

CITY OF ST. ALBERT

BYLAW 20/2024

**A BYLAW TO AMEND
VARIOUS COUNCIL COMMITTEE BYLAWS**

Amendment #2 to Arts Development Advisory Committee
Bylaw 09/2020

Amendment #10 to Community Services Advisory Committee Bylaw
10/1997

Amendment #4 to Environmental Advisory Committee Bylaw 35/2015

Amendment #6 to Seniors' Advisory Committee Bylaw 26/20218

Amendment #6 to Youth Advisory Committee Bylaw 26/2016

Amendment #2 to Assessment Review Board Bylaw 15/2020

The Council of the City of St. Albert, duly assembled, hereby ENACTS AS FOLLOWS:

1. Bylaw 09/2020, Arts Development Advisory Committee Bylaw is amended by:
 - a. Adding new section 7.1 "Members of the Committee must be residents and cannot be employees of the City of St. Albert."
 - b. Deleting Schedule A – Code of Conduct in its entirety and replacing it with new Schedule A – Committee Code of Conduct, attached to this Bylaw.
2. Bylaw 10/1997, Community Services Advisory Committee Bylaw, is amended by:
 - a. Deleting section 4 in its entirety and replacing it with new section 4 as follows:

"The Committee shall be appointed by Council and shall consist of at least eight and no more than ten members, all of whom shall be residents of the City and cannot be employees of the City of St. Albert. One member of Council shall be appointed by Council and will be included in the ten members. The appointed member of Council is entitled to be recognized by the Chairperson for participation in debate or discussion on any matter before the Committee but may not make motions or vote."
 - b. Adding a new section 9.1 "Members must follow the code of conduct attached as Schedule A to this bylaw."
 - c. Adding Schedule A – Committee Code of Conduct, attached to this Bylaw.

3. Bylaw 35/2015, Environmental Advisory Committee Bylaw, is amended by:
 - a. Adding new section 5.1 “Members of the Committee must be residents of the City of St. Albert and cannot be employees of the City of St. Albert.”
 - b. Adding a new section 5.2 “Members must follow the code of conduct attached as Schedule A to this Bylaw.”
 - c. Adding Schedule A – Committee Code of Conduct, attached to this Bylaw.
4. Bylaw 26/2018, Seniors’ Advisory Committee Bylaw, is amended by:
 - a. Adding new section 4.1 “Members of the Committee must be residents of the City of St. Albert and cannot be employees of the City of St. Albert.”
 - b. Deleting Schedule A – Code of Conduct in its entirety and replacing it with new Schedule A – Committee Code of Conduct as attached to this Bylaw.
5. Bylaw 26/2016, Youth Advisory Committee Bylaw, is amended by:
 - a. Adding new section 4.1 “Members of the Committee must be residents of the City of St. Albert and cannot be employees of the City of St. Albert.”
 - b. Deleting Schedule A – Code of Conduct in its entirety and replacing it with new Schedule A – Committee Code of Conduct as attached to this Bylaw.
6. Bylaw 15/2020 Assessment Review Board, is amended by deleting subsection 6(4) in its entirety.
7. The Chief Administrative Officer is authorized to issue consolidated versions of Bylaw 9/2020, Bylaw 10/1997, Bylaw 35/2015, Bylaw 26/2018, Bylaw 26/2016 and 15/2020 that incorporate the amendments made by this amending bylaw and otherwise conform with the requirements of section 69 of the *Municipal Government Act*.

EFFECTIVE DATE

8. This Bylaw comes into effect when it is passed.

READ a First time this ____ day of _____ 20__.

READ a Second time this ____ day of _____ 20__.

READ a Third time this ____ day of _____ 20__.

SIGNED AND PASSED this ____ day of _____ 20__.

MAYOR

CHIEF LEGISLATIVE OFFICER

Schedule A – Committee Code of Conduct

The purpose of this Code of Conduct is to set out ethical rules for persons appointed as members of the Committee so that they may achieve the objective of carrying out their duties with impartiality and dignity, while recognizing that the primary responsibility of the Committee is to provide service to the community.

To further this objective, certain core ethical principles and behaviours must characterize the conduct of Committee members so that they will maintain the highest standards of public service and faithfully discharge their duties. Accordingly, members shall comply with the following:

1. At all times conduct themselves in a manner that is respectful and courteous of other members, City administration, and the public.
2. Ensure Committee meetings are a safe space to speak openly, where each member has a voice and is heard.
3. Preserve the integrity and impartiality of the Committee.
4. Not use their status as a Committee member to secure any special privileges, favours, or exemptions for themselves or any other person or entity.
5. Not use their status as a Committee member to advance their personal interests or the interests of any person or organization with whom or with which they are associated.
6. Not speak to the media or post on social media on behalf of the Committee unless delegated the authority to do so by the chair.
7. If speaking to the media or posting on social media in their individual capacity, state clearly that they are speaking strictly for themselves and not for the Committee.
8. If expressing disagreement with an action or decision of the Committee, state clearly that they are expressing a personal opinion only, and not the opinion or position of the Committee.
9. Keep confidential any information discussed at an *in camera* meeting.
10. Attend at and actively participate in Committee meetings and notify the chair or vice-chair of any anticipated absences. In the event a member fails to attend three consecutive meetings without prior approval of the chair, that member will be automatically removed from the Committee.

11. Declare any real or perceived conflict of interest. A conflict of interest is any situation in which a Member's personal interests (for example, financial, occupational, familial, or social factors) may affect or appear to affect their objectivity, judgment, or ability to act in the best interests of the Committee or the community. The interests of immediate relatives of a member are considered to be the interests of the member.
 - a. If a member is not certain whether there is a real or perceived conflict of interest, they must bring it forward to the Committee.
 - b. It is the responsibility of every member who is aware of a real or perceived conflict of interest on the part of a fellow member to raise the issue for clarification, first with the member in question, and if still unresolved, with the chair.
 - c. If necessary, the Committee may determine by majority vote if a conflict of interest exists pertaining to a matter. The member potentially in conflict shall be absent from the discussion and shall not vote on the issue of whether a conflict of interest exists.
 - d. Where a member has declared a conflict of interest in a matter or a majority of the Committee has voted that a conflict of interest exists for a specific member in a matter, the affected member shall leave the meeting room for the duration of any discussion on the matter, abstain from participating in any discussion on the matter, not attempt to influence the outcome, and shall not vote on the matter.
12. Committee members shall comply with any additional requirements as outlined in any bylaw or Council Policy which sets out or pertains to the conduct of Council Committee members.

Members must not assume that activities not specifically addressed by these guidelines of conduct are therefore condoned. If in doubt about actions they may be contemplating, members are encouraged to seek advice from the chair, who may in turn seek advice from administration.