

CITY OF CHESTERMERE

PROVINCE OF ALBERTA

BYLAW #003-20

A Bylaw of the City of Chestermere, in the Province of Alberta, to establish Council Committees and Boards and their functions and procedures.

WHEREAS the Municipal Government Act provides that a Council may pass bylaws in relation to the establishment and functions of Council Committees and Boards;

AND WHEREAS the Municipal Government Act provides that a Council may delegate by bylaw certain powers, duties, or functions to a Council Committee;

AND WHEREAS Council deems it necessary to establish Council Committees to support and facilitate the achievement of Chestermere's Strategic Vision and to advise Council on matters relevant to Committee mandates;

NOW THEREFORE THE COUNCIL OF THE CITY OF CHESTERMERE, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. Title

- (a) This Bylaw may be cited as the "Committees and Boards Bylaw".

2. Definitions

- (a) "Advisory Committee" means a committee which exists to provide advice on a specific topic assigned by Council;
- (b) "Agenda" means the list and order of business items for any committee meeting;
- (c) "CAO" means the Chief Administrative Officer of the City of Chestermere;
- (d) "City" means the municipal corporation of the City of Chestermere, in the Province of Alberta, or the area within the City of Chestermere corporate limits, as the context requires;
- (e) "Committee" means any board, commission, task force or committee established by Council;

- (f) “Committee Liaison” means a City Staff member who attends all committee meetings and liaises between committee operations and City operations;
- (g) “Chairperson (the Chair)” means the Member appointed by Council to preside over a meeting;
- (h) “In-Camera” means a portion of a meeting closed to the public at which no resolution may be passed, except a resolution to revert to a meeting held in public;
- (i) “Legislated Committee” means a committee which is required to exist through legislation;
- (j) “Member” means all Members appointed to a committee, including public and Council Members;
- (k) “Minutes” means the formal record of decisions of a meeting;
- (l) “Motion” means a formal recommendation made by a committee Member that is put to a vote;
- (m) “Municipal Government Act”, or MGA, means the Municipal Government Act, RSA 2000, C m-26 as amended from time to time;
- (n) “Organizational Meeting” means the first meeting of a committee’s term;
- (o) “Partnership Committee” means a committee that hosts the City and other municipalities to work on intermunicipal collaborative projects;
- (p) “Procedural Bylaw” mean the s City of Chestermere Procedural Bylaw and amendments thereto;
- (q) “Pecuniary Interest” means a matter that could monetarily affect a committee Member, a Member of their family, or their employer as prescribed in the MGA;
- (r) “Quorum” means the number of members required to hold a meeting;
- (s) “Resolution” means a formal decision made by a committee;
- (t) “Staff” means employees of the City of Chestermere who are led by the CAO;

- (u) “Task Force” means a committee which exists for a duration of a project appointed by Council and provides community input on specific projects only. Also referred to as “Ad-Hoc” committees;
- (v) “Terms of Reference” means those terms pertinent to the establishment and mandate of an individual committee as outlined in the schedules of this Bylaw.

3. Application

- (a) This Bylaw applies to all Committees established by Council and to which Council Members and Members of the public are appointed with the exception of the following:

1. Assessment Review Board;
2. Subdivision and Development Appeal Board;
3. Chestermere Library Board; and
4. Chestermere Emergency Management Agency.

- (b) This Bylaw establishes the Committees as set out in Terms of References attached to and forming part of this Bylaw.

4. Establishment of Committees and Boards

- (a) The City of Chestermere has four main types of Committees, as follows:

1. Legislated Committees;
2. Task Force;
3. Advisory Committees; and
4. Partnership Committees

- (b) The following Committees are hereby established:

1. Audit Committee;
2. Chestermere Economic Development Advisory Committee;
3. Lake and Watershed Advisory Committee;
4. Police Communications Committee;
5. Human Services Advisory Board;
6. Streetscape Committee;
7. Service Level Review Ad Hoc Steering Committee;
8. Community Grant Funding Adjudication Committee; and
9. Seniors Advisory Committee.

5. Membership

- (a) Council will establish membership composition of Committees including the specified number of Public Members and Council Members to be appointed to each Committee.
- (b) Public Members must be residents of the City, unless otherwise approved by Council Resolution.
- (c) No City Staff member may sit as a voting Member on a Committee unless otherwise specified in this Bylaw or by Council Resolution.

6. Terms of Appointment

- (a) Members are appointed through Council Resolution for a term as set out in each Committee's Terms of Reference or any other term as specified through Council Resolution.
- (b) Unless otherwise specified, the term of appointments for all Committees shall begin on January 1st and end on December 31st of the given year.
- (c) A Member may be re-appointed to a Committee at the expiration of the Member's term. The re-appointment must be made through Resolution.
- (d) There will be no automatic succession of terms.
- (e) A Member may resign from a Committee at any time by providing notice to the Chair of the Committee. The Chair must notify Legislative Services of any resignation.
- (f) In the event of a mid-term vacancy, the position will not be filled unless it would reduce the Committee membership below what is required for Quorum and/or what is outlined in the Committee's Terms of Reference, unless otherwise specified through Council Resolution.
- (g) Council may alter the terms of appointment of any Member.
- (h) By Resolution, Council may remove any Member from a Committee at any time on the recommendation of the Mayor and/or CAO.

7. Chairperson and Vice-Chairperson

- (a) Council, through Resolution, will appoint the Members of each Committee who will fill the positions of Chairperson and if necessary, Vice-Chairperson.
- (b) Both appointed Council Members and appointed Public Members of each Committee are eligible to be appointed to the positions. Committee applicants must indicate on their Letter of Interest application whether they have an interest in filling the positions.
- (c) In the event that no Public Member has expressed interest in the positions, Council will appoint the Council Member(s) appointed to the respective Committee to fill the positions.

8. Organizational Meeting

- (a) At the beginning of each Committee's term, following appointments by Council, each Committee must hold an Organizational Meeting to:
 - 1. elect a Recording Secretary (unless the Secretary is a Staff member appointed by the CAO);
 - 2. establish a schedule of meetings;
 - 3. review this Bylaw; and
 - 4. review Terms of Reference.
- (b) Legislative Services must be notified once a Recording Secretary is appointed and once a meeting schedule is established.

9. Committee Operations

- (a) All Committee meetings must be open to the public unless items fall under the Freedom of Information and Protection of Privacy Act, to which must be indicated on the meeting Agenda. When conducting themselves into, during, and out of an In-Camera discussion, Members must adhere to the provisions set under the City of Chestermere Procedural Bylaw, and amendments thereto.
 - 1. All Committee Members must uphold confidentiality and not disclose any information pertaining to discussions held In-Camera.
- (b) The City will advertise all Committee meetings on the City's website, therefore, each Committee Chair or Staff Liaison must inform Legislative Services of when and where meetings are to be held.

(c) An Agenda must be prepared before every meeting in a format similar to Schedule "1" and distributed to all Members. Each Agenda must outline the items that will be discussed. At each meeting, the first order of business is to adopt the Agenda through Resolution. At this time, Members may make changes to the Agenda which must be addressed prior to the vote being called. The final item on every Agenda is to adjourn.

1. Meeting Agendas must be sent to Legislative Services no later than 2 days prior to a meeting being held to meet advertising requirements.

(d) Minutes are to be taken by the Recording Secretary in a format similar to Schedule "2". The Recording Secretary is to include the Minutes on the proceeding Committee Agenda for Members to review, if necessary, amend and approve. The Recording Secretary must provide a copy of the Minutes to Legislative Services within one week of approval to be accepted for information by Council. Minutes must include the following information:

1. date, time, and location (including room name) of the meeting;
2. attendance of Members, including which Members were present and absent;
3. decisions made regarding each Agenda item in the form of a Resolution. Resolutions must include the Member who moved the Resolution and whether the Motion is carried or defeated;
4. if any Member left the room, at what time, and the time they returned; and
5. statements of conflict of interest and pecuniary interest as outlined in section 14 of this Bylaw.

(e) Committees are encouraged to provide Council with an annual summation of Committee activities by December of the current calendar year.

(f) No Committee has the authority to:

1. pledge the credit or course of action of the City or enter into any agreement on behalf of the Committee or City;
2. authorize any expenditure to be charged against the City without prior approval by Council; or
3. act except as established in the mandate for the Committee.

- (g) All Committees are subject to the City of Chestermere's Brand and Style Guide. Should a Committee wish to create promotional materials about their projects or initiatives, or should they wish to pursue promotional materials on behalf of the City, the Committee must consult with the City's Communications Team. All public materials that have City dollars invested into them (including Staff time) must be approved by the Communications Team prior to printing, posting or distribution.

10. Quorum

- (a) A majority (50% plus one) of voting Members, including at least one Council Member, constitutes as Quorum.
- (b) When Quorum is present at the time set for commencement of a meeting, the Chairperson shall call the meeting to order.
- (c) If there is Quorum present at the time set for commencement but the Chairperson and the Vice-Chairperson are absent, the Committee will appoint a Member to call the meeting to order and preside over the meeting.
- (d) If Quorum is not constituted within fifteen minutes from the time set for commencement of a meeting, the Recording Secretary shall record the names of the Members present and adjourn the meeting.
- (e) If a meeting does not take place due to lack of Quorum, the Agenda shall be reviewed at the next Committee meeting.

11. Voting

- (a) A Committee may consider the following options when considering a matter:
 - 1. put the matter to a vote;
 - 2. refer the matter to a Member for further information and/or follow up; or
 - 3. table the matter until a specified time.
- (b) The majority vote of those Members present and voting constitutes the formal decision of any Committee.
- (c) Each voting Member present must vote only once on every Motion, unless the Member is required or permitted to abstain from voting under the

Municipal Government Act or the Pecuniary Interest provisions of this Bylaw.

(d) Votes on all Motions are taken as follows:

1. a Member puts forward a clear Motion for a decision;
2. the Chairperson opens up debate on the Motion and discussion follows;
3. the Chairperson puts the Motion to a vote;
4. Members vote by a show of hands; and
5. the Chairperson declares the result of the vote which in turn becomes a Resolution.

(a) A Motion is considered carried when at least the majority of voting Members vote in favour of the Motion;

(b) A motion is considered defeated when the majority of voting Members vote against the Motion or if the vote is tied.

(e) A Member may request a recorded vote. In the event of a recorded vote, each Member must vote verbally and the Chairperson shall vote last. The Recording Secretary must record the vote, indicating Members in favour and opposed.

12. Liaisons

(a) The CAO may provide Staff liaison(s) as required to Committees to assist in fulfilling their mandate. The liaison is expected to:

1. attend all meetings of the Committee to which they are assigned;
2. work with the Chairperson in developing meeting Agendas;
3. coordinate the attendance of other City Staff to attend meetings to provide background and other information on topics on the Agenda; and
4. provide administrative recommendations as required.

13. Attendance at meetings

(a) Any Public Member who is absent from three (3) consecutive regular meetings of the Committee will be automatically removed from the Committee as of the date of the third meeting, unless such absence is

authorized by Resolution of the Committee. Should a Member be removed, they will receive notification from City Administration.

- (b) Any appointed Member of Council who is absent from three (3) consecutive meetings without approval of the Committee through Resolution will be removed from the Committee by Resolution and a new Member of Council shall be appointed by Council.
- (c) The meeting Minutes will provide justification of provisions 13(a) and 13(b). The Recording Secretary must notify Legislative Services should one or both of these instances occur.
- (d) Committee Members may attend up to two consecutive meetings through electronic means, but may not participate in In-Camera discussion unless present in person.

14. Pecuniary Interest

- (a) Members must follow the provisions set out in sections 169, 170, and 172 of the Municipal Government Act.
- (b) Where a Member is of the opinion that they have a pecuniary interest in respect of a matter before a Committee, the Member must excuse themselves from consideration and voting on the matter by:
 - 1. declaring that they have a pecuniary interest;
 - 2. describing in general terms the nature of the pecuniary interest; and
 - 3. leaving the room.
- (c) The Recording Secretary must make record in the meeting Minutes of the pecuniary interest including the time in which the Member left the room and the time in which they returned.
- (d) Should a Member have a conflict of interest other than a pecuniary interest, they must state the conflict, however, they are still required to vote on the matter.
- (e) Failure to declare conflicts of interests, or any attempts to further personal or professional interests, will result in the immediate removal by Council of the individual from the Committee.

15. Dissolution of Committees

- (a) Should a Committee not fulfil its membership requirements at any time, the Committee Chairperson must notify Legislative Services and the Committee shall go on hiatus. In this event, Administration may:
1. advertise for more Members to fulfil membership requirements;
 2. evaluate the Terms of Reference and recommend amendments to Council; or
 3. recommend to Council that the Committee be dissolved through Resolution.

16. Severability and General Provisions

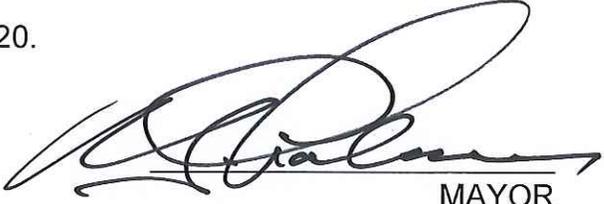
- (a) If any Section or parts of this Bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and all other Section or parts of this Bylaw shall be deemed to be separate and independent there from and to be enacted as such.
- (b) This Bylaw is gender-neutral and, accordingly, any reference to one gender includes all others.
- (c) This Bylaw comes into force on the date of third and final reading.
- (d) Upon passing of this Bylaw, Policies 802, 814, 815, 830, 831, 832, 841, 842, 847, and 205 are hereby repealed.

READ A FIRST TIME this 17th day of March, 2020.

READ A SECOND TIME this 17th day of March, 2020.

READ A THIRD TIME this 17th day of March, 2020.

Resolution Numbers -


MAYOR


CAO

**The Agenda for the (insert committee name here) Meeting
held on (insert full date here) at (insert start time) located at (insert location).**

Call to Order

1. Adoption of Agenda
2. Review of Minutes
 - a. (insert title of minutes being approved here)
3. Reports
 - a. (insert report title here)
 - b. (insert report title here)
4. Actions & Decisions
 - a. (insert title of request report here)
 - b. (insert title of request report here)
 - c. (insert title of request report here)
5. New Business
6. Adjournment



**Minutes of the (insert committee name here) Meeting
held on (insert full date here) at (insert start time) located at (insert location).**

PRESENT: (insert name of present Member)
(insert name of present Member)

REGRETS: (insert name of absent Member)

ALSO PRESENT: (insert name of non-committee Member who participates at meeting
(i.e. City Staff))

Call to Order

1. Adoption of Agenda

Moved by _____ to adopt the Agenda as presented.

Carried:

2. Review the Minutes

a. (list minutes being approved)

Moved by _____ that the minutes from the _____ meeting
be adopted as presented.

Carried:

3. Reports

a. (title of report)

Moved by _____ that Reports 3a – 3b be accepted as information.

Carried:

4. Actions and Decisions

a. (title of item)

Moved by _____ that

Carried:

5. New Business

a. (title of item of new business)

Moved by _____ that

6. Adjournment

Moved by _____ that the meeting be adjourned at _____ a.m./p.m.

Carried:

Name: Chestermere Economic Development Advisory Committee (CEDAC)

Mandate

The Chestermere Economic Development Advisory Committee (CEDAC) will provide advice and recommendations to the Mayor and to the Chief Administrative Officer (CAO) of the City of Chestermere on matters relating to the attraction, development, and retention of all business sectors within the municipality. In order to ensure legislative and strategic alignment, any and all advice and recommendations must be consistent with the Municipal Development Plan, Council's Strategic Vision, and other relevant Council Policies or Bylaws. The Committee will assist in advising the Mayor and the CAO on opportunities to promote and enhance economic prosperity, investment attraction, and business retention within the City of Chestermere.

Composition

The Committee will be appointed through Council Resolution and shall be comprised of between five (5) and seven (7) Public Members, two (2) Council Members, the Mayor and the CAO.

When considering appointments to CEDAC, Council shall attempt to ensure that representatives from, but not limited to, the following sectors are represented: local retail business, real estate, land development, hospitality & tourism, financial services, light industrial, educational research and development, and innovation. One standing seat will be reserved for a representative from the Chestermere Chamber of Commerce.

Term

The term of membership shall be a period of two (2) years.

Name: Streetscape Committee

Mandate

The Streetscape Committee mandate is: to identify opportunities for visually enhancing the streetscape of Chestermere; submit initiatives that enhance the City's assets; acknowledge the City's identity, heritage and culture; and encourage the visual appeal of commercial, public, and residential spaces.

Purpose

The Committee provides the opportunity for discussion, input and identification of projects that visually enhance the community.

The objectives of the Committee include:

- a) Develop and collaborate with City staff and other stakeholders to provide recommendations for the public art installations in accordance with the Public Art Policy and with focus on the City's identity, heritage and Culture;
- b) Find opportunities to enhance the visual appeal of commercial, public and neighbourhood spaces; and
- c) Encourage residents' involvement through outreach programs such as the birth forest, Chestermere in Bloom, community art projects, etc.

The duties of the Committee include:

- a) Ensuring all projects remain in line with project management safety and insurance guidelines;
- b) Meeting with the Staff Liaison as needed, to determine priority areas within the City; and
- c) The Staff Liaison will be responsible for maintaining a Public Art Inventory through the use of asset management software and in accordance with the Public Art Policy.

Composition

The Committee will be appointed through Council Resolution and shall comprise of up to ten (10) Public Members and two (2) Council Members.

Term

The term of membership shall be a period of two (2) years.

Name: Lake and Watershed Advisory Committee

Mandate

The Lake and Watershed Advisory Committee is mandated to: support lake sustainability and recreation lake use management initiatives, implement public education on aquatic invasive species, monitor information on lake quality and watershed viability, and support the implementation and follow-up activities of a Watershed and Lake Plan.

Objectives

The objectives of the Lake and Watershed Committee include:

- a. Serve in an advisory capacity to Council providing reports and recommendation on lake and watershed issues, as well as updates on Committee activities;
- b. Support lake sustainability and recreation lake use management;
- c. Establish and monitor lake and water quality indicators;
- d. Support the implementation and follow-up activities of a Lake and Watershed Plan;
- e. Build public awareness about lake quality, watershed viability and aquatic invasive species;
- f. Be proactive and keep informed about watershed and lake issues; and
- g. Participate in regional initiatives related to lake and watershed goals.

Composition

The Committee will be appointed through Council Resolution and shall comprise of five (5) to ten (10) Public Members and two (2) Council Members.

Term

The term of membership shall be a period of two (2) years.

Name: Human Services Advisory Board (HSAB)

Background

The City of Chestermere Community Support Services Department receives annual funding from various sources, two of which are:

- a) Provincial Government Family and Community Support Services (FCSS); and
- b) United Way of Calgary and Area (UW).

This funding is designated by the respective funder for the provision of community services to Chestermere residents which is accomplished through a combination of direct service and grants to support external Not-For-Profit, Charitable and Non-Profit organizations to deliver services.

Mandate

The HSAB is mandated to:

- a. Advocate locally, regionally and provincially for enhanced social infrastructure to benefit the community and its residents;
- b. Actively seek out information from the general population relating to perceived community needs and encourage citizen participation in program development;
- c. Act in an advisory capacity to the Manager of Community Support Services on a range of appropriate preventive social services to meet the needs of residents;
- d. Participate in the identification of community priorities as primary stakeholders in the ongoing review of the Social Investment Framework (or its equivalent);
- e. Provide advice on the establishment of new services, public or private, designed to prevent the emergence of social problems or to provide support to the community; and
- f. Identify community needs and make funding allocations to address those needs.

Purpose

The HSAB:

- a) Participates in the development and review of priorities for FCSS project funding in accordance with the terms of the *Family and Community Support Services Act and Regulation* and for UW project funding based on the terms of the current *Letter of Agreement*;
- b) Prioritizes project applications based on community needs and priorities as identified in the Social Investment Framework (SIF) or its equivalent;

- c) Receives and reviews consolidated funded agency reports prepared by staff to assess service delivery and outcome performance and provide feedback or recommendations accordingly; and
- d) Participates in community-based opportunities to identify and assess needs.

Duties

The duties of the HSAB include:

- a. Attend scheduled meetings;
- b. Review and evaluate grant applications in advance of initial application review meeting;
- c. Attend the application review and selection meeting(s);
- d. Participate in Project Presentations/Interviews of shortlisted applicants, if required;
- e. Designate a Member to attend the annual information session(s), if required;
- f. Attend Cheque Presentation followed by a scheduled meeting;
- g. Coordinate and facilitate the Annual Chestermere United Way Easter Egg Hunt community event fundraiser each year and any other fundraisers/awareness events planned by the Board;
- h. Designate a Member to attend periodic Regional FCSS meetings, United Way Partnership meetings and the November FCSSAA Annual General Meeting each year;
- i. Attend and participate in a funded agency Mid-Year Project Presentation Session made by funded agencies and receive and review Mid-Year Project Summary Reports in advance of application review; and
- j. Receive consolidated Year End Reports, evaluating the performance of funded agencies based on annual service delivery indicators (outputs, outcomes, alignment to SIF).

Composition

The Board will be appointed through Council Resolution and shall comprise of five (5) to ten (10) Public Members and two (2) Council Members.

Term

The term of membership shall be a period of two (2) years for Public Members and one (1) year for Council Members.

Name: Audit Committee

Mandate

The Audit Committee serves to oversee the work of Council's appointed Auditor to ensure that obligations under the Municipal Government Act, (Sections 281(1)(2)(3)) are completed and facilitated by the City. This work assists the Council of the City of Chestermere in fulfilling its financial oversight responsibilities.

Responsibilities

- a) To recommend to Council the appointment of the City's external Auditor;
- b) Annually review the Financial Statements with the Auditor;
- c) Review of Internal Controls with the Auditor;
- d) To ensure that the contractual obligations of the Auditor are met; and
- e) To ensure that the Auditors have full access to the necessary financials and other documentation in order to effectively complete the annual audit.

Duties

- a. Appoint external Auditors:
 1. Ensure the Auditor procurement process occurs at least once every five years. An allowance of one additional year will be available only for exceptional conditions;
 2. Approve the selection process and criteria;
 3. Review all materials submitted by applicants;
 4. Approve the short list of candidates;
 5. Participate in interview of the short-listed candidates; and
 6. Make recommendations to Council about the appointment and fees payable to the external Auditor including the extension or termination of existing contracts.
- b. Approve the external Auditor's work plan and requests for changes to the annual work plan, including:
 1. The objective and scope of the external audit work plan;
 2. Materiality limits;
 3. Areas of audit risk;
 4. Timelines for the work plan; and
 5. Ensure that the external Auditors have full access to the necessary staff and financial and other documentation in order to effectively complete the annual audit. These requests, if required, are made through the Chief Administrative Officer.

- c. Review the external Auditor's audit and other reports, post-audit and management letter, and address any significant issues or findings on:
 - 1. Financial reporting matters including judgments on estimates, assumptions and clarity of disclosures;
 - 2. Difficulties or impediments encountered during audits;
 - 3. Identification and assessment of deficiencies in internal controls;
 - 4. Selection and application of accounting principles or standards and application of elective principles or methods;
 - 5. Audit limitations;
 - 6. Response to and status of implementation of audit recommendations and follow up;
 - 7. Contingencies that could have a material effect on the City's financial statements; and
 - 8. Receive for information the external Auditor's annual confirmation regarding the external Auditor's independence.
- d. May request additional information from the external Auditor's about any part of the external Auditor's work plan or reports.
- e. Responsible for providing an annual assessment of the work of the external Auditor.
- f. Provide recommendation(s) to Council;
 - 1. The annual audited financial statements be approved; and/or
 - 2. That further actions or information that Council may desire in relation to the City's financial reporting.
- g. The completeness and clarity of financial statement reporting;
 - 1. Estimates and assumptions underlying financial statement reporting;
 - 2. Financial statement reporting practices;
 - 3. Compliance with generally accepted accounting standards for the public sector or changes to those standards;
 - 4. Impact of any change in the City's reporting practices on the City's financial statements; and
 - 5. Issues affecting approval of the City's audited financial statements.

Composition

The Committee shall comprise of a minimum of two (2) to a maximum of four (4) Public Members and a minimum of two (2) Council Members to a maximum of four (4) Council Members.

Term

The term of membership shall be for a period of one (1) year.

Name: Police Communications Committee

Mandate

The Police Communications Committee is established for the purpose of providing a casual forum to receive input from the community and share information with respect to communicating items of public safety objectives and priorities.

Objectives

The Committee shall:

- a) Keep the Detachment Commander informed of emerging trends, issues and interim reports within the community;
- b) Provide input on areas of concern including possible areas of required policing;
- c) Provide information to the general public through appropriate modes of information sharing excluding public media (social media, newspaper, websites, open source sites, etc.) unless otherwise authorized by the Detachment Commander in consultation with the City of Chestermere Communications department;
- d) Enhance consultation between the RCMP and the public;
- e) Where appropriate, participate in community safety and crime prevention initiatives;
- f) Receive information from the RCMP on priorities identified through community input;
- g) Report to Council mid-term and year end with respect to progress on committee objectives and initiatives.

Definitions

- a. Detachment Commander: a senior ranking member of the RCMP in charge of the Chestermere RCMP Detachment;
- b. Permanent Resident: a permanent resident is someone who has been given permanent resident status by immigrating to Canada, but is not a Canadian citizen. Permanent residents are citizens of other countries. (*as per Government of Canada, Immigration and Citizenship*); and
- c. Public Media: any large-scale source that communicates in writing, TV or radio to a large group of people. This includes social media, websites, blogs, traditional media, TV, radio, etc.

Composition

The Committee shall comprise of a maximum of eight (8) public Members and two (2) Council Members.

Public Members may stem from the following entities:

- a) Community Youth Representative;
- b) School Representative or Trustee;
- c) Seniors Representative;
- d) Parent Representative;
- e) Business Association - Chamber of Commerce representative;
- f) Multi-Cultural Representative; and/or
- g) Public Member at large.

All persons appointed to the Committee shall:

- a. Undertake a Criminal Record Check and suitable screening through the RCMP at the City's expense;
- b. Be a Canadian Citizen or Permanent Resident; and
- c. Be of the full age of eighteen (18) years, except for a youth representative, who shall be at least sixteen (16) years of age.

Term

The term of membership shall be for a period of one (1) year for Public Members and two (2) years for Council Members.

Name: Community Grant Funding Adjudication Committee

Mandate

The Community Grant Funding Adjudication Committee fosters community organizations and individuals in developing and maintaining a diverse range of opportunities for our community to enjoy, thus improving the overall quality of life and sense of well-being through the provision of community grant funds that support organizations and individuals whose efforts and mandates align with the City's strategic objectives.

Definitions

Discretionary Grant	A grant for which the awarding agency generally may decide to make or not make an award based on the programmatic or technical content of an application, and can decide the amount of funding to be awarded.
For-Profit	An award of financial or in-kind assistance by the municipality to an eligible grantee. For the purpose of this Terms of Reference, grants and contributions will be used interchangeably;
Operating Deficit	Denoting an organization that is established, maintained or operating for the purpose of making a profit; and Any excess of standard business operating expenses over standard business operating incomes.

Guidelines

- (a) Grant funding shall align with the City of Chestermere strategic priorities and plans, and contribute to the delivery of programs and services for Chestermere residents.
- (b) Grant funding should recognize the fundamental independence and existing capabilities that exist within our community, the complementary role that community organizations provide to local government, and their ability to mobilize resources and to deliver programs and services in creative ways.
- (c) All grant opportunities are contingent on the allocation of funding as part of the City's multi-year budget process. Grant program awards are restricted to the annual financial commitments made by Council and all grants provided by the City shall follow the provisions of the Municipal Government Act.
- (d) Organizations, where it is deemed that any of its directors, officers or employees have a conflict of interest (or perceived conflict of interest) that is not corrected to the satisfaction of the City, shall be considered ineligible.

- (e) The Community Grant Funding Adjudication Committee is advisory in nature and thus has no decision-making authority. All recommendations for the award of grants will be presented to Council for final ratification via resolution.
- (f) Ineligible applicants for grants shall include: education, government or political institutions; organizations that are in arrears of payments with the City of Chestermere; projects that are eligible through other grant funding sources (Family & Community Support Services, United Way Partnership and/or Community Vitality Grants) or where organizations have failed to report on previous City grant funding commitments.
- (g) Ineligible purposes for community grants shall include: annual operating deficits, use of the grant to further a for-profit venture, endowment funds, any activity related to election campaigning, activities that primarily benefit one individual only, expenses incurred prior to the award of the grant, reimbursement of volunteer hours, reimbursement of employee wages, and projects that do not allow for reasonable public access.

Composition

The Committee will be appointed through Council Resolution and shall comprise of two (2) Members of Council and three (3) Public Members.

Term

The term of membership shall be for a period of one (1) year.

Name: Service Level Review Ad Hoc Steering Committee

Mandate

The Service Level Review Ad Hoc Steering Committee will represent all City Departments and Council to provide guidance and input key decisions to be made with regard to the Service Level Management Policy Framework to be developed for the City. The Committee will provide support, guidance and oversight of progress on the Service Level Review Project (the “Project”).

Composition

The Committee shall comprise of two (2) Members of Council, the Chief Administrative Officer, all Corporate Outcomes and Strategy Team (COST) Members, and the Project Manager.

Responsibilities

Members of the Committee shall:

- a) Review the Project Management Plan and any other documentation provided to assist with the oversight of the project;
- b) Consider feedback form from staff, Council Members, residents and businesses as the City develops the Service Level Management Policy Framework;
- c) Review alternative Service Level Models and assist with selection of the Model and framework most suited to the City’s needs; and
- d) Recommend the policy and framework documents to Council for approval; and

Term

The term of membership shall be for the duration of the project.

Name: Seniors Advisory Committee

Background:

- Council's Strategic Vision for 2019 – 2022 includes the pathways to develop an Amazing Chestermere:
 - Prioritize senior friendly neighbourhoods
 - Promote inclusive and diverse housing options
- The Aging in Place Forum took place in September 2016. Partners, stakeholders and community leaders came together to discuss Senior's Housing in Chestermere. This event initiated the formation of the Action Group for Aging in Place (AGAP).
- A Seniors Housing Assessment was conducted in 2018.
- The assessment results were reviewed and discussed at a special Mayor's Round Table event in October 2018, which gave residents the opportunity to participate and provide feedback.
- As a result of this feedback, Council established the term specific advisory committee, the Council Task Force on Seniors. The committee's mandate was to identify and develop action plans to support residents to age in place, including a priority on the development of seniors' housing.
- The Task Force presented their final report and recommendations to Council in January 2020.

Mandate:

The Seniors Advisory Committee is a standing committee established for the purpose of addressing the recommendations developed by the Task Force sub-committees on Housing, Health, Supports and Services and outlined in the Council Task Force on Seniors Final Report. The committee will collaborate, research, and develop recommended strategies for Council.

Duties:

The duties of the Seniors Advisory Committee include:

- a. Serving in an advisory capacity to Council on recommendations for seniors housing, supports and services for aging in place.
- b. Develop a suggested priorities plan for the recommended action items, considering needs and available financial resources.
- c. Provide regular updates to Council on progress of the aging in place priorities in the action plan and any changes to suggested priorities.

- d. Support the implementation and monitoring of action items approved by Council.
- e. Support Council with advocacy efforts to other levels of government and regional partners regarding funding and supports for seniors housing.

Membership:

The Seniors Advisory Committee Members shall be appointed through Council Resolution will consist of:

- Two (2) Council Members; and
- Seven (7) to ten (10) Public Members

Public Member may include senior residents and representatives from Alberta Health Services, The Senior's Coalition of Chestermere, AGAP, and other agencies.

Term:

Members shall be appointed for a period of two (2) years.