

THE CITY OF SPRUCE GROVE

BYLAW C-1342-24

COMMUNITY SERVICES ADVISORY COMMITTEE BYLAW

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26 and, as amended, a council may pass bylaws in relation to the establishment and functions of council committees, and to the procedures to be followed by council committees;

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended, a council committee may consist of a combination of councillors and other persons;

AND WHEREAS, the City of Spruce Grove wishes to establish a council committee to advise Council on issues relating to community safety, recreation, culture, social issues, in the community and to prescribe a mandate, terms of reference, composition, and procedural rules for the Committee;

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled hereby enacts as follows:

1. BYLAW TITLE

1.1 This bylaw is called the "Community Services Advisory Committee Bylaw".

2. DEFINITIONS

2.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended.

2.2 "Administration" means the administrative and operational arm of the City, comprised of the various departments and business units including all employees who operate under the leadership and supervision of the City Manager.

2.3 "Administrative Liaison" means the member of Administration appointed to the Committee by the City Manager.

2.4 "Chair" means the Member who has the authority to preside over a meeting.

2.5 "City" means the municipal corporation of the City of Spruce Grove in the Province of Alberta.

2.6 "City Manager" means the administrative head of the City.

- 2.7 “Committee” means the Community Services Advisory Committee.
- 2.8 “Council” means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, R.S.A. 2000, c L-21, as amended.
- 2.9 “Councillor” means an elected member of Council, including the mayor.
- 2.10 “Vice-Chair” means the individual elected annually to fulfill the Chairs duties in the absence of the Chair.
- 2.11 “Public Member” means an individual, other than a Councillor appointed to the Committee.
- 2.12 “Youth Member” means a Public Member between 16 and 24 years of age.

3. ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE

- 3.1 A council committee is hereby established and shall be referred to as the Community Services Advisory Committee.
- 3.2 The mandate of the Committee is to provide advice and recommendations to Council and Administration on a range of community safety, recreation, culture and social issues impacting the City.
- 3.3 The mandate of the Committee does not include directing Administration on programs, services, business plans, or structure.
- 3.4 In order to fulfill its mandate, the Committee may:
 - (a) review, comment, and recommend policies to Council;
 - (b) advise on opportunities for coordinating and streamlining activities and programs;
 - (c) consult with community groups and interested citizens as the Committee considers appropriate; and
 - (d) participate in reviewing, recommending, and approving grants as per the City’s Civic Grant Policy.

4. MEMBERSHIP

- 4.1 The Committee shall be comprised of:
- (a) no less than seven (7) and up to nine (9) Public Members to be recruited through a public application process and appointed by Council;
 - (b) one (1) Youth Member. A Youth Member may be recruited independently or may be recruited from the Youth Advisory Committee. If no Youth Member is appointed due to limited interest, it shall not constitute contravention of this bylaw's membership requirements;
 - (c) one member of Council; and
 - (d) one alternate member of Council.
- 4.2 Public Members, including the Youth Member, shall be residents of Spruce Grove.
- 4.3 Public Members shall not be current employees of the City and shall not have been employed by the City for a minimum of 12 months prior to applying for a Public Member position.
- 4.4 Public Members are voting members.
- 4.5 Councillors appointed to the Committee are non-voting members.
- 4.6 When making appointments to the Committee, Council shall consider individuals that have a demonstrated interest and commitment to community sustainability representing a cross section of the community.
- 4.7 If a vacancy occurs before the expiration of a term, the Public Member appointed to fill the vacancy shall hold office for the remainder of that term.
- 4.8 The mayor is an ex-officio member of the Committee and is a non-voting member.
- 4.9 Appointments of one (1), two (2) and three (3) years may be made in order to stagger the public members terms of office.
- 4.10 Public Members shall not serve more than six (6) years, unless approved by Council in extraordinary circumstances.
- 4.11 A Public Member's appointment is terminated if the Public Member misses three (3) consecutive meetings without the consent of the Committee.

- 4.12 Council may, for any reason, remove a Public Member by resolution.
- 4.13 The Committee shall annually elect a Chair and Vice-chair from its Public Members. No Public Member shall serve as Chair or Vice-chair for more than two consecutive years.
- 4.14 The Chair shall preside at all Committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chair's duties, the Vice-Chair shall perform those duties.
- 4.15 Public Members of the Committee shall receive no remuneration.
- 4.16 Public members shall read, sign, and adhere to the principles and parameters of the City's Committee Code of Conduct Bylaw, as amended.

5. PROCEDURES

- 5.1 Committee members are required to agree and maintain confidentiality and comply with all applicable City bylaws, policies and procedures.
- 5.2 The Committee shall:
 - (a) establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings; and
 - (b) provide the annual meeting schedule to the City Clerk's Office to be posted on the City's website.
- 5.3 No additional notice of regularly scheduled meetings is required.
- 5.4 The Chair may call a special meeting by giving at least 24 hours' notice to:
 - (a) members of the Committee by email; and
 - (b) the public by posting a notice on the City's website.
- 5.5 The Committee may vote to change the date, time, or place of a scheduled meeting, or schedule an additional meeting as long as the Committee provides at least 24 hours' notice of the change to the Committee members by email and to the public by notice on the City's website.
- 5.6 A majority of the voting members shall constitute a quorum at a Committee meeting.
- 5.7 The Committee shall follow the meeting procedures set out in the City's Council Procedure Bylaw.

- 5.8 Committee meetings shall be held in public unless the meeting is closed for reasons permitted by the Act.
- 5.9 The Committee may form sub-committees from among its members to assist in carrying out its objectives and responsibilities under this bylaw.
- 5.10 Sub-committees established by the Committee shall report to the Committee in a manner determined by the Committee.
- 5.11 The Committee may invite subject matter experts to attend any meeting of the Committee on an as needed basis.

6. ANNUAL WORKPLAN AND REPORTING

- 6.1 The Committee shall develop an annual workplan that identifies key priorities and goals based on its mandate and this bylaw.
- 6.2 The Committee may provide reports which include recommendations on matters related to the Committee's mandate.
- 6.3 At least twice per year, the Committee shall report to Council on the following:
 - (a) development of its workplan;
 - (b) update on progress and initiatives, as set out in the workplan; and
 - (c) any information and recommendations on issues or opportunities within its mandate.

7. ADMINISTRATIVE LIAISON'S ROLE

- 7.1 The City Manager shall appoint an Administrative Liaison to the Committee.
- 7.2 The Administrative Liaison is not a member of the Committee and cannot vote on any matter before the Committee.
- 7.3 The Administrative Liaison shall provide administrative support, advice and guidance to the Committee.

8. SEVERABILITY

- 8.1 Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

9. **EFFECTIVE DATE**

9.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

First Reading Carried	10 June 2024
Second Reading Carried	10 June 2024
Third Reading Carried	26 August 2024
Date Signed	26 August 2024

Mayor

City Clerk

UNCERTIFIED COPY