

**TOWN OF PEACE RIVER
BYLAW 1972
GOVERNANCE AND PRIORITIES COMMITTEE**

A BYLAW OF THE TOWN OF PEACE RIVER TO ESTABLISH A COUNCIL GOVERNANCE AND PRIORITIES COMMITTEE.

WHEREAS the *Municipal Government Act, R.S.A. 2000, c.M-26*, as amended, provides that a Council may pass Bylaws in relation to the establishment and functions of Council Committees;

AND WHEREAS the Council of the Town of Peace River wishes to establish Council Committees in an ongoing effort to improve the delivery of good government to the residents of the Town of Peace River;

AND WHEREAS it is deemed expedient by Council that a Bylaw provide for the establishment and processes of a Town of Peace River Council Governance and Priorities Committee.

NOW THEREFORE, the Council of the Town of Peace River, in the Province of Alberta, duly assembled, hereby enacts as follows:

SHORT TITLE: This Bylaw may be referred to as the, *Bylaw to Establish a Governance and Priorities Committee*.

Name and Composition:

1. The *Governance and Priorities Committee* is the formal designation of the Committee of the Whole, and is comprised of each member of the Town of Peace River Council.

Staff Support:

2. The Chief Administrative Officer (CAO), or his/her designate, is the principal advisor to the Governance and Priorities Committee. Attendance of specific municipal staff is at the discretion of the CAO.

Authority:

3. The *Governance and Priorities Committee* is advisory in nature, making recommendations to Council by way of resolution. No decisions will be made by Council at a *Governance and Priorities Committee* meeting. These meetings serve as an opportunity for Council to be provided with information on governance and policy matters and as an opportunity for Council to seek clarification on matters relating to Council business.

Frequency of meetings:

4. One (1) meeting each month, held in the Council Chambers, Peace River Town Office on the first Monday of each month at 5 p.m.
5. If the meeting date falls on a Canadian national holiday or a statutory holiday in Alberta, the meeting shall be rescheduled for the next day.

Chairman:

6. The meetings are to be chaired by the Mayor or, in the Mayor's absence, the Deputy Mayor.

Terms of Reference:

7. The Committee is intended principally as a forum for discussion rather than as a decision making venue.
8. The Committee may refer an item to the CAO for more information or clarification but must move the issue forward to Council for its consideration and decision upon receipt of the clarifying information.
9. The Governance and Priorities Committee meetings shall be a public meeting, open to the public.
10. At the start of each meeting, up to twenty (20) minutes will be dedicated to permitting residents and ratepayers of the Town of Peace River to speak on any issues of concern.
 - Each person will be allowed to speak for a maximum of two (2) minutes.
 - If no resident or ratepayer wishes to speak, the regular meeting will commence immediately.
11. The Committee may determine to meet in-camera on a vote of Council.
12. The Committee meeting is to comply with legislation that is applicable for Regular Council meetings and/or Council Committee meetings as described in the *Municipal Government Act*.
13. Hear from delegations and/or refer delegations to Council. Delegations may make presentations to the Governance and Priorities Committee by appointment only.
14. Minute recording will take place at each meeting of the Governance and Priorities Committee and be maintained as an Official Record of the Town of Peace River.
15. Consider matters placed on the agenda by the CAO, by other members of Council (as determined by a resolution of Council) and ensure that all such matters are referred to the CAO for a report.
16. Make recommendation(s) on matters which it considers are within current policy.
17. Refer any matter on to a Regular Meeting of Council which is not the subject of current policy (including new statements of policy).
18. Review reports or minutes from external boards and committees.

Quorum:

19. *Municipal Government Act* quorum requirements will prevail for the Council Governance and Priorities Committee.

Term:

20. A permanent Standing Committee of Council.

Severability:

21. If any Section or parts of this bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and all other Section or parts of this bylaw shall be deemed to be separate and independent there from and to be enacted as such.

Repeal:

22. Bylaw No. 1960 is hereby repealed.

Effective Date


This bylaw comes into effect after third reading and upon being signed.

READ A FIRST TIME this 14 day of December, A.D., 2015.

READ A SECOND TIME this 14 day of December, A.D., 2015.

READ A THIRD AND FINAL TIME this 14 day of December, A.D., 2015.

SIGNED by the Mayor and Chief Administrative Officer this 5 day of January, A.D., 2016.



Thomas Tarpey
Mayor



Christopher J. Parker
Chief Administrative Officer