

CITY OF ST. ALBERT

CONSOLIDATION OF 150<sup>th</sup> ANNIVERSARY CELEBRATION COMMITTEE

BYLAW 21/2008

(Consolidated by Bylaw 38/2009)

A Bylaw to Establish and Define the Functions of the 150<sup>th</sup> Anniversary Celebration Committee

WHEREAS

- i. 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,
- ii. 2011 marks the 150<sup>th</sup> anniversary of the community of St. Albert, and
- iii. Council wishes to establish a council committee to advise Council on issues related to St. Albert's 150<sup>th</sup> Anniversary celebration,

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

**Title**

1. This Bylaw may be referred to as the "150<sup>th</sup> Anniversary Celebration Committee Bylaw".

**Definitions**

2. In this Bylaw:

- (a) "Administration" means City staff members;
- (b) "Anniversary" means St. Albert's 150<sup>th</sup> anniversary;
- (c) "Bylaw" means this 150<sup>th</sup> Anniversary Celebration Committee Bylaw;
- (d) "Chair" means the Committee's chairperson and spokesperson;
- (e) "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;
- (f) "City Manager" means the City's chief administrative officer;
- (g) "Committee" means the 150<sup>th</sup> Anniversary Celebration Committee established by this Bylaw;
- (h) "Council" means the municipal council of the City of St. Albert;
- (i) "Councillor" means an active member of Council;
- (j) "Final Report" means the Committee's final report to be provided to Council in accordance with Section 18;
- (k) "Interested Party" means an individual or group specifically invited by the Committee to attend a specified Committee meeting to address an item on the Committee's agenda;
- (l) "Member" means a member of the Committee;

- (m) “*Procedure Bylaw*” means Bylaw 12/99 and includes any amendments or successor bylaws thereto;
- (n) “Section” means a section of this Bylaw;
- (o) “Term” means a Member’s term of office; and
- (p) “Vice Chair” means the vice chairperson of the Committee.
- (q) “Youth Committee Liaison” means an individual appointed by Council to serve as a liaison between the youth of the community and the Committee. **(BL 38/2009)**

#### **Committee Establishment**

- 3. The Committee is hereby established and shall remain operative until Council approves the Final Report.

#### **Appointments and Membership**

- 4. The Committee shall consist of the following 10 Council-appointed Members **(BL 26/2008; BL 34/2009)**:
  - (a) 9 citizens at large **(BL 26/2008; BL 34/2009)**;
  - (b) 1 Councillor; and
  - (c) 1 Youth Committee Liaison **(BL 38/2009)**
- 5. In addition to appointing a Councillor to the Committee in accordance with Section 4(b), Council shall appoint an alternate Councillor to serve as Member in the absence of the Councillor appointed under Section 4(b).

#### **Membership Terms**

- 6. Except where a Member is appointed to fill a membership vacancy,
  - (a) Members appointed in accordance with Section 4(a) and 4(c) shall serve as Members for the life of the Committee; **(BL 38/2009)**
  - (b) the Member appointed in accordance with Section 4(b) shall serve for the duration of his or her term as Councillor; and
  - (c) the alternate Councillor appointed in accordance with Section 5 shall serve in the capacity referenced by that Section for the duration of his or her term as Councillor.

#### **Vacancies**

- 7. (1) Council shall fill vacated Committee positions
  - (a) as soon as practicable following a confirmed vacancy; and
  - (b) with a view to maintaining the composition of the Committee required under Section 4.

- (2) If the position referenced under Section 5 becomes vacant, Council shall appoint another Councillor to fill that position.

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

8. (1) The City Manager shall appoint an individual from the City's Community and Protective Services department to attend regular Committee meetings, including *in camera* sessions, and to act as Administration's liaison with the Committee.  
(2) The individual appointed under Section 8(1) may provide information to the Committee as required but may not make motions or vote on any issue before the Committee.
9. A Member may invite an Interested Party to speak to an issue before the Committee, however the Interested Party may not make motions or vote on any issue before the Committee.
10. 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**

11. A quorum at any Committee meeting shall be six (6) (**BL 34/2009, BL 38/2009**) Members.
12. (1) Council shall designate 1 Member to serve as Chair.  
(2) The Committee shall appoint a Vice Chair at its inaugural meeting, and in the absence of the Chair during any subsequent Committee meeting, 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.
13. The Committee shall meet no less than four (4) times per year and shall conduct all meetings in public.
14. (1) The Chair may call a Committee meeting at any time and shall determine each meeting agenda.  
(2) If the Chair is unwilling or unable to call a Committee meeting, any member of Council may request that Council, by resolution, call a meeting of the Committee.
15. 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**

16. (1) The Committee shall plan, sponsor and coordinate all activities in reference to Anniversary celebrations and in so doing, shall

- (a) solicit the local community for event ideas that reflect on St. Albert's history and consider St. Albert's present and future;
  - (b) approach holders of existing community festivals, events and functions with a view to combining planned Anniversary activities with those events;
  - (c) work within the financial constraints of a budget allocated to the Committee and fundraise additional resources as required; and
  - (d) comply with any relevant Provincial or Federal legislation, including, when applicable, the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.
- (2) On behalf of the City, the Committee may approve employment contracts and contracts for the supply of goods and services, including professional services, provided that
- (a) the respective services are to be rendered pursuant to the Committee's authorized activities; and
  - (b) any payment to be provided in exchange for the respective services is within the Committee's approved budget.
- (3) Pursuant to Section 16(2), personnel (including, but not be limited to a project coordinator and an administrative assistant) shall be hired to assist in the planning and execution of Anniversary activities.
- (4) The Chair shall execute all contracts approved by the Committee.

#### **Support**

17. (1) Notwithstanding Section 16, Administration will provide to the Committee:
- (a) financial accounting assistance and resources; and
  - (b) modest assistance, expertise and guidance in the areas of communications, marketing, operations, and special event planning.
- (2) The Committee shall submit requests for assistance referenced under Section 17(1) by September of each fiscal year during its operation.

#### **Legacy Fund**

18. Following the close of the Committee's operations, the City shall put toward a legacy fund any monetary surplus arising from the Committee's activities.

#### **Reporting**

19. The Committee shall furnish Council with
- (a) quarterly reports regarding the Committee's financial and planned activities, the first of which shall be submitted to Council by January 1, 2009;
  - (b) a Final Report, to be completed by March, 2012, or so soon thereafter as possible, that

- i. summarizes all Anniversary events and activities; and
  - ii. makes recommendations regarding the use and administration of any legacy fund; and
- (c) any other report required by Council at any time.