

CITY OF ST. ALBERT

BYLAW 31/2017

A Bylaw to Establish and Define the Functions of the
Governance, Priorities and Finance Committee.

WHEREAS Section 145 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, provides that Council may pass bylaws to establish council committees and define their functions; and

WHEREAS Council wishes to establish a council committee to assist Council with matters related to the operations of the City;

NOW THEREFORE the Municipal Council of the City of St. Albert, duly assembled, hereby ENACTS AS FOLLOWS:

Title

1. This Bylaw may be referred to as the “Governance, Priorities and Finance Committee Bylaw”.

Definitions

2. In this Bylaw:
 - (a) “Agenda Committee Bylaw” means the committee established by Bylaw 24/2016 and includes any amendments or successor bylaws thereto.
 - (b) “City” means the municipal corporation of the City of St. Albert or, where the context so requires, the area contained within the boundaries of the City;
 - (c) “Committee” means the Governance, Priorities and Finance Committee, established by this Bylaw;
 - (d) “Council” means the municipal council of the City of St. Albert; and
 - (e) “Procedure Bylaw” means Bylaw 22/2016 and includes any amendments or successor bylaws thereto.

Establishment

3. A council committee is hereby established. The name of the council committee shall be the Governance, Priorities and Finance Committee.

Membership

4. The Committee shall consist of all members of Council.

Chair

5. The Deputy Mayor shall act as Chair.
 - (a) The member of Council who is next in the Deputy Mayor rotation, established by Council at their organizational meeting, shall act as the Alternate.
 - (b) In the case of a temporary absence of the Chair, the Alternate shall serve as Acting Chair during such absence.

Quorum, Meetings and Rules of Procedure

6. A quorum at any Committee meeting shall be a majority of the members.
7. The Committee shall meet:
 - (a) as per the schedule approved by Council at the annual organizational meeting;
 - (b) as required, at the call of the Chair; and
 - (i) In the event that the Chair is unwilling or unable to call a meeting of the Committee, any member of Council may request that Council, by resolution, call a meeting of the Committee.
 - (c) as scheduled by resolution of Council.
8. Agendas for meetings of the Committee shall be recommended by Agenda Committee.
9. The Chair shall:
 - (a) chair Committee meetings;
 - (b) sign minutes of the Committee proceedings along with the City Manager;
 - (c) liaise with Administration;

- (d) report to Council on behalf of the Committee; and
 - (e) attend Agenda Committee meetings.
10. The Committee may at any time receive verbal and written presentations from members of the public on a specific item on the Committee's agenda or on any matter within the responsibilities of the Committee.
 11. Unless the Committee directs otherwise, verbal presentations from the public shall be limited to five (5) minutes in length for each speaker requesting to be heard by the Committee.
 12. Except as modified by specific provisions of this Bylaw, the Committee shall conduct itself in accordance with the Procedure Bylaw and, if necessary, with regard to the most recent edition of Robert's Rules of Order.
 13. In the Committee, the procedures of Council shall be relaxed as follows:
 - (a) a member of Committee may speak about a matter before the Committee even without a motion on the floor;
 - (b) a member of Committee may speak more than once about a matter before the Committee,
 - (c) with permission of the Chair, persons other than members of the Committee may be seated at the table and participate in the discussions;
 - (d) no notice need be given of any motion to be made provided that the motion is related to the agenda item under consideration at that time; and
 - (e) the Chair may make a motion on any matter without relinquishing the chair.

Committee Roles and Responsibilities

14. The Committee may:
 - (a) make recommendations to Council;
 - (b) receive reports from Administration or Committees of Council;
 - (c) receive, or provide input into, the development of financial reports, financial plans or budgets;
 - (d) approve audit plans;

- (e) hold workshops, educational sessions or strategic planning activities;
- (f) refer any matter before the Committee to Council for further discussion or decisions;
- (g) recommend amendments to draft policies, bylaws, or other governing documents, but may not approve any of these documents or give any readings to bylaws;
- (h) give direction to the City Manager;
- (i) go in camera to discuss any matter that includes information that is protected under the *Freedom of Information and Protection of Privacy Act*; and
- (j) exercise any other authority specifically delegated to the Committee by Council, unless any act or legislation prohibits the delegation of that authority.

15. Bylaw 9/2010 is hereby repealed.