

City of St. Albert  
**CITY COUNCIL POLICY**

Civic Agencies

AUTHORITY	APPROVED	Res. No.	mm dd	REVISED	Res. No.	mm dd
City Council		C537-2005	10 24		C485-2006 C350-2010	09 18 06 21

## Policy

Civic agencies are an important part of Council's Governance model.

## Definitions

"Civic agencies" means those boards, committees, commissions, corporations and task forces to which Council appoints citizens-at-large from the City of St. Albert.

## Standards

1. The role of civic agencies shall be to make recommendations to Council, not to advise City administration. Civic agencies may help Council by preparing policy alternatives and implications for Council's deliberation. In keeping with Council's broader focus, civic agencies will not normally have dealings with current staff operations.
2. Civic agencies or their members shall not speak or act for Council.
3. Civic agencies or their members shall not exercise authority over staff.
4. Expectations and authority will be carefully stated in order not to cause any conflict with authority delegated to the Chief Administrative Officer (CAO).
5. All civic agency meetings are open to the public unless the civic agency decides to conduct part or all of its meeting in-camera, in accordance with the *Municipal Government Act*.
6. An Annual Board's Meeting shall be scheduled to provide each civic agency an opportunity to meet informally with Council.

## Terms of Office

1. The term of office for appointments of members of the public to civic agencies shall commence on January 1 and expire on December 31.
2. The term of office for appointments of elected officials shall be designated by Council resolution.
3. If a member of the civic agency is unable to complete the term of office as required, that member shall be replaced by Council appointment, provided that at least five months are left in the member's term of office.



- a. In the case of vacancies that occur outside of the annual recruitment process, an interview committee comprised of the Mayor and the Council representative(s) on the civic agency, shall interview applicants and make recommendations directly to Council.

## **Recognition**

Council shall recognize the service of members of the public at an Annual Appreciation Event. The Mayor shall determine the type of event to be held, the venue, and the nature of the recognition items to be awarded.

Awards for service of members of the public on civic agencies shall be based on cumulative service in the following increments:

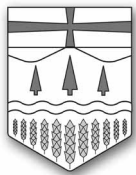
1. 5 years
2. 10 years
3. 15 years
4. 20 years
5. 25 years

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**Legal References:** *Freedom of Information and Protection of Privacy Act; Municipal Government Act*  
**Cross References:** Bylaw 35/2009, Procedure Bylaw

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City of St. Albert  
**CITY COUNCIL  
 PROCEDURES**

Civic Agencies

<b>AUTHORITY</b>	<b>APPROVED</b>	<b>Res. No.</b>	<b>mm</b>	<b>dd</b>	<b>REVISED</b>	<b>Res. No.</b>	<b>mm</b>	<b>dd</b>
City Council		C537-2005						

### Procedures

1. The Mayor shall call a Committee of the Whole in camera meeting to interview applicants for appointments to civic agencies, and to make recommendations directly to Council.
2. Depending upon the number of applicants to be interviewed, Council shall divide itself into committees of two or more members each.
3. The Mayor shall assign members to the groupings identified in Procedure 2.
4. The time allotted for the interviews will be established by administration in accordance with the number of applicants to be interviewed.
5. Following the interviews, Committee of the Whole shall convene to make recommendations to Council.
6. Subsequent to the appointments being made by Council, the Mayor shall advise each applicant of the results of his/her application.

