

# **Weed Control Act Appeal Committee Terms of Reference**

## **1. PURPOSE**

- 1.1 To hear and make decisions on an appeal concerning a notice issued against any land and/or personal property for the destruction or control of the named weed.

## **2. LEGISLATIVE AUTHORITY**

- 2.1 *Municipal Government Act*, RSA 2000 c.M-26, as amended Section 145
- 2.2 Weed Control Act, RSA 2000, c.W-5
- 2.3 Bylaw 08-19, Council Committee

## **3. DUTIES & RESPONSIBILITIES**

The Committee has the Authority to:

- 3.1 Establish the dates for each Committee meeting;
- 3.2 Create or review Committee Terms of Reference (Council approval required);
- 3.3 Hear notice appeals in accordance with the requirements outlined in the *Alberta Weed Control Act*.

## **4. ROLES**

- 4.1 The Committee shall conduct itself in accordance with all provisions as set out in Part 3 of the Weed Control Regulation and the Procedural Bylaw except as modified by specific provisions of this Terms of Reference.
- 4.2 A majority of the members of the Committee shall constitute a quorum.
- 4.3 The Deputy CAO is designated as the Secretary of the Weed Control Act Appeal Committee.

## **5. MEMBERSHIP**

- 5.1 All Town of Lamont Council members.

## **6. TERM OF MEMBERSHIP**

- 6.1 Council members are appointed annually at the Organizational meeting.
- 6.2 The municipal representative shall not be a member of the Committee and may not vote on any matter; this includes any staff attending the meeting.

## **7. BOARD CHAIR**

- 7.1 The Mayor shall act as Chair for this Committee.
- 7.2 The Chair shall hold office for the remainder of the calendar year from the date of appointment.
- 7.3 The Chair shall preside over all meetings of the Committee and decide all points of order that may arise; manage the process of the meeting; preside over the conduct of the meeting, including the preservation of good order and decorum; determine speaking order; and rule on all questions related to the orderly procedure of the meeting.

**8. MEETINGS**

8.1 The Committee shall hold meetings at the call of the Chair when an appeal arises.

**9. GOVERNANCE**

9.1 A majority of the voting members shall constitute a quorum at a board meeting.

9.2 All voting members of the board, including the Chair, shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be lost.

**10. ADMINISTRATIVE RESPONSIBILITY**

10.1 Coordination of meeting locations and setup.

10.2 Preparation of meeting minutes and agendas.

10.3 Circulation of Agenda Package to Committee members.

**11. ENACTMENT**

11.1 Upon approval by resolution of Council.