

## BYLAW # 3205

### County Owned Facilities Building Committee Bylaw



**A bylaw of the County of Grande Prairie No. 1 in the Province of Alberta to allow Council to create an ad-hoc committee by motion to review, recommend plans and oversee construction of specific building projects for County Owned Facilities.**

**WHEREAS:** pursuant to the Municipal Government Act, RSA 2000, c. M-26 and amendments thereto, a municipality may pass bylaws in relation to the establishment and functions of council committees, and to the procedures to be followed by council committees; and

**WHEREAS:** pursuant to the Municipal Government Act, RSA 2000, c. M-26 and amendments thereto, a council committee may consist of a combination of Councillors and other persons; and

**WHEREAS:** the County of Grande Prairie wishes to establish by motion ad-hoc committees to oversee specific, County owned, building projects within the authorities outlined in this bylaw.

**NOW THEREFORE,** under the authority of the Municipal Government Act, the Council of the County of Grande Prairie No. 1, in the Province of Alberta, hereby enacts as follows:

#### **INTERPRETATION**

1. This Bylaw shall be cited as the “County Owned Facilities Building Committee Bylaw”.
2. Headings in this Bylaw are for reference purposes only.
3. Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.
4. Words in the singular shall include the plural or vice versa whenever the context so requires.

#### **DEFINITIONS**

5. Definitions:
  - i. “Ad-hoc” means on an as needed basis.
  - ii. “Administration” means the CAO and Directors of the County.
  - iii. “CAO” means the person appointed by Council to the position of Chief Administrative Officer under the Municipal Government Act for the County or designate.
  - iv. “Changes in Project Scope” means a change in the Project Scope.
  - v. “County” means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.
  - vi. “County Owned Facilities” means buildings or future buildings owned by the County.
  - vii. “Council” means the duly elected Council members of the County of Grande Prairie No. 1.

- viii. "Councillor" means the duly elected member of Council under the Municipal Government Act to represent a Division of the County of Grande Prairie No. 1 who continues to hold office.
- ix. "Designate" means the person authorized by the CAO to conduct the duties and functions assigned to the CAO.
- x. "Project Scope" means the objectives, goals, deliverables, deadlines and budgets as identified in the planning process and approved by Council.
- xi. "Organizational Meeting" means the Meeting held annually not later than 2 weeks after the 3rd Monday in October at which appointments are made to County Boards and Committees.

#### **ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE FOR AD-HOC COMMITTEES**

- 6. Council is hereby authorized to establish by motion ad-hoc committees pursuant to this Bylaw for specific building projects.
- 7. In order to fill their mandate, the ad-hoc committees shall have the following authority:
  - i. Make recommendations to Council regarding the Project Scope in the planning stages.
  - ii. Make recommendations to Council regarding land acquisition as may be required for the project.
  - iii. Make recommendations to Council regarding contract awarding, including but not limited to, engineering, architectural and construction.
  - iv. Make recommendations to Council regarding the engagement of third-party management to assist with the project.
  - v. Oversee the project and expend funds as may be identified in the Budget, including authorizing minor change orders within the Project Scope.
  - vi. Any major changes orders and Changes in Project Scope must be recommended and approved by Council.
  - vii. Any other financial considerations must be recommended and approved by Council.
  - viii. Make any other recommendations to Council as per Ad-hoc committee mandate.
  - ix. Carryout all activities within other applicable County policies.

#### **MEMBERSHIP OF AD-HOC COMMITTEES**

- 8. The Ad-hoc committees will be comprised of three (3) members of Council appointed by Council upon establishment of the Ad-hoc committee.
- 9. The Reeve is an Ex-officio member of all Ad-hoc committees and is a voting member.
- 10. The CAO or designate must be present at all meetings and is a non-voting member.



11. In the event of a vacancy, Council may appoint a replacement to fill the vacancy for the remainder of the term.
12. The Ad-hoc committees will appoint a Chairperson and Vice-Chairperson at the first meeting from amongst the members who will serve for the duration of their respective terms.
13. If an appointed member is absent for three (3) consecutive meetings, without prior approval, Council may declare the position vacant and appoint a successor.
14. Council may terminate the appointment of any member at any time.
15. Members appointed to this committee will receive remuneration in accordance with Policy F10 – Council and Board Member Honoraria & Expense Reimbursement.

#### **PROCEDURE OF AD-HOC COMMITTEES**

16. Ad-hoc committee members are required to agree and maintain confidentiality and comply with all County bylaws, policies and procedures.
17. All Ad-hoc Committees will:
  - i. Meet annually following the Organizational Meeting, at a minimum, or as required.
18. Notice of meetings will be posted on the County website, no additional notice of regularly scheduled meetings is required.
19. The Chair may call a special meeting by giving at least 24 hours' notice to:
  - i. Members of the Ad-hoc committee by email.
  - ii. The public by posting a notice on the County's website.
20. Ad-hoc committees may vote to change the date, time, or place of a scheduled meeting, or schedule an additional meeting as long as the Ad-hoc committee provides at least 24 hours' notice of the change to the Ad-hoc committee members by email and to the public by notice on the County's website.
21. Quorum at any regular meeting shall be three (3) members of Council. One member shall be the Chairperson or Vice-Chairperson.
22. Ad-hoc Committees will follow the meeting procedures set out in the County's Procedural Bylaw. A tie vote shall constitute defeat of any motion considered by the Ad-hoc committee.
23. The Chairperson will chair all Ad-hoc committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chairperson's duties, the Vice-Chairperson will perform those duties.
24. Meetings will be held in public unless the meeting is closed for reasons permitted by the Municipal Government Act.
25. Ad-hoc committees may invite subject matter experts to attend any meeting of the Ad-hoc committee on an as needed basis.

### **REPORTING FOR AD-HOC COMMITTEES**

26. Ad-hoc committees will provide regular updates to Council which may include recommendations on matters as required.

### **ADMINISTRATIVE SUPPORT FOR AD-HOC COMMITTEES**

27. The CAO, or designate, will assign administrative resources as required to assist and fulfill the Ad-hoc committee's mandate.
28. Legislative Services will provide administrative support, including:
- i. Publish Meeting Notice
  - ii. Agenda Preparation
  - iii. Minute Taking

### **SEVERABILITY**

29. Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.


### **EFFECTIVE DATE**

30. This Bylaw shall come into force and effect on the third and final reading thereof.

READ a first time this 13 day of February, 2023.

READ a second time this 27 day of February, 2023.

READ a third time and finally passed this 27 day of February, 2023.

  
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Bob Marshall  
Reeve

  
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Joulia Whittleton  
Chief Administrative Officer



February 16, 2023

**TO WHOM IT MAY CONCERN:**

I hereby appoint **Carol Gabriel** as Acting Administrator for the County of Grande Prairie No. 1 in my absence from February 25 – March 5, 2023

16<sup>th</sup> day of February, 2023.

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Joulia Whittleton, CLGM  
Chief Administrative Officer