

Council Policy
RM of Bjorkdale No. 426

Name: **Council Advisory Committee – Marean Lake**

Policy: **CAC – 01**

Applies to: Administration, Council, Advisory Committee members

Responsibility: Administrator, Advisory Committee members

Approval: Date: May 2/14 Resolution # 114

Establishment: **The Marean Lake Advisory Committee**, a sub-committee of the council of the Rural Municipality of Bjorkdale No. 426 was established by enactment of Bylaw No. 02-2014 on May 2, 2014.

Purpose: The purpose of this sub-committee is to provide advice to the RM of Bjorkdale No. 426 council (“RM Council”) regarding management of land, facilities or services owned and/or operated by the rural municipality within the subdivided area of the map attached hereto as "Appendix A" located on SE 12-41-12-2 at Marean Lake (“the Subdivision”).

Governance: This sub-committee shall consist of 3 directors who will be elected for three years. After the initial election, each director will be randomly assigned a three year term, a two year term and a one year term to stagger the expiry of terms. Each subsequent year there will be an election to fill the expiring position. Vacancies created by mid-term resignations or insufficient nominations may be filled by appointment of the committee until the next election. When such vacant positions are added to the election, the three year term and the vacant position term will be randomly assigned to the new directors after the election except in the case of a re-elected incumbent. Where there is an incumbent candidate who becomes re-elected that person shall be assigned the three year term and the other person the vacant position term.

The committee will operate in compliance with the objectives, policies and bylaws of the RM of Bjorkdale No. 426 and all relevant governing legislation and regulations.

Election: Council for the RM of Bjorkdale No. 426 shall appoint a Returning Officer and name a polling place each year. Elections shall be conducted by secret ballot using the principles of the *Local Government Election Act (“LGEA”)* and *Local Government Election Regulations 2006* wherever possible with specific exceptions as noted in this policy.

Eligible voters shall be determined using Section 160.011 of the LGEA with the modification of substituting "subdivision" wherever "rural municipality" occurs. That is for the majority of cases, every registered owner (or spouse) of property in the subdivision is entitled to vote. Each voter is entitled to only one vote regardless of how often they are eligible.

The general election day shall be the first Saturday in August every year and only eligible voters may be nominated as a Candidate for election. Nomination forms for each Candidate must be signed by two eligible voters. Nomination Day shall be the 9th Wednesday before Election Day. Notice for the Call for Nominations shall be 10 days prior to Nomination Day. All public notices shall be posted by website at www.myrm.ca/426 and by local posters whenever possible. Other means of communication may be used additionally. Council for the RM of Bjorkdale No. 426 may set advance poll dates according to Section 160.52 of the LGEA except allowing "twenty" days preceding the day fixed for the election. Election results shall be posted after close of polls on Election Day.

All election forms shall be modified as shown in "Appendix B" to accommodate the election for committee members.

Meetings: Quorum at a meeting of the Committee shall be 2 members.

Meetings shall be held periodically at the call of the president or upon request of a majority of the Committee members. Notice of each meeting shall be posted publicly and to each member one week prior to the date. Meetings must be open to any voter requesting attendance either to observe or to make a presentation to the Committee.

Where feasible, meetings of the Committee may be conducted via telephone or electronic means.

The committee may authorize any resolutions, policies or procedures as necessary to achieve its objectives subject to the approval of the RM Council. All expenditures must be authorized and signed by the president of the Committee.

The committee shall elect or appoint a president and a secretary for a one year term following the election.

The president shall act as chairman of the Committee at all meetings and set all meeting dates ensuring proper notice is given. The president shall ensure that all expenditures are authorized by a majority vote of the

Committee and ensure a budget is prepared and authorized to submit to the RM Council prior to March 31st each year. The president shall report to the RM Council periodically. The president shall ensure an annual meeting of voters is held. The president must exercise general supervision of the Committee or subcommittees in accordance with objectives, policies and bylaws of the RM of Bjorkdale No. 426 or any objectives or policies adopted by the Committee. The president must also exercise general supervision of all contractors or employees to ensure compliance with any laws or regulations governing the RM Council or any policies adopted by the Committee.

The Secretary shall ensure minutes of all Committee meetings and annual voters' meetings are recorded and a copy forwarded to the municipal office of the RM of Bjorkdale No. 426. The secretary must ensure proper custody of all minutes, resolutions, policies and other documents ensuring they are regularly and properly kept. The secretary must be responsible for receiving and distributing all correspondence received or sent by the Committee and must also be responsible for any communications internally or externally from the Committee.

Sub-Committees: At the discretion of the Board, certain sub-committees may be established to carry out designated functions or to attend to situations and/or events that may arise from time to time. Sub-committees should include at least one Committee member and should comply with objectives or policies adopted by the Committee.

Contracts/

Employees:

The Committee may hire contractors or employees to perform designated duties with RM council approval. Each contractor or employee becomes a contractor or employee of the RM of Bjorkdale No. 426 and shall be supervised and compliant with all laws or regulations governing the RM of Bjorkdale.

Annual meeting: An annual general meeting of voters shall be held during the period between Victoria Day and Labour Day. The specific date, time and location shall be determined by the Committee. Minutes shall be recorded detailing the date, voters present, presentations of the Committee, motions from the voters and results of any voting.

Notice of the annual general meeting shall be posted one week prior to the date specifying date, time and place of the meeting. The Committee shall present the financial report and a summary of activities of the preceding

year to the voters. Any other items may be presented at the Committee's discretion. Motions from the floor shall be permitted during an annual meeting.

Motions brought forth from the floor shall be voted on during an annual general meeting by a show of hands of all voters present at the meeting. A motion shall be defeated unless more than 50% of the voters present vote in favor of it. A tie vote will be deemed defeated. A motion carried with more than 50% of the vote at an annual general meeting is not binding on the Committee but must be brought forward for discussion and voting at the next Committee meeting.

Finances:

The Committee shall advise the RM Council regarding management of an account of reserve funds of the RM of Bjorkdale No. 426. This reserve fund shall have as income any revenues generated by the Committee in the management of RM operated services, RM owned lands or RM owned facilities (examples: fees for garbage, rental fees), any grants applied for plus 75% of the collected taxes for the subdivision. The reserve fund will have as expenses any directly attributable costs of the subdivision (examples: power, garbage disposal, maintenance, supplies, gravelling, grading, snowplowing, culverts, signs), any project costs (examples: contractors, purchases of fixed assets), any employees (examples: wages, benefits, WCB premiums) plus prorated costs for Policing, Wapiti Library, SAMA and Fire coverage.

The Committee shall be allowed to make authorized expenditures from this reserve account provided there always remains a positive balance. Any single expenditure or project must receive prior approval from the RM Council when above a \$5,000 threshold.

The date of commencement for this reserve fund shall be January 1, 2015.

Protection:

Section 355(1) of the *Municipalities Act* extends protection of liability to all the directors of the Committee acting in good faith in the carrying out of their duties as a sub-committee of the RM council.

Appendix B

Modified Election Forms Table of Contents

Form A.1 – Appointment of Election Official

Form A.2 – Oath of Election Official

Form B – Notice of Call for Nominations

Form C – Receipt of Nomination Paper

Form D – Nomination paper and Candidate's Acceptance

Form E – Notice of Abandonment of Poll

Form G – Notice of Vote

Form G.1 and G.2 – Appointment of Candidate's Agent and Declaration of Agent

Form H – Ballot

Form K – Voter's Registration and Poll Book

Form N - Notice of Advance Poll

Form O – Deputy Returning Officer's Statement of Results

Form O.1 – Statement of Results

Form T – Notice of Call for Further Nominations