

CITY OF ST. ALBERT

BYLAW 24/2016

A Bylaw to establish and define the functions of the Council Agenda Committee

**PURPOSE**

WHEREAS section 11.1 of Bylaw 36/2009 Procedures Bylaw instructs Council to establish an Agenda Committee.

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

**Title**

1. This Bylaw may be referred to as the “Agenda Committee 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;
  - b. “Mayor” means the chief elected official;
  - c. “Deputy Mayor” means the Councillor designated by Council to serve as deputy mayor for a two-month period as determined at the organizational meeting;
  - d. “Committee” means the Agenda Committee.
  - e. “Governance, Priorities and Finance Committee” means the committee established by Bylaw 31/2017 and includes any amendments or successor bylaws thereto.

**Establishment**

3. A Council committee is hereby established. The name of the committee shall be the Agenda Committee.

**Membership**

4. The Committee shall consist of three (3) members, the Mayor, the Deputy Mayor and the Chief Administrative Officer.

#### Quorum, Meetings and Rules of Procedure

5. Quorum shall be two (2) of the members,
6. The Mayor shall serve as Chair of the Committee.
7. Except as otherwise provided in this Bylaw, the Committee shall establish its own rules of operational procedure.

#### Committee Roles and Responsibilities

8. The Committee shall establish the proposed agenda for each Council meeting and Governance, Priorities and Finance Committee meeting.
9. The proposed agenda shall include:
  - a. All recommendations for resolutions received by motion in accordance with the Procedure Bylaw.
  - b. All matters scheduled to that council meeting by prior resolution of council; and
  - c. Such other items of business as determined by the Committee.
10. In establishing the agenda, the Committee may establish a specific time for the introduction of and debate on any agenda item.

#### Committee Support

11. The Chief Administrative Officer shall provide the resources required to manage and support the activities of the Committee.

READ a First time this 5th day of December, 2016.

READ a Second time this 5th day of December, 2016.

READ a Third time this 5th day of December, 2016.

SIGNED AND PASSED this 6th day of December, 2016.

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MAYOR

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CHIEF LEGISLATIVE OFFICER