



Consolidated Version
of
the Seniors' Advisory Committee Bylaw

(being Bylaw No. 26/2018 of the City of St. Albert, as amended by Bylaw No. 5/2019, 41/2019, 27/2022, 16/2023, 6/2024 and 20/2024 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. 26/2018 of the City of St. Albert.

Marta Caufield
Director of Legal and Legislative Services
Chief Legislative Officer

SENIORS' ADVISORY COMMITTEE BYLAW 26/2018 REGISTER

	NUMBER	1ST READING	2ND READING	3RD READING	PASSED
PASSED	26/2018	Oct 1/18	Oct 1/18	Oct 15/18	October 18, 2018
Amendment 1	5/2019	Jan 21/19	Jan 21/19	Jan 21/19	Jan 24/19
2	41/2019	Nov 4, 2019	Nov 4, 2019	Nov 4, 2019	Nov 4, 2019
3	27/2022	Aug 15, 2022	Aug 15, 2022	Aug 15, 2022	Aug 16, 2022
4	16/2023	July 4, 2023	July 4, 2023	July 4, 2023	July 11, 2023
5	6/2024	Feb 20, 2024	Feb 20, 2024	Feb 20, 2024	Feb 20, 2024
6	20/2024	Oct 1, 2024	Oct 1, 2024	Oct 1, 2024	Oct 4, 2024

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 26/2018

A Bylaw to form the Seniors' Advisory Committee

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 seniors in the community;

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

Title

1. This Bylaw may be referred to as the "Seniors' Advisory Committee Bylaw".

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. "Committee" means the City of St. Albert Seniors' Advisory Committee established by this Bylaw;
- d. "Council" means the Municipal Council of the City of St. Albert;
- e. "Councillor" means an elected official of the City of St. Albert;
- f. "Member" means a member of the Seniors' Advisory Committee; and **(BL 27/2022)**
- g. "Senior" means an individual 55 years or older. **(BL 27/2022)**
- h. DELETED **(BL 41/2019, BL 27/2022)**

Committee Establishment

- 3. A Council Committee is hereby established and shall be referred to as the St. Albert Seniors' Advisory Committee.

Membership

- 4. The Committee shall consist of a minimum of six members with a maximum of nine members and will include one (1) 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, BL 16/2023)**
- 4.1 Members of the Committee must be residents of the City of St. Albert and cannot be employees of the City of St. Albert. **(BL 20/2024)**
- 5. To be eligible for nomination, an individual must be aged 55 years or older 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 Member's 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. **(BL 5/2019)**

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 in accordance with section 11.1 and section 11.2 of this Bylaw. **(BL 16/2023)**
- 11.1 Subject to the requirements in section 11.2, the Committee shall only meet on an ad hoc basis when an issue has been referred to the Committee by Council for the Committee's consideration. **(BL 16/2023)**
- 11.2 The Committee shall meet three times per calendar year under the following conditions:
 - a. The first meeting of each calendar year will be held in January;
 - b. The second meeting will be held no later than June 30; and
 - c. The third meeting will be held no later than November 30. **(BL 16/2023)**
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;
 - 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.
19. Nothing in this Bylaw shall be interpreted as authority for the Committee or Committee Members to have control over or to direct City Administrative matters including, but not limited to:
 - a. Giving direction to any City employee;
 - b. Establishing or directing organizational structures or assignments;
 - c. Authorizing any expenditure of City Funds or pledging credit of the City; and
 - d. Officially speaking on behalf of the City, without prior Council approval.

Committee Roles and Responsibilities

20. An advisory Committee, the Senior's Advisory Committee shall:
 - a. Through a seniors' lens, review and provide input into policy and other City initiatives as requested by Council or Administration; **(BL 41/2019, BL 27/2022)**
 - a.1. Serve as the selection committee for the Seniors/Elders Service Awards Program in accordance with Council Policy C-CS-24 and forward recommendations to Council for approval; **(BL 6/2024)**

- b. Upon direction from Council or the Standing Committee, prepare work or reports on matters that impact seniors; **(BL 41/2019)**
- c. Provide recommendations for Council's consideration on issues or initiatives that would support the well-being of seniors; **(BL 41/2019, BL 27/2022)**
- d. Inform Council of initiatives of other levels of government or community trends that could affect seniors; **(BL 41/2019, BL 27/2022)**
- e. Develop and maintain relationships with individuals and organizations that focus on seniors' matters, as required within the scope of the Committee; and
- f. Solicit feedback from seniors in the community when the topic is in the scope of the committee mandate or at the direction of Council. **(BL 41/2019, BL 27/2022)**
- g. DELETED **(BL 41/2019)**

20.1 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;
- b. issues of significance to the Committee;
- c. the Committee's work plan for the upcoming year, including the Committee's annual priorities and goals; and
- d. 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)**

(BL 41/2019)

21. The Committee may form sub-committees to manage specific issues referred to that sub-committee by the Committee.

22. The Committee shall re-evaluate its purpose and provide recommendations to Council regarding its format and mandate during 2025. **(BL 16/2023)**

Schedule A – Committee Code of Conduct (BL 20/2024)

The purpose of this Code of Conduct is to set out ethical rules for persons appointed as members of the Committee so that they may achieve the objective of carrying out their duties with impartiality and dignity, while recognizing that the primary responsibility of the Committee is to provide service to the community.

To further this objective, certain core ethical principles and behaviours must characterize the conduct of Committee members so that they will maintain the highest standards of public service and faithfully discharge their duties. Accordingly, members shall comply with the following:

1. At all times conduct themselves in a manner that is respectful and courteous of other members, City administration, and the public.
2. Ensure Committee meetings are a safe space to speak openly, where each member has a voice and is heard.
3. Preserve the integrity and impartiality of the Committee.
4. Not use their status as a Committee member to secure any special privileges, favours, or exemptions for themselves or any other person or entity.
5. Not use their status as a Committee member to advance their personal interests or the interests of any person or organization with whom or with which they are associated.
6. Not speak to the media or post on social media on behalf of the Committee unless delegated the authority to do so by the chair.
7. If speaking to the media or posting on social media in their individual capacity, state clearly that they are speaking strictly for themselves and not for the Committee.
8. If expressing disagreement with an action or decision of the Committee, state clearly that they are expressing a personal opinion only, and not the opinion or position of the Committee.
9. Keep confidential any information discussed at an *in-camera* meeting.
10. Attend and actively participate in Committee meetings and notify the chair or vice-chair of any anticipated absences. In the event a member fails to attend three consecutive meetings without prior approval of the chair, that member will be automatically removed from the Committee.

11. Declare any real or perceived conflict of interest. A conflict of interest is any situation in which a member's personal interests (for example, financial, occupational, familial, or social factors) may affect or appear to affect their objectivity, judgment, or ability to act in the best interests of the Committee or the community. The interests of immediate relatives of a member are considered to be the interests of the member.
 - a. If a member is not certain whether there is a real or perceived conflict of interest, they must bring it forward to the Committee.
 - b. It is the responsibility of every member who is aware of a real or perceived conflict of interest on the part of a fellow member to raise the issue for clarification, first with the member in question, and if still unresolved, with the chair.
 - c. If necessary, the Committee may determine by majority vote if a conflict of interest exists pertaining to a matter. The member potentially in conflict shall be absent from the discussion and shall not vote on the issue of whether a conflict of interest exists.
 - d. Where a member has declared a conflict of interest in a matter or a majority of the Committee has voted that a conflict of interest exists for a specific member in a matter, the affected member shall leave the meeting room for the duration of any discussion on the matter, abstain from participating in any discussion on the matter, not attempt to influence the outcome, and shall not vote on the matter.
12. Committee members shall comply with any additional requirements as outlined in any bylaw or Council Policy which sets out or pertains to the conduct of Council Committee members.

Members must not assume that activities not specifically addressed by these guidelines of conduct are therefore condoned. If in doubt about actions they may be contemplating, members are encouraged to seek advice from the chair, who may in turn seek advice from administration.