work shall be beyond the normal scope of their professional duties.
- (d) Community Builder Award:
 - ³This award recognizes outstanding individuals or groups, whose work is beyond the normal scope of their professional duties. Nominees must demonstrate:
 - (i) Special or unique qualities that highlight how the person/group has made a difference in the community; and
 - (ii) Leadership, dedication, innovation and creativity; and
 - (iii) Long term benefits or impact to the community.

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³ 3576/A-2019

(e) Mayor's Special Award:

- (i) The Mayor's Special Award is the highest possible recognition from The City of Red Deer.
- (ii) Nominees will be individuals, groups or teams who have demonstrated any of the following:
 - a. Humanitarianism; and/or
 - b. Exceptional achievement; and/or
 - c. An act of heroism or bravery.
- (iii) Volunteer work shall be beyond the normal scope of their professional duties.
- (iv) The Mayor's Special Award will not necessarily be presented each year. Where special circumstances warrant, more than one award may be presented in a given year.
- (v) The Mayor makes the selection of the Mayor's Special Award recipient from the nominations received.

51. Membership

- (1) ¹The Committee will consist of five Members, each appointed by Council; and
- (2) ²Members will serve staggered terms with each term being at least two years and no more than three years.
- (3) Applicants for membership on the Committee will be residents of the city of Red Deer and any Member who ceases to be a resident will be disqualified from the Committee.

52. Meetings

The Mayor's Recognition Awards Committee meets when called.

¹ 3576/A-2024

² 3576/A-2024

53. Municipal Planning Commission Terms of Reference**54. Purpose**

²The purpose of the Municipal Planning Commission is to act as the Subdivision Authority for The City of Red Deer for subdivision applications referred to it by the Subdivision Officer, and as the Development Authority in all matters assigned to it under the Zoning Bylaw, by Council, or referred to it by the Development Officer.

55. Committee Outcomes

- (1) The Development Authority of The City of Red Deer is:
 - (a) The Development Officer and any employee of The City of Red Deer to whom the City Manager has delegated authority to carry out the duties or functions of a Development Officer; and
 - (b) ³The Municipal Planning Commission in respect of any matter assigned to it under the Zoning Bylaw, by Council or referred to it by the Development Officer.
- (2) The Subdivision Authority for The City of Red Deer is:
 - (a) The Subdivision Officer, who is the Director of Planning Services or designate, for all subdivision applications, except as provided for in subsection 2(b) below;
 - (b) ⁴The Municipal Planning Commission for any subdivision application referred to it by the Subdivision Officer.
- (3) When a registerable instrument is submitted for endorsement, the Subdivision Officer is authorized to accept minor modifications to lot lines, provided:
 - (a) No more than one additional lot is created;
 - (b) Municipal, school or environmental reserve does not change;
 - (c) Roadway standards of The City of Red Deer are not compromised; and
 - (d) ⁵Such adjustments comply with City bylaws with the exception that minor changes to the Zoning Bylaw standards may be included as provided for in the Municipal Government Act.
- (4) ⁶DELETED

¹ 3576/A-2021

² 3576/A-2025

³ 3576/A-2025

⁴ 3576/A-2022

⁵ 3576/A-2025

⁶ 3576/A-2021

- (5) ¹In addition to the duties set out in the Zoning Bylaw and *Municipal Government Act*, the Municipal Planning Commission has the following responsibilities pertaining to subdivision and development issues:
- (a) Act in an advisory role to Council on policy issues;
 - (b) Act in an advisory role to Administration on issues that may impact the implementation or administration of policy;
 - (c) Exercise all the powers and perform all the duties prescribed for it in the *Municipal Government Act* and City bylaws;
 - (d) Decide on all matters referred to it by the Development Officer and the Subdivision Officer; and
 - (e) Act for the City by providing a position in respect of proposed wells, pipelines, oil and gas facilities within the Intermunicipal Development Plan boundary, as well as Utilities which are referred to MPC by administration.
- (6) The Municipal Planning Commission shall not be bound to follow any formal rules of evidence.

56. Membership

- (1) ²The Municipal Planning Commission consists of seven Members and two alternates as follows:
- (a) The Mayor;
 - (b) Two Councillors;
 - (c) One Councillor as an alternate Member, who, if the Mayor or an appointed Councillor is unable to participate in a meeting, will serve in his/her place;
 - (d) Four Citizen Representatives; and
 - (e) One Citizen Representative as an alternate Member, who, if an appointed Citizen Representative is unable to participate in a meeting will serve in his/her place.
- (2) ³DELETED
- (3) The Mayor is chairperson of the Municipal Planning Commission.
- (4) In the absence of the Mayor, a Councillor will act as chairperson. If a Councillor is not present or must leave the meeting, a Citizen Representative will assume the position of chairperson in the interim.

¹ 3576/A-2025

² 3576/A-2021

³ 3576/A-2021

57. Meetings

The Municipal Planning Commission meets every Wednesday commencing at 9:00 a.m. as required.

58. Nomination Committee Terms of Reference**59. Purpose**

The purpose of the Nomination Committee is to advise Council on Committee appointments, based on criteria including stakeholder feedback, in order to ensure the optimal functioning of all Committees.

60. Committee Outcomes

- (I) The Nomination Committee will:
 - (a) Review all applications received for Committees of Council;
 - (b) Make recommendations to Council with respect to membership appointments to Committees;
 - (c) Develop procedures with respect to the following aspects related to Committee appointments:
 - (i) Competency evaluation of applicants;
 - (ii) Reference checks;
 - (iii) Exit interviews; and
 - (iv) Committee Member evaluations.
 - (d) Act in an advisory role to Council and Administration on issues that may impact the operations of any Committee.

61. Membership

- (I) The Nomination Committee consists of three members as follows:
 - (a) Three Councillors.
- (2) ²The Committee will appoint a Councillor as Chair.

62. Meetings

The Nomination Committee meets when called.

¹ 3576/A-2021

² 3576/A-2021

63. Policing Committee**64. Purpose**

- (1) The Council of the City of Red Deer is required under the *Police Act*, RSA 2000, c P-17 and *Police Amendment Act, 2022*, SA 2000, c 22 to establish a Policing Committee.
- (2) In accordance with the *Police Act*, the Policing Committee shall:
 - (a) oversee the administration of the agreement between the City of Red Deer and the Government of Canada for the provision of police services for the City;
 - (b) represent the interests and concerns of the public and of Council to the Officer in Charge;
 - (c) develop a yearly plan of priorities and strategies for municipal policing in consultation with the Officer in Charge;
 - (d) develop a community safety plan in conjunction with the local police detachment and Mayor, including a plan for collaboration between the community and community agencies, and providing the community safety plan annually, or on request, to the Minister;
 - (e) assist in the selection of the Officer in Charge; and
 - (f) report annually, or on request, to the Minister on the implementation of and updates to programs and services to achieve the priorities of the police service.

65. Policing Committee Membership

- (1) The Policing Committee shall be comprised of seven Members, appointed by resolution of Council, as follows:
 - (a) Voting Members including:
 - (i) Two Councillors; and
 - (ii) Five Citizen Representatives.
- (2) To be considered for an appointment to the Committee, Citizen Representatives must:
 - (a) be the full age of 18 years; and
 - (b) not be an employee of, or contracted with, The City, the RCMP, any Provincial or Municipal Police or Peace Officer service/agency, or Alberta Justice or the Ministry of Public Safety and Emergency Services.

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- (3) One Citizen Representative position will be designated for an individual who has experience in leadership, a commitment to public safety and is an:
 - (a) Indigenous community representative;
 - (b) individual who has lived experience as a newcomer to Canada; or
 - (c) individual from another marginalized population.
- (4) Non-voting Members of the Policing Committee include:
 - (a) the Officer in Charge or their designate;
 - (b) the Manager of Municipal Policing Services; and
 - (c) the Manager of Safe & Healthy Communities.
- (5) The Policing Committee membership may include up to three additional voting Members as appointed by the Province of Alberta.
- (6) The Mayor is automatically a non-voting Member of the Policing Committee, by virtue of their position.
- (7) All persons appointed to the Policing Committee:
 - (a) shall take the Oath of Office as prescribed in Schedule 2 of the *Police Act*, and attached to this Bylaw as Appendix “A”; and
 - (b) must pass all background and security checks as may be required under the *Police Act*.

66. Councillor Appointments and Term

- (1) Councillor appointments to the Policing Committee are for two-year terms and start on the date of the Organizational Meeting at which the Councillor is appointed to the committee.
- (2) Council may extend the term of a Councillor on the Policing Committee by resolution in case of a mid-term appointment.
- (3) A Councillor may request to be removed from the Policing Committee at any time.

67. Citizen Representative Member Appointments and Term

- (1) Citizen Representative appointments shall be for no less than two years and no more than three years.
- (2) Citizen Representative appointments of between two to three years may be made for the purpose of staggering the Citizen Representatives' terms of service.

- (3) Citizen Representatives shall not serve for more than nine years, unless approved by Council.

68. Resignations and Removals

- (1) The following acts or omissions are deemed to be cause within the *Police Act* which may revoke a person as a Member of the Policing Committee:
 - (a) the Member is convicted of a criminal offence;
 - (b) for those Members of the Policing Committee who are elected officials, a violation of *Council Code of Conduct Bylaw 3696/2023*;
 - (c) if the Member fails to keep the Oath of Office, including but not limited to disclosing any information that jeopardizes a police operation or police/public safety, or the confidentiality associated with the nature of policing including personnel, conduct, contracts with the R.C.M.P. and security of police operations;
 - (d) if information is publicly disclosed that is confidential information as specified in this Bylaw; or
 - (e) if the Member, after becoming appointed, is employed by the City, the RCMP, Alberta Justice or the Ministry of Public Safety and Emergency Services.
- (2) A Councillor's appointment to the Policing Committee automatically terminates if they cease to be a member of Council.

69. Quorum

- (1) Quorum of the Policing Committee is a majority of voting Members.
- (2) Any voting Members appointed by the Province of Alberta are added to the total complement of Members of the committee and are included when calculating quorum.

70. Officers of the Policing Committee

- (1) A Councillor who is a Member of the Policing Committee is eligible to be elected as Chair.
- (2) The Chair and Vice-Chair of the Committee shall be elected from amongst its Members at the first regular meeting of each year.
- (3) In accordance with the *Police Act*, the Mayor is not eligible to be elected as Chair or Vice-Chair of the Committee.

71. Meetings

The Policing Committee will hold meetings at least once per quarter.

72. Public Art Commission Terms of Reference**73. Purpose**

²The purpose of the Public Art Commission is to provide expert and community input on public art for The City of Red Deer. The purpose of the Public Art Commission is to provide expert and community input on the public art for The City of Red Deer. The Public Art program serves Red Deer residents and visitors by integrating works of art into public spaces and facilities throughout the city that reflect our community's distinct culture and character. Through the acquisition of artworks for public display, The City provides a more aesthetically pleasing and culturally enriched urban environment and creates a legacy for the future.

The guiding principles of the Public Art Program are:

- (1) Community Wellbeing
 - (a) Public Art provides the opportunity for all members of our community to experience creative expression and innovation that is free of barriers. Public Art contributes to the development of a vibrant and unique environment encouraging our community to meet and interact in public spaces.
- (2) Connection
 - (a) We believe in Public Art that is engaging and accessible for our community by creating a connection between our built environment, our natural environment and our cultural environment.
- (3) Diversity and Inclusion
 - (a) We respect Public Art that stems from diverse cultures and practices; this is embraced by our belief in a welcoming and inclusive community. We strive for Public Art comprised of a diverse range of mediums, themes and styles, created by a diverse range of artists from local to international, and emerging to established.
- (4) Sustainability
 - (a) Public Art contributes to the sustainability of our municipality through the development of pride and belonging in our public spaces. We are committed to a sustainable Public Art program that:
 - (i) Maintains a high standard of excellence in the acquisition and conservation of our collection;
 - (ii) Engages the community in the selection process;
 - (iii) Values our collection;

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² 3576/B-2020

- (iv) Maintains fiscal responsibility; and
 - (v) Respects the integrity and accountability of the process.
- (5) Transparency
 - (a) Public Art policies and procedures are open and accountable ensuring the integrity and respect for process and those involved. The process is adaptable to the changing needs and issues faced by our community. Along with Council and Administration, community members play a vital role in the Public Art process.
- (6) Authenticity
 - (a) Public Art is a reflection of our collective nature as the people who dwell in this particular part of the earth at this particular time. We strive as a community to be true to our uniqueness of place: past, present and future.
- (7) Stewardship
 - (a) Public Art requires ongoing maintenance, and conservation to ensure the longevity of the Public Art collection. It is the responsibility of the municipality to care for the Public Art collection; criteria have been established for the acquisition and deaccessioning of Public Art.

74. Committee Outcomes

- (I) The Public Art Commission will:
 - (a) ¹Ensure the achievement of the guiding principles;
 - (b) Recommend and advise on public art policies, guidelines, plans and issues as they relate to The City of Red Deer;
 - (c) Review all acquisitions and donations of public art;
 - (d) Make decisions on the re-siting and deaccessioning of public artwork, except in the following situations where the authority will rest with the ²Community Services Division:
 - (i) temporary relocations to support repairs, maintenance, construction, or to protect artwork;
 - (ii) cases where there is significant, immediate concern for public safety, or the safety or integrity of the artwork; and
 - (iii) short term and permanent relocations of interior placement discreet artworks

¹ 3576/B-2020

² 3576/B-2020

(e.g. to facilitate a dynamic and interesting public art program).

- (e) Adjudicate all public art projects and grant applications for the year, in accordance with current policies; and
- (f) Receive applications for community public art grant projects to determine whether or not the community public art project should proceed and, if so, to what extent funding should be provided.
- (g) ¹The Public Art Commission may consider community engagement and/or have the artist engage with the community for commissioned Public Art projects.

(2) ²DELETED

75. Membership

- (1) The Public Art Commission consists of the following Members:
 - (a) ³Three representatives from the community who are knowledgeable about art (Artists, art historians, art curators, art students/educators, etc.); and
 - (b) ⁴Two Citizen Representatives.

76. Meetings

The Public Art Commission meets every second Wednesday of the month, commencing at 5:00 p.m. as required.

¹ 3576/B-2020

² 3576/A-2025

³ 3576/A-2021

⁴ 3576/A-2021

77. Transitional

- (1) The existing terms of Membership of Committee Members shall continue in accordance with Council appointments made prior to the passing of this bylaw.
- (2) Bylaw 3520/2014 is repealed and this bylaw will come into force on October 24, 2016.

READ A FIRST TIME IN OPEN COUNCIL this 12 day of September 2016.

READ A SECOND TIME IN OPEN COUNCIL this 12 day of September 2016.

READ A THIRD TIME IN OPEN COUNCIL this 12 day of September 2016.

AND SIGNED BY THE MAYOR AND CITY CLERK this 12 day of September 2016.

“Mayor Tara Veer”

Mayor

“Frieda McDougall”

City Clerk

Appendix “A”

Oath of Office (Members of Policing Committees)

I, _____, swear that I will diligently, faithfully and to the best of my ability execute according to law the office of a member of the _____ Policing Committee and will not, except in the discharge of my duties, disclose to any person any matter or evidence brought before me as a member of the _____ Policing Committee, so help me God.

Sworn before me in the _____ of _____, in
the Province of Alberta, this ____ day of
_____.

Commissioner for Oaths in and for Alberta

Signature