



TOWN OF
**DIAMOND
VALLEY**

OFFICE CONSOLIDATION
of
Bylaw 2023-13

Council Committees Bylaw

This document is consolidated into a single publication for the convenience of users. The official Bylaw and all amendments thereto are available from the Legislative Services Supervisor and should be consulted in interpreting and applying this Bylaw. In case of any dispute, the original Bylaw(s) must be consulted.

For easy reference the amending Bylaw Numbers are listed with a brief description.

Printed by the Legislative Services Supervisor, by the authority of Town Council.



BYLAW 2023-13

BEING A BYLAW OF THE TOWN OF DIAMOND VALLEY IN THE PROVINCE OF ALBERTA, TO ESTABLISH COUNCIL COMMITTEES

WHEREAS Section 145 of the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended, authorizes Council to pass a bylaw to establish Council committees; and

WHEREAS Council may, by bylaw, establish the functions of Council committees and the procedures to be followed; and

WHEREAS the Council of Diamond Valley considers it expedient to establish Council committees to support, facilitate and to advise Council on matters relevant to the committee mandates;

NOW THEREFORE, BE IT RESOLVED THAT the Council of the Town of Diamond Valley, duly assembled, enacts as follows:

1.0 TITLE AND PURPOSE

- 1.1 This bylaw may be cited as the '***Council Committees Bylaw***'.
- 1.2 Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.
- 1.3 This bylaw shall govern the establishment and regulation of Council Committees unless a variance is specifically provided for in the bylaw. Any such variance must be set out in the Committee Terms of Reference attached to and forming part of this bylaw.
- 1.4 This bylaw does not apply to intermunicipal, commission or corporate bodies jointly established under separate bylaw or agreement.
- 1.5 If a matter is not contemplated in the Terms of Reference of a Committee, this bylaw takes precedence.

2.0 INTERPRETATION AND DEFINITIONS

- 2.1 In this bylaw, the following terms, phrases, words and their derivations shall have the following meanings:
 - a) **Act** means the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended;
 - b) **Ad-Hoc** means a short-term, special or temporary Committee, a task force or working group established by Council to complete a specific task in a specific time frame;
 - c) **Administration** means the operations and staff of the Town under the direction of the Chief Administrative Officer
 - d) **Chief Administrative Officer or CAO** means the person appointed by the Council of the Town to carry out the powers, duties and functions of the Chief Administrative Officer;
 - e) **Code of Conduct** means the Town's current Code of Conduct Bylaw, which establishes the conduct governing councilors and members of council committees;

- f) **Committee** means a committee with members appointed by Council and includes a Standing or Subcommittee which may consist entirely of Councillors, a combination of Councillors and Members-at-Large or, may be entirely of Members-at-Large;
- g) **Council** means the elected officials for the Town of Diamond Valley;
- h) **Member** means a person who has been appointed to a Committee by Council in accordance with the current Council Procedures bylaw;
- i) **Organizational Meeting** means the annual Organizational Meeting of Council held pursuant to the Municipal Government Act;
- j) **Procedure Bylaw** means the current Council Procedures Bylaw, as amended or replaced from time to time;
- k) **Standing Committee** means a Committee listed in Section 3 of this bylaw;
- l) **Subcommittee** means a subcommittee established to assist with the duties of a Committee;
- m) **Terms of Reference** means the Terms of Reference approved by Council that establishes the functions, procedures, membership and other governance characteristics of a Committee, schedules which are attached and form part of this bylaw;
- n) **Town** means the municipality of the Town of Diamond Valley, incorporated in the Province of Alberta.

2.2 The headings in this bylaw do not form part of this bylaw and shall not affect its interpretation.

3.0 STANDING COMMITTEES

3.1 Council hereby establishes the following as Standing Committees:

- a) Council Committee of the Whole;
- b) Economic Development Advisory Committee;
- c) Parks and Recreation Advisory Committee;
- 2023-15 d) Council Remuneration Review Committee;
- 2024-42 e) Traffic Safety Advisory Committee;
- 2024-69 f) Municipal Development Plan Steering Committee;
- 2024-71 g) Council Appeals Committee

4.0 ESTABLISHING COMMITTEES AND SUBCOMMITTEES

4.1 Council may establish Committees and their Terms of Reference by bylaw.

4.2 Council may establish by resolution, an ad-hoc committee, task force or working group for the purpose of reviewing a specific issue or issues within a specific timeline.

4.3 Committees will have the duties, functions, membership, procedures and other characteristics established in their Terms of Reference.

4.4 Committees may establish by motion, a subcommittee for the purpose of reviewing a specific issue or issues within a specific timeline.

5.0 ACCOUNTABILITY AND REPORTING

5.1 All Committees are accountable to Council.

5.2 Subcommittees are accountable to the Committee that they were established to assist.

5.3 Councillors are responsible for keeping Council as a whole, informed of the activities of the various Committees to which they are appointed.

5.4 All Committees are required to provide adopted meeting minutes.

6.0 MEMBERSHIP AND APPOINTMENTS

6.1 Membership vacancies that occur between the annual Organizational Meetings may be filled by resolution of Council if deemed necessary.

6.2 Members-at-Large must be residents of Diamond Valley, unless otherwise provided for in the Terms of Reference, and are appointed by Council for the term as outlined in the Terms of Reference. The Terms of Reference may prescribe additional requirements or qualifications for the appointment of a Member-at-Large.

6.3 Members-at-Large who cease to be a resident of Diamond Valley also cease to be a member of the Committee to which they are appointed unless otherwise provided for in the Terms of Reference of those Committees.

7.0 TERM OF APPOINTMENT AND REMOVAL

7.1 Council Representatives are appointed at the annual Organizational Meeting for a specified term.

7.2 Appointments to an ad-hoc committee, task force or working group will be the term to complete the work of the committee as established by Council.

7.3 Members-at-Large are appointed to a Committee in staggered terms of one-year, two-year or three-year terms, or as otherwise specified in that Committee's Terms of Reference. If a Members-at-Large resigns mid-term, their replacement will only be appointed for the remainder of the original term.

7.4 Members-at-Large serve at the desire of Council and may be removed from a Committee by a resolution of Council.

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- 7.5 Members-at-Large may resign from a Committee by providing written notice of their resignation.
- 7.6 A Members-at-Large who is absent from three consecutive meetings without a valid reason ceases to be a Member of that Committee unless the absence is authorized by a motion of the Committee.
- 7.7 Members-at-Large may serve on a Committee for a maximum of two consecutive terms unless otherwise stated in the Committee's Terms of Reference. After serving a second consecutive term, Members-at-Large cannot serve on the Committee for at least one term before being eligible for reappointment. Members-at-Large may sit for a third consecutive term if necessary, by resolution of Council.

8.0 CHAIR AND VICE-CHAIR

- 8.1 The Chair and Vice Chair of a Committee are chosen in accordance with its Terms of Reference.
- 8.2 If the Terms of Reference for a Committee does not provide for the appointment of a Chair or Vice-Chair, the Chair or Vice-Chair will be chosen by the simple majority of the Committee Members in a manner agreed upon by a simple majority of the Members.

9.0 MEETINGS AND MEETING PROCEDURES

- 9.1 Committees will meet on the dates and times established by Council at the annual Organizational Meeting or by resolution of Council or as referenced in its Terms of Reference.
- 9.2 All agendas and minutes of the Committee meetings will be made available to the public.
- 9.3 Additional meetings and special meetings of a Committee may be called in accordance with its Terms of Reference.
- 9.4 Committee meetings are to be conducted in accordance with the current Council Procedure Bylaw, as amended or replaced from time to time.
- 9.5 Committee meetings are to be open to the public except when permitted by legislation to hold parts of the meeting in a closed session.
- 9.6 Individuals, community groups and other organizations that wish to present to a Committee may submit a request to do so in accordance with the current Council Procedure bylaw or as otherwise outlined in its Terms of Reference.

10.0 CODE OF CONDUCT

- 10.1 Committees established under this bylaw will govern themselves in accordance with the current Code of Conduct Bylaw, as amended or replaced from time to time.

11.0 ADMINISTRATIVE SUPPORT

- 11.1 Committees may receive administrative support as appointed by the Chief Administrative Officer, in a non-voting capacity or as outlined in their Terms of Reference.
- 11.2 Administrative support may include but is not limited to, preparing agendas and minutes, coordinating meetings, providing expertise and advice and other duties that are reasonably required by the Committee to carry out its duties.

12.0 BUDGET AND REMUNERATION

- 12.1 Committees may have the budgets and resources established in the Operating Budget of the Town as approved by Council.
- 12.2 Council members are remunerated in accordance with Town's Council Remuneration and Reimbursement Policy, as amended from time to time, unless the Terms of Reference for a Committee provides for otherwise.

13.0 SEVERABILITY

- 13.1 Each provision of this Bylaw is independent of all other provisions. If a provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, the remaining provisions of the bylaw will remain valid and enforceable.

14.0 GENERAL PROVISIONS AND COMING INTO FORCE

- 14.1 Town of Diamond Valley Bylaw 2023-08 is hereby rescinded.
- 14.2 This Bylaw will take force and effect upon third and final reading and signing thereof.

READ A FIRST TIME on the 15th day of February, 2023

READ A SECOND TIME on the 15th day of February, 2023

READ A THIRD AND FINAL TIME on the 15th day of February, 2023

Original Signed
Mayor

Original Signed
Chief Administrative Officer

Council Committee of the Whole

TERMS OF REFERENCE

#	ITEM	DETAILS
1	NAME	Council Committee of the Whole
2	STATEMENT OF PURPOSE	The Committee of the Whole will be an advisory committee whose purpose is to provide Council the opportunity to debate and discuss matters in a less formal setting and to make recommendations for Council consideration.
3	GOVERNANCE STRUCTURE	<p>In accordance with the <i>Municipal Government Act</i> (MGA), RSA 2000, Chapter M-26, as amended, the Committee may consider any matter that Council may consider.</p> <p>The Committee will comply with the requirements of:</p> <ul style="list-style-type: none"> • MGA; • Committee Bylaw (<i>currently in effect</i>); • Procedures Bylaw (<i>currently in effect</i>); and • Code of Conduct Bylaw (<i>currently in effect</i>). <p>The Committee meetings will provide the opportunity for Committee members to seek clarification on matters relating to Council business and will be purposely kept informal to encourage deliberation of information and ideas.</p>
4	MEMBERSHIP & COMPOSITION	<p>The Committee shall consist of all members of Council for the duration of their term of office.</p> <p>The Chair shall be the Deputy Mayor.</p> <p>If the Deputy Mayor is absent, the Chair shall be any Council member selected by members in attendance at the meeting.</p>
2024-93 5	MEETING SCHEDULE AND PROCEDURES	<p>All meetings are open for the public to attend except when permitted by legislation to hold parts of the meeting in a closed session.</p> <p>The Committee will meet at 6:00 pm, on the second Wednesday of the month, in February, April, June, September and November, or as otherwise requested by Council or Administration.</p> <p>Meetings may be cancelled by agreement of the Chair and the Mayor.</p> <p>Quorum is a majority of Council members.</p>

#	ITEM	DETAILS
6	WORKING PRINCIPLES	<p>Council delegates to the Committee the authority to review and make recommendations to Council on matters but not limited to discussion and debate of:</p> <ul style="list-style-type: none"> • budget, • audit, • transportation matters, • development matters, • strategic planning, • legislative matters (bylaws and policies), and • any other relative Town business. <p>The Committee may also:</p> <ul style="list-style-type: none"> • conduct non-statutory public hearings, • receive delegations and presentations, • meet with other municipalities or levels of government, and • recommend appointments to Town committees, boards, commissions or other organizations to which the Town is entitled to have representation.
7	REPORTING	<p>The Committee is advisory in nature, making recommendations to Council by way of resolution.</p> <p>Minutes of the Committee shall be adopted by Council and recommendations will be added to the next Regular Council meeting agenda.</p>
8	RESOURCES – FINANCIAL	<p>Council committee members shall receive a committee per diem for attendance.</p>
9	RESOURCES – HUMAN / OTHER	<p>The Chief Administrative Officer or delegate shall attend meetings.</p> <p>Legislative Services shall provide support to the Committee.</p> <p>Support may include but is not limited to the preparation of agendas and minutes, scheduling meetings, providing expertise and recommendations, and any other duties that are reasonably required by the Committee to carry out its duties.</p>
10	KEY STRATEGIC DIRECTION	<p>Make recommendations to Council.</p>
11	COMMUNICATION	<p>Meetings are open to the public, meeting dates and times, agendas and minutes will be posted on the Town website and notices of meetings will be posted to the website calendar.</p>

#	ITEM	DETAILS
12	REVIEW AND EVALUATION	The Committee Terms of Reference shall be reviewed at the Organizational Meeting following a municipal election to ensure that they reflect the current mandate of the Committee.

Economic Development Advisory Committee

TERMS OF REFERENCE

#	ITEM	DETAILS
1	NAME	Economic Development Advisory Committee
2	PURPOSE	<ol style="list-style-type: none"> 1. To generally assist the Town of Diamond Valley Council with the accomplishment of economic development goals established in the Economic Development Strategy. 2. To consider and approve an annual economic development work plan of an Economic Development Officer function. 3. To provide strategic advice to an Economic Development Officer, or services contractor, and/or other municipal employees designated to serve in an economic development function in the municipality: <ol style="list-style-type: none"> a) in the formation and implementation of an Economic Development Plan; b) other matters brought forward from time to time by an Economic Development Officer, and/or other municipal employees designated to serve in an economic development function in the municipality. 4. To advise Council on specific strategic planning, policy and/or economic development municipal services matters referred to the Committee by Council. 5. To serve as a community economic development ambassador for the Town of Diamond Valley in and beyond the municipality. 6. To promote communication of aspirational and creative/ innovative community and economic development ideas and initiatives relevant to Town residents in pursuit of future prosperity and quality of life. 7. Where the Town has an economic development officer and/or designate function, the Committee shall not have decision-making mandate for day-to-day operation of that function.
3	COMPOSITION	<ol style="list-style-type: none"> 1. The volunteer Committee will be comprised of representatives from the Town of Diamond Valley. <ol style="list-style-type: none"> a) Two (2) members from the Town Council; to be appointed at the annual Organizational Meeting of Council. b) Eight (8) members-at-large with business acumen or business interest. 2. Member-at-large appointments will be approved by Council. Members-at-large will be appointed for a term of three (3) years with a maximum of two consecutive terms.

#	ITEM	DETAILS
		<ol style="list-style-type: none"> 3. Appointments will be staggered as follows to ensure overlap of current and new members: <ol style="list-style-type: none"> a) will be appointed to a three (3) year term during even-numbered years; b) will be appointed to a three (3) year term during odd-numbered years; c) annually, members of Council will be appointed to the Committee for a full election term at the annual Organizational Meeting. 4. Recruitment process shall comply with applicable municipal committee recruitment policies.
4	ACTIVITY LEVEL	The Committee members shall set their own meeting schedule and regular location. Given strategic and policy Committee focus, at a minimum of six (6) meetings annually.
5	MEETING PROCEDURES	<ol style="list-style-type: none"> 1. The Committee will follow meeting procedures as outlined in the current Council Procedures Bylaw. 2. Meetings will be conducted based on Robert's Rules of Order.
6	LEADERSHIP, GOVERNANCE STRUCTURE, AND DECISION MAKING	<ol style="list-style-type: none"> 1. This Committee is accountable to Town Council, with advisory support from an Economic Development Officer or other economic development municipal employee designated by Council. 2. Annually, the Committee shall select its own Chair and Vice-Chair at the first meeting held in the year. In the absence of the Chair, the Vice-Chair will assume the Chair's meeting and committee duties. 3. A recording secretary will be appointed to record minutes of each meeting. 4. A quorum consists of the simple majority of the voting Committee members. 5. A meeting agenda will be provided to all Committee members at least two days prior to the meeting. 6. Each Committee member shall have one vote. 7. All Committee members shall vote on every question and, in the event of a tie, the motion shall be defeated. 8. Any member must declare a conflict of interest on discussion items in which the member has a pecuniary interest as defined in the <i>Municipal Government Act</i>, sections 169 - 173. 9. Members of the Committee may have access to information that is confidential. Members of the Committee are expected to hold all closed session items in confidence in accordance

#	ITEM	DETAILS
		<p>with the <i>Municipal Government Act</i>.</p> <p>10. If a member is absent from three (3) consecutive meetings without cause, then the Chair shall request the member's resignation.</p> <p>11. The Committee may hear and consider representations by any individual, organization or delegation with respect to economic development and may act on such recommendations arising should it be deemed by the Committee to be in the general interest of the municipality and/or the strategic economic development agenda.</p> <p>12. Committee members may not authorize expenditures or payments on behalf of the municipality.</p> <p>13. Members of the Committee do not have the authority to speak on behalf of the EDAC. All public communications will be issued in accordance with the Council Procedure Bylaw.</p>
7	REPORTING	<p>1. The Committee will advise and make recommendations to an Economic Development Officer or other economic development municipal employee designated by Council, and Council on specific matters of request.</p> <p>2. The following items will be generated and submitted:</p> <ul style="list-style-type: none"> • Meeting minutes: For distribution to Committee Members after each meeting. Minutes will be distributed within one week of the next meeting. • Committee minutes, summaries and reports shall be sent to Council for applicable reviews and decisions before being made public. • Where information is general, the Committee will forward to Council as required. Such items shall be submitted in writing to the Town Council in accordance to Council agenda submission requirements. • Regular reports shall be submitted to Council by the Committee for approval as required.
8	RESOURCES – FINANCIAL	Funding for the economic development program shall be managed by the Town as designated by Council. The budget will be determined annually by Council, with input from this Committee if requested by Council.
9	RESOURCES – HUMAN / OTHER	<p>The Committee will be self-supporting, with advisory support from an economic development and/or designate economic development function, if it exists.</p> <p>Other departments and/or staff may be required to attend meetings on an ad hoc or regular basis at the discretion of the Chief Administrative Officer.</p>

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		These staffing resources do not have a voting function.
10	COMMUNICATION	Meetings are open to the public, meeting dates and times will be posted on the Town website.
11	REVIEW AND EVALUATION	<ol style="list-style-type: none">1. The Terms of Reference will be reviewed as required.2. Any revised Terms of Reference shall be forwarded to Council for final approval before implementation.3. A committee self-evaluation will be completed annually for review to evaluate progress of the project based on the plan.

Parks and Recreation Advisory Committee

TERMS OF REFERENCE

#	ITEM	DETAILS
	NAME	Parks and Recreation Advisory Committee
1	Statement of Purpose	To advise and/or make recommendations to Diamond Valley Council in pursuing and implementing Parks, Recreation, Cultural Programs and Services within the Town of Diamond Valley.
2	Goals and Objectives	To provide quality, cost-effective facilities and services for parks and recreation that enhances or improves the quality of life for the residents and visitors of the Town of Diamond Valley
3	Membership and Composition	<p>The Committee will be comprised of representatives from Diamond Valley and surrounding area of 16 kilometers of Diamond Valley borders.</p> <ol style="list-style-type: none"> 1. A minimum of one (1) member of Council, to be appointed at the annual Organizational Meeting and one alternate. 2. A maximum of six (6) members-at-large will be selected from the Town of Diamond Valley and surrounding area. Committee members between the age of 16 and 17 must have permission from their parents. <p>Recommended applications and appointments must be approved by Council.</p> <p>Members-at-large will be appointed for a four (4) year term with a maximum of two (2) consecutive terms.</p> <p>The Committee shall select a Chair and Vice Chair at the first meeting after the organizational meeting, the Chair or Vice Chair shall not be an appointed Council member or staff liaison and the staff liaisons will act as Recording Secretary.</p>
4	Meeting Schedule and Procedures	<p>All meetings are open for the public to attend except when permitted by legislation to hold parts of the meeting in a closed session.</p> <p>The Committee is required to hold a minimum of four (4) meetings per year, as scheduled by committee members or as needed.</p> <p>A quorum consists of the simple majority of voting Committee members.</p>

#	ITEM	DETAILS
5	Leadership and Governance	<ol style="list-style-type: none"> 1. This is an advisory Committee that reports to Council. 2. The Committee, using an independent perspective, will provide feedback and/or make recommendations on paths, parks and recreation facilities as presented by Council or Administration. 3. The recruitment process shall comply with the Town Committee recruitment policies and adhere to the Council Code of Conduct. 4. The Town will provide training and/or orientation as per guidelines. 5. As per the Town's Committee bylaw, if a member is absent from three (3) consecutive meetings without cause, then the chairperson shall request that member's resignation. 6. All Committee members, including the chairperson, have one vote. 7. The chairperson and vice chairperson will be appointed at the first meeting of each new year. 8. In the absence of the chairperson, the vice chair will take on the responsibilities of the chairperson for that meeting.
6	Sub-Committee	<p>A Sub-Committee is formed under the Committee and must follow all the guidelines of the Committee. The exception is that members do not have to be appointed or approved by Council.</p> <p>The Sub-Committee will choose a spokesperson to attend the Parks and Recreation Advisory Committee meetings to provide updates on the operation of the Sub-Committee.</p>
7	Working Principles	All members will adhere to the Code of Conduct.
8	Reporting	<p>The Committee is advisory in nature, making recommendations to Council by way of resolution.</p> <p>Minutes of the Committee shall be provided to Council for information and recommendations will be added to the next Regular Council meeting agenda.</p>
9	Resources - Financial	Funding for parks and recreation programs shall be managed by the Town as designated by Council. The budget will be determined annually by Council, with input from this Committee if requested by Council.

#	ITEM	DETAILS
10	Resources – Human Resources	The supervisors responsible for Recreation and Parks, or his/her designates, will be the Town liaison to the Parks and Recreation Advisory Committee. The Town will supply a room for the Committee meetings and/or access to an online meeting system. The Town liaisons are not a voting member of this Committee.
11	Key Strategic Direction	As per Council's approved strategic plan.
12	Communications	Meetings are open to the public, meeting dates and times will be posted on the Town website.
13	Review and Evaluation	<p>The Committee members shall review the Terms of Reference for completeness, consideration and implementation. Any revisions to the Terms of Reference shall be forwarded to Town Council for consideration and approval.</p> <p>The Terms of Reference shall be reviewed at least annually.</p>

2023-15

Council Remuneration Review Committee

TERMS OF REFERENCE

#	ITEM	DETAILS
1	NAME	Council Remuneration Review Committee
2	Statement of Purpose	The Committee is an advisory committee that shall review, research, prepare and present a Final Report with recommendations to Council for the Town of Diamond Valley (the 'Town') regarding compensation provided to the Mayor and Council.
3	Goals and Objectives	<p>The mandate of the Committee is to provide recommendations for appropriate compensation including:</p> <ol style="list-style-type: none"> 1. salary (honoraria), 2. per diems, 3. benefits and/or pensions, 4. allowances, and 5. any other compensation deemed appropriate while conducting Town business (ie. provisions for technology, home office expenses, travel and subsistence, etc). <p>To fulfill this mandate, the Committee will consider:</p> <ol style="list-style-type: none"> 1. the responsibilities and time commitment requirement for the Mayor and Councillors, 2. the current and anticipated economic environment, and 3. the methodology used to establish future adjustments to remuneration, including comparisons to similar sized municipalities and frequency.
4	Membership and Composition	<p>The Committee shall consist of no less than three (3) and up to five (5) members of the public-at-large who:</p> <ol style="list-style-type: none"> 1. currently reside in the Town, 2. are not employees of the Town, 3. are not immediate relatives of a member of Council. <p>Each time the Committee is called up, the CAO shall appoint the members, using a lottery if more than five (5) applications are received. The term of membership shall be from the date of appointment until the Committee presents a final report to Council.</p>

#	ITEM	DETAILS
		An administrative advisor(s) will be appointed by the CAO to support the Committee.
5	Leadership and Governance	<p>This is an ad hoc advisory Committee, reporting to Council.</p> <p>The Committee, using an independent perspective, will provide recommendations to Council regarding remuneration and future adjustments based on research and comparisons to similar sized municipalities in Alberta.</p>
6	Meeting Schedule and Procedures	<p>The Committee shall be called up in the year of a general election, unless a two-thirds (2/3) vote of Council initiates the process in another year.</p> <p>All meetings are open for the public to attend except when permitted by legislation to hold part(s) of the meeting in close session in accordance with the <i>Freedom of Information and Protection of Privacy (FOIP) Act</i>.</p> <p>At the first meeting, the Committee shall:</p> <ol style="list-style-type: none"> 1. elect a Chair and Vice-Chair, 2. create a work plan, and 3. establish a meeting schedule that specifies the date, time and place of all regular Committee meetings. <p>All Committee members shall follow the meeting procedures set out in the Council Procedures Bylaw and adhere to the Code of Conduct.</p> <p>A majority of public members shall constitute a quorum at a Committee meeting.</p> <p>The Chair shall preside all Committee meetings and if he/she is unable to perform the Chair's duties, the Vice-Chair shall perform those duties. Only public members are voting members of the Committee.</p> <p>The Chair may call a special meeting by giving at least 24 hours' notice to the members of the Committee by email or phone and the public by posting a notice on the Town website and/or electronic sign.</p> <p>If a member of the Committee is absent for three (3) consecutive meetings without the consent of the Committee, Council may declare the position vacant and appoint a successor. Council reserves the right to terminate the appointment of any public member at any time.</p>
7	Working Principles	The Committee may conduct any research it deems necessary, including input from Council members or administrative staff, to enable it to make informed recommendations to Council.

#	ITEM	DETAILS
		<p>The Committee shall review and recommend:</p> <ol style="list-style-type: none"> 1. base remuneration for the Mayor, Deputy Mayor and Councillors, 2. appropriate per diem amounts and purpose, including what is eligible (conferences, workshops, seminars, Committee meetings, etc.), 3. benefits (health/dental coverage, life insurance, disability, pension/RSP contributions, etc.), 4. the approach to be used to establish future adjustments to remuneration, including the frequency and comparators. <p>The recommendations in the Final Report are not binding upon Council and may be amended or set aside as Council deems appropriate.</p>
8	Reporting	<p>Upon establishment of the Committee, Council will set the term for the Committee with a completion date for the Final Report to be presented at a Regular Council Meeting.</p> <p>The Committee will provide meeting minutes to Council and may also provide progress reports for information purposes.</p>
9	Resources - Financial	<p>This is a voluntary Committee and members will not be compensated.</p>
10	Resources – Human Resources	<p>The CAO shall appoint an administrative liaison(s) to the Committee to provide administrative support, advice and guidance to the Committee. The liaison(s) is not a member of the Committee and cannot vote on any matter before the Committee.</p>
12	Review and Evaluation	<p>Council may review and modify the Terms of Reference at their discretion from time to time.</p> <p>The Committee shall conduct a self-evaluation at the completion of the term to review and evaluate the methods and processes used for the project based on their plan.</p>

2024-42

Traffic Safety Advisory Committee

TERMS OF REFERENCE

#	ITEM	DETAILS
1	NAME	Traffic Safety Advisory Committee
2	Statement of Purpose	The Committee is an advisory committee that shall review, research, prepare and present a Final Report to Council for the Town of Diamond Valley (the 'Town') regarding matters relating to the interface of vehicle and pedestrian traffic within the boundaries of the Town. The Final Report will include prioritized recommendations for programs or infrastructure to increase levels of traffic and pedestrian safety.
3	Goals and Objectives	<p>The mandate of the Committee is to provide a Final Report to Council, including:</p> <ol style="list-style-type: none"> 1. identification of areas or intersections with the need to increase traffic safety, and recommendations for improvements; 2. identification of areas or intersections with the need to increase pedestrian safety, and recommendations for improvements; 3. request Administration to provide high-level budgetary estimates to carry out the Committee's recommendations, and 4. a prioritized listing of the Committee's recommendations, including costs. <p>To fulfill this mandate, the Committee will consider:</p> <ol style="list-style-type: none"> 1. requirements of the <i>Traffic Safety Act</i> and regulations, all Town bylaws relating to traffic or pedestrian safety, speed limits, traffic signals or signage, street lighting, available data/statistics collected by the Town; 2. any external root causes of the decreased safety in the areas or intersections, and 3. the methodology used to establish this and future reviews and reports.
4	Membership and Composition	<p>The Committee shall consist of:</p> <ol style="list-style-type: none"> 1. One member of Council (and one alternate), and 2. no less than three (3) and up to five (5) members of the public-at-large who: <ol style="list-style-type: none"> a. currently reside in the Town, and b. are not employees of the Town. <p>Each time the Committee is called up, the Council shall appoint the members. The term of membership shall be from the date of appointment until the Committee presents a final report to Council.</p>

#	ITEM	DETAILS
5	Leadership and Governance	<p>This is an ad hoc advisory Committee, reporting to Council.</p> <p>The Committee, using an independent perspective, will provide recommendations to Council regarding matters contributing to increased traffic and pedestrian safety in the Town.</p>
6	Meeting Schedule and Procedures	<p>All meetings are open for the public to attend except when permitted by legislation to hold part(s) of the meeting in closed meetings in accordance with the <i>Freedom of Information and Protection of Privacy (FOIP) Act</i>.</p> <p>At the first meeting, the Committee shall:</p> <ol style="list-style-type: none"> 1. elect a Chair and Vice-Chair, 2. create a work plan, and 3. establish a meeting schedule that specifies the date, time and place of all Committee meetings. <p>All Committee members shall follow the meeting procedures set out in the Council Procedures Bylaw and adhere to the Code of Conduct.</p> <p>A majority of public members at large shall constitute a quorum at a Committee meeting.</p> <p>The Chair shall preside at all Committee meetings and if they are unable to perform the Chair's duties, the Vice-Chair shall perform those duties. Only appointed public members and appointed Council members are voting members of the Committee.</p> <p>If a member of the Committee is absent for three (3) consecutive meetings without the consent of the Committee, Council may declare the position vacant and appoint a successor. Council reserves the right to terminate the appointment of any public member at any time.</p>
7	Working Principles	<p>The Committee may conduct any research it deems necessary, including input from administrative staff or cited external sources to enable it to make informed recommendations to Council.</p> <p>The Committee shall review and recommend:</p> <ol style="list-style-type: none"> 1. programs or infrastructure to increase traffic safety, 2. programs or infrastructure to increase pedestrian safety, 3. high-level estimates to carry out recommendations of the Committee, and 4. the approach to be used for future Committees to review current safety levels and identify potential improvements. <p>The recommendations and priorities provided in the Final Report are not binding upon Council and may be adopted, amended or set aside as Council deems appropriate.</p>

#	ITEM	DETAILS
8	Reporting	<p>Upon establishment of the Committee, Council will set the term for the Committee with an expected target date for the Final Report to be presented at a Regular Council Meeting.</p> <p>The Committee will provide meeting Minutes to Council and may provide progress reports for information purposes.</p>
9	Resources - Financial	<p>This is a voluntary Committee and public members will not be compensated. Members of Council may make claims for per diem amounts in accordance with the Council Remuneration and Education Policy.</p>
10	Resources – Human Resources	<p>The CAO shall appoint one or more liaisons to support the Committee, by providing administrative services, Operations or Municipal Enforcement support or advice and guidance. Liaisons are not members of the Committee and cannot vote on any matter before the Committee.</p>
12	Review and Evaluation	<p>Council may review and modify the Terms of Reference at their discretion from time to time.</p> <p>The Committee, in its Final Report, may include an evaluation of the methods and processes used for the project and any recommendations the Committee feels it is important to include.</p>

2024-69

Municipal Development Plan Steering Committee

TERMS OF REFERENCE

#	ITEM	DETAILS
1	NAME	Municipal Development Plan Steering Committee
2	Statement of Purpose	The role of this Committee is to assist the facilitator and the Planning and Development team through the planning process relating to the creation and adoption of the Town of Diamond Valley Municipal Development Plan by providing direction and guidance, ensuring that the plan presented to Council is a reflection of the community's concerns, thoughts and ideas.
3	Goals and Objectives	<p>To review drafts of the Municipal Development Plan, providing feedback and direction on:</p> <ul style="list-style-type: none"> • Community principles and values, • Consultation and engagement details, • A vision and goals, • Municipal policies, and • Implementation strategies. <p>The Committee will make a final recommendation to Council on the Municipal Development Plan, for adoption of the Plan.</p>
4	Membership and Composition	<p>The Committee shall consist of (4) members-at-large who:</p> <ul style="list-style-type: none"> • were appointed members of the Economic Development Advisory Committee or the Municipal Planning Commission on May 15, 2024, and • are not employees of the Town. <p>All members of Council shall be appointed to the Committee.</p> <p>The Committee shall elect a Chair and Vice-Chair at the first meeting, or at the first meeting after each organizational meeting held by Council. The Chair or Vice-Chair shall not be an appointed Council member.</p>
5	Leadership and Governance	This is an ad hoc advisory Committee, to undertake the described Purposes, working toward the stated Goals and providing recommendations to Council.

2024-79

#	ITEM	DETAILS
6 2024-79	Meeting Schedule and Procedures	
7	Working Principles	<p>The Committee will work with the facilitator and the Planning and Development team to ensure that the Purpose of the Committee is met and that the Goals are achieved in the best manner possible.</p> <p>The Committee is advisory in nature, making recommendations to Council by way of resolution.</p>
8	Reporting	The Committee will provide its adopted meeting minutes to Council.
9	Resources - Financial	<p>This is a voluntary Committee and members-at-large will not be compensated.</p> <p>Any budget or funding designated to the work of this Committee by Council will be managed by Administration. The budget will be determined annually by Council, with input from this Committee, if requested by Council.</p>
10	Resources – Human Resources	The CAO will direct staff from Planning and Development to support the Committee, in a non-voting, clerical and advisory capacity.

#	ITEM	DETAILS
12	Review and Evaluation	<p>Council may review and modify the Terms of Reference at their discretion from time to time.</p> <p>The Committee shall review the Terms of Reference at least annually, making recommendations to Council for any revisions deemed necessary.</p> <p>Revisions to the Terms of Reference must be made by an amending bylaw, considered and adopted by Council.</p> <p>The Committee may conduct an annual self-evaluation to determine its progress in fulfilling the Purpose of the Committee. The Committee may report to Council, or make any recommendations to Council it deems necessary as a result of this evaluation.</p>

2024-71

Council Appeals Committee TERMS OF REFERENCE

#	ITEM	DETAILS
	NAME	Council Appeals Committee
1	Statement of Purpose	The Council Appeals Committee is delegated the powers, duties, and functions to hear and adjudicate Appeals from owners, occupants, or their agents who have received a Bylaw Compliance Notice under Bylaw 2023-23, the Property Responsibility Bylaw, or any other Town of Diamond Valley Bylaw that specifically relies on sections 545 or 546 of the <i>Municipal Government Act</i> for enforcement.
2	Goals and Objectives	<p>The mandate of the Committee is to:</p> <p>Review and consider written appeals received from owners, occupants or their designates who have been served with:</p> <ul style="list-style-type: none"> a. Bylaw Compliance Notice, or b. remedial cost recovery notice for a debt owing to the Town pursuant to Bylaw 2024-23 or other applicable Town of Diamond Valley Bylaw. <p>The Committee must meet to consider appeals within seven (7) days of receipt of an appeal.</p> <p>The Committee may decide to:</p> <ul style="list-style-type: none"> 1. Uphold, vary, or revoke the Bylaw Compliance Notice; or 2. Uphold, vary, or cancel the amount of the debt owing in the remedial cost recovery notice. <p>The Committee must communicate such decision(s) to the appellant in writing within ten (10) days of receipt of the appeal, including, where applicable, the date on which the upheld or varied Bylaw Compliance Notice or remedial cost recovery notice must be complied with.</p> <p>To fulfill this mandate, in making a decision regarding an appeal, the Committee will consider whether, in issuing the remedial Notice, the Bylaw was applied by the enforcing officer.</p>
3	Membership and Composition	<p>The Council Appeals Committee shall consist of any three (3) members of Council, each with voting privileges.</p> <p>The Committee shall select a Chair at the commencement of each hearing.</p>

#	ITEM	DETAILS
		The Committee may request the attendance of any relevant employee at an appeal hearing to provide information or answer questions related to the appeal.
4	Leadership and Governance	<p>This is an ad hoc Committee, with all members of Council being appointed as Alternate members, and meeting only when required to hear an appeal.</p> <p>The Committee, using an independent perspective, will provide decisions regarding appeal(s) to the Bylaw Compliance Notice(s) issued pursuant to Bylaw 2023-23, the Property Responsibility Bylaw.</p> <p>Decisions of the Committee are not ratified by Council.</p>
5	Meeting Schedule and Procedures	<p>The Committee shall meet as required, dependent on appeals filed.</p> <p>All meetings are open to the public except when permitted by legislation to hold part(s) of the meeting in close session in accordance with the <i>Freedom of Information and Protection of Privacy (FOIP) Act</i>.</p> <p>All Committee members shall follow the meeting procedures set out in the Council Procedures Bylaw and adhere to the Code of Conduct.</p> <p>A quorum consists of three (3), consisting of any three (3) available members of Council.</p>
6	Working Principles	<p>The Committee may conduct any research it deems necessary, including input from Committee members, administrative and municipal enforcement staff, to enable it to make informed decisions on Appeals.</p> <p>The Committee will review the remedial Notice, the enforcement file (<i>may be partially redacted</i>), the Bylaw, the written appeal, and any materials provided therewith.</p>
7	Reporting	The quarterly reporting by Legislative Services will contain statistical reporting on appeals and outcomes of this Committee.
8	Resources - Financial	Council committee members shall receive a per diem for attendance.
9	Resources – Human Resources	<p>The CAO shall appoint a staff liaison to the Committee to provide administrative support, advice and guidance to the Committee, and to retain all records of the Committee, including records of all Appeals received, Summary of Hearings and Decisions rendered.</p> <p>Neither the liaison, nor any other employee in attendance, is a member of the Committee and cannot vote on any matter before the Committee.</p>

#	ITEM	DETAILS
10	Key Strategic or Legislative Direction	<i>Municipal Government Act</i> RSA 2000, c. M-26 547 Review by council
11	Communications	The Committee is expected to adhere to the following communications protocols: <ul style="list-style-type: none"> • The Chair or designate will act as the spokesperson for the Committee; • Coordination of any communication shall be through the CAO or designate. • Agendas, meetings, and minutes will be posted on the Municipal website.
12	Review and Evaluation	The Terms of Reference will be reviewed as required. Any revised Terms of Reference shall be forwarded to Council as a bylaw amendment for adoption before implementation.