

BYLAW 32-2020

STRATHCONA COUNTY

THE COVID-19 CITIZEN AND COMMUNITY SUPPORT TASK FORCE BYLAW

AS:

- A. Section 145 of the *Municipal Government Act* provides that a council may pass bylaws in relation to the establishment and function of council committees and other bodies;
- B. Section 153 of the *Municipal Government Act*, the Mayor is a member of all Council committees unless specifically excluded; and
- C. Strathcona County is facing the COVID -19 Pandemic, and its significant impact on the wellbeing, safety and resilience of our residents, families, groups and our community as a whole.
- D. It is desirable to establish a COVID-19 Citizen and Community Support Task Force.

Council enacts:

Part I – Purpose, Definitions, and Interpretation

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| Purpose | 1. The purpose of this bylaw is to establish a Council committee named the COVID-19 Citizen and Community Support Task Force, and to prescribe a mandate, terms of reference, composition and procedural rules for the Task Force. |
| Interpretation | 2. The following rules apply to interpretation of this bylaw: <ul style="list-style-type: none">(a) The marginal notes and headings in this bylaw are for reference purposes only;(b) If there is a conflict between a provision of this bylaw and an enactment, the enactment governs;(c) Any reference to an enactment or bylaw includes all amendments or successor enactments or bylaws, and applicable regulations or orders established under the enactment or bylaw; and(d) Actions authorized by this bylaw must be performed in compliance with all applicable trade agreements and treaties, enactments, bylaws, and the County's policies and procedures. |
| Definitions | 3. In this bylaw, words have the meaning given to them in this section, but if not defined in this bylaw, they have the same meaning as under the <i>Municipal Government Act</i> : <ul style="list-style-type: none">(a) "Act" means the <i>Municipal Government Act</i>, RSA 2000, c M-26; |

- (b) "Chief Commissioner" means the Chief Administrative Officer for the County or delegate;
- (c) "Council" means the elected governing body of the County;
- (d) "Councillor" means an individual elected to Council, including the Mayor; and
- (e) "County" means the specialized municipality and municipal corporation of Strathcona County, established under Order 761/95 pursuant to the Municipal Government Act.
- (f) "Task Force" means the Council committee established under this bylaw as the COVID-19 Citizen and Community Support Task Force

Part II – Establishment, Mandate, and Terms of Reference

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| Establishment | 4. The COVID-19 Citizen and Community Support Task Force is established as a Council committee. |
| Mandate | 5. The Task Force will provide policy and legislative recommendations to Council on resident and community support in the context of the COVID – 19 Pandemic and recovery, helping to ensure that Council's legislative framework and decisions support a coordinated response to resident and community needs during and after the Pandemic, to contribute to wellbeing, safety and resilience, and to support community rebuilding and recovery. |
| Terms of Reference | 6. To fulfill its mandate, the Task Force will develop, for Council's approval, an initial workplan including such matters as: <ul style="list-style-type: none"> (a) Provide advice and recommendations to Council for vision and strategy considerations for responses to support urgent needs of our residents, and short, medium and long term recovery of residents and wellbeing of the community; (b) Broadly engage and build relationships with board leaders of organizations within the social sector, such as not-for-profit organizations within the community, school boards, and access advice from Council advisory committees; (c) Engage with residents and community groups to understand the diversity of impacts of COVID-19 on individuals, families and groups, and apply the knowledge to make recommendations to council regarding service delivery options and investments new services and programs; (d) To act as ambassadors to increase awareness of social sector supports available, to de-stigmatize accessing available supports, and promote examples of resilience and positive actions that have arisen from the Pandemic; (e) Provide advice and recommendations to support Council's advocacy role with respect to resident and community support and funding from the provincial and federal governments; (f) Provide advice and recommendations for policy and legislative frameworks to support all residents, including seniors, children |

and youth, families, and vulnerable populations, and to help eliminate barriers to meeting the needs of all residents;

(g) Through the Chief Commissioner, gather input from internal resources to support the development of recommendations;

(h) Within the budget allocated by Council, hire consultants and facilitators to support the work of the Task Force; and

(i) And to undertake such other engagement, liaison and strategic roles as are outlined in Schedule A.

Part III – Membership and Quorum

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| Membership | 7. | The Task Force will be comprised of three Councillors appointed by Council, and the Mayor as an ex-officio member. |
| | 8. | Members will serve on the Task Force at the pleasure of Council. |
| Quorum | 9. | Quorum is two members of the Task Force present in person or by electronic means at a meeting. The Mayor, when in attendance, will be counted towards quorum. |
| Chair and Vice-Chair | 10. | The Task Force will appoint a Chair and a Vice-Chair at its first meeting. |
| Chair's Duties | 11. | The Chair will propose the agenda for adoption by the Task Force at each meeting. The Chair will preside at all Task Force meetings and decide all points of order that may arise. The Vice-Chair will act as Chair if the Chair is unable to attend a meeting. |
| Sub Task Forces | 12. | The Task Force may appoint Sub Task Forces with up to 7 members to work on issues within the mandate of the Task Force. In appointing Sub Task Force members, the Task Force will take into account the factors set out in Schedule A. |
| Direction to Sub Task Forces | 13. | The Task Force must provide clear direction to each Sub Task Force appointed, including guidelines for operation and reporting. Sub Task Forces will not be provided with administrative or financial support and will report directly to the Task Force. |

Part IV – Procedures

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| Call of Meeting | 14. | The Chair may call a meeting at any time by providing at least three business days' notice to the members and to the public, and must call a meeting within three business days upon receipt of a written request signed by at least two members. |
| Schedule of Meetings | 15. | The Task Force may vote to establish scheduled meetings and post the schedule on the County website, and no further notice of scheduled meetings will be required. |
| Special Meeting | 16. | Special Meetings may be called with less than three days' notice and without notice to the public, provided all members agree in writing (including by email) to the holding of the meeting. |
| Workshops and | 17. | To facilitate the development of strategic recommendations, and to |

Facilitated Sessions	ensure that the Task Force remains nimble, it may undertake scenario planning and conduct workshops and facilitated sessions with informal procedures.
Formal Procedures	18. When finalizing recommendations and advice to Council, the Task Force will follow the meeting procedures set out in the Strathcona County Meeting Procedures Bylaw.
Public Meetings	19. Task Force meetings, workshops and other sessions will be held in public unless the meeting is closed for reasons permitted by the Municipal Government Act.
Code of Conduct	20. Members of the Sub Task Forces are required to comply with the Code of Conduct set out in Schedule B.

Part V – Administration and Chief Commissioner’s Role

Clarity of Roles	21. The Task Force will respect the role of the Chief Commissioner, the Emergency Management Agency and Administration as a whole, and will ensure that Task Force work remains at the governance and policy level.
Senior Technical Support	22. The Chief Commissioner will provide appropriate technical expertise from senior levels of Administration to support the work of the Task Force.
Chief Commissioner Role	23. The Chief Commissioner will provide support to the Task Force but is not a member of the Task Force and cannot vote on any matter before the Task Force.
Chief Commissioner duties	24. The Chief Commissioner will perform the following duties and functions for the Task Force: <ul style="list-style-type: none"> (a) Publish the Task Force’s meeting schedules and notices; (b) Provide support for the appointment of Sub-Task Force members; (c) Provide technical, administrative, meeting space, meeting management and other supports to the Task Force as required for its meetings; and (d) Manage the Task Force’s minutes and records.

Part VI – General

Bylaw Review

25. This Bylaw will be brought to Council for consideration of the ongoing need for the Task Force prior to December 31, 2020.

Repeal

26. The Task Force terminates, and this Bylaw is repealed on March 31, 2021.

First reading: May 5, 2020

Second reading: May 5, 2020

Third reading: May 5, 2020

Date Signed:

Rod Frank

Mayor

Mavis Nathoo

Director, Legislative and Legal Services

Schedule A to Bylaw 32-2020
Additional Terms of Reference for Task Force Consideration

1. Task Forces may choose to engage and liaise with a broad variety of external and internal stakeholders to discuss issues and gather input towards formulation of recommendations to Council. Stakeholders may include the following:
 - a. Emergency Management Agency
 - b. Internal expertise, as directed by the Chief Commissioner, including
 - i. Executive Team
 - ii. Family and Community Services
 - iii. Recreation Parks and Culture
 - c. Social Framework Leadership Table
 - d. Ministerial Association
 - e. School Boards
 - f. Social Sector Not-for-Profit Boards:
 - i. The Primary Care Network Board
 - ii. Heartland Housing Foundation
 - iii. Library Board
 - g. Recreation and Culture Not-for-profit sector boards
 - h. Council Advisory Committees, including:
 - i. The Community Living Advisory Committee
 - ii. Youth Advisory Committee
 - iii. Seniors Advisory Committee
 - iv. Accessibility Advisory Committee
 - i. Other elected officials to allow for regional approaches and to identify best practices
 - j. Representatives from provincial and federal governments

2. In appointing Sub-Task Force members, the Task Force will consider an appropriate mix of skills, including:
 - a. Advanced training and education in relevant fields
 - b. Relevant experience with social policy, community wellbeing, brain science, systems change, family studies, or related
 - c. Written and Oral Communication skills
 - d. Public engagement expertise
 - e. Analytical skills
 - f. Government experience (federal, provincial and municipal)
 - g. Not-for-profit sector experience

Schedule B to Bylaw 32-2020 Code of Conduct for Task Force Members

The effective operation of democratic local government requires that persons appointed by Strathcona County Council to its task forces be independent, impartial and duly responsible through Council to the people of Strathcona County.

This Code of Conduct articulates the expectations for Task Force and Sub Task Force members so that they may carry out their entrusted duties with impartiality and dignity, recognizing that the function of the Task Force is, at all times, service to their community and the public.

To further these objectives, certain ethical principles should govern the conduct of Task Force and Sub Task Force members so that they maintain the highest standards in public office and faithfully discharge their duties.

Task force members will:

1. Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta and the bylaws and policies of Strathcona County.
2. Act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
3. Treat one another, Chief Commissioner, Administration, and members of the public with courtesy, dignity and respect and without abuse, harassment, bullying or intimidation.
4. Not interfere in matters of Administration, which fall within the jurisdiction of the Chief Commissioner
5. Not use confidential information for the personal profit of themselves or any other person.
6. Not communicate confidential information to anyone not entitled to receive it.
7. Not use their position to secure special privileges, favours, or exemptions for themselves or any other person.
8. Respect the Mayor's role as the County's spokesperson and refrain from claiming to speak on behalf of Council or the County unless expressly authorized to do so.
9. Preserve the integrity and impartiality of their Task Force or Sub Task Force and of Strathcona County Council.
10. For a period of six months after leaving a Task Force or Sub Task Force, abide by the ethical standards of conduct listed above, except those related to confidential information and speaking on behalf of the County, which shall apply in perpetuity.

Task Force and Sub Task Force members should not assume that any unethical activities not covered by or specifically prohibited by this Code of Conduct, or by any legislation, are therefore condoned. Task Force and Sub Task Force members are encouraged to seek advice from the Chair of their Task Force or from the Director of Legislative and Legal Services if in doubt about a course of action involving their work on the Task Force.