



Consolidated Version
of
**the Community Services Advisory
Committee Bylaw**

(being Bylaw No. 10/1997 of the City of St. Albert, as amended by Bylaw No. 22/2018, 41/2019, 27/2022, 13/2023, Bylaw 20/2024 and Bylaw 20/2025 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. 10/1997 of the City of St. Albert.

Marta Caufield

Director of Legal and Legislative Services
Chief Legislative Officer

BYLAW 10/97 (Page 1)

COMMUNITY SERVICES ADVISORY COMMITTEE
BYLAW 10/1997 REGISTER

	NUMBER	1ST READING	2ND READING	3RD READING	Signed and Passed
PASSED	10/97	March 3, 1997	March 3, 1997	March 17, 1997	March 17, 1997
1	23/2003	July 7/2003	July 7/2003	July 7/2003	July 8, 2003
2	28/2006	Sept. 18/06	Sept. 18/06	Sept. 18/06	September 19, 2006
3	7/2011	Jan 4/2011	Jan 4/2011	Jan 4/2011	January 5, 2011
4	43/2011	Dec.5/2011	Dec.5/2011	Dec.5/2011	December 6, 2011
5	13/2014	Jan 20/14	Jan 20/14	Jan 20/14	January 21, 2014
6	22/2018	May 28/2018	May 28/2018	May 28/2018	June 10, 2018
7	41/2019	November 4, 2022	November 4, 2022	November 4, 2022	November 4, 2022
8	27/2022	August 15, 2022	August 15, 2022	August 15, 2022	August 16, 2022
9	13/2023	June 20, 2023	June 20, 2023	June 20, 2023	June 22, 2023
10	20/2024	October 1, 2024	October 1, 2024	October 1, 2024	October 4, 2024
11	20/2025	September 2, 2025	September 2, 2025	September 2, 2025	September 5, 2025

The text shown in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change. For example (BL 41/2019) refers to Bylaw No. 41/2019.

CITY OF ST. ALBERT

Bylaw 10/1997

A Bylaw continuing the Community Services Advisory Committee and setting out the duties and responsibilities of the Committee.

The Council of the City of St. Albert, duly assembled, enacts the following:

TITLE

1. This Bylaw may be referred to as the "Community Services Advisory Committee Bylaw".

DEFINITIONS

2.
 - (a) "Committee" means the Community Services Advisory Committee;
 - (b) "City" means the City of St. Albert;
 - (c) "Council" means the Municipal Council of the City of St. Albert;
 - (d) "Community Services" means recreation, parks, culture, preventative family and social support services;
 - (e) "Department" means the City's Department of Community Services;
 - (f) "First Meeting" means the first meeting of the Committee in the calendar year; and **(BL 27/2022)**
 - (g) "Mayor" means the person elected as Mayor of the City; **(BL 27/2022)**
 - (h) DELETED **(BL 41/2019) (BL 27/2022)**

CONTINUATION OF THE COMMUNITY SERVICES ADVISORY COMMITTEE

3. The Community Services Advisory Committee established under Bylaw 39/93 is continued.
4. The Committee shall be appointed by Council and shall consist of at least eight and no more than ten members, all of whom shall be residents of the City and cannot be employees of the City of St. Albert. One member of Council shall be appointed by Council and will be included in the ten members. 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. **(BL 41/2019)**
 - 4.1 Two positions on the Committee shall be designated for representatives who are between the ages of 16 and 24 years at the time of appointment.
 - 4.2 If a Committee position referred to in paragraph 4.1 becomes vacant, and there are no suitable applicants for Committee positions that are between the ages of 16 and 24 years, Council may:
 - (a) appoint an applicant who is not between the ages of 16 and 24 to that vacant position; or
 - (b) leave the position vacant until an application is received from a suitable applicant that is between the ages of 16 and 24.
5. Appointments of 1, 2 and 3 years may be made in order to stagger the public members terms of office
 - 5.1 The term of office and the effective date of appointment of the Council member shall be designated by Council resolution.
6. No public member shall serve more than 6 consecutive years
7. Notwithstanding paragraphs 4, 5 and 6, the Mayor of the City shall serve as an ex officio member of the Committee.
8. Notwithstanding paragraphs 5 and 6, a member shall remain in office until a replacement is appointed.
9. A member may resign from the Committee at any time by sending written notice of the resignation to Council.

9.1 Intentionally Deleted (**BL20/2025**)

10. In the event a member:

- (a) fails to attend three (3) consecutive regular meetings of the Committee, without the permission of the Committee;
- (b) ceases to be a resident of the City; or
- (c) is hired in any capacity by the City;

that member is disqualified. Paragraph 10(a) does not apply to the Mayor.

- 11. Where a member is disqualified or resigns, Council may appoint another eligible person for a term as specified by Council that expires on December 31st of a year specified by Council.
- 12. In each year, at the First Meeting, the members shall appoint a Chairperson and a Vice-Chairperson who shall act in the absence of the Chairperson.
- 13. The Chairperson and the Vice-Chairperson shall serve until the First Meeting in the year subsequent to their appointment.
- 14. The Committee may appoint subcommittees to deal solely with a matter or question referred to it by the Committee, which subcommittees may be comprised of Committee members or members of the public or both.

MEETINGS

- 15. The Committee shall meet at such time and place as determined by the Chairperson.
- 16. Within thirty (30) days of receiving a request from any two members of the Committee, or the Mayor, the Chairperson shall call a meeting of the Committee.
- 17. A majority of the Committee constitutes a quorum.
- 18. The Committee may establish procedures for the conduct of its meetings or public meetings by resolution.

19. The Director and staff of the Department may attend a meeting of the Committee or a public meeting for the purpose of advising the Committee.

PURPOSE

20. The purpose of the Committee is to advise Council on the City's Community Services needs and to recommend policies and the provision of grants that respond to those needs.
(BL 41/2019) (BL 27/2022)

POWERS AND DUTIES

21. Without limiting the generality of the foregoing, the Committee is authorized to:
- (a) recommend policy to Council regarding Community Services;
(BL 41/2019) (BL 27/2022)
 - (b) review, comment and recommend policies and allocations for grants and municipal assistance programs in relation to Community Services to Council;
(BL 41/2019) (BL 27/2022)
 - (b.1) approve civic grant funding allocations in alignment with Policy C-CC-23 Civic Granting; **(BL 13/2023)**
 - (c) advise on opportunities for coordinating and streamlining Community Services activities and programs;
 - (d) consult with community groups and interested citizens as the Committee considers appropriate;
 - (e) hold public meetings on any matters related to their powers and duties;
 - (f) establish principles and procedures to govern its operation; and
 - (g) promote branding initiatives to market St. Albert through grant recipients where applicable.

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

- (a) Council's progress and activities over the past year relative to its mandate;
- (b) issues of significance to Council; and
- (c) Council's work plan for the upcoming year, including Council's annual priorities and goals.

(BL 41/2019)

22. Bylaw No. 39/93, as amended, is repealed.