

**BYLAW 41-2021**  
**COMMUNITY LIVING ADVISORY COMMITTEE BYLAW**

Section 145 of the *Municipal Government Act*, RSA 2000 c m-26, provides that a council may pass bylaws in relation to the establishment and function of council committees and other bodies.

Council enacts:

**PART I –Purpose, Definitions, and Interpretation**

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| Purpose     | 1 The purpose of this bylaw is to establish a Council Committee named the Community Living Advisory Committee, and to prescribe a mandate, terms of reference, composition and procedural rules for the Committee.  |
| Definitions | 2 In this bylaw:<br><br>(a) "Administrative Representative" means an administration resource person appointed by the Chief Commissioner or delegate;<br><br>(b) "Chair" has the same means as in the Meeting Procedures Bylaw;<br><br>(c) "Chief Commissioner" means the chief administrative officer of the County or delegate;<br><br>(d) "Committee" refers to the Community Living and Advisory Committee, established by this bylaw;<br><br>(e) "Council" means the City Council of Strathcona County;<br><br>(f) "Councillor" means a Councillor of Strathcona County;<br><br>(g) "County" means the municipal corporation of Strathcona County, a specialized municipality established under the authority of the <i>Municipal Government Act</i> , RSA 2000, c M-26 and Order in Council 761/95;<br><br>(h) "Ex-officio" means membership by virtue of one's office. Ex-officio members do not form part of the quorum;<br><br>(i) "Mandate Letter" means the letter provided to the Committee from Council setting out the Committee's specific priorities for the upcoming two years; |

- (j) "Mayor" means the Chief Elected Official of the County;
- (k) "Public Member" means a member of the public appointed by Council; and
- (l) "Vice Chair" means the individual elected annually to fulfill the Chair's duties in the absence of the Chair.

Interpretation

- 3 The following rules apply to interpretation of this bylaw:
  - (a) headings and margin notes in this bylaw are for ease of reference only;
  - (b) gender-specific words, phrases, and references are intended to be gender-neutral, and the singular includes the plural as the context requires;
  - (c) every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid by a Court, all other provisions of this bylaw remain valid and enforceable; and
  - (d) references to bylaws and enactments in this bylaw include amendments and replacement bylaws and enactments, and regulations and orders thereunder.

**PART II –Establishment, Mandate, and Terms of Reference**

Establishment

- 4 The Community Living Advisory Committee is established as a committee of Council.

Mandate

- 5 The mandate of the Committee is to provide advice and recommendations to Council on policies, programs, and initiatives that enhance community life.

Terms of reference

- 6 In order to fulfill its mandate, the Committee may:
  - (a) identify and engage stakeholder groups and seek their input on the work of the Committee;
  - (b) conduct research and prepare reports on issues or opportunities related to enhancing community living in Strathcona County; and
  - (c) provide advice to Council on County policies, programs, or services that impact community living and wellbeing.

### **PART III –Membership**

- Members 7 The Committee will be comprised of:
- (a) no less than five and up to seven Public Members;
  - (b) one member of Council; and
  - (c) one alternate member of Council.
- Membership requirement 8 Public Members must be residents of Strathcona County.
- 9 Public Members must not have been employed by Strathcona County for a minimum of 12 months prior to applying for a Public Member position.
- 10 Public Members are voting members.
- 11 Councillors appointed to the Committee are non-voting members.
- 12 If a vacancy occurs before the expiration of a term, the public member appointed to fill the vacancy will hold office for the remainder of that term.
- Mayor 13 The Mayor is an Ex-officio member of the Committee and is a non-voting member.
- Appointment terms 14 Council will appoint Public Members for a two-year term but may choose to vary the length of term.
- 15 Public Members may serve for a maximum of two terms, but Council may choose to increase the number of terms in extraordinary circumstances.
- Termination 16 A Public Member's appointment is terminated if the Public Member misses three meetings in a twelve-month period without the consent of the Committee.
- 17 Council may, for any reason, remove a Public Member by resolution.

- Chair and Vice Chair 18 The Committee will annually elect a Chair and Vice-Chair from its voting members.
- 19 The Chair will preside at all Committee meetings and decide all points of order that may arise.
- 20 If the Chair is unable to perform the Chair's duties, the Vice-Chair will perform those duties.

#### **PART IV –PROCEDURES**

- Regular meetings 21 The Committee will:
- (a) establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings;
  - (b) provide the annual meeting schedule to the Chief Commissioner; and
  - (c) post the annual meeting schedule on the Committee's webpage to provide notice to the public.
- Additional notice 22 No additional notice of regularly scheduled meetings is required.
- Special meetings 23 The Chair may call a special meeting by giving 24 hours' notice to:
- (a) the members of the Committee by email; and
  - (b) the public by posting a notice on the Committee's website.
- Quorum 24 A majority of the voting members will constitute a quorum at a Committee meeting.
- Change to meetings 25 The Committee shall give at least 24 hours' notice of a change in the location or time of a Committee meeting.
- Procedures 26 The Committee will follow the meeting procedures set out in the Strathcona County Meeting Procedures Bylaw.

## **PART V – ANNUAL WORK PLAN AND REPORTING**

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| Annual work plan   | 27 The Committee will develop an annual work plan that identifies key priorities and goals based on its mandate, terms of reference, and Mandate Letter.  |
| Reports to council | 28 The Committee may provide reports which include recommendations on matters related to the Committee's mandate and terms of reference to the Priorities Committee or Council.   |
| Annual report      | 29 At least once per year, the Committee will report on the following:<br><br>(a) review of its work plan;<br><br>(b) update on progress and initiatives; and<br><br>(c) any information or recommendations on issues and matters within its mandate. |

## **PART VI – ADMINISTRATIVE REPRESENTATIVE**

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| Administrative representative | 30 The Chief Commissioner will appoint an Administrative Representative to the Committee.   |
|                               | 31 The Administrative Representative is not a member of the Committee and cannot vote on any matter before the Committee.   |
|                               | 32 The Administrative Representative will perform the following duties and functions for the Committee:<br><br>(a) publish the Committee's meeting schedules and notices;<br><br>(b) provide technical, administrative, meeting management and other supports to the Committee as required for its meetings;<br><br>(c) manage the Committee's minutes and records;<br><br>(d) provide County information or records to the Committee about matters within its mandate if requested, subject to the <i>Freedom of Information and</i> |

*Protection of Privacy Act* and other confidentiality requirements; and

(e) facilitate the preparation of Committee reports to Council or Priorities Committee.

**PART VII – BYLAW EFFECTIVE DATE AND EXPIRATION**

Effective date            33 This bylaw takes effect on October 18, 2021.

Expiration date         34 This bylaw is repealed on December 31, 2022.

FIRST READING: September 14, 2021

SECOND READING: September 14, 2021

THIRD READING: September 14, 2021

SIGNED THIS 29th day of September, 2021.

Rod Frank

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MAYOR  
Mavis Nathoo

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DIRECTOR, LEGISLATIVE AND LEGAL SERVICES