



**OLDMAN RIVER
REGIONAL SERVICES COMMISSION**

BYLAW 2004-1



March 4, 2004

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**ESTABLISHMENT OF
OLDMAN RIVER REGIONAL SERVICES COMMISSION**

Ministerial approval applies to Bylaw 2004-1 subsections 2.2, 3.1, 3.2, 3.3, 3.4, all of section 5, 8.1, 8.2, 8.3, 8.5.

Minister of Municipal Affairs

Date

BYLAW NO. 2004-1

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Being a bylaw to establish the Oldman River Regional Services Commission in the Province of Alberta, comes into effect upon the approval of the Minister of Municipal Affairs.

Read and adopted by the appointed Board of Directors this 4th day of March, 2004.

Chair – Barbara Edgecombe-Green

Manager – Tom Golden



PART A

MISSION STATEMENT

OLDMAN RIVER REGIONAL SERVICES COMMISSION

BYLAW
PART A
MISSION STATEMENT

PART A

Date Adopted: March 4, 2004

Verified by Chair: _____

A. MISSION STATEMENT

The Oldman River Regional Services Commission will provide municipal planning services and advice in a courteous and professional manner. This service will be provided to our clients being public and our member municipalities in a business-like fashion resembling a private sector consulting agency.



PART B

DEFINITIONS

<p>OLDMAN RIVER REGIONAL SERVICES COMMISSION</p> <p>BYLAW</p> <p>PART B</p> <p>DEFINITIONS</p>	<p>PART B</p> <p>Date Adopted: March 4, 2004</p> <p>Verified by Chair: _____</p>
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B. DEFINITIONS

Act means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

Agency means the Oldman River Intermunicipal Service Agency (ORISA).

Agenda is the list of items and order of business for any meeting of the Commission or its committees.

Alternate member means a council member appointed to be an alternate to the member who is appointed to attend Commission meetings.

Board of Directors (Board) means the assembly of the councillors appointed by council to represent the municipality on the Oldman River Regional Services Commission.

Board meeting refers to a regular or special meeting of the Oldman River Regional Services Commission.

Breach of confidentiality means the unauthorized disclosure of information that would be prejudicial to the Oldman River Regional Services Commission.

Budget sets out the level of financial operations approved by the Executive Committee to apply in the Oldman River Regional Services Commission for a particular financial year.

Chair means the member elected to serve as chair of the Oldman River Regional Services Commission or, in that member's absence, the vice-chair or, in the absence of either of these, any other member elected to serve as Commission chair.

Commission means the Oldman River Regional Services Commission.

Committee meeting means a meeting of one of the committees appointed by the Oldman River Regional Services Commission to perform a function.

Contract obligations means the terms outlined in the contract agreed to between the member and the Oldman River Regional Services Commission.

Document means all recorded information including written or typed or any information photocopied, stored on film or saved by electronic means.

Employee means all persons employed by the Oldman River Regional Services Commission, unless referred to as a permanent contract employee or a temporary contract employee.

Ex-officio means to serve by virtue of one's office or position.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

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PART B
DEFINITIONS

PART B

Date Adopted: March 4, 2004

Verified by Chair: _____

Local authority means:

- a council, OR
- a school authority, OR
- a district board under the Alberta Hospitals Act.

Manager means the manager of the Oldman River Regional Services Commission.

Member means a councillor duly appointed by a member municipal council to serve on the Oldman River Regional Services Commission.

Minister means the Minister of Municipal Affairs.

Municipality means an incorporated city, town, new town, village, summer village, county or municipal district.

Oldman River Intermunicipal Service Agency (ORISA) means the successor organization to the Oldman River Regional Planning Commission, established April 1, 1996.

Oldman River Regional Services Commission means the organization created in Regulation O.C. 464/2003.

Provincial representative means a person representing a government department or agency invited to attend Commission meetings, or appointed to a committee to assist in the business of the Commission.

Recording secretary means the person designated to keep minutes at a particular meeting.

Records means all ledgers, receipts, invoices, research material, maps, data and other information in hard or electronic form.



PART C

**PROCEDURES, BOARDS
AND COMMITTEES**

<p>OLDMAN RIVER REGIONAL SERVICES COMMISSION</p> <p>BYLAW</p> <p>PART C</p> <p>PROCEDURES, BOARDS AND COMMITTEES</p>	<p>PART C</p> <p>SECTION 1</p> <p>Date Adopted: March 4, 2004</p> <p>Verified by Chair: _____</p>
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PART C – PROCEDURES, BOARDS AND COMMITTEES

1. INTRODUCTION AND APPLICABILITY

Introduction

- 1.1 This regional services commission established under Part 15.1 of the Municipal Government Act will be called the Oldman River Regional Services Commission.
- 1.2 This part establishes the operating mechanisms and rules of procedure for the Oldman River Regional Services Commission. The following are the standard operating procedures when conducting the duties established by the Board of Directors.
- 1.3 This bylaw is intended to meet the terms of 602.07 of the Municipal Government Act.

Principal Duties

- 1.4 The Oldman River Regional Services Commission’s principal role is to provide the services outlined in service contracts signed by the municipal members. Generally, the duty is to provide a wide range of municipal planning services or services related to municipal planning. Where the contracted services are unaffected, the Commission may contract to other organizations to provide services.
- 1.5 The Oldman River Regional Services Commission will honour all the commitments of the Oldman River Intermunicipal Service Agency with respect to the members and staff.

Municipal Membership

1.6 The membership consists of the following municipalities:

<p>Municipal Districts:</p> <p>Pincher Creek No. 9 Ranchland No. 66 Taber Willow Creek No. 26</p>	<p>Counties:</p> <p>Cardston Lethbridge Vulcan Warner No. 5</p>
<p>Towns:</p> <p>Cardston Claresholm Coaldale Coalhurst Fort Macleod Granum Magrath Milk River</p>	<p>Municipality of Villages:</p> <p>Municipality of Crowsnest Pass Nanton Picture Butte Pincher Creek Stavely Vauxhall Vulcan</p>
	<p>Villages:</p> <p>Arrowwood Barnwell Barons Carmangay Champion Coutts</p>
	<p>Cowley Villages:</p> <p>Cowley Lomond Milo Nobleford Warmer</p>

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Members Withdrawing

1.8 Any municipality withdrawing from membership in the Commission in accordance with the contract shall only be provided with the following materials and information:

At Commission's expense:

- originals of: index maps, base maps, land use bylaw maps, municipal development plan maps
- duplicate disks of all computer-generated mapping and reports (excluding land ownership maps)
- original subdivision files, when the municipality is granted subdivision approval authority (after the files have been microfiched for Commission records)
- query of the Commission's registered plan data base (so the municipality can identify which plans they need to purchase from Land Titles Office)

At municipality's expense:

- published materials for the municipality (at the rate previously established)
- photocopy or purchase of pertinent census information (at cost)
- photocopy of any archival material (at cost)

At equally-shared expense of Commission and municipality:

- originals of design sketches, providing negatives are made for Commission records (cost based on out-of-province reproduction and shipping charges)
- hard copy of subdivision register entries (cost determined on a per/hour basis for Commission staff to extract information)

1.9 An amendment to the membership list (1.6) requires Lieutenant Governor in Council approval.

1.10 A document acknowledging receipt of the materials noted in 1.8 shall be signed by a municipal representative.

Dissolution of the Regional Services Commission

1.11 At such time as the Board of Directors vote to dissolve the Oldman River Regional Services Commission, the assets of the organization shall be liquidated and distributed to the municipalities that are members at the time of dissolution.

1.12 Assets will be distributed by:

- satisfying or retiring any outstanding liabilities that may exist; and
- the remaining funds will be divided among the municipalities who are members on the basis of a percentage equal to the percentage of the total annual membership fee contributions made by each member.

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2. BOARD OF DIRECTORS

Purpose of the Board of Directors

- 2.1 The Board of Directors is the decision-making and policy-making body of the Oldman River Regional Services Commission. Authority may be delegated by the Board to appropriate bodies or officers.

Board Membership

- 2.2 Member municipalities may appoint one councillor as a member each* and one alternate councillor member who can act in the place of the member.

* (presently the Municipality of Crowsnest Pass has two members)

Board Committees

- 2.3 The Board may appoint such committees as it considers necessary, and they may consist of such members and persons as it considers necessary.
- 2.4 The Board may delegate any powers or duties it considers necessary.

Board Authority

- 2.5 Unless delegated to the Executive Committee, the Board has responsibility for all the operations, policies, employees, budgeting and other functions of the Commission and any amendments necessary.

Remuneration and Reimbursement of Travelling Expenses to Members

- 2.6 Meeting fees shall be paid to members attending meetings of the Board in accordance with the approved fees as set out in Part D, Schedule 2.
- 2.7 Travelling expenses incurred by a Board member, or in their absence the alternate member, attending meetings shall be reimbursed at the same rate as set down for staff in Part D, Schedule 2.

Personnel

- 2.8 The Board may employ a person as manager of the Commission and may employ or engage the services of such other persons as it considers necessary to perform the functions of the Commission.

Annual Report

- 2.9 Before the annual general meeting each year, the Board shall approve and send to each member, in such form and detail and the Board may prescribe:
- a report of its activities in the preceding fiscal year;
 - an audited financial statement relating to the preceding fiscal year.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

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**PART C
PROCEDURES, BOARDS AND COMMITTEES**

PART C

SECTION 2

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Verified by Chair: _____

Delegation of Powers

2.10 The Board delegates to the Executive Committee those powers outlined in sections 7, 8 and 9 of Part C of this bylaw.

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3. COMMISSION OFFICERS

Chair of the Board

3.1 The chair of the Board:

- is elected from the Board members;
- assumes the responsibility of chairing meetings of the Board and of the Executive Committee;
- serves as an ex-officio member on all committees of the Commission and has full voting privileges;
- may, at any time, call a meeting of the Board or any of its committees;
- represents the Commission membership at meetings as occasions requiring representation of the Commission by its chair;
- initiates or responds to correspondence on behalf of the Board and the Executive Committee, as may be required;
- is authorized as a signing authority for disbursement of Commission funds.

Vice-chair of the Board

3.2 The vice-chair of the Board:

- is elected from the Board members;
- assumes all functions and responsibilities of the chair of the Board in the absence of the chair of the Board;
- is a member of the Executive Committee;
- is authorized as a signing authority for disbursement of Commission funds.

Vacant Commission Officers Positions

3.3 When the Board chair's position falls vacant during a term of office, then for the balance of the term:

- the vice-chair assumes the responsibility of chair of the Board and of the Executive Committee;
- the position of the vice-chair becomes vacant because of the above, and may be filled by election at a regular Board meeting.

3.4 When the Board vice-chair's position becomes vacant during a term of office, it may be filled by election at a regular Board meeting.

Signing Authorities

3.5 A decision, notice or other thing made, given or issued by the Board may be signed on its behalf by its chair and the manager, or their designates.

3.6 The manager or their designates are granted the authority to sign subdivision forms and documents on behalf of the member municipalities in accordance with membership contracts.

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3.7 With the exception of Part C, section 10.11, all cheques require the signature of the chair, vice-chair, or other designated member of the Executive Committee, together with the signature of the manager or the manager's designate.

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4. BOARD OF DIRECTORS' MEETINGS

4.1 The Board may hold the following meetings conducted in accordance with the rules of procedure contained in this manual:

- regular meetings of the Board held quarterly to carry out the ongoing policy and decision-making functions of the Commission;
- special meetings of the Board, in addition to regular meetings when required, to carry out the ongoing policy and decision-making functions of the Commission or to deal with items which require action before the next regular meeting.

4.2 The Board shall hold the following meetings conducted in accordance with the rules of procedure contained in this manual:

Annual Organizational Meeting:

- to adopt the list of members appointed to the Board and their alternates by each member municipality;
- to elect a Board chair and vice-chair;
- to elect the Executive Committee;
- to appoint to its committees, Board members or a combination of Board members and such other persons as it considers necessary.

Annual General Meeting:

- to consider the annual report of the Commission's activities in the preceding fiscal year;
- to consider a financial statement relating to the preceding fiscal year;
- to deal with items of business as set out in the agenda for the annual general meeting;
- to deal with any other business which may be raised by a member.

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5. ELECTION PROCEDURE

- 5.1 The manager or their designate will act as returning officer for the election of members at the annual organizational meeting of the Commission.
- 5.2 All members who wish to let their name stand for election for the position of chair, vice-chair and/or members of the Executive Committee shall inform the manager two weeks before the date of the annual organizational meeting. Members may submit written background information about themselves when they put their name forward for election.
- 5.3 Ballots shall be prepared for the annual organizational meeting with the names listed in order as drawn by two designated staff members.
- 5.4 At the organizational meeting, members may make nominations from the floor. Nominations from the floor will be added to the ballot.
- 5.5 If no rural members are elected:
- as chair; or
 - as vice-chair; or
 - to the Executive Committee;
- then, the Executive Committee shall appoint a rural member to the Executive Committee.
- 5.6 If, on the calculation of the votes, two or more candidates for any office have received the same number of votes, and if it is necessary for determining which candidate is elected, the returning officer shall write the names of those candidates separately on blank sheets of paper of equal size and of the same colour and texture, and after folding the sheets of paper in a uniform manner and so that the names are concealed, shall deposit them in a receptacle and direct some person to withdraw one of the sheets, and the returning officer shall declare the candidate whose name appears on the withdrawn sheet to have one more vote than the other candidate.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

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**PART C
PROCEDURES, BOARDS AND COMMITTEES**

PART C

SECTION 6

Date Adopted: March 4, 2004

Verified by Chair: _____

6. DECISIONS OF THE BOARD

- 6.1 Decisions of the Board shall be made by motion and recorded in the minutes of the respective meeting. A copy of these minutes shall be signed by the chair which, duly signed, shall be known as the "official copy" and shall be maintained in the Commission office.
- 6.2 A decision of the Board comes into effect when:
- upon approval of the Board; OR
 - if it is given by letter, signed by a person designated to sign on behalf of the Board; OR
 - stated in the decision of the Board.

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7. BUDGETING

- 7.1 On or before December 31st each year, the Executive Committee shall prepare and send to the Board a budget which is an estimate of its anticipated revenues and expenditures required as a result of its proposed activities for the next year.
- 7.2 The Board may choose to approve the proposed budget, approve amendments to the proposed budget, or refer all or part of the budget back to the Executive Committee for amendment.
- 7.3 The fiscal year of the Commission is the 12-month period commencing January 1st each year.
- 7.4 The Executive Committee may prescribe charges and fees for any thing or service provided to a local authority, member of the public or other person having regard to the membership contract.
- 7.5 The Commission may acquire assets.
- 7.6 The funds of the Commission shall be deposited in an accredited financial institution covered under the Federal Deposit Guarantee Corporation and approved by the Executive Committee, under an account or accounts maintained in the name of the Commission, and all payments shall be made by cheque drawn upon the account or accounts.

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8. ESTABLISHMENT OF THE EXECUTIVE COMMITTEE

Membership

- 8.1 The Executive Committee is composed of the chair, the vice-chair, and five members elected from and by the Board members (the membership of the Executive Committee may be increased to six members if it is necessary under 8.2 below).
- 8.2 At least one member of the Executive Committee shall be a member from a rural municipality (see Part C, section 5.5).
- 8.3 The chair and vice-chair of the Board is also the chair and vice-chair of the Executive Committee.
- 8.4 In the absence of any of the members of the Executive Committee, alternate members do not attend Executive Committee meetings.
- 8.5 When, due to annual municipal organizational meetings, an Executive Committee member no longer represents that municipality on the Board, said member shall continue on the Executive Committee until the organizational meeting of the Board when a new Executive Committee member is elected.
- 8.6 If a member is absent from three consecutive regular meetings of the Executive Committee without being authorized by a resolution of the Executive Committee to do so, they shall cease to be a member of the Executive Committee.

Meetings and Decisions

- 8.7 The Executive Committee may hold meetings in accordance with the rules of procedure contained in this bylaw.
- 8.8 Decisions of the Executive Committee shall be made by motion and recorded in the minutes of the respective meeting. A copy of these minutes shall be signed by the chairman and manager or recording secretary which, duly signed, shall be known as the "official copy" and shall be maintained in the Commission office.
- 8.9 A decision of the Executive Committee comes into effect:
- upon approval of the Board; OR
 - if it is given by letter, signed by a person designated to sign on behalf of the Commission; OR
 - as stated in the decision of the Board.

<p>OLDMAN RIVER REGIONAL SERVICES COMMISSION</p> <p>BYLAW</p> <p>PART C</p> <p>PROCEDURES, BOARDS AND COMMITTEES</p>	<p>PART C</p> <p>SECTION 9</p> <p>Date Adopted: March 4, 2004</p> <p>Verified by Chair: _____</p>
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9. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

General

- 9.1 The Board has delegated to the Executive Committee the responsibility for financial and administrative concerns, including budget preparation, approval of accounts, procedures and policies for hiring and dismissal of staff, and specific issues affecting administration or policy including amendments to this bylaw in areas in which it has authority.
- 9.2 The Executive Committee is authorized to provide ongoing advice to the manager on planning matters and to give direction on behalf of the Board as required except where, in the committee's opinion, the matter may significantly affect Board policy.
- 9.3 The Executive Committee is authorized to take legal action.

Financial

- 9.4 The Executive Committee prepares and reviews the annual budget estimates and work program submitted by the manager.
- 9.5 The Executive Committee reviews, in consultation with the manager, proposals for office accommodation for the Commission.
- 9.6 The Executive Committee is authorized to defer purchase of items set out in the budget, as may be felt necessary.
- 9.7 The Executive Committee is authorized to approve funds, in excess of the approved budget for an individual budget account, individual unbudgeted expenditures from surpluses which may be reasonably anticipated from the Commission's operating budget.
- 9.8 The Executive Committee is authorized to ratify summaries of cheques written on the Commission's general current account.
- 9.9 The Executive Committee is authorized to establish and amend a "Schedule of Meeting Fees" (Part D, Schedule 2) to apply to members.
- 9.10 The Executive Committee is authorized, in consultation with the manager, to approve disposal of any and all assets deemed to be beyond economical repair, obsolete or surplus to the needs of the Commission. Should any assets be wholly or partially owned by the province, funds received through disposal may have to be returned to the province.
- 9.11 The Executive Committee is authorized to approve disposal of any and all records of the Commission no longer required for its ongoing operation and no longer required by federal or provincial legislation.
- 9.12 The Executive Committee shall appoint an auditor on or before the October Executive Committee meeting unless a contract for auditing services is in place, in which case an annual appointment may not be necessary.

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Personnel

- 9.13 The Executive Committee is authorized to interview applicants for the position of manager, make the appointment, and set terms of employment for same.
- 9.14 The Executive Committee is authorized to terminate the employment of the manager.
- 9.15 The Executive Committee is authorized to review planning and organization matters with the manager on an ongoing basis.
- 9.16 The Executive Committee shall formally review the performance of the manager on an annual basis.
- 9.17 The Executive Committee is authorized, in consultation with the manager, to establish personnel policies for the staff of the Commission. The policies shall be prepared in accordance with any personnel principles established by the Board and in accordance with the budget approved for these matters.
- 9.18 The Executive Committee shall hear and decide on grievances from staff.

Pay Plans

- 9.19 The Executive Committee shall use as its guide for staff remuneration the class numbers, class titles, pay grades and pay grids as established by policy.

Signing Authority

- 9.20 The Executive Committee is authorized to enter into legal agreements on behalf of the Commission in accordance with provisions approved by the Board.

Advisory Powers and Duties

- 9.21 The Executive Committee advises the Board, in consultation with the manager, on matters of principle and policy affecting Commission operations.
- 9.22 The Executive Committee recommends to the Board, in consultation with the manager, a structure and procedure for its efficient operation.

Subdivision

- 9.23 If in accordance with the Municipal Government Act a municipality delegates subdivision approval authority to the Commission, the Executive Committee will be the subdivision authority.
- 9.24 If the Executive Committee is to render a decision on an application for subdivision, then the Board member representing the municipality will have a voting position on the Executive Committee for purposes of deciding on the application.

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10. MANAGER

General

- 10.1 The manager is authorized to represent the Commission's position at any proceedings, hearings or other meetings.
- 10.2 The manager may refer items to any of the Commission's committees for their consideration and recommendation to the Board.
- 10.3 The manager is authorized to prepare or assist in the preparation of statutory plans and land use bylaws, when requested to do so by a member municipality.
- 10.4 The manager is authorized to provide such assistance and advice to a municipality as may be agreed upon with the member municipality.
- 10.5 The manager is authorized to provide assistance and advice to the province, other agencies and individuals as may be required.
- 10.6 The manager is authorized to encourage, by whatever means they consider appropriate, participation by the general public in planning matters.

Finance

- 10.7 The manager is authorized to make expenditures, as set out in the budget approved by the Executive Committee, to apply to the current fiscal year, including incidental expenditures not specifically detailed in the budget.
- 10.8 The manager is authorized to sign contracts and agreements as necessary on behalf of the Commission for the purchase of services and materials duly authorized.
- 10.9 The manager shall be responsible for:
 - the keeping of proper records of the transactions of the Commission;
 - the keeping of accounts of Commission revenues and expenditures;
 - the preparation of annual financial statements of the Commission;
 - preparation of an annual report outlining the Commission's activities of the preceding fiscal year.
- 10.10 The manager is authorized to approve disposal of any and all assets, of original purchase value of \$5,000 and less, deemed to be beyond economical repair, obsolete or surplus to the needs of the Commission.
- 10.11 The manager can sign a cheque for a value not to exceed \$250.00 without the signature of the chair or vice-chair or designate.

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Personnel

- 10.12 The manager is authorized to appoint all personnel pursuant to the functional staff chart, staff complement, class numbers and class titles, pay grids and pay ranges authorized by the Executive Committee.
- 10.13 The manager is authorized to employ temporary personnel within the limits of the operating budget.
- 10.14 The manager is authorized to employ legal counsel or other consultants within the framework of the approved budget.
- 10.15 The manager is authorized to organize the staff, within the approved staff complement and within the functional structure approved by the Executive Committee, to meet the objectives of the Commission's budget and work program and also to meet the Commission's principal duties. In organizing the staff, the manager shall use their discretion and discuss matters of significance with the Executive Committee.
- 10.16 The manager is authorized to plan, organize and direct the activities of Commission staff, the Commission's legal counsel and other consultants as may be employed from time to time to achieve the intent of the annual work program and to fulfil the functions of the Commission.
- 10.17 The manager is authorized to recommend detailed remuneration and personnel practices to the Executive Committee to apply to staff in the Commission.
- 10.18 The manager is authorized to suspend or dismiss Commission staff in accordance with policies established by the Executive Committee.
- 10.19 The manager is authorized to reclassify, change the job description, or change the pay of Commission staff in accordance with policies established by the Executive Committee.

Signing Authority

- 10.20 The manager is authorized to affix a signature to documents required to bear the endorsement of the Commission in the administrative execution of its decisions and contractual arrangements.
- 10.21 The manager is authorized to certify copies of all orders, decisions, approvals, notices, or other things made, given or issued by the Commission.
- 10.22 The manager may designate, subject to ratification by the Executive Committee, one or more members of their staff to act in the capacity of manager to co-sign cheques.
- 10.23 The manager or other person authorized by the Executive Committee may endorse documents related to contractual arrangements with respect to subdivision processing and approval.

Delegation

- 10.24 The manager is authorized to delegate all or some of their responsibilities, but shall remain responsible to the Board and the Executive Committee for the overall performance of these duties.

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Advisory Powers And Duties - General

- 10.25 The manager may discuss planning matters with the Board and its committees and advises them:
- with respect to such policies and guidelines as are required to assist them in carrying out their duties; and
 - on matters before them for decision.
- 10.26 The manager advises the Executive Committee where legal action may be required to be taken.
- 10.27 The manager advises the Executive Committee on matters of principle and policy affecting Commission operations.

Advisory Powers And Duties - Financial

- 10.28 The manager reviews and recommends to the Executive Committee the details of the annual budget estimates and work proposed for the upcoming year.
- 10.29 The manager recommends to the Executive Committee meeting fees to apply to representatives of member municipalities.
- 10.30 The manager recommends to the Executive Committee, as may be felt necessary by passage of time and events, the deference of purchase of items set out in the budget and the purchase of other items substituted in their place.
- 10.31 The manager recommends to the Executive Committee the purchase of unbudgeted items as may be felt necessary.
- 10.32 The manager recommends to the Executive Committee proposals for office accommodation for the Commission.
- 10.33 The manager recommends to the Executive Committee the transfer of moneys from one budget account to another, as may be felt necessary.

Advisory Powers and Duties - Personnel

- 10.34 The manager recommends to the Executive Committee a staff complement, a staff structure, an assignment of pay grades to job classifications, pay grids, pay ranges, a program of fringe benefits, and personnel policies that should apply to the staff of the Commission.
- 10.35 The manager recommends to the Executive Committee overall policy with respect to personnel and remuneration principles that should apply to Commission staff.

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11. RULES OF PROCEDURE FOR MEETINGS

11.1 Where a particular situation arises with respect to meetings and is not addressed in these rules of procedure, then *Roberts Rules of Order* will apply.

Date and Time of Meetings

- 11.2 The regular meeting of the Board of Directors will generally be held on the first Thursday of the month, four times per year, or at the call of the Commission chair.
- 11.3 The Executive Committee shall meet on the fourth Thursday of every month, or on other dates agreed to by the committee, or at the call of the Commission chair.
- 11.4 Any member of the Executive Committee may, with a simple majority of the Executive Committee, require the chair to call a special meeting within 7 days for purposes of dealing with matters requiring immediate attention.
- 11.5 The **Annual General** meeting takes place between April 1st and July 1st at the call of the Commission chair.
- 11.6 The **Annual Organizational** meeting shall take place no later than December 31st of any calendar year.
- 11.7 **Special meetings** of the Board of Directors are held on dates agreed to by the members, or at the call of the Commission chair.
- 11.8 **Public Hearings** are held at the call of the Commission chair, or on dates agreed to by the Board.
- 11.9 Specific dates of meetings may be varied with the agreement of members of the Executive Committee.

Notice of Meetings

- 11.10 For all Board of Directors' meetings, a notice of intention to hold a meeting or an agenda shall be sent to all Board members and each member municipality at least three weeks before any meeting is held.
- 11.11 For all regular and special Commission meetings other than Board of Directors' meetings, a notice of intention to hold a meeting or an agenda shall be sent to appropriate Board members before any meeting is held.

Attendance and Participation at Meetings

- 11.12 All members of the Board may attend, as observers, meetings of the Commission's committees to which they have not been appointed; attendance at Executive Committee meetings shall be at the invitation of the committee.
- 11.13 A committee may permit the attendance, as observers, at a meeting of the committee, of any persons having an interest in the proceedings before the committee. No observers shall be permitted to participate in the meeting except as agreed to by the committee.

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11.14 Board meetings are public meetings. Members of the public may attend as observers, but shall not be permitted to participate in the meeting except as agreed to by the Board.

11.15 Members of the Executive Committee should inform Commission staff at least 24 hours in advance if they are unable to attend an Executive Committee meeting.

Quorum

11.16 Quorums for meetings shall be as follows:

- Board of Directors – members present at the meeting
- Executive Committee – 4 members
- Other committees – 50% of the members

11.17 The chair shall not begin the meeting until a quorum is present, and no business can be transacted.

11.18 Whenever during a meeting a quorum is lost, the meeting must be adjourned.

Votes at Meetings

11.19 At meetings, each member is entitled to a single vote.

11.20 Each member, or in the absence of the member, the alternate member in attendance at Commission meetings to which the member has been appointed, is eligible to vote on any matter before the meeting.

11.21 Non-Board members appointed to committees are not eligible to vote on any matter before the meeting.

11.22 A simple majority vote on a motion will constitute an approval of the resolution.

11.23 A tie vote on a motion constitutes defeat of the motion.

11.24 All members present at a meeting with the right to vote must vote, including the chair.

Order of Business

11.25 The order of business for meetings of the Commission shall be the order of items contained on the agenda for that meeting, except where the majority of members vote to alter the order.

Address to and Recognition by the Chair

11.26 No person shall be permitted to speak unless and until they have been recognized by the chair.

11.27 When two or more members wish to speak to a matter, the chair shall decide who is entitled to speak.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

BYLAW

**PART C
PROCEDURES, BOARDS AND COMMITTEES**

PART C

SECTION 11

Date Adopted: March 4, 2004

Verified by Chair: _____

Debate on Motion

11.28 All decisions by the Board or any committee will be done in the form of a resolution to be voted on.

11.29 Where the chair leaves the meeting, for any reason, the chair may not take back control of the meeting until the item under discussion is complete or a vote taken. If the chair wishes to speak to a motion, he must vacate the position.

Notice of Motion

11.30 A member may give notice that they intend to introduce a motion at a future meeting and advise members to be prepared to discuss the subject.

Points of Order and Question of Privilege or Information

11.31 If a member wishes to raise a point of information, or order, or a question of privilege, the member when recognized by the chair shall explain briefly the grounds of the point. The chair shall decide the appropriate action to be taken.

Person Called to Order

11.32 When a person is called to order by the chair, the member shall immediately cease speaking and shall not speak further unless and until recognized by the chair.

Reading of Motion

11.33 Any member may request the question or motion under discussion, or any portion thereof, to be read at any time during debate or before the vote is taken, but shall not interrupt a person while speaking.

11.34 Where a majority of the members present request, a meeting can be held in private.

Suspension of Rules

11.35 If it is deemed to be in the best interest of the Board or committee, a motion may be passed by two-thirds majority vote, to temporarily suspend these rules for a definite purpose, which must be contained in the motion; or if no one objects, these rules at any time may be departed from without the formality of a motion.