

**PARKLAND COUNTY
PROVINCE OF ALBERTA**

BYLAW 2026-16

BEING A BYLAW OF PARKLAND COUNTY FOR THE PURPOSE OF ESTABLISHING AN AGENDA REVIEW COMMITTEE

WHEREAS Section 145 of the *Municipal Government Act*, RSA 2000 c M-26, authorizes a council to pass bylaws in relating to the establishment and functions of Council committees; and

WHEREAS the *Municipal Government Act*, RSA 200 c M-26, provides that Council may by bylaw delegate its powers, duties or functions to a Council Committee; and

WHEREAS Council recognizes the importance of effective agenda management and the timely review of proposed Council agenda items to facilitate efficient decision-making;

NOW THEREFORE the Council of Parkland County duly assembled and under the authority of the *Municipal Government Act*, RSA 2000 c M-26, as amended, hereby enacts the following:

TITLE

1. This Bylaw shall be known as the "Agenda Review Committee Bylaw".

DEFINITIONS

2. The following definitions will apply to the corresponding words in this bylaw:

- (1) "Administration" means the CAO and the employees of Parkland County under the leadership of the Chief Administrative Officer (CAO);
- (2) "Agenda" is the order of business for a Council meeting or Governance and Priorities Committee meeting;
- (3) "Bylaw" means a Bylaw of Parkland County;
- (4) "CAO" means the designated Chief Administrative Officer as defined in the *Municipal Government Act*, RSA 200 c M-26, or their delegate;
- (5) "Committee" means the Agenda Review Committee established by this Bylaw;
- (6) "Council" means the Mayor and Councillors duly elected pursuant to the provisions of the *Local Authorities Election Act*;
- (7) "County" means the municipality of Parkland County in the Province of Alberta;
- (8) "Mayor" means the Chief Elected Official as defined in the Act; and
- (9) "Terms of Reference" means those terms pertinent to the establishment and mandate of an individual Committee and which are in addition to the parameters of this Bylaw.

INTERPRETATION

3. The headings in this bylaw are for reference purposes only.

ESTABLISHMENT

4. The Agenda Review Committee is established as a committee of Council.
5. The Committee is established for the purpose of:
 - 1) Review proposed agenda items for upcoming Council and Governance and Priorities Committee meetings.
 - 2) Confirm alignment of proposed items with Council's strategic priorities and applicable legislation.
 - 3) Provide direction regarding agenda sequencing, structure, and timing.
 - 4) Identify and recommend additional items for inclusion on future Council or Governance and Priorities Committee agendas.
6. The Agenda Review Committee shall function as set out in the Terms of Reference established and attached to this Bylaw as Schedule "A".

ENACTMENT/TRANSITION

7. Should any provision of this Bylaw be deemed invalid then such invalid provision will be severed from this Bylaw, and such severance will not affect the validity of the remaining portions of this Bylaw, except to the extent necessary to give effect to such severance.
8. Schedule "A" forms part of this Bylaw.
9. This Bylaw shall come into force and take effect on the day of third reading and signing thereof.

READ A FIRST TIME this 14th day of April, 2026.

READ A SECOND TIME this 14th day of April, 2026.

READ A THIRD TIME and finally passed this 14th day of April, 2026.

SIGNED AND PASSED this 14th day of April, 2026.



Mayor



Chief Administrative Officer

SCHEDULE "A"**Bylaw No. 2026-16****AGENDA REVIEW COMMITTEE
TERMS OF REFERENCE****1. Purpose**

The Agenda Review Committee is established to support efficient and effective Council decision-making by ensuring that proposed agenda items align with Council's strategic priorities and applicable legislative requirements before placement on a Council or Governance and Priorities Committee agenda.

2. Mandate

The Agenda Review Committee shall:

1. Review proposed agenda items for upcoming Council and Governance and Priorities Committee meetings.
2. Confirm alignment of proposed items with Council's strategic priorities and applicable legislation.
3. Provide direction regarding agenda sequencing, structure, and timing.
4. Identify and recommend additional items for inclusion on future Council or Governance and Priorities Committee agendas.

3. Membership

1. Members of the Agenda Review Committee are:
 - a. The Mayor (Chair)
 - b. The Deputy Mayor
 - c. The Chief Administrative Officer (CAO) or designate
 - d. Administrative staff designated by the CAO
2. Quorum for the Agenda Review Committee requires the Mayor or Deputy Mayor and one member from Administration.
3. At the Organizational Meeting, Council may appoint up to two Councillors to serve as alternates for when the Mayor or Deputy Mayor are unavailable.

4. Roles and Responsibilities

1. The Chair shall:
 - Call and preside over meetings;
 - Ensures decisions remain within the Committee's mandate; and
 - Confirm the agenda for the Agenda Review Committee
2. All Members shall:
 - Review agenda in advance of the meetings;
 - Provide information on readiness, timing and prioritization of items; and
 - Identify additional matters for inclusion in future Agendas.
3. Administration shall:
 - Prepare and distribute the proposed Agenda list to the Committee Members each Thursday; and
 - Revise the Agenda list during Committee meetings based on direction received, allowing changes to be confirmed and approved.

5. Meetings

1. The Committee shall meet weekly on Mondays, Tuesdays, or Wednesdays.
2. Meetings may be held in person or electronically.
3. Meetings are administrative working meetings and are not open to the public.
4. If a scheduled Agenda Review Committee meeting is cancelled, the CAO is authorized to confirm the Agenda list for the next Council or Governance and Priorities Committee meeting that would have been confirmed at that meeting.

6. Decision Making Authority

1. The Committee is authorized to:
 - a. Confirm or defer proposed Agenda items,
 - b. Determine the logical flow and sequencing of the Agendas,
 - c. Establish time allocations for agenda items,
 - d. Assign items to appropriate Council or the Governance and Priorities Committee meeting,
 - e. Define whether an item is for decision, information or direction, and
 - f. Recommend strategic alignment or prioritization of upcoming agenda items.

2. The Committee does not have the authority to:
 - a. Make decisions on behalf of Council;
 - b. Alter Council priorities or adopt new policy; or
 - c. Direct staff beyond the authority delegated to the CAO under the *Municipal Government Act*.
3. Agenda items for the next scheduled meeting shall be approved by the Agenda Review Committee at the meeting scheduled the week that agenda shall be published.
4. Changes to an approved Agenda list for the next Council meeting or Governance and Priorities Committee meeting will be made as follows:
 - a. Items to be added or removed after the publication of the Agenda must be added or removed by motion at the adoption of the Agenda within a Council meeting or Governance and Priorities Committee meeting; and
 - b. Any written materials or information related to items on the Agenda that are not already included in the Agenda package must be circulated to all members of Council and the CAO prior to discussion of the item within the meeting.

7. Confidentiality

All materials and discussions are confidential and subject to the:

1. *Protection of Privacy Act*,
2. *Access to Information Act*,
3. *Municipal Government Act*, and
4. Parkland County's Records Management practices.

8. Review of Terms of Reference

These Terms of Reference shall be reviewed every two (2) years or earlier if directed by Council.