

CITY OF ST. ALBERT

CONSOLIDATION OF ENVIRONMENTAL ADVISORY COMMITTEE BYLAW 29/2005
Consolidated by Bylaw 9/2009

Being a Bylaw to Establish and Define the Functions of the
Environmental Advisory Committee and to Repeal Bylaw 34/2002.

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 establish a council committee to advise Council on issues related to the environment.

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

Title

1. This Bylaw may be referred to as the "Environmental Advisory Committee Bylaw".

Definitions

2. In this Bylaw:
 - (a) "Bylaw" means this Environmental Advisory Committee Bylaw;
 - (b) "Chair" means the chairperson of the Committee;
 - (c) "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;
 - (d) "Committee" means the Environmental Advisory Committee established by this Bylaw;
 - (e) "Council" means the municipal council of the City of St. Albert;
 - (f) "Councillor" means an active member of Council;
 - (g) "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;
 - (h) "Member" means a member of the Committee;
 - (i) "Procedure Bylaw" means Bylaw 20/2006 and includes any amendments or successor bylaws thereto; and
 - (j) "Term" means a Member's term of office.

Committee Establishment

3. There is hereby established a Council committee that shall be referred to as the Environmental Advisory Committee.

Appointments and Membership

4. Members shall be appointed annually by Council resolution.
5. The Committee shall consist of the following 7 Members:
 - (a) 6 citizens at large; and
 - (b) 1 Councillor.

Terms

7. Except where a Member is appointed to fill a membership vacancy,
 - (a) each public Member's appointment shall take effect on January 1 of the effective year of appointment; and
 - (b) The Councillor's appointment shall take effect on the date designated by Council resolution.
8. (1) During the Committee's first year of operation
 - (a) the following Members shall be appointed for a 1-year Term:
 - i. the Councillor; and
 - ii. 2 citizens at large; and
 - (b) the remainder of the Committee shall be appointed for a 2-year Term.
- (2) During the Committee's second and each subsequent year of operation, all newly appointed public Members shall be appointed for a 2-year Term and the Councillor shall be appointed for a 1-year Term.
9. Other than a Councillor, no individual may serve as a Member in excess of 3 consecutive Terms.
10. In the event a Member:
 - (a) fails to attend 3 consecutive regular meetings of the Committee, without the permission of the Committee;
 - (b) ceases to be a resident of the City; or
 - (c) is hired in any capacity by the City;

the appointment of that Member shall, without further action, be revoked and the position of that Member shall be deemed to be vacated. Section 10 does not apply to the Councillor who has been appointed to the Committee.

Vacancies

11. (1) Notwithstanding the foregoing sections, if, for any reason, a Member vacates his or her membership on the Committee part of the way through that Member's Term, Council shall appoint as a replacement Member
 - (a) a citizen at large; or

- (b) a Councillor, if the vacating Member is a Councillor.
- (2) The replacement Member referred to in subsection (1) shall serve the remainder of the vacating Member's Term.

Non-Voting Participants and Attendees

- 12. An individual from the City's Office of Environment may attend any regular Committee meeting, including any *in camera* session, and may act as a discussion facilitator and information resource for Members but may not make motions or vote on any issue before the Committee.
- 12.1 The following individuals may attend any regular Committee meeting either on their own initiative or at the request of the Committee but may not make motions or vote on any issue before the Committee:
 - (a) the General Manager of the Planning and Engineering Branch;
 - (b) a representative from Alberta Environment;
 - (c) a representative from Capital Health or its successor agency; and
 - (d) representatives from a post secondary educational institution with an environmental studies program.
- 13. A Member may invite an Interested Party to speak to an issue before the Committee but the Interested Party may not make motions or vote on any issue before the Committee.
- 14. Any Councillor not appointed 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

- 15. A quorum at any Committee meeting shall be a simple majority of the Members, excluding vacancies.
- 16.
 - (1) At the first meeting of each calendar year, the Members of the Committee shall elect one Member as Chair and one Member as Vice Chair who shall act in the absence of the Chair.
 - (2) The Members so elected shall serve in the capacity of Chair and Vice Chair until a Member is elected as their replacement at the first meeting of the following calendar year or, in the event the Chair or Vice Chair resigns from that position or ceases to be a Member, at the next Committee meeting following their ceasing to be a Member.
- 17. The Committee shall meet no less than 4 times a year.

18. (1) The Chair may call for a meeting of the Committee at any time.
 - (2) Within thirty (30) days of receiving a written request from a Member of the Committee or the Mayor that the Committee hold a meeting on a particular issue, the Chair shall call a meeting of the Committee to address the issue identified in the request for the meeting and such other matters as the Chair may consider appropriate.
19. The Committee shall conduct its meetings in accordance with the Procedure Bylaw.

Committee Roles and Responsibilities

20. The Committee shall:
- (a) provide a vehicle for the flow of strategic advice and expert information between and among the public, City administration and Council, with an ongoing focus upon best practices and the development and implementation of the City's environmental policies, strategies and initiatives; and
 - (b) facilitate the public perspective on how particular environmental issues impact the community and other City plans, recognizing that many of the issues are of regional, national and global concern; and
 - (c) with or without a Committee recommendation, submit annual and as-requested reports directly to Council further to the Committee's deliberations; and
 - (c.1) at the request of the administration provide input or suggestions on operational policies and other issues; and
 - (d) encourage a variety of views and respect the opinions and views of all Members, Interested Parties, stakeholders and the public.
21. At any time the Committee may make recommendations to Council on:
- (a) methods to be used for public consultation with identified stakeholders and the community at large with respect to environmental goals, initiatives and policies;
 - (a.1) Council policies and bylaws;
 - (b) sources of funding to be pursued to support environmental initiatives;
 - (b.1) possible grant recipients for funding under the Environmental Initiatives Grant Program;
 - (c) partnerships with environmental interest groups, community groups, or other levels of government; and
 - (d) tools for facilitating public awareness of how particular environmental issues impact the City and the decisions made by Council.
22. In complying with sections 20 and 21, the Committee may:
- (a) comment and provide input on the City's environmental policies, strategies and initiatives;

- (b) comment and provide input on other emergent environmental issues, as requested by City administration or Council;
 - (c) identify additional issues and provide input on the priorities of the City's short-term, intermediate and long-term environmental strategic initiatives; and
 - (d) advise on appropriate consultation between the City, the identified stakeholder groups and the community-at-large concerning environmental matters.
23. The Chair shall be the spokesperson for the Committee.
24. Members shall conduct themselves so as not to use the privilege of being a Member to advance individual issues.
- 24.1 (1) The Committee may from time to time form Sub-Committees to review and comment on specific environmental issues referred to that Sub-Committee by the Committee.
- (2) Sub-Committees shall be chaired by a Member of the Committee.
- (3) Sub-Committees may include, as members, individuals who are not Members of the Committee.
- (4) Any recommendations of a Sub-Committee must be ratified by the Committee before being presented to Council.

Bylaw 34/2002

25. Bylaw 34/2002 is repealed upon this Bylaw taking effect.