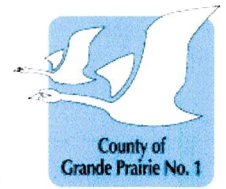


## BYLAW # 3203



### Staff Accommodation Space Needs Analysis Committee Bylaw

**A bylaw of the County of Grande Prairie No. 1 in the Province of Alberta to review and recommend plans for current and potential new buildings to accommodate staff and public access needs in the County of Grande Prairie.**

**WHEREAS:** pursuant to the Municipal Government Act, RSA 2000, c. M-26 and amendments thereto, a municipality may pass bylaws in the 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 a Council Committee that acts in an advisory role by making planning recommendations and providing advice to Council on Staff Accommodation Space Needs Analysis matters in the County of Grande Prairie.

**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 “Staff Accommodation Space Needs Analysis Committee”.
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. “Administration” means the CAO and Directors of the County.
  - ii. “CAO” means the person appointed by Council to the position of Chief Administrative Officer under the Municipal Government Act for the County or designate.
  - iii. “County” means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation
  - iv. “Council” means the duly elected Council members of the County of Grande Prairie No. 1.
  - v. “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.

- vi. “Designate” means the person authorized by the CAO to conduct the duties and functions assigned to the CAO.
- vii. “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.
- viii. “Long Term” means a period of twenty-five (25) years.
- ix. “Municipal Office” means the following County facilities:
  - i. County Administrative Building;
  - ii. Public Works Building;
  - iii. Administrative space in the Heavy-Duty Shop;
  - iv. Community Services Building;
  - v. Family and Community Support Services Leased Space;
  - vi. Wellington Resource Centre;
  - vii. or any other spaces for performing regular administrative functions.
- x. “Short Term” means a period of ten (10) years.

#### **ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE**

- 6. A Council Committee is hereby established and will be referred to as the Staff Accommodation Space Needs Analysis Committee.
- 7. The mandate of the Staff Accommodation Space Needs Analysis Committee is to review and recommend plans for current and potential new buildings to accommodate staff and public access needs in the County.
- 8. In order to fill its mandate, the Committee has the following authority:
  - i. Review Administrative reports related to staff space Short Term needs and Long Term needs for all County Municipal Offices.
  - ii. Direct Administration to provide additional information for consideration at future Committee meetings.
  - iii. Expend funds as may be identified in the Budget for analysis to formulate planning recommendations to Council and for subsequent procurement of architectural or engineering studies as required.
  - iv. Any other financial considerations must be recommended and approved by Council.
  - v. Make recommendations to Council as per Committee mandate.

#### **MEMBERSHIP**

- 9. The Committee will be comprised of four (4) members of Council appointed by Council upon establishment of the Committee and annually at the County Organizational Meeting.



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

## **PROCEDURE**

17. Committee members are required to agree and maintain confidentiality and comply with all County bylaws, policies and procedures.
18. The Committee will:
  - i. Meet annually following the Organizational Meeting, at a minimum, or as required.
19. Notice of meetings will be posted on the County website, no additional notice of regularly scheduled meetings is required.
20. The Chair may call a special meeting by giving at least 24 hours' notice to:
  - i. Members of the Committee by email.
  - ii. The public by posting a notice on the County's website.
21. The Committee may vote to change the date, time, or place of a scheduled meeting, or schedule an additional meeting as long as the Committee provides at least 24 hours' notice of the change to the Committee members by email and to the public by notice on the County's website.
22. Quorum at any regular meeting shall be three (3) members of Council. One member shall be the Chairperson or Vice-Chairperson.
23. The Committee 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 Committee.
24. The Chairperson will chair all 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.
25. Committee meetings will be held in public unless the meeting is closed for reasons permitted by the Act.

26. The Committee may invite subject matter experts to attend any meeting of the Committee on an as needed basis.

### **ANNUAL WORK PLAN AND REPORTING**

27. The Committee will develop an annual work plan at the first meeting following the Organizational Meeting for Council approval that identifies key priorities and goals based on its mandate and this bylaw.
28. The Committee may provide updates to Council which may include recommendations on matters related to the Committee's mandate and annual work plan.
29. At least once per year and prior to the Organizational Meeting, the Committee will present to Council the following:
- i. Review of its work plan.
  - ii. Update on progress and initiatives.
  - iii. Any information or recommendations on issues or opportunities within its mandate.

### **ADMINISTRATIVE SUPPORT**

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

### **SEVERABILITY**

32. 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**

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

READ a first time this 16<sup>th</sup> day of January, 2023.

READ a second time this 16<sup>th</sup> day of January, 2023.

READ a third time and finally passed this 16<sup>th</sup> day of January, 2023.



---

Bob Marshall  
Reeve



---

Joulia Whittleton  
Chief Administrative Officer