

CITY OF ST. ALBERT

CONSOLIDATION OF COMMUNITY SERVICES ADVISORY BOARD BYLAW 10/97
(Consolidated by Bylaw 43/2011)

A Bylaw continuing the Community Services Advisory Board and setting out the duties and responsibilities of the Board.

The Council of the City of St. Albert, duly assembled, enacts the following:

Title

1. This Bylaw may be referred to as the "Community Services Advisory Board Bylaw".

Definitions

2.
 - (a) "Board" means the Community Services Advisory Board;
 - (b) "City" means the City of St. Albert;
 - (c) "Council" means the Municipal Council of the City of St. Albert;
 - (d) "Community Services" means recreation, parks, culture, preventative family and social support services;
 - (e) "Department" means the City's Department of Community Services;
 - (f) "First Meeting" means the first meeting of the Board in the calendar year; and
 - (g) "Mayor" means the person elected as Mayor of the City.

Continuation of the
Community Services Advisory Board

3. The Community Services Advisory Board established under Bylaw 39/93 is continued.
4. The Board shall be appointed by Council and shall consist of at least eight and no more than ten members, all of whom shall be residents of the City and one of whom shall be a member of Council.
 - 4.1 Two positions on the Board shall be designated for representatives who are between the ages of 16 and 24 years at the time of appointment.
 - 4.2 If a Board position referred to in paragraph 4.1 becomes vacant, and there are no suitable applicants for Board positions that are between the ages of 16 and 24 years, Council may:
 - (a) appoint an applicant who is not between the ages of 16 and 24 to that vacant position; or

- (b) leave the position vacant until an application is received from a suitable applicant that is between the ages of 16 and 24.
- 5. The term of office for each public member shall be three (3) years and the appointment shall take effect on January 1 of the effective year of appointment.
- 5.1 The term of office and the effective date of appointment of the Council member shall be designated by Council resolution.
- 6. No public member shall serve more than two consecutive terms.
- 7. Notwithstanding paragraphs 4, 5 and 6, the Mayor of the City shall serve as an ex officio member of the Board.
- 8. Notwithstanding paragraphs 5 and 6, a member shall remain in office until a replacement is appointed.
- 9. A member may resign from the Board at any time by sending written notice of the resignation to Council.
- 10. In the event a member:
 - (a) fails to attend three (3) consecutive regular meetings of the Board, without the permission of the Board;
 - (b) ceases to be a resident of the City; or
 - (c) is hired in any capacity by the City;that member is disqualified. Paragraph 10(a) does not apply to the Mayor.
- 11. Where a member is disqualified or resigns, Council may appoint another eligible person for the unexpired portion of the term.
- 12. In each year, at the First Meeting, the members shall appoint a Chairperson and a Vice-Chairperson who shall act in the absence of the Chairperson.
- 13. The Chairperson and the Vice-Chairperson shall serve until the First Meeting in the year subsequent to their appointment.
- 14. The Board may appoint subcommittees to deal solely with a matter or question referred to it by the Board, which subcommittees may be comprised of Board members or members of the public or both.

Meetings

- 15. The Board shall meet at such time and place as determined by the Chairperson.
- 16. Within thirty (30) days of receiving a request from any two members of the Board, or the Mayor, the Chairperson shall call a meeting of the Board.
- 17. A majority of the Board constitutes a quorum.
- 18. The Board may establish procedures for the conduct of its meetings or public meetings by resolution.

19. The Director and staff of the Department may attend a meeting of the Board or a public meeting for the purpose of advising the Board.

Purpose

20. The purpose of the Board is to advise Council on the City's Community Services needs and to recommend policies and the provision of grants that respond to those needs.

Powers and Duties

21. Without limiting the generality of the foregoing, the Board is authorized to:
- (a) recommend policy to Council regarding Community Services;
 - (b) review, comment and recommend policies and allocations for grants and municipal assistance programs in relation to Community Services to Council;
 - (c) advise on opportunities for coordinating and streamlining Community Services activities and programs;
 - (d) consult with community groups and interested citizens as the Board considers appropriate;
 - (e) hold public meetings on any matters related to their powers and duties;
 - (f) establish principles and procedures to govern its operation; and
 - (g) promote branding initiatives to market St. Albert through grant recipients where applicable.
22. Bylaw No. 39/93, as amended, is repealed.