











**9. MEETINGS**

- 9.1 A regular meeting of the Committee shall generally be held once a month, the time and place of such regular meeting to be determined by the Committee;
- 9.2 Special meetings may be called by the chairperson or, in his or her absence, the vice-chairperson, by providing the members with 24 hours notice. The Committee may, by unanimous consent, waive notice of a special meeting at any time if every member of the Committee is present;
- 9.3 No less than half of the total voting members of the Committee shall constitute a quorum;
- 9.4 When a matter arises related to proceedings in a meeting which is not covered by this bylaw, the matter shall be decided by reference to Robert's Rules of Order;
- 9.5 Each member, excluding the chairperson, shall have one vote. Motions shall only be carried upon receiving a majority of votes. In the event of a tie vote, the chairperson shall vote;
- 9.6 Meetings of the Committee shall be open to the public. The Committee may, if deemed appropriate, close the meeting to the public;
- 9.7 The Committee may make such report to Council on matters of public concern, within the scope of the Committee, as the Committee deems appropriate and in the public interest. The Committee shall also report to Council on any matter when requested to do so by resolution of Council.

**10. SUBCOMMITTEES**

- 10.1 The Committee may appoint sub-committees or ad hoc committees, which may include persons from outside the Committee as it may consider necessary or desirable. The Committee shall define the terms of reference and tenure of each sub-committee or ad hoc committee. Sub-committees or ad hoc committees may be terminated by a single motion at any regular meeting.

**11. LIMITATIONS**

- 11.1 Neither the Committee nor any member shall have the power to pledge the credit of the City in connection with any matters whatsoever, nor shall the Committee or any member thereof have any power to authorize any expenditure to be charged against the City;

11.2 The Committee shall operate within the policies and mandate established and provided by the City of Brooks Council and not establish policy, authorize expenditure or commit the City's resources, except as authorized by Council.

**12. SEVERABILITY**

12.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.

**13. REPEAL OF BYLAW**

13.1 That Bylaw No. 09/25 is hereby repealed.


**14. EFFECTIVE DATE**


14.1 This Bylaw shall come into force and take effect on the final day of passing.

Read a first time this 6<sup>th</sup> day of September, 2011.

Read a second time this 6<sup>th</sup> day of September, 2011.

Read a third time and finally passed this 6<sup>th</sup> day of September, 2011.

  
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Mayor

  
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Chief Administrative Officer

**SCHEDULE A**

**CITY OF BROOKS**

**ENVIRONMENTAL ADVISORY COMMITTEE**

**TERMS OF REFERENCE**

**Purposes:**

The purposes of the Environmental Advisory Committee for the City of Brooks are as follows:

1. To compile information and provide recommendations and advice to the Council of the City of Brooks relative to policies, procedures and programs for environmental action, awareness and education;
2. To act as a citizen's advisory group, giving input, guidance and advice towards the drafting and implementation of the Municipal Sustainability Plan;
3. To provide a forum through which other government, agencies, organizations and businesses can meet and exchange ideas and experiences relative to environmental and sustainability policies, procedures and programs;
4. To provide a vehicle for the promotion of environmental sustainability and support of initiatives which improve the City of Brooks' impact on the environment; and
5. To enhance, preserve and protect the natural environment in both local and global contexts.

**Roles and Responsibilities:**

The Environmental Advisory Committee of the City of Brooks shall:

1. Keep Council informed of Council approved budgeting, thoughts, decisions, actions, reactions, concerns, recommendations and other matters. Without restricting the generality of the foregoing, the Committee shall:
  - a) Provide quarterly updates to Council either through a written submission or a presentation during a regularly scheduled Council meeting; and
  - b) Communicate with Council through the Council member(s) appointed to the Committee.
2. Seek, compile and monitor public input on environmental issues



that raise public awareness of sustainability issues affecting the region;

3. Liaise with and seek support of other governments, agencies or the public on issues as directed by Council;
4. Demonstrate leadership and reduce the influence on surrounding environments by encouraging conservation of resources and reduction of waste; and
5. Promote environmentally sustainable initiatives, policies, procedures and educational programs for development, land-use, energy consumption and other "Green Actions".

In compliance with Section 5, the Committee may, as directed by Council:

1. Comment and provide input on the City's environmental and sustainability policies, strategies and initiatives including, but not limited to, the Municipal Sustainability Plan;
2. Comment and provide input on other emergent environmental issues; and
3. Advise on appropriate consultation between the City, the identified stakeholder groups and the community-at-large concerning environmental matters.



**CITY OF BROOKS  
BYLAW NO. 18/23**

A BYLAW OF THE CITY OF BROOKS IN THE PROVINCE OF ALBERTA TO AMEND BYLAW NO. 11/09 BEING A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE ENVIRONMENTAL ADVISORY COMMITTEE OF THE CITY OF BROOKS.

**WHEREAS** it is deemed necessary to amend the Environmental Advisory Committee Bylaw;

**NOW THEREFORE**, the Council of the City of Brooks, in the Province of Alberta, hereby enacts as follows:

1. That Section 6 be deleted in its entirety and replaced with the following:

**6. COMPOSITION OF THE COMMITTEE**

6.1 The Committee shall be composed of not more than twelve (12) members in accordance with the following:

- a) Not more than seven (7) citizens at large;
  - i. Members shall be selected based on their willingness and ability to commit to the Committee over a three year term; skills and experience as related to responsibilities; ability to work toward consensus with people who hold different views;
  - ii. In the event of a citizen-at-large vacancy, the City shall arrange, through an open public process, for the Committee to receive applications for membership. The Committee shall review all applications and recommend to Council a suitable candidate for membership. If the process yields no suitable candidate, Council may reduce the citizen-at-large membership on the Committee or continue to search for a suitable candidate;
  - iii. Members shall remain in office until their respective successors are appointed; and
  - iv. The citizen-at-large members of the Committee shall remain members only during such time as they continue to reside within the City boundaries.
- b) Not more than one (1) representative from the Council of the City of Brooks;
- c) Not more than one (1) youth representative between the ages of sixteen

and eighteen who attends school;

- d) Not more than one (1) person representing the local industrial or commercial sector;
- e) Not more than one (1) person appointed by Grasslands School Division; and
- f) Not more than one (1) person appointed by Christ the Redeemer School Division.

2. This Bylaw shall come into force and take effect on the date of final passing thereof.

Read a first time this day of November 19, 2018.

Read a second time this day of November 19, 2018.

Read a third and finally passed this day of November 19, 2018.

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Mayor

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Chief Administrative Officer