



Consolidated Version
of
the Seniors' Advisory Committee Bylaw

(being Bylaw No. 26/2018 of the City of St. Albert, as amended by Bylaw No. 5/2019, consolidated and printed under the authority of the Chief Administrative Officer of the City of St. Albert)

This is certified to be a true copy of consolidated
Bylaw No. 26/2018 of the City of St. Albert.

David S. Leflar
Director of Legal and Legislative Services
Chief Legislative Officer

The text shown in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change. For example (BL 5/2019) refers to Bylaw No. 5/2019.

CITY OF ST. ALBERT

BYLAW 26/2018

A Bylaw to form the Seniors' Advisory Committee

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 seniors 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 "Seniors' Advisory Committee Bylaw"

Definitions

2. In this Bylaw:

- a.0 "Chief Administrative Officer" or "CAO" means the individual appointed by Council to the position of Chief Administrative Officer under section 205 of the *Municipal Government Act* and pursuant to the Chief Administrative Officer Bylaw; **(BL 5/2019)**
- a. "City" means the City of St. Albert;
- b. DELETED **(BL 5/2019)**

- c. "Committee" means the City of St. Albert Seniors' Advisory Committee established by this Bylaw;
- d. "Council" means the Municipal Council of the City of St. Albert;
- e. "Councillor" means an elected official of the City of St. Albert;
- f. "Member" means a member of the Seniors' Advisory Committee; ~~and~~
- g. "Senior" means an individual 55 years or older; ~~and~~
- g-h. "Standing Committee" means the standing committee established pursuant to the Community Living Standing Committee Bylaw 39/2019.

Committee Establishment

- 3. A Council Committee is hereby established and shall be referred to as the St. Albert Seniors' Advisory Committee.

Membership

- 4. The Committee shall consist of a minimum of eight (8) members with a maximum of twelve (12) members and will include one (1) appointed Member of Council. The appointed Member of Council is entitled to be recognized by the chair for participation in debate or discussion on any matter before the Committee but may not make motions or vote. -
- 5. To be eligible for nomination, an individual must be aged 55 years or older as of September 1 of that year.
- 6. Council will interview and appoint Members. Appointees shall represent a diverse range of ages, life experiences and personal backgrounds.
- 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 CAO shall provide the Committee with such administrative support as is reasonably required. **(BL 5/2019)**

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;
 - b. One (1) Member as vice chair, to act in the chair's absence; and
 - c. Establish a schedule for meetings of the Committee.
12. All meetings of the Committee shall be open to the public.
13. Public notice of meetings of the Committee shall be given by posting a notice on the City's website.
14. The CAO 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. **(BL 5/2019)**
15. 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.
16. Minutes shall be taken at each Committee meeting and published on the City's website when approved by the Committee.
17. Members must follow the code of conduct attached to this Bylaw as Schedule A.
18. Except as otherwise provided in this Bylaw, rules governing the procedures of the Committee are as follows, from high to low:
 - a. The Municipal Government Act, associated Regulations or other applicable legislation;
 - b. The Bylaw;
 - c. Any rules of procedure for Committee meetings that have been adopted by the Committee;
 - d. Committee terms of reference;
 - e. Council or CAO approved policies, procedures, and guidelines specifically applicable to the Committee; and **(BL 5/2019)**

- f. Robert's Rules of Order, Newly Revised.
19. Nothing in this Bylaw shall be interpreted as authority for the Committee or Committee Members to have control over or to direct City Administrative matters including, but not limited to:
- a. Giving direction to any City employee;
 - b. Establishing or directing organizational structures or assignments;
 - c. Authorizing any expenditure of City Funds or pledging credit of the City;
and
 - d. Officially speaking on behalf of the City, without prior Council approval.

Committee Roles and Responsibilities

20. An advisory Committee, the Senior's Advisory Committee shall:

- a. Through a seniors' lens, review and provide input into policy and other City initiatives as requested by Council, ~~or~~ Administration, or the Standing Committee;
 - b. Upon direction from Council or the Standing Committee, prepare work or reports on matters that impact seniors;
 - c. Provide recommendations for Council's or the Standing Committee's consideration on issues or initiatives that would support the well-being of seniors;
 - d. Inform Council or the Standing Committee of initiatives of other levels of government or community trends that could affect seniors;
 - e. Develop and maintain relationships with individuals and organizations that focus on seniors' matters, as required within the scope of the Committee;
and
 - f. Solicit feedback from seniors in the community when the topic is in the scope of the committee mandate or at the direction of Council or the Standing Committee. ~~;~~ and
- 20.1 The chair shall provide an in-person report to Council the Standing Committee at least once per year regarding:

a. the Committee's progress and activities over the past year relative to its mandate;

~~a.b.~~ issues of significance to the Seniors' Advisory Committee; and

~~b.c.~~ the Committee's work plan for the upcoming year, including the Committee's annual priorities and goals.

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

Schedule A – Code of Conduct

1. Members of the Seniors' Advisory Committee must conduct themselves in a positive, respectable, friendly and law-abiding manner.
2. Members are committed to working together toward a common vision and are committed to setting aside individual agendas.
3. Committee meetings must be a safe place to speak openly, where each member has a voice and is heard.
4. Members must be committed to attending meetings. If a member fails to attend three (3) consecutive meetings without prior approval by the committee, that member is disqualified from the committee.
5. All members of the committee shall abide by all stipulations of the Freedom of Information and Protection of Privacy Act.
6. Committee members shall comply with any additional requirements as outlined in any bylaw or Council Policy that sets out the conduct expectations of Council committee members.