

CITY OF ST. ALBERT

BYLAW 34/2010

A Bylaw to Establish and Define the Functions of the Awards Leadership Committee.

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WHEREAS Section 145 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, provides that Council may pass bylaws to establish council committees and define their functions; and

WHEREAS Council wishes to ensure that St. Albertans and St. Albert based businesses are recognized for excellence in their field of endeavour; and

WHEREAS Council wishes to establish a council committee to assist Council with this work;

NOW THEREFORE the Council of the City of St. Albert, duly assembled, hereby ENACTS AS FOLLOWS:

**Title**

1. This Bylaw may be referred to as the "Awards Leadership Committee Bylaw".

**Definitions**

2. In this Bylaw:
  - (a) "Administration" means the general operation of the City, including personnel, financial and other related matters as permitted by the Act.
  - (b) "Bylaw" means this Awards Leadership Committee Bylaw.
  - (c) "Chair" means the Committee's chairperson and spokesperson.
  - (d) "City" means the municipal corporation of the City of St. Albert or, where the context so requires, the area contained within the boundaries of the City.
  - (e) "City Manager" means the chief administrative officer of the City of St. Albert.
  - (f) "Committee" means the Awards Leadership Committee established by this Bylaw.
  - (g) "Council" means the municipal council of the City of St. Albert.
  - (h) "Councillor" means an active member of Council.
  - (i) "Member" means a member of the Committee.
  - (j) "Procedure Bylaw" means Bylaw 12/99 and includes any amendments or successor bylaws thereto.
  - (k) "Section" means a section of this Bylaw.
  - (l) "Term" means a Member's term of office.
  - (m) "Vice Chair" means the vice chairperson of the Committee.

### **Committee Establishment**

3. There is hereby established a Council Committee that shall be referred to as the Awards Leadership Committee.

### **Appointments, Membership and Membership Terms**

4. Members shall be appointed by Council resolution and shall be Members for the duration of the Term specified in the resolution appointing them as Members.
5. During the Committee's first year of operation the Committee shall consist of the following eleven (11) Members:
  - (a) Nine (9) citizens at large;
  - (b) One (1) Councillor; and
  - (c) One (1) liaison from the Administration.
6. During the Committee's second and each subsequent year of operation the Committee shall consist of nine (9) citizens at large.
7. Notwithstanding Sections 5 and 6 of this Bylaw, in accordance with Section 154(2) of the *Municipal Government Act* the chief elected official is a Member of this Committee.

### **Vacancies**

8. (1) Council shall fill vacated Committee positions as soon as practicable following a confirmed vacancy.  
(2) If the position referenced under Section 5(b) becomes vacant, Council shall appoint another Councillor to fill that position.

### **Non-Voting Participants and Attendees**

9. Any Councillor not acting as a Member 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.

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

10. A quorum at any Committee meeting shall be a majority of Council appointed Members.
11. (1) Council shall designate one (1) Member to serve as Chair and one (1) Member to serve as Vice Chair.  
(2) In the absence of the Chair the Vice Chair shall serve as Chair.  
(3) In the absence of both the Chair and the Vice Chair during any Committee meeting, the remaining Members shall appoint an attending Member to serve as acting Chair during such absences.
12. During the Committee's first year of operation the Committee shall meet monthly.
13. During the Committee's second and each subsequent year of operation the Committee shall meet at the call of the Chair, but in any event, shall meet at least quarterly.

14. The Chair may call a Committee meeting at any time and shall determine each meeting agenda.
15. If the Chair is unwilling or unable to call a Committee meeting, any Member of the Committee may request that Council, by resolution, call a meeting of the Committee.
16. The Committee shall proceed in accordance with the Procedure Bylaw except where such proceedings are modified by this Bylaw, and each Member shall follow Council's Code of Conduct.

#### **Roles, Responsibilities and Authority**

17. The Committee shall:
  - (a) search out and identify awards that may be available to St. Albertans or St. Albert based businesses;
  - (b) maintain a master list of possible awards that may be available to St. Albertans or St. Albert based businesses;
  - (c) work with Administration to ensure that the listing of possible awards is publicly available;
  - (d) actively encourage St. Albertans and St. Albert based businesses to make application for or nominations for the available awards;
  - (e) assist community members, if necessary, in the submission of award applications and nominations;
  - (f) make recommendations to Council regarding City support for award applications and nominations, if appropriate;
  - (g) gather information on awards won by or awarded to St. Albertans or St. Albert based businesses;
  - (h) prepare and submit an annual report to Council detailing the work of the Committee and the awards won or awarded to St. Albertans or St. Albert based businesses; and,
  - (i) provide opportunities for award recipients to market the City of St. Albert through branding.

READ a first time this 22<sup>nd</sup> day of November, 2010.

READ a second time this 22<sup>nd</sup> day of November, 2010.

READ a third time this 22<sup>nd</sup> day of November, 2010.

SIGNED AND PASSED this 24 day of Nov, 2010.



MAYOR



CHIEF LEGISLATIVE OFFICER