



ORGANIZATIONAL MEETING AGENDA OF COMMUNITY SERVICES ADVISORY COMMITTEE

Thursday, February 13, 2025, 6 p.m.

3rd Floor - Poplar Room

315 Jespersen Ave

Spruce Grove, AB T7X 3E8

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4. **ADJOURNMENT**

4.1 Adjournment - Organizational Meeting of Community Services Advisory Committee - February 13, 2025



REQUEST FOR DECISION

MEETING DATE: February 13, 2025

TITLE: Welcome and Member Introductions - 2025 Community Services Advisory Committee

DIVISION: Community and Protective Services

SUMMARY:

An opportunity for the Community Services Advisory Committee members to engage with each other and meet the members of Council and Administration who support the work of the Committee.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

David Wolanski, General Manager of Community and Protective Services and Administrative Liaison to the Community Services Advisory Committee, will lead the introductions to welcome members and inspire conversation.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: February 13, 2025

TITLE: Adoption of the Agenda - Organizational Meeting of Community Services Advisory Committee - February 13, 2025

DIVISION: Strategic and Communication Services

SUMMARY:

Committee members are provided the opportunity to add items they would like to discuss during the meeting, remove items, or change the order of proceedings.

PROPOSED MOTION:

THAT the agenda be adopted as presented.

BACKGROUND / ANALYSIS:

The agenda sets the course of action for the meeting. This ensures the business of the day is followed through and completed as required.

The agenda is approved by a motion of the Committee and must be passed by a majority of the members present. Once the agenda is approved, no further changes may be made unless approved by the majority of the Committee members present.

OPTIONS / ALTERNATIVES:

THAT the agenda be adopted as amended.

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: February 13, 2025

TITLE: Meeting Procedures 101 - 2025 Community Services Advisory Committee

DIVISION: Strategic and Communication Services

SUMMARY:

Meeting Procedures 101 is a review of the typical meeting processes and the elements that make up the meeting agenda. The review provides a general awareness and understanding of how Council Committee meetings proceed and the expectations for adhering to procedural process.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

Meeting Procedures 101 provides an overview of how a typical Council Committee meeting is organized and run. As the Community Services Advisory Committee is a Council appointed Committee, the process follows the same procedural rules as a Council meeting.

Meeting Procedure 101 will walk through approving an agenda, preparing minutes, considering requests for decisions, and motions, including how to make a motion, debate a motion, and vote on a motion. The presentation will also cover how a Committee moves into Closed Session and what authority the Committee has to discuss matters behind closed doors.

OPTIONS / ALTERNATIVES:

All Council Committees follow the same meeting processes as Council. This creates a similar forum for conduct within a meeting, resulting in transparency and consistency for both the members and the public.

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

As a Council Committee, the Community Services Advisory Committee follows Council procedures to ensure consistency, transparency, and accountability to Council and the public.

FINANCIAL IMPLICATIONS:

n/a

Meeting Procedures 101

Public Meetings

- Under Sections 197 and 198 of the *Municipal Government Act*, Committee meetings are public meetings and the public has the right to attend.
- Committees can go into closed session for limited reasons – this will be further discussed later

Agenda

Typically includes:

1. Adoption of Agenda
2. Minutes
3. Delegations
4. Administrative Updates
5. Business Items
6. Information Items
7. Closed Session

What is a Request for Decision?

- Document that provides background information and analysis of an issue for the Committee's consideration
- Proposed Motion – The recommended motion for consideration
- Not all RFDs will have a recommended motion – some RFDs are only for information purposes

Minutes

- The official written record of a meeting
- Sign off confirms the minutes are approved and finalized
 - Signed off by the chair and recording secretary
- A copy is also included in the official Regular Council Meeting agenda package and available for any questions of council

Minutes Content

Documents items such as:

- Start time of the meeting
- The wording of motions
- Which Committee member moved a motion
- If a motion was carried or not
- The time of any recesses
- The time the Committee went into and came out of closed session
- The end time of the meeting

Introduction to Meeting Procedure

1. Call to order
2. Moving a motion
3. Debating a motion
4. Amending a motion
5. Voting on a motion
6. Adjournment

Call to Order

- The Call to Order is the official start of the meeting
- The Committee Chair is responsible for calling the meeting to order
- A quorum must be present at all times

What is a motion?

- A motion is a proposal that the Committee pursue a course of action on a matter or issue
- Motions must always be in the affirmative
- Motions take the form of a business decision

Example of a motion

- *THAT a civic grant of [\$ Amount] to the [Organization] be approved.*
- *THAT the CSAC Work Plan be approved as presented.*

Moving a motion

- A motion must be moved before any debate or voting can occur
- Only one motion can be considered at a time – this includes amendments
- The Chair will ask for a motion from the Committee members on the agenda item
- A Committee member will move the motion by:
 - reading the Proposed Motion outlined in the RFD; or
 - proposing a differently worded motion

Moving a motion - Example

- “I move: *THAT the CSAC Work Plan be approved as presented.*”
- Motions must be read in full.

Debating a motion

- The Committee members are given an opportunity to speak and explain why they are for or against a motion
- The Committee members can also ask questions of Administration if they require clarification on issues related to the motion

Debating a motion procedure

- A motion must be made before the Committee can begin debate
- The debate discussion is directed through the Chair
- Committee members indicate to the Chair they wish to speak and the Chair calls on individual Committee members to speak; in doing so Committee members called on “obtain the floor”
- Typically the Committee member who made the motion is called on to speak first

Amendment to a motion

- A Committee member wants to add or change the motion
- The Committee member raises their hand to advise they wish to make an amendment
- The Chair recognizes the member and asks for the amendment
- The discussion now focuses on just the amendment

Amending a motion - Example

- Current Motion – *THAT the CSAC Work Plan be approved as presented.*”
- “I move: THAT the motion be amended by including that Work Plan be submitted to Council.”
- Amended Motion - *THAT the CSAC Work Plan be approved as presented and submitted to Council.*

Voting on a motion

- Once the debate is over, the Chair puts the motion to a vote – this is known as “calling the question” or “calling the vote”
- If a majority vote in favour, the motion is carried and if there is not a majority the motion is defeated
- If there is a tie vote, the motion is defeated

Voting on a motion procedure

- The Chair puts the motion to a vote
- The Committee members raise their hands if in favour and leave their hands down if they are not in favour of the motion
- The Chair advises of the number of votes in favour and the number in opposition and proclaims the vote “carried” or “defeated”

Adjournment

- Once all the agenda item motions have been moved, debated and voted on, the meeting can be adjourned
- The Chair asks for a motion to adjourn the meeting and calls a vote

What is closed session?

- A confidential portion of a meeting taking place with only Committee members and members of Administration present
- Public cannot attend the portion of the meeting on a closed session item
- Motions cannot be made in closed session

Authority for Closed Session

- *Municipal Government Act* indicates that Councils and Council Committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in the *Freedom of Information and Protection of Privacy Act*
- Typical FOIP exceptions include:
 - Disclosure harmful to personal privacy (Section 17)
 - Advice from officials (Section 24)
 - Privileged Information (Section 27)

Closed Session procedures

- A motion is made to go in closed session
- Example: THAT the Community Services Advisory Committee go into Closed Session at 7:00 p.m., under Section 27 of the *Freedom of Information and Protection of Privacy Act* RSA 2000, c.F-25, respecting privileged information.
- The Committee discusses the matter in closed session

Closed Session procedures continued

- A motion is made to come out of closed session
- Example: THAT the Community Services Advisory Committee come out of closed session at 7:45 p.m.
- If there is an immediate business decision that is required based on the closed session discussion, a motion is made in public following the closed session item

Questions





REQUEST FOR DECISION

MEETING DATE: February 13, 2025

TITLE: Committee Code of Conduct - 2025 Community Services Advisory Committee

DIVISION: Strategic and Communication Services

SUMMARY:

Council has established a Committee Code of Conduct for Council Committees, establishing ethical standards ensuring consistent and uniform expectations for public members. Public members sitting on Council Committees shall, on an annual basis, review and sign the Committee Code of Conduct.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

C-1106-20 - Committee Code of Conduct Bylaw established a standardized code of conduct for all council committees that are governing, quasi-judicial, or advisory in nature. Council committees can be known as a 'board', 'commission', 'committee', 'tribunal', or 'task force'.

As members of an advisory council committee, members of the Community Services Advisory Committee are asked to review the Code of Conduct and become familiar with the subject matter within. The Code is consistent with the principles of transparent and accountable government and ensures that members share a common understanding of acceptable and ethical conduct.

It is the expectation of all Committee members to review the Committee Code of Conduct Bylaw and sign Schedule 'A' Committee Code of Conduct Declaration, thereby affirming their understanding, acceptance of, and adherence to the Committee Code of Conduct Bylaw.

Council members sitting on a Council Committee are subject to the Council Code of Conduct Bylaw and not the Committee Code of Conduct Bylaw.

OPTIONS / ALTERNATIVES:

Once appointed, Committee members must affirm a declaration to uphold the Code of Conduct.

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

Once signed, the declaration will be retained by Administration for the year. Committee members must sign the declaration annually.

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a

THE CITY OF SPRUCE GROVE

BYLAW C-1106-20

COMMITTEE CODE OF CONDUCT BYLAW

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto, a council may, by bylaw, establish a code of conduct governing the code of conduct of members of council committees and other bodies established by the council who are not councillors;

WHEREAS, council wishes to establish a code of conduct for Quasi-judicial Bodies established pursuant to the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto;

AND WHEREAS, the establishment of a code of conduct for Committee Members is consistent with the principles of transparent and accountable government; and

AND WHEREAS, a code of conduct ensures that Committee Members share a common understanding of acceptable and ethical conduct;

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled hereby enacts as follows:

1. BYLAW TITLE

1.1 This bylaw is called “Committee Code of Conduct Bylaw”.

2. DEFINITIONS

2.1 “Administrative Liaison” means the member of Administration appointed by the City Manager to provide support and guidance to the Committee.

2.2 “Advisory Body” means a Committee established by Council to provide advice to Council on matters referred by Council.

2.3 “Committee Chair” means the Committee Member who provides leadership and direction to the Committee and presides over the Committee meetings.

2.4 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.

- 2.5 “Committee” means a Council appointed Governing Body, Advisory Body, or Quasi-judicial Body whether known as a board, commission, committee, tribunal or task force.
- 2.6 “Committee Member” means members of the public who are appointed to sit on a Committee for a defined term.
- 2.7 “Confidential Information” means information that a Committee Member has a legal duty not to disclose. It also includes information that is not public, and the disclosure of which could reasonably harm the interests of individuals or organizations, including the City. Confidential Information does not include information that has previously been made publicly available.
- 2.8 “Conflict of Interest” means any situation including, but not limited to a pecuniary (financial), occupational, or familial situation in which a Committee Member’s objectivity, judgement or ability to act in the best interests of the Committee or the community may be affected or appear to be affected. The interests of Immediate Relatives of a Committee Member are also considered to be in the interests of the Committee Member.
- 2.9 “Council” means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, RSA 2000 cL-21.
- 2.10 “Gift” means gifts, gratuities, cash, promotional items, entertainment, prizes, hospitality, use of assets or property, or anything of value (cash or in kind) from anyone who has business or is seeking business with the City, or who conducts activities that are regulated by the City, or who has interests that may be substantially affected by the actions of the City.
- 2.11 “Governing Body” means a Committee established by Council to provide oversight on matters referred by Council and to make decisions on behalf of Council.
- 2.12 “Immediate Relative” means a Committee Member’s spouse or adult interdependent partner, a Committee Member’s sibling, a Committee Member’s children, the parents of a Committee Member, and the parents of a Committee Member’s spouse or adult interdependent partner.
- 2.13 “Quasi-judicial Body” means a tribunal which holds hearings to resolve disputes, regulate activities, adjudicate on matters and determine legal rights and benefit.

2.14 “Record” means a record of information in any form including books, documents, maps, drawings, photographs, letters, vouchers and papers, sound recordings, videotapes, electronic files, electronic mail transmissions, word processing files, databases and spreadsheets, and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.

3. GENERAL

3.1 The Committee Code of Conduct:

- (a) sets out clear expectations for the behavior and ethical conduct of Committee Members;
- (b) provides guidance to Committee Members regarding the standard conduct they are expected to exercise in their duties as appointed Committee Members; and
- (c) provides a mechanism for responding to alleged breaches of the Committee Code of Conduct.

3.2 This bylaw applies only to members of the public appointed to Committees. Councillors appointed to a Committee shall abide by the Council Code of Conduct Bylaw.

3.3 Committee Members shall not assume that any unethical activities not covered by or specifically prohibited by this bylaw, or by any legislation are therefore condoned. If in doubt about actions they may be contemplating, Committee Members are encouraged to seek advice from the Committee Chair or the Administrative Liaison.

3.4 Committee Members shall affirm a declaration to uphold the Code of Conduct, attached as Schedule “A”.

4. ADHERENCE TO LEGISLATION

4.1 Committee Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.

5. REPRESENTING THE CITY

5.1 When representing the City, Committee Members shall:

- (a) recognize that the function of a Committee is, at all times, service to their community and the public;
- (b) act honestly and in good faith, while promoting the public interest and advancing the mandate of the Committee;
- (c) exercise their duties in an impartial manner while making objective decisions, rather than subjective decisions based on bias or prejudice; and
- (d) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency.

6. RESPECTFUL INTERACTIONS

6.1 Committee Members shall:

- (a) treat fellow Committee Members, Councillors, Administration and the public with respect and courtesy;
- (b) act in a diligent manner including preparing for, attending and making an earnest effort to actively participate in meetings;
- (c) conduct themselves in a professional and transparent manner, and shall refrain from engaging in conduct that is disruptive to the meeting;
- (d) treat each other fairly, recognizing and valuing the diversity among Committee Members; and
- (e) communicate and work with fellow Committee Members in an open and honest manner, while promoting a spirit of cooperation by listening to and respecting those opinions that may differ.

7. CONFIDENTIAL INFORMATION

7.1 Committee Members shall not:

- (a) use Confidential Information acquired during their appointment for their personal use or gain, or the personal use or gain of any other person; nor
 - (b) disclose Confidential Information, verbal or written, unless the Committee Member is authorized to do so by law.
- 7.2 Committee Members shall report any unauthorized disclosure or access of Confidential Information to the Administrative Liaison as soon as the Committee Member becomes aware such an incident has occurred.
- 7.3 Ethical guidelines related to Confidential Information apply in perpetuity.

8. CONFLICTS OF INTEREST

- 8.1 Committee Members shall avoid Conflicts of Interest, or any situations that could give rise to a potential or perceived Conflicts of Interest.
- (a) Where a Committee Member believes they have a Conflict of Interest, they shall declare the Conflict of Interest and the general nature thereof.
 - (b) If a Committee Member is not certain whether there is a real or perceived Conflict of Interest, they shall bring it forward to the Committee.
 - (c) It is the responsibility of every Committee Member who is aware of a real or perceived Conflict of Interest on the part of a fellow Committee Member to raise the issue for clarification, first with the Committee Member in question, and if still unresolved, with the Committee Chair.
 - (d) The Committee will determine by majority vote if a Conflict of Interest exists. The Committee Member potentially in conflict shall be absent from the discussion and shall not vote on the issue of whether a Conflict of Interest exists.
 - (e) Where a Committee Member has declared a Conflict of Interest in a matter or a majority of the Committee has voted that a Conflict of Interest exists for a specific Committee Member in a matter, the affected Committee Member shall leave the meeting room for the duration of any discussion on the matter, abstain from participating in

any discussion on the matter, not attempt to influence the outcome, and shall not vote on the matter.

9. IMPROPER USE OF INFLUENCE

9.1 Committee Members shall not:

- (a) use their position to secure special privileges, Gifts, favours or exemptions for themselves or any other person or organization; nor
- (b) use their position to advance their personal interests or the interests of any person or organization with whom or with which they are associated.

10. ACCEPTANCE OF GIFTS

10.1 Committee Members must not accept Gifts that would, to a reasonable member of the public, appear to be in gratitude for influence or to induce influence.

10.2 Committee Members may accept Gifts that normally accompany the responsibilities of their Committee duties and are received as a result of protocol or social obligation, provided the Gift does not exceed \$300.00.

10.3 Gifts received by a Committee Member on behalf of the City or the Committee as a matter of official protocol which have significance or historical value for the City shall be left with the Administrative Liaison when the Committee Member is no longer a member of the Committee.

11. COMMUNICATING ON BEHALF OF THE CITY OR COMMITTEE

11.1 Committee Members shall not communicate to the media on behalf of the City.

11.2 Governing Bodies and Quasi-judicial Bodies

- (a) Only the Committee Chair may communicate with the media on behalf of the Committee.

11.3 Advisory Bodies

- (a) Committee Members shall not communicate with the media on behalf of the Committee.
- (b) All official information and recommendations from a Committee will be communicated by the Chair to Council, unless a Committee Member has been authorized by the Chair to communicate to Council.
- (c) Any decisions of Council based on Committee recommendations will be communicated to the public and media on behalf of Council by the Mayor or by the City's Corporate Communication's department.

12. USE OF SOCIAL MEDIA

- 12.1 If posting on social media regarding Committee or City related matters, Committee Members shall state clearly that they are speaking strictly for themselves and not for the Committee or the City.

13. USE OF MUNICIPAL ASSETS AND SERVICES

- 13.1 Committee Members shall not use any City resources, property, equipment, services, technology, information or supplies to advance their personal interests or the interests of any person or organization with whom or with which they are associated.
- 13.2 Committee Members shall only use City resources, property, equipment, technology, supplies and Records in performance of their duties as a Committee Member.
- 13.3 Committee Members shall return to the Administrative Liaison any resources, property, equipment, technology, supplies and Records upon completion of their term.

14. COMPLAINTS PROCESS

- 14.1 Any Committee Member, member of Council, or person who has witnessed or identified conduct by a Committee Member that they reasonably believe, in good faith, is in contravention of this bylaw may address the prohibited conduct by:

- (a) advising the Committee Member that their conduct violates this bylaw and by encouraging the Committee Member to correct their conduct;
- (b) requesting the Chair assist in holding an informal discussion with the Committee Member regarding the alleged complaint to resolve the issue;
 - (i) if the Chair is the subject of a complaint, the assistance of the Vice-Chair may be requested.
- (c) submitting, in writing, a formal complaint to the Mayor setting out the facts giving rise to the allegation of wrong-doing of a Committee Member.
 - (i) The Mayor may appoint an independent third party investigator to assess the complaint and make a recommendation to Council whether or not an investigation is warranted.
 - (ii) Council shall consider the alleged breaches or the conclusions of an investigation in a closed meeting of Council.

15. COMPLIANCE AND ENFORCEMENT

15.1 Sanctions that may be imposed on a Committee Member by Council, upon finding that a Committee Member has contravened this bylaw may include:

- (a) a letter of reprimand addressed to the Committee Member;
- (b) requesting the Committee Member issue a letter of apology; or
- (c) suspension or removal of the Committee Member from their appointed Council Committee.

16. SEVERABILITY

16.1 Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions

shall be severed and the remainder provisions shall remain valid and enforceable.

17. EFFECTIVE DATE

17.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

First Reading Carried 9 March 2020

Second Reading Carried 23 March 2020

Third Reading Carried 23 March 2020

Date Signed 20 April 2020

Mayor

City Clerk

SCHEDULE "A"

COMMITTEE CODE OF CONDUCT DECLARATION

I certify that I have read, understand, and agree to the terms set forth in the City's Committee Code of Conduct Bylaw in its entirety.

I further certify that I have received a copy of the Committee Code of Conduct Bylaw.

I acknowledge that as a Committee Member I am expected to be professional and to demonstrate a high standard of conduct at all times.

I further acknowledge that a violation of the Committee Code of Conduct Bylaw may result in my removal from the Committee.

Signature

Date

Name (Please Print)

Witness Signature

Date

Witness Name (Please Print)

The personal information on this form is being collected in accordance with section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*, and will be used to support the conduct and responsibilities of Committees. The personal information will be managed in compliance with the privacy provisions of Part 2 of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection and use of this personal information, please contact the FOIP Coordinator at 780-962-2611.

Committee Code of Conduct

Purpose of a Code of Conduct

- Supports the principles of transparent and accountable government
- Ensures Committee Members understand expectations for acceptable and ethical conduct

Code of Conduct – General Overview

- Applies to Public Members of Committees
- Expectations for Respectful Interactions
- Confidential Information
- Conflicts of Interest
- Influence and Acceptance of Gifts
- Social Media and Communications
- Complaint Process

Respectful Interactions

- Treating all participants with fairness, respect, and courtesy
- Participating in meetings
- Listening to other opinions

Confidential Information

- Committee members may be privy to confidential information.
- Expectation to not disclose
- Expectation to not use for personal gain

Conflicts of Interest

- Committee members shall avoid conflicts of interest, both real and perceived.
- If you have a conflict of interest, advise the Committee of it and leave the meeting.
- If you are not sure, raise it with the Committee.

Influence and Acceptance of Gifts

- Committee members shall not:
 - use their position for favours, privileges, or gifts; or
 - use their position to advance personal interests
- Committee members cannot accept gifts that could be seen as gratitude or an attempt to gain influence
- Committee members may accept gifts as a result of protocol or social obligation, up to \$300.00

Social Media and Communications

- Posting on social media about the City or Committee matters – make sure you state clearly that you are speaking for yourself
- Communications from the Committee:
 - CSAC is Advisory – all communications from the Committee go from the Chair to Council
 - Any decisions from Council based on Committee recommendations are communicated by the Mayor or by the Communications Department.

Complaints and Enforcement

- Complaints can be made by Committee members, Councillors, or others
- Complaints may be informal (directed to the Chair) or formal (directed to the Mayor)
- Sanctions may be imposed by Council if a Committee member is in breach.

Questions





REQUEST FOR DECISION

MEETING DATE: February 13, 2025

TITLE: C-1342-24 - Community Services Advisory Committee Bylaw - 2025 Review

DIVISION: Community and Protective Services

SUMMARY:

The Community Services Advisory Committee is established by bylaw under the *Municipal Government Act* and the bylaw must prescribe the functions and duties. An overview of the bylaw will be provided to the members.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

The Community Services Advisory Committee (CSAC) is a Council Committee created under s. 145 of the *Municipal Government Act*, and the bylaw serves as its terms of reference and sets out the general procedures for CSAC meetings.

The duties and functions of the members, quorum, term and procedures are all outlined within the bylaw. The provisions of the bylaw will be reviewed and Administration will answer any questions the CSAC members may have.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a

THE CITY OF SPRUCE GROVE

BYLAW C-1342-24

COMMUNITY SERVICES ADVISORY COMMITTEE BYLAW

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26 and, as amended, a council may pass bylaws in relation to the establishment and functions of council committees, and to the procedures to be followed by council committees;

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended, a council committee may consist of a combination of councillors and other persons;

AND WHEREAS, the City of Spruce Grove wishes to establish a council committee to advise Council on issues relating to community safety, recreation, culture, social issues, in the community and to prescribe a mandate, terms of reference, composition, and procedural rules for the Committee;

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled hereby enacts as follows:

1. BYLAW TITLE

1.1 This bylaw is called the “Community Services Advisory Committee Bylaw”.

2. DEFINITIONS

2.1 “Act” means the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended.

2.2 “Administration” means the administrative and operational arm of the City, comprised of the various departments and business units including all employees who operate under the leadership and supervision of the City Manager.

2.3 “Administrative Liaison” means the member of Administration appointed to the Committee by the City Manager.

2.4 “Chair” means the Member who has the authority to preside over a meeting.

2.5 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.

2.6 “City Manager” means the administrative head of the City.

- 2.7 “Committee” means the Community Services Advisory Committee.
- 2.8 “Council” means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, R.S.A. 2000, c L-21, as amended.
- 2.9 “Councillor” means an elected member of Council, including the mayor.
- 2.10 “Vice-Chair” means the individual elected annually to fulfill the Chairs duties in the absence of the Chair.
- 2.11 “Public Member” means an individual, other than a Councillor appointed to the Committee.
- 2.12 “Youth Member” means a Public Member between 16 and 24 years of age.

3. ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE

- 3.1 A council committee is hereby established and shall be referred to as the Community Services Advisory Committee.
- 3.2 The mandate of the Committee is to provide advice and recommendations to Council and Administration on a range of community safety, recreation, culture and social issues impacting the City.
- 3.3 The mandate of the Committee does not include directing Administration on programs, services, business plans, or structure.
- 3.4 In order to fulfill its mandate, the Committee may:
 - (a) review, comment, and recommend policies to Council;
 - (b) advise on opportunities for coordinating and streamlining activities and programs;
 - (c) consult with community groups and interested citizens as the Committee considers appropriate; and
 - (d) participate in reviewing, recommending, and approving grants as per the City’s Civic Grant Policy.

4. MEMBERSHIP

- 4.1 The Committee shall be comprised of:
- (a) no less than seven (7) and up to nine (9) Public Members to be recruited through a public application process and appointed by Council;
 - (b) one (1) Youth Member. A Youth Member may be recruited independently or may be recruited from the Youth Advisory Committee. If no Youth Member is appointed due to limited interest, it shall not constitute contravention of this bylaw's membership requirements;
 - (c) one member of Council; and
 - (d) one alternate member of Council.
- 4.2 Public Members, including the Youth Member, shall be residents of Spruce Grove.
- 4.3 Public Members shall not be current employees of the City and shall not have been employed by the City for a minimum of 12 months prior to applying for a Public Member position.
- 4.4 Public Members are voting members.
- 4.5 Councillors appointed to the Committee are non-voting members.
- 4.6 When making appointments to the Committee, Council shall consider individuals that have a demonstrated interest and commitment to community sustainability representing a cross section of the community.
- 4.7 If a vacancy occurs before the expiration of a term, the Public Member appointed to fill the vacancy shall hold office for the remainder of that term.
- 4.8 The mayor is an ex-officio member of the Committee and is a non-voting member.
- 4.9 Appointments of one (1), two (2) and three (3) years may be made in order to stagger the public members terms of office.
- 4.10 Public Members shall not serve more than six (6) years, unless approved by Council in extraordinary circumstances.
- 4.11 A Public Member's appointment is terminated if the Public Member misses three (3) consecutive meetings without the consent of the Committee.

- 4.12 Council may, for any reason, remove a Public Member by resolution.
- 4.13 The Committee shall annually elect a Chair and Vice-chair from its Public Members. No Public Member shall serve as Chair or Vice-chair for more than two consecutive years.
- 4.14 The Chair shall preside at all Committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chair's duties, the Vice-Chair shall perform those duties.
- 4.15 Public Members of the Committee shall receive no remuneration.
- 4.16 Public members shall read, sign, and adhere to the principles and parameters of the City's Committee Code of Conduct Bylaw, as amended.

5. PROCEDURES

- 5.1 Committee members are required to agree and maintain confidentiality and comply with all applicable City bylaws, policies and procedures.
- 5.2 The Committee shall:
 - (a) establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings; and
 - (b) provide the annual meeting schedule to the City Clerk's Office to be posted on the City's website.
- 5.3 No additional notice of regularly scheduled meetings is required.
- 5.4 The Chair may call a special meeting by giving at least 24 hours' notice to:
 - (a) members of the Committee by email; and
 - (b) the public by posting a notice on the City's website.
- 5.5 The Committee may vote to change the date, time, or place of a scheduled meeting, or schedule an additional meeting as long as the Committee provides at least 24 hours' notice of the change to the Committee members by email and to the public by notice on the City's website.
- 5.6 A majority of the voting members shall constitute a quorum at a Committee meeting.
- 5.7 The Committee shall follow the meeting procedures set out in the City's Council Procedure Bylaw.

- 5.8 Committee meetings shall be held in public unless the meeting is closed for reasons permitted by the Act.
- 5.9 The Committee may form sub-committees from among its members to assist in carrying out its objectives and responsibilities under this bylaw.
- 5.10 Sub-committees established by the Committee shall report to the Committee in a manner determined by the Committee.
- 5.11 The Committee may invite subject matter experts to attend any meeting of the Committee on an as needed basis.

6. ANNUAL WORKPLAN AND REPORTING

- 6.1 The Committee shall develop an annual workplan that identifies key priorities and goals based on its mandate and this bylaw.
- 6.2 The Committee may provide reports which include recommendations on matters related to the Committee's mandate.
- 6.3 At least twice per year, the Committee shall report to Council on the following:
 - (a) development of its workplan;
 - (b) update on progress and initiatives, as set out in the workplan; and
 - (c) any information and recommendations on issues or opportunities within its mandate.

7. ADMINISTRATIVE LIAISON'S ROLE

- 7.1 The City Manager shall appoint an Administrative Liaison to the Committee.
- 7.2 The Administrative Liaison is not a member of the Committee and cannot vote on any matter before the Committee.
- 7.3 The Administrative Liaison shall provide administrative support, advice and guidance to the Committee.

8. SEVERABILITY

- 8.1 Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

9. **EFFECTIVE DATE**

9.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

First Reading Carried	10 June 2024
Second Reading Carried	10 June 2024
Third Reading Carried	26 August 2024
Date Signed	26 August 2024

Mayor

City Clerk



REQUEST FOR DECISION

MEETING DATE: February 13, 2025

TITLE: Nomination and Election of Chairperson and Vice-Chairperson - 2025 Community Services Advisory Committee

DIVISION: Strategic and Communication Services

SUMMARY:

The Community Services Advisory Committee (CSAC) Bylaw requires the members of the Committee elect from its membership a Chairperson and Vice-Chairperson.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

Section 4.13 of C-1342-24 - Community Services Advisory Committee Bylaw requires the members of the Committee to, during the annual organizational meeting, elect from its membership a Chairperson and Vice-Chairperson. The Chairperson and Vice-Chairperson may be re-elected for an additional term.

Administration will call for nominations for the Chairperson and then the Vice-Chairperson. CSAC members can self-nominate. If only one person is nominated for each position they will be declared elected Chairperson or Vice-Chairperson by acclamation, as applicable. If more than one person is nominated, the CSAC will vote and elect the Chairperson and/or Vice-Chairperson, as applicable. The election will be held by secret ballot.

Upon election of the Chairperson and Vice-Chairperson, Administration will turn over the Organizational Meeting to the Chairperson. Administration will support the Chairperson in continuing to follow the Organizational Meeting Agenda as approved by the Committee.

The role of the Chairperson supports the order of proceedings during a meeting. Administration supports the Chairperson by providing a document outlining the proceedings that a meeting is to follow.

In the absence of the Chairperson, the Vice-Chairperson will step into the role for that meeting.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

Administration will support the Chairperson and Vice-Chairperson in learning and understanding their roles and how to conduct a meeting following the procedures.

IMPACTS:

Proper governance process and meeting procedure will be followed with the election of the Chairperson and Vice-Chairperson.

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: February 13, 2025

TITLE: Meeting Schedule - 2025 Community Services Advisory Committee

DIVISION: Community and Protective Services

SUMMARY:

To approve the Community Services Advisory Committee meeting dates for the 2025 calendar year.

PROPOSED MOTION:

THAT the 2025 Community Services Advisory Committee meeting schedule be approved as presented.

BACKGROUND / ANALYSIS:

C-1342-24 - Community Services Advisory Committee (CSAC) Bylaw states that Committee “shall establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings”.

Administration recommends that CSAC meet the following dates (from 6 to 8 p.m.):

- Thursday, March 6
- Thursday, April 10
- Thursday, June 12
- Thursday, September 11
- Thursday, November 13

Additional meetings may be called by the Chair by giving at least 24-hours’ notice to the members of the Committee by email and to the public by posting a notice on the City’s website.

OPTIONS / ALTERNATIVES:

CSAC members may request amendments to the 2025 Community Services Advisory Committee meeting dates.

CONSULTATION / ENGAGEMENT:

Feedback is being sought from Committee members and Councillors.

IMPLEMENTATION / COMMUNICATION:

The 2025 CSAC meeting schedule will be posted to the City's website on both the CSAC page and Events Calendar.

IMPACTS:

An approved calendar ensures there is a set schedule allowing for proper and effective planning for the meetings.

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: February 13, 2025

TITLE: Adjournment - Organizational Meeting of Community Services Advisory Committee - February 13, 2025

DIVISION: Strategic and Communication Services

SUMMARY:

Adjournment indicates the end of the meeting and the completion of the agenda items.

PROPOSED MOTION:

THAT the Organizational Meeting of Community Services Advisory Committee adjourn at TIME p.m.

BACKGROUND / ANALYSIS:

The Chair shall ask for a motion from the Committee. Once the motion has been made and the members vote, the meeting is now complete.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a