



## Legislation Details (With Text)

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**Title:** Bylaw 22/2018, Bylaw 23/2018, Bylaw 24/2018, Bylaw 25/2018 - Amendments to Council Committee Bylaws (1st, 2nd and 3rd Readings) and Terms of Reference  
Presented by: Lindsay O'Mara, Legislative Initiatives Coordinator

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Amending Bylaw - Community Services Advisory Board, 2. Community Services Advisory Board Bylaw - Amendments Highlighted, 3. Community Services Advisory Board Bylaw Bylaw - Amendments Incorporated, 4. Amending Bylaw - Internal Auditor & Internal Audit Committee, 5. Internal Auditor & Internal Audit Committee Bylaw - Amendments Highlighted, 6. Internal Auditor & Internal Audit Committee Bylaw - Amendments Incorporated, 7. Amending Bylaw - St. Albert Youth Council, 8. St. Albert Youth Council - Amendments Highlighted, 9. St. Albert Youth Council - Amendments Incorporated, 10. Repealing Bylaw - Council Remuneration Review Committee, 11. Council Remuneration Review Committee, 12. Erin Ridge Traffic Consultation Committee Terms of Reference - Amendments Highlighted, 13. Erin Ridge Traffic Consultation Committee Terms of Reference - Amendments Incorporated, 14. C-CG-09 - Council Committees

Date	Ver.	Action By	Action	Result
5/28/2018	1	City Council	approved	
5/28/2018	1	City Council	approved	Pass
5/28/2018	1	City Council	approved	Pass
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5/28/2018

1

City Council

approved

Pass

TAMRMS#: B06

## **Bylaw 22/2018, Bylaw 23/2018, Bylaw 24/2018, Bylaw 25/2018 - Amendments to Council Committee Bylaws (1st, 2nd and 3rd Readings) and Terms of Reference**

Presented by: Lindsay O'Mara, Legislative Initiatives Coordinator

### **RECOMMENDATION(S)**

#### **Bylaw 22/2018 - Amendments to Community Services Advisory Board Bylaw**

1. That Bylaw 22/2018, being Amendment 6 to Bylaw 10/97 Community Services Advisory Board be read a first time.
2. That Bylaw 22/2018, be read a second time.
3. That unanimous consent be given for consideration of third reading of Bylaw 22/2018.
4. That Bylaw 22/2018 be read a third and final time.

#### **Bylaw 23/2018 - Amendments to Internal Auditor and Internal Audit Committee Bylaw**

5. That Bylaw 23/2018, being Amendment 1 to Bylaw 25/2016 Internal Auditor and the Internal Audit Committee be read a first time.
6. That Bylaw 23/2018, be read a second time.
7. That unanimous consent be given for consideration of third reading of Bylaw 23/2018.
8. That Bylaw 23/2018 be read a third and final time.

#### **Bylaw 24/2018 - Amendments to St. Albert Youth Council Bylaw**

9. That Bylaw 24/2018, being Amendment 1 to Bylaw 26/2016 St. Albert Youth Council be read a first time.
10. That Bylaw 24/2018, be read a second time.
11. That unanimous consent be given for consideration of third reading of Bylaw 24/2018.
12. That Bylaw 24/2018 be read a third and final time.

#### **Bylaw 25/2018 - Repeal of Council Remuneration Review Committee Bylaw**

13. That Bylaw 25/2018, being a bylaw to repeal Bylaw 22/2011 Council Remuneration Review Committee be read a first time.
14. That Bylaw 25/2018, be read a second time.

15. That unanimous consent be given for consideration of third reading of Bylaw 25/2018.

16. That Bylaw 25/2018 be read a third and final time.

### **Amendments to Erin Ridge Traffic Calming Neighbourhood Consultation Committee**

17. That the Erin Ridge Traffic Calming Neighbourhood Consultation Committee Terms of Reference be amended by substituting the current Terms of Reference with the Terms of Reference provided as an attachment to this agenda report.

### **PURPOSE OF REPORT**

To present Bylaw 22/2018 - Amendments to Community Services Advisory Board Bylaw, Bylaw 23/2018 - Amendments to Internal Auditor and Internal Audit Committee Bylaw, Bylaw 24/2018 - Amendments to St. Albert Youth Council Bylaw, Bylaw 25/2018 - Repeal of Council Remuneration Review Committee Bylaw and Amendments to Erin Ridge Traffic Calming Neighbourhood Consultation Terms of Reference for consideration by Council.

### **ALIGNMENT TO COUNCIL'S STRATEGIC PLAN**

N/A

### **COUNCIL DIRECTION**

On April 3, 2018, Council passed the following motion:

(AR-17-124)

That City Council Policy C-CG-09 - Council Committees, Task Forces and Steering Committees be amended by substituting the proposed City Council Policy C-CG-09 - Council Committees, provided as an attachment to the April 3, 2018 agenda report entitled "Amendments to Council Policy C-CG-09 - Council Committees, Task Forces and Steering Committees".

### **BACKGROUND AND DISCUSSION**

Administration reviewed the current Council Committees to determine if the nomenclature used to identify them aligns with the classification of Council Committees outlined in City Council Policy C-CG-09 - Council Committees and to determine if the Council Committees are utilizing the governance document specified under their respective classification.

Based on this review, changes are required to certain Council Committees. The changes are as follows:

#### **Community Services Advisory Board**

The Community Services Advisory Board does not classify as a “Board” under City Council Policy C-CG-09 - Council Committees. As per the policy “Boards” are a governing or quasi-judicial body. The Community Services Advisory Board is a standing committee with an advisory role to Council and therefore it would be classified as an “Advisory Committee”. If Council passes Bylaw 22/2018 - Amendments to Community Services Advisory Board Bylaw, then Bylaw 10/97 - Community Services Advisory Board will be amended so that this Council Committee is now titled the “Community Services Advisory Committee”.

#### Internal Auditor and Internal Audit Committee

The Internal Auditor and Internal Audit Committee is a standing committee that provides oversight and/or guidance and therefore it would classify as a “Steering Committee”. If Council passes Bylaw 23/2018 - Amendments to Internal Auditor and Internal Audit Committee Bylaw, then Bylaw 25/2016 - Internal Auditor and the Internal Audit Committee will be amended so that this Council Committee is now titled the “Internal Auditor and the Internal Audit Steering Committee”.

#### St. Albert Youth Council

The St. Albert Youth Council is standing committee with an advisory role to Council and therefore it would be classified as an “Advisory Committee”. If Council passes Bylaw 24/2018 - Amendments to St. Albert Youth Council Bylaw, then Bylaw 26/2016 - St. Albert Youth Council will be amended so that this Council Committee is now titled the “Youth Advisory Committee”.

#### Council Remuneration Review Committee Bylaw

The Council Remuneration Review Committee is an Ad Hoc Advisory Committee and therefore it would be classified as a “Task Force”. The governance document for an Ad Hoc Committee is a Terms of Reference rather than a bylaw. If Council passes Bylaw 25/2018 - Repeal of Council Remuneration Review Committee Bylaw, then Bylaw 22/2011 - Council Remuneration Review Committee will be repealed. When the Council Remuneration Review Committee is formed in 2019, a Terms of Reference will be drafted.

#### Erin Ridge Traffic Calming Neighbourhood Consultation Committee

The Erin Ridge Traffic Calming Neighbourhood Consultation Committee is an Ad Hoc Advisory Committee and therefore it would be classified as a “Task Force”. Therefore, this Council Committee is now titled the “Erin Ridge Traffic Calming Neighbourhood Consultation Task Force”. The Terms of Reference has been updated accordingly.

### **STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT**

Administration contacted the Administrative liaisons to the Council Committees to inform them of the implications of City Council Policy C-CG-09 - Council Committees. If the bylaws are passed Administration will advise the Council Committees affected of the changes and the Council Committees webpage on the City’s website will be updated to also reflect the changes.

### **IMPLICATIONS OF RECOMMENDATION(S)**

**Financial:**  
None

**Legal / Risk:**  
If the changes are not made, the affected Council Committees will not align with City Council Policy C-CG-09 - Council Committees

**Program or Service:**  
None

**Organizational:**  
None

## **ALTERNATIVES AND IMPLICATIONS CONSIDERED**

1. Council could choose to further amend Bylaw 22/2018 - Amendments to Community Services Advisory Board, Bylaw 23/2018 - Amendments to Internal Auditor and Internal Audit Committee, Bylaw 24/2018 - Amendments to St. Albert Youth Council and Erin Ridge Traffic Calming Neighbourhood Consultation Committee Terms of Reference.
2. Council could choose not to amend Bylaw 10/97 Community Services Advisory Board, Bylaw 25/2016 Internal Auditor and the Internal Audit Committee, Bylaw 26/2016 St. Albert Youth Council, Erin Ridge Traffic Calming Neighbourhood Consultation Committee Terms of Reference and not repeal Bylaw 22/2011 Council Remuneration Review Committee. However, if the bylaws and Terms of Reference are not amended/repealed, they will not align with City Council Policy C-CG-09 - Council Committees.

Report Date: May 28, 2018  
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Committee/Department: Legal & Legislative Services  
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City Manager: Kevin Scoble