



CITY OF ST. ALBERT

5 St. Anne Street,
St. Albert, AB T8N 3Z9

Master

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Type: Bylaw

Status: Passed

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**Agenda
Section:**

In Control: City Council

File Created: 08/18/2016

Subject:

Final Action: 11/28/2016

Title: Youth Council Bylaw

Presented by: Connie Smigielski, Manager, Community Strategy

Internal Notes:

Sponsors:

Enactment Date:

Attachments: Youth Council Bylaw

File Number:

Recommendation:

Hearing Date:

Entered by: cvalliere@stalbert.ca

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	City Council	11/28/2016	approved				Pass
	Action Text: Moved by Councillor Osborne That Bylaw 26/2016 being a Bylaw to form the St. Albert Youth Council be read a first time. CARRIED UNANIMOUSLY						
		0	Mayor Crouse, Councillor Brodhead, Councillor Heron, Councillor Hughes, Councillor MacKay, Councillor Osborne, and Councillor Russell				

Text of Legislative File BL-16-017

TAMRIMS#: B06

Youth Council Bylaw

Presented by: Connie Smigielski, Manager, Community Strategy

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RECOMMENDATION(S)

1. That Bylaw 26/2016 being a Bylaw to form the St. Albert Youth Council be read a first time.
2. That Bylaw 26/2016 be read a second time.
3. That unanimous consent be given to consider third reading of Bylaw 26/2016.
4. That Bylaw 26/2016 be given third and final reading.
5. That, during the deliberations of the 2017 Budget, Council consider the following postponed motion" That \$5,000 be added to the Community & Social Development operating budget in 2017 to cover costs associated with a St. Albert Youth Council."

PURPOSE OF REPORT

The purpose of this report is to present a draft bylaw to form the St. Albert Youth Council and a budget to cover costs associated with a St. Albert Youth Council.

COUNCIL DIRECTION

On June 20, 2016 Council passed the following motions:

(C394-2016)

That Administration work with St. Albert youth and develop a bylaw to form St. Albert Youth Council in accordance with the information as outlined within the June 20, 2016 agenda report entitled "Youth Council".

That for the remainder of 2016, Administration be authorized to draw up to \$1,000 from Council Contingency to cover costs associated with the St. Albert Youth Council and that an appropriate allowance be planned for and added to the 2017 Operating Budget to address these costs ongoing.

BACKGROUND AND DISCUSSION

In October 2015, Council passed a motion to bring forward a proposed Terms of Reference for the creation of a St. Albert Youth Council. Community & Social Development staff put a call out to the community to engage youth. Administration met with youth and developed a framework based on their feedback. In June 2016, a proposed Terms of Reference was presented to Council. Council directed Administration to work with St. Albert youth and develop a bylaw to form the St. Albert Youth Council in accordance with the information presented.

In consultation with youth, a draft bylaw was developed. In summary, the intent of the bylaw is as follows:

Structure

The Committee shall:

- a. Consist of a minimum of (8) members to a maximum of (16) members.
- b. Eligibility must be youth between the ages of 15 and 24 years, with a maximum of 25% of non-resident youth who are attending high school in St. Albert.
- c. Council will by resolution, appoint members of the committee from nominations submitted by the City Manager.
- d. Committee members will receive no salary or honorarium for their voluntary services.
- e. The City of St. Albert will reimburse out of pocket expenses in accordance to the City of St. Albert's policies.
- f. The City Manager shall provide the Committee with administrative support as required.

Roles and Responsibilities

The Committee shall:

- a. Research and write policy proposals for Council's consideration, in reference to matters that impact youth in the community.
- b. Receive and act on direction from Council on youth matters.
- c. Develop and maintain relationships with individuals and organizations that focus on youth matters.
- d. Solicit feedback from youth in the community when appropriate at their discretion or at the discretion of Council.
- e. Advise Council on initiatives that support the well-being of youth.
- f. Provide a way for youth to experience city governance, procedures and policy making.
- g. Consult with City Administration and other organizations supporting youth initiatives and other municipalities.
- h. Inform Council of initiatives of other levels of government that could affect youth and where appropriate advocate directly to those levels of government.
- i. Report to Council at least once per year regarding the committee's progress in reference to its mandate, issues of significance to the Youth Council, and the work plan for the next year.

Administrative Recommendations

Attached is the draft St. Albert Youth Council Bylaw to form the St. Albert Youth Council. Administration is recommending the bylaw come into effect January 1, 2017 to allow youth who have participated in developing this draft, but are at the end of the age eligibility criteria to participate for a one-year term.

It is of importance to mention the decision by the youth who were engaged in drafting this bylaw to include eligibility of youth who do not reside in St. Albert to participate. It was felt that youth who attend high school in St. Albert and engage in other extra curricular activities in St. Albert, are connected to the community and should have a voice in the community that they feel a connection to. Administration supports their decision and placed a caveat that a maximum of 25% of members may reside outside of St. Albert.

STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT

Stakeholder engagement has occurred to this point and input used to create this report. Ongoing stakeholder engagement will be critical to ensure the voices of St. Albert's youth are reflected in the work of the St. Albert Youth Council.

IMPLICATIONS OF RECOMMENDATION(S)

Financial:

Community & Social Development has allocated \$2,000 in their 2017 budget for the St. Albert Youth Council.

Legal / Risk:

None at this time.

Program or Service:

None at this time.

Organizational:

Should the Bylaw to form the St. Albert Youth Council be passed, Community & Social Development will use current resources to provide administrative support to the committee.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

If Council does not wish to pass the bylaw, the following alternatives could be considered:

Refer back to Administration to amend, as per the general discussion and direction of Council, and present back at a future date.

STRATEGIC CONNECTIONS

a. Council's Strategic Outcomes and Priorities (See Policy C-CG-01)

CULTIVATE A SAFE, HEALTHY AND INCLUSIVE COMMUNITY: A community that provides opportunities for everyone to realize their potential in a thinking, caring and connected way.

Report Date: November 28, 2016

Author(s): Connie Smigielski, Manager, Community Strategy

Committee/Department: Community & Social Development

Acting General Manager: Diane Enger

Interim City Manager: C. Jardine

CITY OF ST. ALBERT

BYLAW 26/2016

Being a Bylaw to form the St. Albert Youth Council

WHEREAS under the authority of the Municipal Government Act RSA 2000, Chapter M-26, as amended from time to time, authorizes the Council to pass, repeal, or amend any Bylaw; AND

WHEREAS under the provisions of the Municipal Government Act RSA 2000, Section 145 and any amendments thereto, a council may pass bylaws in relation to (a) the establishment and functions of council committees and (b) the procedure and conduct of council committees and the conduct of members of council committees established by the council; AND

WHEREAS under the provisions of the Municipal Government Act RSA 2000, and any amendments thereto, under Section 146 a council committee may consist of a combination of councillors and other persons; AND

WHEREAS Council deems it in the best interest of the municipality to form a committee to advise council on issues relating to youth in the community;

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

Title

1. This Bylaw may be referred to as the “The St Albert Youth Council Bylaw”

Definitions

2. In this Bylaw:
 - a. “City” means the City of St. Albert.
 - b. “City Manager” means the individual appointed as the City’s Chief Administrative Officer;
 - c. “Council” means the Municipal Council of the City of St. Albert;
 - d. “Councillor” means an elected official of the City of St. Albert;

- e. "Committee" means the City of St. Albert Youth Council established by this bylaw;
- f. "Youth" means an individual between the ages of 15 and 24 years; and
- g. "Member" means a member of the St. Albert Youth Council.

Establishment

- 3. A Council committee is hereby established and shall be referred to as the St. Albert Youth Council.

Membership

- 4. The Committee shall consist of a minimum of (8) members with a maximum of (16) members.
- 5. To be eligible for nomination an individual must be between the ages of 15 and 24.
- 6. Council will, by resolution, appoint Members from nominations submitted by the City Manager. Appointees shall represent a diverse range of ages, life experiences and personal backgrounds; however, Council shall ensure that upon appointment to the Committee, non-residents comprise no more than 25% of Membership.
- 7. Committee members will be appointed for one (1) or two (2) year terms with a maximum of six (6) years of continuous service. If a Member vacates his or her membership on the committee during that Member's term, Council may appoint a replacement Member to serve for the remainder of the vacating Member's Term.
- 8. Committee members will receive no salary or honorarium for their voluntary services. The City of St. Albert will reimburse any out of pocket expenses in accordance to the City of St. Albert's policies.
- 9. The City Manager shall provide the Committee with such administrative support as is reasonably required.

Quorum, Meetings and Rules of Procedure

- 10. A quorum of any Committee meeting shall be the majority of its Members.
- 11. At its first meeting of each calendar year Members shall designate:

- a. one (1) Member as chair, to act as the spokesperson for the Committee;
and
 - b. one (1) Member as vice chair, to act in the chair's absence.
12. Public notice of meetings of the Committee shall be given by posting a notice on the City's website, any youth between 15-24 years of age can attend committee meetings but has no voting privileges.
- (1) The City Manager or designate may attend any regular Committee meeting, including any in-camera session, but may not debate, make motions or vote on any issue before the Committee.
 - (2) Any member of City Council may attend any regular Committee meeting, including any in-camera session, but may not debate, make motions or vote on any issue before the Committee.
13. Members must follow the code of conduct attached to this Bylaw as Schedule A.
14. Except as otherwise provided in this Bylaw, rules governing the procedures of the Committee is as follows, from high to low:
- a. the *Municipal Government Act*, associated *Regulations* or other applicable legislation;
 - b. the Bylaw;
 - c. the *Procedures Bylaw*;
 - d. Committee terms of reference, if any;
 - e. Council or City Manager approved policies, procedures and guidelines specifically applicable to the Committee, and;
 - f. *Robert's Rules of Order, Newly Revised*.

Committee Roles and Responsibilities

15. The Committee shall:
- a. research and write policy proposals for Council's consideration, in reference to matters that impact youth in the community;
 - b. receive and act on direction from Council on youth matters;

- c. develop and maintain relationships with individuals and organizations that focus on youth matters;
- d. solicit feedback from youth in the community when appropriate at their discretion or at the direction of Council;
- e. advise Council on initiatives that support the well-being of youth;
- f. provide a way for youth to experience city governance, procedures and policy making;
- g. consult with City administration and other organizations supporting youth initiatives and other municipalities;
- h. inform Council of initiatives of other levels of government that could affect youth and where appropriate advocate directly to those levels of government;
- i. report to Council at least once per year regarding:
 - the Committee's progress in reference to its mandate;
 - issues of significance to the Youth Council, and;
 - the work plan for the next year.

16. The Committee may form sub-committees to manage specific issues referred to that sub-committee by the Committee.

READ a First time this ____ day of _____ 2016.

READ a Second time this ____ day of _____ 2016.

READ a Third time this ____ day of _____ 2016.

SIGNED AND PASSED this ____ day of _____ 2016.

MAYOR

CHIEF LEGISLATIVE OFFICE

Schedule A – Code of Conduct

1. Members of the Youth Council must conduct themselves in a positive, respectable, friendly and law abiding manner.
2. Committee meetings must be a safe place to speak openly, where each member has a voice and is heard.
3. Members must be committed to attending meetings, in the event a member fails to attend three (3) consecutive meetings without prior approval by the committee, that member is disqualified from the committee.
4. All members of the committee shall abide by all stipulations of the Freedom of Information Protection of Privacy Act.