

**LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA**

BY-LAW NO. 25-031

**A BYLAW OF LETHBRIDGE COUNTY, IN THE PROVINCE OF ALBERTA, TO
ESTABLISH A STRATEGIC PLANNING COMMITTEE**

WHEREAS, pursuant to the Municipal Government Act, R.S.A. 2000, c M-26, section 145, a Council may pass bylaws in relation to the establishment, functions and procedures to be followed by council Committees and other bodies;

NOW THEREFORE, the Council of Lethbridge County, duly assembled hereby enacts as follows:

1. BYLAW TITLE

1.1 This bylaw shall be cited as the "Strategic Planning Committee Bylaw".

2. DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires:

- a. "Administration" means operational staff under the direction of the Chief Administrative Officer.
- b. "CAO" means the Chief Administrative Officer of Lethbridge County.
- c. "Committee" means the Strategic Planning Committee established under this Bylaw.
- d. "Council" means the Council of Lethbridge County.
- e. "Organizational Meeting" means the annual meeting at which Council makes appointments and sets schedules.

3. PURPOSE

3.1 The purpose of this Bylaw is to establish the Strategic Planning Committee as a standing committee of Council responsible for providing advice, guidance, and recommendations related to the preparation and coordination of the County's Strategic Planning Session.

3.2 The Committee shall support Council by reviewing potential facilitators, session formats, planning materials, locations, timelines, and related logistics.

4. AUTHORITIES GRANTED

4.1 The Committee is advisory only and holds no final decision-making authority. The Committee may make recommendations to council which council may then adopt, reject, amend and adopt or provide further instructions to the Committee before making a decision

and providing direction on the Committee's recommendation.

5. MANDATE AND DUTIES

5.1 Strategic Planning Functions

The Committee shall:

- a. Review potential facilitators and planning session coordinators;
- b. Evaluate proposed session structures, formats, methodologies, and planning tools;
- c. Review and recommend potential locations, dates, and logistical arrangements;
- d. Review preparatory materials, strategic themes, and relevant background documentation;
- e. Provide strategic feedback to Administration during development of planning options;
- f. Review budget considerations associated with the planning process;
- g. Conduct informal deliberation on matters relevant to the Strategic Planning Session.

5.2 Advisory Functions

The Committee shall:

- a. Ensure alignment between session planning and Council's strategic direction;
- b. Consider public engagement requirements, if applicable;
- c. Review its Terms of Reference annually and recommend amendments as needed.

6. TERMS OF REFERENCE

- 6.1 The Committee Terms of Reference are established separately by Council and may be amended by Council resolution.

7. COMMITTEE COMPOSITION AND TERM OF APPOINTMENT

7.1 The Committee shall consist of:

- a. Three (3) members of Council, appointed annually at the Organizational Meeting;
- b. The Reeve may serve as an ex-officio member;
- c. CAO and Legislative Coordinator;
- d. Administrative support staff, as required

7.2 Council members shall serve until the next Organizational Meeting or until a successor is appointed.

7.3 A quorum shall consist of any two (2) Council members.

8. MEETINGS AND REPORTING

8.1 Meeting shall be held at the call of the Chair or CAO.

8.2 Meetings shall comply with the Municipal Government Act, Access to Information Act, Protection of Privacy Act and the County's Procedural Bylaw.

8.3 Meetings are open to the public unless closed for reasons permitted under legislation.

8.4 Administration shall prepare meeting agendas and packages.

8.5 Minutes shall be recorded.

8.6 Oral reports may be provided as needed.

9. DISSOLUTION

9.1 The Committee may be dissolved by Council at any time by resolution.

10. SEVERABILITY

10.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

11.EFFECTIVE DATE

11.1 This Bylaw shall come into force and effect after it receives third reading and has been signed by the Reeve and Chief Administrative Officer

GIVEN first reading this 4th day of December, 2025




Reeve

Chief Administrative Officer

GIVEN second reading this 4th day of December, 2025



Reeve

Chief Administrative Officer

GIVEN third reading this 4th day of December, 2025



Reeve

Chief Administrative Officer