



Consolidated Version  
of  
**Community Living Standing Committee**

(being Bylaw No. 39/2019 of the City of St. Albert, as amended by Bylaw No. 27/2020 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. 39/2019 of the City of St. Albert.

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Director of Legal and Legislative Services  
Chief Legislative Officer

The text shown in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change. For example (BL 27/2020) refers to Bylaw No. 27/2020.

## CITY OF ST. ALBERT

### BYLAW 39/2019

#### A Bylaw to create the Community Living Standing Committee

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WHEREAS Section 145 of the *Municipal Government Act* empowers a council to create council committees and prescribe their functions and procedures;

AND WHEREAS it is deemed advisable to create a standing council committee in St. Albert to be known as the Community Living Committee with functions and procedures as set forth in this bylaw;

NOW THEREFORE the municipal council of the City of St. Albert duly assembled ENACTS AS FOLLOWS:

#### Title

1. This Bylaw may be referred to as the “Community Living Standing Committee Bylaw”.

#### Definitions

2. Any word or expression defined in the *Municipal Government Act* and not otherwise defined in this bylaw, has the meaning set out in the Act.
3. In this bylaw:
  - a. “Act” means the Municipal Government Act;
  - b. “Agenda” and “Agenda Package” have the meanings set out in the *Procedure Bylaw*.
  - c. “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* and pursuant to the Chief Administrative Officer Bylaw;

- d. "Citizens Committee" means the Environmental Advisory Committee, the Seniors Advisory Committee, the Youth Advisory Committee, the Arts and Heritage Committee, the Community Services Advisory Committee and the Policing Committee and also includes any other board, committee or other body that Council may by bylaw or resolution designate as a Citizens Committee for the purposes of this bylaw; **(BL 27/2020)**
- e. "City" means the City of St. Albert;
- f. "Council" means the municipal council of the City;
- g. "Councillor" means an elected official of the City, not including the Mayor;
- h. "Council Member" means an elected official of the City, including the Mayor;
- i. "Committee" means the Community Living Standing Committee established by this bylaw;
- i.1 "Mayor" means the chief elected official of the City. **(BL 27/2020)**
- j. "Member" means a member of the Committee.

**(BL 27/2020)**

### **Committee Establishment**

- 4. A council committee is established to be called the Community Living Standing Committee. **(BL 27/2020)**

### **Committee Mandate, Responsibilities and Terms of Reference.**

- 5. The mandate of the Committee is to:
  - (a) consider items that are of a governance or primarily governance nature or are legally required to be dealt with by Council, arising from the City's activities in respect of:
    - (i) environmental matters;
    - (ii) social and cultural matters;
    - (iii) housing issues;
    - (iv) protective services;
    - (v) recreation facilities and services;

and

- (b) bring recommendations or information to Council in respect of items considered by the Committee.
6. In addition to its mandate as set out in section 5, the Committee shall:
- (a) receive reports or submissions from the Citizens Committees as may be required under a bylaw establishing a Citizens Committee or as may be requested to be presented by a Citizens Committee and approved by the Chair for presentation;
  - (b) include minutes from Citizens Committee meetings in the Agenda Package for a Committee meeting as soon as reasonably practicable after the minutes are available;
  - (c) consider any request or recommendation for Council action arising from the minutes of a Citizens Committee and transmit the request or recommendation to Council together with the Committee's own recommendation to Council as to a response to the request or recommendation; and
  - (d) deal with any other matter referred to it by Council.
7. The Committee shall recommend for Council approval its terms of reference not inconsistent with this bylaw, including provisions to welcome and encourage members of the public to have input into the deliberations of the Committee.

### **Membership, Appointment, Term and Administrative Support**

8. (a) The Members of the Committee shall be three Councillors, appointed by Council on the recommendation of the Mayor at the 2019 organizational meeting for a one-year term, and again appointed by Council on the recommendation of the Mayor at the 2020 organizational meeting for a one year term. A Member may advise the Mayor of their preference to be appointed to a different standing committee after the initial one-year appointment, and such preference shall be reflected in standing committee appointments made at the 2020 organizational meeting, if possible taking into account the willingness of other Councillors to either remain on the same standing committee or switch to a different standing committee at that time.
- (b) At the first meeting of the Committee following the 2019 Council organizational meeting, then again at the first meeting following the 2020 organizational meeting, the Members shall choose from among themselves a Chair and a Vice Chair act in place of the Chair when the Chair is absent or unable to act, each to serve in those capacities for one year. The Vice

Chair has all the rights and duties of the Chair under this or any other bylaw, when acting in place of the Chair.

- (c) If a Member ceases to be a Councillor and a by-election is held, the person elected as a Councillor in the by-election will take the place of the departing Member on the Committee. If a Member ceases to be a Councillor and a by-election is not held, or if the Member is otherwise unable or unwilling to continue as a Member, Council may appoint another Councillor to replace the departing Member.
  - (d) If a departing Member was a Chair or Vice Chair at the time of leaving the Committee, then at the first Committee meeting following appointment of a replacement Member the Members shall choose from among themselves a new Chair or Vice Chair as the case may be.
9. The CAO shall provide the Committee administrative and other support as required to facilitate the Committee fulfilling its mandate as set out in this bylaw.

### **Quorum, Meetings, and Rules of Procedure**

10. Quorum for a Committee meeting is two Members. If quorum would not otherwise be achieved, the Chair may appoint any Councillor present at a Committee meeting as an alternate, and in such case the current deputy Mayor (if present) will have first priority for appointment and the next scheduled Councillor on the deputy Mayor roster (if present) will have second priority for appointment. A Councillor appointed as an alternate will count toward quorum and may debate, make motions and vote as if the Councillor were a Member.
11. The Mayor is an ex officio Member of the Committee; however, the Mayor is not required to attend all Committee meetings and may choose which Committee meetings to attend. If the Mayor is in attendance at a Committee meeting, which is not required, then the Mayor is there as an ex officio Member with full voting rights and must vote on all matters before the Committee and shall be counted toward quorum. **(BL 27/2020)**
12. All meetings of the Committee shall be open to the public except when the Committee passes a motion to close all or a portion of a Committee meeting to the public as and when permitted under the Act.
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 Committee meeting, including a meeting or part of a meeting that is closed to the public.

15. A Councillor who is not a Member may attend Committee meetings, including meetings or parts of meetings that are closed to the public, and shall be recognized by the Chair to participate in debate or discussion on a matter before the Committee but may not make motions or vote and will not be counted toward quorum.
16. Regular meetings of the Committee shall occur once per month on the second Monday of a month, at times established by resolution of Council. **(BL 27/2020)**
17. The Chair may call a special meeting of the Committee at any time if the Chair is of the belief that a matter requires the Committee's attention sooner than the next regular meeting of the Committee.
18. Minutes shall be taken at each Committee meeting. Minutes do not become official until approved by the Committee at a subsequent meeting, but the Chair has the authority to cause unapproved minutes or an extract from unapproved minutes of a Committee meeting be used for the purpose of complying with section 20 of this bylaw in order to ensure that Council is advised of the deliberations of the Committee and any recommendations arising therefrom in a timely fashion.
19. Except as otherwise provided in this Bylaw the rules governing the procedures of the Committee are as follows, listed in rank order commencing with the most authoritative:
  - a. any procedural requirements specified in the *Municipal Government Act* or other provincial legislation or regulations;
  - b. the *Procedure Bylaw*, interpreted as required to be applicable to the proceedings of the Committee;
  - c. any rules of procedure for Committee meetings that have been adopted by the Committee;
  - d. any Committee terms of reference adopted by resolution of Council;
  - e. Council or CAO approved policies, procedures, and guidelines specifically applicable to the Committee; and
  - f. the most up-to-date available edition of *Robert's Rules of Order, Newly Revised*.

In the event of a conflict or inconsistency between documents on a procedural question, the more authoritative document in the hierarchy set out in this section shall prevail to the extent of the conflict or inconsistency.

## **Communication with Council**

20. The minutes of every Committee meeting, together with the Agenda and Agenda Package that relate to those minutes, shall be an item on the Agenda and in the associated Agenda Package for a subsequent Council meeting as soon as reasonably practicable following the Committee meeting or at a specific Council meeting as directed by the Committee.
21. When the Committee's meeting minutes are dealt with at a Council meeting the Committee Chair and/or another Member shall speak to the motions made by the Committee at that meeting (whether passed or defeated) and in so doing shall respond to Councillors' questions concerning such motions. If the Committee minutes include a motion to recommend that Council take or authorize any action, the Committee Chair and/or another Member shall briefly summarize the Committee's rationale for making the recommendation.

## **Review of Committee**

22. It is the intention of the Council that the Committee shall function on a pilot basis for a period of two years and that the effectiveness of the Committee in contributing to good governance of the City and the desirability of continuing the Committee beyond the general municipal election of 2021 shall be evaluated by the Council not later than September 30, 2021 on the basis of an evaluation matrix adopted by Council by the end of the 2d quarter of 2020.

## **Coming Into Force**

23. This bylaw comes into effect when it is passed.