

LETHBRIDGE COUNTY
IN THE PROVINCE OF ALBERTA

BY-LAW NO. 25-032

A BYLAW OF LETHBRIDGE COUNTY, IN THE PROVINCE OF ALBERTA, TO
ESTABLISH A GOVERNANCE AND HUMAN RESOURCES COMMITTEE

WHEREAS, pursuant to the Municipal Government Act, RS.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. TITLE

- 1.1 This bylaw shall be cited as the "Governance & Human Resources Committee Bylaw".

2. DEFINITIONS

- 2.1 In this Bylaw,
 - 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 Governance & Human Resources Committee established under this Bylaw.
 - d. "Council" means the Council of Lethbridge County.
 - e. "Council Policy" means policy approved by Council that directs municipal operations.
 - f. "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 Governance & Human Resources Committee as a standing committee of Council responsible for providing oversight, guidance, and support on governance practices, reviewing and advising on human resource strategy and organizational effectiveness, supporting Council's strategic goals, assisting in the performance evaluation processes for senior leadership, and facilitating in-depth and informal deliberation on matters requiring fulsome discussion.

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 or Administration before making a decision and providing direction on the Committee's recommendation.

5. MANDATE AND DUTIES

5.1 Governance Functions

The Committee shall:

- a. Monitor progress on Council's strategic goals;
- b. Provide input on governance-related bylaws and policy frameworks;
- c. Review department and project reports for information and discussion;
- d. Receive updates and provide direction on key initiatives;
- e. Respond to changes in legislation affecting the County;
- f. Review Council policies prior to presentation to full Council;
- g. Provide strategic feedback on matters requiring in-depth discussion; and
- h. Develop and oversee the onboarding program for newly elected and returning Council members.

5.2 Human Resources Functions

The Committee shall:

- a. Recommend and oversee the CAO performance evaluation framework;
- b. Review compensation policies and guidelines;
- c. Review succession planning and organizational development strategies;
- d. Review major changes to the management structure;
- e. Review CAO external commitments for potential conflicts;
- f. Recommend the CAO's annual compensation package; and
- g. Review its Terms of Reference annually and propose revisions if 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-officio member of the Committee.
- c. The CAO, HR Appointed Representative and Legislative Coordinator shall attend meeting as administrative resources,

- except where their performance or compensation is discussed;
- 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. CHAIR AND VICE CHAIR

- 8.1 The Committee shall elect a Chair at its first meeting following the Organizational Meeting.
- 8.2 The Committee shall elect a Vice Chair at its first meeting following the Organizational Meeting.
- 8.3 In the absence of the Chair, the Vice Chair shall assume all chairing responsibilities.

9. MEETINGS AND REPORTING

- 9.1 Meetings shall be held quarterly, with additional meetings at the call of the Chair.
- 9.2 Meetings shall comply with the Municipal Government Act, Access to Information Act, Protection of Privacy Act and the County's Procedural Bylaw.
- 9.3 Meetings are open to the public unless held in closed session for reasons permitted under legislation.
- 9.4 Agendas and meetings packages shall be prepared by Administration and distributed prior to the meeting.
- 9.5 Minutes shall be recorded and provided to Council. Oral reports may be provided as needed.

10. DISSOLUTION

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

11. SEVERABILITY

- 11.1 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.

12. EFFECTIVE DATE

- 12.1 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