

**TOWN OF MILLET INTERMUNICIPAL COLLABORATION FRAMEWORK (ICF)
BYLAW 2020/09**

Being a bylaw of the Town of Millet in the Province of Alberta, for the purpose of creating an Intermunicipal Committee with the County of Wetaskiwin.

WHEREAS: pursuant to Section 145 of the *Municipal Government Act*, Council may pass a bylaw in relations to the establishment and function of Council committees.

WHEREAS: pursuant to Section 203(1) of the *Municipal Government Act*, Council may by bylaw delegate any of its powers, duties or functions to a Council committee.

AND WHEREAS: The Town of Millet Council recognizes the value of committees to support and facilitate the achievement of Council's Strategic Plan.

NOW THEREFORE: under the authority of the *Municipal Government Act*, the Council of the Town of Millet, in the Province of Alberta, enacts as follows:

TITLE

1. This Bylaw may be cited as "Millet - County of Wetaskiwin Intermunicipal Committee Bylaw"

DEFINITIONS

1. "**IC**" means the Intermunicipal Committee between the Town of Millet and the County of Wetaskiwin No.10.
2. "**Member**" means an elected official duly appointed to serve as a municipal representative on the IC.
3. "**Partner**" means one or both of the Town of Millet and County of Wetaskiwin No. 10.
4. "**Schedule A**" means the Terms of Reference for the Town of Millet and County of Wetaskiwin No. 10 Intermunicipal Committee.

ESTABLISHMENT

1. There is hereby established The Millet – County of Wetaskiwin Intermunicipal Committee to enhance the working relationship between the Town of Millet and the County of Wetaskiwin No. 10 with respect to issues of common concern and interest.
2. The IC will act as the committee for the Intermunicipal Development Plan and Intermunicipal Collaboration Framework between the Town of Millet and County of Wetaskiwin No.10.
3. Schedule "A" is attached to and forming part of this Bylaw.

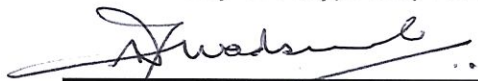
EFFECTIVE DATE

This Bylaw shall come into effective on the date of third and final reading.

READ: A First time this 27th day of May, A.D., 2020

READ: A Second time this 27th day of May, A.D., 2020

READ: A Third time and finally passed this 27th day of May, A.D., 2020



Mayor



Chief Administrative Officer

TOWN OF MILLET / COUNTY OF WETASKIWIN NO. 10
INTERMUNICIPAL COMMITTEE (IC)

1 STATEMENT OF PURPOSE

To enhance the working relationship between the Town of Millet and the County of Wetaskiwin No. 10 with respect to issues of common concern and interest.

2 DEFINITIONS

| | |
|-----------|---|
| 'IC' | Intermunicipal Committee between the Town of Millet and the County of Wetaskiwin No. 10 |
| 'Member' | An elected official duly appointed to serve as a municipal representative on the IC. |
| 'Partner' | One or both of the Town of Millet and the County of Wetaskiwin No. 10 |

3 COMPOSITION OF COMMITTEE

3.1 Members of Councils

Two (2) Voting members from each municipal Council as follows:

3.1.1 Town of Millet

- Mayor
- One other member of Council appointed annually at Council's Organizational Meeting.
- One Member as an alternate.

3.1.2 County of Wetaskiwin No. 10

- Two members of Council appointed annually at Council's Organizational Meeting. Ordinarily, the members of Council representing Division 2 and Division 4 that abuts the Town of Millet.
- One member as an alternate.

3.2 Members of Administration:

Non-Voting Members from municipal Administrations as follows:

- Town Manager (CAO) or designate
- County Manager (CAO) or designate
- Other members of each Administration required based on topics to be discussed

3.3 Appointment of Members

Each IC partner will notify the other Partner in writing of the member appointees on or before the 30th day following each annual Organizational Meeting.

Schedule "A"

3.4 Qualifications of Members

A member is disqualified and a vacancy on the IC shall exist if:

- The Member ceases to be an elected official of one of the Partners
- The respective municipal Council revokes the Member's appointment; or
- The Member resigns in writing

4 DUTIES AND POWERS

The Intermunicipal Committee (IC) will:

- Identify issues pertaining to inter-municipal planning and land use adjacent to the common boundary of the two municipalities;
- Implement, monitor, manage, and recommend amendments to the Intermunicipal Collaboration Framework between the Partners;
- Review policy considerations surrounding changes and updates to relevant planning documents;
- Discuss joint projects and shared services;
- Identify and discuss other issues of common interest;
- Raise members' awareness about the two municipalities;
- Promote the region as a whole to outside parties;
- Keep their respective Councils advised of significant changes and discussions; and
- Any other duties agreed to by both municipal Councils.

Decisions made by the IC will not be binding until formally ratified by the respective municipal Councils.

5 CONDUCT OF THE AFFAIRS OF THE COMMITTEE

The Partners agree that the IC shall not be authorized to:

- Take or institute any proceedings for the winding up, reorganization, or dissolution of the IC;
- Make any expenditure that is not authorized by the IC budget;
- Reorganize;
- Purchase or sell any real or immovable property;
- Enter into any partnerships or joint ventures;
- Amend, repeal, or enact any bylaws other than those already in place;
- Enter into any contract outside the IC's ordinary course of business;
- Make a general assignment for the benefit of creditors; or
- Issue, re-issue, sell or pledge debt obligations to the IC.

6 MEETINGS

6.1 Frequency of Meetings

Meetings will be held on an as needed basis. Meetings may be called at the request of either Partner's Chief Elected Official and will be hosted by whichever municipality requests a given meeting.

6.2 Quorum

Quorum will consist of at least one elected official from each municipality.

6.3 Voting

Each Member appointed by their respective municipal Council shall be entitled to one vote on every matter put before a meeting for a vote. Voting shall be decided by a show of hands.

6.4 Meeting Chair

The Chief Elected Official of the host community will serve as the Chair of the meeting. In the Chief Elected Official's absence, the Councillor from the host municipality will assume the Chair.

6.5 Agenda Preparation

Agendas will be prepared by the host municipality and distributed to the IC members at least one week in advance of the meeting.

The hosting municipality will be responsible for soliciting agenda items from the Chief Elected Officials and Chief Administrative Officers of both municipalities.

6.6 Meeting Summary and Actions

The host municipality will prepare and distribute a meeting summary and action list that will serve as informal minutes of the meetings.

The summary is to be circulated within one week of the completion of the meeting.

7 LIAISON

The CAO of each municipality, or their designate, will serve as administrative advisors to the IC.

Other administrative staff will assist the committee as required, at the discretion of the CAOs.