

## CITY OF ST. ALBERT

### Bylaw 10/97 (Consolidated by Bylaw 22/2018)

A Bylaw continuing the Community Services Advisory Committee and setting out the duties and responsibilities of the Committee.

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The Council of the City of St. Albert, duly assembled, enacts the following:

#### Title

1. This Bylaw may be referred to as the "Community Services Advisory Committee Bylaw".

#### Definitions

2. (a) "Committee" means the Community Services Advisory Committee;
- (b) "City" means the City of St. Albert;
- (c) "Council" means the Municipal Council of the City of St. Albert;
- (d) "Community Services" means recreation, parks, culture, preventative family and social support services;
- (e) "Department" means the City's Department of Community Services;
- (f) "First Meeting" means the first meeting of the Committee in the calendar year; ~~and~~
- ~~(g)~~ "Mayor" means the person elected as Mayor of the City; ~~and-~~
- ~~(g)~~(h) "Standing Committee" means the standing committee established pursuant to the Community Living Standing Committee Bylaw 39/2019.

Continuation of the  
Community Services Advisory Committee

3. The Community Services Advisory Committee established under Bylaw 39/93 is continued.
4. 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 one of whom shall be a member of Council. 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.
  - 4.1 Two positions on the Committee shall be designated for representatives who are between the ages of 16 and 24 years at the time of appointment.
  - 4.2 If a Committee position referred to in paragraph 4.1 becomes vacant, and there are no suitable applicants for Committee positions that are between the ages of 16 and 24 years, Council may:
    - (a) appoint an applicant who is not between the ages of 16 and 24 to that vacant position; or
    - (b) leave the position vacant until an application is received from a suitable applicant that is between the ages of 16 and 24.
5. Appointments of 1, 2 and 3 years may be made in order to stagger the public members terms of office
  - 5.1 The term of office and the effective date of appointment of the Council member shall be designated by Council resolution.
6. No public member shall serve more than 6 consecutive years
7. Notwithstanding paragraphs 4, 5 and 6, the Mayor of the City shall serve as an ex officio member of the Committee.
8. Notwithstanding paragraphs 5 and 6, a member shall remain in office until a replacement is appointed.
9. A member may resign from the Committee at any time by sending written notice of the resignation to Council.
10. In the event a member:

- (a) fails to attend three (3) consecutive regular meetings of the Committee, without the permission of the Committee;
- (b) ceases to be a resident of the City; or
- (c) is hired in any capacity by the City;

that member is disqualified. Paragraph 10(a) does not apply to the Mayor.

- 11. Where a member is disqualified or resigns, Council may appoint another eligible person for a term as specified by Council that expires on December 31st of a year specified by Council.
- 12. In each year, at the First Meeting, the members shall appoint a Chairperson and a Vice-Chairperson who shall act in the absence of the Chairperson.
- 13. The Chairperson and the Vice-Chairperson shall serve until the First Meeting in the year subsequent to their appointment.
- 14. The Committee may appoint subcommittees to deal solely with a matter or question referred to it by the Committee, which subcommittees may be comprised of Committee members or members of the public or both.

#### Meetings

- 15. The Committee shall meet at such time and place as determined by the Chairperson.
- 16. Within thirty (30) days of receiving a request from any two members of the Committee, or the Mayor, the Chairperson shall call a meeting of the Committee.
- 17. A majority of the Committee constitutes a quorum.
- 18. The Committee may establish procedures for the conduct of its meetings or public meetings by resolution.
- 19. The Director and staff of the Department may attend a meeting of the Committee or a public meeting for the purpose of advising the Committee.

#### Purpose

20. The purpose of the Committee is to advise Council or the Standing Committee on the City's Community Services needs and to recommend policies and the provision of grants that respond to those needs.

#### Powers and Duties

21. Without limiting the generality of the foregoing, the Committee is authorized to:
- (a) recommend policy to Council or the Standing Committee regarding Community Services;
  - (b) review, comment and recommend policies and allocations for grants and municipal assistance programs in relation to Community Services to Council or the Standing Committee;
  - (c) advise on opportunities for coordinating and streamlining Community Services activities and programs;
  - (d) consult with community groups and interested citizens as the Committee considers appropriate;
  - (e) hold public meetings on any matters related to their powers and duties;
  - (f) establish principles and procedures to govern its operation; and
  - (g) promote branding initiatives to market St. Albert through grant recipients where applicable.

21.1 The Chairperson shall provide an in-person report to the Standing Committee at least once per year regarding:

- (a) the Committee's progress and activities over the past year relative to its mandate;
- (b) issues of significance to the Committee; and
- (c) the Committee's work plan for the upcoming year, including the Committee's annual priorities and goals.

22. Bylaw No. 39/93, as amended, is repealed.