



BYLAW NO. 14-2025

A BYLAW OF THE VILLAGE OF HOLDEN, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING AN INTERMUNICIPAL COMMITTEE

WHEREAS, pursuant to Section 145 of the *Municipal Government Act*, RSA 2000, c. M-26, as amended, a council may pass bylaws for the establishment and functions of council committees, and the procedures to be followed by council committees; and

WHEREAS, pursuant to Section 146 of the *Municipal Government Act*, a council committee may consist entirely of councillors, a combination of councillors and other persons, or entirely of other persons; and

WHEREAS, the Village of Holden and Beaver County wish to establish an intermunicipal committee to enhance communication and discuss issues of mutual interest;

NOW THEREFORE the Village of Holden, in the Province of Alberta, duly assembled, enacts as follows:

PART 1

TITLE

1. This Bylaw will be referred to as the "Holden/Beaver Intermunicipal Committee Bylaw".

PART 2

DEFINITIONS

2. In this Bylaw,
 - a) **"Act"** means the *Municipal Government Act*, RSA 2000, c. M-26, as amended or replaced from time to time;
 - b) **"CAO"** means the Chief Administrative Officer of the County and/or the Village as the context requires, or any member of the County or Village staff designated by the CAO to carry out functions under this Bylaw;
 - c) **"Closed Session"** means a portion of the meeting that is closed to the public to discuss a matter within one of the exceptions to disclosure authorized by the *Access to Information Act*, SA 2024, c. A-1.4, as amended or replaced from time to time;
 - d) **"Committee"** means the Holden/Beaver Intermunicipal Committee;
 - e) **"Council"** means County Council and/or Village Council as the context requires;
 - f) **"County"** means Beaver County;
 - g) **"Village"** means the Village of Holden.

PART 3

ESTABLISHMENT

3. An Intermunicipal Committee is hereby established and is a permanent standing committee of Council.
4. The name of the Committee is the "Holden/Beaver Intermunicipal Committee".

PART 4

FUNCTION AND TERMS OF REFERENCE

Relationship-Building

5. The Committee will:
 - a) Enhance the cooperative process between the County and the Village relative to issues of an intermunicipal nature.
 - b) Encourage intermunicipal thinking in the context of local decision-making.
 - c) Support the mutual benefits of the County and the Village.
 - d) Foster an effective relationship between the County and the Village by focusing on issues and opportunities.
 - e) Respect differing views and interests and work together during times of conflict in attempts to resolve issues in areas of mutual interest.

Communication

6. The Committee will:
 - a) Communicate considerately with each other.
 - b) Establish regular avenues of direct communication for the sharing of information, seeking areas of mutual interest, and dealing with intermunicipal concerns.

Advisory

7. The Committee will:
 - a) Seek to understand various intermunicipal issues and to discuss and identify matters to be submitted to formal Council meetings.
 - b) Be advisory in nature, making recommendations to each Council by way of motion. The Committee will not replace local decision-making.

Project Work

8. The Committee will:
 - a) Explore opportunities to provide a new intermunicipal service or improve the delivery of intermunicipal services to both residents of the Village and residents of the area of the County in proximity to the Village.
 - b) Subject to the approval of the Councils, manage intermunicipal projects that have received support from both Councils.
 - c) Provide direction on a consensus basis in the case of matters where no Council decision is necessary and the CAOs have authority to act on a matter.

PART 5

COMMITTEE MEMBERSHIP AND STRUCTURE

9. The Committee consists of the County and the Village.
10. Membership on the Committee will be two elected officials appointed by each of the County and Village Councils.
 - a) Each Council will appoint an alternate Council member to attend Committee meetings in the absence of the regular member.
11. Quorum will be one member from each municipality.
12. Committee members will be remunerated for fulfilling their duties as Committee members at the rate established by each municipality individually.
13. Each meeting will be chaired by a Committee member, who will preside over the meeting and maintain order.
14. The Chair position will alternate each meeting between the County and the Village regardless of the meeting location.
 - a) The position of Chair will be filled by one of the Committee members of the municipality whose responsibility it is to chair the meeting.

15. The CAOs will attend Committee meetings to provide advice and to fulfill other administrative responsibilities outlined in this bylaw.
 - a) Attendance of other municipal staff will be at the discretion of each CAO.

PART 6

MEETING PROCEDURES, AGENDAS, AND MINUTES

16. The Committee will operate under the guidance of the Act and meetings will comply with legislation that is applicable to Committee meetings under the Act.
17.
 - a) The Committee will meet at least semi-annually on a day and at a time and location established by the Committee. Additional meetings may be held at the Committee's discretion.
 - b) The Chair of an upcoming meeting may alter the day, time, and location of the meeting when the need arises.
 - c) The Chair will cancel a scheduled meeting when all Committee members determine that a meeting is not warranted.
 - d) Committee members may meet in person or by virtual conference.
 - (i) During a virtual conference, if the visual or audio connection is lost during the meeting, the Chair will recess the meeting to allow for reconnection. If the reconnection cannot be resolved easily and in a timely manner, the Committee member is deemed to have left the meeting, and the meeting will continue if quorum can be maintained.
18. Matters will be placed on the Committee agenda by the CAOs or at the request of any Committee member.
 - a) The CAO of the municipality which will be chairing the meeting will prepare the agenda.
 - b) The agenda will be distributed to the Committee members by their respective CAO at least one week prior to the meeting.
19. Committee meetings will be open to the public and notification of meetings will be advertised on each municipality's website.
20. On a majority vote of Committee members in attendance, the Committee may determine to meet in private (in Closed Session) to discuss confidential matters. Closed Sessions are held in accordance with privacy legislation and the Act.
 - a) Committee members may share Committee meeting discussions held in Closed Session with their Councils, but only in Closed Session.
21. Requests to present matters to the Committee and to be placed on the agenda by ratepayers, residents, or stakeholders either individually or as representatives of organizations, must be submitted to a CAO, who will review and approve the matter as an agenda item. In some instances, a majority vote of the Committee may be required before the item is added to a Committee meeting agenda.
 - a) Presentations will not normally exceed 15 minutes, excluding time for the Committee members to ask questions for clarification.
22. At each meeting, the Committee will vote to accept the agenda as presented or amended, accept previous Committee meeting minutes, refer or return a matter to the CAOs for additional information, or recommend a matter to each Council.
 - a) Matters not requiring any direction from the Committee will be accepted as information without the need for a motion.
23. Minutes of each meeting will be recorded by the CAO of the municipality that is chairing the meeting.
 - a) Minutes will reflect the topic, general information about the matter discussed, and all motions of the Committee.
 - b) The minutes will be maintained by each municipality as an official record of the meeting.
24. Minutes of Committee meetings will be made available:
 - a) To each Council in draft form.

- b) To each Council and to the public after acceptance by the Committee at a subsequent meeting.
- c) In the same manner as Council meeting minutes.

PART 7

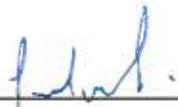
GENERAL

- 25. The laws of Alberta apply to this Bylaw and if any section or parts are found to be illegal or beyond the power of Council to enact by a Court of Alberta, such section or parts are deemed to be severable and all other sections or parts are deemed to be separate and independent therefrom and are enacted as such.
- 26. This Bylaw comes into force and effect after third and final reading and upon being signed.

Read a **FIRST** time this 15th day of December, 2025.

Read a **SECOND** time this 15th day of December, 2025.

Read a **THIRD** time and finally passed this 15th day of December, 2025.



Mayor, Carl Marsh



Chief Administrative Officer,
Rosemary Offrey