

**BYLAW 2-2021  
STRATHCONA COUNTY**

A BYLAW TO ESTABLISH THE PERFORMANCE PLAN COMMITTEE

AS:

- A. Section 145 of the *Municipal Government Act* provides that a council may pass bylaws in relation to the establishment and function of council committees and other bodies;
- B. Section 153 of the *Municipal Government Act* provides that the Mayor is a member of all Council committees unless specifically excluded;
- C. Section 205.1 of the *Municipal Government Act* requires a council to provide the chief administrative officer with an annual written performance evaluation of the results the chief administrative office has achieved with respect to fulfilling the chief administrative officer's responsibilities under section 207; and
- D. It is desirable to establish a Performance Plan Committee.

COUNCIL ENACTS:

**Part I – Purpose, Definitions, and Interpretation**

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|----------------|---|--|
| Short title    | 1 | This bylaw may be cited as the "Performance Plan Committee Bylaw".   |
| Purpose        | 2 | The purpose of this bylaw is to establish a Council committee named the Performance Plan Committee, and to prescribe a mandate, terms of reference, composition and procedural rules for the Committee.  |
| Interpretation | 3 | The following rules apply to interpretation of this bylaw: <ul style="list-style-type: none"><li>(a) The marginal notes and headings in this bylaw are for reference purposes only;</li><li>(b) If there is a conflict between a provision of this bylaw and an enactment, the enactment governs;</li><li>(c) Any reference to an enactment or bylaw includes all amendments or successor enactments or bylaws, and applicable regulations or orders established under the enactment or bylaw; and</li><li>(d) Actions authorized by this bylaw must be performed in compliance with all applicable trade agreements and treaties, enactments, bylaws, and the County's policies and procedures.</li></ul> |
| Definitions    | 4 | In this bylaw, words have the meaning given to them in this section, but if not defined in this bylaw, they have the same meaning as under the <i>Municipal Government Act</i> : <ul style="list-style-type: none"><li>(a) "Act" means the <i>Municipal Government Act</i>, RSA 2000, c M-26;</li></ul>  |

- (b) "Chief Commissioner" means the Chief Administrative Officer for the County or delegate;
- (c) "Committee" means the Performance Plan Committee;
- (d) "Council" means the elected governing body of the County;
- (e) "Councillor" means an individual elected to Council, including the Mayor; and
- (f) "County" means the specialized municipality and municipal corporation of Strathcona County, established under Order 761/95 pursuant to the Municipal Government Act.

**Part II – Establishment, Mandate, and Terms of Reference**

Establishment	5	The Performance Plan Committee is established as a Council committee.
Mandate	6	The Committee will oversee the development of the Chief Commissioner’s proposed performance plan for Council’s consideration and final approval.
Terms of Reference	7	<p>The Committee will fulfill its mandate by:</p> <ul style="list-style-type: none"> <li>(a) Developing, through discussion and consultation with the Chief Commissioner, between three and five proposed priorities for the performance plan;</li> <li>(b) Ensuring that the proposed priorities are linked to Council’s Strategic Plan</li> <li>(c) Developing proposed metrics to determine the level of achievement of the proposed priorities; and</li> <li>(d) Working with the Chief Commissioner to develop a proposed performance plan for 2021-2022 for presentation to Council.</li> </ul>
Council’s role	8	<p>Council approval is required for the following matters in relation to the performance planning process for the Chief Commissioner:</p> <ul style="list-style-type: none"> <li>(a) budget and source of funds for the performance plan process; and</li> <li>(b) approval of the Chief Commissioner’s final performance plan.</li> </ul>

**Part III – Membership and Quorum**

Members and voting	9	The Committee will be comprised of the Mayor and three Councillors appointed by Council.
	10	Members will remain on the Committee at the pleasure of Council.
Quorum	11	Quorum is established by the attendance of a majority of the members of the Committee at a meeting.
Chair	12	The Mayor will serve as chair of the Committee, but in their absence, the Committee member who is the Deputy Mayor, or Committee member who is closest in line to be the next Deputy Mayor, will serve as chair.

Chair's Duties 13 The chair will preside at all Committee meetings and decide all points of order that may arise.

**Part IV – Procedures**

Procedures 14 The Committee will follow the meeting procedures set out in the Strathcona County Meeting Procedures Bylaw.

Public Meetings 15 Committee meetings will be held in public unless the meeting is closed for reasons permitted by the Municipal Government Act.

**Part V – General**

Repeal 18 The Committee terminates and this Bylaw is repealed thirty days following the date on which the 2021-2022 Chief Commissioner performance plan is approved by Council.

First reading: January 19, 2021  
Second reading: January 19, 2021  
Third reading: January 19, 2021

Date Signed: February 2, 2021

Rod Frank  
Mayor

Mavis Nathoo  
Director, Legislative and Legal Services