Consolidated Version

of

the Environmental Advisory Committee Bylaw

(being Bylaw No. 35/2015 of the City of St. Albert, as amended by Bylaw No. 41/2019, 27/2022, 13/2023. 20/2024 and 20/2025 consolidated and printed under the authority of the Chief Administrative Officer of the City of St. Albert)

This is certified to be a true copy of consolidated Bylaw No. 35/2015 of the City of St. Albert.

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Marta Caufield
Director of Legal and Legislative Services
Chief Legislative Officer

ENVIRONMENTAL ADVISORY COMMITTEE

Bylaw 35/2015 Register

	NUMBER	1ST READING	2ND READING	3RD READING	SIGNED AND PASSED
PASSED	35/2015 (Repealed 29/2005)	November 23, 2015	November 23, 2015	November 23, 2015	November 24, 2015
Amendment #1	41/2019	November 4, 2019	November 4, 2019	November 4, 2019	November 4, 2019
#2	27/2022	August 15, 2022	August 15, 2022	August 15, 2022	August 16, 2022
#3	13/2023	June 20, 2023	June 20, 2023	June 20, 2023	June 22, 2023
#4	20/204	October 1, 2024	October 1, 2024	October 1, 2024	October 4, 2024
#5	20/2025	September 2, 2025	September 2, 2025	September 2, 2025	September 5, 2025

CITY OF ST. ALBERT

Bylaw 35/2015

Being a bylaw to establish and define the functions of the Environmental Advisory Committee and to repeal Bylaw 29/2005

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) “Councillor” means an active member of Council;

   (f) “Environmental Master Plan” means the City of St. Albert’s primary directional plan that primarily supports the achievement of the community’s natural environmental pillar. The goals and strategies identified within the plan inform the City of St. Albert Strategic Plan.

   (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) "Members of Council" means the municipal council of the City of St. Albert;

(j) "Procedure Bylaw" means Bylaw 3/2018 and includes any amendments or successor bylaws thereto; and **(BL 41/2019) (BL 27/2022)**

(k) DELETED **(BL 41/2019) (BL 27/2022)**

(l) "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 8 members:

(a) 7 residents of St. Albert; and

(b) 1 Councillor, who is entitled to be recognized by the Chair for participation in debate or discussion on any matter before the Committee but may not make motions or vote. **(BL 41/2019)**

5.1 Members of the Committee must be residents of the City of St. Albert and cannot be employees of the City of St. Albert. **(BL 20/2024)**

5.2 Intentionally Deleted **(BL20/2025)**

6. Members of Council 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.

Terms

7. Except where a Member is appointed to fill a membership vacancy,

(a) the term for the Members appointed under section 5 (a) shall be two (2) years commencing January 1 of the effective year of appointment; and

(b) the term for the Member appointed under section 5 (b) shall be one (1) year commencing on the date of Council resolution.

8. Other than a Councillor, no individual may serve as a Member in excess of 3 consecutive Terms.

9. 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 9 does not apply to the Councillor who has been appointed to the Committee.

Vacancies

10. (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 resident of St. Albert; 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

11. Representatives from the City's Environment Branch shall attend regular Committee meetings, including any *in camera* session, and act as a resource and facilitator for the Committee but may not make motions or vote on any issue before the Committee.

12. To ensure the Committee is properly informed and engaged, the Committee may take the opportunity to invite representatives from organizations, institutions and government agencies to attend any regular meeting, but those representatives may not make motions or vote on any issue before the Committee.

13. The Committee 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.

Quorum, Meetings and Rules of Procedure

14. A quorum at any Committee meeting shall be four voting Members of the Committee.

15. (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) Should the Chair or Vice Chair position be vacant, a representative from the City's Environment Branch shall act as Chair until a Chair is elected.

(3) The Councillor shall not be Chair.

(4) The Chair or other Committee Member designated by the Chair shall be spokesperson for the Committee to the public.

(5) The City may disqualify a Member from participating in a procurement process if the City, in its sole and absolute discretion, determines that the Member's participation in the Committee constitutes or could be seen to constitute a conflict of interest or give or could be seen to give the Member an unfair advantage in a procurement process.

16. The Committee shall meet no less than 4 times a year.

17. (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 City Council 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.

18. The Committee shall conduct its meetings in accordance with the Procedure Bylaw.

Committee Roles and Responsibilities

19. The Committee shall:

(a) provide strategic advice and input on the development and implementation of the Environmental Master Plan and other related environmental and sustainability issues to Council; and **(BL 41/2019) (BL 27/2022)**

(b) provide input to Administration during the development of Council and administrative policies, plans and initiatives; and

(c) provide feedback on public engagement and the public perspective on how particular environmental and sustainability issues impact the community and other City plans, recognizing that many of the issues are of regional, national and global concern; and

(d) provide written advice and recommend priorities. Priorities are determined by:

(i) the action plan of the Environmental Master Plan;
(ii) review periods for the Environmental Master Plan, policy or bylaws;
(iii) issues as requested by approved Council motions; and
(iv) Council approved priorities;

(e) form Sub-Committees to review and comment on specific environmental and sustainability issues referred to that Sub-Committee by the Committee; and

(f) review applications and approve civic grant funding allocations in alignment with Policy C-CC-23 Civic Granting **(BL 41/2019, BL 27/2022, BL 13/2023)**

(g) Deleted **(BL 41/2019)**

19.1 The Chair shall provide an in-person report to Council at least once per year regarding: **(BL 27/2022)**

(a) the Committee's progress and activities over the past year relative to its mandate;

(b) issues of significance to the Committee; and

(c) the Committee's work plan for the upcoming year, including the Committee's annual priorities and goals. **(BL 41/2019)**

20. The Committee may:

(a) recommend sources of funding to support environmental and sustainability initiatives; and

(b) recommend partnerships with environmental interest groups, community groups, and other levels of government.

Bylaw 29/2005

21. Bylaw 29/2005 is repealed upon this Bylaw taking effect.