

CITY OF ST. ALBERT

BYLAW 24/2020

A Bylaw to establish the City of St. Albert COVID-19 Recovery Task Force as an Advisory Committee of Council

WHEREAS, pursuant to the *Municipal Government Act* a council may pass bylaws in relation to the establishment and functions of council committees;

AND WHEREAS, the Council of the City of St. Albert deems it both advisable and essential to establish a City of St. Albert COVID-19 Recovery Task Force as an advisory committee of Council to provide policy and governance advice with respect to community recovery from the impacts of the COVID-19 pandemic;

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

TITLE

1. This Bylaw may be referred to as the “City of St. Albert COVID-19 Recovery Task Force Bylaw” or in short form as the “Recovery Task Force 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 within its geographic boundaries;
- b. “Chief Administrative Officer” or “CAO” means the person appointed by Council to the position of Chief Administrative Officer under section 205 of the *Municipal Government Act*;
- c. “Council” means the municipal council of the City;
- d. Recovery” means the process by which both
 - i. a stable, sustainable model for conducting municipal business and operations, and delivering municipal services; and
 - ii. a community that is vibrant and healthy – physically, socially, environmentally and economically

have been achieved or are on a clear path to being achieved in the City, in the aftermath of the Covid-19 pandemic.

- e. "Recovery Concept Plan" means a plan adopted by resolution of Council to establish goals and objectives, and to guide and inform actions and decisions, of the City at both the operational and governance levels in working toward Recovery;
- f. "Recovery Period" means the period of time commencing when all members of the Recovery Task Force have been appointed and concluding on December 31, 2021 unless either shortened or extended by resolution of Council having regard to when, in the opinion of Council, the Recovery Task Force has fulfilled its mandate;
- g. "Recovery Task Force" or "Task Force" means the advisory council committee created by section 3 of this bylaw;
- h. "Recovery Team" means a cross-functional working group of municipal employees established by the CAO to focus on development and execution of detailed plans, procedures, directives and recommendations to support the framework, goals and objectives of the Recovery Concept Plan as it relates to the internal administration and operations of the City.

ESTABLISHMENT AND APPOINTMENT OF RECOVERY TASK FORCE

- 3. The City of St. Albert COVID-19 Recovery Task Force is hereby established as a council committee within the meaning of that term as set out in the *Municipal Government Act*, to serve as an advisory committee in accordance with the provisions of this bylaw.
- 4. There shall be up to 10 members of the Recovery Task Force consisting of:
 - a. the Mayor, who shall be Chair of the Task Force;
 - b. two Councillors appointed by resolution of Council; and
 - c. four to seven members of the public who reside or are employed or carry on business in the City, appointed by resolution of Council.
- 5. When appointing the public members of the Task Force, Council shall endeavor to select persons:
 - a. with a demonstrated record of community service;
 - b. who have an understanding and appreciation of the culture and the economic drivers of the community of St. Albert;

- c. who have significant experience in high level governance roles in whatever types of organizations they have served (e.g., Board Chair, President, CEO, CFO);
 - d. who represent a broad cross-section of St. Albert's major economic sectors, including the not-for-profit sector or other non-government agencies.
- 6. Initial appointments of members of the Recovery Task Force shall be for a term ending on December 31, 2020 and subsequent appointments (which may include re-appointments) will be made by Council at each annual organizational meeting, for one-year terms commencing January 1, 2021.
- 7. The Recovery Task Force will cease to exist upon expiry of the Recovery Period.
- 8. The Task Force members shall select a Vice Chair to fulfill the duties of the Chair, when the Mayor is absent or otherwise unable to fulfill those duties.

TERMS OF REFERENCE

- 9. The Task Force may propose Terms of Reference for itself that are not inconsistent with this Bylaw or with the Recovery Concept Plan, dealing with: how the Task Force will interact with the Recovery Team and other City employees; how the Task Force will communicate with and receive feedback from the public on Recovery issues and topics; how meetings of the Task Force and any sub-committees or working groups created by the Task Force will be conducted, and any other related matters that the Task Force considers important to clarify in writing in more detail than is contained in this bylaw.
- 10. The Terms of Reference of the Task Force may set out in more detail a vision or description of what Recovery will look like in the context of St. Albert, which may address the topics of community social supports or economic supports targeted at maintaining the well-being of St. Albert residents and businesses.
- 11. The Terms of Reference of the Task Force become effective upon being approved by resolution of the Council.

MANDATE AND RESPONSIBILITIES OF THE TASK FORCE

- 12. The mandate of the Task Force is to be a governance entity that focuses on, and makes recommendations in respect of, actions by the City to assist local residents, businesses and not-for-profit organizations to achieve full Recovery from the adverse economic impacts of the COVID-19 pandemic.
- 13. The Task Force, in fulfilling its mandate, will:
 - a. respect and comply with the Recovery Concept Plan;

- b. engage and consult with a broad cross-section of the St. Albert community, including without limitation the residential, commercial, and not-for-profit sectors;
- c. actively seek feedback from individuals who live or work in St. Albert for whom the COVID-19 pandemic has caused particular hardship;
- d. establish and maintain a close working relationship with both the CAO and the Recovery Team, respecting the role of the Task Force as a governance advisory body and the responsibilities of the CAO and Recovery Team to deal with administrative and operational matters;
- e. create such sub-committees or working groups as the Task Force deems advisable (which may include persons who are not Task Force members) to ensure that the Task Force hears and understands the broad range of situations and circumstances of those who live and work in St. Albert and have suffered adverse economic impacts from the COVID-19 pandemic;
- f. consider policy and legislative options for assisting the community as a whole, or particularly affected parts of the community, in achieving Recovery and make recommendations to Council with respect to such policy and legislative options;
- g. provide timely updates to the Council on the work and the progress of the Task Force;
- h. deal with any other matters relevant to the work of the Task Force or generally to the Recovery process as may be referred to the Task Force from time to time by Council.

RECOVERY TASK FORCE MEETINGS AND ADMINISTRATIVE SUPPORT

- 14. The Chair shall preside over all meetings of the Task Force, preserving order and decorum and deciding questions of procedure in accordance with the most current edition of *Roberts Rules of Order Newly Revised*.
- 15. If the Chair is unable to attend a scheduled meeting or must leave a meeting for any reason, the Vice Chair shall assume the duties of the Chair, and in the absence of both Chair and Vice Chair the Task Force members in attendance shall select an acting Chair to perform the duties of the Chair.
- 16. Meetings of the Task Force shall be open to the public except where a matter under discussion allows or requires the Task Force to move *in camera* pursuant to the provisions of the *Municipal Government Act*.

17. Members of the Task Force who are not Councillors are under the same duty of confidentiality in respect of matters dealt with *in camera* as applies to Councillors under Section 153(e) of the *Municipal Government Act*.
18. The Task Force shall meet at the call of the Chair, and meetings shall proceed only when a quorum consisting of a majority of the Task Force members is present.
19. If the Task Force passes a resolution containing a recommendation to Council, the Chief Legislative Officer for the City shall ensure that a report from the Task Force containing the resolution is created and available to be placed on a Council Agenda through the Agenda Planning process set out in the Procedure Bylaw.
20. The CAO shall ensure that the Task Force receives administrative support, and that individual Task Force members receive support and training, as required to enable the Task Force to carry out its mandate.

EFFECTIVE DATE

21. This Bylaw comes into effect on the day it is passed.

READ a First time this 20th day of April, 2020.

READ a Second time this 20th day of April, 2020.

READ a Third time this 20th day of April, 2020.

SIGNED AND PASSED this 23rd day of April 2020.


MAYOR


CHIEF LEGISLATIVE OFFICER