



Consolidated Version  
of  
**the Youth Advisory Committee Bylaw**

(being Bylaw No. 26/2016 of the City of St. Albert, as amended by Bylaw No. 24/2018, 5/2019, 41/2019, Bylaw 27/2022, and Bylaw 16/2023 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. 26/2016 of the City of St. Albert.

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**Marta Caufield**  
Director of Legal and Legislative Services  
Chief Legislative Officer

## YOUTH ADVISORY COMMITTEE BYLAW REGISTER

AMENDMENTS	NUMBER	1ST READING	2ND READING	3RD READING	SIGNED AND PASSED
	26/2016	Nov. 28/16	March 20, 2017	March 20, 2017	March 22, 2017
<b>1</b>	24/2018	May 28/18	May 28/18	May 28/18	June 10, 2018
<b>2</b>	5/2019	Jan 21/19	Jan 21/19	Jan 21/19	January 24, 2019
<b>3</b>	41/2019	November 4, 2019	November 4, 2019	November 4, 2019	November 4, 2019
<b>4</b>	27/2022	August 15, 2022	August 15, 2022	August 15, 2022	August 16, 2022
<b>5</b>	16/2023	July 4, 2023	July 4, 2023	July 4, 2023	July 11, 2023

*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 26/2016**

#### **Being a Bylaw to form the Youth Advisory Committee (BL 24/2018)**

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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 youth in the community;

The Council of the City of St. Albert duly assembled hereby ENACTS AS FOLLOWS:

#### **Title**

1. This Bylaw be referred to as the "Youth Advisory Committee Bylaw" **(BL 24/2018)**

#### **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. "Council" means the Municipal Council of the City of St. Albert;
- d. "Councillor" means an elected official of the City of St. Albert;
- e. "Committee" means the Youth Advisory Committee established by this bylaw; **(BL 24/2018)**
- f. "Youth" means an individual between the ages of 14 and 24 years; and **(BL 27/2022)**
- g. "Member" means a member of the St. Albert Youth Council. **(BL 27/2022)**
- h. DELETED **(BL 41/2019, BL 27/2022)**

### **Establishment**

- 3. A Council Committee is hereby established and shall be referred to as the Youth Advisory Committee. **(BL 24/2018)**

### **Membership**

- 4. The Committee shall consist of a minimum of eight (8) Members with a maximum of sixteen (16) Members, as well as one 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. **(BL 41/2019)**
- 5. Except for the Councillor appointee, to be eligible for nomination an individual must be between the ages of 14 and 24 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 Members 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, and will ensure that training for Committee Members regarding local governance is provided at least once per calendar year. **(BL 5/2019, BL 16/2023)**

### **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, if any;
  - 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.*

### **Committee Roles and Responsibilities**

19. The Committee shall:

- a. research and provide input into policy proposals for Council's consideration, in reference to matters that impact youth in the community; **(BL 41/2019, BL 27/2022)**
- b. receive and act on direction from Council on youth matters, with the understanding that Council will endeavour to refer two matters per calendar year to the Committee for the Committee's consideration; **(BL 41/2019, BL 27/2022, BL 16/2023)**
- c. develop and maintain relationships with individuals and organizations that focus on youth matters;
- d. solicit feedback from youth in the community when appropriate at their discretion or at the direction of Council; **(BL 41/2019, BL 27/2022)**
- e. advise Council on initiatives that support the well-being of youth; **(BL 41/2019, BL 27/2022)**
- e.1 advise City Administration on City-led initiatives and programs in order to provide a youth perspective; **(BL 16/2023)**
- f. provide a way for youth to experience city governance, procedures and policy making;
- g. consult with City Administration and other organizations supporting youth initiatives and other municipalities;
- h. inform Council of initiatives of other levels of government that could affect youth and where appropriate advocate directly to those levels of government; and **(BL 41/2019, BL 27/2022, BL 16/2023)**
- i. undertake volunteer opportunities in the City related to matters that impact youth in the community. **(BL 16/2023)**

19.1 The chair shall provide an in-person report to Council at least once per year regarding: **(BL 27/2022)**

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

- a.1 a summary of the issues that were referred to the Committee by Council for the Committee's consideration or review in the previous year; **(BL 16/2023)**
- 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.

**(BL 41/2019)**

- 20. The Committee may form sub-committees to manage specific issues referred to that sub-committee by the Committee.
- 21. The Committee shall re-evaluate its purpose and provide recommendations to Council regarding its format and mandate during 2025. **(BL 16/2023)**

### **Schedule A – Code of Conduct**

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