

CITY OF ST. ALBERT

BYLAW 9/2010

A Bylaw to Establish and Define the Functions of the  
Standing Committee of the Whole

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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 "Standing Committee of the Whole Bylaw".

Definitions

2. In this Bylaw:
  - (a) "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 Standing Committee of the Whole ("SCOW"), established by this Bylaw;
  - (d) "Council" means the municipal council of the City of St. Albert; and
  - (e) "Procedure Bylaw" means Bylaw 35/2009 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 Standing Committee of the Whole.

Membership

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

5. (1) Annually, Council will, by resolution, designate a member of Council as Chair and a member of Council as Alternate. These appointments shall be done at the same time as the annual appointments of Council members to other committees.
- (2) In the event that a permanent vacancy of the Chair of the Committee or the Alternate occurs during the year Council shall, by resolution, appoint another member of Council to serve as Chair of the Committee or Alternate for the remainder of the vacating member's term.
- (3) 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. (1) The Committee shall meet, as required, at the call of the Chair.
- (2) 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.
8. The Chair shall, in ensuring that the Committee fulfills its roles and responsibilities as defined in this Bylaw, undertake the following:
  - (a) schedule and chair Committee meetings;
  - (b) approve agendas for Committee meetings in consultation with Administration;
  - (c) sign minutes of the Committee proceedings along with the City Manager;
  - (d) liaise with Administration; and
  - (e) report to Council on behalf of the Committee.
9. 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.
10. Unless the Committee directs otherwise, verbal presentations from the public shall be limited to five (5) minutes in length for each speaker wanting to be heard by the Committee.

11. 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.

#### Committee Roles and Responsibilities

12. The Committee may consider any matter that council may consider, including but not limited to detailed consideration of the following matters:
  - (a) the budget;
  - (b) the audit;
  - (c) transportation issues;
  - (d) development issues;
  - (e) strategic planning;
  - (f) legislative reform;
  - (g) policing matters;
  - (h) policy formulation;
  - (i) emerging issues; and
  - (j) educational sessions on various matters.

13. Bylaw 30/2002 is hereby repealed.