

**CITY OF COLD LAKE**

**BYLAW #509-BD-14**

**Unofficial Consolidation as of August 22, 2023**

**Please note: in a bylaw that is “Unofficially Consolidated”, the original approved bylaw is updated to include all of the approved amendments to that bylaw.**

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE COLD LAKE & DISTRICT FAMILY AND COMMUNITY SUPPORT SERVICES ADVISORY COMMITTEE.

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**WHEREAS** under the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the City of Cold Lake may pass bylaws in relation to the establishment, functions, procedure and conduct of Council committees and other bodies;

**WHEREAS**, the Council of the City of Cold Lake deems it expedient to establish a Family & Community Support Services Advisory Committee;

**WHEREAS** Bylaw 509-BD-14 will repeal the City of Cold Lake Bylaw 311-BD-07, amend Bylaw 368-BD-10 and amend Bylaw 404-BD-10;

**NOW THEREFORE**, after due compliance with the relevant provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the City of Cold Lake in the Province of Alberta, duly assembled, hereby enacts:

**1. TITLE**

This Bylaw shall be cited as the “Cold Lake & District Family & Community Support Services Advisory Committee Bylaw:

**2. DEFINITIONS**

In this Bylaw:

2.1 “Committee” means the Cold Lake & District Family & Community Support Services Advisory Committee as provided for in this Bylaw;

2.2 “Council” means the Mayor and Members of Council of the City of Cold Lake;  
*Amended by Bylaw No. 660-BD-20  
March 10, 2020*

2.3 “Electronic Communications” means that Committee members may attend a Committee meeting through electronic communications.  
*Amended by Bylaw No. 660-BD-20  
March 10, 2020*

2.4 “Manager” means the Manager of Cold Lake and District Family and Community Support Services;

2.5 “Member of Council” means an elected member of the Council of the City of Cold Lake or the MD of Bonnyville;  
*Amended by Bylaw No. 660-BD-20  
March 10, 2020*

2.6 “Municipal Government Act” means the Municipal Government Act, S.A. 2000 as amended from time to time;

2.7 “Organizational Meeting of Council” means the annual organizational meeting of Council as set out in the City of Cold Lake Procedural Bylaw;  
*Amended by Bylaw No. 660-BD-20  
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2.8 “Recording Secretary” means a person appointed to the position of recording secretary of the Committee pursuant to this Bylaw;

2.9 “Simple Majority” means more than 50% of the votes or persons;

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2.10 “Staff Advisor” means a person appointed to the position of staff advisor of the Committee pursuant to this Bylaw; and

2.11 “Vacancy” means the absence of a member from the Committee, including absence due to death, retirement or resignation and including an inability or refusal by a member to continue to fulfill his or her obligations as a member of the Committee.

**3. ESTABLISHMENT**

Committee to be known as the Cold Lake & District Family & Community Support Services Advisory Committee is hereby established.

**4. MANDATE**

The mandate of the Committee shall be as follows:

4.1 Act as an advisor to Council with respect to policy development and planning for social service based programs, services and facilities.

4.2 Seek out and apply for funding that allows the Committee to address the social needs of the community.

4.3 Recommend guidelines and polices for the long term planning of the social infrastructure of the community.

4.4 Review and provide recommendations to Council regarding criteria for the Community Strategy Grant Program; in accordance with the appropriate Acts.

~~4.5 Review and approve Community Strategy grants within the approved regulations and budgets.~~

4.5 Review and approve, FCSS funding stream grant applications, as well as, any other funding stream grant applications within the approved regulations and budgets.

*Amended by Bylaw No. 794-BD-23  
August 22, 2023*

4.6 Make recommendations to Council on matters that affect philosophy, policy, budget, levels of services for social service based programs, services and facilities.

**5. MEMBERSHIP**

5.1 The Committee shall consist of seven (7) members appointed by resolution of Council as follows:

5.1.1 One (1) elected member of the Council of the City of Cold Lake; and

5.1.2 One (1) elected member of the Council of the Municipal District of Bonnyville No. 87; and

5.1.3 Five (5) members of the public-at-large residing in either the City of Cold Lake or the Municipal District of Bonnyville No. 87.

5.2 Any vacancy may be filled by resolution of Council.

**6. TERM OF OFFICE**

6.1 The term of office for the members-at-large will be for two (2) years. Council may reappoint any Committee member to additional terms should Council deem such

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appointment to be in the best interests of the City of Cold Lake and the Family and Community Support Services Advisory Committee.

*Amended by Bylaw No. 660-BD-20  
March 10, 2020*

- 6.2. The term of office for the members-at-large will be for two (2) years. Council may reappoint any Committee member to additional terms should Council deem such appointment to be in the best interests of the City and the Family and Community Support Services Advisory Committee.
- 6.3. The term of office for a Committee member shall commence on the date of the Organizational Meeting of Council, unless there is a vacancy or Council has provided otherwise by resolution, and shall expire on the date of the Organizational Meeting of Council in the year of the expiry of the term unless Council has provided otherwise by resolution.
- 6.4. Where a Member of Council is appointed as a member of the Committee, the appointment shall terminate upon the Member of Council ceasing to be a Member of Council.
- 6.5. A Committee member may be re-appointed by Council resolution to serve a further term.
- 6.6. All members shall remain in office until their respective successors have been appointed.
- 6.7. In the event of a vacancy the person appointed to fill such vacancy shall hold office for the remainder of the term concerned.
- 6.8. If any member of the Committee is absent from three (3) consecutive regular meetings of the Committee during their term, Council, on recommendation from the Committee, may declare a vacancy in respect of the office of such member.
- 6.9. Council may, with reason, request the resignation of any member of the Committee at any time prior to the expiry date of the member’s term of office and any member of the Committee may resign therefrom at any time upon sending a written notice to the recording secretary to that effect.

**7. CHAIRPERSON AND VICE-CHAIRPERSON**

- 7.1 At the first meeting of the Committee, and annually thereafter at a meeting of the Committee, a chairperson and a vice-chairperson of the Committee shall be elected by a vote of a simple majority of those members of the Committee present.
- 7.2 A Member of Council appointed to the Committee shall not be eligible for the position of chairperson or vice-chairperson.
- 7.3 A member may be re-elected to the position of chairperson or vice-chairperson.
- 7.4 The duties of the chairperson shall consist of:
  - 7.4.1 presiding at the regular and special meetings of the Committee;
  - 7.4.2 direction and control of the operation of the Committee;
  - 7.4.3 direct consultation with the Manager; and
  - 7.4.4 providing all information and material for inclusion in an agenda for all regular and special meetings of the Committee to the recording secretary at least five (5) days prior to the meeting for which the agenda is prepared.

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7.5 The duties of the vice-chairperson shall consist of:

7.5.1 fulfilling the duties of the chairperson in his or her absence; and

7.5.2 acting as the spokesperson for the activities of the Committee.

Where the chairperson and vice-chairperson are both absent from a meeting of the Committee, one of the other members of the Committee shall be elected, as the chairperson, by a simple majority of members present to preside over the meeting.

**8. ROLE OF STAFF**

8.1 The Chief Administrative Officer may appoint a staff advisor and/or recording secretary to the Committee and may, where appropriate, attend meetings of the Committee in a non-voting, ex-officio capacity.

8.2 The role of the Chief Administrative Officer or staff member appointed hereunder would be that of an advisor to the Committee in respect of those matters within the jurisdiction of the Committee.

8.3 The duties of the recording secretary shall consist of:

8.3.1 attendance at all regular and special meetings of the Committee;

8.3.2 attendance at all regular or special meetings of any sub-committees of the Committee as required by the Committee;

8.3.3 to record and distribute minutes of such meetings in accordance with the provisions of this Bylaw or as directed by the Committee;

8.3.4 to prepare and provide an agenda to members of the Committee at least two (2) clear working days prior to the meeting for which the agenda is prepared; and

8.3.5 to perform all other duties as may be assigned by the Committee from time to time.

**9. REMUNERATION AND EXPENSES**

9.1 Members of the Committee shall serve their term of office with the Committee in a voluntary capacity.

9.2 *Where a member of the Committee is requested to attend a conference, seminar or other meeting outside the jurisdiction of the City of Cold Lake, they may be provided reimbursement of any travelling and living expenses.*

*Amended by Bylaw No. 660-BD-20  
March 10, 2020*

**10. MEETINGS**

**10.1 Regular and Special Meetings**

10.1.1 The first meeting of the Committee shall take place at a time to be designated by resolution of Council.

10.1.2 A regular meeting of the Committee shall generally be held once a month, but at least quarterly. The time and place of such regular meeting to be determined by the Committee at its first meeting and may be changed by the Committee from time to time as the Committee may deem advisable.

10.1.3 Special meetings may be called on twenty-four (24) hours' notice by the chairperson or at the request of a simple majority of the members of the

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Committee. The Committee may, by unanimous consent, wave notice of a special meeting at any time if every member of the Committee is present and has signed a waiver of notice of special meeting.

**10.2 Meeting through Electronic Communications**

10.2.1 Committee members may attend a Committee meeting by means of electronic communication. Acceptable alternatives include: through the use of a telephone, ensuring that dialogue is available for both parties; through the use of a personal computer, or other means as technology advances.

10.2.2 Committee members may attend a regular or special Committee meetings by means of electronic communication a maximum of three (3) times per calendar year, unless otherwise approved by the Committee.

10.2.3 Committee members shall be permitted to attend a meeting using electronic communications if that location is able to support its use, ensuring that all Committee members participating in the meeting are able to communicate effectively.

10.2.4 A Committee member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.

10.2.5 The Chairperson shall announce to those in attendance at the Committee meeting that a Committee member is attending the meeting by means of electronic communications.

10.2.6 When a vote is called, Committee members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Committee members present at the meeting have cast their votes by a show of hands.

*Amended by Bylaw No. 660-BD-20  
March 10, 2020*

**10.3 Minutes**

10.3.1 A minute book shall be kept and the minutes of all regular and special meetings shall be recorded therein by the recording secretary. Copies of all minutes shall be filed with the office of the Chief Administrative Officer within 10 days of the meeting at which such minutes were recorded and circulated to all members prior to the next regular meeting.

**10.4 Quorum**

10.4.1 A quorum for regular and special meetings of the Committee shall be a simple majority of the voting members of the Committee.

10.4.2 The decision of the majority of the members present at a meeting duly convened shall be deemed to be the decision of the whole Committee.

10.4.3 Only those Committee members present at a Committee meeting shall vote on any matter before the Committee, and in the event of a tie, the motion shall be lost; notwithstanding that should it be deemed necessary, by the Chief Administrative Officer or the appointed staff advisor, to have members vote electronically during an interval of meetings in order to move forward on issues with timelines, the Committee members shall be directed to do so and shall be held to such a vote as final decision.

**10.5 Delegations**

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10.5.1 Persons wishing to be heard by the Committee shall, unless otherwise decided by the Committee, give notice in writing within seventy-two (72) hours of the meeting of the Committee at which that person wishes to be heard.

10.5.2 Where a person or representative of any group wishes to address the Committee, the Committee may, by a vote of a simple majority of members, allow a person or representative to address it.

**10.6 Rules of Procedure**

10.6.1 The Committee may make rules as are necessary for the conduct of its meetings and its business that are consistent with this Bylaw, the City of Cold Lake Procedural Bylaw and the Municipal Government Act.

*Amended by Bylaw No. 660-BD-20  
March 10, 2020*

**11. SUB-COMMITTEE**

11.1 The Committee may appoint sub-committees to deal with any special phase of the matters coming within the scope of the jurisdiction of the Committee. Upon the filing of a final report by a sub-committee on its activities, the sub-committee shall be dissolved.

**12. DUTIES OF THE COMMITTEE**

12.1 In addition to any duties and responsibilities of the Committee set out in this Bylaw, the duties and responsibilities of the Committee shall be determined by resolution of Council.

12.2 The Committee may advise Council with respect to the making of policies as the Committee deems necessary from time to time, provided such policies are not inconsistent with the powers herein conferred.

12.3 The Committee shall review this Bylaw bi-annually (every two years) and make recommendations to Council for any changes deemed necessary.

12.4 Council may request that the Committee provide it with input, either verbally or in writing, pertaining to a budget outlining the proposed expenditures of the Committee for the next year. Any input provided by the Committee with respect to such budget is deemed to be that of the Committee and not of the administration of the City of Cold Lake.

*Amended by Bylaw No. 660-BD-20  
March 10, 2020*

**13. REPEAL**

Bylaw No. 509-BD-14 shall replace Bylaw No. 311-BD-07, amend Bylaw 368-BD-10 and 404-BD-10, of the City of Cold Lake.

**14. ENACTMENT**

This Bylaw shall come into full force and effect immediately upon the date of its final passage.

**FIRST READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 10th day of June, A.D. 2014, on motion by Councillor Lefebvre.

**CARRIED**

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**UNANIMOUSLY**

**SECOND READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 24th day of June, A.D. 2014, on motion by Councillor Lefebvre.

**CARRIED  
UNANIMOUSLY**

**THIRD AND FINAL READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 12 day of August, A.D. 2014, on motion by Councillor Vining, as amended.

**CARRIED  
UNANIMOUSLY**

Executed this \_\_\_\_ day of \_\_\_\_\_, 2014.

**CITY OF COLD LAKE**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**