



**THE CITY OF EDMONTON**

**BYLAW 16675**

**EDMONTON SALUTES COMMITTEE BYLAW**

**Whereas** pursuant to:

Section 145 of the *Municipal Government Act*, RSA 2000, c. M-26, Council may pass bylaws in relation to the establishment and functions of Council committees and other bodies, and the procedure and conduct of Council, Council committees, and other bodies established by Council, and the conduct of Councillors and Council committee members;

Section 1(f) a Council committee is a committee, board or other body established under the *Municipal Government Act*;

Sections 195 to 198 Council committee meetings will be held in public unless the meeting may be closed in accordance with the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c. F-25, with at least 24 hours advance notice to the public and committee members;

Section 197 of the *Municipal Government Act*, when a meeting is closed to the public no resolution or bylaw may be passed at the meeting, except for a resolution to revert to an in public meeting;

Sections 1(xii) and 95 of the *Freedom of Information Act*, council committees are a public body for the purposes of the Act and must appoint a head to exercise the powers, duties and functions required by the Act;

Bylaw 12300, the Procedures and Committees Bylaw, prescribes procedural rules for all Council committees, except as expressly modified;

Edmonton City Council enacts:

**PART I - PURPOSE, DEFINITIONS AND INTERPRETATION**

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| <b>PURPOSE</b>     | 1   | The purpose of this bylaw is to continue the Edmonton Salutes Committee as a Council committee, and to state its mandate, and rules for its membership and procedures. |
| <b>DEFINITIONS</b> | 2   | In this bylaw, unless the context otherwise requires:  |
|                    | (a) | “ <b>bylaw</b> ” means this bylaw;   |

- (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 Edmonton Salutes Committee;
- (e) **“Council”** means the elected governing body of the City;
- (f) **“Councillor”** means an elected official of the City, including the Mayor;
- (g) **“FOIP Act”** means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c. F-25;
- (h) **“FOIP Head”** means the individual responsible for ensuring that a public body complies with its obligations under the FOIP Act;
- (i) **“Mayor”** means the chief elected official of the City;
- (j) **“member”** means an individual serving on the Committee as a voting member, or his or her delegate;
- (k) **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c. M-26;
- (l) **“Procedures and Committees Bylaw”** means the City’s procedural bylaw, Bylaw 12300, as amended or replaced;
- (m) **“Standing Committee”** has the same meaning as it has in the Procedures and Committees Bylaw.

**RULES FOR  
INTERPRETATION**

3 The marginal notes and headings in this bylaw are for reference purposes only.

**PART II - MANDATE**

**MANDATE**

4 The Committee is continued as a Council committee, and its mandate is to recognize the value of the contributions made by military personnel and their families who reside within the city and surrounding areas.

**FUNCTIONS**

5 The Committee will fulfill its mandate by:

- (a) recommending to Council appropriate official civic recognition initiatives for the military and military families;
- (b) supporting and organizing community and military activities and events that:
  - (i) honour the achievements of the military;
  - (ii) recognize the contributions that the military and military families make to the community; and
  - (iii) support the families of military personnel who are deployed.

**PART III - MEMBERSHIP**

**MEMBERSHIP**

6 The Committee will be comprised of up to 15 members as follows:

- (a) One Councillor, appointed by Edmonton City Council;
- (b) One representative appointed by each of the following organizations:
  - (i) Edmonton Chamber of Commerce;
  - (ii) Edmonton Economic Development Corporation;
  - (iii) Edmonton Northlands;
  - (iv) Edmonton Regional Airports Authority;

- (v) Edmonton United Services Institute;
  - (vi) Military Family Resource Centre;
  - (vii) Royal Canadian Legion; and
  - (viii) Urban Development Institute; and
- (c) Up to six community representatives appointed by the Committee.
- 7 Edmonton area military branches may each assign one or more representatives to serve in an advisory capacity to the Committee.
- 8 The following government bodies may each appoint one representative to serve in an advisory capacity:
- (a) City of St. Albert;
  - (b) Legislative Assembly of Alberta;
  - (c) Sturgeon County;
  - (d) Town of Devon;
  - (e) Town of Gibbons;
  - (f) Town of Morinville;
  - (g) Town of Redwater;
  - (h) Veterans' Affairs; and
  - (i) Other government entities identified by the Committee.
- 9 Members will be appointed for a term of two years, serving at the pleasure of the appointing body, and may be re-appointed for successive terms.
- 10 Members will serve in a voluntary capacity but may be reimbursed for out of pocket expenses incurred while performing Committee duties, in accordance with City policy.
- 11 The Committee will provide to the City Manager, written notice of the name of each member and advisory representative appointed to the Committee upon appointment.

## PART IV - CHAIR AND VICE CHAIR

- 12 The members will select a Chair from their number, excluding the Councillor member, for a term concurrent with the member's term of appointment.
- 13 The Chair will perform the following functions:
  - (a) Serve written notice of Committee meetings to the members, advisory representatives, and the City Manager;
  - (b) Act as Chair for all Board meetings;
  - (c) Represent the Committee before Council, Standing Committees and at events and functions;
  - (d) Report to Council about the Committee's membership, annual work plan and activities;
  - (e) At least annually, report to appointers about the contributions and participation of their appointee at Committee meetings and activities;
  - (f) Notify appointers if the appointed member misses three meetings, and request that the appointer appoint a replacement member;
  - (g) Assist the City Manager in preparing budget requests for the Committee;
  - (h) Inform the City Manager of administrative and other support required by the Committee to fulfill its mandate and functions.
- 14 If the Chair is absent or unable to perform the Chair's duties, with the exception of chairing meetings, the members will select one or more members, except for the Councillor member, to act as vice-Chairs for the purposes of fulfilling some or all of the Chair's duties.
- 15 The Councillor member will serve as a vice-Chair for the purposes of chairing meetings when the Chair is absent, but if a Councillor is not appointed to the Committee, does not wish to serve as the vice-Chair, or is absent from the meeting, the members will select a vice-Chair for this purpose, from the members present at the meeting.

- 16 If there are no candidates for the position of Chair, the members will allocate the Chair's duties between them, and the vice-Chair will Chair meetings.
- 17 If neither the Chair nor the vice-Chair is present at a meeting, the members present may elect a member to act as Chair for that meeting.

**PART V - PROCEDURES**

- 18 The Committee will meet for regularly scheduled meetings at least three times per year.
- 19 The Chair may call a special meeting on at least three days written notice to all members, advisory representatives, and the City Manager.
- 20 The City Manager will provide notice of all Committee meetings to the public in accordance with legislative requirements and City procedure.
- 21 Quorum for meetings is a majority of appointed members.
- 22 The Committee will follow the rules for council committee meetings established in the Procedures and Committees Bylaw.
- 23 The Committee may establish sub-committees to perform research, or specified duties for the Committee.
- 24 Sub-committees must be chaired by a member, have defined terms of reference and appointments, and report to the Committee in the time and manner specified by the Committee.
- 25 Sub-committees may include non-members and solicit information from the public.
- 26 Committee and sub-committees must be open to the public unless the meeting may be closed in accordance with the FOIP Act.

**PART VI - FINANCE AND SUPPORT**

- 27 The City Manager will provide resources to the Committee to permit it to fulfill its mandate and functions.

- 28 The City Manager will designate City employees to act as program coordinators for the Committee with the following duties:
- (a) Attend Committee meetings;
  - (b) Assist the Chair with developing meeting agendas;
  - (c) Record minutes and manage the Committee's records in accordance with City policies and procedures;
  - (d) Assist in the preparation and monitoring of the Committee's budget; and
  - (e) Act as a liaison between the Committee and the City.
- 29 The City Manager will be the FOIP Head for the Committee until such time as the Committee passes a resolution to appoint the Committee's FOIP Head.


**PART VII - REPEAL AND REVIEW**

**REPEALS**

- 30 Bylaw 13900 is repealed.
- 31 The Committee and the City Manager will review the provisions of this bylaw at least once during each Council term and report to Council on requested changes.

Read a first time	29 <sup>th</sup>	day of	January	, A. D. 2014;
Read a second time	29 <sup>th</sup>	day of	January	, A. D. 2014;
Read a third time	29 <sup>th</sup>	day of	January	, A. D. 2014;
SIGNED AND PASSED	29 <sup>th</sup>	day of	January	, A. D. 2014.

CITY OF EDMONTON

  
 \_\_\_\_\_  
 MAYOR

  
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 CITY CLERK