

## STRATHCONA COUNTY

### Seniors Advisory Committee

#### BYLAW 29-2018

Pursuant to:

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

#### Part I – Purpose, Definitions, and Interpretation

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|----------------|---|--|
| Short title    | 1 | This bylaw may be cited as the "Seniors Advisory Committee Bylaw".   |
| Purpose        | 2 | The purpose of this bylaw is to establish a Council committee named the Seniors Advisory Committee, and to prescribe a mandate, terms of reference, composition and procedural rules for the Committee.  |
| Interpretation | 3 | <p>The following rules apply to interpretation of this bylaw:</p> <ul style="list-style-type: none"><li>(a) The marginal notes and headings in this bylaw are for reference purposes only;</li><li>(b) If there is a conflict between a provision of this bylaw and an enactment, the enactment governs;</li><li>(c) Any reference to an enactment or bylaw includes all amendments or successor enactments or bylaws, and applicable regulations or orders established under the enactment or bylaw; and</li><li>(d) Actions authorized by this bylaw must be performed in compliance with all applicable enactments, bylaws, and the County's policies and procedures.</li></ul>   |
| Definitions    | 4 | <p>In this bylaw, words have the meaning given to them in this section, but if not defined in this bylaw, they have the same meaning as under the <i>Municipal Government Act</i>:</p> <ul style="list-style-type: none"><li>(a) "Act" means the <i>Municipal Government Act</i>, RSA 2000, c M-26;</li><li>(b) "Administration" means all of the individuals who perform work for and directly or indirectly report to the Chief Commissioner;</li><li>(c) "Administrative Liaison" means the member of Administration appointed to the Committee by the Chief Commissioner;</li><li>(d) "Chair" has the same meaning as under Bylaw 20-2015 The Meeting Procedures Bylaw;</li><li>(e) "Chief Commissioner" means the Chief Commissioner for the County or delegate;</li><li>(f) "Committee" means the Seniors Advisory Committee;</li><li>(g) "Council" means the elected governing body of the County;</li><li>(h) "Councillor" means an individual elected to Council, including the</li></ul> |

Mayor;

- (i) "County" means the specialized municipality and municipal corporation of Strathcona County, established under Order 761/95 pursuant to the Municipal Government Act;
- (j) "Ex-officio" means membership by virtue of one's office. Ex-officio members do not form part of the quorum;
- (k) "Mandate Letter" means the letter provided to the Committee from Council setting out the Committee's specific priorities for the upcoming two years;
- (l) "Public Member" means an individual appointed to the Committee; and
- (m) "Vice Chair" means the individual elected annually to fulfill the Chair's duties in the absence of the Chair.

## **Part II – Establishment, Mandate, and Terms of Reference**

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|--------------------|---|---|
| Establishment      | 5 | The Seniors Advisory Committee is established as a committee of Council.  |
| Mandate            | 6 | The mandate of the Committee is to provide advice and recommendations to Council on issues and opportunities related to the physical, emotional, and social wellbeing of seniors in Strathcona County.  |
| Terms of Reference | 7 | <p>In order to fulfill its mandate, the Committee may:</p> <ul style="list-style-type: none"><li>(a) identify and engage stakeholder groups and seek their input into the work of the Committee;</li><li>(b) conduct research and prepare reports on issues or opportunities related to seniors' matters;</li><li>(c) provide a seniors' lens on Strathcona County policies, programs, or services;</li><li>(d) work with Administration to develop and maintain a community dialogue about seniors' physical, emotional, and social wellbeing; and</li><li>(e) provide advice to Council and Administration on policies and programs to improve outcomes for seniors in Strathcona County.</li></ul> |

## **Part III – Membership**

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|---------|----|--|
| Members | 8  | <p>The Committee will be comprised of:</p> <ul style="list-style-type: none"><li>(a) no less than five (5) and up to seven (7) Public Members;</li><li>(b) one member of Council; and</li><li>(c) one alternate member of Council.</li></ul> |
|         | 9  | Public Members must be residents of Strathcona County.   |
|         | 10 | Public Members must not be current employees of Strathcona County.   |

	11	Public Members must not have been employed by Strathcona County for a minimum of 12 months prior to applying for a Public Member position.
	12	Public Members are voting members.
	13	Councillors appointed to the Committee are non-voting members.
	14	When making appointments to Committee, Council will consider representation from both rural and urban communities.
	15	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	16	The Mayor is an Ex-officio member of the Committee and is a non-voting member.
Term of appointment	17	Council will appoint Public Members for a two-year term, but may choose to vary the length of term.
	18	Public Members may serve a maximum of two terms, but Council may choose to increase the number of terms in extraordinary circumstances.
Termination	19	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.
	20	Council may, for any reason, remove a Public Member by resolution.
Chair and Vice-chair	21	The Committee will annually elect a Chair and Vice-chair from its voting members.
Chair's duties	22	The Chair will 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 will perform those duties.

#### **Part IV – Procedures**

Regular annual meetings	23	The Committee will: <ul style="list-style-type: none"> <li>(a) establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings;</li> <li>(b) provide the annual meeting schedule to the Chief Commissioner; and</li> <li>(c) post the annual meeting schedule on the Committee's webpage to provide notice to the public.</li> </ul>
Additional notice	24	No additional notice of regularly scheduled meetings is required.
Special meetings	25	The Chair may call a special meeting by giving at least 24 hours' notice to: <ul style="list-style-type: none"> <li>(a) the members of the Committee by email; and</li> <li>(b) the public by posting a notice on the Committee's website.</li> </ul>

Change to meetings	26	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 website.
Quorum	27	A majority of the voting members will constitute a quorum at a Committee meeting.
Procedures	28	The Committee will follow the meeting procedures set out in the Strathcona County Meeting Procedures Bylaw.
Public Meetings	29	Committee meetings will be held in public unless the meeting is closed for reasons permitted by the Municipal Government Act.
Sub-committees	30	The Committee may form sub-committees from among its members to assist in carrying out its objectives and responsibilities under this bylaw.
	31	Sub-committees established by the Committee will report to the Committee in a manner determined by the Committee.

#### **Part V – Annual Work Plan and Reporting**

Annual work plan	32	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 or Priorities Committee	33	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 as appropriate.
Annual report	34	At least once per year, the Committee will report to the Priorities Committee on the following: <ul style="list-style-type: none"> <li>(a) review of its work plan;</li> <li>(b) update on progress and initiatives; and</li> <li>(c) any information or recommendations on issues and matters within its mandate.</li> </ul>

#### **Part VI – Administrative Liaison's Role**

Administrative Liaison	35	The Chief Commissioner will appoint an Administrative Liaison to the Committee.
	36	The Administrative Liaison is not a member of the Committee and cannot vote on any matter before the Committee.
Administrative Liaison duties	37	The Administrative Liaison will perform the following duties and functions for the Committee: <ul style="list-style-type: none"> <li>(a) Publish the Committee's meeting schedules and notices;</li> <li>(b) Provide technical, administrative, meeting space, meeting management and other supports to the Committee as required for</li> </ul>

its meetings;

(c) Manage the Committee's minutes and records;

(d) Provide County information or records to the Committee about matters within its mandate if requested, subject to Freedom of Information and Protection of Privacy Act and other confidentiality requirements; and

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

### **Part VII – Bylaw Expiration**

Bylaw Expiration 38 This Bylaw is repealed on December 31, 2021.

First reading: \_\_\_\_\_

Second reading: \_\_\_\_\_

Third reading: \_\_\_\_\_

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Mayor

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Director, Legislative and Legal Services