

## BYLAW NO. 3296

### **CONSOLIDATION OF A BYLAW OF THE CITY OF MEDICINE HAT to establish Public Services Advisory Boards.**

**WHEREAS** City Council values the advice provided by public advisory boards;

**AND WHEREAS** Council wishes to establish Advisory Boards for the purpose of advising the Public Services Committee and Council;

### **NOW THEREFORE THE MUNICIPAL CORPORATION OF MEDICINE HAT, IN COUNCIL ASSEMBLED, ENACTS AS FOLLOWS:**

1. **TITLE**

This Bylaw may be cited as the Public Services Advisory Boards Bylaw.

2. **PURPOSE**

The purpose of this Bylaw is to establish Advisory Boards for the purpose of advising Council and the Committee, and to prescribe their mandates, functions, and duties and to establish rules of procedure and conduct.

3. **INTERPRETATION**

- (1) In this Bylaw,
  - (a) "Advisory Board" means an Advisory Board established by this Bylaw;
  - (b) "City" means the Municipal Corporation of the City of Medicine Hat;
  - (c) "Committee" means the standing committee of Council known as the Public Services Committee;
  - (d) "Community at Large" means the persons residing within the corporate boundaries of the City;
  - (e) "Council" means the Council of the City of Medicine Hat; and
  - (f) "Standing Advisory Committee" means a Standing Advisory Committee established pursuant to this Bylaw.
- (2) The titles or headings used in this Bylaw are inserted for convenience of reference only and shall not affect the interpretation or construction of this Bylaw.

4. **ESTABLISHMENT OF ADVISORY BOARDS and STANDING ADVISORY COMMITTEES**

- (1) The following Advisory Boards are established:
  - (a) Urban Environment and Recreation Advisory Board
  - (b) Arts and Heritage Advisory Board

Amended by:  
Bylaw 4055  
July 19, 2011

- (c) Social Development Advisory Board
- (d) Youth Advisory Board

(2) The following Standing Advisory Committees are established:

Amended by:  
Bylaw 4055  
July 19, 2011

- (a) Advisory Committee on Disability Issues
- (b) Senior Citizens Advisory Committee
- (c) Transit Advisory Committee

(3) The Standing Advisory Committees established under subsection (2) shall report directly to the Social Development Advisory Board unless otherwise directed by the Committee or Council.

Amended by:  
Bylaw 3602  
May 31, 2005

(4) Repealed.

(5) Council may establish additional Standing Advisory Committees by resolution.

(6) In a resolution establishing a Standing Advisory Committee, Council may prescribe:

- (a) the mandate, functions, and duties of the Standing Advisory Committee;
- (b) the method of appointing members of the Standing Advisory Committee; and
- (c) the rules of procedure and conduct which the Standing Advisory Committee and its members are required to follow.

5. **MANDATES**

(1) The Urban Environment and Recreation Advisory Board's mandate is to act in an advisory capacity to the Committee and Council in matters involving parks, urban environment, and recreation.

Amended by:  
Bylaw 3602  
May 31, 2005

(2) The Arts and Heritage Advisory Board's mandate is to act in an advisory capacity to the Committee and Council with respect to the Esplanade and other matters relating to arts and heritage.

(3) The Social Development Advisory Board's mandate is to act in an advisory capacity to the Committee and Council in matters involving the social needs of the community at large.

Amended by:  
Bylaw 4055  
July 19, 2011  
Amended by:  
Bylaw 4342  
Mar. 22, 2016

(4) The Youth Advisory Board's Mandate is to act in an advisory capacity to the Committee and Council in matters related to the needs of youth in the City of Medicine Hat. To ensure that input is received directly from youth, members of the Youth Advisory Board shall be no younger than 15 years of age and no older than 21 years of age on the date of application.

## 6. **FUNCTIONS AND DUTIES OF ADVISORY BOARDS**

- (1) Each Advisory Board shall have the following functions and duties:
  - (a) to identify issues pertaining to its mandate and to solicit input from the community at large, and develop recommendations;
  - (b) to evaluate existing policies and programs on issues pertaining to its mandate;
  - (c) to act as a liaison between individuals and community groups and organizations in the development of policies, programs, facilities and long range planning; and
  - (d) to solicit input, and develop recommendations on relevant policy matters and other matters when requested by the Committee, Council, or other standing committees of Council;
- (2) Unless directed otherwise by Council, each Advisory Board shall report to the Committee and shall make its recommendations to the Committee.

Amended by:  
Bylaw 4055  
July 19, 2011

## 7. **LIMITATIONS**

- (1) Advisory Boards and Standing Advisory Committees are advisory in nature and shall have no power to:
  - (a) enter into contracts or agreements;
  - (b) spend money;
  - (c) make any purchases on behalf of the City;
  - (d) give directions to City employees; or
  - (e) obligate or bind the City in any other manner whatsoever.

Amended by:  
Bylaw 3602  
May 31, 2005

## 8. **APPOINTMENTS AND MEMBERSHIP**

- (1) Each Advisory Board may have up to ten (10) members, inclusive of the members appointed pursuant to subsections (2), (3) and (4) of this section.
- (2) Each Standing Advisory Committee referred to in subsection 4(2) may appoint one of its members to be a member of the Social Development Advisory Board.
- (3) The Historical Society of Medicine Hat and District may appoint one of its members to be a member of the Arts and Heritage Advisory Board.
- (4) The Chair of the Committee may appoint a member of the Committee as a non-voting member of each Advisory Board.
- (5) Council shall appoint the other members of the Advisory Boards by resolution.
- (6) Subject to subsection (11) of this section, members of Advisory Boards shall be appointed for specified terms not to exceed three (3) years.
- (7) No member of an Advisory Board may be appointed for more than three (3) consecutive terms.

Amended by:  
Bylaw 4055  
July 19, 2011

- (8) When a vacancy arises prior to the expiration of the term for which a member of an Advisory Board was appointed, a successor may be appointed to fill the vacancy for the remainder of the term.
- (9) Council may, at any time, at its sole discretion, revoke the appointment of any member of an Advisory Board or a Standing Advisory Committee, including a member appointed pursuant to subsection (2), (3) or (4) of this section.
- (10) The Public Services Commissioner may assign City employees to act as resources to Advisory Boards.
- (11) The specified term for appointments of members of the Youth Advisory Board may not exceed two (2) years.

Amended by:  
Bylaw 4055  
July 19, 2011

9. **CHAIR AND VICE CHAIR**

At the first regular Advisory Board meeting in each calendar year, each Advisory Board shall elect, by a majority vote of its members present, one member for the office of Chair and one member for the office of Vice Chair.

10. **MEETINGS**

- (1) Regular meetings shall be held at a time and place as determined by each Advisory Board.
- (2) The Chair, or in the Chair's absence the Vice Chair:
  - (a) may call a special meeting whenever the Chair considers it appropriate to do so; and
  - (b) shall call a special meeting if the Chair receives a written request for the meeting, stating its purpose, from a majority of the members of the Advisory Board.
- (3) The Chair, or in the Chair's absence the Vice Chair, shall prepare the agendas for the meetings in consultation with the Advisory Board members and City employee resources.

11. **QUORUM AND VOTING**

- (1) A majority of members of an Advisory Board shall constitute a quorum.
- (2) A motion passed at a meeting of an Advisory Board is not valid unless a quorum is present.
- (3) The majority vote of those members present and voting shall constitute the decision of an Advisory Board.
- (4) If there is an equal number of votes for and against a motion put to a vote of an Advisory Board, the motion is defeated.

12. **MINUTES**

Each Advisory Board shall ensure that a minute book is kept and that minutes of all regular and special meetings are recorded. Copies of all minutes shall be filed with the City Clerk.

13. **PECUNIARY INTEREST**

The provisions of the *Municipal Government Act* regarding Pecuniary Interest of Councillors shall apply, with all necessary changes, to members and meetings of Advisory Boards and Standing Advisory Committees.

14. **REMUNERATION**

Advisory Board and Standing Advisory Committee members shall hold office without remuneration.

Amended by:  
Bylaw 3602  
May 31, 2005

15. **TRANSITIONAL**

Repealed.

16. Bylaw No. 2313 is repealed.

17. This Bylaw shall come into force at the beginning of the day that it is passed.

**READ A FIRST TIME** in open Council on May 1, 2000.

**READ A SECOND TIME** in open Council on May 1, 2000.

**READ A THIRD TIME** in open Council on May 1, 2000.

**SIGNED AND PASSED** on May 2, 2000.

I HEREBY CERTIFY that this is a true and correct copy of Bylaw No. 3296 consolidated pursuant to Section 69 of the *Municipal Government Act* to incorporate all subsequent amendments thereto, printed under the authority vested in me by the said Section 69 and by City of Medicine Hat Bylaw No. 1957.

CERTIFIED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
ANGELA CRUICKSHANK  
MUNICIPAL SECRETARY & CITY CLERK  
CITY OF MEDICINE HAT