

BYLAW #1114-26
The City of Beaumont
Intermunicipal Planning Liaison Committee Bylaw

Whereas section 145 of the Municipal Government Act, RSA 2000c m-26 provides that a council may pass bylaws in relation to the establishment and function of council committees and other bodies;

Therefore Council enacts:

PART I – DEFINITIONS AND INTERPRETATION

Definitions

1 In this bylaw:

- (a) "Administrative Representative" means the member of administration appointed by the Chief Administrative Officer or delegate to provide administrative support to a committee;
- (b) "Act" means the *Municipal Government Act*, RSA 2000, c M-26;
- (c) "Chief Administrative Officer" means the chief administrative officer of the City or delegate;
- (d) "City" means the municipal corporation of The City of Beaumont;
- (e) "Council" means the municipal council of the City of Beaumont;
- (f) "Committee" means the City of Beaumont Intermunicipal Planning Liaison Committee established by this Bylaw;
- (g) "County" means the municipal corporation of Leduc County;
- (h) "Intermunicipal Collaboration Framework" and "ICF" mean the City of Beaumont-Leduc County Intermunicipal Collaboration Framework;
- (i) "Intermunicipal Development Plan" and "IDP" mean the City of Beaumont-Leduc County Intermunicipal Development Plan;
- (j) "Mayor" means the chief elected official of the City; and
- (k) "Member" means an elected official duly appointed to serve on the Committee.

Interpretation

2 The following rules apply to interpretation of this bylaw:

- (a) headings, titles, and margin notes in this bylaw are for ease of

reference only;

- (b) gender-specific words, phrases, and references are intended to be gender-neutral, and the singular includes the plural as the context requires;
- (c) every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid by a Court, all other provisions of this bylaw remain valid and enforceable; and
- (d) references to bylaws and enactments in this bylaw include amendments and replacement bylaws and enactments, and regulations and orders thereunder.

PART II – MANDATE

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| Establishment | 3 | The Committee is established as a committee of Council. |
| Mandate | 4 | The Committee is an advisory body established to facilitate intermunicipal collaboration and development of the City of Beaumont-Leduc County Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP). |
| Terms of Reference | 5 | The role of the Committee is advisory only. |
| | 6 | The Committee shall act in an advisory capacity to Council on matters relating to the City of Beaumont-Leduc County ICF-IDP project. |
| | 7 | To fulfill its mandate, the Committee may: <ul style="list-style-type: none">(a) Receive progress reports from Administration related to the ICF and IDP;(b) Make recommendations to Council regarding any reports, updates, or presentations received by the Committee;(c) Monitor progress of the development and completion of the ICF and IDP;(d) Meet to discuss a conflict that has been referred from the administrative project teams and recommend mediation if the conflict cannot be resolved; and(e) Discuss proposed terms of the ICF or IDP with representatives of the Leduc County Intermunicipal Committee and make |

recommendations to Council regarding those terms.

Limitations

- 8 The Committee and Committee members have no power to authorize any expenditure to be charged against the City.
- 9 The Committee and Committee members have no power to direct City administrative staff on policy or operational issues.

PART III – MEMBERSHIP

Members

- 10 The Committee will be comprised of three (3) voting members and one (1) alternate member who are members of Council and appointed by Council.

Term Length

- 11 Council will appoint Members for the Committee's duration.

Qualification of Members

- 12 A Member is disqualified and a vacancy on the Committee shall exist if:

(a) The Member ceases to be an elected official of the City of Beaumont

(b) Council revokes the Member's appointment for any reason, or

(c) The Member resigns in writing.

PART IV – PROCEDURES

Quorum

- 13 Quorum will consist of two elected officials.

Chair

- 14 The Committee will appoint a Chair.

- 15 The Chair will preside at all Committee meetings and decide all points of order that may arise.

- 16 If the Chair is unable to perform the Chair's duties, an interim Chair will be selected from the Committee members in attendance.

Meetings

- 17 The Committee will meet on a monthly basis.

- 18 The Chair may call a special meeting by giving minimum 72 hours' notice to:

(a) The Members of the Committee by email; and

- (b) The public by posting a notice on the Committee's webpage.
- 19 The Committee must give at least 72 hours' notice of a cancellation or change in the location or time of a Committee meeting.
- Rules of Procedures 20 The Committee will follow the meeting procedures set out in the City's Meeting Procedures Bylaw.
- Agenda 21 Matters will be placed on the Committee agenda by the Chief Administrative Officer or at the request of any Committee Member.

PART V – REPORTING

- Reports to Council 22 The Committee may provide reports which include recommendations on matters related to the Committee's mandate to Council.
- Reporting 23 The Committee will report to Council as needed on the following:
 - (a) update on progress and initiatives; and
 - (b) any information or recommendations on issues and matters within its mandate.
- 24 The Committee will provide a final report to Council before approval of the IDP.

PART VI – ADMINISTRATIVE REPRESENTATIVE

- Administrative Representative 25 The Chief Administrative Officer will appoint an Administrative Representative to the Committee.
- 26 The Administrative Representative is not a Member of the Committee and cannot vote on any matter before the Committee.
- 27 The Administrative Representative or delegate will perform the following duties and functions for the Committee:
 - (a) Publish the Committee's meeting schedules and notices;
 - (b) Provide technical, administrative, meeting management and other supports to the Committee as required for its meetings;
 - (c) Manage the Committee's minutes and records;
 - (d) Provide City information or records to the Committee about matters within its mandate if requested, subject to the *Access to Information Act*, SA 2024, c A-1.4; the *Protection of Privacy*

Act, SA 2024, c P-28.5; and other confidentiality requirements;
and

(e) Facilitate the preparation of Committee reports to Council.

PART VII – BYLAW EXPIRY

Bylaw Expiry 28 This Bylaw shall automatically expire and be of no further force or effect thirty (30) days after the approval of the Intermunicipal Collaborative Framework and the Intermunicipal Development Plan by Council.

FIRST READING: October 13, 2026

SECOND READING: October 13, 2026

THIRD READING: October 13, 2026

SIGNED THIS 13th day of October, 2026.

Lisa Vanderkwaak
MAYOR

Chelaine Winter
CLERK