

TOWN OF HIGH RIVER
ALBERTA
BY-LAW NO.4175/2007
ENVIRONMENTAL ADVISORY COMMITTEE BYLAW

Being a Bylaw of the Town of High River, in the Province of Alberta, to establish the High River Environmental Advisory Committee.

WHEREAS Pursuant to the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, a Council may pass bylaws relating to the right to govern the Town in the manner that Council considers appropriate, **and**

WHEREAS The Municipal Government Act also provides that a Council may pass bylaws in relation to the establishment and function of council committees, and the conduct of members of council committees established by the council, **and**

WHEREAS Council has deemed it desirable to promote, expand and enhance environmental issues and concerns within the Town of High River, **and**

WHEREAS Council wishes to form an Environmental Advisory Committee Bylaw that is unique and will foster an increased environmental awareness and focus in the Town of High River, **and**

WHEREAS Council considers it proper and expedient to establish such a committee to exercise such powers in the control, supervision and management of any environmental issues that Council may determine.

NOW THEREFORE the Municipal Council of the Town of High River, in the Province of Alberta, duly assembled in a Regular meeting, enacts as follows:

I. TITLE

This By-Law will be cited as "The Environmental Advisory Committee Bylaw".

II. DEFINITIONS

In this By-law, unless another meaning is required by the Contract, the interpretation set out in the following subsections will be used:

1. **Act** will mean the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and the amendments thereto.
2. **Committee** will mean and include The Town of High River Environmental Advisory Committee.
3. **Council** will mean the municipal council of the Town of High River.
4. **Town** will mean the Town of High River.

III. COMMITTEE/APPOINTMENT/TERM

1. There is hereby established a "Town of High River Environmental Advisory Committee" in and for the Town of High River.
2. The Committee shall consist of a minimum of five (5) voting members to a maximum of nine (9) voting members.

Amended Bylaw 4246/2009

3. The Committee will have in attendance a non-voting advisory person, being the employee designated by the Town of High River as being responsible for environmental issues and concerns in the Town of High River, or their alternate.
4. A Council member will attend as a non-voting resource person at the direction of Council.
5. The Committee shall consist of residents of the Town of High River and surrounding area, one of whom may be a youth between the ages of sixteen and eighteen who attends school, or as otherwise approved by Council, that are willing to provide expertise to achieve the goals and objectives of the Committee.
6. All members appointed will be appointed for three year terms following the initial appointments. Initial appointments will have, as closely as possible, equal numbers of one, two and three year terms.
7. Members may be appointed for a maximum of three (3) consecutive terms.
8. Upon expiry of their term, each member will remain in office until a successor is appointed by Council.
9. Any member of the Committee may resign upon sending written notice to Council – the date on the resignation will be the effective date of the resignation.
10. If any member of the Committee dies, resigns or ceases to be a member of the Committee during the term which he/she is appointed, the vacancy will be filled by Council as soon as possible thereafter, and such appointment will be effective only during the remaining term of the person vacating, unless re-appointed by Council.
11. A member of the Committee will be disqualified from holding Office if he or she:
 - a. ceases to be a resident, within the meaning of the Municipal Government Act, of the Town of High River, in the Province of Alberta, or the area that he or she represents;
 - b. is removed by a majority vote of the respective Council; or
 - c. is absent from three (3) consecutive meetings of the Committee unless such absence be authorized by resolution of the Committee recorded in its minutes.
12. The Chairman of the Committee may be consulted when an appointment to the Committee is considered by Council

IV. PROCEEDINGS

1. The Committee will hold no less than one scheduled meeting per month unless otherwise approved by a resolution of the Committee.
2. The Committee may hold special meetings at the call of the Chairperson, or any three (3) members upon 24 hours notice given verbally or in writing.
3. The Committee will elect a Chairperson and Vice-Chairperson from its membership each year at their first meeting following the organizational meeting of Council.

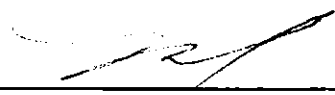
4. A quorum of the Committee will be 2/3 of the total voting members.
5. Sub-committees may be organized at the discretion of the Committee to assist with the objectives of the Committee.
6. Only those members of the Committee in attendance at a meeting of the Committee may vote on any matter then before the Committee.
7. Each Committee member will have only one vote.
8. The Chairperson will vote on every question, and, in the event of a tie, the motion will be lost.
9. The decision of the majority of the members present at a meeting will be deemed to be the decision of the whole Committee.
10. Motions put forth must be voted on by all members, except motions in which a member has direct or indirect interests – a pecuniary interest as defined in the Act. A request to abstain from discussions and voting and the reason for the same will be recorded in the minutes as per the Act.
11. The business of the Committee will be conducted in accordance with the Town of High River Council Procedure Bylaw, the Act and such rules or procedures as the members may agree upon.
12. Meetings of the Committee will be open to the public, but all matters related to conduct, management or employee relations will be conducted in closed session.

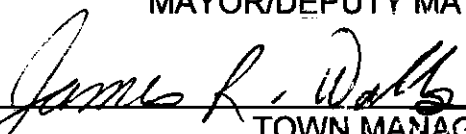
V. POWERS AND DUTIES

1. No Committee member(s) will have the power to pledge the credit of the Town of High River in connection with any matters whatsoever, nor will the Committee have the power to authorize any expenditure charged against the Town, unless otherwise approved in their annual budget.
2. The Committee will develop, on an annual basis, its goals, objectives and actions.
3. The Committee will fulfill its role as a promoter of environmental issues for the Town of High River and will act as the main advisory source for Council in such areas.
4. All Committee members will recognize the need for and uphold the rule of confidence in appropriate matters.
5. The Committee will be responsible for providing accurate records and tracking all activities related to environmental issues within the Town of High River.
6. The Committee will provide all financial records to its funding sources where deemed appropriate.
7. The Committee will be responsible for the appointment of qualified sub-committee members if such appointments are deemed required.
8. The Committee will be responsible for establishing positive working relationships with Town administration, Council and any other group that might enhance the overall environmental health of the Town of High River.

9. The Committee will develop and adopt such policies, rules and procedures as its members may agree upon, provided that any said policies, rules and procedures are consistent with established Council policies. These will generally relate to:
 - a. governance and Committee operations;
 - b. Committee and staff relations;
 - c. administration and reporting;
 - d. programming;
 - e. communications and public relations; or
 - f. sub-committee roles and responsibilities.
10. The Chairperson or a designate will be responsible for communicating a decision of the Committee unless determined otherwise by the Committee.
11. Annually, at a date to be set by Town administration, the Committee will submit to Council a written document outlining activities and expenditures for the previous year and anticipated activities and expenditures for the ensuing year.
12. Within the budget approved by Council, the Committee will carry out a program for the promotion of the goals and objectives of the Committee.
13. The Committee may be dissolved by unanimous decision only in consultation with the Council of the Town of High River.


READ A FIRST TIME THIS 24th DAY OF SEPTEMBER, 2007.

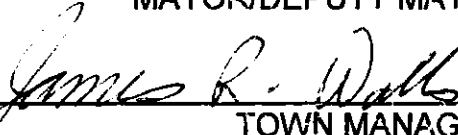


MAYOR/DEPUTY MAYOR


TOWN MANAGER/
DIRECTOR OF CORPORATE SERVICES


READ A SECOND TIME THIS 9 DAY OF October, 2007.

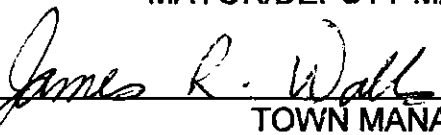


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