

THE CITY OF EDMONTON

BYLAW 16765

TASK FORCE FOR THE ELIMINATION OF POVERTY IN EDMONTON BYLAW

Whereas, pursuant to:

Section 1(f) of the *Municipal Government Act*, RSA 2000, c M-26, any committee, board or other body established by Council under the authority of the Municipal Government Act is a Council committee;

Section 145 of the *Municipal Government Act*, Council may by bylaw establish Council committees and establish rules for their conduct and procedure;

Section 154 of the *Municipal Government Act*, the chief elected official is a member of every Council committee unless Council provides otherwise;

Sections 196 to 198 of the *Municipal Government Act*, Council committee meetings must be conducted in public unless the matters under discussion fall within one of the exceptions to disclosure under the *Freedom of Information and Protection of Privacy Act*, RSA 2000 c F-25, or a member of the public is expelled for improper conduct;

Section 203 of the *Municipal Government Act*, Council may by bylaw delegate any of its powers, duties or functions to a Council committee or the City's chief administrative officer or designated officers;

Section 208 of the *Municipal Government Act*, the chief administrative officer must ensure that Council committee minutes are recorded, records kept safe, and written legal advice regarding Council or committees legal obligations under the Municipal Government Act is given to Council committees when required;

Section 209 of the *Municipal Government Act*, the chief administrative officer may delegate any of the chief administrative officer's powers, duties or functions to a City employee or designated officer;

Sections 1(i)(xii), 1(j), 1(p), and 95 of the *Freedom of Information and Protection of Privacy Act*, Council committees are separate public bodies from the City that must appoint a FOIP Head and adopt a fee schedule in accordance with the requirements of that Act;

Edmonton City Council enacts:

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

- 1 The purpose of this bylaw is to:
- (a) establish the Task Force for the Elimination of Poverty in Edmonton;
 - (b) prescribe the Task Force's mandate and terms of reference;
 - (c) create rules for the appointment of Task Force members and its procedures;
 - (d) give directions for the support and duration of the Task Force.

DEFINITIONS

- 2 In this bylaw, words are defined in the same manner as they are defined in the *Municipal Government Act*, except as expressly provided in this section:
- (a) **"City"** means the municipal corporation of the City of Edmonton;
 - (b) **"City Manager"** means the chief administrative officer of the City or delegate;
 - (c) **"Council"** means the elected governing body of the City;
 - (d) **"Councillors"** means the elected members of Council except for the Mayor;
 - (e) **"FOIP Act"** means the *Freedom of Information and Protection of Privacy Act*, RSA 2000 c F-25;;
 - (f) **"FOIP Head"** means the individual or group designated as the Task Force's head as required by the FOIP Act;
 - (g) **"Mayor"** means the chief elected official of the City;
 - (h) **"member"** means an individual appointed to the Task Force;
 - (i) **"Municipal Government Act"** means the *Municipal Government Act*, RSA 2000 c M-26;
 - (j) **"Procedures and Committees Bylaw"** means the City's Procedures and Committees Bylaw, Bylaw 12300;
 - (k) **"Task Force"** means the Task Force for the Elimination of

Poverty in Edmonton, established by this bylaw.

**RULES FOR
INTERPRETATION**

- 3 The marginal notes and headings in this bylaw are for reference purposes only.
- 4 In the event of a conflict between a provision in this bylaw and an enactment, the enactment governs.
- 5 Any reference to an enactment or bylaw includes all amendments or successor or replacement enactments or bylaws, and regulations or orders created pursuant to the authority in the enactment or bylaw.

PART II - ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE

ESTABLISHMENT

- 6 The Task Force for the Elimination of Poverty in Edmonton is established as a Council committee.

**MANDATE /
PURPOSE**

- 7 The mandate of the Task Force is to prepare and present to Council a report on poverty in Edmonton which includes:
 - (a) information on the nature, extent and causes of poverty within the Edmonton region;
 - (b) a concrete plan for eliminating poverty in Edmonton within a generation;
 - (c) recommendations to Council on how to implement the plan.

**TERMS OF
REFERENCE**

- 8 The Task Force will continue the work of the Edmonton Poverty Elimination Steering Committee which was presented in the following three reports to the City's Executive Committee on March 3, 2014:
 - (a) Unleashing Our Potential: Eliminating Poverty in Edmonton (June 2013);
 - (b) Engaging Edmontonians to Thrive and Prosper: What we Heard (Edmonton Poverty Elimination Initiative, January 2014); and
 - (c) Changing the Conversation about Poverty in Edmonton (February, 2014).
- 9 In fulfilling its mandate, the Task Force will draw on the strengths of its working groups and the greater community to:

- (a) engage Edmontonians in discussions about poverty and its impact on individuals, families and the community;
- (b) recognize and understand the strength, resilience, determination and dreams of those living in poverty;
- (c) identify the specific root causes of poverty in Edmonton, including systemic causes;
- (d) research the roles, activities and programs of other governments, institutions, and organizations that are working to end or alleviate poverty in Edmonton;
- (e) identify opportunities for collaboration with governments, institutions and other organizations to integrate City initiatives to end poverty with other initiatives;
- (f) identify the specific issues faced by children, youth, aboriginal people, and people earning low incomes who are living in poverty;
- (g) develop innovative and collaborative solutions for ending poverty in Edmonton by using an open and responsive client centred approach to capture the will and ideas of those who are living in poverty.

PART III - TASK FORCE MEMBERS AND OFFICERS

MEMBERS	10	The Task Force will be comprised: <ul style="list-style-type: none">(a) up to 18 volunteer members appointed by and at the pleasure of Council, one of whom will also be appointed to act as co-Chair;(b) the Mayor;(c) up to two Councillors appointed by Council;(d) one representative appointed by and at the pleasure of the provincial government;(e) one representative appointed by and at the pleasure of the federal government;
	11	Council will appoint volunteer members on the basis of Task Force recommendations.
	12	Members may be reimbursed for out of pocket expenses in accordance with City policy.
REIMBURSEMENTS		
OFFICERS	13	The Mayor and a City appointed member will co-Chair Task Force meetings.
	14	The individual appointed as co-Chair will perform the following specific duties for the Task Force: <ul style="list-style-type: none">(a) co-chair meetings;(b) provide input to Council on appointment of members;(c) work with the City Manager to present reports and budgetary requests if required;(d) provide the Task Force's meeting schedule, agendas, minutes, reports and records to the City Manager;(e) perform such other duties as requested by the Task Force or Council.

PART IV - PROCEDURES

MEETINGS	15	The Task Force will establish its meeting schedule at its inaugural meeting.
	16	Special meetings may be called by either co-Chair upon meeting the notice requirements in the Municipal Government Act.
QUORUM	17	Quorum is established by the attendance of a majority of members at a properly called meeting.
PROCEDURES	18	The Task Force will follow the procedures for Council committees set out in the City's Procedures and Committees Bylaw, but may supplement those procedures as required.
RESOLUTIONS	19	Task Force decisions will be made by show of hands, with passage of resolutions being established by a majority vote of those present at the meeting.
MINUTES AND RECORDS	20	The Task Force must prepare and keep safe minutes and records relating to its decisions or working group reports and provide them to the City Manager at least once per year or at the City Manager's request.
FOIP ACT RESOLUTIONS	21	At its first meeting, the Task Force will pass resolutions appointing a FOIP Head and adopting a fee schedule for information requests as required by the FOIP Act.
REPORTING	22	The Task Force is accountable to and will report to Council as required by this bylaw, or as otherwise requested by Council.

PART V - WORKING GROUPS

ESTABLISHMENT OF WORKING GROUPS	23	The Task Force will establish two defined working groups:
		<ul style="list-style-type: none"> (a) the Aboriginal Round Table which will be comprised of members who are of Metis or First Nations descent who can contribute to the understanding of how poverty impacts the aboriginal community in Edmonton and who have capacity to develop solutions for ending poverty in the aboriginal community; and (b) the Information and Research Round Table comprised of members with experience or expertise in understanding poverty and who have the capacity to provide thorough

empirical and statistical research for the Task Force.

**INTERFACE
BETWEEN THE
TASK FORCE AND
ITS WORKING
GROUPS**

- 24 The Task Force may establish other working groups to facilitate its work as it deems necessary.
- 25 All working groups will be chaired by a Task Force member tasked with the responsibility for:
 - (a) chairing working group meetings;
 - (b) taking and preserving minutes;
 - (c) managing working group records; and
 - (d) reporting to the Task Force on working group proceedings and work.
- 26 All working groups will report to the Task Force through the Task Force's co-Chairs, but the Task Force may not delegate decision making power to its working groups.

PART VI - CITY MANAGER'S DUTIES

- 27 The City Manager will within approved budgets, in accordance with Council policy and as required by the Municipal Government Act, perform the following duties for the Task Force:
 - (a) appoint senior members of the City administration to provide expertise and support to the Task Force;
 - (b) provide facilities, equipment, and meeting management support for meetings;
 - (c) publish the Task Force's meeting schedule as required by the Municipal Government Act;
 - (d) ensure that Task Force records are managed in accordance with City and Municipal Government Act requirements;
 - (e) act as the Committee's FOIP Head until such time as the Task Force passes a resolution to appoint a group or individual to that role as required by the FOIP Act, but the Task Force may, with the City Manager's consent, appoint the City Manager or City employees to that role;

- (f) take appropriate steps to ensure that information requests are handled in accordance with FOIP Act and other legal requirements;
- (g) facilitate preparation of the Task Force's reports to Council;
- (h) such other duties as may be specified by Council to assist the Task Force in its work.

PART VII - TASK FORCE DURATION AND REVIEW

- 28 The Task Force will fulfill its mandate by providing its report to Council on or before December 31, 2015.
- 29 This bylaw will expire on July 31, 2016.

Read a first time	12 th	day of	March	, A. D. 2014;
Read a second time	12 th	day of	March	, A. D. 2014;
Read a third time	12 th	day of	March	, A. D. 2014;
SIGNED AND PASSED	12 th	day of	March	, A. D. 2014.

THE CITY OF EDMONTON

MAYOR

CITY CLERK