



CITY OF EDMONTON

BYLAW 17431

ENERGY TRANSITION ADVISORY COMMITTEE BYLAW

(CONSOLIDATED ON APRIL 19, 2016)

THE CITY OF EDMONTON

BYLAW 17431

ENERGY TRANSITION ADVISORY COMMITTEE BYLAW

Whereas pursuant to:

Section 145 of the *Municipal Government Act*, RSA 2000, c. M-26, Council may pass bylaws to establish committees of Council and the procedural and conduct rules that will govern them;

Section 203 of the *Municipal Government Act*, Council may delegate any of its powers, duties and functions to a committee of Council, the chief administrative officer or a designated officer except for the items expressly specified in that section;

Section 154 of the *Municipal Government Act*, the Mayor is a member of all committees of Council unless expressly excluded;

Edmonton City Council enacts:

PART I - PURPOSE, DEFINITIONS AND INTERPRETATION

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| PURPOSE | 1 | The purpose of this bylaw is to establish the Energy Transition Advisory Committee. |
| DEFINITIONS | 2 | In this bylaw, words have the meaning stated in this section, and if not defined here, have the same meaning as provided by the Municipal Government Act; |
| | (a) | “Agencies, Boards, Committees and Commissions Policy” means the City’s Agencies, Boards, Committees and Commissions Policy, C575; |
| | (b) | “City” means the municipal corporation of the City of Edmonton |
| | (c) | “City Manager” means the chief administrative officer of the City or delegate; |
| | (d) | “Committee” means the Energy Transition Advisory Committee established in this bylaw; |
| | (e) | “Council” means the elected governing body of The City of Edmonton; |
| | (f) | “Energy Transition Strategy” means the City’s energy |

transition strategy as set out in City Policy C585, Edmonton's Community Energy Transition Strategy;

- (g) **"FOIP Act"** means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c. F-25;
- (h) **"FOIP Head"** means the individual or group of individuals appointed by the City to exercise the powers and perform the duties and functions of the head of the Committee, as required by the FOIP Act;
- (i) **"Mayor"** means the chief elected official of the City;
- (j) **"member"** means a member of the Committee;
- (k) **"Municipal Government Act"** means the *Municipal Government Act*, RSA 2000, c. M-26;
- (l) **"Procedures and Committees Bylaw"** means the City's Procedures and Committees Bylaw, Bylaw 12300;
- (m) **"Standing Committee"** means Council's standing committees as set out in the Procedures and Committees Bylaw;

RULES FOR INTERPRETATION

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The following rules apply to interpretation of this bylaw:

- (a) Marginal notes and headings in this bylaw are for reference purposes only;
- (b) In the event of a conflict between a provision of this bylaw and an enactment, the enactment governs;
- (c) Any reference to an enactment, bylaw or policy includes all amendments or successor enactments, bylaws or policies, and any applicable regulations, orders, or procedures established pursuant to an enactment, bylaw or policy;
- (d) Actions authorized by this bylaw must be performed in compliance with all applicable enactments, bylaws, and City policies and procedures.

PART II - ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE

ESTABLISHMENT	4	The Energy Transition Advisory Committee is established as a committee of Council.
MANDATE	5	The mandate of the Committee is to: <ul style="list-style-type: none">(a) promote the Energy Transition Strategy to each member's professional and community networks;(b) share with, and receive from the City Manager, information regarding the implementation of the Energy Transition Strategy;(c) provide broad independent advice to Council about the Energy Transition Strategy; and(d) assist Council in developing performance measures for the Energy Transition Strategy.
TERMS OF REFERENCE	6	The Committee will fulfill its mandate by: <ul style="list-style-type: none">(a) receiving information from the public and experts regarding all aspects of the Energy Transition Strategy;(b) conducting independent research to enhance information within the Committee's knowledge and input received from the public and experts;(c) working with the City Manager to share information with the City's administrative committees and working groups tasked with implementing the Energy Transition Strategy;(d) forming specialized sub-committees to work on detailed aspects of the Energy Transition Strategy as required;(e) developing reports and working papers to assist Council to:<ul style="list-style-type: none">(i) provide oversight to ensure that work on the Energy Transition Strategy is streamlined and in keeping with its broad policy goals;(ii) ensure implementation goals and targets are attained; and(iii) create appropriate performance measures.

PART III - MEMBERSHIP

COMPOSITION	7	The Committee will be comprised of not more than 15 volunteer members appointed by Council in accordance with Council policies and procedures. (S.2, Bylaw 17636, April 19, 2016)
MAYOR	8	The Mayor will not be a member.
TERMS	9	Members will be appointed at the pleasure of Council for terms of up to two years, but Council may elect to increase the length of any term.
CONDUCT	10	The Committee may establish its own rules to govern the conduct of its members as the Committee deems appropriate, and the Committee may ask Council to remove a member who breaches the Committee's conduct rules.
CHAIR / VICE-CHAIR	11	The Committee will annually elect a chair and vice-chair from its members.
	12	A member may serve as chair for not more than three consecutive years.
	13	The chair will preside at meetings and attend at Standing Committee and Council meetings to represent the Committee and to present its reports, as required.

PART IV - MEETINGS AND PROCEDURES

MEETINGS	14	The Committee will, at least once per year, establish its meeting schedule and provide the meeting schedule to the City Manager.
	15	Regularly scheduled meetings may be moved or cancelled, and the chair may call special meetings, as long as the chair provides at least 48 hours' notice of the scheduling change to the City Manager.
QUORUM	16	Quorum is met by the attendance of a majority of the appointed members.
TELEPHONE ATTENDANCE	17	Members may, if necessary, attend meetings by telephone by following the procedures for participation by way of communication facility in the manner permitted by the Municipal Government Act and Schedule "C" to the Procedures and

Committees Bylaw, and attendance by telephone will be counted for quorum.

PROCEDURES	18	The Committee will follow the meeting procedures set out in the Procedures and Committees Bylaw, or as otherwise directed by the chair.
VOTING	19	Members will vote by show of hands, or if attending by telephone, by stating “yes” or “no” after all other members have voted.
PUBLIC	20	Committee meetings will be held in public, with at least 24 hours’ notice to the public, unless all or part of a meeting is closed in accordance with the provisions of the Municipal Government Act and the FOIP Act.
FOIP ACT	21	The Committee will appoint a FOIP Head and adopt a FOIP fee schedule in accordance with the requirements of the FOIP Act.
SUB-COMMITTEES	22	The Committee may appoint sub-committees comprised of members and non-members to conduct research and prepare reports for the Committee’s consideration.

PART V - CITY MANAGER’S ROLE

ADMINISTRATIVE SUPPORT	23	<p>The City Manager will perform the following administrative support duties and functions for the Committee:</p> <ul style="list-style-type: none">(a) Publish the Committee’s regular and special meeting notices;(b) Provide technical, administrative, and meeting support, including the provision of meeting space and other supports as required for meetings;(c) Manage the Committee’s minutes and records;(d) Provide City information and records to the Committee in relation to matters within its mandate, subject to FOIP Act and confidentiality requirements;(e) Present budget requests for the Committee through the City’s budget processes;(f) Assist the Committee with preparation of Committee reports and assist the chair or vice-chair with attendances at Standing Committees or Council;
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- (g) Serve as the Committee's FOIP Head until such time as the Committee appoints a FOIP Head, but it may, with the City Manager's consent, appoint the City Manager.

ADMINISTRATION WORK AND COMMITTEES 24 The City Manager will keep the Committee apprised of the status of work undertaken by the administrative teams working on the implementation of the Energy Transition Strategy, and act as a liaison between the Committee and administration as required.

PART VI GENERAL

OTHER REQUIREMENTS 25 The Committee and its chair will perform the duties required of it by the City's Agencies, Boards, Committees and Commissions Policy.

REPORTING 26 At least once per year, the Committee will report to Council through its designated Standing Committee to:

- (a) review the Committee's annual work plan;
- (b) update Council on the Committee's progress and initiatives; and
- (c) present advice and reports on matters within its mandate.

REVIEW DATE 27 The Committee will, with the assistance of the City Manager, not later than July 31, 2017, and not later than July 31 in every general election year thereafter, present a report to Council on whether the Committee should continue, and if so, whether any changes to the Committee's mandate, terms of reference, or membership are recommended.

(NOTE: Consolidation made under Section 69 of the *Municipal Government Act*, R.S.A. 2000, c.L-21 and Bylaw No. 12005, and printed under the City Manager's authority)

Bylaw 17431, passed by Council November 17, 2015

Amendments

Bylaw 17636, April 19, 2016