
Consolidation of Bylaw No. 882-2015

CITY OF LEDUC

STRATEGIC PLANNING COMMITTEE BYLAW

Adoption January 12, 2015

As Amended By:

Bylaw No. 959-2017 adopted September 11, 2017

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A BYLAW OF THE CITY OF LEDUC IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE STRATEGIC PLANNING COMMITTEE BYLAW

Whereas, pursuant to section 145 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, Council may by bylaw establish Council committees and prescribe rules for their conduct and procedure;

And Whereas, pursuant to sections 196 through 198 of the *Municipal Government Act*, Council committee meetings must be conducted in public unless the matters under discussion is within one of the exceptions to disclosure under the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, or a member of the public is expelled for improper conduct;

And Whereas, pursuant to section 208 of the *Municipal Government Act*, the chief administrative officer must ensure that the enumerated administrative functions under that section are performed, including recording minutes, identifying members present at meetings, providing minutes for adoption at the next meeting, safekeeping Council and Council committee records, and informing Council and Council committees in writing of their legal responsibilities under the *Municipal Government Act*;

And Whereas, section 95 of the *Freedom of Information and Protection of Privacy Act* requires every public body to, by the means by which it makes decisions, appoint a FOIP Head and establish a fee schedule for answering information requests, but the fee schedule may not exceed the maximum fees set in the *Freedom of Information and Protection of Privacy Regulation*, AR 31/2012, as amended;

Leduc City Council enacts:

PART I - PURPOSE, DEFINITIONS AND INTERPRETATION

PURPOSE

1. The purpose of this bylaw is to establish a Council committee named the Strategic Planning Committee, and to prescribe a mandate, terms of reference, composition and procedural rules for that Committee.

DEFINITIONS

2. In this bylaw, unless the context otherwise requires:
 - (a) **“City Manager”** means the chief administrative officer of the municipal corporation of the City of Leduc;

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- (b) “**Committee**” means the Strategic Planning Committee, established by this bylaw;
- (c) “**Council**” means the municipal council of the municipal corporation of the City of Leduc;
- (d) “**Election**” means an election held for all the members of an elected authority to fill vacancies caused by the passage of time, as required by the *Local Authorities Election Act*, R.S.A. 2000, c. L-21, as amended ;
- (e) “**Mayor**” means the chief elected official of the municipal corporation of the City of Leduc.

RULES FOR INTERPRETATION

- 3. The marginal notes and headings in this bylaw are for reference purposes only.

PART II - ESTABLISHMENT

ESTABLISHMENT

- 4. The Strategic Planning Committee is hereby established as a Committee of Council.

MANDATE

- 5. The mandate of the Committee is to set a strategic plan for each session of Council and to review that plan annually between Elections.

TERMS OF REFERENCE

- 6. The Committee will fulfill its mandate by:
 - (a) recommending a four-year strategic plan to Council following each Election; **Amended-Bylaw No. 959-2017, Adopted September 11, 2017.**
 - (b) annually reviewing the strategic plan and recommending to Council any modifications or additions that the Committee deems appropriate; and
 - (c) gathering and reviewing reports and other evidence to assist in the creation or review of the strategic plan.

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PART III - MEMBERS

MEMBERS

7. The Committee will be comprised of all members of Council.

CHAIR

8. (1) The Committee will be chaired by the Mayor.
(2) In the absence of the Mayor, the Deputy Mayor will chair the Committee.

PART IV - PROCEEDURE

MEETINGS

9. (1) The Committee will meet at minimum once per year, on or before March 31. *Amended – Bylaw No. 959-2017, Adopted September 11, 2017.*

QUORUM

10. Quorum is established by the attendance of 5 out of 7 of the members of Council at a properly called meeting of the Committee.

PROCEDURES

11. The Committee will follow the procedures set out in the *Council Procedures Bylaw, No. 493-2001*, as amended.

RESOLUTIONS

12. Committee decisions will be made by show of hands, with passage of resolutions being established by a majority vote of those present at the meeting.

MINUTES AND RECORDS

13. The Committee must prepare and keep safe minutes and records relating to its decisions or reports.

FOIP

14. The Committee will pass resolutions appointing a head and adopting a fee schedule for information requests as required by the *Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25*, as amended.

REPORTING

15. The Committee will report to Council following each meeting of the Committee.

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EFFECTIVE DATE

16. This bylaw comes into force on March 1, 2015.

READ A FIRST TIME IN COUNCIL THIS 12TH DAY OF JANUARY, AD 2015.

READ A SECOND TIME IN COUNCIL THIS 12TH DAY OF JANUARY, AD 2015.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 12TH DAY OF JANUARY, AD 2015.

'original signed'

Robert Young
DEPUTY MAYOR

'original signed'

Sandra Davis
CITY CLERK

JAN 12, 2015

Date Signed