

**CONSOLIDATION OF BYLAW NO. 420-98**  
**LEDUC ENVIRONMENTAL ADVISORY BOARD BYLAW**

**Adopted February 9, 1998**

**AS AMENDED BY:**

**Bylaw No. 533-2002 adopted November 25, 2002**  
**Bylaw No. 555-2003 adopted December 8, 2003**

**This consolidation is not an Official Bylaw. It is prepared by the City Clerk's Office for assistance only. Copies of the official bylaw(s) may be purchased from the City Clerk's Office.**

**This consolidated bylaw was authorized pursuant to Bylaw No. 389-97**

**Bylaw No. 420-98**  
**LEDUC ENVIRONMENTAL ADVISORY BOARD BYLAW**

PAGE 1

Code 03/06

---

**A BY-LAW OF THE CITY OF LEDUC IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR  
THE ESTABLISHMENT OF A LEDUC ENVIRONMENTAL ADVISORY BOARD.**

---

Sections 145 and 146 of the Municipal Government Act, R.S.A. 1994, Chapter M-26.1, as amended, authorizes Council to establish Committees and other bodies and to prescribe the membership of these Committees or other bodies;

**AND**, the City of Leduc is desirous of establishing a Board to provide advice regarding environmental programs;

**THEREFORE**, the Council of the City of Leduc in the Province of Alberta duly assembled, hereby enacts as follows:

**PART I: BYLAW TITLE**

1. That bylaw shall be known as the " Leduc Environmental Advisory Board" Bylaw.

**PART II: DEFINITIONS**

Board: the Leduc Environmental Advisory Board of the City;  
City: the Municipal Corporation of the City of Leduc;  
Council: the Council of the City;  
Director: the Director of the Planning & Engineering Department of the City;

**Bylaw 533-2002 adopted November 15, 2002**

Youth: a member of the public *registered in a Leduc High School program.*

**PART III: APPLICATION**

1. Purpose of the Leduc Environmental Advisory Board
  - a) The Board shall advise Council on environmental matters and propose to Council any programs or practices for the protection, enhancement and wise use of the environment.
  - b) The Board shall disseminate information to and for the residents of the City, to create a better appreciation of wise and prudent environmental practices.

**Bylaw No. 420-98**  
**LEDUC ENVIRONMENTAL ADVISORY BOARD BYLAW**

PAGE 2

Code 03/06

---

2. Membership

**Bylaw 555-2003 adopted December 8, 2003**

- a) *The Board shall consist of a minimum of seven (7) to a maximum of nine (9) members who shall be appointed by resolution of Council. The Board shall be composed of:*
    - i) *a minimum of (1) to a maximum of two (2) members from City Council;*
    - ii) *a minimum of five (5) to a maximum of eight (8) members from the public at large of which:*
      - a) *one (1) may be a youth member;*
      - b) *one (1) member may be from the formal Education System which may include a School Board Trustee, a teacher or school administrator; and*
      - c) *one (1) member may be recommended by the Chamber of Commerce.*
  - b) Board members shall be selected on the basis of an active interest in environmental concerns, a dedication to the well being of the City and a willingness and ability to communicate their interests to others.
  - c) An alternate member from Council may be appointed.
  - d) All persons appointed as members of the Board shall be residents of the City of Leduc and shall remain members only during such time as they continue to be residents of Leduc.
  - e) No employee of the City shall be eligible for appointment to the Board.
  - f) The Director, or designate, shall serve as the administrative liaison to the Board.
3. Term of Office
- a) The terms of office for the public members shall be for three (3) calendar years.
  - b) The term of the member of Council and alternate shall terminate at the time of a general election, or by resolution of Council.
  - c) The term of the youth member shall be for one (1) year and coincide with the school year.

**Bylaw No. 420-98**  
**LEDUC ENVIRONMENTAL ADVISORY BOARD BYLAW**

PAGE 3

Code 03/06

---

- d) Notwithstanding sections 3a and 3b, all members may remain in office until their respective successors are appointed.
  - e) Board members may apply for re-appointment to the Board at the conclusion of their term of office, in accordance with the Board Selection Policy of the City.
  - f) In the event of a vacancy occurring prior to completion of the appointed term, the person appointed to fill the vacancy shall hold office for the remainder of the term for the position in which the vacancy has arisen. Completion of the unexpired term shall not be considered a full term appointment.
  - g) Every member of the Board who is absent from three (3) consecutive meetings or 50% of the regular Board meetings that are held during the calendar year, shall forfeit their office and another member shall be appointed in their place for the remainder of the term. The member so forfeiting their office shall be considered eligible for re-appointment. The member shall receive written notice from the Director, or designate, advising of the forfeit of their office.
  - h) A Board member may be absent from three (3) consecutive meetings or 50% of the regular meetings that are held during the calendar year, if the absence has been authorized by resolution of the Board and entered in the official record of the meeting.
  - i) Council may, with reason/s, request in writing the resignation of any member of the Board at any time prior to the expiration date of the member's term of office.
  - j) Any member may resign from the Board at any time upon sending a written notice to the Chairman of the Board advising of the resignation and effective date.
4. Proceedings
- a) The Board shall hold an Organizational Meeting at the first Board meeting in any calendar year for the following purposes:
    - i) The Board shall elect a Chairman and Vice-Chairman who shall be any member of the Board, but shall not be an elected representative from Council.

**Bylaw No. 420-98**  
**LEDUC ENVIRONMENTAL ADVISORY BOARD BYLAW**

PAGE 4

Code 03/06

---

- ii) The Board shall establish by resolution any administrative procedures pertaining to the business of the Board, as it may deem necessary, provided such rules are not inconsistent with the Municipal Government Act or this Bylaw.
  - b) At least ten regular meetings of the Board shall be held annually. The time and place shall be determined by the Board at its first regular meeting held in the month of January, but may be changed by the Board from time to time as the Board may deem advisable.
  - c) Special Meetings may be called by the Chairman of the Board, on twenty-four (24) hours notice to all members, or at the written request of any three (3) members of the Board or at the request of the Director, or designate.
  - d) A minute book shall be kept and the Secretary of the Board shall record the minutes of all regular and special meetings. Copies of all minutes shall be filed with the City Clerk.
  - e) A majority of the total members of the Board shall constitute a quorum.
  - f) The Chairman shall have a vote on any question and in the event of a tie, the motion shall be lost.
  - g) The Board may appoint sub-committees to deal with any of the matters coming within the scope and jurisdiction of the Board.
  - h) All meetings of the Board shall be open to the public, unless the Board adopts a resolution to meet in-camera. No formal business of the Board shall be conducted during an in-camera session.
  - i) In all cases not provided for in this bylaw, Robert's Rules of Order shall be followed to the extent they may apply.
5. Responsibility and Authority
- a) The said Board shall act in an advisory capacity to the Council in relation to all questions affecting the development of environmental programs.
  - b) The Board shall make recommendations to Council as to programs, facilities, or other matters that should be considered in the environmental program budget of the City.

**Bylaw No. 420-98**  
**LEDUC ENVIRONMENTAL ADVISORY BOARD BYLAW**

PAGE 5

Code 03/06

---

6. Limitations and Power
  - a) Neither the Board, nor any Board member, shall have the power to pledge credit of the City in connection with any matters whatsoever, nor shall the Board, nor any Board member, have any power to authorize any expenditures to be charged against the City.

**PART IV: REPEAL**

1. Bylaw No. 183-90 is hereby repealed.

**PART V: ENACTMENT**

This Bylaw shall come into force and effect when it receives Third Reading and is duly signed.

First Reading date:	February 9, 1998
Second Reading date:	February 9, 1998
Third Reading date:	February 9, 1998
Date Signed:	February 13, 1998

“John Jackie”  
Mayor

“Coral Callioux”  
City Clerk