

THE CITY OF EDMONTON

BYLAW 16658

WOMEN'S ADVOCACY VOICE OF EDMONTON COMMITTEE 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 prescribe rules for their conduct and procedure;

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

Section 195 of the *Municipal Government Act*, the City must give at least 24 hours notice of a Council committee meeting to the members of that Committee and the public;

Sections 196 to 198 of the *Municipal Government Act*, Council committee meetings must be conducted in public unless the matters under discussion is within one of the exceptions to disclosure under the FOIP Act 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 and functions to the chief administrative officer, a designated officer or a Council committee;

Section 208 of the *Municipal Government Act*, the chief administrative officer must ensure that the enumerated administrative functions under that section are performed, including recording minutes, identifying members present at meetings, providing minutes for adoption at the next meeting, safekeeping Council and Council committee records, and informing Council and Council committees in writing of their legal responsibilities under the *Municipal Government Act*;

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

Sections 1(i)(xii), 1(j), and 1(p) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c. F-25, define Council committees as separate public bodies from the City;

Section 95 of the *Freedom of Information and Protection of Privacy Act* requires every public body to, by the means by which it makes decisions, appoint a FOIP Head and establish a fee

schedule for answering information requests, but the fee schedule may not exceed the maximum fees set in the *Freedom of Information and Protection of Privacy Regulation*, AR 31/2012, as amended;

Edmonton City Council enacts:

PART I - PURPOSE, DEFINITIONS AND INTERPRETATION

- | | | |
|--------------------------------|---|---|
| PURPOSE | 1 | The purpose of this bylaw is to establish a Council committee named the Women’s Advocacy Voice of Edmonton Committee, and prescribe a mandate, terms of reference, composition, term, reporting requirements and procedural rules for the Committee. |
| DEFINITIONS | 2 | <p>In this bylaw, words are defined in the same manner as they are defined in the <i>Municipal Government Act</i>, except as defined in this section:</p> <ul style="list-style-type: none"> (a) “City” means the municipal corporation of the City of Edmonton established by the <i>Municipal Government Act</i>; (b) “City Manager” means the chief administrative officer of the City or his or her delegate; (c) “Committee” means the Women’s Advocacy Voice of Edmonton Committee established by this bylaw; (d) “Council” means the elected governing body of the City; (e) “FOIP Act” means the <i>Freedom of Information and Protection of Privacy Act</i>, RSA 2000, c. F-25, as amended and any regulations or orders made thereunder; (f) “FOIP Head” means the individual appointed to exercise all of the powers, and perform all of the duties and functions required of the Committee under the FOIP Act; (g) “Mayor” means the chief elected official of the City; (h) “Municipal Government Act” means the <i>Municipal Government Act</i>, RSA 2000, c. M-26, as amended and any regulations or orders made thereunder; (i) “Procedures and Committees Bylaw” means the City’s Procedures and Committees Bylaw, Bylaw 12300, as amended or its replacement. |
| RULES FOR INTEPRETATION | 3 | The marginal notes and headings in this bylaw are for reference |

purposes only.

PART II - ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE

| | | |
|-------------------------------|---|--|
| ESTABLISHMENT | 4 | The Women's Advocacy Voice of Edmonton Committee is established as a Council committee. |
| MANDATE / PURPOSE | 5 | <p>The mandate of the Committee is to:</p> <ul style="list-style-type: none"> (a) make recommendations to Council about women's gender based issues and opportunities in relation to Council policies, priorities and decisions; (b) promote leadership development to empower Edmonton women to fully participate in civic life; and (c) research and provide information and resources about women's gender based issues and opportunities to Edmontonians. |
| TERMS OF REFERENCE | 6 | <p>The Committee will fulfill its mandate by honouring the principles of diversity and inclusion while performing functions in two key areas:</p> <ul style="list-style-type: none"> (a) Advocating and providing advice and leadership on women's perspectives through activities such as: <ul style="list-style-type: none"> (i) identifying and integrating women's gender perspective opportunities in urban development, services, programs and policies from inception to evaluation; (ii) advocating to Council and residents of Edmonton for recognition of the needs and interests of women in relation to programs, services, and urban development; (iii) making recommendations to eliminate barriers to women's participation in civic life; (iv) engaging with entities with mandates similar to the Committee; (b) Acting as a resource, liaison and centralized voice for Edmonton women through activities such as: <ul style="list-style-type: none"> (i) promoting and facilitating training opportunities |

through mentorship and networking;

- (ii) exploring evidence based research and wise practices to improve civic engagement of diverse Edmonton women;
- (iii) identifying and reporting on emerging issues and projects of interest to Edmonton women.

PART III - REPORTING

- 7 The Committee is accountable to, and will regularly report to Council.
- 8 The Committee will with the assistance of the City Manager prepare and at the City Manager's or Council's request, present reports to Council containing information, advice or recommendations as follows:
- (a) Annual work plan outlining the Committee's annual strategic and performance goals, planned projects, events, activities and initiatives, and budget requests;
 - (b) At least once per year, provide a report on progress and accomplishments on the matters in the Committee's annual work plan;
 - (c) As required, notify Council of any specific issues, challenges, or projects or initiatives where Council direction or support for the Committee may be required;
 - (d) As required, provide the Committee's advice or recommendations to Council on specific matters within the Committee's mandate.

PART IV - MEMBERSHIP AND TERM

- VOTING MEMBERS**
- 9 The Committee will be comprised of up to 15 volunteer members appointed by and at the pleasure of Council for terms of up to two years.
- 10 The Mayor will not be a member.
- 11 Council will consider the need for continuity within the Committee by appointing half of the members for alternating terms.

- 12 After the initial appointments, the Committee will recommend to Council individuals for Council appointments to the Committee.
- 13 Individuals recommended for appointment by the Committee will come from diverse backgrounds to ensure that the composition of the Committee reflects communities of interest within the City that may possess differing perspectives and experience in relation to gender issues and will meet some or all of the following criteria:
 - (a) connection to stakeholder and related communities of interest;
 - (b) governance, communication and negotiation skills and experience;
 - (c) leadership, advocacy and community organization skills and experience;
 - (d) commitment to mentoring and empowerment;
 - (e) ability to fill a skills or experience deficiency within the Committee’s membership;
 - (f) other characteristics identified by the Committee for the purpose of ensuring that the Committee remains progressive and robust during its mandate.
- 14 Council may seek input from the Committee through its Chair in relation to membership appointments and re-appointments, or as provided for by City policy.
- 15 Committee members may be re-appointed for successive terms totalling not more than six consecutive years or in accordance with term limits imposed by City policy.

ADVISORS

- 16 The City Manager may appoint up to three City employees to perform liaison functions between the City and the Committee and to act as City advisors.

TERM EXTENSIONS

- 17 Notwithstanding any other provision in this bylaw, Council may make or extend any term of appointment, including the final term, for any length of time Council deems appropriate.

PART V - PROCEDURES

MEETINGS

- 18 The Committee will schedule at least four meetings per calendar year, and will provide its meeting schedule to the City Manager.

19 Special meetings may be called by the Chair upon meeting the notice requirements in the Municipal Government Act.

20 Quorum is established by the attendance of a majority of the Committee’s members.

RESOLUTIONS

21 Committee decisions will be made by way of a vote on motions by show of hands, with motions passed recorded as resolutions in the Committee’s minutes.

22 The Committee will follow the procedures for Council committees set out in the Procedures and Committees Bylaw, but may vote to add additional procedures if required, provided that the procedures do not conflict with legal requirements or this bylaw.

23 All Committee meetings will be held in public unless closed in accordance with the criteria in the Municipal Government Act.

SUB-COMMITTEES

24 The Committee may establish sub-committees to conduct research, obtain and summarize public input, or to obtain specialized expertise and provide reports on those matters to the Committee.

25 If the Committee establishes sub-committees:

- (a) each sub-committee must contain at least one Committee member who will act as Chair for the sub-committee;
- (b) they may include experts, residents and others who are not part of the Committee; and
- (c) they will establish a reporting schedule for each sub-committee.

MINUTES AND RECORDS

26 The Committee must prepare and keep safe minutes and records relating to Committee decisions or sub-committee reports and provide them to the City Manager at least once per year or at the City Manager’s request.

PART VI - COMMITTEE OFFICERS

CHAIR AND VICE CHAIR

27 The Committee will annually select a Chair and Vice Chair from its voting members, but no member may serve as Chair or Vice Chair for more than two successive years.

CHAIR’S DUTIES

28 The Chair will preside at meetings and perform the other duties required of a Council committee Chair by City policy or this bylaw, but if the Chair is absent or unable to perform those duties,

the Vice Chair will perform the Chair’s duties.

29 The Chair will perform the following specific duties for the Committee:

- (a) Report to Council on the performance of members seeking re-appointment or other recruitment matters as directed by Council;
- (b) Assist the City Manager in preparing the Committee’s budget request;
- (c) Provide to the City Manager a report on the Committee’s resource needs;
- (d) Prepare the Committee’s annual work plan, budget requests, and other Committee reports to Council and attend Council to answer Council’s questions regarding those documents as required;
- (e) Speak publicly on matters approved by the Committee;
- (f) Provide the Committee’s agendas, minutes, reports and other Committee records to the City Manager;
- (g) Perform such other reporting duties as required by Council in relation to other Committee matters.

PART VII - RESOURCES AND CITY MANAGER’S DUTIES

| | | |
|--|----|---|
| ADMINISTRATIVE SUPPORT AND FACILITIES | 30 | The City Manager will provide to the Committee administrative and other support, facilities and equipment required for meetings, developing budget requests and preparing Council reports, within allocated budget resources and as required by the Municipal Government Act. |
| PUBLICATION OF COMMITTEE SCHEDULE | 31 | The City Manager will publish the Committee’s meeting schedule as required by the Municipal Government Act. |
| FOIP HEAD | 32 | The City Manager will act as the Committee’s FOIP Head until such time as the Committee votes to appoint an individual to that role, and the Committee may, with the City Manager’s consent, vote to appoint the City Manager to that role. |
| FOIP ACT RESOLUTIONS | 33 | The Committee will at its first scheduled meeting, and thereafter as necessary, vote on a fee schedule for responding to FOIP Act requests, and appoint a FOIP Head in the manner required by the |

FOIP Act.

**RECORDS AND
INFORMATION
REQUESTS**

- 34 The City Manager will with the assistance of the Chair ensure that:
- (a) Committee records are managed in accordance with Municipal Government Act requirements; and
 - (b) Information requests are handled in accordance with FOIP Act and other legal requirements.

PART VIII - COMMITTEE DURATION AND REVIEW

- 35 The Committee will expire on July 31, 2019, or such other earlier date as may be determined by Council.
- 36 The Committee will at least three months prior to the date on which it is scheduled to expire, provide Council a report on the Committee’s progress during its term, and make recommendations for the next Council on:
 - (a) the type and nature of work that the Committee could pursue if the next Council wishes to continue the work under the same or a revised mandate;
 - (b) recommendations for the mandate, terms of reference, composition or other relevant matters with respect to a new or re-formed committee;
 - (c) emerging issues pertaining to the Committee’s mandate or work to assist the next Council to make decisions in relation to those matters.

| | | | | |
|--------------------|------------------|--------|----------|---------------|
| Read a first time | 11 th | day of | February | , A. D. 2014; |
| Read a second time | 11 th | day of | February | , A. D. 2014; |
| Read a third time | 11 th | day of | February | , A. D. 2014; |
| SIGNED AND PASSED | 11 th | day of | February | , A. D. 2014. |

THE CITY OF EDMONTON

MAYOR

CITY CLERK