

BYLAW NO. 4661

A BYLAW OF THE CITY OF MEDICINE HAT to establish a Community Vibrancy Advisory Board.

WHEREAS the Council of the City of Medicine Hat values the advice provided through community engagement;

AND WHEREAS Council wishes to establish an advisory board 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 Community Vibrancy Advisory Board Bylaw.

2. PURPOSE

(1) The purposes of this Bylaw are to:

- (a) establish the Community Vibrancy Advisory Board;
- (b) to prescribe the mandate, including the functions and duties, of the Community Vibrancy Advisory Board; and
- (c) to establish rules of procedure and conduct that govern the Community Vibrancy Advisory Board.

3. INTERPRETATION

(1) In this Bylaw:

- (a) "City" means the municipal corporation of Medicine Hat, or the area contained within the boundary thereof, according to the context in which the term is used;
- (b) "Committee" means the standing committee of Council known as the Public Services Committee;
- (c) "Community At Large" means the persons residing within the City; and
- (d) "Council" means the Council of the City of Medicine Hat.

(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 BOARD AND COMMITTEES

- (1) A Community Vibrancy Advisory Board (the "Board") is hereby established.
- (2) Council may, by resolution, establish one or more ad hoc committees that report to the Board (each an "Ad Hoc Committee").

- (3) Each Ad Hoc Committee shall:
 - (a) be time bound with a definite term or duration;
 - (b) have a specific and defined mandate to accomplish; and
 - (c) include Board representation within its members.
- (4) An Ad Hoc Committee may take a variety of forms, including but not limited to, a task force or citizen panel.
- (5) Council may, by resolution:
 - (a) prescribe the process for appointments to and composition of the membership of an Ad Hoc Committee;
 - (b) delegate to City administration the power to prescribe the process for appointments to and composition of the membership of an Ad Hoc Committee; or
 - (c) disestablish, without cause and at any time, an Ad Hoc Committee.
- (6) The Board may establish one or more subcommittees (each a "Subcommittee"), provided that no Subcommittees shall be established by the Board without the express prior approval of the Public Services Managing Director (or delegate).
- (7) Each Subcommittee shall:
 - (a) be time bound with a definite term or duration;
 - (b) have a specific and defined task to accomplish; and
 - (c) have a membership that consists exclusively of Board Members.

5. MANDATE

- (1) The mandate of the Board (the "Mandate") is to act as an advisory group to Council through the Committee on policy and high level plenary issues that contribute to creating a vibrant community. Such issues may include, but are not limited to, recreation, leisure, culture, arts and social matters.

6. FUNCTIONS AND DUTIES

- (1) Without limiting the generality of Section 5(1), the Mandate of the Board shall include the following functions and duties, as and when Committee and/or Council requests the Board to carry out same:
 - (a) to develop recommendations about relevant policy matters and other matters related thereto;
 - (b) to identify issues and opportunities pertaining to the Mandate and to develop recommendations in relation thereto; and
 - (c) to participate directly or indirectly in:
 - i. the development of City strategies, plans and actions to promote community vibrancy;
 - ii. the evaluation of existing strategies, plans and actions to promote community vibrancy;
 - iii. the administration of certain grant programs, including review of grant proposals and development of recommendations for approval; and

- iv. the development and promotion of City community engagement activities, including identifying stakeholders and recommending engagement strategies and tactics.
- (2) Unless directed otherwise by Council, the Board shall report to the Committee and shall make its recommendations to the Committee.

7. APPOINTMENTS AND MEMBERSHIP

- (1) The Board shall consist of nine (9) members (the "Board Members") from the Community At Large.
- (2) The Chair of the Committee may appoint a member of the Committee as a non-voting Board Member.
- (3) Council shall appoint each Board Member by resolution.
- (4) Council may appoint a Board Member at any time and shall indicate in such appointment the effective starting date of such appointment.
- (5) Each Board Member shall be appointed for a specified term which shall not exceed three (3) years.
- (6) A Board Member shall not be appointed for more than three (3) consecutive terms.
- (7) When a vacancy arises prior to the expiration of the term for which a Board Member was appointed, a successor Board Member may be appointed by Council to fill the vacancy for the remainder of the term.
- (8) Council may by resolution, at any time, at its sole discretion and without cause, revoke the appointment of a Board Member.

8. CHAIR AND VICE CHAIR

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

9. LIMITATIONS

- (1) The Board is advisory in nature and shall have no power to:
 - (a) act on behalf of the City;
 - (b) enter into contracts or agreements;
 - (c) spend money;
 - (d) make any purchases on behalf of the City;
 - (e) issue any statements on behalf of the City;
 - (f) direct or give directions to any person or group of persons including, without limitation, the City Support Staff;
 - (g) obligate or bind the City in any manner whatsoever; or
 - (h) otherwise affect the rights, duties or obligations of the City as a municipal corporation.

10. SUPPORT

- (1) The Public Services Managing Director may assign one or more City employees to provide information, research, input, and perspective to assist the Board's consideration of a topic. In addition, City employees may be assigned to provide administrative, liaison and resource support to the Board (the "City Support Staff").
- (2) At least one (1) City Support Staff shall attend all Board meetings and participate in discussions and debates, including any in camera sessions, but may not make motions or vote on any issue before the Board.

11. MEETINGS

- (1) Regular meetings shall be held at a time and place as determined by the Board.
- (2) At least eight (8) regular meetings shall be held per year.
- (3) 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, signed by a majority of the Board Members, for such a special meeting in order to address such items or issues as may be set out in the written request.
- (4) The Chair or, in the Chair's absence, the Vice Chair shall prepare the agendas for the meetings in consultation with the Board Members and the City Support Staff (if any).

12. QUORUM AND VOTING

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

13. MINUTES

The Board shall ensure that minutes of all regular and special meetings are recorded. Copies of all adopted minutes shall be filed with the City Clerk.

14. PECUNIARY INTEREST

The provisions of the *Municipal Government Act* (Alberta) regarding Pecuniary Interest of Councillors shall apply, with all necessary changes, to members and meetings of the Board.

15. CONFIDENTIALITY

Board Members will not disclose confidential information belonging to, or obtained through their affiliation with the Board.

16. REMUNERATION

Board Members shall receive no salary, honorarium, reimbursement, or other remuneration in respect of their membership in the Board or any services provided in connection therewith.

17. REPEAL

The following City bylaws are hereby repealed:

- (1) City Bylaw No. 3296;
- (2) City Bylaw No. 3602;
- (3) City Bylaw No. 4055; and
- (4) City Bylaw No. 4342.

18. BYLAW REVIEW

Council shall review this Bylaw at least once every four (4) years.

19. MISCELLANEOUS

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

READ A FIRST TIME in open Council on April 5, 2021.


READ A SECOND TIME in open Council on April 5, 2021.

READ A THIRD TIME in open Council on April 5, 2021.

SIGNED AND PASSED on April 6, 2021.



MAYOR – KEITH E. (TED) CLUGSTON



CITY CLERK – A. CRUICKSHANK