

CITY OF ST. ALBERT

BYLAW 41/2019

GOVERNANCE RESTRUCTURING (OMNIBUS) IMPLEMENTATION BYLAW

A bylaw to implement governance restructuring

WHEREAS pursuant to section 145 of the *Municipal Government Act*, a council may adopt bylaws in relation to the establishment and functions of council committees and the procedure and conduct of council and council committees;

AND WHEREAS the municipal council of the City of St. Albert wishes to implement changes to its governance structure that will require amendments to certain bylaws under which council committees are created and the procedures and conduct of the council and council committees are established;

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

AMENDMENTS TO THE PROCEDURE BYLAW

1. Procedure Bylaw 03/2018 is amended by sections 2 through 32 of this bylaw.
2. All defined terms are capitalized wherever they appear.
3. Section 2.1 is amended by adding the following new subsections:
 - b.1 “Agenda” means a document that lists the items of business to be addressed, and the order in which they will be addressed, at a Council or Council Committee meeting, but does not include the Agenda Package;
 - b.2 “Agenda Package” means background or supporting material to the items on an Agenda, including without limitation any report or attachment to a report that relates to an Agenda item;
 - f.1 “Code of Conduct” means the code of conduct for Council adopted under the *Code of Conduct Bylaw* as amended or replaced from time to time;
 - h.1 “Council” means the municipal council of the City;

- m.1 “Mayor” means the chief elected official of the City;
- aa.1 “Standing Committee” means a Council Committee that meets on a regular basis, in respect of which all members are Council Members;
- 4. Subsection 2.1(i) is amended by deleting the words “a council” and replacing them with “the Council”.
- 5. Subsection 2.1(k) is amended by deleting the words “chief elected official” and replacing them with “Mayor”.
- 6. Subsection 2.1(cc) is amended by adding the word “general” between the words “municipal” and “elections”.
- 7. Section 3.4 is amended by adding the words “the most recent available edition of” between the word “to” and the phrase “*Robert’s Rules of Order Newly Revised.*”
- 8. Section 3.6 is amended by adding the words “or for a portion of a meeting” immediately after the word “meeting”.
- 9. Section 4.2 is deleted and replaced with the following:
 - 4.2 At the organizational meeting Council shall establish, by resolution, for the forthcoming year:
 - a. the roster for deputy Mayor for a two-month period on a rotating basis;
 - b. the dates, time of commencement and place of the regular Council meetings and Standing Committee meetings; and
 - c. the date of the next organizational meeting.
- 10. Section 5.4 is deleted and replaced with the following:
 - 5.4 At the inaugural meeting, each member of council shall affirm that they will comply with the Code of Conduct.
- 11. Section 5.5 is amended by deleting the word “on” and replacing it with “an”.
- 12. Section 8.3 is amended by deleting subsection (b).

13. Section 11.1 is deleted and replaced with the following:

11.1 The proposed Agendas for regular Council meetings (including Agendas for pre-scheduled meetings of Committee of the Whole preceding regular Council meetings) shall be established by the Mayor in consultation with the CAO and with the Chairs of the Standing Committees, in sufficient time to allow administrative staff to comply with Section 11.2. The deputy Mayor may also participate in meetings or discussions with respect to establishing the Agendas, even if not acting in place of the Mayor.

14. A new section 11.11 is added as follows:

11.11 A proposed Agenda for a Standing Committee meeting shall be established by the Chair of the Standing Committee in consultation with the Mayor and the CAO, in sufficient time to allow administrative staff to comply with section 11.2 and, if applicable, section 11.23.

15. Section 11.2 is deleted and replaced with the following:

11.2 Agendas for Council meetings and Standing Committee meetings shall be circulated to members of council or the Standing Committee no less than 5 days prior to the meeting, including the corresponding Agenda Package if it is ready for distribution at that time.

16. A new section 11.21 is added as follows:

11.21 If an Agenda Package is not ready for distribution to Council or to a Standing Committee at the same time as the corresponding Agenda, an incomplete Agenda Package may in the discretion of the CAO be distributed at that time and the complete and final Agenda Package shall be distributed as soon as possible thereafter.

17. A new section 11.22 is added as follows:

11.22 The final Agenda for a Council or Standing Committee meeting, and the complete and final Agenda Package for that meeting, shall be distributed to Council or Standing Committee members and published on the City's public website not less than 3 days prior to the meeting.

18. A new section 11.23 is added as follows:

11.23 Council may establish terms of reference for a Standing Committee that include provisions for longer mandatory lead times than set out in this bylaw to distribute the Standing Committee's Agenda or Agenda package to Standing Committee members, or to publish those documents on the City's public website.

19. Subsection 11.3 b. is deleted and replaced with the following:

11.3 b. approval by council of the Agenda as amended.

20. Section 16.16 is amended by deleting the words "*Freedom of Information and Protection of Privacy Act*" and replacing them with "Act".

21. Section 23.4 is deleted and replaced with the following:

23.4 A notice of motion may state the date of the regular council meeting or Standing Committee meeting at which the Council member wishes the motion to be included in the Agenda.

22. Section 23.5 is deleted and replaced with the following:

23.5 If no date is provided in the notice of motion as allowed by section 23.2(a), the date will be determined through the process for establishing Agendas as set out in sections 11.1 and 11.11 of this Bylaw.

23. A new section 23.51 is added as follows:

23.51 If a motion for which notice was given is referred to a Standing Committee, the Standing Committee shall after consideration of the motion refer it to a subsequent Council meeting with the Standing Committee's recommendation as to whether the motion should be supported, not supported, or supported with revisions.

24. Section 23.6 is amended by deleting the words "by the agenda committee as per" and replacing them with "under".

25. Section 23.8 is deleted and replaced with the following:

23.8 A Notice of motion may be added to the Agenda of Council or a Standing Committee with less notice than prescribed in section 23.6 if Council or the Standing Committee passes a resolution waiving the time requirement for notice.

26. The first sentence of section 23.9 is deleted and replaced with the following:

23.9 If a motion for which notice was provided is not moved at the meeting that was either indicated in the notice of motion or determined under section 23.5, it will appear on the Agenda for, and may be moved at any of the next two regular meetings.

27. Section 25.9 is amended by deleting the word “member” and replacing it with “members”.

28. Section 26.4 is amended by inserting the words “matters that are or may be within the mandate of a Standing Committee and including” between the word “to” and the word “detailed”.

29. Section 26.8 is amended by inserting the phrase “, including during the course of a regular or special Council meeting” immediately following the word “time”.

30. Section 26.10 is amended by deleting the words “may be debated only regarding the desirability of committing the main motion but not on the main motion itself” and replacing them with “is not debatable”.

31. Section 26.13 is amended by deleting the words “and the *Freedom of Information and Protection of Privacy Act*”.

32. Section 26.14 is amended by deleting the words “in accordance with the *Freedom of Information and Protection of Privacy Act*”.

AMENDMENTS TO COUNCIL COMMITTEE BYLAWS

33. The Community Services Advisory Committee Bylaw 10/97 is amended as follows:

a. A new subsection 2(h) is added as follows:

2. (h) “Standing Committee” means the standing committee established pursuant to the Community Living Standing Committee Bylaw 39/2019.;

b. Section 4 is amended by adding the following sentence immediately following the word “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.”;

- c. Section 20 and subsections 21(a) and 21(b) are amended by adding the words “or the Standing Committee” immediately following the word Council; and
- d. A new section 21.1 is added as follows:
 - 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.

34. The Environmental Advisory Committee Bylaw 35/2015 is amended as follows:

- a. Subsection 2(j) is amended by deleting “35/2009” and replacing it with “3/2018”;
- b. A new subsection 2(k) is added as follows:
 - 2. (k) “Standing Committee” means the standing committee established pursuant to the Community Living Standing Committee Bylaw 39/2019; and;
- c. Subsection 5(b) is amended by inserting the phrase “, who 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” immediately following the “Councillor”;
- d. Subsections 19(a) and 19(f) are amended by inserting the words “or the Standing Committee” immediately following the word “Council”;
- e. Subsection 19(g) is deleted in its entirety; and
- f. A new section 19.1 is added as follows:
 - 19.1 The Chair 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.

35. The Heritage Advisory Committee Bylaw 43/2017 is amended as follows:

a. A new subsection 2(o) is added as follows:

- 2. (o) "Standing Committee" means the standing committee established pursuant to the Community Living Standing Committee Bylaw 39/2019; and;

b. Subsection 5(b) is amended by adding the phrase ", who will be recognized by the chair for participation in debate or discussion on any matter before the Committee but may not make motions or vote" immediately following the word "Councillor";

c. Subsections 20(a), 20(c), and 20(e) are amended by adding the words "or the Standing Committee" immediately following the word "Council";

d. Subsection 20(g) is deleted in its entirety; and

e. A new section 20.1 is added as follows:

20.1 The chair 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.

36. The Seniors' Advisory Committee Bylaw 26/2018 is amended as follows:

a. A new subsection 2(h) is added as follows:

- 2. h. "Standing Committee" means the standing committee established pursuant to the Community Living Standing Committee Bylaw 39/2019.;

- b. Section 4 is amended by adding the following sentence immediately following the word “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.”;
- c. Subsection 20(a) is amended by adding the words “, or the Standing Committee” immediately following the word Administration;
- d. Subsections 20(b), 20(d), and 20(f) are amended by adding the words “or the Standing Committee” immediately following the word “Council”;
- e. Subsection 20(c) is amended by adding the words “or the Standing Committee’s” immediately following the word “Council’s”;
- f. Subsection 20(g) is deleted in its entirety; and
- g. A new section 20.1 is added as follows:

20.1 The chair 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.

37. The Youth Advisory Committee Bylaw 26/2016 is amended as follows:

- a. A new subsection 2(h) is added as follows:

2(h) “Standing Committee” means the standing committee established pursuant to the Community Living Standing Committee Bylaw 39/2019.

- b. Section 4 is amended by adding the following sentence immediately following the word “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.”;

- c. Subsection 19(a) is amended by adding the words “or the Standing Committee’s” immediately following the word “Council’s”;
- d. Subsections 19(b), 19(d), 19(e), and 19(h) are amended by adding the words “or the Standing Committee” immediately following the word “Council”;
- e. Subsection 19(i) is deleted; and
- f. A new section 19.1 is added as follows:
 - 19.1 The chair 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.

REPEAL OF BYLAWS

38. The Agenda Committee Bylaw 24/2016 is repealed.

39. The Governance, Priorities & Finance Committee Bylaw 31/2017 is repealed.

CONSOLIDATION

40. The Chief Administrative Officer is authorized to issue consolidated versions of all bylaws amended by this bylaw.

EFFECTIVE DATE

41. This bylaw comes into effect when it is passed.

READ a First time this ____ day of _____ 20____.

READ a Second time this ____ day of _____ 20____.

READ a Third time this ____ day of _____ 20____.

SIGNED AND PASSED this ____ day of _____ 20____.

MAYOR

CHIEF LEGISLATIVE OFFICER